



DIVISION III
DISCOVER | DEVELOP | DEDICATE

COMMISSIONERS
HANDBOOK

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Division III Commissioners Handbook

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NCAA's National Office Organizational Outline

Who is the NCAA?

- The NCAA ***national office*** is the staff and the bricks-and-mortar office building in Indianapolis.
- Colleges, universities, conferences, and other affiliated organizations make up the ***membership***.
- The ***Association*** is a combination of both.
- The 400-plus employees at the national office provide advice and counsel to the governance and playing rules committees, interpret legislation, enforce NCAA bylaws, provide legal advice, run championships, administer education and youth programs and communicate with the NCAA membership and the public.

Executive.

The executive affairs staff supports the NCAA president as the chief advocate for intercollegiate athletics and provides administrative support services to the Association.

Together with the Senior Management Team and the President's Cabinet, the executive office team assigns responsibility and ensures accountability for the management and operations of the national office. It also provides advice and counsel to the membership and key governance leaders on a broad range of issues and concerns, while collaborating with the communications group to develop key messages in support of the collegiate model of athletics.

❖ ***President's Cabinet.***

- The President's Cabinet includes the Senior Management Team and other vice presidents. The Cabinet meets monthly to report important developments and provide input on issues facing the Association. The Cabinet's charge is to share information between departments and member schools to enhance the service and effectiveness of national office staff.

❖ ***Senior Management Team.***

- The Senior Management Team is the group of closest advisors at the national office to the president. This group ensures accountability in management and operations as part of a dynamic and inclusive leadership structure. They also provide counsel to key governance leaders within the NCAA membership.

Law, Policy and Governance.

❖ ***Governance.***

- Work directly with the presidential bodies and various councils that direct the

affairs of each division, including identifying options and recommendations on relevant policy issues, as well as the preparation and distribution of meeting agendas, supplements, meeting summaries and minutes.

- Oversee the work and composition of the various cabinets and committees that exist in each division, as well as that of 13 Association-wide committees.
- Oversee the Conference Grant Program.

❖ ***Legal Affairs.***

- Manage all litigation in which the NCAA is involved; approve and retains outside counsel, and direct the legal strategy used by counsel representing the NCAA.
- Review and approve NCAA contracts for execution; handle copyright and trademark registration and infringement issues; address legal implications of policy decisions contemplated by staff or committees; formulate Association policy involving legal issues; advise staff on a wide range of legal issues; advise the human resources staff at the national office on employment law, and act as NCAA spokesperson on legal matters.

❖ ***Research.***

- Conduct national research for its members on a wide variety of topics including academic performance, student-athlete well-being, financing of intercollegiate athletics programs, graduation rates of student-athletes, gender-equity and diversity issues, and many other through ongoing surveys and research initiatives.
- Disseminate data and findings broadly in order to stimulate informed policy discussions and ultimately benefit student-athletes.
- Encourage the use of NCAA data to impact NCAA legislation and the governance structure; to enhance the national office, membership institutions, and the public understanding of intercollegiate athletics.
- Oversee the operation of the NCAA Library.

❖ ***Sports Science Institute.***

- Established as the NCAA center of excellence to promote and develop safety, excellence, and wellness in college student-athletes, and to foster life-long physical and mental development.
- Serves as the pre-eminent sport science voice for all student-athletes and NCAA member institutions, and the steward of best practices for youth and intercollegiate sports.

- Educational outreach via SSI Newsletter, Sports Medicine Handbook, and educational videos/articles posted on SSI website.
- Research initiatives through grants (RFPs) and direct funding of projects.
- Task Force initiatives, including Concussion Task Force; Doping, Drug Education and Drug Testing Task Force; Student-Athlete Mental Health Task Force.
- Oversight of NCAA drug testing program, in conjunction with Drug Free Sport.
- Internal NCAA Wellness initiatives.
- Broad alliances with youth sport organizations and allied medical/sport governing bodies.

❖ ***Human Resources.***

- Provide leadership and services to all NCAA national office and eligibility center staff including recruiting and staffing process; administration of compensation programs; employee benefits administration; training and professional development programming; employee relations; performance management; employee recordkeeping; and employee policy development and administration.

Legal Affairs and Hearing Operations.

The Office of Legal Affairs manages all litigation in which the NCAA is involved by approving and retaining outside counsel and directing the legal strategy used by counsel representing the NCAA.

The office reviews and approves legal matters for the NCAA, including:

- Contracts for execution.
- Copyright and trademark registration and infringement issues.
- Legal implications of policy decisions contemplated by staff or committees.
- Association policy involving legal issues.
- Counsel staff on a wide range of legal issues.
- Counsel human resources staff at the national office on employment law and acts.
- Serve as NCAA spokesperson on legal matters.

❖ ***Office of the Committee on Infractions.***

- The mission of the Office of the Committees on Infractions is to be the principal point of contact between the committees and all parties, are dedicated to providing the highest level of service to ensure a fair, timely and efficient infractions process. Our service to the committees and the membership is rooted in our diverse experiences and dedication to intercollegiate athletics. Our experiences in the national office, the membership, and the practice of law assist us as we strive to maintain the membership's trust and confidence. While respecting the boundaries of the

committees' decision-making, we provide the committees with strategic thinking and the essential tools to reach results consistent with the membership's bylaws.

❖ ***Legal Affairs.***

- Manage all litigation in which the NCAA is involved; approve and retains outside counsel, and direct the legal strategy used by counsel representing the NCAA.
- Review and approve NCAA contracts for execution; handle copyright and trademark registration and infringement issues; address legal implications of policy decisions contemplated by staff or committees; formulate Association policy involving legal issues; advise staff on a wide range of legal issues; advise the human resources staff at the national office on employment law, and act as NCAA spokesperson on legal matters.

❖ ***Infractions Appeals Committees Office.***

- The Infractions Appeals Committees Office engages with both the peer-review infractions process and the Independent Accountability Resolution Process. In the infractions peer-review process, the Divisions I, II and III Infractions Appeals Committees receive written and verbal information; hold oral arguments when necessary and appropriate; evaluate the decisions of the NCAA Divisions I, II and III Committees on Infractions; and ascertains the validity of the determination of facts, conclusions, violations and penalties. IACO provides focused leadership and support for Divisions I, II and III Infractions Appeals Committees (e.g., managing cases, drafting documents and decisions, research, oral argument and meeting logistics, membership education, etc.).
- The Independent Accountability Resolution Process (IARP) is responsible for reviewing select complex infractions cases in Division I. The IARP was created in response to recommendations made by the Commission on College Basketball, chaired by former U.S. Secretary of State Condoleezza Rice. The Independent Accountability Resolution Process will end in summer 2023. IACO supports the Independent Accountability Oversight Committee, Infractions Referral Committee and Independent Resolution Panel (e.g., creating meeting agendas and supplements, training sessions, managing cases, drafting documents and decisions, research, hearing and meeting logistics, membership education, etc.).

Administrative Services.

Administrative Services safeguards and optimizes NCAA resources in the best interest of the Association and our student-athletes, with an uncompromising commitment to integrity and excellence.

❖ *Information Technology.*

- The Information Technology group is dedicated to providing education and implementation of technology at the NCAA national office and throughout the Association.
- The group's mission is: "Connecting people with technology to maintain and improve the productivity of the business."
- The IT group operates in four main units, which are: Application Development Team, Business Operations Team, Infrastructure and Operations Team and Project Management Office.

❖ *Finance Operations.*

- Maintain fiscal accountability over the Association's assets, to provide timely financial reporting, to administer payroll and related functions, to adhere to state and federal requirements regarding financial matters, and to verify that the Association is receiving equitable treatment from its financial arrangements.
- Administer the revenue-distribution plan approved by the NCAA Division I Board of Directors and NCAA Executive Committee, consolidates activity of numerous LLCs, and prepares the Association's annual financial statements.
- Financial Operations consists of Finance and Accounting, Championship Finance, Travel, Meetings and Events and Insurance and Financial Risk Management.

❖ *Purchasing and Operations.*

- Purchasing and operations provides support services to the national office staff in the areas of facilities management, printing, mailing, distribution, logistics management, warehousing and security. Its staff also oversees vendor contracts for in-house services including catering, audio-visual, property management, as well as the operations of the NCAA Hall of Champions and conference center.
- Purchasing and Operations includes Purchasing, Supplier Diversity and Tools and Reference Guides.

❖ *Travel, Meeting and Events.*

- The NCAA travel, meetings and events department is responsible for handling travel, meetings and events for the Association. This includes logistics and reimbursement for all championships, staff, committee and program transportation, in addition to the oversight of all meetings and events.
- This staff oversees the following travel vendors: Short's Travel, STM Drive – Ground Transportation, Anthony Travel – Hotels, Capitol One and Enterprise – Car Rental.

Championships Operations and External Operations.

Consistent with the Association's mission and values, championships and alliances will strive to be recognized as operating the finest athletics event properties in the world by ensuring student-athletes' experience as our fundamental guiding principle and executing championships reflecting appropriate sportsmanship, equity, quality and values to/for all stakeholders – student athletes, administrators, member-institutions, coaches, fans, broadcast partners, corporate champions/partners and championship sport committees. This department consists of four groups:

❖ *Marketing and Ticketing.*

- Manages corporate relationships, ticketing, championships presentation and marketing of all 90 NCAA championships.
- Work with NCAA broadcast partners and NCAA Corporate Champions and Partners to create a meaningful and enhanced student-athlete, fan and stakeholder NCAA championships experience via development of ancillary events and community engagement activities, and management of cohesive marketing efforts of the NCAA, hosts, LOCs and other stakeholders.
- Manage NCAA domestic and international licensing programs responsible for developing and monetizing retail consumer products utilizing NCAA trademarks.
- Develop a ticket and marketing strategy/business plan that will enhance the efficiencies for NCAA internal and external ticket-related stakeholders and increase revenues and/or championship attendance.
- Develop on-court/on-ice/on-field promotions, announcements, signage, video board content and premium item giveaways.
- Create a meaningful and enhanced student-athlete, fan and stakeholder NCAA championship experience through development of ancillary events and community engagement activities, and management of cohesive marketing efforts of NCAA, hosts, LOCs and stakeholders.

❖ *Digital and Social Media.*

- Create and promote unique NCAA.com content in conjunction with Turner Sports, CBS, ESPN and the NCAA Communications departments in order provide maximum exposure to the NCAA, its championships and its student-athletes.
- Provide the highest level of support and service for the media at NCAA championships.
- Deliver a national statistics program that provides NCAA member institutions, media and fans with official regular-season data and national records and relevant data to support the selection process for NCAA championships.

❖ *Championships Operations.*

- Coordinate all aspects of championships in an efficient, effective manner through common operating policies and practices, utilizing internal and external resources.
- Work with host institutions and sport committees to develop and manage a consistent, clear, industry-standard tournament operations program for all 89 NCAA championships – protecting important historical elements while exploring ways to do things better every day.

❖ *Basketball.*

- Branding and fan engagement develop branding and visual strategies, and in venue presentation and manages ancillary events in support of the basketball championship.
- Broadcasting manages the NCAA broadcasting rights, including all aspects of programming, production and operations for the NCAA championships coverage.
- The men's and women's basketball staff help the three divisional basketball committees administer the national championships, composed of teams representing institutions of higher education. The staff ensures the committee shall be stewards for the game, monitoring and taking action as appropriate regarding issues affecting NCAA basketball.

Other Championship Departments

- Licensing, Media Coordination and Statistics and Playing Rules and Officiating.

External Affairs.

The department of external affairs manages communications and government affairs, as well as public and media relations, for the Association. It is composed of the communications group and the office of government relations.

❖ *Communications*

- The communications group manages the Association's national and local reputation efforts. It leads strategy and execution in all elements of traditional and digital communications, branding and public relations. The group is made up of the four units:
 - **Brand Strategy:** This unit is responsible for shaping public perceptions of college sports and delivering select partner activations and live events that bring the NCAA brand to life.
 - **Creative and Digital:** This unit is responsible for creative executions across NCAA digital platforms, developing and maintaining all digital communication platforms and managing the relationship with Section 127.
 - **Editorial Development:** This unit is responsible for the conception, development and review of most written content developed in the national office.
 - **External Engagement:** This unit is responsible for public and media relations, as well as communications training and strategy.

❖ ***Government Relations. (Washington D.C. location)***

- The mission of the office of government relations is to create a public policy environment that advances the core purpose, values and goals of the Association. The office leads the Association's public policy strategy, providing members, leaders and staff with up-to-date information and policy guidance for federal and state legislative activities that impact college sports.

The office is located in Washington, D.C., serving as an information resource and educating members of Congress and their staffs, the current administration, state lawmakers and higher education associations on issues pertinent to college athletics and student-athletes.

The D.C. office also is charged with responsibilities related to international student-athletes and international issues, in partnership with other NCAA offices and departments.

Regulatory Affairs.

❖ ***Academic and Membership Affairs.***

- Assist NCAA members and the public in understanding the regulations that govern the operation of intercollegiate athletics programs.
- Implement academic reform initiatives to encourage increased academic success

for all student-athletes.

- Develop legislation designed to advance the Association's core values and principles.
- Assist institutions and conferences in applying the legislation and issuing interpretations related to the application of the legislation.
- Implement educational efforts to increase institutional self-reliance on monitoring rules compliance.
- Process requests for reinstatement of student-athletes.
- Conduct voluntary and mandatory NCAA rules compliance and comprehensive self-studies of intercollegiate athletics programs.

❖ ***Eligibility Center***

❖ **Academic Certification.**

- Responsible for certifying academic status for Divisions I and II prospective student-athletes based on the initial-eligibility legislation in NCAA Bylaw 14.3.
- Work closely with academic review for cases involving prospective student-athlete review and/or initial-eligibility waiver submissions.

❖ **Academic Review.**

- Responsible for processing initial-eligibility waivers and prospective student-athlete review cases for Divisions I and II student-athletes.
- Responsible for supporting the NCAA Division I Initial-Eligibility Waivers Committee, NCAA Student Records Review Committee, NCAA International Student Records Committee and NCAA Division II Academic Requirement Committee Subcommittee on Initial-Eligibility Waivers.

❖ **Amateurism Certification.**

- Responsible for certifying pre-enrollment amateur status for Divisions I and II prospective student-athletes under NCAA Bylaw 12 and seasons of competition legislation.
- Engage in various educational outreach initiatives with prospective student-athletes, the membership and domestic and foreign sports leagues and organizations.

❖ **Customer Service.**

- Responsible for servicing general public, prospective student-athlete, member institutions and high schools.
- Provide clear, complete and accurate answers to questions.

❖ **High School Review.**

- Evaluate high schools and programs that wish to establish a list of NCAA courses and schools that have a list of NCAA courses but that have demonstrated irregularities in transcripts or operating procedures.
- Review nontraditional schools, programs and vendors that offer courses through various means: internet, independent study, individualized instruction, software-based credit recovery or correspondence.
- Review over 110,000 courses annually to determine if the courses meet the legislated definition of a core course.

❖ **Operations and Performance Management.**

- Responsible for the development of data-driven decision making and execution related to topics such as certification integrity, quality service and financial stewardship.
- Support business performance management processes.

❖ ***Enforcement***

❖ ***Development.***

- Develop and maintain relationships with constituents in an effort to establish an area dedicated to the development of knowledge, contacts and actionable leads.
- Includes specific focus areas of football, basketball, sports wagering, basketball certification and an agent focus in the sports of baseball, men's ice hockey and track and field.

❖ ***Information/Operations Management Groups.***

- Serve as the “desktop investigator,” and provide strategic and administrative support for the department’s development, investigation and processing areas.
- Expand the department’s use of and access to technology, facilitate knowledge and information sharing, and integrate quality control measures into the department’s operations.
- Provide advanced case support for investigative teams such as research and memorializing case interviews.

❖ ***Investigations and Processing.***

- Investigate violations of NCAA legislation in a fair and timely manner and with integrity.

❖ ***Quality Control Group.***

- QCG collaborates with all enforcement groups as well as the Committees on Infractions to ensure procedural compliance, consistent decisions and accurate collection of data.

❖ ***Other Enforcement groups.***

- Level III/Secondary.
- Sports Wagering.
- Business Operations Group.
- Enforcement Certification and Approvals Group.

Inclusion, Education and Community Engagement.

The inclusion, education and community engagement group is composed of the following:

❖ ***Leadership Development.***

- Serve the membership in an efficient and customer-friendly manner by conducting high quality comprehensive educational programs.
- Create focused messaging and branding that allows membership to clearly identify leadership development programs.
- Solidify evaluation methods and processes for all programs, grants, and resources.
- Cultivate impactful educational partnerships that enhance the continuing education of the membership.
- Promote programming to students in the intent of introducing the values, character and integrity of their professional careers and the business of intercollegiate athletics through the Student-Athlete Leadership Forum and the Career in Sports Forum.
- Develop interns and graduate assistants with the understanding of what it takes to be successful in a career within intercollegiate athletics through the Postgraduate Internship Program and Emerging Leaders Seminar.
- Expose membership administrators with knowledge of strategic planning, student-athlete welfare, leadership ability, and strong professional network of colleagues and mentors through the Leadership Institute and Continuing Education.







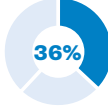





- Provide Associate and Senior Associate Athletic Directors with the foundation of sport supervision and personal and professional philosophy development through the programs like the Pathway Program.
- Provide grants and resources to membership institutions such as the Division II Coaching Enhancement Grant and the Division III Internship Program.

❖ ***Office of Inclusion.***

- Seek to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.
- Enable programming and education that sustains foundations of a diverse and inclusive culture across dimensions of diversity including, but not limited to age, race, sex, class, creed educational background, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences.

Our Three Divisions

The NCAA's three divisions were created in 1973 to align like-minded campuses in the areas of fairness, competition and opportunity.

DIVISION	 DIVISION I	 DIVISION II <i>MAKE IT YOURS</i>	 DIVISION III <i>DISCOVER DEVELOP DEDICATE</i>
NUMBER OF SCHOOLS*	351 (33%)	296 (27%)	433 (40%)
MEDIAN UNDERGRADUATE ENROLLMENT	8,449	2,300	1,655
STUDENTS WHO ARE ATHLETES	1 in 22 	1 in 9 	1 in 6 
AVERAGE NUMBER OF TEAMS PER SCHOOL	19	16	19
PERCENTAGE OF NCAA STUDENT-ATHLETES IN EACH DIVISION	 36%	 25%	 39%
ATHLETICS SCHOLARSHIPS	Multiyear, cost-of-attendance athletics scholarships available 58% of athletes receive athletics aid	Partial athletics scholarship model 67% of athletes receive athletics aid	No athletics scholarships 80% of athletes receive nonathletics aid
DID YOU KNOW?	 Division I student-athletes graduate at a higher rate than the general student body.	 Division II is the only division with schools in Alaska, Puerto Rico and Canada.	 Division III's largest school has 27,642 undergraduates. The smallest? 228 .

*The number of schools for each division is current as of the 2022-23 academic year. This does not include reclassifying, provisional or exploratory schools. Student-athlete participation numbers include NCAA championship sports only and are current as of the 2021-22 academic year.

How is each division governed?

NCAA schools develop and approve legislation for their own divisions. Groups of presidents and chancellors lead each division in the form of committees with regularly scheduled meetings.

What are the eligibility requirements in each division?

If you want to compete at an NCAA school, you must meet academic and/or amateurism standards set by NCAA members. **Academic** and **amateurism standards** can be found on each division's page on [ncaa.org](https://www.ncaa.org).



NCAA Recruiting Facts

College sports create a pathway to opportunity for student-athletes.

Division I

Division I schools, on average, enroll the most students, manage the largest athletics budgets, offer a wide array of academic programs and provide the most athletics scholarships and additional financial support.

PARTICIPATION

188,710

student-athletes

351

colleges and universities

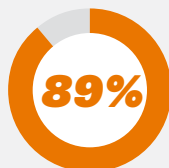
ATHLETICS SCHOLARSHIPS

58%

of all student-athletes receive some level of athletics aid.

ACADEMICS

2021 Graduation Success Rate:



OTHER STATS

8,449

Median Undergraduate Enrollment

19

Average Number of Teams per School

5%

Percentage of Student Body Participating in Sports

26

Division I National Championships

Division II

Division II provides growth opportunities through academic achievement, high-level athletics competition and community engagement. Many participants are first-generation college students.

PARTICIPATION

130,373

student-athletes

296

colleges and universities

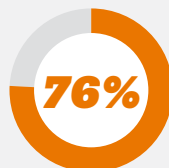
ATHLETICS SCHOLARSHIPS

67%

of all student-athletes receive some level of athletics aid.

ACADEMICS

2021 Academic Success Rate:



OTHER STATS

2,300

Median Undergraduate Enrollment

16

Average Number of Teams per School

11%

Percentage of Student Body Participating in Sports

25

Division II National Championships

Division III

The Division III experience provides an integrated environment that focuses on academic success while offering competitive athletics and meaningful nonathletics opportunities.

PARTICIPATION

201,387

student-athletes

433

colleges and universities

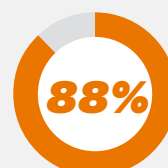
FINANCIAL AID

80%

of all student-athletes receive some form of academic scholarship or need-based grant; institutional gift aid totals \$17,000 on average.

ACADEMICS

2021 Academic Success Rate:



OTHER STATS

1,655

Median Undergraduate Enrollment

19

Average Number of Teams per School

17%

Percentage of Student Body Participating in Sports

28

Division III National Championships



Want to play NCAA sports?

Visit ncaa.org/playcollegesports

*Graduation rate for student-athletes, including those who transfer from one school to another. Revised Fall 2022: The number of schools for each division is current as of the 2022-23 academic year. This does not include reclassifying, provisional or exploratory schools. Student-athlete participation numbers include NCAA championship sports only and are current as of the 2021-22 academic year.

Facts About NCAA Sports

Does the NCAA award athletics scholarships?

Individual schools award athletics scholarships. Division I and II schools provide more than \$3.7 billion in athletics scholarships annually to nearly 190,000 student-athletes. Division III schools, with more than 183,000 student-athletes, do not offer athletically related financial aid, but most student-athletes receive some form of academic scholarship or need-based grant.

Do many high school athletes earn athletics scholarships?

Very few, in fact. About 2% of high school athletes are awarded some form of athletics scholarship to compete in college.

Do NCAA student-athletes have difficulty meeting graduation requirements with the time demands of their sport?

While competing in college does require strong time-management skills and some thoughtful planning with academic advisors, on average NCAA student-athletes graduate at a higher rate than the general student body.

Do many NCAA student-athletes go on to play professionally?

Fewer than 2% of NCAA student-athletes go on to be professional athletes. In reality, most student-athletes depend on academics to prepare them for life after college. Education is important. There are nearly half a million NCAA student-athletes, and most of them will go pro in something other than sports.

ESTIMATED PROBABILITY OF COMPETING IN NCAA ATHLETICS BEYOND HIGH SCHOOL

Student-Athletes	All Sports	Men's Basketball	Women's Basketball	Football	Baseball	Men's Ice Hockey
High School Student-Athletes	7,200,000	540,800	399,100	1,006,000	482,700	35,300
NCAA Student-Athletes	499,000	18,800	16,500	73,700	36,000	4,300
Percentage Moving from High School to NCAA	7%	3.5%	4.1%	7.3%	7.5%	12.3%
Percentage Moving from NCAA to Major Professional*	2%	1.2%	0.8%	1.6%	9.9%	7.4%

*Percent NCAA to Major Professional figures are based on the number of draft picks made in the NBA, WNBA, NFL, MLB and NHL drafts.

Note: The number of student-athletes in this table is current as of the 2018-19 academic year. NFHS statement to media (August 2021): Due to challenges presented by the COVID-19 pandemic, the NFHS and its state associations were not able to obtain participation information for the 2019-20 and 2020-21 school years.



Over 500,000 Student-athletes
20,000 Teams
3 Divisions
1 Association

HOW THE NCAA WORKS:

Division III

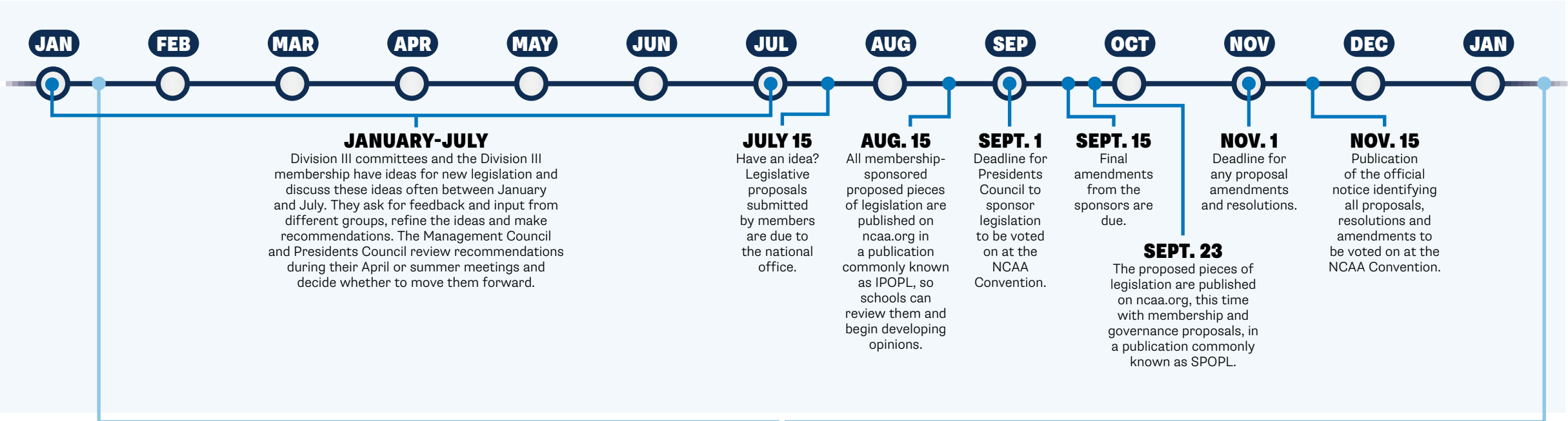
The Division III philosophy maintains that a student-athlete’s athletics are an integral part of a well-rounded college experience. The athletic experience is designed to complement time spent in the classroom and pursuing other activities – some related to coursework, others extracurricular.

While Division III doesn’t permit athletics scholarships, roughly 80% of Division III student-athletes receive some form of academic grant or need-based scholarship.

Access to competing in national championships is important to Division III, where one of every 6.5 teams competes in the NCAA postseason. Division III is home to more than 190,000 student-athletes – the most in any division – who can earn the opportunity to compete in 28 Division III national championships. The division’s philosophy and the rules that implement it are set by members hailing from approximately 430 schools and more than 40 conferences.

DIII Legislative Calendar and Convention Process

Legislative Calendar



Convention

The NCAA Convention, held each year in January, is the finish line for all sponsored proposals in Division III. Delegates from every school and conference gather during a Convention business session to cast their votes on each proposal.

Since the division was established in 1973, it has operated under a “one institution, one vote” model. Beginning with the 2024 NCAA Convention, the Division III Student-Athlete Advisory Committee will have one vote at the business session.



Proposed Legislation

New rules in Division III begin in one of two ways. Proposals can start in Division III committees and be sponsored by the governance structure. Proposals can also be sponsored by the Division III membership if 20 active member schools or two conferences sign on as a sponsor.



Membership Votes

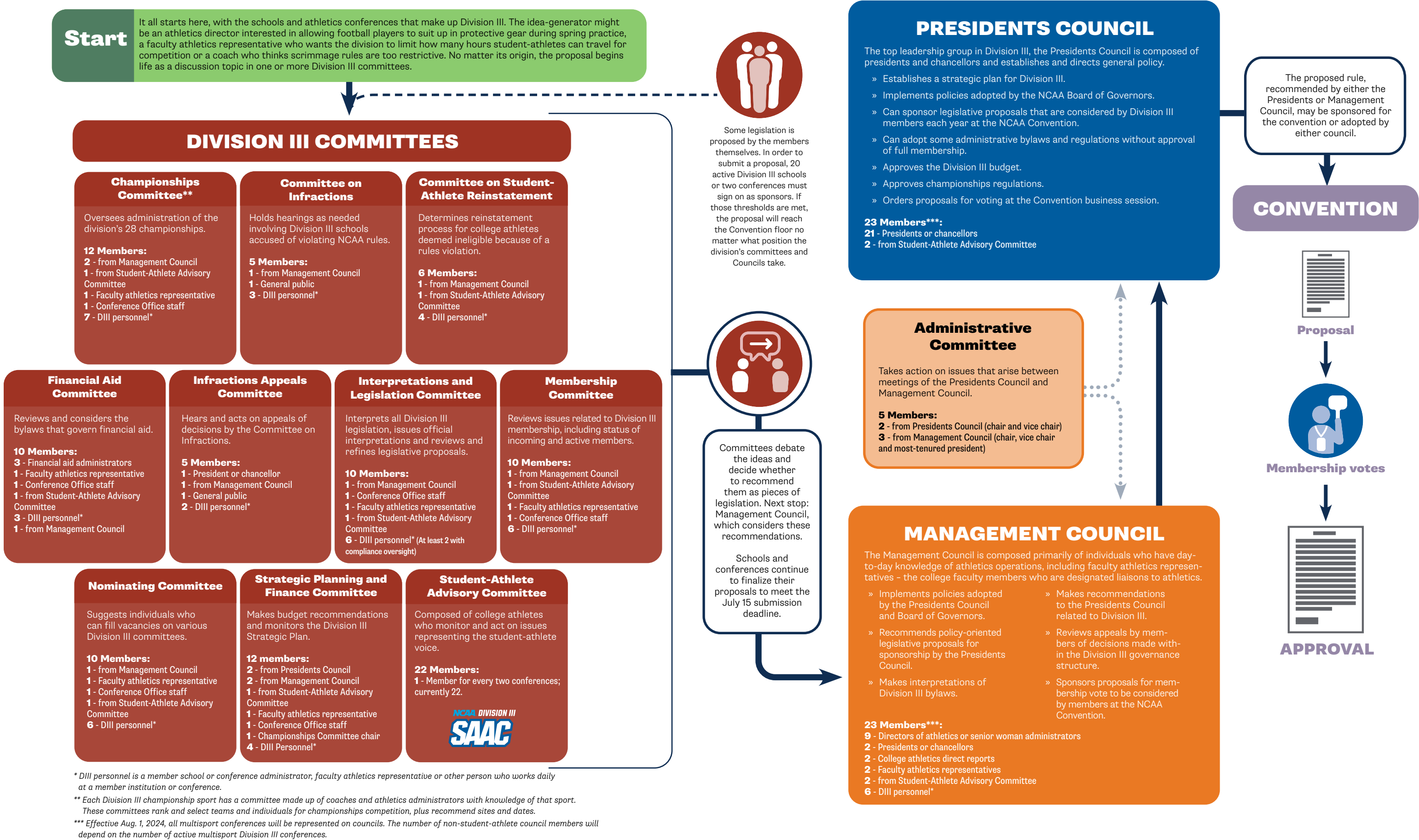
In most cases, Division III legislation requires only a simple majority vote of members present. Sometimes – such as in 2015, when the NCAA added beach volleyball as a championship sport – legislation applies to the entire Association, and each division must reach its own majority vote to pass.



Legislation Approved

Approved proposal takes effect on the date specified in the legislation, usually Aug. 1 of that year.

NCAA Division III Legislative Process



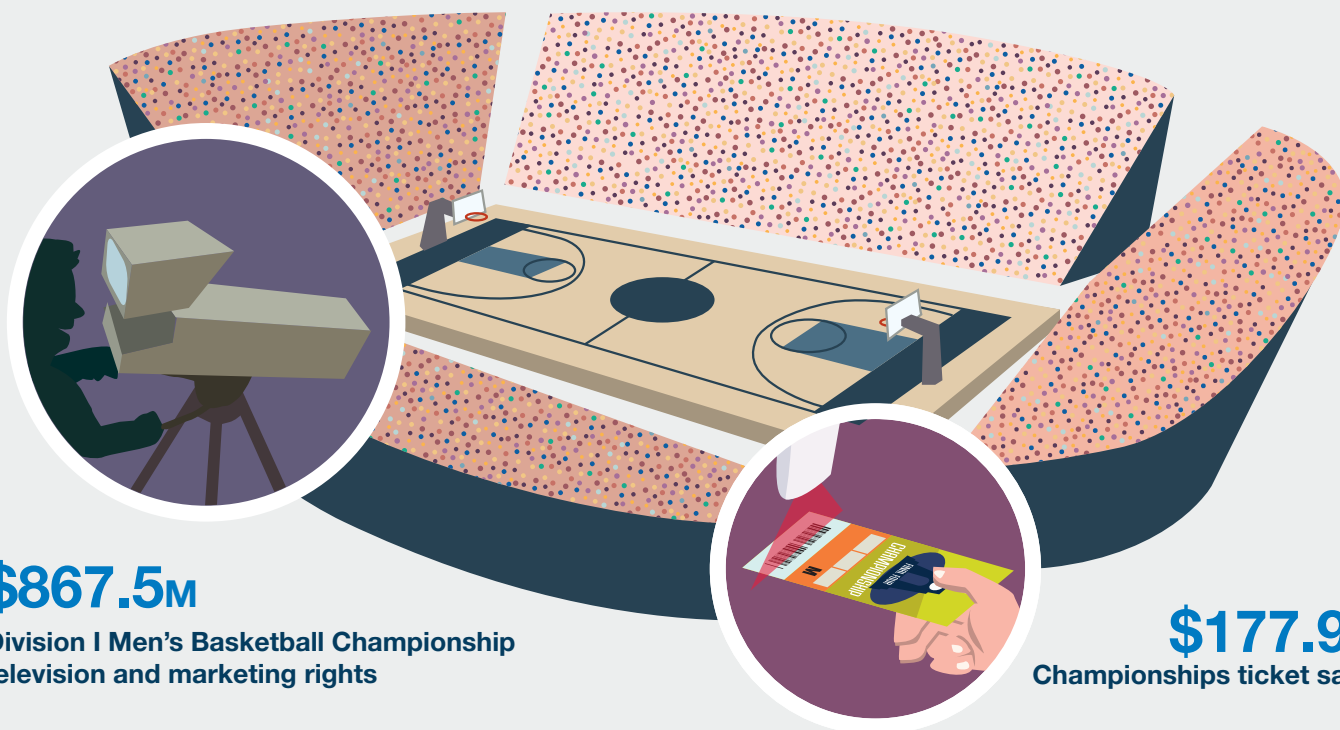
Where Does The Money Go?

NCAA

101

The NCAA receives most of its annual revenue from two sources. That money is distributed in more than a dozen ways — almost all of which directly support NCAA schools, conferences and nearly half a million student-athletes.

WHERE IT COMES FROM



WHO IT SUPPORTS

Student-athletes

are at the heart
of the NCAA's
mission.



HOW IT'S DISTRIBUTED

\$222_M

Sport sponsorship and scholarship funds

Distributed to Division I schools to help fund NCAA sports and provide scholarships for college athletes.

\$168.8_M

Division I basketball performance fund

Distributed to Division I conferences and independent schools based on their performance in the men's basketball tournament over a rolling six-year period. The money is used to fund NCAA sports and provide scholarships for college athletes.

\$153.8_M

Division I championships

Provides college athletes the opportunity to compete for a championship and includes support for team travel, food and lodging.

\$86.6_M

Student assistance fund

Distributed to Division I student-athletes for essential needs that arise during their time in college.

\$64.5_M

Student-athlete services and championship support

Includes funding for catastrophic injury insurance, drug testing, student-athlete leadership programs, NCAA postgraduate scholarships and additional Association-wide championships support.

\$53.6_M

Division I equal conference fund

Distributed equally among Division I basketball-playing conferences that meet athletic and academic standards to play in the men's basketball tournament. The money is used to fund NCAA sports and provide scholarships for college athletes.

\$49.2_M

Academic enhancement fund

Distributed to Division I schools to assist with academic programs and services.

\$53.3_M

Division II allocation

Funds championships, grants and other initiatives for Division II college athletes.

\$23.3_M

Membership support services

Covers costs related to NCAA governance committees and the annual NCAA Convention.

\$35.2_M

Division III allocation

Funds championships, grants and other initiatives for Division III college athletes.

\$10_M

Division I conference grants

Distributed to Division I conferences for programs that enhance officiating, compliance, minority opportunities and more.

\$3.8_M

Educational programs

Supports various educational services for members to help prepare student-athletes for life, including the Emerging Leaders Seminars and the Pathway Program.

\$58.4_M

Other Association-wide expenses

Includes support for Association-wide legal services, communications and business insurance.

\$44.8_M

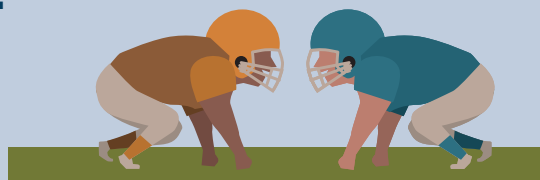
General and administrative expenses

Funds the day-to-day operations of the NCAA national office, including administrative and financial services, information technology and facilities management.

DID YOU KNOW?

Of 90 NCAA championships, only **five** (all in Division I) generate as much money as they cost to run:

- Men's basketball
- Men's ice hockey
- Men's lacrosse
- Wrestling
- Baseball



The Division I College Football Playoff and bowl games are independently operated, and the NCAA does not receive revenue from these events.

Beginning in 2019-20, a portion of NCAA revenue will be distributed to Division I schools based on their student-athletes' academic performance.

Learn about other NCAA 101 topics at ncaa.org/about.

Association-Wide Grants, Programs and Scholarships

Opportunity	Description	Deadline	Program Cost or Grant Amount
APPLE Training Institute <i>Contact:</i> Carey Wheelhouse	<p>The APPLE Training Institute provides a weekend strategic training opportunity to an “athletics prevention team” (student-athletes and administrators) on the APPLE model, a comprehensive design for promoting student-athlete wellness and substance abuse prevention programming and policies in the athletics department.</p>	November	<p>Institutions have to pay a \$400 registration fee, and cover team travel. Lodging, meals and materials are covered by the NCAA.</p>
Campus and Conference DiSC <i>Contact:</i> disc@ncaa.org	<p>DISC assessments are an important resource that schools and conference offices can use to help their student-athletes, coaches and administrators learn more about their behavioral styles and how their individual styles come together in a team environment.</p> <p>The Profile DISC assessment aids participants, regardless of their role or title, with understanding their individual behavioral styles and preferences in relation to those with whom they interact most often. This assessment provides a common language when addressing these topics and methods to better relate to others. It also provides additional strategies to build more effective relationships within the workplace and athletic setting. Participants also receive the Core (Values) Assessment results through the DISC assessment. Core provides an in-depth look at what we care about most, from a list of 28 possible core values, to provide participants with an understanding of the driving factors that motivate their actions.</p>	Ongoing	FREE
Career in Sports Forum <i>Contact:</i> ldevelopment@ncaa.org	<p>The Career in Sports Forum (CSF) is an annual educational forum hosted by the NCAA that brings together 200 selected student-athletes for four days to learn and explore potential careers in sports, with the primary focus on intercollegiate athletics. CSF is designed to assist student-athletes in charting their career paths, to give them the opportunity to network and to learn from current athletics professionals.</p> <p>CSF is working to dispel myths about careers in athletics, as well as, facilitate the opportunity to learn about industry trends and hot topics from current athletics professionals.</p>	Spring	FREE

Association-Wide Grants, Programs and Scholarships

Champion Forum <i>Contact: lddevelopment@ncaa.org</i>	<p>With a firm emphasis on the holistic development of student-athletes, participants in the Champion Forum will engage in thoughtful, open dialogue about the challenges of coaching at the highest level. The Champion Forum also provides an opportunity to practice personal messaging and connect with the most successful minds in the industry, who will serve as continued resources after the programming dates. At the core of the curriculum is the simulation of various components of the head coaching interview process, which features exposure to decision-makers (current and former head coaches, university presidents, conference executives, directors of athletics and search firms) to best understand how to “win” the interview.</p> <p>Participants will be equipped with a toolkit that will facilitate their journey along the path to obtaining a head coaching position and prepare them to succeed as an impactful and influential leader of student-athletes in your sport. After engaging in the two-day program, they will walk away with renewed self-confidence, a thorough understanding of their competitive advantage and a strengthened ability to continue to transform the lives of the student-athletes they serve daily.</p>	<p>Participants are selected through their conference offices.</p>	<p>Cost: The NCAA will provide hotel accommodations, flights for those who live further than 300 miles from the program location, meals during the program and meeting materials to all participants.</p>
Emerging Leaders Seminar <i>Contact: lddevelopment@ncaa.org</i>	<p>The Emerging Leaders Seminar (ELS) is an annual professional development event providing effective leadership, educational and transitional programing for more than 200 current graduate assistants and interns from NCAA membership institutions, conference offices and affiliate organizations. This three-day program educates, develops and connects selected participants, and has proved to increase the likelihood for career progression within intercollegiate athletics.</p>	<p>October - November</p>	<p>Cost: Registration (includes hotel and meals) Participants will be responsible for all transportation related costs.</p>
Effective Facilitation Workshop <i>Contact: lddevelopment@ncaa.org</i>	<p>The NCAA engages energetic administrators and coaches, dedicated to student-athlete well- being, with training that enhance facilitation knowledge and ability, as well as develop the confidence and competence to lead large- and small-group discussions and implement activities for today’s college athletes.</p> <p>Annually, NCAA leadership development conducts the Effective Facilitation Workshop, an interactive professional development experiences where you receive personalized feedback on your specific leadership style and gain skills in active learning and engaging facilitation. After attending the workshop, you can bring your increased facilitation skill level back to your campus or conference office to create meaningful group discussions with student-athletes, run effective meetings for department staff, and awareness of how and when new skills are obtained.</p>	<p>January - March</p>	<p>The NCAA will cover the cost of hotel accommodations, meals during the programs and all program materials. Participants are responsible for travel to and from the program.</p>

Association-Wide Grants, Programs and Scholarships

Opportunity	Description	Deadline	Program Cost or Grant Amount
Ethnic Minority and Women's Enhancement Graduate Scholarship <i>Contact: Lori Thomas</i>	<p>The goal of the enhancement scholarships is to increase the pool of and opportunities for qualified minority and female candidates in intercollegiate athletics through postgraduate scholarships.</p> <p>The NCAA awards 13 scholarships to ethnic minorities and 13 scholarships to female college graduates who will be entering their initial year of postgraduate studies. The applicant must be seeking admission or have been accepted into a sports administration or related program that will help the applicant obtain a career in intercollegiate athletics, such as athletics administrator, coach, athletic trainer or other career that provides a direct service to intercollegiate athletics.</p> <p>Each award is valued at \$10,000. The NCAA Ethnic Minority and Women's Enhancement Graduate Scholarship is not renewable, and the recipient must be a full- time student at all times while receiving the scholarship.</p>	February	\$10,000 for each award.
Honors Awards <i>Contact: Stacey Preston</i>	<p>The NCAA Honors Awards are presented annually at the NCAA Convention held in January and are described below.</p> <ul style="list-style-type: none"> • <u>The Theodore Roosevelt Award</u>. The highest honor the Association may confer on an individual, this award is presented each year to a distinguished citizen of national reputation and outstanding accomplishment who was a varsity letter- winner in college. • <u>Today's Top 10 Awards</u>. The Today's Top 10 Awards provide the Association with the opportunity to honor 10 outstanding senior student- athletes of the preceding calendar year. • <u>Silver Anniversary Awards</u>. Recognize up to six distinguished former student- athletes on their 25th anniversary of the end their athletics eligibility. • <u>Award of Valor</u>. A special award that is not presented on an annual basis. Selection is based on heroic action occurring in the calendar year preceding the NCAA Honors Celebration. • <u>Inspiration Award</u>. A special award that is not presented on an annual basis. Selection is based on inspirational action occurring in the calendar year ended just before the NCAA Honors Celebration. 		FREE

Association-Wide Grants, Programs and Scholarships

Opportunity	Description	Deadline	Program Cost or Grant Amount
Inclusion Forum <i>Contact: Amy Wilson</i>	Expert panelists and presenters serve as Forum teachers on topics ranging from ground floor Title IX concepts and equity planning to strategies for dealing with the most complex issues impacting women in intercollegiate sports; racial and ethnic minorities; international student- athletes; lesbian, gay, bisexual, transgender and questioning issues; and disability and sport- access topics. The Forum also brings together our affiliate organization leaders and legal advisors. Attendees are engaged by authorities on a broad range of topics and invited to participate in practical-advice exchanges.		Fee varies by location region and length of stay
Jim McKay Graduate Scholarship <i>Contact: Lori Thomas</i>	The Jim McKay Scholarship was established as a means of recognizing the immense contributions and legacy of pioneer sports journalism. Under this program, one male and one female student or student-athlete are awarded a \$10,000 scholarship in recognition for outstanding academic achievement and potential to make a major contribution in the sports communication industry. McKay scholars will be recognized as having demonstrated a unique aptitude and commitment to the sports communications field and promises to be a future leader in the industry.	January	\$10,000 per scholarship
Dr. Charles Whitcomb Leadership Institute <i>Contact: DeeDee Merritt</i>	The Dr. Charles Whitcomb Leadership Institute assists 20 ethnic minority males and females who are mid-level managers/assistant and associate athletic directors across all three divisions in strategically mapping and planning their careers through the exploration of the intercollegiate athletics community. This unique weeklong workshop providing tailored programming will be conducted on NCAA member institution campuses.	March	Participants must cover travel expenses. The NCAA will provide hotel accommodations and meals during the program and meeting materials to all participants.
Leadership Academy Workshop <i>Contact: ldevelopment@ncaa.org</i>	The NCAA Leadership Academy Workshop educates and trains athletics administrators on the ins and outs of developing effective, comprehensive leadership curriculum for student- athletes and department staff. Participants in the workshop learn how to structure activities, facilitate discussions and structure effective sessions. Over two sessions, you will also explore the ideal frame works for a leadership academy, discuss the best practices for implementation, learn evaluation methods, and investigate the best strategies to obtain buy-in from key stakeholders and the campus opportunity.	September	FREE

Association-Wide Grants, Programs and Scholarships

Opportunity	Description	Deadline	Program Cost or Grant Amount
NCAA and NFL Coaches Academy <i>Contact: lddevelopment@ncaa.org.</i>	<p>The NCAA and NFL Coaches Academy (Coaches Academy) is a program designed to provide attendees with the opportunity to gain knowledge and insight into the world of coaching.</p> <p>During the three-day academy, the NCAA leadership development staff and the National Football League Player Engagement are able to educate and train selected participants in a variety of areas that encourage effective coaching and improve student-athlete well-being at both the intercollegiate and professional levels. Topical education and conversation during the academy may include effective communication with campus and community constituents; the importance of building culture focused on the overall success of the student-athletes both on and off the field; budget management of a football program; coaching strategies and philosophies.</p>	November	<p>The NCAA will provide hotel accommodations, meals and meeting materials. Participants are responsible for the cost of travel to and from the program and any meals outside ones scheduled.</p>
NCAA Basketball Coaches Academy <i>Contact: lddevelopment@ncaa.org</i>	<p>The NCAA Basketball Coaches Academy provides current, full-time intercollegiate basketball coaches at NCAA member institutions an opportunity to expand their knowledge and insight into the world of intercollegiate basketball coaching. During the three-day academy, the NCAA will educate and train selected participants in a variety of areas that encourage effective coaching at the intercollegiate level. Topics include, but not limited to: effective communication with campus and community constituents; the importance of building culture focused on the overall success of the student-athletes both on and off the field; budget management of a basketball program; coaching strategies. Participants will gain knowledge from a variety of workshops and interactive-discussion sessions. They will also be able to network with individuals that include the other participants and key leaders within the NCAA and intercollegiate basketball.</p>	March	<p>The NCAA will provide hotel accommodations, meals and meeting materials to all participants. Participants are responsible for the cost of travel to and from the program and any meals outside ones scheduled.</p>
NCAA Graduate Student Research Grant Program <i>Contact: Lydia Bell</i>	<p>The NCAA Research Committee invites research proposals within the general topic areas of student-athlete well-being and college athletics participation. Research grants are available for graduate students enrolled at NCAA-member institutions and are intended to support the student while conducting research to be used for a doctoral dissertation, master's thesis or external publication. Awards for these research grants are set at a maximum of \$7,500 for one- year projects. Grantees are required to submit a 750-word summary of findings suitable for publication on the NCAA website and/or the NCAA <i>Champion</i> magazine and are invited to share their results at an NCAA Research Committee meeting.</p>	May	<p>Grants are set to a maximum of \$7,500</p>

Association-Wide Grants, Programs and Scholarships

Opportunity	Description	Deadline	Program Cost or Grant Amount
NCAA Postgraduate Internship Program <i>Contact:</i> internship@ncaa.org	<p>The NCAA Postgraduate Internship Program is a unique cohort model and professional development focus that provides on-the-job learning experiences annually for 30 college graduates who express an interest in pursuing a career in intercollegiate athletics administration.</p> <p>A year-long program based at the national office in Indianapolis, the NCAA postgraduate internship exposes participants to the inner workings of college sports from the national perspective, one they eventually share as full-time athletics administrators on campuses and conference offices.</p> <p>NCAA postgraduate interns are salaried with benefits and they receive comprehensive training, mentor assignments, networking opportunities throughout the internship. Additionally, postgraduate interns plan and execute professional development site visits – interns have traveled to conference offices, member campuses and affiliate organizations to further their knowledge of the collegiate sports industry and network with industry leaders.</p> <p>The NCAA offers year-long internships in 8 departments within the national office: Academic and Membership Affairs, Administrative Services, Championships and Alliances, Communications, Eligibility Center, Enforcement, Governance, Inclusion and Human Resources.</p>	September	\$32,000 per intern plus benefits
NCAA Innovations in Research and Practice Grant Program <i>Contact:</i> Lydia Bell	<p>The NCAA Innovations in Research and Practice Grant Program supports research and data-driven pilot projects designed to enhance student-athlete psychosocial well-being and mental health. Research topics may include, but are not limited to, managing transitions (e.g., from recruit to first-year student; transferring between universities; adapting from youth sports to college sports environment; developing independence from parents), identity development, stress management, substance use, bystander intervention, cultivating healthy relationships, career exploration and sport exit strategies. Funded projects must demonstrate potential to result in campus-level programming that can positively impact the well-being of NCAA student-athletes at a range of member institutions.</p>	May-June	\$25,000 per grant.
NCAA Postgraduate Scholarship <i>Contact:</i> Lori Thomas	<p>The postgraduate scholarship is awarded to student-athletes who excel academically and athletically and who are in their final year of intercollegiate athletics competition or those who formally competed. The one-time scholarship of \$10,000 each are awarded for fall, winter and spring sports. Each sport season there are 21 scholarships available for men and 21 scholarships available for women. The scholarship is non-renewable.</p>	Fall: Jan. 10 Winter: April 4 Spring: June 5	\$10,000 per scholarship.

Association-Wide Grants, Programs and Scholarships

Opportunity	Description	Deadline	Program Cost or Grant Amount
NCAA Regional Rules Seminars <i>Contacts:</i> NCAARegionalRulesSeminars@ncaa.org	<p>NCAA's Regional Rules Seminars are a NCAA legislation, athletics compliance and associated issues educational forum. Attendees are athletics administrators, coaches and other campus administrators in the areas of financial aid, registrar and admissions from Divisions I, II and III institutions and conferences. The seminars are designed to benefit participants with different responsibilities, backgrounds, experiences and levels of expertise. The seminars are conducted at two sites annually and the membership is encouraged to participate.</p>	<p>Registration typically opens in early March.</p>	<p>Program is free to the membership.</p>
Women's Leadership Symposium <i>Contact:</i> Christina Turner	<p>The Women's Leadership Symposium is designed as an educational experience for professional women new to working in intercollegiate athletics and students aspiring to a career in college athletics. The mission of the program is to further the participants' leadership skills, expand their professional network and promote the recruitment and retention of women in athletics administration.</p>	<p>TBD</p>	<p>The tuition fee is \$75 per participant.</p>
Pathway Program <i>Contacts:</i> DeeDee Merritt	<p>The Pathway Program is designed to elevate senior-level athletics administrators to the next step as directors of athletics or conference commissioners. This yearlong program is an intensive, experiential learning opportunity for selected participants who work at an NCAA school or conference in any division. Since its inception in 1997, the Pathway Program (formerly the Fellows Program) has produced more than 100 alumni. Nearly 30 percent of the participants have gone on to become directors of athletics, while more than 70 percent have received promotions in their careers.</p> <p>During the yearlong program, you will identify how values fit into your philosophy and execution of leadership within college athletics and higher education. You also develop knowledge in areas such as budgeting, strategic planning and fundraising for both your current job responsibilities and while you transition to the role of director of athletics. The Pathway Program kicks off for all divisions during a weeklong session with prominent guests, dedicated subject matter experts and an engaging curriculum.</p> <p>Throughout the year, program dates and locations will then cater to each division's needs, such as participating in governance meetings, media and interview training and site visits to gain insight into organizational leadership. Skill building will take place in the areas of values clarification, leadership, media training, diversity and inclusion and strategic planning. You will get an in-depth look and introduction to search firms and the hiring process within college athletics. In addition to the in-person programming throughout the year, you will be paired with both a presidential and director of athletics mentor to provide further discussion and guidance. To wrap up the year, all participants come together and are recognized at the annual NACDA convention luncheon.</p>	<p>March</p>	<p>The NCAA will cover the cost of travel to and from all in-person programming, including hotel accommodations, meals during the programs and program materials. Participants will also receive an honorarium to be used during the year for professional development opportunities and mentor visits.</p>

Association Wide Grants, Programs and Scholarships

Student-Athlete Leadership Forum <i>Contact:</i> ldevelopment@ncaa.org	<p>The NCAA Student-Athlete Leadership Forum is an opportunity for college athletes, coaches and administrators to collectively learn about themselves and grow as the next generation of leaders. Student-athletes selected to attend the forum return to campus with invaluable leadership skills, a refined understanding of the relationship among personal values, core beliefs and behavioral styles, and the support of a close personal network of like-minded peers to provide continued connection and dialogue after the program concludes.</p> <p>Currently, each Division I and Division II conference office selects student-athletes from among their active member schools and an administrator from the conference office, to represent their conference at the Leadership Forum. For Division III, the Leadership Forum is open to all institutions in an identified region based on a first-come, first-served basis in the eligible region. Each eligible institution can send up to two student-athletes and one administrator. For Division III in Spring 2023, schools in Region 1 are eligible to attend.</p>	January	FREE
Walter Byers Graduate Scholarship <i>Contact:</i> Lori Thomas	<p>In 1988 the Walter Byers Scholarship was established as a means of recognizing the contributions of the former executive. It is intended that an individual named a Walter Byers Scholar will be recognized as one who has combined the best elements of mind and body to achieve national distinction for his or her achievements and promises to be a future leader in his or her chosen field of career service. One male and one female student- athlete are annually awarded a scholarship in recognition of outstanding academic achievement and potential for success in postgraduate study.</p>	January	\$24,000 per scholarship (renewable for 2 nd year).
Women Coaches Academy <i>Contact:</i> DeeDee Merritt	<p>The NCAA Women Coaches Academy (WCA), hosted in partnership between WeCOACH and the NCAA, is a 4-day educational training available to NCAA coaches of all experience levels. The WCA is designed for women coaches who are ready and willing to increase their individual effectiveness by learning advanced skills and strategies that directly affect their personal and team success. Participants will focus on non-sport specific concepts in an environment that fosters inclusion across the sports community. The Academy is for women coaches at NCAA Division I, II, or III member institutions. Since the first WCA session in 2003, 48 Academies have taken place, producing more than 1,800 graduates. More information can be found at https://wecoachsports.org.</p>	October	Cost is \$650
Woman of the Year Award <i>Contact:</i> Amy Wilson	<p>The NCAA Woman of the Year Award honors senior female student-athletes who have distinguished themselves throughout their collegiate careers in the areas of academic achievement, athletics excellence, community service, and leadership.</p>	Females are nominated by their conference.	

Tips to Access Key [NCAA.org](https://www.ncaa.org) Resources

Monthly Update. A good resource to keep up with Division III news. Recommended that you read the subject titles and forward to all coaches.

- Will be direct emailed on the first of every month (except January).
- Also located on www.ncaa.org in the Division III mega-nav drop-down menu.

Single Source Sign-on (SSO). If you have never logged in, go to [NCAA.org](https://www.ncaa.org) and click on My Apps (top right corner) to log in. If you forgot your password, type in your email address and click Forgot Password. If an error appears, email ncaatechnology@ncaa.org to gain access.

If you need to change your password. Click on My Profile and submit a new password. You control your password so make it something you can remember.

Adding a user to Single Source Sign-on (e.g. an athletics administrator, coach, etc.).

- Log into SSO.
- Click on the Users tab.
- Click on the Show User from drop-down list to pick your institution.
- Click on Create New User and fill in all the boxes, except the notes. Determine if you want this user to have administrator access or not.
- Make sure you check the box, so they get notified that they are a new user.
- Click Create User. It will appear immediately on your SSO home screen.

Recommended SSO Apps for every AD. NCAA staff strongly recommends the following applications be added to your SSO: LSDBi, RSRO, Self-Study Guide (known as ISSG), NCAA Directory, Sport Sponsorship and Demographic Form, Program Hub, Compliance Forms, Compliance Assistant, and DIII Financial Aid Management System (to assist your financial aid director with the annual financial aid report).

How to add an application for a user or yourself. (e.g., assign Program Hub to your FAR, and DIII University or LSDBi for all of your coaches).

- Log into SSO.
- Click the Users tab and find the person you want to add an application to; click their name.
- Look to the far right of the words “Access To” and in the drop-down box find the program you want to add. Highlight the program.
- Click “Add Application Access”.
- Determine privileges you want to add.

Update athletics department contacts for NCAA mailings. Department staff turnover is sometimes common. Below are ways to make changes so that you and your staff continue to get NCAA updates, memos and resources:

- Go to www.ncaa.org.
- Hover on the Division III mega-nav (top right) and click on NCAA Online Directory.
- Log-in with your single source sign-on information.
- Find your institution.
- Click the Change Request button on the top right and make your updates. Make sure to click Submit at the bottom of the page.
- Changes occur in 72 hours [3 business days].

RSRO. Use this SSO app for interpretative questions, waivers and self-reports.

- Log into SSO.
- Click on RSRO.
- Click on Request or Self-Report tab at the top of the page.
- Select an option – [e.g., Interpretation Request].
- Follow the instructions – [always hit Save and Continue and, on last page, hit Submit Case].
- Along with your email confirmation, remember to print a PDF.
- If no email response from NCAA within five days, reach out to academic and membership affairs (AMA) staff member.

NCAA.org. Use the membership page to access resources specific to Division III.

- Visit NCAA.org.
- On the far right click the Membership drop down.
- Select Division III.
- Find the box in which your inquiry would be categorized under [e.g., Finances, Membership, Compliance].
- If the resource you need is not immediately listed, click on the specific category's home page listed first in the box [e.g., Division III Compliance Home].

Membership - Division III

Division III Resources

- [Division III Homepage](#)
- [2022-23 Division III Facts and Figures \(PDF\)](#)
- [Contact DIII Staff](#)
- [Division III Master Calendar](#)
- [Monthly Update \(October 2022\)](#)
- [NCAA Online Directory](#)
- [Who We Are](#)
- [Division III YouTube Channel](#)
- [Archived Document Request Form](#)

Division III Links

- [2021-22 Division III Convention Resources](#)
- [Archived Publications](#)
- [Division III Branding and Promotion](#)
- [Division III Diversity and Inclusion](#)
- [Division III Grants, Programs and Scholarships](#)
- [Division III Partners](#)
- [Division III Sportsmanship](#)
- [Division III Webinars](#)
- [Division III Week](#)
- [Special Olympics Partnership](#)

Division III Best Practices

- [360 Proof](#)
- [ADR Best Practices \(PDF\)](#)
- [Building Toward a Career in Collegiate Athletics \(PDF\)](#)
- [Division III Commissioners Handbook \(PDF\)](#)
- [Division III Conference Office Business Management Resource \(PDF\)](#)
- [Division III FAR Information and Resources](#)
- [Division III Institutional Performance Program \(IPP\)](#)
- [Division III New Athletics Director Workbook \(PDF\)](#)
- [Guide to Strategic Athletics Communication on Campus \(PDF\)](#)
- [Mental Health Social Media Campaign](#)
- [Presidents and Chancellors Best Practices \(PDF\)](#)
- [Presidents and Chancellors Communication Best Practices with Conferences \(PDF\)](#)

Division III Academics

- [Division III Academics Home](#)
- [Search DIII Student-Body Federal Graduation Rates](#)

Division III Championships

- [DIII Championships Administration](#)
- [Logo Library](#)
- [NCAA.com](#)
- [Playing Rules](#)
- [Statistics](#)

Division III Committees

- [Division III Committees Home](#)
- [Committee Vacancies](#)
- [Division III Sport Committees](#)

Division III Communications

- [Division III Communications Directors Home](#)
- [Division III Logos](#)
- [Division III Pronunciation Guide \(PDF\)](#)
- [Division III PSAs](#)
- [Division III Style Guide \(PDF\)](#)
- [Video and Resources](#)

Division III Compliance Resources

- [Division III Compliance Home](#)
- [Division III Compliance Forms](#)
- [Division III Manual](#)
- [Division III Rules Test](#)
- [Legislative Services Database \(LSD®\)](#)
- [Regional Rules Seminars](#)
- [Requests/Self-Reports Online \(RSRO\)](#)
- [Student-Athlete Reinstatement](#)

Division III Finances

- [Division III Finances Home](#)
- [NCAA Finances](#)
- [NCAA Membership Financial Reporting System](#)

Division III Governance

- [Division III Governance Home](#)
- [2021-24 Division III Strategic Plan \(PDF\)](#)
- [2021-22 Division III Convention Resources](#)
- [Division III Philosophy Statement](#)
- [How Division III Works](#)
- [Strategic Positioning Platform \(PDF\)](#)
- [Summer 2022 Governance Updates \(PDF\)](#)

Division III Infractions Process

- [Division III Committee on Infractions](#)
- [Division III Enforcement](#)
- [Division III Enforcement Operating Procedures \(PDF\)](#)
- [Major Infractions Case Search - LSD®](#)

Division III Membership

- [Division III Membership Home](#)
- [Becoming a Division III Member](#)
- [Completing Institutional Self-Study Guide \(PDF\)](#)
- [Division III Annual List of Required Forms and Actions \(PDF\)](#)
- [Filing a Division III Sports Sponsorship Waiver \(PDF\)](#)
- [Model Division III Athletics Program \(PDF\)](#)
- [NCAA Schools and Conferences](#)
- [New Member FAQs \(PDF\)](#)

Division III Recruiting

- [Division III Recruiting Home](#)
- [Bylaw Article 13 \(DIII\)](#)
- [Celebratory Signing Form](#)
- [Division III Permission to Contact Self-Release Form \(PDF\)](#)
- [Recruiting Fact Sheet \(PDF\)](#)



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Terms of Service
Privacy Policy

Division III Philosophy Statement

Colleges and universities in Division III place the highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. To achieve this end, Division III institutions:

- a. Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;
- b. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
- c. Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
- d. Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
- e. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- f. Encourage participation by maximizing the number and variety of sport offerings for their students through broad-based athletics programs;
- g. Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- h. Assure that athletics participants are not treated differently from other members of the student body;
- i. Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;
- j. Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
- k. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
- l. Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;
- m. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
- n. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;
- o. Provide equitable athletics opportunities for student-athletes and give equal emphasis to men's and women's sports;
- p. Support ethnic and gender diversity for all constituents;
- q. Give primary emphasis to regional in-season competition and conference championships; and
- r. Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

Division III Strategic Positioning Platform

NCAA Mission

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

Division III Positioning Statement

Who We Are

The college experience is a time of learning and growth. For Division III student-athletes, this happens most importantly in the classroom and through earning an academic degree. The Division III experience provides for participation in a competitive athletics environment. Student-athletes push themselves to achieve excellence and build upon their academic success with new challenges and life skills within an environment that fosters health and wellness. Student-athletes are encouraged to pursue the full spectrum of opportunities available during their time in college. In this way, Division III provides an equitable and inclusive environment for student-athletes to take responsibility for their own paths, follow their passions and discover their potential through a comprehensive educational experience.

Division III Attributes

What We Stand For

Proportion

Appropriate balance of academics, athletics and additional collegiate opportunities.

Comprehensive Learning

Opportunity for broad-based education and success.

Passion

Playing for the love of the game, competition, enjoyment, self-improvement, and our teammates and communities.

Responsibility

Development of accountability through personal commitment and choice.

Sportsmanship

Fair and respectful conduct toward all participants and supporters.

Citizenship

Dedication to developing responsible leaders and global citizens.

Division III Key Benefits

The DIII Experience

- Participation in a highly competitive athletics program while retaining the full spectrum of college life.
- With a focus on academic achievement, student-athletes graduate with a comprehensive education that develops skills beyond the classroom.
- Ability for student-athletes to create their own path, discover their potential and pursue a variety of interests.
- Opportunities to be a multi-sport athlete.
- Reasonable practice and playing seasons and regional competition minimize time away from academics and keep student-athletes on a path to graduation.
- Student-athletes are integrated on campus and treated like all other members of the student body, allowing them to be students first.
- Participation in athletics provides valuable “life lessons” for student-athletes (teamwork, discipline, perseverance, leadership, health, wellness, etc.), which often translate into becoming a better student and more responsible citizen.

Reasons to Believe

Comprehensive educational experience.

Division III institutions develop student-athlete potential through a holistic educational approach that includes rigorous academics, competitive athletics, and opportunities to pursue other interests and passions.

Competitive athletics programs.

Student-athletes participate in an intense, competitive athletics environment. They do not receive any monetary incentive (athletics scholarship) and play for a love of the game.

Commitment to inclusive environments.

Division III prides itself on creating inclusive, diverse and equitable environments for its student-athletes.

- More than 80% of student-athletes report a sense of belonging and an inclusive team environment.
- More than three-quarters report that coaches and teammates are accepting of differing viewpoints and cultures and believe college athletics has positively impacted their racial and cultural understanding.

Academic focus.

Student-athletes most often choose a Division III institution because of the excellent academic programs.

- More than 80% of student-athletes report a positive academic experience.
- Primary focus on learning and degree achievement, evidenced by an NCAA Academic Success Rate of nearly 90%.
- Balances academics and athletics via shorter season lengths, the number of contests, and a focus on regional in-season and conference play.

Commitment to athletics participation.

Division III institutions are committed to a broad-based program of athletics because of the educational value of participation for the student-athlete. The division averages 17 sports per institution, more than any other division in the NCAA. It also emphasizes integrating competitive men's and women's sports into higher education so that the educational experience of the student-athlete is paramount.

Integrated campus environment.

A quarter of all Division III students participate in athletics. These student-athletes are integrated into the campus culture and educational missions of their institutions:

- Adhere to the same academic standards as the student body.
- Provided the same housing, services and support as the student body.
- Encouraged to take full advantage of the many opportunities of campus life.
- More than two-thirds develop lifelong mentor relationships with faculty members.
- More than two-thirds participate in internships.
- One-quarter participate in study abroad programs.

Available financial aid.

Eighty percent of all student-athletes in Division III receive some form of grant or non-athletics scholarship. Student-athletes have equal opportunity and access to financial aid as the general student body – but are not awarded aid based on athletics leadership, ability, performance, or participation. Without the obligation of an athletics scholarship, student-athletes can emphasize academics, athletics, and other opportunities of college life appropriate to the necessary commitment and their own passions.

National championship opportunities.

Over 195,000 student-athletes compete annually in 37 different Division III national championships. These competitions provide an opportunity for student-athletes to compete at the highest level and fulfill their athletics potential.

HOW THE NCAA WORKS:

Division III

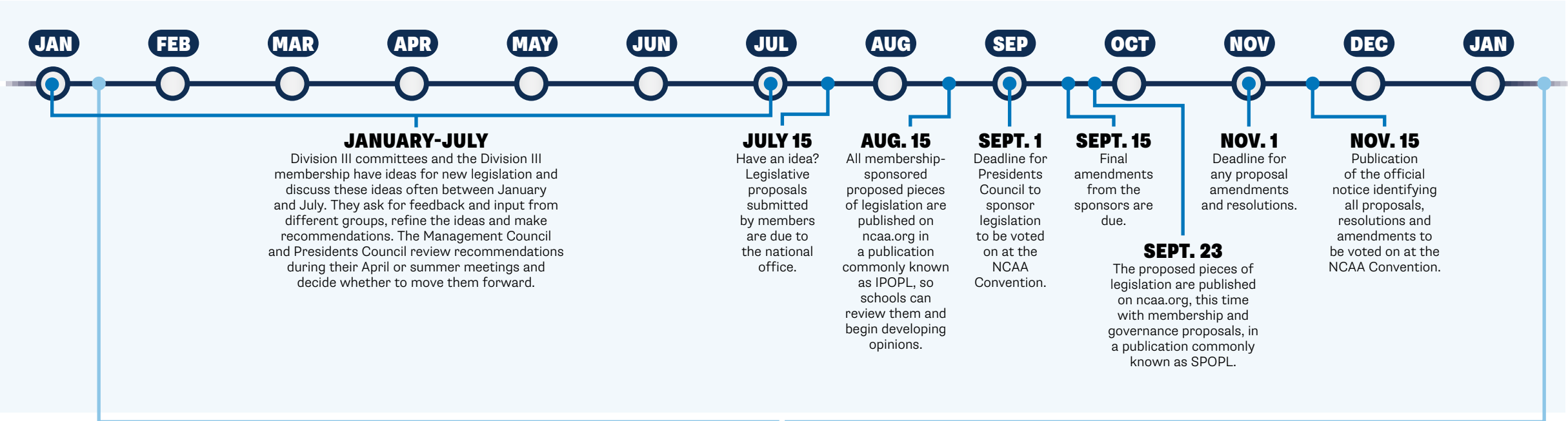
The Division III philosophy maintains that a student-athlete’s athletics are an integral part of a well-rounded college experience. The athletic experience is designed to complement time spent in the classroom and pursuing other activities – some related to coursework, others extracurricular.

While Division III doesn’t permit athletics scholarships, roughly 80% of Division III student-athletes receive some form of academic grant or need-based scholarship.

Access to competing in national championships is important to Division III, where one of every 6.5 teams competes in the NCAA postseason. Division III is home to more than 190,000 student-athletes – the most in any division – who can earn the opportunity to compete in 28 Division III national championships. The division’s philosophy and the rules that implement it are set by members hailing from approximately 430 schools and more than 40 conferences.

DIII Legislative Calendar and Convention Process

Legislative Calendar



Convention

The NCAA Convention, held each year in January, is the finish line for all sponsored proposals in Division III. Delegates from every school and conference gather during a Convention business session to cast their votes on each proposal.

Since the division was established in 1973, it has operated under a “one institution, one vote” model. Beginning with the 2024 NCAA Convention, the Division III Student-Athlete Advisory Committee will have one vote at the business session.



Proposed Legislation

New rules in Division III begin in one of two ways. Proposals can start in Division III committees and be sponsored by the governance structure. Proposals can also be sponsored by the Division III membership if 20 active member schools or two conferences sign on as a sponsor.



Membership Votes

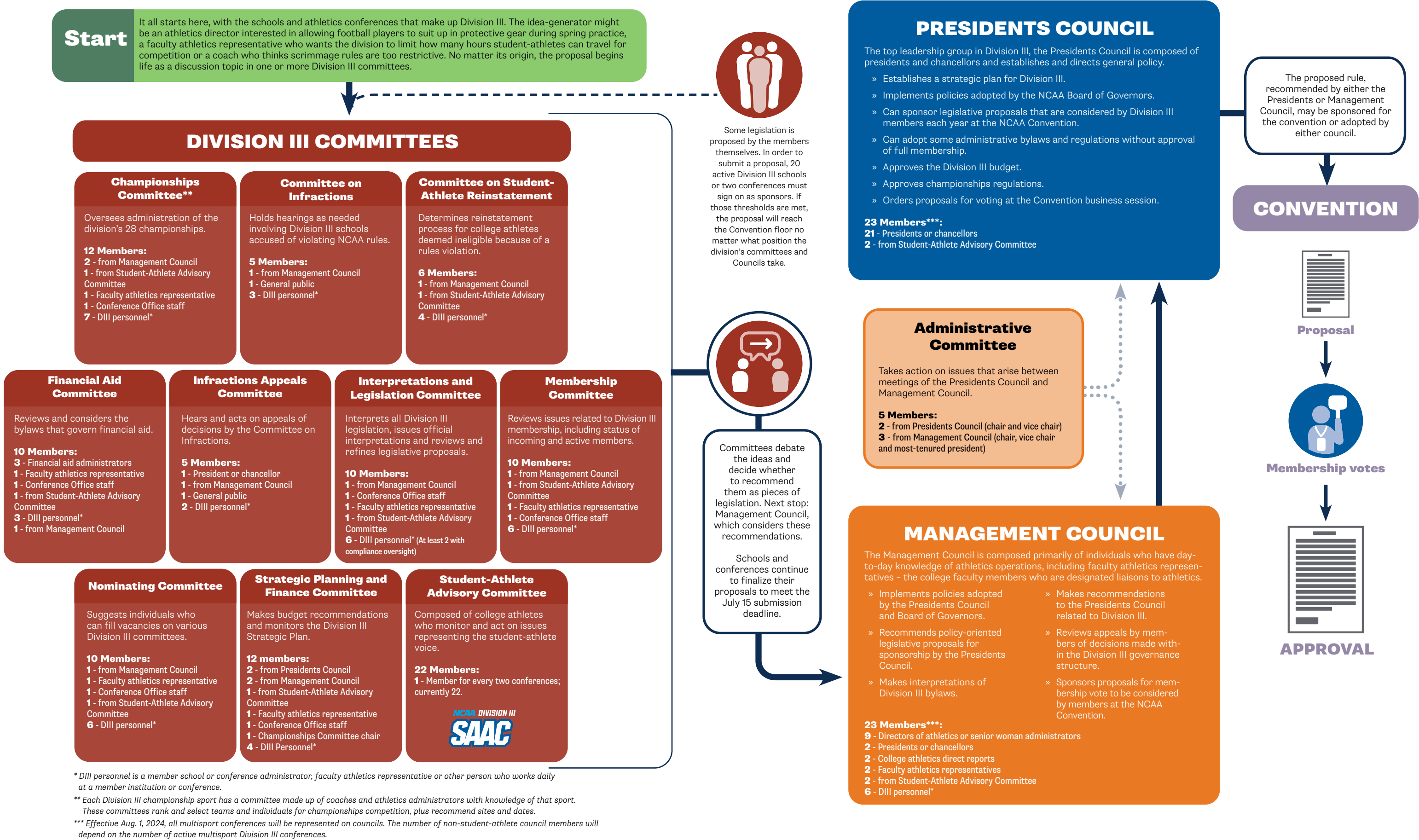
In most cases, Division III legislation requires only a simple majority vote of members present. Sometimes – such as in 2015, when the NCAA added beach volleyball as a championship sport – legislation applies to the entire Association, and each division must reach its own majority vote to pass.



Legislation Approved

Approved proposal takes effect on the date specified in the legislation, usually Aug. 1 of that year.

NCAA Division III Legislative Process



Division III Strategic Plan

2021-24 Budget Triennium **[Year 3: 2023-24]**

Vision Statement: Division III will be a dynamic and engaging group of colleges, universities and conferences of varying sizes and missions committed to an environment that encourages and supports health and safety, diversity, values, fairness, and equity, and places the highest priority on the overall educational experience of its student-athletes in the conduct of intercollegiate athletics.



DIVISION III
DISCOVER | DEVELOP | DEDICATE

INTRODUCTION

The Division III Strategic Plan serves many purposes. It begins with the Division III Philosophy Statement to establish the framework from which the division's programs, resource allocations, and regulatory decisions are made. It highlights the Division III Strategic Positioning Platform to clarify the practical impact of the Division III philosophy and summarizes the division's strategic priorities by outlining what must be accomplished in the current budget cycle for the division to be successful.

The plan also serves to highlight the programs and services offered for the division's membership. This list of offerings is arranged in a way that demonstrates the connection of each Division III program to the NCAA Strategic Plan and explains when a program or initiative is funded from Division III dollars or a different Association budget. To bring further transparency to the division's operations, the plan justifies every line of the Division III budget against the philosophy statement or NCAA Constitution. Finally, the plan includes division's budget policies and a note on its history, which tracks the evolution of the division's entire strategic initiatives program.

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DIVISION III PHILOSOPHY STATEMENT

Colleges and universities in Division III place the highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. To achieve this end, Division III institutions:

- (a) Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;
- (b) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
- (c) Shall not award financial aid to any student on the basis of athletics leadership, ability, participation, or performance;
- (d) Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
- (e) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;

- (f) Encourage participation by maximizing the number and variety of sport offerings for their students through broad-based athletics programs;
- (g) Assure that the actions of coaches and administrators exhibit fairness, openness, and honesty in their relationships with student-athletes;
- (h) Assure that athletics participants are not treated differently from other members of the student body;
- (i) Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;
- (j) Assure that athletics programs support the institution's educational mission by financing, staffing, and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
- (k) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
- (l) Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;

- (m) Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
- (n) Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body.
- (o) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (p) Support ethnic and gender diversity for all constituents;
- (q) Give primary emphasis to regional in-season competition and conference championships; and
- (r) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching, and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

Division III Positioning Statement

Follow your passions and discover your potential. The college experience is a time of learning and growth. For Division III student-athletes, this happens most importantly in the classroom and through earning an academic degree. The Division III experience provides for participation in a competitive athletics environment. Student-athletes push themselves to achieve excellence and build upon their academic success with new challenges and life skills within an environment that fosters health and wellness. Student-athletes are encouraged to pursue the full spectrum of opportunities available during their time in college. In this way, Division III provides an equitable and inclusive environment for student-athletes to take responsibility for their own paths, follow their passions and discover their potential through a comprehensive educational experience.

Division III Attributes

Proportion: appropriate balance of academics, athletics, and additional collegiate opportunities.

Comprehensive Learning: opportunity for broad-based education and success.

Passion: playing for the love of the game, competition, enjoyment, self-improvement, and our teammates and communities.

Responsibility: development of accountability through personal commitment and choice.

Sportsmanship: fair and respectful conduct toward all participants and supporters.

Citizenship: dedication to developing responsible leaders and global citizens.

Reasons to Believe

Comprehensive educational experience. Division III institutions develop student-athlete potential through a holistic educational approach that includes rigorous academics, competitive athletics, and opportunities to pursue other interests and passions.

Competitive athletic programs. Student-athletes participate in an intense, competitive athletics environment. Student-athletes do not receive any monetary incentive (athletics scholarship) to play sports in college and play for a love of the game.

Integrated campus environment. A quarter of all Division III students participate in athletics. These student-athletes are integrated into the campus culture and educational missions of their institutions:

Commitment to inclusive environments. Division III prides itself on creating inclusive, diverse, and equitable environments for its student-athletes.

Academic focus. Student-athletes most often attend a Division III institution because of the excellent academic programs.

Available financial aid. 80% of all student-athletes in Division III receive some form of grant or non-athletics scholarship. Student-athletes have equal opportunity and access to financial aid as the general student body – but are not awarded aid based on athletics leadership, ability, performance, or participation. Without the obligation of an athletics scholarship, student-athletes can emphasize academics, athletics, and other opportunities of college life appropriate to the necessary commitment and their own passions.

Commitment to athletics participation. Division III institutions are committed to a broad-based program of athletics because of the educational value of participation for the student-athlete. The division averages 17 sports per institution; more than any other division. It also emphasizes integrating competitive men's and women's sports into higher education so that the educational experience of the student-athlete is paramount.

National championship opportunities. Division III has over 195,000 student-athletes competing annually in 37 different national championships. These competitions provide an opportunity for student-athletes to compete at the highest level and fulfill their athletics potential.

NOTE: Strategic initiatives are divided between championships and Enrichment Fund initiatives and programs. Most strategic initiatives support the Division III student-athlete experience. The strategic priorities are not listed in priority order; all are of equal value. **Text in red highlights key initiatives during year three of the 2021-24 triennium.**

DIVISION III STRATEGIC PRIORITIES FOR 2021-24 BUDGET TRIENNIUM [YEAR 3: 2023-24]

Maintain Fiscal Integrity. All programs and budget priorities shall be managed in a manner that ensures they are fiscally responsible, sustainable and reflect the division's priorities. Further:

- Maintain and annually evaluate the divisional operating budget for the current budget cycle (2023-2024).
 - Continue to monitor the division's current mandated reserve policy and adjust accordingly, including preparation for revenue generated by the Association's 2024-2032 broadcast agreement extension. **Prepare for the new 2024-26 budget biennium and identify budget priorities via financial analysis and membership feedback. Areas of focus include championships enhancements such as bracket, per diem, flights and travel party increases and a new selection criteria database (e.g., Pairwise).**
1. **Provide Quality Division III Championships. FY24 budget equals \$29.9 million.** The Division III experience provides for participation in a competitive athletics environment, and Division III is committed to conducting quality championships with fair selection processes and appropriate access. Strategic priorities support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by supporting institutions as they provide all teams with adequate facilities, competent coaching and appropriate competitive opportunities. (Division III Philosophy Statement – section r). The Division III Championships Committee is responsible for continual assessment of policies and NCAA legislation related to the championships program including the appropriateness of bracket sizes, regional alignment and select criteria processes. Championship funding enhancements will start at the sport committee level with recommendations to the Championships Committee, endorsement to the Strategic Planning and Finance Committee and ultimate approval by the Management and Presidents Councils.
 2. **Provide Division III Conference Office Support. FY23 budget equals \$4.3 million.** These funds support the Strategic Initiatives Conference Grant Program and annual commissioner meetings with NCAA staff.
 - The Strategic Initiatives Conference Grant Program is divided into five tiers.
 - Tier One: Professional Development and Student-Athlete Advisory Committee support. All institutions may annually access conference grant dollars to support campus and conference SAAC meetings, programs and initiatives as well as professional opportunities for key constituent groups (e.g., senior woman administrators, BIPOC staff and administrators, sports information directors, athletic trainers). Funding also is available to offset conference office travel. All conferences will optimally use the full allocation of funds each year.

- Tier Two: Student-Athlete Well Being Initiatives. Funds are available for a wide-variety of student-athlete well-being initiatives with an emphasis on programming related to diversity, equity and inclusion, academic experiences, identity and integration and sportsmanship initiatives.
- Tier Three: Technology and Officiating Improvement. Funding is available for conference offices to improve technology and support of officiating improvements.
- Tier Four: Funding is available to support the division's strategic priority of diversity, equity and inclusion at the conference and/or institutional level.
- Tier Five: Third-Party Review. Provide assistance for conference offices to provide documentation of a third-party external review of grant fund usage to the national office annually.
- Continue to monitor divisional challenges with officiating, including the quality and pipeline of officials. Maintain funding, via the conference grant program, to enhance officiating and evaluate additional funding opportunities.
- All conferences will be represented annually; commissioners will be provided with the opportunity to discuss governance issues and Division III hot topics. Additional funding is provided through Tier One of the Strategic Initiatives Conference Grant Program to supplement a portion the conference's travel costs.

3. Effectively Advance Diversity, Equity and Inclusion. FY24 budget equals \$2.4 million.

- Create partnerships and review the objectives and establish meaningful goals for the division's programs supporting equity and inclusion. Partner with Division III conferences and institutions to support innovative programs that promote inclusion.
 - Continue professional development and networking opportunities for women and Black, Indigenous, People of Color (BIPOC) (e.g., SWA Program, Institute for Administrative Advancement, Student Immersion Program).
 - Continue to fund the Division III diversity grants – ethnic minority and women, strategic alliance matching and coaching enhancement.
 - Support the office of inclusion in promoting resources for the newly established athletics diversity and inclusion designee.
 - Support the LGBTQ Working Group by maintaining the LGBTQ OneTeam program that provides education to the membership on ways to create a safe and inclusive environment for LGBTQ individuals and allies. Maintain the annual LGBTQ of the Year awards. Continue to promote the LGBTQ non-discrimination policy guide.
 - Support the Diversity and Inclusion Working Group in the creation of a train the trainer program to support institutions in the recruitment and retention of students who identify as BIPOC.
- Establish strategies to increase and diversify the pool of candidates for Division III committee service and membership job searches.
 - Maintain the division's database of all women and BIPOC that have participated in an NCAA program. Continue to distribute and promote Continue to send out a quarterly Diversity and Inclusion newsletter.

- Maintain the Diversity and Inclusion Working Group to evaluate the current diversity and inclusion landscape within Division III.
- Monitor NCAA emerging sports (e.g., women's wrestling, esports, Stunt, acrobatics and tumbling).
 - Monitor with the office of inclusion and the membership new emerging sports for women (e.g., bowling and women's wrestling) and specifically, vote on Stunt at the 2024 Convention.
- Review the recommendations from the NCAA's gender equity report – Phase II and continue to ensure a gender equitable experience for all student-athletes.

4. Ensure Student-Athlete Support. FY23 budget equals \$699K.

- Maintain the promotion and use of the Injury Surveillance Program, SSI's data collection system, by the Division III membership.
- Continue to sponsor a regular and representative academic reporting program to compare the academic success of student-athletes and the general student body. Continue to emphasize the academic success of Division III student-athletes as compared to other students. Focus on solutions and best practices to address graduation rates of teams and demographic groups that are lower than their counterparts who do not participate in intercollegiate athletics. Maintain the annual student-athlete graduation rate submission.
- Maintain and enhance the partnership with the College Sports Communicators (formerly CoSIDA) by providing professional development funding and opportunities (e.g., Division III Day at the CSC Convention and CSC Student Program), overseeing a recognition system awarded three times per year, and providing funds to support the Division III-specific Academic All-America program.
- Amplify the student-athlete voice. Collaborate with Division III SAAC to provide opportunities for effective student-athlete engagement and leadership.
- Student-athlete leadership forums and campus-based leadership programming. Fund student-athletes to attend the annual NCAA Student-Athlete Leadership Forum. The Forum is an opportunity for college athletes, coaches and administrators to collectively learn about themselves and grow as the next generation of leaders. Fund DISC assessments that are an important resource that institutions and conference offices use to help student-athletes, coaches and administrators learn more about their behavioral styles and how their individual styles come together in a team environment.
- Continue discussions with the Sport Science Institute regarding the potential transition of 360 Proof, a web-based, evidence-informed, and free alcohol and other drug resource to SSI. 360 Proof is currently for Division III and NASPA small college institutions, and SSI oversight would allow Association-wide access.

- Support Gameday the DIII Way, the Division III sportsmanship and game environment initiative. Promote existing tools and resources (e.g., facilitator training and on-line educational modules). Promote that championship handbooks include Gameday language and encourage all Regional Advisory Committee (RAC) members receive the training.
- Monitor and promote institutional commitment to BOG pledge on sexual assault violence prevention education and annual requirements.
- Provide funding for national Student-Athlete Advisory Committee associate members to attend an in-person national SAAC meeting at the NCAA Convention and during the summer.
- Continue to create specific programming for student-athletes attending the annual Convention to help better engage and educate on the Division III philosophy.

5. **Maintain the Value of Division III Athletics. FY23 budget equals \$375K.** The division continues to serve as a conscious alternative to the sport-specialization youth culture, and as an accessible and fulfilling educational and athletics destination. It also emphasizes a fuller, more integrated academic experience in all divisional endeavors. This includes communicating the Division III philosophy, attributes, and strategic positioning platform to high school prospective student-athletes, parents and high school admissions counselors, and collaborating with the NCAA Eligibility Center.

- **Emphasize, promote, and steward the Division III brand, identity, and unique philosophy as articulated in the division's Strategic Positioning Platform. Support conferences and institutions to better tell the Division III story to a variety of internal and external target audiences with the following identity activation initiatives:** Division III week, national and customizable videos. Maintain a recognition award for athletics communication directors to recognize outstanding work that tells the Division III story. **Celebrate the division's 50th anniversary with the amplification of our legacy.**
- Communicate the distinct Division III philosophy as articulated in the Philosophy Statement and supported by the Strategic Positioning Platform. **Provide a 2024 legislative proposal to revise the division's Philosophy Statement to better align with today's student-athlete experience and provide legislative guidance for the foreseeable future.**
- Support integration activities that bring together key institutional and/or conference partners to discuss ways each institution (and the conference as a group) might best support the integration of athletics within the campus environment, consistent with the division's unique philosophy, identity and strategic positioning platform.
- Emphasize the values of Division III to effectively manage its membership growth. Maintain a cross-divisional governance staff and Membership Committee liaison group to monitor divisional membership issues.

- Maintain a Financial and Risk Management Working Group to periodically review the division's financial standing within the current landscape of intercollegiate athletics and examine threats, risks, and opportunities to enhance the division.
- Monitor the new process for Division III playing rules. Ensure communication between playing and sport rule committees and inform the membership of key rule changes to encourage feedback.
- Support an Athletic Trainer Working Group to identify the factors impacting Division III's efforts to hire and retain athletic trainers and to create recommendations to help institutions address those identified factors.
- Continue the strategic partnership with Special Olympics. Maintain the Monthly Spotlight Poll and activity reporting program to better tell the partnership's story from a division-wide perspective.
- Continue to create specific programming for delegates attending the annual Convention (e.g., educational sessions, Issues Forum, and technology to support all sessions) to help better engage and educate the membership. Properly engage and educate the membership on legislative proposals.

6. Provide Professional Development for Division III Constituents. FY23 budget equals \$316K.

- In partnership with the NCAA Executive Staff and divisional Association-wide governance staffs, enhance Division III specific presidential programming to educate and engage all Division III chancellors and presidents. Continue to selectively forward issues of presidential importance to the division's presidents and chancellors.
- Maintain in-person, full-day orientation programs for new athletics directors and commissioners to assist these individuals in understanding and promoting the division.
- Strengthen the advocacy of Division III faculty for the values of the athletics experience by offering annual professional development training and networking opportunities to FARs. Maintain the Faculty Advisory Group to provide quarterly updates to the Division III Management Council.
- Partnership with National Association of Division III Athletics Administrators. The governance structure will provide financial support to NADIII AA for its professional development offerings.
- The division will fund professional development opportunities for female athletics administrators in a manner most accommodating to applicant individuals (e.g., Women Leaders in College Sports Institutes, SWA Program).
- Continue to maintain and enhance Division III University – an on-line learning management system. **Create and add new division-specific educational modules.**
- Division III Day. Support a day-long professional development program for the division's athletics communication and sports information directors in conjunction with the annual College Sports Communicators (CSC) Convention.

- Provide funding for the DIIICA and NADIIIAA executive leadership groups to come to Indianapolis in Aug./Sept. to discuss current hot topics in Division III and plan communication strategies for the upcoming year. **Emphasize communication, shared accountability, and collaboration in leading the division.**

7. Enhance Formal Accountability of the Governance Structure and National Office Support. FY23 budget equals \$73K.

- Continue to distribute the annual performance scorecard to committee members for regular accountability of key Division III programs and committee staff liaisons. **Highlight the value of committee service through improved education efforts and upgrading the nomination process technology.**
- **Monitor, and address as needed, the enrollment and related financial challenges within higher education, and the related challenges affecting the Division III membership. Monitor the impact on conference office stability.**
- Continue to make membership communication a priority. Provide clear, concise, and consistent communication. Strengthen relationships with the leadership of the DIIICA and NADIIIAA. Provide effective transparency and opportunities for input in the work of governing bodies. **Conduct a comprehensive review of communication initiatives and platforms to better identify and reach target audiences as well as streamline and improve efficiencies.**
- Address relevant issues identified through the Association's Business Review.

8. Support Association-wide initiatives.

- **Support the Association in its efforts to engage Congress to introduce federal legislation to address threats (e.g., Name, Image and Likeness, revenue sharing, select litigation).**
- **Implement recommendations from the NCAA State of Business Review.**
- Continue to partner with the Sport Science Institute regarding priority health and safety issues, including mental and physical health. Provide Division III representatives for on-going summits. Provide timely and consistent communication to the membership regarding new SSI interassociation guidelines and best practices.
- **Collaborate with the Office of Inclusion to update "The Diverse Workforce", a resource to assist institutions and conference offices to diversify its athletics searches.**

Appendix A

Division III Budget Justification

Projected NCAA Division III 2023-24 Budget Breakdown		Division III Philosophy Statement and Constitutional Principles Justifying Funded Programs	
Revenue:		<i>Division III Institutions....</i>	
Division III 3.18% Revenue	\$36,940,183		
Allocation (ESTIMATE)			
Additional Revenue	42,250		
Membership Dues	526,350		
Championships Expenses:			
Total Championships Expense	\$ 32,625,045	Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities. (Division III Philosophy Statement – section r)	
Conference Office Expenses:			
Strategic Initiatives Conference Grant Program	\$4,250,703	Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs; (Bylaw 20.11-(b))	
Conference Commissioners/SID Meeting	\$40,000	The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. (Bylaw 20.11)	
Diversity, Equity and Inclusion Expenses:			
Women & Minority Intern Program	\$1,600,000	Support ethnic and gender diversity for all constituents; (Bylaw 20.11-(p))	
Strategic Alliance Matching Grant	\$708,600	Support ethnic and gender diversity for all constituents; (Bylaw 20.11-(p))	
Diversity. Equity and Inclusion Programs	\$250,000	Support ethnic and gender diversity for all constituents; (Bylaw 20.11-(l))	
Coaching Enhancement Grant	\$100,000	New grant program for female and ethnic minority asst. coaches. The two-year matching grant provides \$7,500 in salary and benefits and \$1,500 annually in professional development. Partner with Leadership Development.	
LGBTQ Programming	\$30,000	Funding for the annual LGBTQ of the Year recognition and OneTeam Program. Partner with office of inclusion.	
Student-Athlete Support Expenses:			
Student-Athlete Leadership Forum	\$400,000	Seek to establish and maintain an environment in which student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. (Bylaw 20.11)	
Gameday Sportsmanship Initiative	\$100,000	Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators; (Bylaw 20.11-(e))	
Convention Programming including specific student-athlete programs	\$80,000	Continue to create specific programming for student-athletes attending the annual Convention to help better engage and educate on the Division III philosophy.	
Campus Based Student-Athlete Leadership Programming	\$40,000	The purpose is to provide behavioral assessments to student-athletes, coaches and administrators. The assessment aids participants with understanding their individual behavioral styles and preferences, a common language when addressing these topics and methods to better relate to others. It also provides additional strategies to build more effective relationships on teams and in the workplace.	
SAAC Associate Members	\$45,000	Provide funds to pay expenses for conference partner liaison to attend NCAA Convention and the July national SAAC meeting.	
Division III Academic All-America (CoSIDA)	\$44,000	Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic program (preamble to philosophy statement).	
360 Proof	\$20,000	Intercollegiate athletics programs shall be conducted in a manner designed to protect and enhance the physical and educational well-being of student-athletes.	

Projected NCAA Division III 2023-24 Budget Breakdown		
Expenses, continued:		
Value of Division III Expenses:		
Branding and Identity Initiatives	\$300,000	These initiatives provide branding and promotion support in the form of PSA videos, championships webcasting enhancements and resources.
Special Olympics Partnership	\$35,000	Institutions seek to establish and maintain an environment in which student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience (preamble to philosophy statement).
Professional Development Expenses:		
FAR Fellows Institute/Orientation	\$75,000	Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience (preamble to philosophy statement)
NADIII AA Partnership	\$75,000	The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. (Bylaw 20.11)
New Athletics Director Orientation	\$70,000	Create in-person, orientation programs for new athletics directors to assist with the knowledge, resources and philosophy of the division.
Women Leaders Enhancement Grant	\$30,000	Support ethnic and gender diversity for all constituents; (Bylaw 20.11-(p))
Division III University	\$20,000	Funding to create new modules for Division III University.
New Commissioner Orientation	\$15,000	Create in-person, orientation programs for new commissioners to assist with the knowledge, resources and philosophy of the division.
CoSIDA DIII Day	\$12,000	This initiative supports sports information directors to receive professional development.
NADIII AA and D3CA leadership meeting	\$10,000	The executive leadership groups from NADIII AA and D3CA come to Indianapolis in Aug./Sept. to discuss current hot topics in Division III and plan communication strategies for the upcoming year.
Misc. Division III Initiatives	\$9,328	This includes contracting costs, as well as money earmarked to support future initiatives.
Conference Rules Seminar	Association-wide	The Association shall assist the institution in its efforts to achieve full compliance with all rules and regulations and shall afford the institution, its staff and student-athletes fair procedures in the consideration of an identified or alleged failure in compliance.
Division III National Office Expenses:		
Division III Cancellation Insurance	\$61,000	Intercollegiate athletics programs shall be administered in keeping with prudent management and fiscal practices to assure the financial stability necessary for providing student-athletes with adequate opportunities for athletics competition as an integral part of a quality educational experience.
NCAA staff professional development	\$7,000	Allows annual professional development for NCAA Division III staff.
Working Groups	\$5,000	This initiative exists to provide opportunities for working groups/task forces in the future.
Total Division III Expenses	\$37,564,436	

* The \$5 million event cancellation insurance protects the budget in case of a catastrophic event that would reduce or eliminate, for one year, the division's share of media rights revenue.

** Intentionally overspending the operating budget by approximately \$2.2 million to reduce the excess above and beyond the mandated reserve.

*** Spending an additional \$2.1 million in supplemental spend (local ground transportation and no first round conference opponent) to reduce the excess above and beyond the mandated reserve.

Appendix B

History of the Division III Strategic Plan and Budget Policies

History

The original Division III strategic plan was unveiled in 1998 as the division embarked on its new federated structure. The Division III Management Council Strategic Planning Subcommittee developed the framework for the plan with broad participation of the Presidents Council, Division III and Association-wide committee structure, and the Division III membership. The 2004 version of the Division III Strategic Plan was developed by a joint subcommittee of the Management and Presidents Councils consistent with the Association-wide Strategic Plan adopted by the NCAA Executive Committee in April 2004. The 2004 plan contained many of the existing initiatives and priorities to ensure that the programs and results remain consistent with Division III objectives. However, significant changes occurred as the 2005 and 2006 plans linked the relationship to the Division III philosophy with each Association-wide goal and outlined a series of outcome measures for each goal. Another significant change occurred in 2006-07 as the Division III Strategic Initiatives Grant Program resources were funneled directly to Division III Conferences and the Association of Independents. With this change, many strategic initiatives previously administered at the NCAA national office moved to the local control of conferences and institutions. The localized program encourages collaboration and involvement of all Division III constituent group representatives in the planning, decision-making and accountability of programming and funding to achieve the goals established in the Division's Strategic Plan. Presidential oversight and accountability with the process and budget allocations, consistent with the legislated leadership role of presidents within conference governance, is paramount.

In 2008-09, the strategic plan underwent a format change to create a forward-looking document that highlights the goals and expectations of a budget biennium. Much of the reporting done in previous plans was moved into a Division III Annual Report, and standard committee operations are now reflected in each committee's policy and procedure guide (available on each committee's home page on ncaa.org). The plan clearly articulates the division's funding priorities, and explains when an initiative is funded by Division III, and when it is funded by a broader Association-wide budget. The plan also includes an appendix to show the philosophical or constitutional justification for all programs funded with Division III dollars.

In 2009-10, the plan was updated to highlight the division's near-term strategic priorities. Most 2009-10 priorities resulted from a series of presidentially authored white papers on membership growth published in September 2008. For 2010-12, the plan was updated based on the Division's release of a Strategic Positioning Platform, and clearly defined the near- and medium-term goals the division needed to accomplish to be successful in embodying the platform.

For 2012-15, the plan was updated to reflect the Association's move to a three-year budget cycle.

After the 2012-15 budget cycle, the plan returned to a two-year budget cycle and emphasizes budget accountability and management.

With the start of the budget cycle in 2021, the Councils approved a one-time, three-year budget cycle (2021-24) to align with the current CBS/Turner broadcast agreement that ends in 2023-24. In FY25, the division will return to its two-year budget cycle as well as adjust its mandated reserve policy from 50% of the annual revenue to a flat 15 million annually in addition to a five million event cancellation insurance policy.

In 2022, the Strategic Planning and Finance Committee recommended a new format for the strategic plan that better reflects the division's commitment to the student-athlete experience.

Division III Budget Policies

The Division will maintain the following budget policies. SPFC must recommend, with final approval from the Management and Presidents Councils, to change the policies.

- The division will have a two-year budget cycle unless a specific request by SPFC to alter.
- The budget will reflect the annual spend on championships and the Enrichment Fund with a priority on enhancing the student-athlete experience (approximately 80% of the budget annually will fund the division's 28 national championships).
- Only consider new budget enhancements in the last year of a current budget cycle unless SPFC determines there is extenuating circumstances.
- Annual mandated reserve that is 50% of the annual revenue through FY24. In FY25, the mandated reserve will be a flat \$15 million.
- Annually evaluate the need to purchase \$5 million in event cancellation insurance.

Division III 2023-24 Facts and Figures

MEMBERSHIP

Division III is the NCAA's largest division (approximately 40% of total membership).



80%

(343) of active Division III institutions are private.

20%

(87) of institutions are public.

Source: 2023-24 Sports Sponsorship and Demographics Forms

STUDENT-ATHLETE COMPOSITION

On average, student-athletes comprise **31%** of the student body at Division III institutions. (This percentage ranges from 2% to more than 72%.)



309

median number of student-athletes at schools that don't sponsor football.

588

median number of student-athletes at schools that sponsor football.

Source: 2023-24 Sports Sponsorship and Demographic Forms

DIVISION III STUDENT-ATHLETES

- Former Division III student-athletes report thriving at greater rates on measures of purpose, social, community, and physical well-being than their nonathlete peers.
- Former Division III student-athletes earned a postgraduate degree (41%) at a higher rate than their nonathlete peers (37%).
- 87% of former Division III student-athletes agreed or strongly agreed that they were challenged academically in college, as compared to 83% of nonathletes.
- 63% of former Division III student-athletes held a leadership position in a club or organization, as compared to 38% of nonathletes.
- 87% of Division III student-athletes agree or strongly agree that being an athlete has helped them fit in socially at their college, and 82% report a sense of belonging there.
- Most Division III student-athletes agree or strongly agree that their coaches and teammates create an inclusive environment for all team members (78%).
- Over 90% of Division III student-athletes report that their college athletics experience had a positive or very positive effect on personal competencies such as work ethic, responsibility, teamwork, and goal setting.

Source: Division III Gallup Study (2020) and Division III Growth, Opportunities, Aspirations and Learning of Students in college (GOALS) Study (2019)

UNDERGRADUATE ENROLLMENT

Lowest **288**

Average **2,450**

Highest **27,642**

Source: Fall 2021-22 enrollment for full-time undergraduate students from the federal Integrated Postsecondary Education Data System

SPORTS SPONSORED PER INSTITUTION

19 average number of sports that Division III schools sponsor.

Source: 2023-24 Sports Sponsorship and Demographics Forms

ATHLETICS PARTICIPATION

(Including emerging sports)

Approximately **38.6%** of NCAA student-athletes compete at Division III institutions.

	Division III	NCAA Overall
Men	119,379 (59%)	297,571 (56%)
Women	84,101 (41%)	229,397 (44%)
Total	203,480	526,968

*Numbers include student-athletes that may participate in more than one sport

Source: 2023-24 Sports Sponsorship and Demographics Forms

PRIORITY INITIATIVES

- Maintain the values of Division III athletics.
- Provide quality Division III Championships.
- Ensure the division is effectively managing diversity and inclusion issues.
- Enhance the well-being of prospects, student-athletes and staff.
- Provide professional development and funding support for the Division III membership.
- Enhance formal accountability of the governance structure.
- Maintain fiscal integrity.

Source: 2022-23 NCAA Division III Strategic Plan

DIII-SPONSORED CHAMPIONSHIPS

Men's Championship Sports (14)

Baseball, Basketball, Cross Country, Football, Golf, Ice Hockey, Lacrosse, Soccer, Swimming and Diving, Tennis, Indoor Track and Field, Outdoor Track and Field, Volleyball, Wrestling

Women's Championship Sports (14)

Basketball, Cross Country, Field Hockey, Golf, Ice Hockey, Lacrosse, Rowing, Soccer, Softball, Swimming and Diving, Tennis, Indoor Track and Field, Outdoor Track and Field, Volleyball

National Collegiate Championships (9)

Men - Gymnastics, Water Polo; Women - Beach Volleyball, Bowling, Gymnastics, Water Polo; Men and Women - Fencing, Rifle, Skiing



DIVISION III
DISCOVER | DEVELOP | DEDICATE

Division III 2023-24 Budget Overview

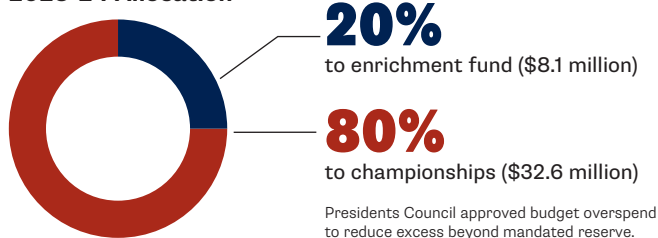
REVENUE



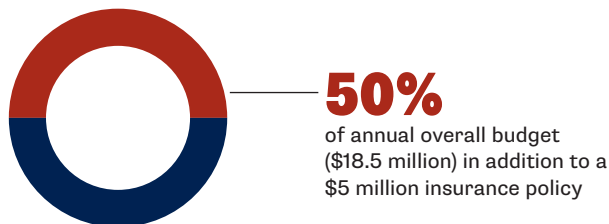
Source: 3.18% of NCAA operating revenue allocation

BUDGET ALLOCATION

2023-24 Allocation



Mandated Annual Reserve



VALUE OF MEMBERSHIP

With an annual budget of **\$37.5 million** and annual membership dues of **\$2,000 or less**, the estimated annual per institution value of Division III membership is **\$77,538**.

ASSOCIATION-WIDE BENEFITS

Division III members also benefit from Association-wide services and support. The NCAA funds these services with more than \$250 million dollars annually.

Legal Services, Communication	\$152 M
Insurance programs, drug testing, student-athlete leadership	\$57 M
Technology and National Office Support	\$43 M
Membership Support ((e.g., Committees and Interpretations)	\$24 M
Educational Programs	\$4 M

CHAMPIONSHIPS

(28 Division III specific)

	Men's Budget	Women's Budget
Baseball	\$3,020,228	NA
Basketball	\$1,630,937	\$1,882,652
Cross Country	\$756,387	\$778,789
Field Hockey	NA	\$674,476
Football	\$2,567,406	NA
Golf	\$776,195	\$581,555
Ice Hockey	\$576,034	\$477,024
Lacrosse	\$1,114,121	\$1,244,523
Rowing	NA	\$509,379
Soccer	\$1,596,985	\$1,602,958
Softball	NA	\$2,052,638
Swimming and Diving	\$792,285	\$831,879
Tennis	\$877,641	\$931,360
Indoor Track and Field	\$977,756	\$906,473
Outdoor Track and Field	\$1,207,221	\$1,136,831
Volleyball	\$440,855	\$1,452,441
Wrestling	\$705,354	NA
Overall Totals	\$17,039,405	\$15,062,978

Source: NCAA Financial Statements

ENRICHMENT FUND

2023-24 Budget

Conference Office Support

Strategic Initiative Conference Grants	\$4,250,703
Conference Commissioners Meeting	\$40,000

Diversity, Equity and Inclusion

Women and Minority Intern Program	\$1,600,000
Strategic Alliance Matching Grant	\$708,600
DIII Diversity Initiatives	\$250,000
Coaching Enhancement Grant	\$100,000
LGBTQ Inclusion Program	\$30,000

Student-Athlete Support

Student-Athlete Leadership Conference	\$400,000
Annual Convention	\$75,000
SAAC Associate Member Travel	\$45,000
CSC Academic All-America Program	\$44,000
Campus-Based Student-Athlete Leadership Programs	\$40,000
360 Proof	\$20,000

Value of Division III

Branding and Promotion	\$300,000
Special Olympics Partnership	\$35,000

Professional Development

New AD and Commissioner Orientations	\$85,000
ADR Institute	\$75,000
FAR Institute/Orientation	\$75,000
NADIIIAA Partnership	\$75,000
SWA Enhancement Grant Program	\$30,000
Membership Learning Management System	\$20,000
College Sports Communicators DIII Day	\$12,000
Administrator and Commissioner Meeting (NADIIIAA and DIIICA)	\$10,000

Division III National Office Support

Division III Event Cancellation Insurance	\$61,000
Additional Working Groups	\$40,000
NCAA Staff Professional Development	\$7,000

Total Enrichment Fund Expenses	\$8,428,303
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Source: NCAA Financial Statements

2023-24 Division III Grants, Programs and Services: “Show Me the Money”

Opportunity	Description	Deadline	Program Cost or Grant Amount
Division III New and Experience ADR <i>Contact:</i> Ali Spungen	<p>The purpose of the Athletic Direct Report (ADR) professional development program is to engage Division III ADRs in best practices to oversee and manage athletics programs and improve the relationship between ADRs and their presidents, athletics directors, and conference commissioners. The program will focus on enhancing the effectiveness and involvement of the ADR at the campus, conference, and national levels. The program includes both networking opportunities and interactive discussions with ADR peers and other expert presenters. The objectives of the ADR Professional Development Program are: create and support a network of ADRs, provide on-going professional development, and provide an orientation for ADRS.</p> <p>The program includes in-person programming conducted during the NCAA Convention and virtual sessions conducted during the academic year for the following groups: New ADRs and Experienced ADRs.</p>	September	FREE
Division III Next Steps Program <i>Contact:</i> Ali Spungen	<p>The Division III Career Next Steps Program supports past Student Immersion participants to attend a four-day intensive professional development program for those committed to seeking a career in athletics (administration or coaching).</p> <p>Selected students are fully funded to experience Division III specific programming prior to the NCAA Career in Sports Forum. Participants will explore potential careers in sports, with the primary focus on college athletics. The program is designed to assist students in charting their career paths, as well as provide an opportunity to network and learn from current athletics professionals. The goal is to build a pipeline of talented ethnic minority candidates, with an interest in Division III coaching and/or administration, in an effort to ultimately diversify the division.</p> <p>The Division III Career Next Steps Program is held in conjunction with the NCAA Career in Sports Forum. Ethnic minority students, who have attended the Division III Student Immersion Program and have a strong interest in a career in Division III athletics (coaching and/or administration) are encouraged to apply.</p> <p>Applications are available, via Program Hub, from February to March. Final selections are announced in late March.</p>	NOT HELD 2023-2024.	FREE

2023-24 Division III Grants, Programs and Services: “Show Me the Money”

Opportunity	Description	Deadline	Program Cost or Grant Amount
Division III FAR Fellows Institute <i>Contact:</i> Leah Kareti	<p>The mission of the Division III FAR Fellows Institute is to provide a professional development opportunity for Division III FARs with the potential to positively impact their campus, conference and the division. Through networking with other Division III FARs, enhancing leadership and communication skills, and learning about key issues in the NCAA and Division III, FARs are both inspired and challenged to enrich the Division III student-athlete intercollegiate athletics experience. The 30-member annual class of Fellows allows for each conference to have a representative two out of three years. Applications are accepted via Program Hub from April 1 to May 31. The annual institute is conducted in October. The FAR Fellows Institute will take place 1 out of every 3 years (2023, 2026, etc.) with the Division III FAR Orientation (2021, 2022, etc.).</p>	Nominations: July 1-August 15	FREE
Division III FAR Orientation <i>Contact:</i> Leah Kareti	<p>The purpose of the New FAR Orientation is to enhance the effectiveness and engagement of newly appointed Division III FARs. Programming focuses on understanding the Division III model of athletics, exploring the role of a Division III FAR, and enabling participants to get the most out of the FARA Annual meeting. Also, participants will have the opportunity to build networks of new and experienced FARs, and to establish goals for engagement in the role.</p> <p>Funding for the institute is provided by the Division III budget and covers all attendee expenses. In addition to attending the FARA Annual meeting, Orientation participants will engage in pre-work, facilitated networking and debrief sessions, and a closing workshop. This program is offered in response to the FAR Engagement Working Group’s recommendation to implement a seamless education model to orient new FARs and support them through their tenure in the position. The Orientation will take place 2 out of every 3 years (2021, 2022, etc.) with the FAR Fellows Leadership Institute (2023, 2026, etc.).</p>	Nominations: Oct 6-November 15	FREE
Division III Ethnic Minority and Women’s Internship Grant <i>Contact:</i> Lamar Pottinger	<p>This two-year grant is designated for Division III institutions and conference offices to hire 10-month full-time interns. Funding will cover the intern's salary (\$23,660) and \$3,000 to cover professional development activities. The institution or conference office will be responsible for providing an additional in-kind contribution of at least \$3,700 per year.</p>	January	\$26,660 per year (\$1,300,000 pool)
Division III Senior Woman Administrator Program <i>Contact:</i> Ali Spungen	<p>Annually, Division III provides funding for 30 SWAs to attend a division-specific program in conjunction with the annual Women Leaders in College Sports Convention.</p> <p>The program’s goal is to provide professional development and networking opportunities for SWAs, in particular those seeking to become athletics directors and/or conference commissioners. Topics discussed will cover a variety of professional development topics that may include preparing your resume and cover letter for the athletics director search, networking, budgeting, positioning yourself to become an athletics director, the president’s perspective, working with and collaborating with athletics directors, and discussing the SWA’s current role and responsibilities. Applications are available, via Program Hub, in June if the program is being held in conjunction with Women Leaders or in October if held in conjunction with the NCAA Inclusion Forum. Final selections are announced in mid-July or early-December, respectively.</p>	June or October	FREE

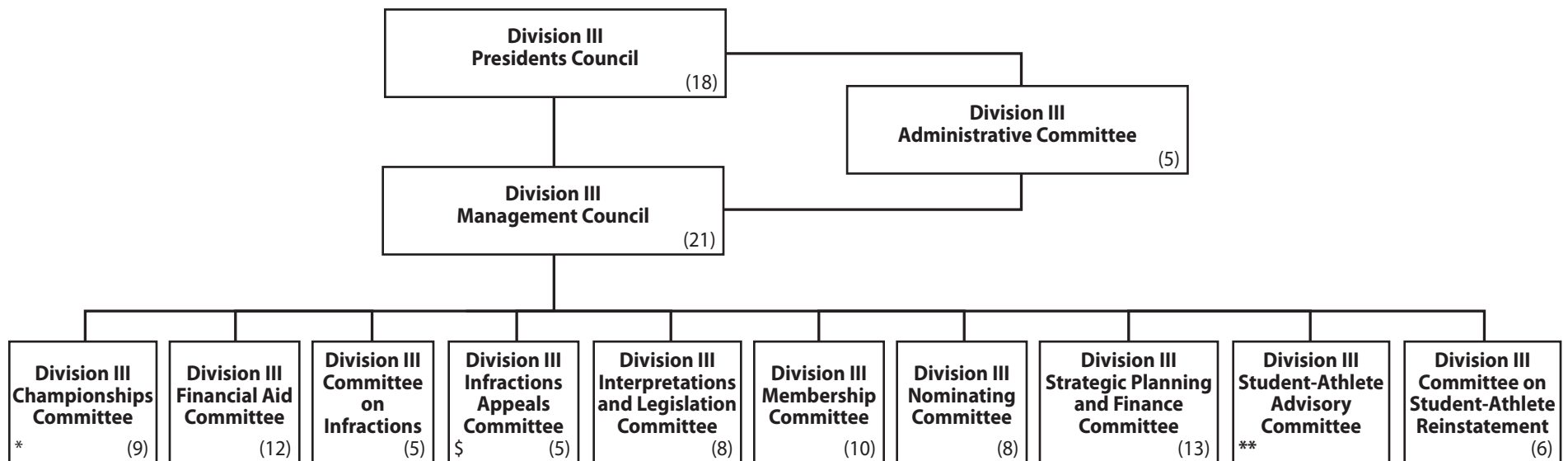
2023-24 Division III Grants, Programs and Services: “Show Me the Money”

Opportunity	Description	Deadline	Program Cost or Grant Amount
Division III Strategic Alliance Matching Grant Program <i>Contact: Lamarr Pottinger</i>	<p>The Strategic Alliance Matching Grant provides funding for Division III institutions and conference offices to enhance gender and ethnic diversity through full-time professional positions in athletics administration.</p> <p>Each Division III institution and conference office selected to receive a matching grant will be funded for three years, with diminishing contributions by the NCAA. The NCAA will fund 75 percent of the position during the first year, 50 percent the second year and 25 percent during the third year. All applying institutions and conference offices must show a commitment to continuing the position beyond the three-year NCAA grant at the time of the submitted application.</p>	January	\$708,600 pool
Division III Student Immersion Program <i>Contact: Ali Spungen</i>	<p>In 2015, at the recommendation of the Division III Diversity and Inclusion Working Group, the Division III governance staff and the NCAA Office of Inclusion partnered on a new program that brought 40 ethnic minority students to the NCAA Convention. The selected students are fully funded to attend the Convention, and they are exposed to Division III, its members and its governance process. In addition to the scheduled Division III programming, grant recipients receive DiSC training, and attend welcome and debrief meetings. The goal is to build a pipeline of talented ethnic minority candidates, with an interest in Division III coaching and/or administration, in an effort to ultimately diversify the division.</p> <p>The Division III Student Immersion Program is held annually in conjunction with the NCAA Convention. Ethnic minority students, preferably juniors and seniors, with a strong interest in a career in Division III athletics (coaching and/or administration) are encouraged to apply.</p> <p>Applications are available, via Program Hub, from mid-August to late September. Final selections are announced in early October.</p>	September	FREE
Division III Institute for Administrative Advancement <i>Contact: Eric Hartung</i>	<p>The Division III Institute for Administrative Advancement seeks to provide professional development and networking opportunities for under-represented populations in Division III athletics. Currently, the Division III membership is lagging behind its counterparts from the other divisions in the representation of ethnic minorities and steps such as the incorporation of the Division III Institute for Administrative Advancement are positive ones. Overall, the goal is to prepare participants to excel within their current role and ultimately, advance their position within Division III athletics. This effort is a partnership between the National Collegiate Athletic Association (NCAA) and the Minority Opportunities Athletic Association (MOAA). (Invitation only)</p>	February	FREE

2023-24 Division III Grants, Programs and Services: “Show Me the Money”

Opportunity	Description	Deadline	Program Cost or Grant Amount
National Association of Division III Administrators (NADIII AA) Partnership Contact: https://nacda.com/sports/nad3aa	A partnership between the NCAA and NADIII AA supports professional development programming for Division III athletics administrators. The partnership includes grants and programming to support the NADIII AA Summer Forum in conjunction with NACDA Convention. Division III athletics administrators that are members of the NADIII AA may apply for grants to support travel and lodging expenses.		\$75,000 pool
Female Administrator Enhancement Grant <i>Contact:</i> https://womenleadersinsports.org	This grant in the form of a scholarship enhances the role of the Senior Woman Administrator (SWA) in Division III to support professional development. A partnership between the NCAA and Women Leaders in College Sports (WLCS) provides Division III women the opportunity to attend the annual NCAA/WLCS Institute for Administrative Advancement, a week-long professional development experience to enhance their knowledge and understanding of intercollegiate athletics. Funding will cover tuition, lodging, meals and a portion of travel. The application process is administered by WLCS including a request for consideration of a Division III scholarship.		\$30,000 pool
Conference Grant Program (Strategic Initiatives Grant) <i>Contact:</i> Ali Spungen	<p>NCAA Division III will allocate \$3.1 million pool directly to conferences and Association of Division III Independents to administer educational programs and services that best meet local needs in support of the Division III strategic plan. The grant is intended to encourage collaboration and involvement of all Division III constituent groups (presidents, athletics directors, senior woman administrators, faculty athletics representatives, and student-athletes) in planning, decision-making and accountability of programming at the local level to achieve the goals established in the strategic plan and the grant program. Consistent with the legislated leadership role of presidents and chancellors within conference governance, presidential oversight and accountability with the process and budget allocations, is paramount</p> <p>The program is designed to promote enhancements within three key areas of focus: Tier One - Professional Development/Education/Communication. Tier Two - Social Responsibility and Integration. Tier Three - Quality of the Participation Experience.</p>	<u>Requisition Forms:</u> July 15	\$4.27 million pool (\$54,000 - \$139,000 per conference and Association of Division III Independents).

FIGURE 4-1
Division III Organizational Structure



() Represents the number of individuals who will serve on this committee.

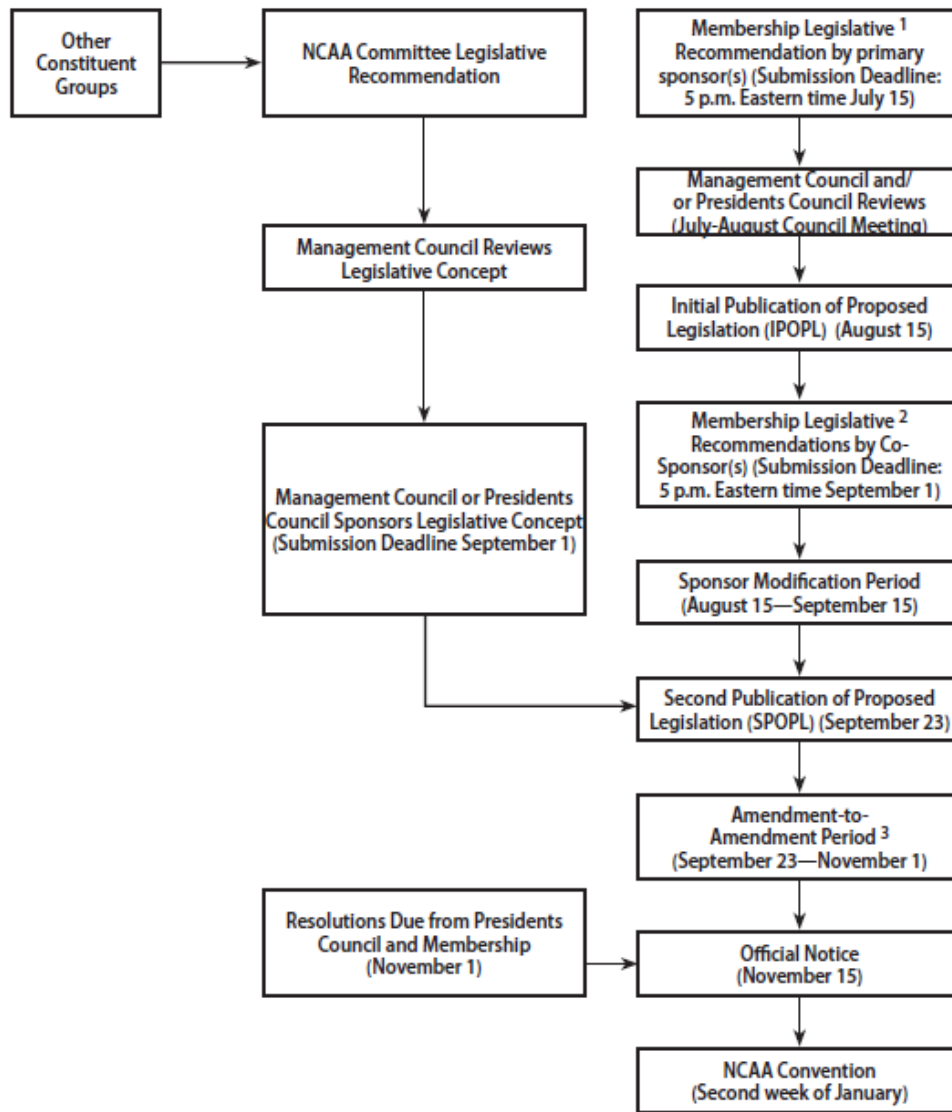
* All Division III sports committees report to the Division III Championships Committee. The following are common committees with playing rules and championships administration responsibilities — Women's Bowling, Men's and Women's Rifle, Men's and Women's Skiing, Men's and Women's Swimming and Diving, Men's and Women's Track and Field, Men's and Women's Water Polo and Wrestling.

** The size of the committee depends on the number of Division III conferences (see Bylaw 21.9.5.10).

\$ The Division III Infractions Appeals Committee shall hear and act on an institution's appeal of the findings of major violations by the Division III Committee on Infractions.

FIGURE 5-1

NCAA Division III Legislative Process



¹ Per NCAA Constitution 5.3.4.1-(b) and -(c), legislative recommendations from the membership may be sponsored by 20 or more active member institutions with voting privileges or two or more voting member conferences. Per Constitution 5.3.5.3.1.1, at least one of the sponsors of a conference-sponsored amendment or at least 10 of the 20 individual institution sponsors must meet the deadline of 5 p.m. Eastern time July 15.

² Per Constitution 5.3.5.3.1.1, the second co-sponsor of a conference-sponsored amendment or the additional 10 individual institutions must meet the deadline of 5 p.m. Eastern time September 1 or the amendment will be automatically withdrawn.

³ Per Constitution 5.3.4.2, an amendment to an amendment may be sponsored by the Management Council, Presidents Council, 20 or more active member institutions with voting privileges or two or more voting member conferences.

NCAA Division III Staff Biographies

Louise McCleary

Vice President for Division III



Louise McCleary is the interim vice president of Division III and serves as liaison to several committees. She also oversees, in conjunction with the vice president, the division's governance committee structure (particularly the Presidents and Management Councils), developing and implementing the division's strategic plan and managing the division's operating budget, among other assignments.

McCleary joined the NCAA national office in February 2012. A 20-year veteran in athletics administration, McCleary was director of athletics at Elms College for 10 years. During her tenure, she guided 15 intercollegiate programs; added 11 full-time coaches and oversaw a \$1.7 million field-improvement project. Prior to Elms College, McCleary was at Vassar College, first as an associate athletics director and then as interim director of athletics. She worked at Trine University, serving as an assistant basketball coach, sports information director and assistant director of athletics. She also was an assistant basketball coach at the University of Massachusetts, Amherst, for two years and at her alma mater, Wellesley College, for one. McCleary graduated with a bachelor's degree in political science and American studies from Wellesley College and earned her master's degree in sport administration from University of Massachusetts, Amherst.

Bill Regan

Managing Director of Division III



Bill Regan is the Managing director in Division III Governance. He returns to the NCAA after spending time as a faculty member with Daemen College. Prior to teaching, Regan was with the NCAA for 15 years as a director with the academic and membership affairs staff. Before coming to the NCAA, he worked for Stony Brook University as associate athletics director for compliance and student services; and the University of Houston, Northern Arizona University and University at Buffalo, the State University of New York as an assistant athletics director for compliance.

Regan received his master's degree in sports studies from Canisius College and his J.D. from University of Akron School of Law.

Eric Hartung

Director for Division III



Eric Hartung joined the NCAA staff in October of 2001. His work primarily focuses on governance, membership and financial aid issues. He is the primary liaison to the Financial Aid Committee. Hartung came to the NCAA from New England Research Institutes in Watertown, Massachusetts. He is also a former men's lacrosse coach, including tenures at Wheaton College in Massachusetts and Harvard University. Hartung completed his undergraduate studies at Dickinson College in 1990 and his graduate work at Boston University, resulting in a doctoral degree from the School of Education in 2001.

NCAA Division III Staff Biographies

Ali Spungen

Associate Director for Division III



Ali Spungen serves as associate director of Division III. She has been with the NCAA since July 2013, working with the championships and alliances and leadership development departments before making the move to Division III in July 2019.

She is responsible for oversight and coordination of the Division III Conference Grant program, primary liaison to the national Division III Student-Athlete Advisory Committee (SAAC), oversees the Gameday the DIII Way sportsmanship and game environment initiative, primary liaison to the Convention Planning Subcommittee, as well as secondary liaison to select governance committees (Presidents, Management Councils and Strategic Planning and Finance Committee), among other assignments.

Prior to her time at the NCAA, Spungen was the assistant athletics director of external affairs and the Student-Athlete Advisory Committee advisor at Wittenberg University as part of both the NCAA Division III Ethnic Minority and Women's Internship Grant and the NCAA Division III Strategic Alliance Matching Grant.

Spungen has a bachelor of arts in sports management and communication from Denison University, where she was a student-athlete on the softball team and president of both the Denison SAAC and the North Coast Athletic Conference SAAC. Additionally, Spungen holds a master's degree in educational leadership from the University of Dayton.

Katie Mucci

Assistant Director for Division III Governance



Katie Mucci started with the NCAA as Assistant Director of Division III Governance Communications in August 2022. In her role, she oversees the Division III digital media platforms and online communication strategy. She also manages the Division's partnership with Special Olympics.

Before coming to Indianapolis, Mucci spent four years at both the Missouri Valley Conference (DI) and the Southern Collegiate Athletic Conference (DIII). In her roles with the leagues, she oversaw the digital media strategies, including graphic design, videography and social media management, among other duties. Mucci is a 2014 graduate of Northern Colorado, where she earned her degree in Journalism and Mass Communications with an emphasis in public relations and advertising, as well as a minor in business administration.

Lisa Rogers

Executive Administrative Assistant for Division III



Lisa serves as the Executive administrative assistant for Division III. She began with the NCAA October 2012, initially supporting governance in both Divisions II and III. In August 2013, the position transformed to support solely Division II. Lisa joined the Division III team in July 2021. Her primary responsibilities are providing support to the Division III committees and initiatives, as well as the DIII governance team. Prior to the NCAA, Lisa was the executive assistant at Grace Church in Lebanon, Indiana, for 13 years. She graduated from Ball State University with a bachelor's degree in school media services.

NCAA Division III Staff Biographies

Academic and Membership Affairs

Jeff Myers

Director of Academic and Membership Affairs



Jeff Myers has been with the NCAA since September 2005. Myers first worked with the enforcement division before transitioning to his current position in June 2007 as an associate director of academic and membership affairs, Division III governance liaison. He supports the Division III membership by providing legislative and interpretative support to member institutions, oversees production of several Division III legislative publications, and serves as staff liaison to the Division III Interpretations and Legislation Committee.

Myers graduated from Earlham College where he was a Division III student-athlete in football and baseball. After Earlham, he received a J.D. from the University of Dayton School of Law and practiced law for six years in Dayton, Ohio.

Corey Berg

Associate Director of Academic and Membership Affairs



Corey Berg began her tenure at the national office in September 2018. She is involved in processing interpretation requests, waiver applications and the educational initiatives for the Division III AMA team. She also supports the Division III Membership Committee, National SAAC and Subcommittee for Legislative Relief. Prior to Indianapolis, Berg spent three years as the assistant athletics director for academic success, compliance and eligibility at Division III's John Jay College of Criminal Justice. She was tasked with leading the academic support for 210 Division III student-athletes on 15 teams, as well as the compliance and rules education programs for the entire department. Berg arrived at John Jay in September 2015 after nine years at Cornell University.

A 2006 graduate from the University of Virginia, Berg was a four-year student-athlete for the swimming team. She helped the Cavaliers to earn two ACC Championships, was an Olympic Trials qualifier in 2000 and 2004, as well as an NCAA Championships qualifier in 2003 and 2004. Berg earned her master's degree in sport management from SUNY Cortland and her doctoral degree in Educational Leadership from the University of New England in 2019.

Brittany Higgins

Assistant Director of Academic and Membership Affairs



Brittany serves as Assistant Director of Academic and Membership Affairs and has DI education responsibilities. She became a member of the NCAA staff August 2021. Higgins joined the Academic and Membership Affairs team after four years in the athletics department at Howard University (DC) as Assistant Athletic Director of Compliance, where she managed the day to day operations of the athletics compliance department.

Prior to Howard University, Higgins spent six and a half years at Castleton University (Castleton, VT) as part of both the NCAA Division III Ethnic Minority and Women's Internship Grant and the NCAA Division III Strategic

Alliance Matching Grant in the roles of strength and conditioning coach, game event management and later becoming the first Director of Compliance.

Higgins has a bachelor of arts in exercise science with a minor in Spanish from Catawba College, where she was a women's basketball student-athlete, a member of the Catawba SAAC and the foreign language honor society. Higgins also holds a master's degree in higher education from Castleton University.

NCAA Division III Staff Biographies

Sarah Turner

Assistant Director of Academic and Membership Affairs



Sarah Turner came to the NCAA in January 2016 as a legislative contractor in the Eligibility Center before being promoted to full time staff in January 2017. She focused on eligibility and amateurism analysis for international prospective student-athletes until her transition to the Division III team in academic and membership affairs. She is now involved in processing interpretation requests and waiver applications. She also supports the Division III Interpretations and Legislation Committee.

Turner received her master's degree in public policy from the College of William & Mary.

Becca Trovato

Assistant Director of Academic and Membership Affairs



Becca Trovato joined the NCAA in January 2023 where she serves as an assistant director of Division III Academic and Membership Affairs. Previously, Trovato spent three years in the athletics department at Hofstra University as Assistant Athletic Director for Compliance and NCAA Education, where she managed NCAA compliance education (DI), waiver writing and oversaw the department's NLI's.

Prior to Hofstra University, Trovato spent five years at the College of Staten Island as the Senior Woman Administrator where she served as director of both NCAA compliance (DIII) and student-athlete services. Trovato also spent several years working in athletic communications as the Sports Information Director at Boise State University and was the communications intern at the Pacific-10 Conference.

Trovato received her master's degree in athletic administration from Idaho State University, in addition to two bachelor's degrees from Washington State University. Trovato and her husband Mike have two children, Theodore and Camden.

Championships and Alliances

Laura Peterson-Mlynski

Director for Championships and Alliances



Laura Peterson-Mlynski joined the NCAA in April 2012 and is currently an assistant director of championships and alliances. She serves as a staff liaison to the NCAA Division III Championships Committee and the NCAA Division III Men's and Women's Track and Field and Cross-Country Committee.

She holds an undergraduate degree from Finlandia University, where she was a member of the basketball and volleyball teams. She also holds a master of sports administration from Valparaiso University.

JP Williams

Associate Director for Championships and Alliances



JP Williams joined the NCAA in October 2012 and is currently an associate director of championships and alliances. He serves as co-staff liaison to the NCAA Division III Championships Committee and oversees the NCAA Division III Football and Division III Wrestling and Division I Rowing Committees.

Prior to the NCAA, JP was assistant director at the Colonial Athletic Association, where he oversaw championships and sport committees. He holds an undergraduate degree from the University of Wyoming, where he was a letterwinner in football and track and field. JP holds a master of sports administration from Indiana State University.

Division III Governance Office
Lisa Rogers, Executive Assistant (6776)
(Phone: 317-917-XXXX)



NCAA Travel Line – 917-6757
[Questions on completing
Expense Reports]

DIVISION III GOVERNANCE COMMITTEES

Administrative Committee

Louise McCleary (6637)
Jeff Myers (6870)
Bill Regan (6890)

Championships Committee

Laura Peterson Mlynski (6477)
JP Williams (6761)

Convention Planning Subcommittee

Bill Regan (6890)

Committee on Infractions

Heather McVeigh (6526)

Financial Aid Committee

Eric Hartung (6306)
Brittany Higgins (6272)

Interpretations and Legislation Committee

Jeff Myers (6870)
Sarah Turner (6208)
Becca Trovato (6190)

Management Council

Bill Regan (6890)
Eric Hartung (6306)
Ali Spungen (6711)

Membership Committee

Eric Hartung (6306)
Brittany Higgins (6272)
Sarah Turner (6208)

Nominating Committee

Jen Roe (6939)
Katie Mucci (6206)

Presidents Council

Louise McCleary (6637)
Jeff Myers (6870)
Bill Regan (6890)

Strategic Planning and Finance Committee

Louise McCleary (6637)
Bill Regan (6890)

Student-Athlete Advisory Committee

Ali Spungen (6711)
Becca Trovato (6190)
Katie Mucci (6206)

Student-Athlete Reinstatement Committee

Julie Zike (6709)

Subcommittee for Legislative Relief

Corey Berg (6551)
Becca Trovato (6190)

ASSOCIATION-WIDE COMMITTEES

Committee on Competitive Safeguards and Medical Aspects of Sports (CSMAS)

John Parsons (6456)
Anne Rohlman (6748)
Leilani Hubbard (6679)

Committee on Women's Athletics

Gretchen Miron (6357)
Ashlesha Lokhande (6130)

Board of Governors

Stephanie Quigg (6326)
Terri Gronau (6935)

Honors Committee

Stacey Preston (6578)
Russell Register (6844)
Nora Loechel (6555)

Infractions Appeals Committee

Wendy Walters (6606)

Minority Opportunities and Interests Committee

Niya Blair Hackworth (6810)
Dee Kennedy (6820)

Postgraduate Scholarship Committee

Lori Thomas (6683)

Research Committee

Lydia Bell (6268)

Walter Byers Scholarship Committee

Lori Thomas (6683)

DIVISION III SPORT COMMITTEES

Baseball

JP Williams (6761)
Jonathan Youngblood (6965)

Men's Basketball

Alex Dickey (3527)

Women's Basketball

Kelly Whitaker (6511)
Ethan Walker (6476)

**Men's and Women's
Cross Country**

Laura Peterson-Mlynski (6477)
Margaret Gaines (6450)

Field Hockey

Caleb Kolby (6180)
Markell Staton (6502)

Football

JP Williams (6761)
Jonathan Youngblood (6965)

Men's Golf

Ryan Richardson (6338)

Women's Golf

Demetria Young (6270)

Men's Ice Hockey

Ashley Jenkins (6226)
Lance Pederson (6257)

Women's Ice Hockey

Caleb Colby (317-237-5018)
Markell Staton (6502)

Men's Lacrosse

Will Hopkins (6779)
Mitchel Bailey (6087)

Women's Lacrosse

Kevin Alcox (6085)
Bryce Peters (6855)

Rowing

Alex Mortillaro (6229)
Ethan Walker (6476)

Men's Soccer

Kevin Alcox (6085)
Bryce Peters (6855)

Women's Soccer

Kelly Whitaker (6511)
Ethan Walker (6476)

Softball

Caleb Kolby (6180)
Markell Staton (6502)

**Men's and Women's
Swimming and Diving**

Will Hopkins (6779)
Mitchel Bailey (6087)

Men's Tennis

Victoria Lipscomb (6764)

Women's Tennis

Lindsey Eldred (6747)

**Men's and Women's Track
and Field**

Laura Peterson-Mlynski (6477)
Margaret Gaines (6450)

Men's Volleyball

Jonathan Youngblood (6965)

Women's Volleyball

Victoria Lipscomb (6764)
Ryan Richardson (6338)

Wrestling

JP Williams (6761)
Jonathan Youngblood (6965)

AFFILIATED ORGANIZATIONS

Division III Commissioners Association

Bill Regan (6980)
Ali Spungen (6711)

**Division III Sports Information Directors
(CSC formerly CoSIDA)**

Katie Mucci (6206)

**Faculty Athletics Representatives
Association (FARA)**

Eric Hartung (6306)
Lynn Dickey (6686)

**National Association of Collegiate
Directors of Athletics (NACDA)**

Bill Regan (6980)

Women Leaders in Sports (WLS)

Ali Spungen (6711)

OTHER NATIONAL OFFICE SUPPORT

Automatic Qualification

Jeff Myers (6870)
Laura Peterson-Mlynski (6477)

Championships

Laura Peterson-Mlynski (6477)
JP Williams (6761)

Championships Webcasting

Nate Flannery (6523)
Katie Mucci (6206)

Convention Planning

Whitney Tharp (6092)

Enforcement

Major – Jon Duncan (6010)
Secondary – Chris Strobel (6009)

Finance and Accounting

Mark Aiken (6568)

Leadership Development

DeeDee Merritt (6697)
Lamarr Pottinger (6024)

NCAA Communications

Justin Whitaker (6269)

Office of Inclusion

Amy Wilson (6321)
Niya Blair Hackworth (6810)
Jean Merrill (6912)

Provisional/Reclassifying Membership

Eric Hartung (6306)

Public and Media Relations

Michelle Hosick (6148)

Short's Travel

Whitney Tharp (6092)
Emily Tisdale (6452)
Committee travel 866-821-8547

Social Media

Katie Mucci (6206)

NONCHAMPIONSHIPS PROGRAMS AND INITIATIVES

ADR Professional Development

Leah Kareti (317-250-9664)
Ali Spungen (6711)

Branding and Promotion

Katie Mucci (6206)

CSC Student Program

Katie Mucci (6206)

Diversity & Inclusion Working Group

Eric Hartung (6306)
Niya Blair Hackworth (6810)

Ethnic Minorities and Women's Internship Grant

Lamarr Pottinger (6024)

FAR Institute & FAR Orientation

Leah Kareti (317-250-9664)
Ali Spungen (6711)

Financial Aid Reporting Process

Eric Hartung (6306)

Graduation Rate Reporting

Eric Hartung (6306)

Gameday the DIII Way

Ali Spungen (6711)

Institute for Administrative Advancement

Eric Hartung (6306)

Women Leaders Grant

Ali Spungen (6711)

NADIIAA Partnership

Bill Regan (6890)

360 Proof

Leah Kareti (317-250-9664)
Katie Mucci (6206) (communication)

FAR Advisory Group

Eric Hartung (6306)

Presidential Outreach

Sarah Sadowski Jones (6714)

Senior Woman Administrator Program

Ali Spungen (6711)

Strategic Alliance Matching Grant

Lamarr Pottinger (6024)

Strategic Initiative Conference Grant Program

Ali Spungen (6711)

Student Immersion Program

Leah Kareti (317-250-9664)
Ali Spungen (6711)

Student-Athlete Leadership Forum

DeeDee Merritt (6697)

EDUCATIONAL MATERIALS

Conference Contact Program

Jeff Myers (6870)

Conference Grant Program

Ali Spungen (6711)

Conference Rules Seminars

Eric Hartung (6306)

Division III website

Katie Mucci (6206)

Getting in the Game website

Corey Berg (6551)

Governance PowerPoint

Bill Regan (6890)

Monthly Update

Katie Mucci (6206)

President's Quarterly Update

Katie Mucci (6206)

Regional Rules Seminars

Corey Berg (6551)

Coaches Rules Test

Corey Berg (6551)

Special Olympics

Katie Mucci (6206)



DIVISION III
DISCOVER | DEVELOP | DEDICATE



NCAA Single-Source Sign-On System Administrator Guide



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GENERAL DESCRIPTION

What is Single-Source Sign-On?

The NCAA Single-Source Sign-On System (SSO) allows a user to access specific NCAA applications, forms and programs through a single login. It also provides the membership control over access privileges to NCAA applications, forms and programs by enabling members to specify which resources a user needs. The SSO system was developed in response to national office and membership concerns about data security and to increase ease of accessing NCAA business applications online through one login and in one centralized location.

How Does a User Access Single-Source Sign-On?

Users of the SSO system must have an individual account (user ID and password) created by the member's SSO administrator. Once a user account is established by the member institution's or conference's SSO administrator, the user may access programs made available to them via the "My Apps" link located on the top right of the homepage of ncaa.org. After logging in, the user will see the applications for which access privileges have been assigned. No additional login is needed to access the assigned applications.



NCAA MY APPS OVERVIEW

My Profile

- Provides access to individual users to update their password.

Tabs

- Tabs allow user to maneuver among different screens.
- The current tabs for the tool administrator(s) include: "Users," "Groups," "My Apps" and "Help."
Note: Only administrators have access to "Users" and "Groups" tabs.

COMMON FEATURES

How to Log In

1. Go to ncaa.org.
2. Click the **“My Apps”** link found in the upper right hand corner of the page. (see fig. 1)

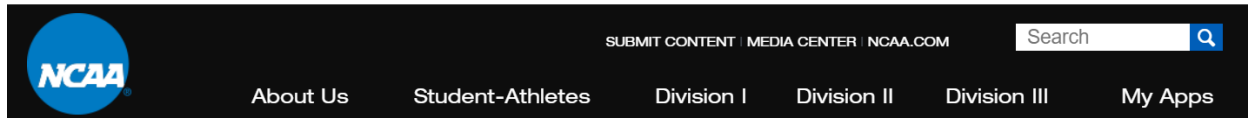


fig. 1

3. Enter Email and Password (Note: The email must be the email used to set up the account). (see fig. 2)
4. Click the **“Sign in”** button. (see fig. 2)

A screenshot of the 'Log in to NCAA Applications' page. At the top left is the NCAA logo and the text 'NCAA Applications'. Below this is a form titled 'Log in to NCAA Applications'. The form contains two input fields: 'Email' with the placeholder text 'Email or Username' and 'Password' with the placeholder text 'Password'. Below these fields is a checkbox labeled 'Is this a public or shared computer?' with a help icon. At the bottom of the form is a blue 'Sign in' button and a link for 'Forgot Password?'. Below the form, there is a note: 'If you are a high school administrator, you cannot log in on this page. Instead, go to the [NCAA Eligibility Center High School Portal](#) website.' and a link: 'Technical questions or assistance? Contact the [NCAA Web Help Desk](#).'

fig. 2

How to Update Passwords

Passwords may be updated either by the user or an SSO administrator.

Password Update by the User

1. Click the **“My Profile”** link in the “Welcome” tab. (see fig. 3)



fig. 3

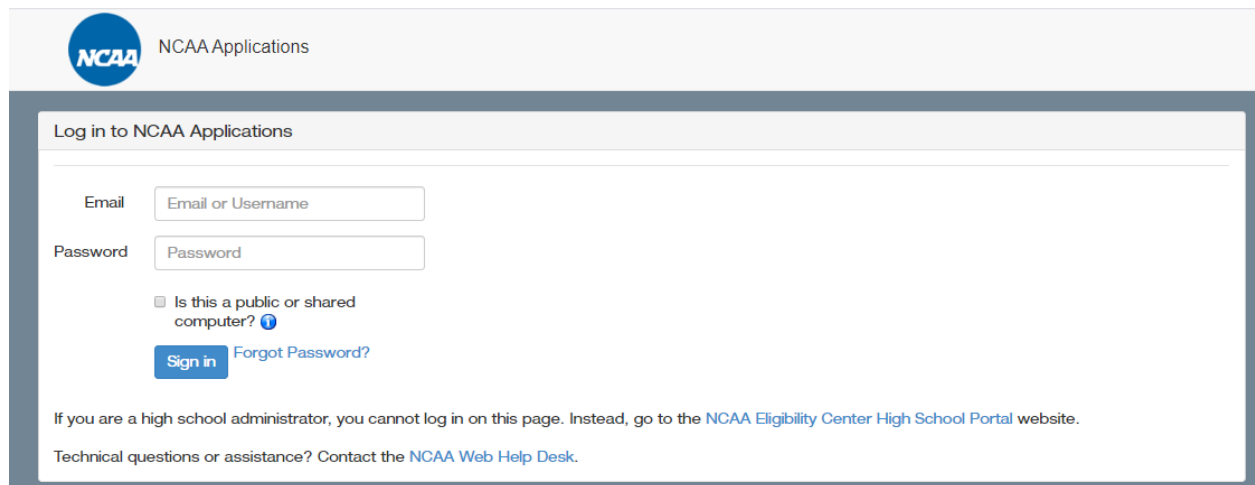
2. Enter the new password in the data fields Password and Password confirmation. (see fig. 4)
3. Click the **“Submit”** button. (see fig. 4)

This screenshot shows the "My Account" section of the application. At the top, there are navigation links for "My Apps", "Users", and "Help". The main heading is "My Account". Below this, there is a form with two input fields: "Password:" and "Password confirmation:". A green "Submit" button is located at the bottom left of the form area.

fig. 4

How to Find a Forgotten Password

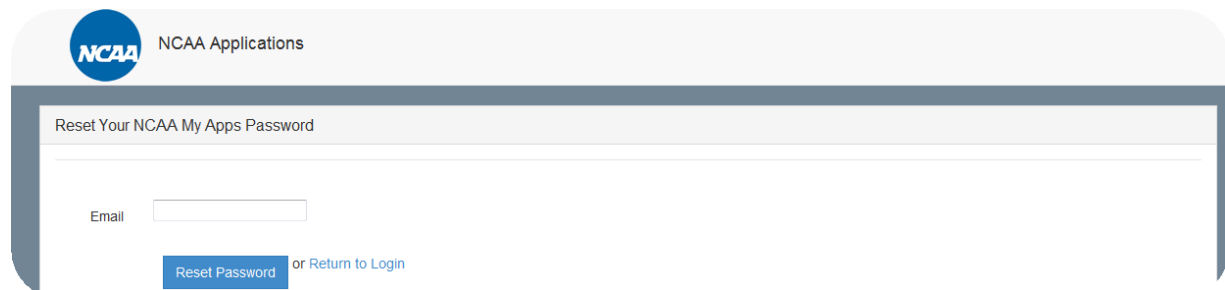
1. If a password is forgotten, click the “**Forgot Password?**” link. (see fig. 5)



The screenshot shows the NCAA Applications login interface. At the top left is the NCAA logo, followed by the text "NCAA Applications". Below this is a header bar that says "Log in to NCAA Applications". The main content area contains two input fields: "Email" with the placeholder text "Email or Username" and "Password" with the placeholder text "Password". Below the password field is a checkbox labeled "Is this a public or shared computer?" with a small icon. To the right of the checkbox is a link that says "Forgot Password?". Below these elements are two buttons: a blue "Sign in" button and a blue "Forgot Password?" link. At the bottom of the form, there is a note: "If you are a high school administrator, you cannot log in on this page. Instead, go to the [NCAA Eligibility Center High School Portal](#) website." and a link: "Technical questions or assistance? Contact the [NCAA Web Help Desk](#)."

fig. 5

2. A screen will appear in which to enter the user's email address. (see fig. 6)



The screenshot shows the NCAA Applications password reset interface. At the top left is the NCAA logo, followed by the text "NCAA Applications". Below this is a header bar that says "Reset Your NCAA My Apps Password". The main content area contains an "Email" label next to a text input field. Below the input field are two buttons: a blue "Reset Password" button and a blue "or Return to Login" link.

fig. 6

3. Type the email address used to create the account in the Email field and click the “**Reset Password**” button.

An email from nobody@ncaa.org will be sent to the email address entered with a new password.

Note: Users should check their junk email folder if they do not receive an email in their main inbox.

How to Log Out of the System

For data security purposes, it is important for users to log out of the NCAA My Apps/SSO system when all work is complete. **Note:** Closing a specific program does not log a user out of the overall NCAA My Apps/SSO system.

1. Click the “**Log Out**” link found under the user’s name on the NCAA My Apps main screen.
(see fig. 7)



fig. 7

Tabs

- Tabs allow the user to maneuver among different screens.
- The current tabs for administrators include: “Users,” “Groups,” “My Applications” and “Help.”
- Only administrators will see the “Users” and “Groups” tabs.

MANAGEMENT AND MAINTENANCE

Access Levels

Users and Groups are used to define the applications available and the level of access for each user.

There are different levels of access based on the program or application. Some NCAA applications require a **Yes** or **No** while others require **Full Access**, **Update Only**, **Read Only** and **None**. Still others allow full access to the application simply by being selected. More complete descriptions of these access levels are defined within the Groups Administration and Users Administration areas.

Groups Administration

The “Groups” tab is found at the top of the page. (see fig. 8) SSO administrators should consider using the groups function when establishing accounts for like users with similar responsibilities.

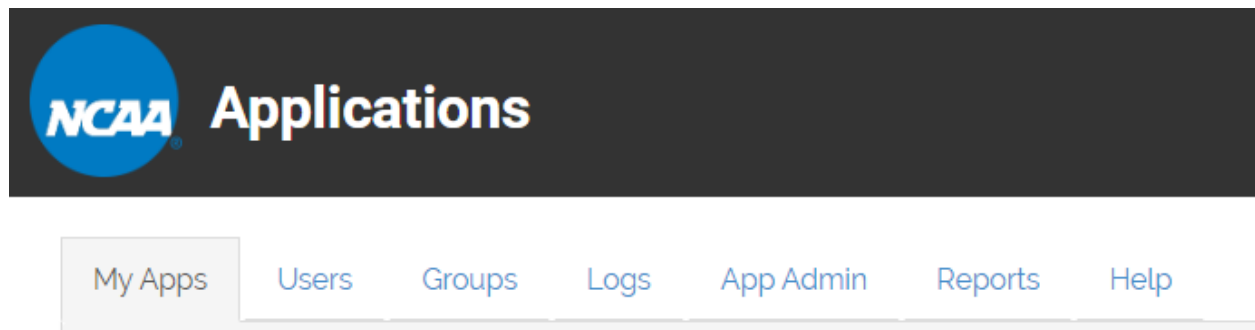


fig. 8

When setting up a group, there are a few things to remember:

- Setting up groups is NOT required. Users can be given access and privileges individually and do not have to be assigned to a group.
- By selecting the “Groups” tab the system will display all groups created by the administrator.
- The SSO administrators are the only users that have access to the “Groups” tab and its functions.

How to Create a Group

1. Click the “Groups” tab in the navigation bar.
2. A list of groups created by the SSO administrator appears. (**Note:** Administrators who are just starting to create groups may not see any groups in the list.)

[My Apps](#) [Users](#) [Groups](#) [Logs](#) [App Admin](#) [Reports](#) [Help](#)

[Create New Group](#) Show groups for:

Name	Description
AMA Staff	AMA Staff
All NCAA Staff	All NCAA Staff members will get this group.
CA - Full Access	Full to CA
CA Staff	Compliance Assistant Staff
Compliance Assistant	CA
EC Staff	
LSDBi External Agent	Access for external agents working on the part of member institutions.
LSDBi Staff	Search functions for all NCAA staff
NCAA Eligibility Center	EC Access to AMA Online
New LSDBi Staff	Access to all new LSDBi Search options

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3. Click the “Create a New Group” link found on the left side of the page.
4. Enter a Name for the group (required) and a brief description.
5. Click the **“Create Group”** button.

[My Apps](#) [Users](#) [Groups](#) [Logs](#) [App Admin](#) [Reports](#) [Help](#)

Name:

Description:

[Create Group](#) or [Cancel](#)

* Denotes required field

6. Click the drop-down arrow to see the available applications.
7. Highlight the application to be added to the group via the drop-down menu.

My Apps Users **Groups** Logs App Admin Reports Help

Group was successfully created.

Name: Group for NCAA Testing

Description: This is used for Testing

[Edit Group](#)

Access To		Add Application Access
	ACS	
	ACS	
Users Belonging to this Group	AMACS	
	APP (Old LSDBi)	
	APR Improvement Plan	
	Academic Portal	

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8. Click the **“Add Application Access”** button to add the application to the group.

Users **Groups** My Applications Help

Name: User Guide Example

Description: Provides user access to LSDBi and Compliance Assistant

[Edit Group](#)

Access To		Add Application Access
	LSDBi	
Compliance Assistant		
LSDBi		

9. Click the name of the application to define the roles and privileges and access types for each application. The access options are different depending on the application. Generally, the access options are **Yes** or **No**. Others use differing levels of access including: **Full Access**, **Update Only**, **Read Only** and **None**.
 - a. The **Yes** option provides a user complete access to that program or area of the program and allows that user to add, edit, save and delete information.
 - b. The **No** option would not provide a user any access to that program or area of the program.
 - c. The **Full Access** option provides a user complete access to that area of the program and allows the user to add, edit, save and delete information.
 - d. The **Update Only** option allows the user the ability to add, edit and save information.
 - e. The **Read Only** option allows a user to view information on the screen but restricts the user from adding, deleting or saving information.

- f. The **None** option causes that screen or area of the program not to be available to a user.

My Apps Users **Groups** Logs App Admin Reports Help

Group was successfully created.

Name: Group for NCAA Testing

Description: This is used for Testing

[Edit Group](#)

Access To Program Hub [Add Application Access](#)

▼ Program Hub

Remove access to this application

Privileges

Function	Access
Account Administrator	AccountAdministrator ▼
Program Administrator	ProgramAdministrator ▼
System Administrator	SystemAdministrator ▼

Users Belonging to this Group

Example

Users assigned to the group in the example above would have access to the Compliance Assistant program and the Legislative Services Database for the Internet (LSDBi). They would all be assigned the same privileges and access levels as described by the administrator within each application.

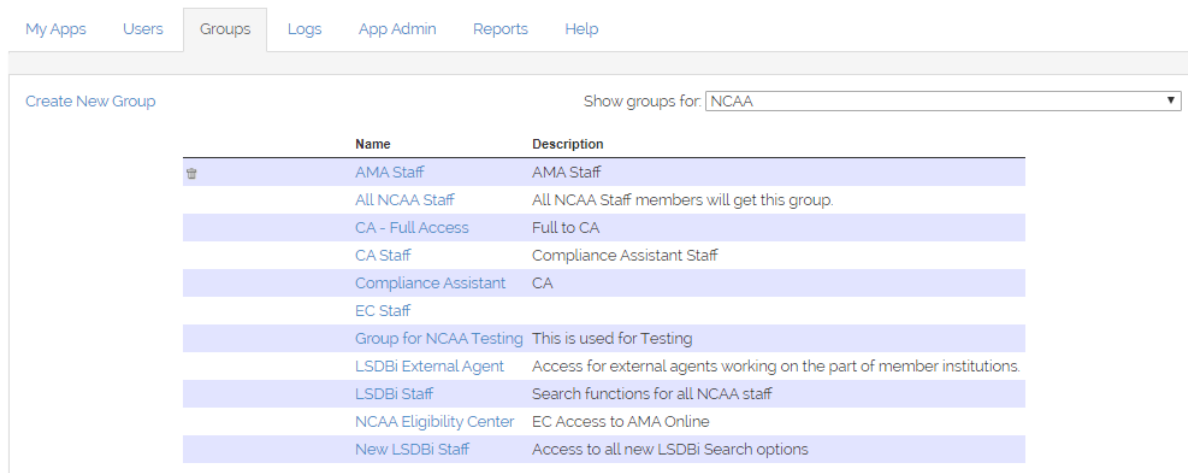
How to Delete an Application from the Group

1. Click the name of the application in the group to be deleted.
2. Click the “Remove access to this application” link.
3. Click the **“OK”** button, indicating that you “are sure you want to remove access to this application.”

How to Delete a Group from the List

1. Hover to the left of the name of the group to be deleted.
2. When the trash can icon appears, click the icon to delete the group.
3. Click the **“OK”** button, indicating that you “are sure you want to remove this group.”

Note: If users were assigned to the deleted group, they no longer will have the access the group provided.



The screenshot shows the 'Groups' tab in the application's navigation bar. Below the navigation bar, there is a 'Create New Group' link and a dropdown menu labeled 'Show groups for: NCAA'. The main content area displays a table with two columns: 'Name' and 'Description'. The table lists several groups, each with a trash can icon in the 'Name' column for deletion.

Name	Description
AMA Staff	AMA Staff
All NCAA Staff	All NCAA Staff members will get this group.
CA - Full Access	Full to CA
CA Staff	Compliance Assistant Staff
Compliance Assistant	CA
EC Staff	
Group for NCAA Testing	This is used for Testing
LSDBi External Agent	Access for external agents working on the part of member institutions.
LSDBi Staff	Search functions for all NCAA staff
NCAA Eligibility Center	EC Access to AMA Online
New LSDBi Staff	Access to all new LSDBi Search options

How to Add a Group to a User's Profile

1. Click the “Users” tab in the tool bar.
2. Click the appropriate user's name in the list.
3. Click the drop-down arrow to see the available groups.
4. Highlight the group to which the user should be assigned.
5. Click the **“Add Group”** button. The user will be granted access and privileges to the programs that were assigned to this group in the Groups Administration section.

Groups		AMA Staff	Add Group
▶ All NCAA Staff		AMA Staff	
▶ LSDBi Staff		All NCAA Staff	
		CA - Full Access	
		CA Staff	
		Compliance Assistant	
		EC Staff	
		Group for NCAA Testing	
		LSDBi External Agent	
		LSDBi Staff	
		NCAA Eligibility Center	
		New LSDBi Staff	

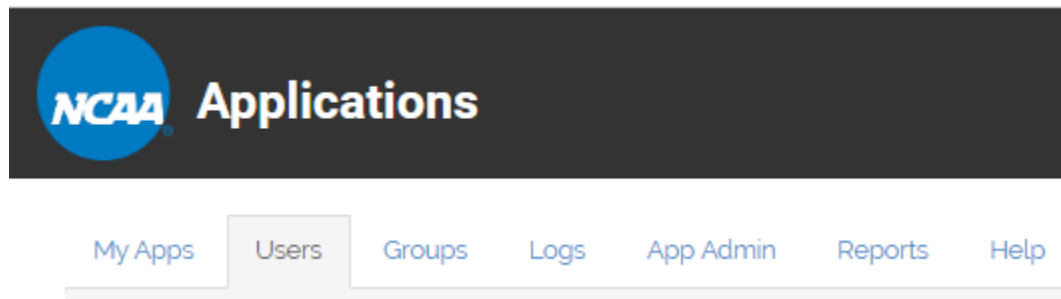
Access To	ACS	Education Access
▶ Digital Library		
▶ EC		
▶ Program Hub		
▶ Training		

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How to Delete a Group from a User's Profile

1. Click the "Users" tab in the tool bar.
2. Click the appropriate user's name in the list.
3. Click the name of the group to be removed from the user's profile.
4. After the Group is expanded, the user may be removed from the group by selecting the "Remove Group" link.
5. Click the **"OK"** button, indicating that you "are sure you want to remove this group."

USERS ADMINISTRATION



- The “Users” tab is found at the top of the page.
- By selecting the “Users” tab, the system will display all currently active users.
- It is recommended that two (or more) people on campus be selected to administer the SSO system.
- The SSO administrators are responsible for assigning access and privileges to users on campus.
- Users are directed to the SSO administrators with questions and concerns about the access and privilege assignments.
- The SSO administrators and application administrators are the only users that have access to the “Users” tab and its functions.
- Unless otherwise stated, NCAA applications (e.g., Requests/Self-Reports Online, Compliance Assistant, etc.) were designed and are intended for use by NCAA members. The NCAA provides administrators the ability to determine and assign access to NCAA applications through SSO at prescribed access levels. Administrators should take care to protect data by providing only the access levels needed for each individual that has access to the system. Administrators are ultimately responsible for any access to information that is provided to an unintended user.

How to Add a User to the List

1. Click the “Users” tab in the tool bar.
2. A list of users created by the SSO administrator appears. (Note: New members will include administrators established by the national office.)
3. Click the “Create New User” link found on the left side of the page.
4. Complete the new user’s profile information.
5. The Email, First name, Last name, Password and Active fields are required. Other fields are available for the administrator’s convenience (e.g., title, department, phone number).
 - a. To make a user an administrator of the SSO system, which allows the user to create user accounts and assign account privileges, select “Yes” from the drop-down for the field labeled “Administrator.” The users marked as an Administrator can be identified in the user list screen with a “true” in the “Administrator?” column.
 - b. Two email notifications are sent to the new user created when the check box labeled “Send email notification of new account” is selected.

Account username email:
You have been setup with an NCAA Business Applications Member Access
Account by <%= @admin_user %>. Your username is <%= @user.email %>.

Account password email:
You have been setup with an NCAA Business Applications Member Access
Account by <%= @admin_user %>. Your password is <%=
@user.plain_password %>.

Note: Users have the ability to change their password (see the Password
section of this user guide).

6. Click the **“Create User”** button to save the new user information.

My Apps Users Groups Logs App Admin Reports Help

Email and username are different (Check if their account id will not be a valid email address.)

Email:

First name:

Last name:

Title:

Department:

Phone:

Notes:

Active:

Expires after: (Date when account will automatically expire.)

Administrator?: (Administrators can create user accounts and assign account privileges.)

Send email notification of new account? ☒

Create User or Cancel

How to Add Access to a Specific Application

1. Click the “Users” tab in the tool bar.
2. Click the appropriate user’s name in the list.
3. Click the drop-down arrow in the “Access To” tool bar to see the available applications.
4. Highlight the application to which the user should have access.
5. Click the **“Add Application Access”** button.

Access To

NCAA Eligibility Center

CompFormStaff

Compliance Assistant

Compliance Forms

Copyright Royalty Board

Add Application Access

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6. Once the application appears under the “Access To” tool bar, assign appropriate roles and privileges.
 - a. To assign the role of Application Administrator, click the check box which allows the user to assign other users and privileges to that specific program.
Note: An Application Administrator does not have access to create a group.

Access To

NCAA Learning Portal

Add Application Access

▼ NCAA Learning Portal

Remove access to this application

Roles

☒ Application Administrator?

Miscellaneous

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- b. Assign appropriate privileges to users, to allow or restrict access to perform their specified job functions. Generally, the access options are **Group Default** or **None**, **Yes** or **No**. Others use differing levels of access including: **Full Access**, **Update Only**, **Read Only** and **None**.

The **Group Default** or **None** option provides a user the access level allowed by the group the user is assigned to, or no access if the user is not assigned to a group that provides any access.

- 1) The **Yes** option provides a user complete access to that program or area of the program and allows that user to add, edit, save and delete information.
- 2) The **No** option would not provide a user any access to that area of the program.
- 3) The **Full Access** option provides a user complete access to that area of the program and allows the user to add, edit, save and delete information.
- 4) The **Update Only** option allows the user the ability to add, edit and save information.

- 5) The **Read Only** option allows a user to view information on the screen but restricts the user from adding, deleting or saving information.
- 6) The **None** option causes that screen or area of the program not to be available to a user.

Privileges		
Function		Access
Academic Calendar	SETUPYEAR	READ ONLY
Ad hoc Reporting	ADHOC	GROUP DEFAULT or NONE
Admin. Duties/Roles	SETUPJOBS	GROUP DEFAULT or NONE

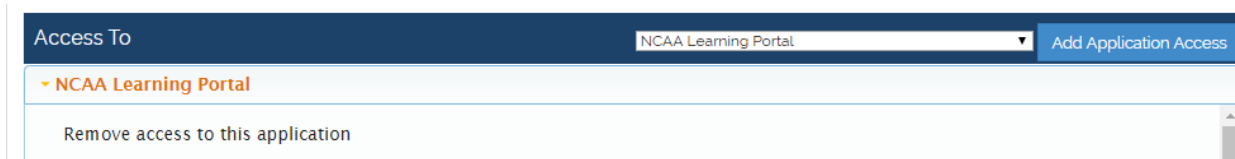
How to Change Assigned Access and Privileges for a Specific User

1. Click the “Users” tab in the tool bar.
2. Click the appropriate user’s name in the list.
3. Click the name of the application for which access or privileges needs to be adjusted.
4. Select the drop-down arrow next to the access levels to see the available levels to be assigned.
5. Highlight and click the appropriate access level for the user for each function.
 - a. Access assigned at the individual level will be more restrictive than access provided at the group level. For example, if **Full Access** is granted at the group level, but **Read Only** is granted for the same function at the user level, the user will have **Read Only** access.

Note: There is no save button or confirmation message when changing access levels. As the user makes a selection the level is changed.

How to Delete Access to a Particular Application

1. Click the “Users” tab in the tool bar.
2. Select the appropriate user’s name from the list.
3. Click the name of the application to be removed from the user profile.
4. After the program has expanded, the user may remove the application by selecting the “Remove access to this application” link.



5. Click the “OK” button, indicating that you are sure “you want to remove access to this application.”

How to Edit User Profile Information

1. Click the “Users” tab in the tool bar.
2. Select the appropriate user’s name from the list.
3. Click the “Edit User” link for access to the previously saved profile information.

My Apps Users Groups Logs App Admin Reports Help

Name LMS TestUser

Email lmsadmin@ncaa.org

Organization NCAA

Active? true

Department 0

NCAA Department 0

Administrator? Yes

Last Activity 02/21/2020

Created At 08/14/2015

Updated At 02/28/2020

[Edit User](#)

4. Make the necessary edits to the user’s profile.
5. Click the “Update User” button.

How to Remove a User from the Active Users List


1. Hover to the left of the name of the user to be removed from the list.
2. When the trash can icon appears, click the icon to remove the user from the list.

My Apps Users Groups Logs App Admin Reports Help

Show users for: 1 - DI CA Test

Search Active Users ▼

← Previous 1 2 3 4 Next →

	Name	Title	Department	E-mail	Administrator?
	Parrish, John Paul	Director of Athletics		jpparrish@test.edu	No
	Access, Full	SSO Administrator		fullaccess@gmail.com	Yes
	Akamai, Test			test@akamai.com	No
	Baber, Don			dbaber1@bigten.org	No
	Baber, Don			dbaber2@bigten.org	No
	Bennett, Elizabeth	SWA		ebennett@pemberly.edu	Yes
	Bennett, Jane	SWA		jbennett@pemberly.edu	No

3. Click the **“OK”** button, indicating you “are sure you want to deactivate this user” or select **“No”** from the **“Active”** drop-down box in the User profile area.

My Apps Users Groups Logs App Admin Reports Help

Email and username are different: No (Check if their account id will not be a valid email address.)

Email: lmsadmin@ncaa.org

First name: LMS

Last name: TestUser


Title:

Department: 0

Phone:

Notes:

Active: No

Expires after:  (Date when account will automatically expire.)

Administrator?: Yes (Administrators can create user accounts and assign account privileges.)

[Update User](#) or [Cancel](#)

* Denotes required field

This action removes the user from the active user list and marks the user as inactive. Administrators should promptly deactivate those users that have separated from employment to safeguard against access to information by an unintended user.



ADDITIONAL INFORMATION

System Security

The system security, or authentication, that takes place when a user logs into the system is designed for security purposes. User information is not to be shared. Users have been given appropriate access levels and privileges by the administrators of the system. It is important to note that users should understand the importance of logging out of the authentication system to protect the integrity of all NCAA business applications, forms and programs using the SSO system.

Unless otherwise stated, NCAA applications (e.g., Requests/Self-Reports Online, Compliance Assistant, etc.) were designed and are intended for use by NCAA members. The NCAA provides administrators the ability to determine and assign access to NCAA applications through SSO at prescribed access levels. Administrators should take care to protect data by providing only the access levels needed for each individual that has access to the system. Administrators are ultimately responsible for any access to information that is provided to an unintended user.

Help

Additional support and assistance can be reached at webhelpdesk@ncaa.org.



APPENDIX

Single-Source Sign-On System – The system in which a user is able to log in for access to all NCAA business applications, forms and programs necessary to perform the user's job functions.

NCAA Applications Account Maintenance Tool – The tool used by the membership to assign NCAA applications, forms and programs access and privileges to users and groups at appropriate levels.

My Apps Link – The link located on the top right of the homepage of ncaa.org that provides direct access to the login for NCAA business applications through the NCAA Applications Account Maintenance Tool.

Single-Source Sign-On Administrator – The person(s) designated by the institution to manage the users and group functions at the membership level.

Application Administrator – The person(s) designated by the SSO administrator to manage the users assigned to a specific application.



IPP DATA MANAGEMENT SYSTEM

What is the IPP data management system?

- The IPP data management system consolidates data currently being submitted by Division III institutions into a more user-friendly format with reporting functionality.
- IPP provides leaders better visibility into their institutional data.
- The goal: to facilitate better informed decisions and strategic planning on campus.

How can IPP help me?



ACADEMICS: Review graduation rates data, including trends by gender, race / ethnicity and sport.



STUDENTS: View the data of your student-athletes and compare their characteristics with those at peer institutions; view how your student-athletes compare with your entire undergraduate population in regard to gender and reported ethnicity/racial groups; compare sports sponsorship with peer institutions.



LEADERSHIP: See breakdown of assistant and head coaches and administrators by gender, sport and race/ethnicity and compare their characteristics with peer groups and your conference.



FINANCIAL: View how expenses are trending; research compensation data for head and assistant coaches and administrators to compare against peer groups; and better understand the expense implications of adding a sport(s) to your athletics program.

Why should I use IPP?

- No extra work on your end. The data you annually submit to the NCAA is already in the system.
- Secured, powerful platform provides information you can rely on.
- Peer comparison feature lets you compare your school, privately, in all data categories to existing peers (for example, conference and all Division III) and to other peer groups of your own choosing.



2024 DIVISION III COMMISSIONER COMMITTEE SERVICE

Committee Name	Division III	Association-Wide	Name	Conference
Convention-Planning Subcommittee	X		Angela Baumann	Massachusetts State Collegiate Athletic Conference
Division III Baseball Committee	X		Dick Kaiser	St. Louis Intercollegiate Athletic Conference
Division III Championships Committee	X		Mo Harty	College Conference of Illinois & Wisconsin
Division III Committee on Infractions	X		Tom DiCamillo	State University of New York Athletic Conference
Division III Committee on Infractions	X		Donna Ledwin	Allegheny Mountain Collegiate Conference
Division III Interpretations and Legislation Committee	X		Sarah Otey	Ohio Athletic Conference
Division III Management Council	X		Tom DiCamillo	State University of New York Athletic Conference
Division III Management Council Subcommittee for Legislative Relief	X		Tom DiCamillo	State University of New York Athletic Conference
Division III Membership Committee	X		Chris Roekle	Coast-To-Coast Athletic Conference
Division III Membership Committee	X		Corey Borchardt	Upper Midwest Athletic Conference
Division III Men's Ice Hockey Committee	X		Danielle Harris	Wisconsin Intercollegiate Athletic Conference
Division III Men's Ice Hockey Committee	X		Katie Boldvich	New England Hockey Conference (Men)
Division III Nominating Committee	X		Beth Vansant	Collegiate Conference of the South
Division III Softball Committee	X		Terry Small	New Jersey Athletic Conference
Division III Strategic Planning & Finance Committee	X		Joseph Onderko	Presidents' Athletic Conference
Division III Strategic Planning & Finance Committee	X		Stephanie Dutton	United East Conference
Women's Bowling Committee	X		Donna Ledwin	Allegheny Mountain Collegiate Conference

NCAA Division III Student-Athlete Advisory Committee

Primary Member Expectations

BEFORE MEETINGS

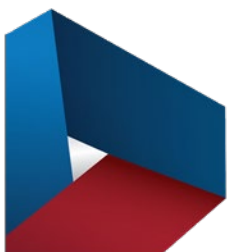
- Attend all meetings unless your absence is approved in advance due to special circumstances. Missing more than two consecutive meetings may result in removal.
- Notify the chair, primary liaison and your SAAC associate member (SAM) as soon as possible if you cannot attend. You also must fully prepare your SAM to attend, which includes providing all information necessary to vote on any identified issue.
- Establish a communication plan with your SAM that includes, but is not limited to, the best method for providing a summary of the meeting.
- Thoroughly review all meeting materials and collect any necessary feedback from your conference and/or partner conference.

AFTER MEETINGS

- Distribute a meeting summary (e.g. meeting recap, notes, etc.) to your conference and/or partner conference.
- Communicate with your SAM as outlined in your established communication plan.
- Follow up on any outstanding issues or working group assignments.

REGULARLY

- Know and regularly communicate with your institution's president, athletics director, senior woman administrator, faculty athletics representative and sports information director.
- Know and regularly communicate with your conference commissioner, conference SAAC members, partner conference commissioner, SAM and partner conference SAAC members.
- Attend and actively participate in assigned Division III and Association-wide governance committees. If you cannot participate, you must notify the SAAC and governance committee liaisons and find replacement from the primary SAAC member roster.
- Be punctual and prepared to actively participate.
- Show respect for others.
- Remember that being a SAAC member is a privilege, not a right. You are expected to satisfactorily perform your duties and not engage in any inappropriate behavior.



DIVISION III
DISCOVER | DEVELOP | DEDICATE

PROPORTION | COMPREHENSIVE LEARNING | PASSION | RESPONSIBILITY | SPORTSMANSHIP | CITIZENSHIP

NCAA Division III Student-Athlete Advisory Committee

Associate Member Expectations

APPOINTMENT & TERM OF OFFICE

- Each conference without a SAAC primary member will independently identify a student-athlete to serve as a SAAC associate member (SAM).
- When selecting a SAM, the conference should consider committee requirements and guidelines about gender, ethnicity, sport and other diversity elements. Also, because the SAM will serve as a substitute for the primary member, it is strongly recommended the SAM play a sport in a different season than the primary member.
- The SAM term should be no less than one year and no more than three years (including up to one year after completion of intercollegiate athletics eligibility).
- Each conference can determine the term of office for its appointed SAM with these parameters; however, the SAM will not automatically fill the role of the primary member should it become available.

MEETING ATTENDANCE

- July – typically this will require arriving on a Friday night and departing late Sunday afternoon.
- Fall Legislative Teleconference – typically held in late September or early October.
- January – NCAA Convention – typically this will require arriving on Tuesday night and departing late Saturday afternoon.
- Other meetings as necessary – if available, SAMs will serve as substitutes at the April and/or November meeting if their primary members are unable to attend.

DUTIES

- Know and regularly communicate with your institution's president, athletics director, senior woman administrator, faculty athletics representative, sports information director and SAAC liaison.
- Know and regularly communicate with your conference commissioner, conference SAAC members and SAAC primary member.
- Establish a communication plan with your SAAC primary member that includes, but is not limited to, the best method(s) of communication.
- When attending meetings: (1) thoroughly review all meeting materials in advance, (2) collect any relevant feedback from your campus and/or conference SAACs; and (3) communicate with your SAAC primary member, especially if serving as a meeting substitute.
- After meetings, distribute the meeting summary to your conference and follow up on any outstanding issues.
- Support and promote the Special Olympics partnership at the campus, conference and national levels by participating in Special Olympics events.
- Be punctual and prepared to actively participate.
- Show respect for others.
- Remember that being a SAM is a privilege, not a right. You are expected to satisfactorily perform your duties and not engage in any inappropriate behavior.



PROPORTION | COMPREHENSIVE LEARNING | PASSION | RESPONSIBILITY | SPORTSMANSHIP | CITIZENSHIP

Division III SAAC Associate Member Nomination Process

SAAC Associate Members Selection and Terms of Office

Pursuant to NCAA Division III Bylaw 21.9.5.10.1.1, each conference and group of independent institutions without a committee member shall designate a student-athlete to serve as a SAAC Associate Member. The conference can determine the term of office for its appointed associate member. However, the term should be at least one year and not more than three years, including up to one year after completion of intercollegiate athletics eligibility.

When appointing its associate member, the conference is strongly encouraged to consider committee representation requirements regarding gender, race and sport season. Additionally, because the associate member will serve as a substitute when the committee member is unable to attend meetings, it is strongly recommended that the associate member be a student-athlete who participates in a sport played in a different playing season than the committee member.

Term of Office

Associate member term runs February 1 to January 31.

Timeline of Selection and Information Needed

- January – Division III governance staff notifies commissioners of partner conferences of opening and nomination process.
- February 16 - Associate member nomination/selection due. Send nomination/selection information via this form.
 - Name:
 - Conference:
 - Institution:
 - Email (school and personal):
 - Cell Number:
 - Gender:
 - Ethnicity:
 - Sport(s):
 - Campus or Conference SAAC Experience:
 - Term of Associate Member (one, two or three years):
 - Graduation Date:

Associate Member Participation Expectations

- February – Welcome letter from National SAAC staff liaison.
- March – Orientation teleconference.
- July - SAAC meeting (Indianapolis).
- September/October - Teleconference.
- January – SAAC Meeting (NCAA Convention).
-

Associate Member to Primary Member

If a national SAAC primary position becomes available – an associate member may be nominated to the Division III Nominating Committee. The Nominating Committee will make the final selection.

Primary and Associate SAAC Representatives – Jan. 14, 2024 – Jan. 18, 2025

PRIMARY CONFERENCE	ASSOCIATE (PARTNER) CONFERENCE
Allegheny Mountain Collegiate Conference (AMCC) <i>Molly Malachow (term expires Jan. 2026)</i>	Atlantic East <i>Dominic Petruzzelli (term expires Jan. 2026)</i>
American Southwest Conference (ASC) <i>Rohan Springer (term expires Jan. 2026)</i>	Southern Collegiate Athletic Conference (SCAC) <i>Kai McClelland (term expires Jan. 2026)</i>
Commonwealth Coast Conference (CCC) <i>TBD</i>	Great Northeast Athletic Conference (GNAC) <i>TBD</i>
Empire 8 Conference* <i>TBD</i>	Middle Atlantic Conference (MAC)* <i>Emma Kircher (term expires Jan. 2025)</i>
Heartland Collegiate Athletic Conference (HCAC) <i>Arturo Casas (term expires Jan. 2026)</i>	North Coast Athletic Conference (NCAC) <i>Sarah Lodge (term expires Jan. 2026)</i>
Landmark Conference <i>Lilian Case (term expires Jan. 2026)</i>	Centennial Conference <i>Jamie Carfagna (term expires Jan. 2026)</i>
Massachusetts State Collegiate Athletic Conference (MASCAC) <i>TBD</i>	Little East Conference (LEC) <i>Zack Durr (term expires Jan. 2026)</i>
Midwest Conference <i>Jack Langan (term expires Jan. 2025)</i>	American Rivers Conference (ARC) <i>TBD</i>
New England Small College Athletic Conference (NESCAC) <i>Adaobi Nebuwa (term expires Jan. 2025)</i>	New England Women's and Men's Athletic Conference (NEWMAC) <i>Abby Sweeney (term expires Jan. 2025)</i>
New Jersey Athletic Conference <i>Teddy Lockhart (term expires Jan. 2026)</i>	State University of New York Athletic Conference (SUNYAC) <i>Amanda Cohen (term expires Jan. 2026)</i>
Northern Athletics Collegiate Conference (NACC) <i>TBD</i>	St. Louis Intercollegiate Athletic Conference (SLIAC) <i>TBD</i>
Northwest Conference (NWC) <i>Morgan Shaw (term expires Jan. 2027)</i>	Southern California Intercollegiate Athletic Conference (SCIAC) <i>TBD</i>
Ohio Athletic Conference (OAC) <i>TBD</i>	Michigan Intercollegiate Athletic Association (MIAA) <i>TBD</i>
Old Dominion Athletic Conference (ODAC)* <i>Julia Hathaway (term expires Jan. 2026)</i>	Collegiate Conference of the South (CCS)* <i>TBD</i>
Presidents Athletic Conference (PAC) <i>TBD</i>	Coast-to-Coast (C2C) <i>TBD</i>
Skyline Conference <i>Hayley Peck (term expires Jan. 2025)</i>	City University of New York Athletic Conference (CUNYAC) <i>TBD</i>
University Athletic Association (UAA) <i>Garrett Clasen (term expires Jan. 2025)</i>	Liberty League <i>TBD</i>
United East <i>Nathaniel Whisman (term expires Jan. 2026)</i>	North Atlantic Conference (NAC) <i>Alberto Bustamante (term expires Jan. 2026)</i>
Upper Midwest Athletic Conference (UMAC) <i>Muthu Meenakshisundaram (term expires Jan. 2026)</i>	Minnesota Intercollegiate Athletic Conference (MIAC) <i>Grace Hadlich (term expires Jan. 2026)</i>
USA South Athletic Conference <i>TJ Hill-Johnson (term expires Jan. 2026)</i>	Southern Athletic Association (SAA) <i>TBD</i>
Wisconsin Intercollegiate Athletic Conference (WIAC) <i>TBD</i>	College Conference of Illinois and Wisconsin (CCIW) <i>TBD</i>
Association of DIII Independents <i>TBD</i>	Association of DIII Independents <i>TBD</i>
*Indicates a new partner conference pairing	

DIII Time Management

What Division III student-athletes should expect.

Time management is a key component of any college student's success. From classes to competition and everything in between, the student-athlete's schedule is busy. Know what awaits when you step foot on campus.

The Division III experience includes:

These are considered countable athletically related activities (CARA).

NCAA rules limit the time student-athletes can spend on these activities each week. Check with your campus athletics compliance administrator for more information.



Academics



Competition



Compliance meetings



Film review



Graduate school



Injury treatment and prevention



Internship/externship



Leadership



Practice



Strength and conditioning



Team fundraising



Teamwork

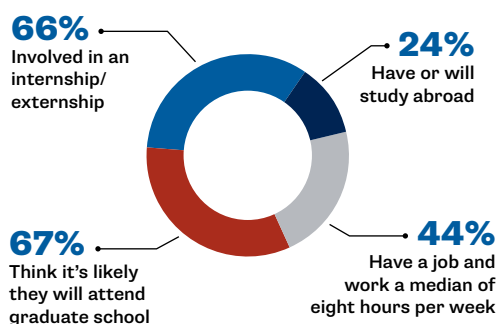


Time management



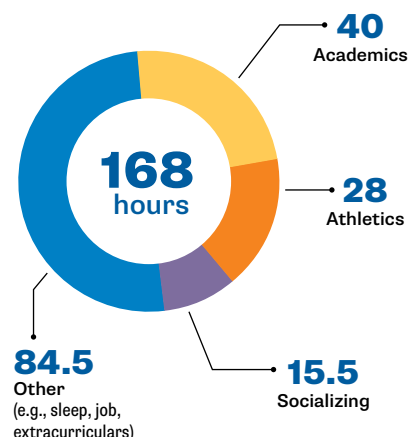
Work

Division III student-athletes note their athletics experience did not hinder their academic and co-curricular pursuits. In fact, it had a positive effect on their collegiate experience. (approximate percentages)



Time spent on activities per week

(numbers listed in hours)



Division III student-athletes report spending one day a week away from campus.

*Median amount; based on 2015 NCAA GOALS study.

50%

of Division III student-athletes said they spend as much or more time on athletics during the offseason as during their competitive season.

*Based on the 2015 NCAA GOALS study.



DIVISION III
DISCOVER | DEVELOP | DEDICATE



Communication Best Practices

A GUIDE FOR CHANCELLORS,
PRESIDENTS AND COMMISSIONERS



CONFERENCE ONBOARDING

Commissioners should schedule a meeting to onboard new chancellors and presidents, highlighting the following topics:

- Conference history.
- Philosophy and mission statement.
- Conference governance and reporting structures.
- Budget overview and presidential role.
 - Conference dues.
 - NCAA conference grant funding.
- Strategic plan.
- Meeting dates and expectations.
- Conference membership requirements.
- Roles of and interactions with **athletics department and key campus stakeholders**.
- Conference-sponsored sports and championships.
- NCAA, Division III and conference topics, including:
 - Academics.
 - Championships.
 - Compliance and bylaws.
 - Diversity and inclusion.
 - Health and safety.
 - Sportsmanship.

Data from a recent survey shows that, on average, Division III conference commissioners meet with their presidents twice in-person and once via teleconference on an annual basis.

In preparation for the onboarding meeting, **chancellors and presidents** may want to familiarize themselves with the following areas of their athletics program:

- Philosophy and mission statement.
- Budget.
- Strategic plan.
- Role of athletics in enrollment management.
- Roles and effectiveness of **athletics department and key campus stakeholders**.
- Recruiting strategies.
- Staffing.

And, also be familiar with key campus initiatives:

- Academics.
- Diversity and inclusion.
- Financial aid policies.
- Health, safety and overall student-athlete well-being.
- Performance expectations for student-athletes.

COMMUNICATIONS

Correspondence regarding key campus, conference, Division III and NCAA topics should be sent from commissioners to chancellors and presidents on a regular basis. To ensure nothing of importance is missed, the following best practices may prove beneficial.

- Commissioners** should highlight issues of the utmost importance on a quarterly basis and provide direction on what to do with the information. This communication could include:
- Summarizing and emphasizing key information and action items.
 - Discussing different types of NCAA communications chancellors and presidents can expect. For example:
 - NCAA updates:
 - Division III monthly newsletter.
 - Presidents Council quarterly update.
 - Reports:
 - Annual Division III report.
 - Committee meetings reports.
 - Meeting summaries.
 - Event information:
 - NCAA Convention.
 - National and conference events.
 - Division III manual.
 - Guides and best practices.
 - Regularly communicate with and engage **athletics department and key campus stakeholders**.

Chancellors and presidents are encouraged to share information, resources and best practices learned in NCAA committee meetings or working groups with peer chancellors and presidents from their conference.

Key campus stakeholders to consider in all conversations include:

- Athletics direct report.
- Directors of athletics.
- Faculty athletics representatives.
- Senior woman administrators.
- Coaches.
- Student-Athlete Advisory Committee.
- Athletic trainers.
- Directors of athletics communications.

CONFERENCE INVOLVEMENT

To evaluate communications and foster engagement, the **commissioner and chancellors and presidents** should frequently discuss the following:

- Conference budget.
- NCAA conference grant funding requirements and expectations.
- Strategic plan.
- Governance and reporting structures.
- Roles and expectations for **athletics department and key campus stakeholders**.
- NCAA, Division III and conference issues, including:
 - Academics.
 - Championships.
 - Compliance and bylaws.
 - Diversity and inclusion.
 - Health and safety.
 - Sponsored sports.
 - Sportsmanship.

At least 30 Division III chancellors and presidents serve on committees at the national level annually.

In addition to engaging with the commissioner on a regular basis, **chancellors and presidents** should also:

- Discuss key athletics topics with their athletics direct report, director of athletics and faculty athletics representative.
- Be an active voice in conference substructures.



NCAA INVOLVEMENT

The NCAA national office administers rules; organizes national championships; provides educational services; manages financial systems for the membership; gives direction on health and safety; and conducts research into the experiences of those involved in college sports.

Serving on national committees is an important role for **chancellors and presidents** in representing both their school and conference.

Every Division III conference has a representative on either the NCAA Presidents Council, Management Council, or the Presidents Advisory Group.

Commissioners should make chancellors and presidents aware of committee openings and encourage involvement on the following NCAA legislative governance committees:

- Association-wide.
 - Committee on Women's Athletics (CWA).
 - Honors Committee.
 - Minority Opportunities and Interests Committee (MOIC).
- Division III.
 - Presidents Council.
 - Presidents Advisory Group.
 - Management Council.
 - Financial Aid Committee.
 - Infractions Appeals Committee.
 - Membership Committee.
 - Nominating Committee.
 - Strategic Planning and Finance Committee.

Other nonlegislative opportunities available for **chancellors and presidents** include topical working groups.

Because Division III operates under a "one institution, one vote" legislative model, all **chancellors and presidents** are encouraged to attend the annual NCAA Convention, where legislation is discussed and voted on.



The Division III philosophy states an expectation that “institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels.”

Directed at conference commissioners and chancellors/presidents, this guide aims to:

- Enhance communication between those two groups.
- Encourage informed decision-making at the national, conference and institutional levels of Division III.
- Define the role each group plays within their conference and the NCAA governance structure.

Through our united commitment to academics, fairness and well-being, we can create a pathway that leads to a lifetime of opportunity for student-athletes.

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Women Leaders in Sports is the premier leadership organization that **develops, connects, and advances** women working in sports. We are re-shaping the leadership landscape by elevating the women leaders of today and cultivating the women leaders of tomorrow.

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No career path is ever the same—nor is it straight or clear.

But this Career Road Map will be your guide to take advantage of the benefits you receive as a Women Leaders member—the best career and leadership training, access to a powerful network, and the resources to advance women at every stage of their careers.

Entry Level: Get Involved!

For student-athletes, grad students, interns, and entry-level staffers:

- Become a Women Leaders in Sports [member!](#)
- Apply to attend the NCAA/Women Leaders [Women's Leadership Symposium](#)
- Follow [@WomenLeadersCS](#) on [Facebook](#), [Twitter](#), and [Instagram](#)
- Subscribe to the [Women Leaders Podcast](#)
- Join our [Rising Stars program](#)
- Join a [Member Circle](#) to connect with other members
- Attend a [regional Happy Hour](#)
- Find a mentor through our [mentorship program](#)
- Attend the [Women Leaders National Convention](#) (do this at every phase of your career!)
- Create your [Career Connect](#) Profile and search/apply for jobs
- Attend a [New Member Accelerator Call](#)

Mid Level: Be Visibly the Best at Your Current Job

For women working in intercollegiate athletics approximately three to six years:

- Apply to attend the NCAA/Women Leaders [Institute for Advancement](#)
- Apply and serve on a Women Leaders [committee](#)
- Host a [regional Happy Hour](#)
- Become a mentor through our [mentorship program](#)
- Become a Circle Lead for one of our 18 [member circles](#)
- Continue to update your [Career Connect](#) Profile
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Senior Level: Raise Your Game and Establish Your “It” Factor

For women working in intercollegiate athletics approximately seven to 10 years:

- Attend the Women Leaders in Sports [Leadership Enhancement Institute](#)
- Identify your areas of expertise, and submit your name to speak at Women Leaders programming
- Serve as a leader of one of our [committees](#) or [Member Circles](#)
- Apply to serve on an NCAA or other national committee
- Serve as faculty for our leadership programming
- Continue to update your [Career Connect](#) Profile

Executive Level: Your Path to be an Athletic Director or Commissioner

For women working in intercollegiate athletics approximately 10-plus years:

- Attend the Women Leaders in Sports [Executive Institute](#)
- Apply for NCAA Pathways program
- Master the AD areas of competency, including fundraising, facilities, and executive presence
- Serve as faculty for our leadership programming
- Update your [Career Connect](#) profile to “Executive” level
- Inquire about our [Executive Circle](#)

Sitting Leaders: Lift as you Rise

For women in the top seats of intercollegiate athletics:

- Serve on the Women Leaders [Board of Directors](#) and [national committees](#)
- Attend Women Leaders NEXT for your division
- Shine your light, share your talent, and be an agent of change
- Give back to the profession—lift as you rise, guiding younger administrators

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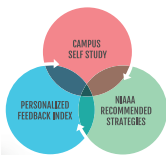
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MEMORANDUM

October 30, 2023

TO: NCAA Division III Conference Commissioners.

FROM: Joni Comstock
Senior Vice President of Championships and Alliances.

SUBJECT: 2024-25 Automatic-Qualification Online Process.

NCAA Division III conferences eligible for automatic qualification for future championships are required to submit an automatic-qualification form for all seasons by **February 1, 2024**.

The NCAA currently grants automatic qualification to the following Division III championships:

Baseball

Men's and Women's Basketball

*Women's Beach Volleyball

*Women's Bowling

Field Hockey

Football

Men's and Women's Golf

*Men's Gymnastics

Men's and Women's Ice Hockey

Men's and Women's Lacrosse

Women's Rowing

Softball

Men's and Women's Soccer

Men's and Women's Tennis

Men's Volleyball

Women's Volleyball

*Men's Water Polo

*Women's Water Polo

* Denotes a National Collegiate Championship.

Before completing the forms, please review the legislative provisions outlined in NCAA Bylaws 18.5 and 31.3.3 pertaining to automatic qualification. Links to these bylaws are embedded in the online form for your convenience.

The automatic qualification application forms may be accessed via the NCAA Championships Bid Portal.

1. Go to <http://championships.ncaa.org/>.
2. Enter your login credentials for the portal. If you have not previously accessed this system, please click on the Request Account link and create your username and password.
3. Once logged on, click on the tab entitled "AQ Forms." This will direct you to your conference's automatic qualification home page.

Please complete the necessary information for all your sports, then fill out the final confirmation and contact section. Submission of this final section will complete the process for all sports. You are not required to complete the form at one time; you may save at any point and continue later. A progress bar, as well as checkmarks next to completed sports, will assist you in keeping track of where you are in the process. You may access and, if necessary, edit the form at any time before the due date.

All automatic-qualification data is retained at the national office. Therefore, for previously submitted applications, most questions will populate with last year's responses. Please confirm information copied from a previous year and make adjustments as necessary.

Additional information for single-sport conferences. Per NCAA Bylaw 31.3.3.1.2, a waiver form for eligible Division III single-sport conferences also is available on the NCAA website. This form is separate from the standard declaration form. Please note that **waiver forms need to be submitted only once** for the purpose of granting initial automatic qualification, unless the makeup of the conference changes or other issues change the status of the waiver approval. In these instances, the conference must re-apply for the waiver exception. Single-sport conferences **that already have been granted automatic-qualification privileges via the waiver in a previous year should complete the standard automatic-qualification declaration form on an annual basis as outlined above.**

Also attached for planning purposes is a summary of selection dates and automatic qualifier notification due dates for 2024-25. Conference offices, or their designees, should notify the NCAA of their automatic qualifier by sport via the following link: <https://go.planningpoint.net/Registration/AQ>. Specific information regarding each championship's reporting timeline can be found in the respective pre-championships manual. Selection and notification dates for future years also are available via the [NCAA Championships Schedule](#) application on ncaa.org.

Please contact Kerstin Hunter, coordinator for championships and alliances, at 317-917-6222 or khunter@ncaa.org if you have any questions regarding this process or if you will be adding a sport for 2024-25 that currently is unavailable to you in the system.

JC:kh

Attachment

cc: Selected NCAA Staff Members



Division III Championships

2024-25 Automatic Qualification

Championship	Selection Announcement Date	Notification Due Date
Baseball	May 12, 2025	May 11, 2025
Men's Basketball	March 3, 2025	March 2, 2025
Women's Basketball	March 3, 2025	March 2, 2025
*Women's Bowling	March 26, 2025	March 24, 2025
Field Hockey	November 10, 2024	November 10, 2024
Football	November 17, 2024	November 16, 2024
Men's Golf	May 12, 2025	May 11, 2025
Women's Golf	May 11, 2025	May 10, 2025
*Men's Gymnastics	April 8, 2025	April 6, 2025
Men's Ice Hockey	March 10, 2025	March 9, 2025
Women's Ice Hockey	March 9, 2025	March 9, 2025
Men's Lacrosse	May 4, 2025	May 4, 2025
Women's Lacrosse	May 5, 2025	May 4, 2025
Women's Rowing	May 12, 2025	May 11, 2025
Men's Soccer	November 11, 2024	November 10, 2024
Women's Soccer	November 11, 2024	November 10, 2024
Softball	May 12, 2025	May 11, 2025
Men's Tennis	(Team) May 5, 2025 (Individuals) May 7, 2025	(Team) May 4, 2025 (Individuals) May 4, 2025
Women's Tennis	(Team) May 5, 2025 (Individuals) May 7, 2025	(Team) May 4, 2025 (Individuals) May 4, 2025
Men's Volleyball	April 14, 2025	April 13, 2025
Women's Volleyball	November 17, 2024	November 17, 2024
*Men's Water Polo	November 24, 2024	November 24, 2024
*Women's Water Polo	April 28, 2025	April 27, 2025

*Denotes National Collegiate Championship.

**Note: A conference that cannot meet the notification due date must notify the respective sports committee of its automatic qualifier no later than 6 p.m. local time of the competition on the date of selections [per NCAA Bylaw 31.3.3.1-(a)].

Division III Championships Liaisons to Sports Committees

Staff liaisons to Division III Championships Committee
 Laura Peterson-Mlynski – lpeterson@ncaa.org; 317-917-6477
 JP Williams – jpwiliams@ncaa.org; 317-917-6761
 Margaret Gaines – mgaines@ncaa.org; 317-917-6450

Sport Committee	Tournament Operations (Phone: 317-917-XXXX)	
Baseball	JP Williams – 6761 jpwiliams@ncaa.org	Jonathan Youngblood - 6965 jyoungblood@ncaa.org
Men's Basketball	Alex Dickey – 3527 adickey@ncaa.org	N/A
Women's Basketball	Kelly Whitaker – 6511 kwhitaker@ncaa.org	Ethan Walker – 6476 ewalker@ncaa.org
Men's and Women's Cross Country	Laura Peterson – 6477 lpeterson@ncaa.org	Margaret Gaines - 6450 mgaines@ncaa.org
Field Hockey	Caleb Kolby – 6180 ckolby@ncaa.org	Markell Staton - 6502 mstaton@ncaa.org
Football	JP Williams – 6761 jpwiliams@ncaa.org	Jonathan Youngblood - 6965 jyoungblood@ncaa.org
Men's Golf	Ryan Richardson - 6338 rrichardson@ncaa.org	N/A
Women's Golf	Demetria Young – 6270 dyoung@ncaa.org	N/A
Men's Ice Hockey	Ashley Jenkins – 6226 acaldwell@ncaa.org	Lance Pedersen – 6357 lpedersen@ncaa.org
Women's Ice Hockey	Caleb Kolby – 6180 ckolby@ncaa.org	Markell Staton – 6502 mstaton@ncaa.org
Men's Lacrosse	Will Hopkins – 6779 whopkins@ncaa.org	Mitchell Bailey – 6087 mbailey@ncaa.org
Women's Lacrosse	Kevin Alcox – 6085 kalcox@ncaa.org	Bryce Peters – 6855 bpeters@ncaa.org
Rowing	Alex Mortillaro – 6229 amortillaro@ncaa.org	Ethan Walker – 6476 ewalker@ncaa.org
Men's Soccer	Kevin Alcox – 6085 kalcox@ncaa.org	Bryce Peters – 6855 bpeters@ncaa.org
Women's Soccer	Kelly Whitaker – 6511 kwhitaker@ncaa.org	Ethan Walker – 6476 ewalker@ncaa.org
Softball	Caleb Kolby – 6180 ckolby@ncaa.org	Markell Staton - 6502 mstaton@ncaa.org
Men's and Women's Swimming and Diving	Will Hopkins – 6779 whopkins@ncaa.org	Mitchell Bailey – 6087 mbailey@ncaa.org
Men's Tennis	Victoria Lipscomb – 6764 vlipscomb@ncaa.org	Ryan Richardson - 6338 rrichardson@ncaa.org
Women's Tennis	Lindsey Eldred - 6747 leldred@ncaa.org	Bryce Peters – 6855 bpeters@ncaa.org
Men's and Women's Track and Field	Laura Peterson – 6477 lpeterson@ncaa.org	Margaret Gaines - 6450 mgaines@ncaa.org
Men's Volleyball	Jonathan Youngblood - 6965 jyoungblood@ncaa.org	N/A
Women's Volleyball	Victoria Lipscomb – 6764 vlipscomb@ncaa.org	Ryan Richardson - 6338 rrichardson@ncaa.org
Wrestling	JP Williams – 6761 jpwiliams@ncaa.org	Jonathan Youngblood - 6965 jyoungblood@ncaa.org

Overview of the NCAA Playing Rules Process

Basics

NCAA Playing Rules cover situations:

1. On the competition area (e.g., field, court, etc.);
2. When game officials are present; and
3. When the competition is between two teams.

Playing rules do NOT deal with the following:

- Recruiting
- Scrimmage
- Practices
- Compliance issues
- NCAA championship policies

In general, the playing rules book is intended to include only those things that a game official can reasonably control. There are some cases where the rules book may be the best place to house a certain rule (e.g., wrestling weight-management policies and procedures), but as a guiding principle, enforceability of rules for officials generally is a prerequisite for inclusion in the rules book.

Sports with NCAA Playing Rules

The NCAA publishes 15 rules books for the 18 sports listed below (cross country, indoor track and field, and outdoor track and field, and men's and women's water polo are in one book) and has 15 playing rules committees/subcommittees.

Fall	Winter	Spring
Cross Country	Men's and Women's Basketball	Baseball
Football	Bowling	Men's and Women's Lacrosse
Soccer	Ice Hockey	Softball
Women's Volleyball	Swimming and Diving	Outdoor Track and Field
Men's Water Polo	Indoor Track and Field	Women's Water Polo
	Wrestling	

Non NCAA Rules Sources

In cases where the rules of an international or other governing body serve the needs of the NCAA membership, a sport may be played under these rules. In most cases, the championship sports committees will make minor modifications to these rules. These modifications go through a similar process as do proposals from NCAA playing rules committees (e.g., PROP oversight). The sports are listed below, noting the governing body handling these competition rules:

Sport	Governing Body
Fencing	United States Fencing Association
Field Hockey	International Hockey Federation
Golf	United States Golf Association
Gymnastics	Federation Internationale de Gymnastique
Rifle	USA Shooting

Sport	Governing Body
Rowing	United States Rowing Association
Skiing	International Ski Federation/US Ski Association
Tennis	Intercollegiate Tennis Association
Men's Volleyball	United States Volleyball

Relationship to NCAA Championship Sport Committees

All NCAA playing rules are used during regular-season and championship competition. Playing rules are written somewhat broadly in some areas to allow for the wide range of NCAA members during the regular season. However, championships committees may be more stringent with some policies (e.g., facility requirements, number of squad members, etc.).

Championship sport committees are given the opportunity to provide input and feedback during the rules process. However, a championship committee is not permitted to alter an NCAA playing rule or overrule a rules committee. Similarly, the playing rules committee is not able to create different rules for championship play or make policy that would affect only championship competition.

In many cases, the secretary-rules editor and chair of the rules committee serve as liaisons to the championship.

Secretary-Rules Editors

The NCAA secretary-rules editors are the official rules interpreters for each NCAA playing rules committee. This individual serves on the committee but does not have a formal vote. In general, secretary-rules editors are long-time members of their sport community with extensive backgrounds in coaching, officiating and educating. This position is critical to the success of the playing rules process and the work of these committees.

Secretary-rules editors are limited to two, four-year terms. The historical knowledge and understanding of rules history is a key element the secretary-rules editor brings to committee discussions and decisions.

Interpretations

There are times when the NCAA rules books do not cover a situation that may be encountered during play. In other cases, a new rule may affect competition in a way the committee did not expect, and a clarification may be required.

In between annual rules sessions, the secretary-rules editor may issue interpretations intended to amplify and clarify the spirit and intent of NCAA playing rules. These interpretations, which are made in consultation with the chair and sometimes the full committee, are to be taken as the rule for play immediately. At the annual rules meetings, the full committee will confirm or overturn these rules interpretations.

Officiating Programs

Many NCAA sports have an officiating improvement program, which is designed to educate and assign the best officials for NCAA championship competition. The sports with an officiating improvement program are listed below:

- Baseball
- Men's Basketball
- Women's Basketball
- Women's Bowling
- Field Hockey
- Men's Ice Hockey
- Women's Ice Hockey
- Men's Lacrosse
- Women's Lacrosse
- Men's and Women's Soccer
- Softball
- Women's Volleyball
- Men's and Women's Water Polo
- Wrestling

Several other sports have well established officiating programs with a national association (e.g., swimming and diving and women's volleyball), and the NCAA has contracted with those groups to assist in assigning and developing officials for championship competition.

Generally, the national coordinator of officials attends NCAA playing rules meetings sessions and provides input from an officiating perspective. This input is critical for the committee and has strengthened the bond between officiating and the rules process. Also, starting in 2007, the NCAA has allocated funding for an active official to attend each rules committee meeting.

Coaches Associations

The NCAA playing rules administration staff relies on the respective coaching associations for feedback from and communication with the coaching community. At each coaches association's annual convention, the secretary-rules editor, rules committee chair and NCAA staff member attend and present regarding the playing rules process and procedures.

In recent years, coaching associations have been increasingly helpful by assisting the rules committees in the distribution of surveys, bulletins and other materials. Coaching associations often have the most up-to-date databases and e-mail contacts for coaches, who are a key constituency for playing rules committees.

In some cases, the coaches associations have reserved space in newsletters and Web sites, and have allowed secretary-rules editors and staff to write articles for their publication. This enhances the communication with this important constituency.

Typical Playing Rules Cycle

The rules process involves four key steps. They are:

- Proposal development/annual meeting
- Approval process
- Feedback/communication
- Education/training

To illustrate how this process works, a typical cycle for football is listed below:

- *Proposal Development/Annual Meeting (February)*. This is the only time the committee meets in person as a group. At this meeting, the committee considers the results of the annual rules survey, reviews proposals from the membership and has a general discussion on the health of the game. Statistics, a balance between offense and defense, and other issues are also discussed.
- *Approval Process (March)*. Once the proposed rules changes are developed and voted on, the committee publishes its proposals. The proposals are sent to the membership for comment. At a minimum, a two-week window is provided for membership comment.
- *Feedback/Communication (April)*. The feedback is compiled by the NCAA staff and shared with the rules committee. If needed, the committee has the option of reconsidering or altering a proposal based on the feedback received.

Once finalized, the proposals and membership comments are submitted to PROP for approval. The PROP member assigned to each sport has a separate call with the secretary-rules editor, chair and staff liaison to review the proposals in more detail. The full Panel holds calls periodically to approve and receive reports from its committees. On the PROP call, the member assigned to each sport reviews the changes with the full group. If approved by PROP, the changes go into effect upon publications of the next rules book. If any proposals are not approved, NCAA staff communicates this to the membership and committee in a separate announcement.

- *Education/Training (May-July)*. Once PROP takes action, the rules book and other materials are produced,

depending on each sport. In football, this includes the rules book, video, preseason guide and mechanics manual. The secretary-rules editor and national coordinator make presentations to various coaching and officiating groups at clinics and preseason sessions.

History of PROP

In 1996, when the NCAA federated most of its legislative operations, playing rules remained an Association-wide rules making group. In several instances (most notably the basketball three-point line and expanded lane proposal), the divisions disagreed on a rules proposal. Eventually, the Executive Committee was asked to break the impasse. It was determined that the Executive Committee was not the right group to be making determinations that dealt with the finer points of the game. Therefore, the Playing Rules Oversight Panel (PROP) was created. PROP's broad charge – other than breaking ties – is to review playing rules proposals for consistency and to assist NCAA staff in directing and supporting the efforts of the rules committees.

PROP Oversight

PROP has three specific areas it is responsible for reviewing with relation to rules committee proposals:

- Student-athlete safety;
- Financial impact; and
- Negative impact on integrity or image of the game.

PROP Composition

The composition of the Panel mirrors that of the rules committees. Half of its members are Division I; half come from Divisions II and III. Within the Division I membership, there are three members directly appointed to the Panel from the Collegiate Commissioners Association (CCA). Additionally, at least one member of the Panel sits on the Division I Championships/Competition Cabinet and one member each comes from the Division II and III Championships Committees.

Governance Federated Rules: Division III Process

The Division III federated playing rules process reflects three key points of emphasis: (1) The process should include more Division III input; (2) The process should encourage common rules; and (3) The process, to the extent possible, should work within the current rules making framework.

The key elements of the model are: (1) The Division III members on the playing rules committees or the Playing Rules Oversight Panel (PROP) will be the only ones to vote on Division III issues. (This includes adopting a Division III specific rule or deciding not to adopt for Division III a proposed common rule). (2) To inform this vote, the Division III members of the sport playing rules committee will meet with or seek feedback from the members of the sport championship committee prior to both the annual meeting and the comments review meeting, to discuss and provide a position on potential action. (3) This proposed process is incorporated within the current framework, for adopting playing rules.

Additionally, as the process does not create additional bureaucracies and mirrors the recently adopted Division I process for voting on federated rules.

Playing rules process.

The following describes how the Division III process would be incorporated into the existing playing rules process. The “existing process” would not change but rather the “Division III process” would be incorporated into to the existing process.

1. Information gathering stage.
 - a. Existing process. During the non-championship and championship seasons, the secretary-rules editor and rules committee members compile hot topics from coaches, commissioners, athletics administrators, and other stakeholders (e.g., coaches associations, sport management committees, officials, etc.). A call for proposals is sent to all head coaches and conference commissioners. Topics are presented and discussed at the coaches' convention, if possible.

A rules survey is conducted to determine membership positions on certain issues.
 - b. Division III process. The model does not have any alternatives to this step of the process.
2. Annual rules committee meeting.
 - a. Existing process. The rules committee meets to discuss and vote on rules proposals.
 - b. Division III federated process. Prior to the annual meeting, the Division III members of the rules committee will meet with the members of the relevant Division III sports championship committee to provide additional Division III perspectives on the proposals for consideration.

During the annual meeting, based on the consultation with the sports championship committee and other Division III specific input/information gathered, the Division III members of the playing rules committee

may recommend and vote on rules proposals that are specific to Division III. A simple majority vote of the Division III members is required to approve a proposal for the division.

If the playing rules committee adopts a rule that is not supported by the Division III members at the annual meeting, it shall still go forward as a common rule for purposes of soliciting Division III comments. The Division III members will consider whether or not the common rule should apply to Division III after the comment period.

Finally, during the annual meeting, any proposed rules that are going out for comment, that: (1) have a financial impact whether that is a direct impact, impacts personnel or requires additional resources; or (2) could be construed to impact a fundamental Division III principle (e.g., student-athlete participation opportunities) shall be communicated to Division III governance staff. The purpose of notifying governance is to raise awareness so that communication efforts can be made with NADIII AA, D3CA and other constituent groups to highlight the need for feedback during the comment period.

3. Comment period.

a. Existing process: After the annual meeting, a list of proposals approved by the rules committee is sent to head coaches, conference commissioners and athletics directors for feedback. This comment period (no less than two weeks) allows the membership to see and respond to the final language of the proposals. Proposals that are intended to apply to all divisions are sent to all divisions for feedback.

b. Division III federated process: Proposals that are approved for Division III by the Division III members of the rules committee are sent to Division III for feedback and may be, at the discretion of the full rules committee, sent to other divisions for feedback, noting that the proposal would apply to Division III.

4. Rules committee review of comment period results.

a. Existing process: At the end of the comment period, the rules committee meets to review the comment period results and qualitative feedback. If needed, the committee has the option of reconsidering or altering a proposal based on the feedback received. The rules committee determines which proposals to forward to the PROP for final consideration.

b. Division III federated process: Prior to the meeting the Division III members of the playing rules committee will meet with the relevant Division III sports championship committee to review the comments.

Based on the input from the sports committee and the comments from the Division III membership, the Division III members of the playing rules committee may do the following:

(1) Reconsider, delay implementation or alter a Division III specific proposal.

(2) Reconsider, delay implementation or alter a common rule as it applies to Division III.

(3) For Division III, reconsider, delay implementation or alter proposed common rules that were not ultimately approved by the playing rules committee.

The vote for any of these actions would be a simple majority of the Division III members of the playing rules committee.

5. Playing Rules Oversight Panel review of proposals.

a. Existing process. PROP reviews all proposals the rules committee recommends and all feedback from the membership. A recommendation from a rules committee shall be considered valid unless the PROP determines that the recommendation: (1) harms the image of the games; (2) creates an unsafe environment for student-athletes; or (3) places an unreasonable financial burden on the membership. PROP may request that playing rules committee chairs and/or secretary-rules editors present their cases to PROP when proposed changes are controversial or unusually complicated.

The full PROP votes on common rules proposals.

b. Division III federated process. The Division III members of the Playing Rules Oversight Panel vote on Division III specific proposals. In addition, if a common rules proposal is not supported by the full PROP, the Division III members of the panel may vote to determine whether the proposal is approved for Division III. The Division III members may also vote to remand a common rule back to the playing rules committee for Division III only.

Non-NCAA Playing Rules.

The Division III federated playing rules process for non-NCAA playing rules modifications would, to the extent possible, be the same as the process for NCAA published rules. The primary difference is that instead of a playing rules committees for these sports, there is a subgroup of the sports championships committees.

Existing process. Currently, the NCAA may adopt modifications to the non-NCAA rules. Prior to 2019 those modifications could be division specific. Modifications are proposed by the governing sports championships committees as there are not separate playing rules committees for these sports. The current process involves a subgroup of the divisional championship sport committees based on the same structure as the playing rules committees (i.e., 50% Division I; 25% Div. II; 25% Div. III) to determine whether to propose modifications. Those modifications are similarly subject to membership comments and final PROP approval.

Division III federated process. The process would apply the same to the sports championship subgroups as it does for the playing rules committees in those sports the NCAA publishes rules. The full divisional sports championship committee would meet to discuss proposals and offer a position to the Division III representatives on the subgroup before that Association wide subgroup meets. All voting processes would remain the same as the process for NCAA published rules.

Timeline of Important Dates : Two-Year Rules Process

WHAT ARE PLAYING RULES?

- Playing rules are what happens on the field, court, pool, pitch, mat, rink, lane, track, slope or range when an opponent and officials are present.
- Playing rules are the same for all three divisions.
- Playing rules are the same for regular-season and championship competition.

INFORMATION GATHERING STAGE – Year One

- During the season, the secretary-rules editor and committee members compile hot topics (comments , ideas, questions) from coaches, commissioners and athletics administrators. A rules survey may be conducted to determine how the membership feels about certain issues. A rules proposal may be forwarded to any committee member for consideration.

ANNUAL MEETING – Year One

- The committee meets to discuss and determine rules proposals to improve the game.

COMMENT PERIOD – Year One

- A list of proposals approved by the committee is sent to coaches and conference commissioners for feedback. This two-week comment period allows the membership to see and respond to the exact language of the proposals.

PROP APPROVAL – Year One

- The Playing Rules Oversight Panel (PROP) reviews all of the rules-change proposals the committee approved and all comments from the membership. PROP's charge is to review all proposals for financial implications, safety concerns and harm to the image of the game. Items approved by PROP are incorporated into the rules book.

TWO-YEAR RULES BOOK – Year One

- A complimentary copy of the playing rules book is mailed to head coaches and conference commissioners. Additional copies of the book may be ordered or downloaded online at NCAApublishations.com.

INFORMATION GATHERING STAGE – Year Two

- During the season, the secretary-rules editor and committee members compile hot topics. A nontraditional playing season rules survey may be offered.

ANNUAL MEETING – Year Two

- The committee meets to discuss item for future consideration and educational opportunities. The committee submits a report to PROP.

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APPENDIX I • 2023-24 DIVISION III SELECTION PRINCIPLES GUIDELINES

SELECTION OF BERTHS

- After the determination of the automatic (Pool A) berths, the committee will determine the Pool B selections followed by the Pool C selections.
- Pool B will be comprised of independent institutions and institutions that are members of conferences that do not meet the requirements for automatic qualification. Pool C will be reserved for institutions from automatic-qualifying conferences that are not their conference champions and the remaining teams in Pool B.
- Berths from Pools B and C will be selected on a national basis, using primary and secondary selection criteria. There will be no predetermined regional allocations for Pools B and C.
- There will be no maximum or minimum number of berths from one region.
- No conference will receive more than one automatic berth.

SELECTION CRITERIA

The sports committee will select teams in Pools B and C based on the criteria below. The criteria of two or more teams will be compared to determine the higher ranked team.

An attempt will be made to determine the ranking of two or more teams after consideration of the primary criteria. The PRIMARY CRITERIA emphasize Division III competition and all the criteria listed will be evaluated (not listed in preferential order).

If the evaluation of the primary criteria does not result in a decision, the SECONDARY CRITERIA will be used. All the criteria listed will be evaluated (not listed in preferential order). The secondary criteria introduce results against all non-Division III opponents including those contests versus opponents from other classifications (i.e., NAIA, NCAA Divisions I and II).

PRIMARY CRITERIA – FOR RANKING AND SELECTION (ALL CONTESTS LEADING UP TO NCAA CHAMPIONSHIPS)

- Won-lost percentage against Division III opponents;
- Division III head-to-head competition;
- Results versus common Division III opponents;
- Division III strength-of-schedule;
- Results versus ranked Division III teams as established by the final ranking and the ranking preceding the final ranking. Conference postseason contests are included;
- Should a committee find that evaluation of a team's won-lost
- during the last 25 percent of the season is applicable (i.e., end-of-season performance), it may adopt such criteria with approval from the Championships Committee.

SECONDARY CRITERIA – FOR RANKING AND SELECTION

- Non-Division III won-lost percentage;
- Results versus common non-Division III opponents;
- Division III nonconference strength of schedule.

OPPONENTS' AVERAGE WINNING PERCENTAGE (OWP). Take each opponent's regular won-lost percentage against other Division III teams (excluding the results against the team in question) and average the percentages.

To calculate: Team A's schedule is as follows:

OPPONENT	RECORD	VS TEAM A	REVISED RECORD	REVIESE W-L PERCENTAGE
Team B	21-7	0-1	21-6	.7778
Team C	11-15	0-1	11-14	.4400
Team D	7-20	0-1	7-19	.2692
Team E	13-13	0-1	13-12	.5200
Team F	23-6	1-0	22-6	.7857
Total			74-56 (.5692)	.5585 (OWP)

Team A's opponents' average winning percentage = .5585

OPPONENTS' OPPONENTS' AVERAGE WINNING PERCENTAGE (OOWP). The strength of each opponent's schedule is measured by computing the opponents' winning percentage for each opponent, then averaging the percentages. This recognizes the fact that two opponents with similar won-lost records may have played for different schedules (in terms of strength of opponents).

To calculate, take Team B, C, D, E, and F schedules and perform the same calculation as above (OWP). It is important to note that the OOWP will support the OWP (i.e., if Teams A and B have the same OWP of .5692; Team A has an OOWP of .6125 and Team B has an OOWP of .4567; it would indicate team A has the stronger strength of schedule).

WEIGHTED SCALE. Once the opponents' average winning percentage (OWP) and opponents' opponents' winning percentage (OOWP) are calculated, they are to be combined on a weighted scale (e.g., 2/3 weight for OWP and 1/3 weight for OOWP) and this combined number becomes the strength of schedule.

REGIONAL ALIGNMENTS

Per NCAA Bylaw, all members of a conference will be placed in the same region for evaluation purposes, unless the Championships Committee has granted an exception. For the exceptions, members of these conferences shall be placed in their natural geographic regions for evaluation purposes.

PAIRINGS AND SITE SELECTION

- Once selected, teams will be grouped in clusters according to natural geographic proximity. Teams will then be paired according to geographic proximity. A team may be moved to numerically balanced the bracket if geographic proximity is maintained. Teams should be paired and eligible sites should be selected according to geographic proximity (within 500 miles).
- Teams may be seeded on a regional basis using the regional selection criteria. However, geographic proximity takes precedence over seeding.
- Teams from the same conference do not have to play one another in the first round as long as geographic proximity is maintained.
- The highest seeded team that meets all selection criteria will be selected as the host institution provided geographic proximity is maintained.

CONFERENCE MEMBERSHIP DEADLINE

To receive automatic qualification for NCAA championships, conferences must have their membership established and defined by February of the preceding academic year.

TWO-YEAR WAITING PERIOD

The Championships Committee has historically declined requests for waivers of the two-year waiting period for new member conferences of the Association.

SINGLE-SPORT CONFERENCES

To be eligible for automatic qualification, single-sport conferences in existence before February 1, 1998, must maintain their membership (e.g., minimum of seven original members). All conferences must be elected to the NCAA Division III membership and must meet all other automatic-qualification requirements. A waiver process has been established that permits the NCAA Division III Championships Committee to award automatic qualification to single-sport conferences with seven active members that have participated together for two consecutive years based on the conference meeting at least one of the following criteria in Bylaw 31.3.4.3.2:

- The conference's members are geographically isolated in the sport;
- The conference's members do not belong to a multisport conference that has sponsored a championship in the sport within the previous 15 years;
- The conference was established prior to September 2007;
- The conference participates in a Division III championship established after 2007 and within the first 10 years in which the championship is conducted; or
- The sport is sponsored by 100 or fewer Division III member institutions.

SINGLE-SPORT CONFERENCE TRANSITION TO MULTISPORT CONFERENCE

A waiver process has been established that permits the NCAA Division III Championships Committee to allow a single-sport conference transitioning to a multisport conference to maintain its automatic qualification provided it:

- Satisfies all conditions of a multisport conference; AND
- Each member of the single-sport conference joins the multisport conference to maintain the automatic qualification.

REQUIRED RANKINGS

The last three weeks of the regular season and the final ranking before selections (all published).

IN-REGION COMPETITION

- All competition within an institution's defined sport region.
- All competition within an institution's geographical region (Constitution 4.13.1).
- All competition within a 500-mile radius from one institution to another.
- All conference competition.
- All out-of-region contests conducted during one institutional vacation period (e.g., spring break) for sports with a spring NCAA championship (31.3.2.3).

The NCAA Travel Expense System mileage calculator will be used to confirm distance from campus to campus:

<https://web1.ncaa.org/TES/exec/miles>

SCHEDULING REQUIREMENTS

Institutions must play at least 70 percent of their scheduled competition again in-region, Division III institutions to be considered for selection to NCAA championships (25 percent for golf and 50 percent for tennis). Institutions unable to meet this requirement will be allowed an opportunity to request a waiver for selection consideration.

- Effective 2006-07, any contest against a school within an institution's defined membership region (NCAA Bylaw 4.12.1.1) shall count as an in-region game.
- Effective 2008-09, all conference games are considered in-region.
- In individual sports that select at-large championship participants as teams (e.g., golf and tennis), an institution's team must play at least 25 percent for golf and 50 percent for tennis of its scheduled competition against in-region opponents to be eligible for selection. The process for tracking in-region competition is to be

based on the total of teams involved in overall regular-season competition. For example, if a golf team competes in five tournaments with a total of 50 teams, 25 percent of those teams must be in-region competition. Opponents may be included multiple times if they are at multiple tournaments.

- Effective 2015-16, for sports with a spring NCAA championship, an institution may exempt out-of-region contests conducted during one institutional vacation period (e.g., spring break). [NCAA Bylaw 31.3.2.3]
- End-of-season conference tournaments and postseason competitions are not included in the in-region calculation except in golf. [NCAA Bylaw 31.3.2]
- When calculating in-region competition, institutions should not include scrimmages or exhibition games.

All waiver requests will be reviewed by the Division III Championships Committee. Information required as part of the waiver process includes proposed schedules, schedules from the past two seasons, a summary of scheduling challenges the institution is facing with proposed solutions, and documentation of attempts made to schedule in-region contests. In addition, an institution may include any other historical information illustrating difficulty in scheduling at least 70 percent (or 25 or 50 percent, depending on the sport) of contests against in-region, Division III institutions.

Waiver deadlines are as follows:

Fall sports: March 1

Winter sports: May 1

Spring sports: July 1

DIVISION III FUTURE CHAMPIONSHIP SITES AND DATES 2023-2026

		2023-24	2024-25	2025-26
Baseball	Selections	May 13	May 12	May 11
	Regionals	May 17-19	May 16-18	May 15-17
	Super Regionals	May 24-25	May 23-24	May 22-23
	Finals	May 31-June 6	May 30-June 5	May 29-June 4
	Host	North Coast Athletic Conference/Greater Cleveland Sports Commission		
	Location	Cleveland, OH		
Men's Basketball	Selections	Feb. 25	March 2	March 1
	First/Second Round	March 1-2	March 7-8	March 6-7
	Sectionals	March 8-9	March 14-15	March 13 or 14
	Finals	March 14 and 16	March 20 and 22	March 20-21; and April 5 (Indy)
	Host	Manchester/Visit Fort Wayne		
	Location	Fort Wayne, IN		
Women's Basketball	Selections	Feb. 25	March 2	March 1
	First/Second Round	March 1-2	March 7-8	March 6-7
	Sectionals	March 8-9	March 14-15	March 13-14
	Finals	March 14 and 16	March 20 and 22	March 12 and 14
	Host	Capital University/Greater Cleveland Sports Commission	Old Dominion Athletic Conference/City of Salem	
	Location	Cleveland, OH	Salem, VA	
Cross Country	Selections	Nov. 12	Nov. 17	Nov. 16
	Regionals	Nov. 11	Nov. 16	Nov. 15
	Finals	Nov. 18	Nov. 23	Nov. 22
	Host	Dickinson University	Rose-Hulman Institute of Technology	Converse College/Spartanburg CVB
	Location	Carlisle, PA	Terre Haute, IN	Spartanburg, SC
Field Hockey	Selections	Nov. 5	Nov. 10	Nov. 9
	First Round	Nov. 8	Nov. 13	Nov. 12
	Second/Third Round	Nov. 11-12	Nov. 16-17	Nov. 15-15
	Finals	Nov 17 and 19	Nov. 22 and 24	Nov. 21 and 23
	Host	Christopher Newport University	Washington and Lee University	Trinity College (CT)
	Location	Newport News, VA	Lexington, VA	Hartford, CT
Football	Selections	Nov. 12	Nov. 17	Nov.16
	First Round	Nov. 18	Nov. 23	Nov. 22
	Second Round	Nov. 25	Nov. 30	Nov. 29
	Quarterfinals	Dec. 2	Dec. 7	Dec. 6
	Semifinals	Dec. 9	Dec. 14	Dec. 13
	Finals	Dec 15 or 16	Dec. 20 or 21	Dec. 19 or 20
	Host	ODAC/City of Salem	University of Mary Hardin-Baylor/Harris County & Houston Sports Commission	Ohio Athletic Conference/Canton Stark CVB
	Location	Salem, VA	Houston, TX	Canton, OH
Men's Golf	Selections	May 6	May 12	May 4
	Finals	May 14-17	May 20-23	May 12-15
	Host	UNLV/Las Vegas Events	St. John Fisher College/Rochester NY Sports Commission	Oglethorpe/Greater Orlando Sports Commission
	Location	Las Vegas, NV	Penfield, NY	Howey-in-the-Hills, FL
Women's Golf	Selections	May 13	5-May	11-May
	Finals	May 21-24	May 13-16	May 19-22
	Host	Transylvania University	University of Mary Hardin-Baylor/Harris County & Houston Sports Commission	Claremont-Mudd-Scripps
	Location	Nicholasville, KY	Houston	Palm Desert, CA
Men's Ice Hockey	Selections	March 3	March 9	March 8
	First Round	March 9	March 15	March 14
	Quarterfinals	March 16	March 22	March 21
	Finals	March 21 and 23	March 28 and 30	March 26 and 28
	Host	Trinity College (CT)	TBD	Utica College
	Location	Hartford, CT	Non-predetermined	Utica, NY

DIVISION III FUTURE CHAMPIONSHIP SITES AND DATES 2023-2026

		2023-24	2024-25	2025-26
Women's Ice Hockey	Selections	March 3	March 9	March 8
	First Round	March 6	March 12	March 11
	Quarterfinals	March 9	March 15	March 14
	Finals	March 15 and 17	March 21 and 23	March 20 and 22
	Host	TBD	TBD	TBD
	Location	Non-predetermined	Non-predetermined	Non-predetermined
Men's Lacrosse	Selections	May 5	May 4	May 3
	First Rounds	May 8	May 7	May 6
	Second & Third Rounds	May 11-12	May 10-11	May 9-10
	Quarterfinals & Semifinals	May 18-19	May 17-18	May 16-17
	Finals	May 26	May 25	May 24
	Host	Drexel University	Harvard/Kraft Sports & Entertainment	Harvard/Kraft Sports & Entertainment
	Location	Philadelphia	Foxborough, MA	Foxborough, MA
Women's Lacrosse	Selections	May 5	May 4	May 3
	First Round	May 11	May 10	May 9
	Second Round	May 12	May 11	May 10
	Regionals	May 18-19	May 17-18	May 16-17
	Finals	May 24 and 26	May 23 and 25	May 22 and 24
	Host	Old Dominion Athletic Conference/City of Salem	Babson College	Babson College
	Location	Salem, VA	Babson Park, MA	Babson Park, MA
Rowing	Selections	May 13	May 12	May 11
	Finals	May 31-Jun 1	May 30-31	May 29-30
	Host	Marietta College/Cincinnati USA Sports Commission	Metro Atlantic Athletic Conference	University of North Georgia
	Location	Cincinnati, OH	West Windsor, NJ	Gainesville, GA
Men's Soccer	Selections	Nov. 5	Nov. 10	Nov. 9
	First/Second Rounds	Nov. 11-12	Nov. 16-17	Nov. 15-16
	Sectionals	Nov. 18-19	Nov. 23-24	Nov. 22-23
	Finals	Dec. 1 and 3	Dec. 5 and 7	Dec. 5 and 7
	Host	Old Dominion Athletic Conference/City of Salem	UNLV/Las Vegas Events	
	Location	Salem, VA	Las Vegas, NV	
Women's Soccer	Selections	Nov. 5	Nov. 10	Nov. 9
	First/Second Rounds	Nov. 11-12	Nov. 16-17	Nov. 15-16
	Sectionals	Nov. 18-19	Nov. 23-24	Nov. 22-23
	Finals	Nov. 30 and Dec. 2	Dec. 6 and 8	Dec. 4 and 6
	Host	Old Dominion Athletic Conference/City of Salem	UNLV/Las Vegas Events	
	Location	Salem, VA	Las Vegas, NV	
Softball	Selections	May 13	May 12	May 11
	Regionals	May 16-18	May 15-17	May 14-16
	Super Regionals	May 24-25	May 23-24	May 22-23
	Finals	May 30 - June 5	May 29 - June 4	May 28 - June 3
	Host	East Texas Baptist University	Illinois Wesleyan University	Old Dominion Athletic Conference/City of Salem
	Location	Marshall, TX	Bloomington, IL	Salem, VA
Swimming & Diving	Selections	Feb. 28	Feb. 27	Feb. 26
	Regionals (Diving)	March 1-2	Feb. 28-Mar. 1	Feb. 27-28
	Finals	March 20-23	March 19-22	March 18-21
	Host	Old Dominion Athletic Conference/City of Salem		Franklin College/Indiana Sports Corporation
	Location	Salem, VA		Indianapolis
Men's & Women's Tennis	Selections	May 6	May 5	May 4
	First/Second/Third Round	May 10-12	May 9-11	May 8-10
	Finals	Men: May 20-28; Women: May 19-27	Men: May 19-26; Women: May 20-27	
	Host	Washington University in St. Louis	Claremont-Mudd-Scripps	University of the South/Chattanooga Sports Commission
	Location	St. Louis	Claremont, CA	Chattanooga, TN
Indoor Track & Field	Selections	March 3	March 2	March 8
	Finals	March 8-9	March 14-15	March 13-14
	Host	Norfolk State University	Nazareth College/Rochester NY Sports Commission	Birmingham-Southern College/City of Birmingham
	Location	Virginia Beach, VA	Rochester, NY	Birmingham, AL
Outdoor Track & Field	Selections	May 19	May 18	May 17
	Finals	May 23-25	May 22-24	May 21-23
	Host	Coastal Carolina University/Myrtle Beach Regional Sports Alliance	North Coast Athletic Conference/Greater Cleveland Sports Commission	University of Wisconsin, LaCrosse
	Location	Myrtle Beach, SC	Geneva, OH	LaCrosse, WI

DIVISION III FUTURE CHAMPIONSHIP SITES AND DATES 2023-2026

		2023-24	2024-25	2025-26
Men's Volleyball	Selections	April 14	April 13	April 12
	Preliminary Round	Apr. 19-20	April 18-19	April 17-18
	Finals	Apr 26 and 28	April 25 and 27	April 24 and 26
	Host	Loras College	Old Dominion Athletic Conference/City of Salem	Springfield College
	Location	Dubuque, IA	Salem, VA	Springfield, MA
Women's Volleyball	Selections	Nov. 12	Nov. 17	Nov. 16
	Regionals	Nov. 16-18	Nov. 21-23	Nov. 20-22
	Finals	Nov. 29-30 and Dec. 2	Dec. 4-5 and 7	Dec. 3-4 and 6
	Host	Claremont-Mudd-Scripps	Old Dominion Athletic Conference/City of Salem	Illinois Wesleyan University
	Location	Claremont, CA	Salem, VA	Bloomington, IL
Wrestling	Regionals	March 1-3	Feb. 28-Mar. 2	Feb. 27-Mar. 1
	Finals	March 15-16	March 14-15	Mar. 13-14
	Host	University of Wisconsin, LaCrosse	Johnson & Wales University	American Rivers Conference
	Location	LaCrosse, WI	Providence, RI	Cedar Rapids, IA



2023 or 2024 NCAA Division Gender Sport Championship Preliminary-Round Information and Bid Checklist

Selections

Selections for the 2023 or 2024 NCAA Division Gender Sport Championship will be announced at Time Eastern time, Day, Date via web stream on ncaa.com.

Preliminary-Round Schedule

Opening Round: (day), (Month and date): (start time-end time)
First Round: (day), (Month and date): (start time-end time)
Second Round: (day), (Month and date): (start time-end time)
Third Round: (day), (Month and date): (start time-end time)
Quarterfinals: (day), (Month and date): (start time-end time)
(day), (Month and date): (start time-end time) or
Semifinals: (day), (Month and date): (start time-end time) (if necessary)

Bid Checklist

The following materials must be submitted by institutions that wish to be considered as hosts for preliminary-round competition. All materials are due by 5 p.m. Eastern time, (day), (Month and date).

Each of the online forms listed below may be accessed and submitted through the championships bid portal at <https://championships.ncaa.org>.

To begin the process of submitting a bid, you will need to locate the specific divisional sport and round in the Championships Available for Bidding section and click on Start Bid.

- ☐ **Proposed Budget(s).** An online proposed budget must be completed for each round of competition you wish to host. For those institutions submitting bids for multiple rounds, a 'copy' function is available in the system and will allow you to copy the budget or bid for another round. The appropriate round and date of competition must be indicated on each budget. Please be sure to include projected ticket sales in the Receipts section.

Note: Due to budget system upgrades, budgets submitted before the 2023-24 academic year can no longer be copied. Any newly submitted budgets will again be available for copying for future years/additional rounds. Previous budgets may still be accessed via the Home tab.

Free-form fields in the budget templates have been eliminated. Bidders will have to make their selections from a predetermined menu of options for each category. To assist with determining the appropriate option, bidders can hover over each option for examples/details.

Please carefully review pages (page #s) of the 2023-24 NCAA Division (div) (gender) (sport) Pre-Championship Manual (linked), before submitting a proposed budget, and make note of the following for all preliminary-round competition:

- All lodging expenses for officials and site representatives (if needed) must be included in your budget. Officials' fees, per diem and travel expenses do not need to be included, nor do per diem and travel expenses for site representatives – the NCAA will pay those expenses directly.
- If needed, this space can be used for other pertinent information related to sport-specific championship budgets (i.e., do not budget for specific equipment; this will be provided by the NCAA).

- ☐ **Facility Profile.** An online facility profile must be completed and/or maintained as necessary by each institution interested in hosting preliminary-round competition. Information regarding video board, LED board and/or ribbon boards should be entered via the "Boards/Control Room" tab of the applicable venue profile.

A facility profile can be maintained and updated on a regular basis. If a facility can host multiple sports, check the appropriate box(es) under the Sports tab of the facility profile to provide the information for that facility. Refer to page (page #) of the pre-championship manual for facility requirements and site selection procedures. Beginning in 2023-24, facility information must be reviewed for completeness and accuracy once a year. Instructions on the process are included in the bid portal.

- ☐ **Key Contacts.** The key contacts for your institution should be entered and/or maintained as necessary within your profile. Please enter the information for the key personnel associated with running a championship at your site.

When starting a bid, you will be prompted to enter new key personnel, or edit or confirm your existing key personnel. In addition, you will be asked to designate individuals who should receive the various host shipments (e.g., sport equipment, merchandise, awards, etc.). Please include the proper mailing address for overnight deliveries. P.O. box addresses will not be accepted.

Personnel who will administer the competition also will be listed and can be edited within the Profile section of the Championships Bid and Host portal. When entering individuals in this manner, information must be entered on both the General tab and the Role/Titles by Sport or Facility tab.

- ☐ **Critical Incident Response Team Contact Information.** Beginning in 2023-24, the system automatically will generate a critical incident response team contact information form based on data entered into the key contacts form and the new Emergency Numbers tab in the facility profile. If applicable, site representative information will be added by the championship manager once a site has been selected for hosting.
- ☐ **Safety and Security Plan.** Based on a review of current and future championships competition venues, discussions with safety and security experts, and their own expertise and knowledge, the NCAA has established a Safety and Security Advisory Group to develop a compilation of *Best Practices* for NCAA Championships, which can be found [here](#). We urge each competition venue to take these *Best Practices* into account when developing its safety and security program.

As part of your bid, **please submit a safety and security plan** for your venue. Your safety and security plan documents should be uploaded in the document section of the facility profile, under the Safety and Security tab.

- ☐ **Alcoholic Beverages.** All Division I, Division II and National Collegiate championships are eligible to engage in the sale of beer and wine, provided certain criteria are met. After starting a bid in the Championships Bid and Profile System, users will be prompted to answer a few questions that will determine their institution's eligibility to sell beer and wine at a given venue. If a school is deemed eligible and is interested in selling beer and wine, it will be required to complete one of the agreement options that must be signed and uploaded into the bid portal. Please thoroughly review the Championships Alcohol Sales Policy before determining and completing the appropriate agreement. A host that indicates it plans to sell alcohol at its site will see a new "Concessions Reporting" section in the budget. This section will need to be completed AFTER the conclusion of competition and submitted along with the actual expenses.
- ☐ **Lodging.** The host institution/agency shall negotiate a courtesy hold for the participating institutions/student-athlete(s). The selected hotel properties shall be within no more than 30 miles of the competition site and be priced at a fair and reasonable market room rate while remaining sensitive to daily divisional per diem allowances. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. A [letter of intent template](#) is provided by the NCAA for the host to use to confirm the hold with the hotel(s).

Beginning in 2023-24, all prospective hosts for non-predetermined sites will be required to identify the hotel properties they secured for the event via the Hotels tab, along with an upload of signed hotel agreement(s)/letter(s) of intent.

- ☐ **Liability Insurance.** Host institutions must maintain and provide proof of at least \$1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of general liability coverage. (This is the minimum requirement per NCAA bylaws).

If applicable, off-campus venues must also maintain and provide a minimum of \$1 million in general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The NCAA must be named as an additional insured.

All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This information must be provided via the Certificate of Insurance link in the bid portal. As this is a new feature in the portal, all prospective hosts must upload their documentation once. Depending on the coverage, users must subsequently verify their documentation is still valid, or upload a new certificate once the previous version has expired.

- ☐ **[Other additional requirement(s)]**. If you have any additional sport-specific bid requirements, they should be added here. If other documents are required, they can be uploaded in to the Championships Bid and Host portal system.
- ☐ **[Other additional requirement(s)]**. If you have any additional sport-specific bid requirements, they should be added here. If other documents are required, they can be uploaded in to the Championships Bid and Host portal system.

Additional Host Information/Resources

Host Operations Manual. The 2023-24 NCAA Division (div) (gender) (sport) Championship Host Operations Manual ([linked](#)) will assist your institution in all stages of the bidding and hosting process.

Drug Testing. Drug testing may occur at any round of the championship and the assistance of the host institution will be a vital part of the testing. You will be notified in advance if the round you are hosting has been selected for drug testing. Please review the [drug testing site coordinator manual](#) and note that Drug Free Sport International will provide materials to assist in the program.

Americans with Disabilities Act. The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

Statement of Inclusion. The host institution/conference plays a central role in fostering, growing and preserving an inclusive culture on-site at NCAA championship events. Potential hosts should review the NCAA statement of inclusion [here](#) and prepare to deliver and maintain an environment that is safe, healthy and free of discrimination and respects the dignity of all persons.

NCAA Bylaw 31. Please review Bylaw 31 of the NCAA Division (div) Manual as it contains policies regarding the administration of an NCAA event.

Contact Information. If you have any questions regarding the bid process, please contact the (championship administrator) at 317-917-XXXX or xxxxxxxx@ncaa.org.

NCAA CHAMPIONSHIPS CRITICAL INCIDENT RESPONSE TEAM
CONTACT INFORMATION
(hit tab to move from line to line)

CHAMPIONSHIP(S): _____ **DIVISION:** _____

**HOST INSTITUTION/
CONFERENCE:** _____

FACILITY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CRITICAL INCIDENT RESPONSE TEAM

Name	Position	Cell	Home
	NCAA Championship Manager		
	NCAA Secondary Championship Manager (if applicable)		
	NCAA Site Representative		
	Tournament Director		
	NCAA Media Coordinator (if applicable)		
	Sports Information Director (SID)		
	Athletic Trainer		
	Tournament Physician		
	Facility Manager		

LOCAL EMERGENCY NUMBERS

Local Police Department	
Local Fire Department	
Local EMS	
State Police	
State Health Official (also insert name, cell phone number and e-mail address)	<u>Name</u> <u>Cell</u> <u>E-mail</u>
County Health Official (also insert name, cell phone number and e-mail address)	<u>Name</u> <u>Cell</u> <u>E-mail</u>
Poison Control Center	800/222-1222

LOCAL HOSPITALS

NAME	ADDRESS	PHONE NUMBER
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SECTION 7 • ESTABLISHMENT OF BRACKETS/FIELD SIZES

[Refer to Appendix C for the percentage sponsorship categories.]

The Committee will review sports sponsorship numbers, access ratios and trends, including membership feedback, for all NCAA championships sports annually at its September meeting, with a view toward long-rang planning for future bracket/field size expansion or reduction. The planning is intended to ensure the appropriate allocation of the Association's financial resources relative to the membership's priorities, and to encourage the maintenance of a consistent and equitable championships program.

[NCAA Bylaw 31.3.1.1]

In team sports, overall bracket sizes shall be established based on an approximate access ratio of 1:6.5 (see Bylaw 31.3.1.1.1 for maximum bracket sizes). In golf and tennis, the team portion of the bracket shall be based on an approximate access ratio in the range of 1:7 to 1:7.5 with specific access ratio to be recommended by the NCAA Division III Men's and Women's Golf Committees and NCAA Division III Men's and Women's Tennis Committees, respectively, subject to approval by the NCAA Division III Championships Committee. The individual participant access shall be determined according to Championships Committee policy. The overall team bracket size shall be determined by dividing the total number of active Division III institutions sponsoring the sport by 6.5 or the number specified for golf and tennis, and then adjusted as necessary by the Championships Committee. Bracket composition shall be based on three pools (A, B and C) and shall be established using the following principles: (Adopted 1/13/03 effective 8/1/05, Revised: 1/10/05 effective 8/1/06, 1/9/06 effective 8/1/06, 1/13/10, 4/13/10)

Pool A – Conferences that meet the automatic-qualification requirements per Bylaw 31.3.2. No conference shall receive more than one automatic berth per sport.

Pool B – Independent institutions plus institutions from conferences that do not meet the automatic-qualification requirements.

- (1) Eligible institutions. The number eligible institutions in Pool A (total number of institutions in conferences with automatic qualification) subtracted from the total number of active Division III institutions sponsoring the sport.
- (2) Available berths. The number of institutions eligible in Pool B divided by the access ratio for Pool A (total number of institutions in conferences with automatic qualification divided by the number of Division III conferences with automatic qualification). (Revised 12/10/04)

Pool C – Institutions in conferences with automatic qualification that are not the conference champion plus remaining independents and members of non-qualifying conferences. The number of Pool C berths is determined by subtractive Pool A and Pool B from the total bracket size. There shall be a minimum of two berths in Pool C.

APPENDIX H ● 2023-24 DIVISION III AUTOMATIC QUALIFICATION SPORT CHAMPIONSHIP BERTHS

Tentative allocations pending review of 2022-23 sponsorship.

SPORT	BRACKET SIZE	POOL A	POOL B	POOL C
BASEBALL	60	39	2	19
M BASKETBALL	64	42	0	22
W BASKETBALL	64	42	1	21
FIELD HOCKEY	26	18	1	7
FOOTBALL	32	28	0	4
#M GOLF	43 teams 6 individuals	34	1	8
#W GOLF	26 teams 6 individuals	22	2	2
M ICE HOCKEY	12	9	0	3
W ICE HOCKEY	11	7	1	3
M LACROSSE	38	27	1	10
W LACROSSE	46	32	1	13
ROWING	8	4	0	4
M SOCCER	64	41	1	22
W SOCCER	64	42	1	20
SOFTBALL	62	41	1	20
#M TENNIS	44 teams 32 singles 16 doubles	34	4	6
#W TENNIS	49 teams 32 singles 16 doubles	38	2	9
M VOLLEYBALL	16	11	3	2
W VOLLEYBALL	64	42	1	21
WRESTLING	180	n/a	n/a	n/a

Pool A – the number of conferences that meet the automatic qualification requirements.

Pool B – the number of independent institutions plus the number of institutions from conferences that do not meet the automatic qualification requirements divided by the Pool A access ratio in that sport (total number of institutions in conference with automatic qualification divided by the number of Division III conferences with automatic qualification – for example, 118 eligible institutions divided by 13 AQs = 1:9.07).

To determine Pool B, for example, a sport has 24 institutions that are in conferences which do not receive automatic qualifications and 10 independents, for a total of 34. The Pool A access ratio in that sport is 1:9.07. As a result, there would be three berths in Pool B [34 divided by 9.07 = 3.7 truncated down to the nearest whole number (e.g., 3.7 truncates to 3)]. An additional berth is only provided if the next whole number is achieved.

If the number of institutions being considered in Pool B are less than the access ratio (e.g., three schools and a ratio of 1:9), those institutions would be considered in Pool C.

Pool C – The bracket size minus the number of Pool A and Pool B berths. This would be a national selection based on the team sport selection criteria. For example, a bracket of 48 – (Pool A + Pool B) = Pool C.

APPENDIX H • 2023-24 DIVISION III AUTOMATIC QUALIFICATION SPORT CHAMPIONSHIP BERTHS

Tentative allocations pending review of 2023-24 sponsorship.

SPORT	BRACKET SIZE	POOL A	POOL B	POOL C
BASEBALL	60	39	2	19
M BASKETBALL	64	42	0	22
W BASKETBALL	64	42	1	21
FIELD HOCKEY	26	18	1	7
FOOTBALL	32	28	0	4
#M GOLF	43 teams 6 individuals	34	1	8
#W GOLF	26 teams 6 individuals	22	2	2
M ICE HOCKEY	13	9	0	4
W ICE HOCKEY	11	7	1	3
M LACROSSE	38	27	1	10
W LACROSSE	46	32	1	13
ROWING	8	4	0	4
M SOCCER	64	41	1	22
W SOCCER	64	42	1	20
SOFTBALL	62	41	1	20
#M TENNIS	44 teams 32 singles 16 doubles	34	4	6
#W TENNIS	49 teams 32 singles 16 doubles	38	2	9
M VOLLEYBALL	16	11	3	2
W VOLLEYBALL	64	42	1	21
WRESTLING	180	n/a	n/a	n/a

Pool A – the number of conferences that meet the automatic qualification requirements.

Pool B – the number of independent institutions plus the number of institutions from conferences that do not meet the automatic qualification requirements divided by the Pool A access ratio in that sport (total number of institutions in conference with automatic qualification divided by the number of Division III conferences with automatic qualification – for example, 118 eligible institutions divided by 13 Aqs = 1:9.07).

To determine Pool B, for example, a sport has 24 institutions that are in conferences which do not receive automatic qualifications and 10 independents, for a total of 34. The Pool A access ratio in that sport is 1:9.07. As a result, there would be three berths in Pool B [34 divided by 9.07 = 3.7 truncated down to the nearest whole number (e.g., 3.7 truncates to 3)]. An additional berth is only provided if the next whole number is achieved.

If the number of institutions being considered in Pool B are less than the access ratio (e.g., three schools and a ratio of 1:9), those institutions would be considered in Pool C.

Pool C – The bracket size minus the number of Pool A and Pool B berths. This would be a national selection based on the team sport selection criteria. For example, a bracket of 48 – (Pool A + Pool B) = Pool C.

Individual/team sports that qualify for automatic qualification selection principles. The Pool A access ratio for individual/team sports is 1:7.8 (golf, 1:7.0) and the individual participant access for each championship varies.

Notes:

- Brackets are based on the previous academic year's sponsorship numbers (eligible institutions).
- Pool berths are based on the current academic year's sponsorship numbers (eligible institutions).
- Bracket size and format (i.e., additional preliminary-round games) may fluctuate based on sport sponsorship numbers. The team sport access ration is 1:6.5.
- Pool C will maintain a minimum of two berths.
- Bracket sizes when applying the 1:6.5 ratio have been rounded to the nearest whole number (e.g., 55.23 rounds to 5 teams and 52.61 rounds to 53 teams).
- Pool B berths when applying the Pool A access ratio have been truncated down to the nearest whole number (e.g., 3.7 truncates to 3).

RECLASSIFYING AND PROVISIONAL INSTITUTIONS

PRIMARY CRITERIA

SELECTION CRITERIA	PROVISIONAL (YEARS 1 & 2) RECLASSIFYING INTO DIVISION III (YEARS 1 & 2) RECLASSIFYING OUT OF DIVISION III*	PROVISIONAL (YEAR 3) RECLASSIFYING INTO DIVISION III (YEAR 3)
Win-loss percentage against DIII opponents	Do not count	Count
DIII head-to-head competition	Do not count	Count
Results versus common opponents	Do not count	Count
Results versus ranked DIII teams as established by the final ranking and the ranking preceding the final ranking.	Not applicable	Not applicable
DIII strength-of-schedule	Do not count	Count
Won-lost % last 25% of the season	Do not count	Count

SECONDARY CRITERIA

SELECTION CRITERIA	PROVISIONAL (YEARS 1 & 2) RECLASSIFYING INTO DIVISION III (YEARS 1 & 2) RECLASSIFYING OUT OF DIVISION III*	PROVISIONAL (YEAR 3) RECLASSIFYING INTO DIVISION III (YEAR 3)
Non-DIII won-lost percentage	Count	Not applicable
Results versus common non-DIII opponents	Count	Not applicable
Minimum number of DIII contests for selection. ^	Do not count	Count
Division III non-conference strength-of-schedule	Do not count	Count

* Per Bylaw 20.6.9.1, a member institution reclassifying to Division II, per Bylaw 20.6.1, shall no longer be eligible to participate in any future Division III championship or receive Division III grant and initiative funding once the institution commences the Division II reclassification process (i.e., start of the first candidacy year).

^ The minimum number of contests as determined by sport-specific championship policy (versus membership standards detailed in NCAA Bylaw 20).

Institutions sponsoring team sports must schedule 70 percent of their competition against Division III in-region opponents to be eligible for championships selection (at-large or automatic qualification); for golf, the requirement is 25 percent, and for tennis, the requirement is 50 percent.

Updated: August 2020

CHAMPIONSHIPS ELIGIBILITY FOR 2023-24
NCAA DIVISION III PRINCIPLES OF NULLIFICATION
PRINCIPLES AND PENALTIES OF NULLIFICATION BEGIN AT THE TIME OF SELECTIONS.

1. Opponents of an ineligible individual or team that competes with an ineligible player should not be adversely affected.
2. The ineligible student-athlete and the institution he or she represents will be penalized. As it relates to access to NCAA championships, a penalty will be assessed to the selection criteria, which may impact the individual's and/or team's opportunity for selection to postseason competition.
3. All contests in which an ineligible student-athlete competes will be nullified (win, lose or tie). The nullification of a contest will penalize only the individual and/or institution using an ineligible student-athlete.
4. The number of nullified contests is identified and the penalty is assessed for each nullified contest. If a student-athlete was deemed ineligible and then reinstated through the NCAA reinstatement process, only those contests in which the student-athlete competed while ineligible will be nullified. The competition prior to or after that time will not be nullified.
5. A penalty will be applied in two categories: the won-lost record percentage and the strength-of-schedule index vs. Division III opponents.
6. The penalty assessed will vary from sport to sport. It will be a mathematical calculation that is relevant to each sport and reduces the percentage of the won-lost record and the strength-of-schedule index. The calculation will be determined in conjunction with the NCAA statistics department.
7. The value of the nullification will be consistent across sports; however, the actual mathematical calculation (number) could be different because of factors such as number of games played. (Example: The nullification may be worth 2 percentage points; however, that equates to .025 for one sport and .063 for another sport).
8. For individual sports (e.g., qualifying standards in swimming and diving), if a student-athlete achieved the qualifying standard while ineligible, the qualifying standard would not be recognized as eligible for selection to the championship. If the student-athlete achieved the qualifying standard while eligible, became ineligible and was reinstated, the qualifying standard would be eligible for selection to the championship.
9. For individual/team sports (e.g., golf), if the student-athlete competed while ineligible, the score achieved by the student-athlete would be deleted from the team score. In the case of golf (play 5, count 4), the fifth score would be calculated into the team score.
10. Nullifications do not carry over to the next academic year for eligibility violations reported after the season is complete. However, application of NCAA Division III Bylaw 31.2.1.5.2 may impact future championship selections.

11. Nullification begins at the time of selection and will be applied throughout the championship, inclusive of reseeding teams for the finals site.

The penalties for using an ineligible student-athlete during the 2023-24 season are as follows:

Sport	DIII W/L	DIII SOS Index
FALL SPORTS		
Field Hockey	.030	.009
Football	.024	.005
Men's Soccer	.020	.005
Women's Soccer	.020	.006
Volleyball	.020	.006
WINTER SPORTS		
Men's Basketball	.021	.004
Women's Basketball	.021	.005
Men's Ice Hockey	.021	.002
Women's Ice Hockey	.026	.005
SPRING SPORTS		
Baseball	.019	.004
Men's Lacrosse	.018	.006
Women's Lacrosse	.022	.005
Softball	.021	.005
Men's Tennis	.026	.012
Women's Tennis	.021	.007
Men's Volleyball	.023	.007

DIVISION III CHAMPIONSHIPS REGIONAL ADVISORY COMMITTEE PROCEDURES

Regional Advisory Committees. Conferences must appoint individuals to an advisory committee to assist in the evaluation of teams during the selection of championship participants. Advisory committees do not have the authority to select teams and/or individuals; they strictly act in an advisory capacity. The final authority for selections rests with the national governing sports committee.

Members of the governing sports committees shall serve as chairs of the regional advisory committees. As a standard practice, the advisory committee chair conducts telephone conferences with all advisory committee members to evaluate the potential participants and regional sites within the region. This information is then communicated to the national governing sports committee.

The following guidelines shall apply to regional advisory committees:

1. Advisory committees should be comprised of a minimum of three members.
2. Each conference sponsoring the respective sport (with seven or more members) must have equal representation. **The chair is not included in these representatives.** The chair is a non-voting member with a charge to facilitate the RAC process and report back to the national governing sport committee. Conference offices will be asked to appoint individuals to the RAC (not inclusive of the RAC chair) for all sports.
3. At least one person should represent institutions from conferences without automatic qualification and independent institutions if there are at least three such institutions in the region. Governing sports committees will be responsible for identifying representatives for independent (Pool B) institutions.
4. If a sports committee chooses to pair conferences for representative purposes, then all conferences must be paired equally. If there are an odd number of conferences, then the true independents should always be represented, if possible. If a conference is spread amongst regions, the committee may work with the commissioner to determine appropriate representation.
5. A member conference shall be responsible for appointing its regional advisory committee representatives. Further, the conference shall be responsible for ensuring that the appointments meet the criteria for service and for ensuring that appropriate representation exists (i.e., all members must be salaried on a regular basis by a member institution or organization and be performing a regular staff function to which they devote at least 50 percent of their time; the advisory committee should be representative of a cross-section of the region's membership and reflect a broad geographical distribution; and individuals whose institutions belong to both the NCAA and NAIA shall not participate in decisions regarding NCAA championships if their institution declares its intention to participate in the NAIA championship only).

-
6. The terms of regional advisory committee members are limited to three consecutive years, and a member may be reappointed only after having been off the committee for three consecutive years.

Potential regional advisory committee members should be advised that they should expect to serve as an NCAA site representative for preliminary-round competition when applicable. There is also the potential for regional committee members to be part of the national selection call.

7. The following policies shall be observed when regional advisory and governing sports committees conduct telephone conference calls to rank or select teams and/or individuals for championships competition:

Committee Member Replacement Policy/Regional Advisory Committee Call. A regional advisory committee member whose team is under consideration shall withdraw from discussion on the call and may be replaced by a representative from the same conference or group of independents. The committee member may vote regarding the final regional ranking even if his/her team is included in the ranking. If the regional advisory committee chair's team is under consideration, the chair shall monitor the call, but withdraw from discussions, to be replaced by an alternate chair, during the time periods when his or her team is being considered.

Committee Member Replacement Policy/Selection Call. A governing sports committee member whose team is under consideration shall be removed from the selection call during the time period his or her team is under consideration and may be replaced by a member of his or her regional advisory committee for discussion during selections, pairings and site selection. Replacements may take part in discussions regarding selections, pairings and site selection and may vote.

8. Appointment Procedures Timeline.

June	Each conference commissioner shall receive a list of vacancies for each sports committee from the NCAA national office.
August 1	Replacements are due to the national office.

Expectations and Responsibilities of Regional Advisory Committee Members

The following list is intended to complement the responsibilities and requirements outlined in the sport committee operations manual as well as the correspondence sent to conference commissioners annually.

1. Committed to a three-year term.

2. RAC orientation teleconference/webinar.

To help RAC members understand the expectations committee members, to assist in becoming more familiar with NCAA Division III score reporting and balloting systems, and to affirm policies surrounding NCAA Division III regional and national rankings.

WHEN: before the start of the season and first ranking period.

TIME COMMITMENT: 1 hour.

3. Weekly ranking preparation.

RAC members should review updated championships data in the NCAA score reporting system, tentatively list out personal regional rankings for that ranking period and rationale for his/her rankings and make applicable notes about teams that will likely be discussed in subsequent rankings.

WHEN: Weekly from practice ranking(s) to selections.

TIME COMMITMENT: 30-60 minutes, weekly.

4. Weekly ranking calls.

This includes all mock ranking(s) and official rankings calls. RAC members should track on any notes/data points on teams from his/her conference that may be helpful to share with coaches and administrators from applicable teams in her/her conference, when applicable.

WHEN: Weekly from practice ranking(s) to selections.

TIME COMMITMENT: 45-90 minutes, weekly.

5. Selection call.

A RAC member may be asked to join the national committee's selection call if one of the national committee member's team is under consideration for a berth to an NCAA Division III Championship. The RAC member may be asked to be involved in discussion regarding team selections, pairings and site selections.

WHEN: Selection Sunday.

TIME COMMITMENT: Variable, could be as short as 15-20 minutes or lasting a few hours.

6. NCAA site representative.

RAC members should be prepared to serve as a site representative for preliminary-round competition. Costs associated with serving as a site rep will be reimbursed (lodging, travel, etc.). The NCAA championship administrator will provide a site representative manual, training and any additional information you would need to perform these duties.

WHEN: Preliminary-rounds, i.e., first-round, first- and second-round, quarterfinals, etc.

TIME COMMITMENT: Two to three days, inclusive of practice day(s) and game day(s). Varies from sport to sport.

7. Availability to the membership.

As a RAC member you may receive calls, emails or other inquiries from the membership regarding weekly rankings. RAC members may provide additional insight, but if he/she becomes uncomfortable or is not able to fully address the questions asked he/she can refer the inquiries to the national committee representatives/regional sport chair.

WHEN: Periodically.

TIME COMMITMENT: Minimal.

8. Confidentiality.

Confidentiality is paramount in all committee matters. The regional advisory committee chair should be the individual to respond to any inquiries about rankings procedures and outcomes. Individual or committee voting records shall remain confidential. Any decision reached by the RAC is a group matter, not a reflection of how the “others” voted. Committee members are expected to remain unified on all issues even though there may be individuals in the minority.

9. Impartiality.

RAC members are representatives of his/her conference and must therefore represent all institutions in that conference, not only his/her institution.



Contacting NCAA Academic and Membership Affairs Staff



Division III
DISCOVER | DEVELOP | DEDICATE

DIVISION III INTERPRETIVE AND WAIVER REQUESTS

Requests/Self-Reports Online (RSRO)

Member institutions and conferences should use RSRO for interpretive and waiver assistance from the NCAA Academic and Membership Affairs (AMA) staff.

Instructions for Submitting an Interpretation or Waiver Request Through RSRO:

- 1 Go to the following website: www.NCAA.org.
- 2 Select “My Apps” in the top right corner.
- 3 On the My Apps page, log in and click on Requests/Self-Reports Online*.
- 4 Click on Request or Self-Report.
- 5 Select Interpretation Request from the drop-down menu to begin your interpretive request.
 - ▶ When completing this section, only select “urgent” if an interpretation is needed within the next two business days.
- 6 Select Legislative Relief Waiver (or a different type of waiver) from the drop-down menu to begin your waiver request.

If you have questions or have difficulty submitting your interpretation or waiver request, send an email with details of your issue to rsro@ncaa.org. If applicable, please include the case number in your email.

*If RSRO does not appear on the My Apps tab, contact your institutional Single-Source Sign-On administrator (e.g., your athletics director) to discuss whether you should have the application added to your privileges.

NCAA Division III Emergency Phone Line

If an institution or conference has an emergency interpretive or waiver request (e.g., bus leaves this afternoon, PSA plans to depart tonight for an official visit) and does not have sufficient time to submit the request via RSRO, call 317-917-6003 and leave a detailed voicemail (e.g., name, institution, office and/or cellphone number, details of request). The voice mailbox is monitored from 9 a.m. to 5 p.m. Eastern time Monday through Friday. Messages left outside those hours will be returned the next business day.



NCAA Customer Service Center

Current student-athletes, prospective student-athletes, parents and members of the general public who have legislative questions should contact the customer service center. This line is not intended for college coaches or administrators.

CUSTOMER SERVICE HOURS AND LEGISLATIVE LINE:

10 a.m. to 5 p.m. Eastern time, Monday through Friday
U.S. and international callers – 317-917-6008

Conference	Staff Liaison
Allegheny Mountain Collegiate Conference	Becca Trovato
American Rivers Conference	Becca Trovato
American Southwest Conference	Sarah Turner
Atlantic East Conference	Sarah Turner
Centennial Conference	Becca Trovato
City University of New York Athletic Conference	Sarah Turner
Coast-To-Coast Athletic Conference	Leilani Hubbard
College Conference of Illinois and Wisconsin	Becca Trovato
Collegiate Conference of the South	Brittany Higgins
Commonwealth Coast Conference	Becca Trovato
Empire 8	Brittany Higgins
Great Northeast Athletic Conference	Leilani Hubbard
Heartland Collegiate Athletic Conference	Julie Zike
Landmark Conference	Sarah Turner
Liberty League	Becca Trovato
Little East Conference	Brittany Higgins
Massachusetts State Collegiate Athletic Conference	Corey Berg
Michigan Intercollegiate Athletic Association	Sarah Turner
Middle Atlantic Conferences	Brittany Higgins
Midwest Conference	Julie Zike
Minnesota Intercollegiate Athletic Conference	Corey Berg
New England Small College Athletic Conference	Julie Zike
New England Women's and Men's Athletics Conference	Sarah Turner
New Jersey Athletic Conference	Julie Zike
North Atlantic Conference	Brittany Higgins
North Coast Athletic Conference	Julie Zike
Northern Athletics Collegiate Conference	Julie Zike
Northwest Conference	Becca Trovato
Ohio Athletic Conference	Corey Berg
Old Dominion Athletic Conference	Corey Berg
Presidents' Athletic Conference	Brittany Higgins
Skyline Conference	Becca Trovato
Southern Athletic Association	Brittany Higgins
Southern California Intercollegiate Athletic Conference	Sarah Turner
Southern Collegiate Athletic Conference	Sarah Turner
St. Louis Intercollegiate Athletic Conference	Corey Berg
State University of New York Athletic Conference	Brittany Higgins
United East	Leilani Hubbard

University Athletic Association	Corey Berg
Upper Midwest Athletic Conference	Julie Zike
USA South Athletic Conference	Becca Trovato
Wisconsin Intercollegiate Athletic Conference	Brittany Higgins

NCAA DIVISION III ANNUAL LIST OF REQUIRED FORMS AND ACTIONS FOR CONFERENCES

Form	Description	Who Signs or Is Responsible	Destination	Due Date	NCAA Contact
Championships					
<u>Automatic Qualification Form</u>	Conferences eligible for automatic qualification for future championships are required to submit an automatic qualification form for all seasons.	Conference Staff	NCAA national office via the <u>NCAA Championships Bid and Profile System</u>	February 1 <i>For the following academic year.</i>	Laura Peterson <u>lpeterson@ncaa.org</u>
<u>Notification of Conference Automatic Qualifier Form</u>	Conferences eligible for automatic qualification are required to submit the form immediately after awarding the conference automatic qualification representative.	Conference Staff	NCAA national office via the <u>Automatic Qualification Notification Form</u>	Immediately after awarding the conference representative.	Laura Peterson <u>lpeterson@ncaa.org</u>
<u>Regional Advisory Committees Appointments</u>	Conferences are responsible for appointing members to the Regional Advisory Committees.	Conference Staff	NCAA national office via the <u>Regional Advisory Committee Master Roster</u>	August 1	Laura Peterson <u>lpeterson@ncaa.org</u>

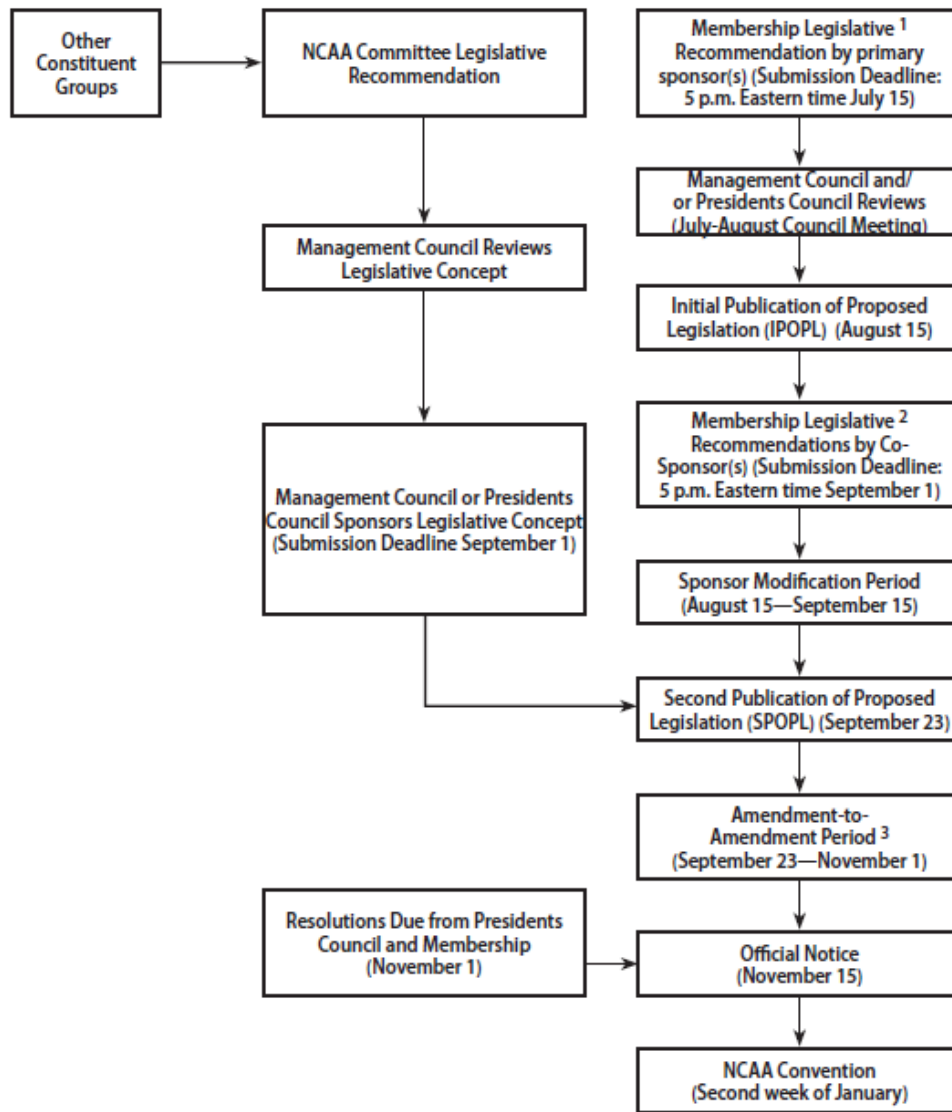
NCAA DIVISION III ANNUAL LIST OF REQUIRED FORMS AND ACTIONS FOR CONFERENCES

Form	Description	Who Signs or Is Responsible	Destination	Due Date	NCAA Contact
General					
Membership Dues	Multi-sport and single-sport conferences are invoiced via email annually.	Conference Staff	NCAA national office	September 1 <i>Cannot vote at NCAA Convention if membership dues have not been paid.</i>	Sharon Kincaid skincaid@ncaa.org
<u>NCAA Convention Attendance and Assignment of Delegate</u>	Annual Association-wide meeting of all NCAA member institutions and conferences to discuss pertinent issues and vote on legislation.	Conference Commissioner	NCAA national office	January Dates vary. <i>Delegates may not vote if membership dues have not been paid.</i>	Eric Hartung ehartung@ncaa.org
<u>NCAA Directory</u>	Conferences should update directory contact information as personnel changes take place to keep the conference's page current.	Conference Staff	NCAA national office via the NCAA website (<u>My Apps</u>)	As needed	Sadie Martinez smartinez@ncaa.org
<u>Sports Sponsorship and Demographic Report</u>	Conferences must update contact information for administrators. They must report member institutions for the upcoming academic year. Conference office citizenship and ethnicity information is collected.	Conference Staff	NCAA national office via the NCAA website (<u>My Apps</u>)	July 26 (Due date may vary slightly each year)	Sadie Martinez smartinez@ncaa.org Keke Liu kliu@ncaa.org

NCAA DIVISION III ANNUAL LIST OF REQUIRED FORMS AND ACTIONS FOR CONFERENCES					
Form	Description	Who Signs or Is Responsible	Destination	Due Date	NCAA Contact
Strategic Initiatives Conference Grant Program	An annual allocation to conferences and the Association of Division III Independents to administer educational programs and services that best meet local needs in support of the Division III strategic plan.	Conference Commissioner	Division III Conference Grant App	Annual Timeline of Key Dates	Ali Spungen aspungen@ncaa.org

FIGURE 5-1

NCAA Division III Legislative Process



¹ Per NCAA Constitution 5.3.4.1-(b) and -(c), legislative recommendations from the membership may be sponsored by 20 or more active member institutions with voting privileges or two or more voting member conferences. Per Constitution 5.3.5.3.1.1, at least one of the sponsors of a conference-sponsored amendment or at least 10 of the 20 individual institution sponsors must meet the deadline of 5 p.m. Eastern time July 15.

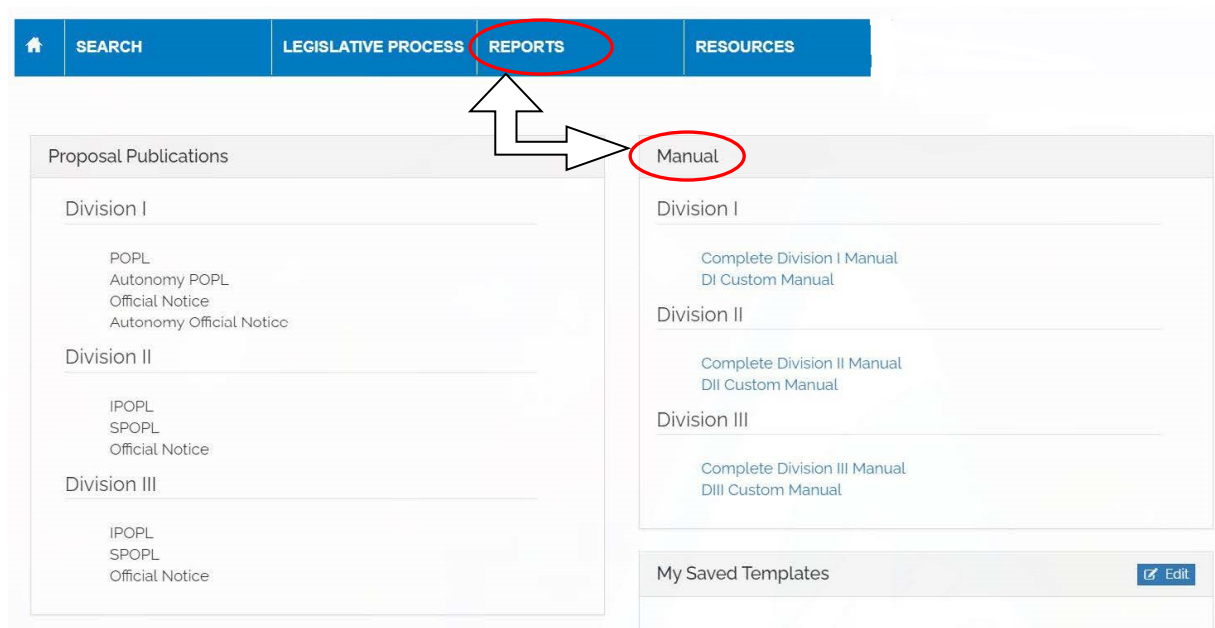
² Per Constitution 5.3.5.3.1.1, the second co-sponsor of a conference-sponsored amendment or the additional 10 individual institutions must meet the deadline of 5 p.m. Eastern time September 1 or the amendment will be automatically withdrawn.

³ Per Constitution 5.3.4.2, an amendment to an amendment may be sponsored by the Management Council, Presidents Council, 20 or more active member institutions with voting privileges or two or more voting member conferences.

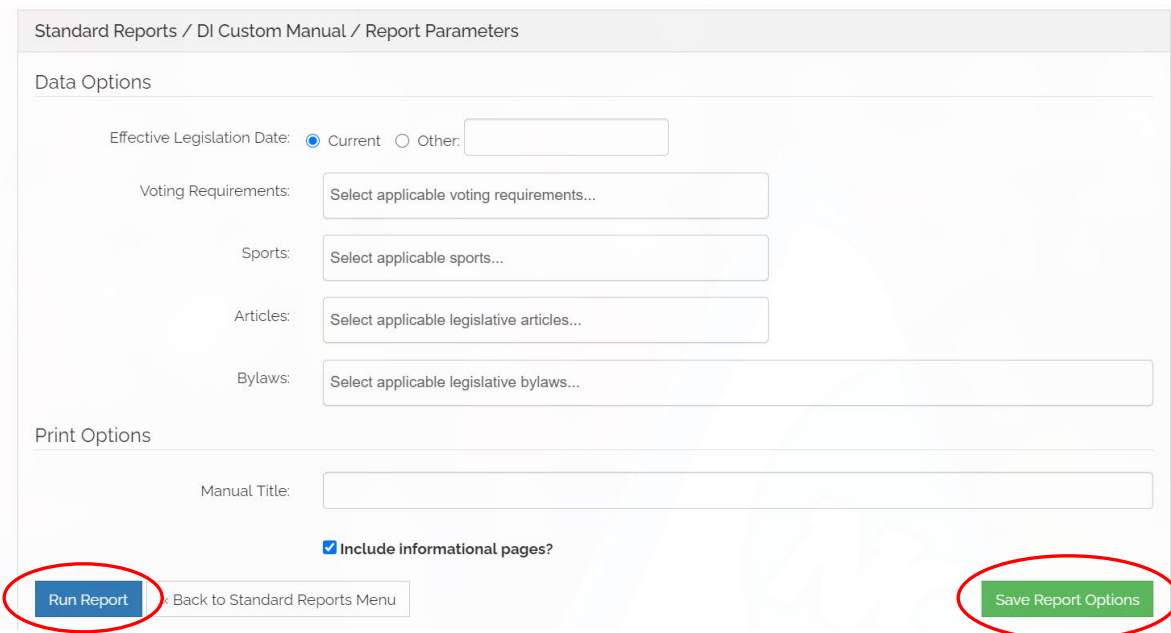


How to Generate NCAA Manuals in LSDBi

1. Sign into LSDBi, using NCAA Applications or click: <https://web3.ncaa.org/lsdbi/>.
2. Select the “Reports” heading and the desired division in the Manual section.



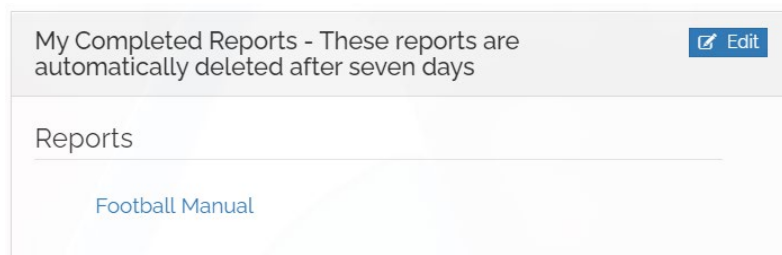
3. Selecting the “Complete Division Manual” option will produce the complete manual for the active legislative year. The new legislative year begins August 1.
4. Selecting the “Custom Manual” option allows the user to set specific report parameters (e.g., effective legislation date, sport-specific). Edit desired data and print options. [Note: If no data options are selected, the entire manual will be generated.]



5. Users can save their custom manual by clicking the green “Save Report Options” button in the lower right corner of the page. [Note: Saved reports will be displayed in the My Saved Manuals area of the Reports page.]
6. To run the report, click the blue “Run Report” button in the lower left corner of the page.
7. After running the report, the user will receive a message that “Your report is being processed. An email will be sent and ‘New’ will appear in the Reports tab above when it is ready.”



8. Click on the “Reports” tab after “New” appears. A new report section will appear with the requested report.



DIVISION III REQUIREMENTS

Division III schools provide an integrated environment focusing on academic success while offering a competitive athletics environment. Division III rules minimize potential conflicts between athletics and academics and focus on regional in-season and conference play to maximize academic, co-curricular and extracurricular opportunities. While Division III schools do not offer athletics scholarships, 80% of Division III student-athletes receive some form of merit or need-based financial aid.

While Division III schools set their own admissions and academic requirements, **international student-athletes** (first-year students and transfers) who initially enroll full time

at a Division III school on or after Aug. 1, 2023, are required to complete an Amateurism-Only Certification account. See the Amateurism section below for more information on the Amateurism-Only Certification account, which does not include an academic certification. Contact the Division III school you plan to attend for more information about its academic requirements.



DIVISION III
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AMATEURISM

When you register for an Academic and Amateurism or Amateurism-Only Certification account with the NCAA Eligibility Center, you will be asked a series of questions about your **sports participation** to determine your amateur status. In some instances, the Eligibility Center staff may need to gather additional information to evaluate your amateur status.

ISSUES REVIEWED AS PART OF THE AMATEURISM CERTIFICATION PROCESS

- » Delaying your full-time collegiate enrollment to participate in organized competition.
- » Playing with professionals.
- » Signing a contract with a professional team.
- » Participating in tryouts or practices with a professional team.
- » Receiving payment or preferential treatment/benefits for playing sports.
- » Receiving prize money.
- » Receiving benefits from an agent or prospective agent.
- » Involvement with a recruiting service.

REQUESTING FINAL AMATEURISM CERTIFICATION

College-bound student-athletes enrolling for the first time at an NCAA Division I or II school and international students enrolling for the first time at a Division III school must **request their final amateurism certification** before being eligible to compete. (This includes transfers from junior colleges, National Association of Intercollegiate Athletics, international schools or transfers from a Division I, II or III school to a school in a different division. **See page 13** to determine the right Eligibility Center account for your circumstances.) Students must request their final amateurism certification through their Eligibility Center account; the Eligibility Center staff cannot finalize your amateurism certification without your request. **Note:** You can request your final amateurism certification even if other tasks are still open in your account. When you can request your final amateurism certification depends on when you are starting at a Division I, II or III school:

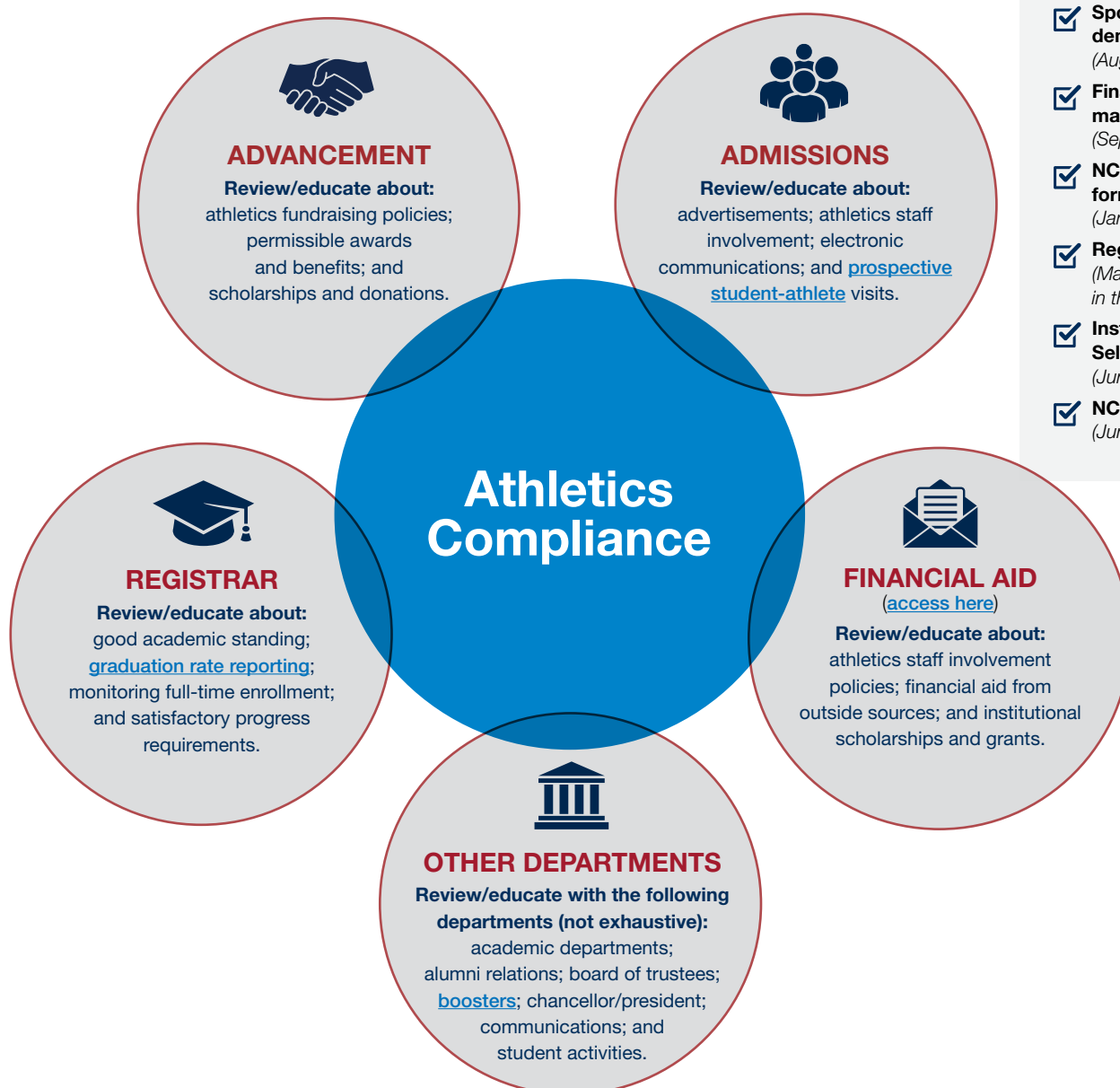
Fall Enrollment: If you are enrolling at a Division I, II or III school for the fall semester, you may request a final amateurism decision on or after April 1 before your enrollment at an NCAA school.

Winter/Spring Enrollment: If you are enrolling at a Division I, II or III school for the spring semester, you may request a final amateurism decision on or after Oct. 1 before your enrollment at an NCAA school.

Staying Compliant with Division III Rules

This resource is intended to facilitate communication between the intercollegiate athletics department and all campus constituencies (e.g., admissions, advancement, financial aid, registrar, etc.) with a role in the institution's athletics compliance process. Institutions that engage in frequent cross-campus conversations will improve compliance with NCAA Division III legislation.

The graphic below shows the departments that the athletics compliance administrator should meet with throughout the year and suggested educational topics to discuss. Links to most frequently violated rules, the infractions process and resources are also provided. The goal is to educate the campus community and promote NCAA compliance.



Enforcement trends and processes

[Resources](#)
[Infractions process](#)

NCAA Division III annual list of required forms and due dates [\(access here\)](#)

- ☒ **Sport sponsorship and demographic form**
(August 1)
- ☒ **Financial aid report — mandatory**
(September 15)
- ☒ **NCAA financial reporting form — voluntary**
(January 15)
- ☒ **Regional Rules Seminars**
(May and June — once in three years)
- ☒ **Institutional Self-Study Guide**
(June 1 — once in five years)
- ☒ **NCAA graduation rates**
(June 1)

Social Media Use in Division III Recruiting

You may, at any time, **take actions of approval** on social media content created by users of the platform. For example, content created by:

- Prospects and their families
- Club/HS teams and coaches
- Outside groups

ACTIONS OF APPROVAL DO NOT GENERATE CONTENT, WHICH IS WHY THEY ARE PERMISSIBLE AT ANY TIME.

Commenting, tagging or otherwise linking the prospect to a social media post generates content, and that content is governed by the electronic transmissions and publicity legislation. That means:

BEFORE DEPOSIT AND JAN. 1

Limited to private communication and actions of approval.

AFTER DEPOSIT AND BEFORE JAN. 1

May announce the prospect's commitment with a post, picture and general information but may not tag/link them to the post.

AFTER DEPOSIT AND JAN. 1

No restrictions on social media interaction.

WHAT ACCOUNTS ARE SUBJECT TO DIII SOCIAL MEDIA REGULATIONS?

ATHLETICS DEPARTMENTS

Official athletics department accounts are subject to DIII social media regulations.

TEAMS

Team accounts, and unofficial accounts representing an institution's team, are subject to DIII social media regulations.

COACHES

A coach's personal social media account is subject to DIII social media regulations.

STUDENT-ATHLETES

Generally, peer-to-peer interactions are not subject to DIII social media regulations. However, if the SA is instructed to reach out to the prospect for the purposes of recruitment, their account must follow the regulations.

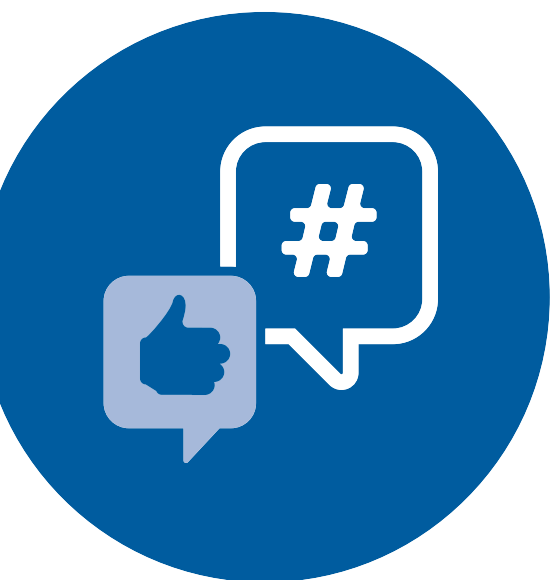
NON-ATHLETICS INSTITUTIONAL ACCOUNTS

May interact with prospects on social media without restriction, as long as they are not directed to do so by athletics and they interact similarly with all prospective students.










SOCIAL MEDIA AND VISITS TO CAMPUS

PSAs can take pictures during their visits to your institution and post those photos to social media at any time. And while you cannot direct the PSA to post the pictures, you can interact with the posts as permitted by the public communications timeline.

**SIMPLY PUT:
TAP, DON'T TYPE IF IT
IS BEFORE JAN. 1 AND
FINANCIAL DEPOSIT.**



WHAT IS OR ISN'T PERMISSIBLE BEFORE JAN. 1 AND FINANCIAL DEPOSIT?

		
 FACEBOOK	<ul style="list-style-type: none"> • Send/accept a friend request to or from PSA. • Utilize private messenger/chat function. • Like a status, photo or post. • Share a post (without comment). 	<ul style="list-style-type: none"> • Post on PSA's wall. • Comment on a status, photo or post. • Utilize a group messenger/chat function.
 TWITTER	<ul style="list-style-type: none"> • PSA can follow coach; coach can follow PSA. • Retweet PSA's tweet (without comment). • Favorite PSA's tweet. • Utilize private direct message function. 	<ul style="list-style-type: none"> • Tweet using PSA's Twitter handle (@PSA). • Tag PSA in a post. • Reply to PSA's tweet.
 INSTAGRAM	<ul style="list-style-type: none"> • PSA can follow coach; coach can follow PSA. • Like PSA's photo. 	<ul style="list-style-type: none"> • Tag PSA in a post. • Comment on PSA's photo.
 SNAPCHAT	<ul style="list-style-type: none"> • Send/accept a friend request to or from PSA. • Send and receive snaps (photos/videos). • Utilize private chat function. 	<ul style="list-style-type: none"> • Utilize group snap function. • Utilize group chat function.
 LINKEDIN	<ul style="list-style-type: none"> • Send/accept connection requests to or from PSA. • Utilize private in-message function. • Share PSA's post (without comment). • Like PSA's post. 	<ul style="list-style-type: none"> • Recommend or endorse PSA. • Comment on PSA's post.
 PINTEREST	<ul style="list-style-type: none"> • PSA can follow coach; coach can follow PSA. • Coach can re-pin PSA's post. 	<ul style="list-style-type: none"> • Tag PSA.
 TIKTOK	<ul style="list-style-type: none"> • PSA can follow coach; coach can follow PSA. • Like PSA's post. 	<ul style="list-style-type: none"> • Reply to PSA's post. • Tag PSA in a post.

*Social media is constantly changing, so this chart is also subject to change.
If you are unsure about something, just ask the academic and membership affairs staff.*

Staying Compliant with Financial Aid Requirements

This resource is intended to facilitate communication across all campus constituencies (e.g., director of athletics, director of financial aid, development office, admissions office and athletics compliance) with a role in the institution's financial aid awarding process. The NCAA Division III Financial Aid Committee recommends that Division III institutions engage in these conversations regularly to help ensure compliance with Bylaw 15.

Please have the following resources on hand for all discussions:

- ☐ NCAA Division III Manual – Bylaw 15: Financial Aid
- ☐ Annual Financial Aid School Profile Report
- ☐ Institutional Financial Aid Policies and Procedures
- ☐ Institutional Awards Applications and Descriptions
- ☐ NCAA Division III Financial Aid Reporting Program Policies and Procedures Worksheet

1. Financial aid cannot be granted based on a student-athlete's athletics participation. This means institutions should not consider athletics leadership, ability or performance when formulating a financial aid package. [Bylaw 15.3.1-(a)]

Discussion Questions:

- » Is the financial award based on the student-athlete's financial need?
- » What criteria are used for awarding non-need based aid?
- » Do we have a non-need based award policy?
- » Is there an application process for non-need based awards?
- » Who makes non-need based award decisions and are athletics personnel involved?
- » Are extracurricular activities considered in awarding non-need based aid?
- » Are leadership positions considered in non-need based awards?

» When considering extra curricular activities and leadership positions in awarding non-need based aid, may athletics be a component?

» What criteria are included in our award matrix?

2. Financial aid procedures should be the same for all students. Student-athletes and non-athletes should be treated the same. [Bylaw 15.3.1-(b)]

Discussion Questions:

- » What methods are used to determine financial need for need-based aid?
- » Is there a policy directing the proportion of financial need that will be met by institutional gift aid?
- » What are our policies and procedures for awarding non-need based aid and do they differ for any student subpopulation?
- » What policies and procedures inform our award matrix?
- » How do our policies and procedures remove athletics from consideration in the admissions rating system before a financial aid award?

3. The financial aid packages for student-athletes should resemble similar packages offered to nonathletes. [Bylaw 15.3.1-(c)]

Discussion Questions:

- » Do student-athletes appear to receive preferential financial aid packaging?

» Do specific athletics teams appear to benefit from preferential, specific institutional awards or grants?

» What is the percentage of student-athletes in the student body and what percentage of total institutional aid do student-athletes receive?

» Is there a difference in proportion in the amount given to student-athletes when compared to the rest of the student population?

» What considerations do we make when awarding institutional aid?

4. Athletics staff members are not allowed to have any role in determining institutional aid and are not permitted to modify or arrange financial aid packages. [Bylaw 15.3.4]

Discussion Questions:

- » What role do athletics department staff members play in the awarding of financial aid?
- » Are athletics staff members on our financial aid committee?
- » Do we have members of the athletics staff also employed by the admissions department? If so, do employees of the admissions department play a role in the financial aid award process?

For additional resources:

- Contact your conference office
- File an interpretive request in RSRO
- Call the AMA Interpretations Line at 317-917-6003

NCAA Division III

Financial Aid from Outside Sources Analysis

This resource is intended to assist financial aid administrators in reviewing outside aid awards. The NCAA Division III Financial Aid Committee recommends that Division III institutions utilize this document as a first step in ensuring compliance with the financial aid from outside sources legislation (NCAA Division III Bylaw 15.1.2.2.), which allows student-athletes to receive

financial aid from an outside source that considers athletics provided certain criteria are met. For additional financial aid resources please contact your athletics department or conference office, file an interpretive request in Requests-Self Reports Online (RSRO) or call the Academic and Membership Affairs (AMA) Interpretations Line at 317/917-6003.

Start here and work your way down the page to determine if the outside aid you are examining meets the requirements of Bylaw 15.1.2.2.

- Does the award limit the recipient to attend your institution only?
- Does the donor of the award have a direct connection with your institution?
- Can the award be made on more than one occasion?



If NO to all...

The award is **PERMISSIBLE**

If YES to any...

Was athletics participation, leadership, ability or performance considered in the determination of the award recipient?



If NO...

Receipt of the award would be **PERMISSIBLE**

If YES...

Receipt of the award would be **IMPERMISSIBLE**

TERMS TO KNOW

Direct Connection: A direct connection is present when the donor of an outside award is also a representative of athletics interest (*NCAA Bylaw 13.02.9*) for the institution the recipient plans on attending.

Donor: The individual or entity funding the outside scholarship.

Multi-Year Disbursement: It is permissible for outside financial aid (where athletics is considered) to be disbursed over multiple years provided the award is made on one occasion only. For example, a student-athlete receives a \$5,000 scholarship that is renewable each year until he/she graduates. There are no renewal criteria and the student-athlete does not have to do anything to continue to receive the scholarship each year. In total, he/she receives \$20,000 from this organization.



NCAA DIVISION III INFRACTIONS PROCESS

RULE CREATION

WHO DOES IT

- ❖ Divisional leadership with assistance from membership committees

WHAT IT DOES

- ❖ NCAA members propose, consider and adopt rules to uphold the values and protect the integrity of college sports

ENFORCEMENT

WHO IT IS

- ❖ NCAA national office staff, including former coaches, campus administrators, compliance officers, college athletes, attorneys and more

WHAT IT DOES

- ❖ Monitors information regarding potential violations
- ❖ Investigates potential threats to college sports
- ❖ Processes less serious violations (secondary) without an investigation
- ❖ Provides notice of alleged violations
- ❖ Presents cases to Committee on Infractions

COMMITTEE ON INFRACTIONS

WHO IT IS

- ❖ Qualified representatives from member schools, conferences and the public, including faculty athletics representatives, senior women's administrators, compliance directors, a member of the Division II Management Council and more

WHAT IT DOES

- ❖ Reviews information from the school and involved individuals
- ❖ Conducts hearings
- ❖ Resolves factual disputes
- ❖ Concludes whether violations occurred
- ❖ Prescribes appropriate penalties
- ❖ Issues written decision

INFRACTIONS APPEALS COMMITTEE

WHO IT IS

- ❖ Qualified representatives from member schools, conferences and the public, including university and athletics administrators

WHAT IT DOES

- ❖ If school or individual appeals, reviews initial Committee on Infractions decision
- ❖ Conducts hearings
- ❖ Determines if Committee on Infractions decision should be affirmed or reversed
- ❖ Provides final word on violation and penalties

MONITORING

WHO DOES IT

- ❖ Committee on Infractions

WHAT IT DOES

- ❖ Reviews annual compliance reports from school
- ❖ Analyzes compliance with penalties and requirements
- ❖ Requests follow-up information, if needed
- ❖ Restores full membership rights at conclusion of probation

The NCAA Division III infractions process begins with rules proposed, considered and adopted by NCAA members. These rules focus on eligibility, recruiting, academic performance, playing and practice seasons, scholarships, and extra benefits. In Division III, violations of these rules can either be considered major or secondary. When a school or a college athlete violates a rule, the NCAA enforcement staff investigates, provides notice of potential violations to schools and involved individuals, and presents information about potential major violations to the Committee on Infractions. Generally, the enforcement staff and conferences handle secondary violations. Then, the COI considers the facts of the case and the positions of all parties. Members of a COI deliberate, conclude if violations occurred, prescribe appropriate penalties, then issue a written decision. That decision can be reviewed by the Infractions Appeals Committee if a school or involved individual does not agree with the COI's findings, conclusions or penalties. If the COI prescribes probation and/or penalties, the COI reviews annual reports to ensure that the school completes all requirements.



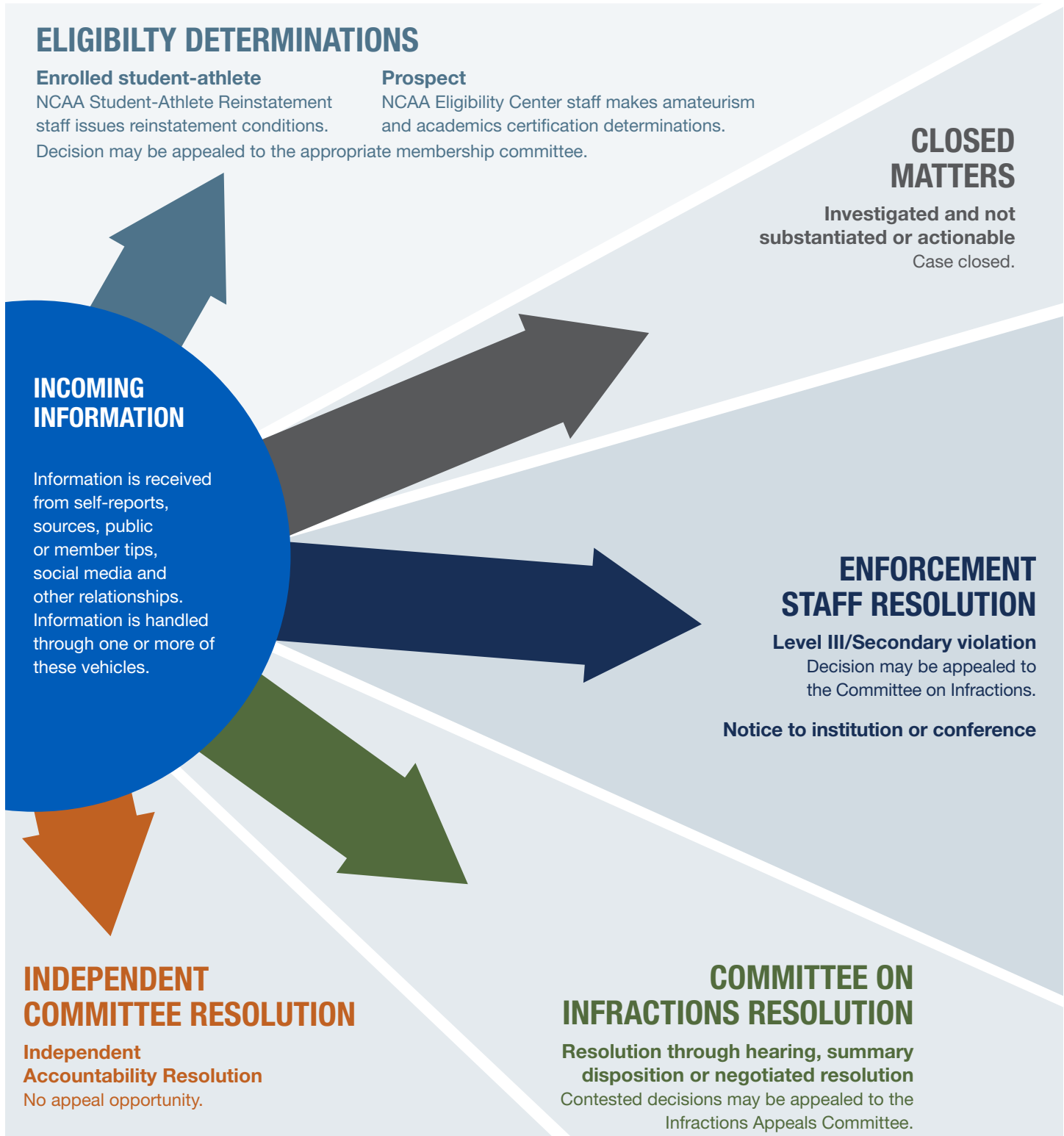
Paths for Handling Potential Violations



Information about potential rule violations is reported to the enforcement staff by many sources.

Some of that information is not credible or specific enough to open an investigation, and other information suggests a violation may have occurred. When credible information is received, either the enforcement staff begins investigating or it is handled outside the infractions process.

As an investigation evolves, there are at least five paths an incoming piece of information might take. Some cases may involve more than one of the resolution paths listed below.





F.A.C.T. INVESTIGATIONS

FAIR • ACCURATE • COLLABORATIVE • TIMELY

The enforcement staff supports schools and individuals who play by the rules and are committed to integrity. NCAA investigations protect the common interests of schools and the Association's enduring values. When potential violations are discovered, schools and individuals are obliged to cooperate by disclosing all relevant information to enforcement staff or committee representatives.

BYLAWS

NCAA members propose and adopt bylaws.

INVESTIGATION & PROCESSING

The enforcement staff investigates alleged violations of those bylaws and presents its findings to the Committee on Infractions (COI).

OUTCOME & APPEAL

The COI, made up of qualified individuals from NCAA schools and the public, concludes whether violations occurred and whether penalties are appropriate. The COI decision is reviewed by the Infractions Appeals Committee, also made up of qualified individuals from NCAA schools and the public.



COMPLIANCE

Each NCAA school has an obligation to monitor and control its athletics programs, its representatives and its student-athletes to assure compliance with the Constitution and bylaws of the Association.

NON-COMPLIANCE

Each NCAA school has an obligation to report all instances of noncompliance to the Association in a timely manner.

EXEMPLARY COOPERATION

Exemplary cooperation by an NCAA school or involved individual may be a mitigating factor when determining any penalties. Exemplary cooperation may include identifying individuals, documents and other information pertinent to the investigation; expending institutional resources to expedite a thorough and fair collection and disclosure of information; or bringing additional violations to the attention of the enforcement staff.

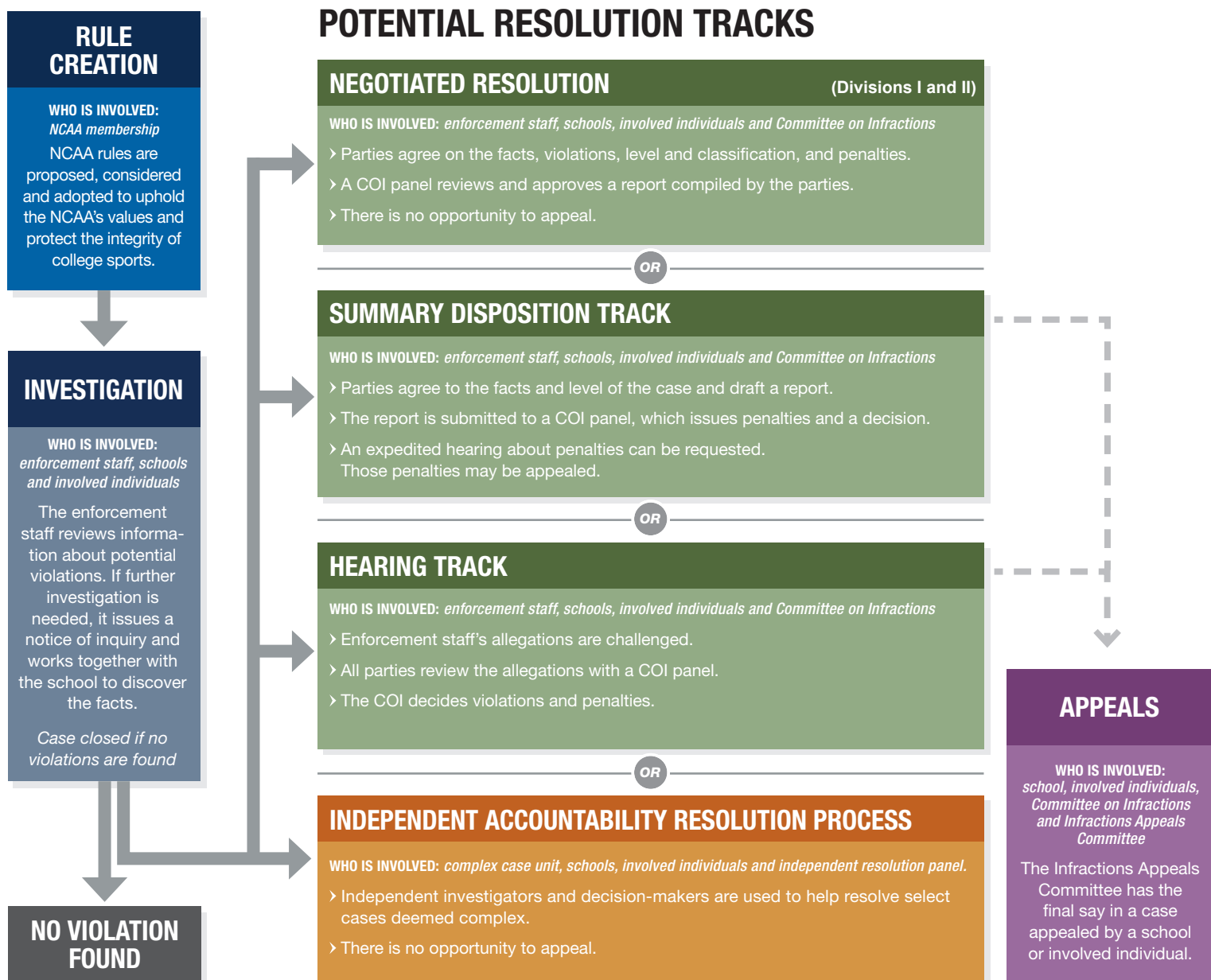
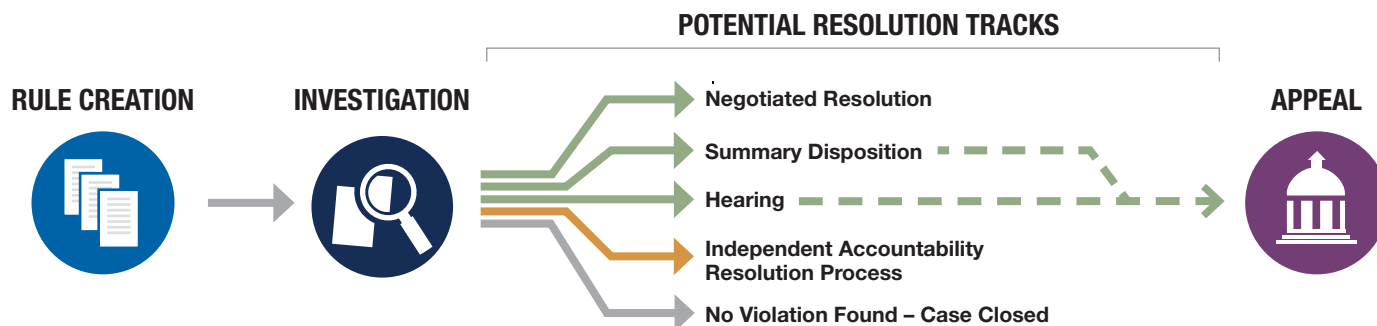
FAILURE TO COOPERATE

Failing to cooperate with the NCAA enforcement staff, Committee on Infractions (COI) or Infractions Appeals Committee may result in an independent allegation and be considered an aggravating factor when determining any penalties. Institutional representatives or involved individuals may be asked to appear before a hearing panel of the COI at the time the allegation is considered.

Infractions Process Overview



The infractions process is designed to ensure fair play and integrity among NCAA schools. Here is a look at how the process works and the options available to reach a fair resolution.





NATIONAL OFFICE ENFORCEMENT STAFF INFRACTIONS PROCESS

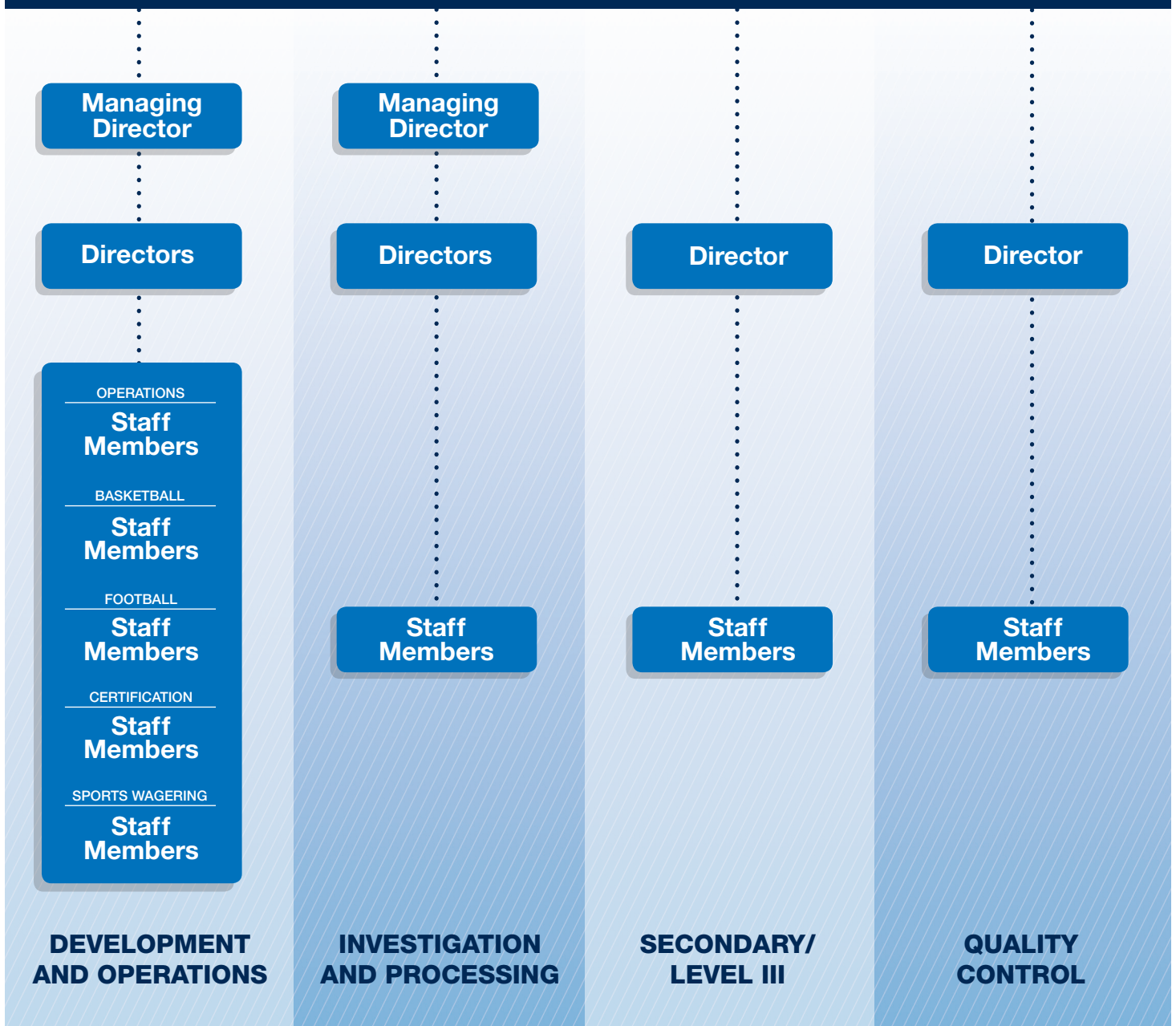
The NCAA enforcement staff is divided into specialty teams shown below. The **development and operations staff** provides sport-specific subject matter expertise in football, basketball, track and field, and baseball. It also reviews potential violations, complementing the **investigation and processing staff** in determining the facts of a case and whether to bring formal allegations.

Staff members in the **secondary/Level III group** process thousands of infractions reported each year by member schools. The **quality control group** works with all the teams to ensure procedural compliance, consistent decisions and accurate collection of data.

Many members of the enforcement staff are attorneys with varied backgrounds in criminal law, civil practice or government service. Many also are former student-athletes, high school coaches, college coaches, professional coaches, compliance officers or athletics administrators.

Each member receives intense orientation when hired and continual training on rules, interview skills and other professional development. The enforcement department strives to attract, hire and train mature staff members who will provide excellent and efficient service to NCAA member schools.

Vice President of Enforcement





Student-Athlete Reinstatement Process

An institution submits a case to the student-athlete reinstatement (SAR) staff when it:

- (1) declares a current or prospective student-athlete ineligible due to a violation affecting eligibility; or
- (2) determines a specific waiver is needed.

In all cases, the SAR staff and committees subscribe to the students-first philosophy; attempt to place student-athletes back in the position they were prior to a violation occurring while also evaluating culpability; and review the totality of circumstances to render an outcome that considers student-athlete well-being and fairness. Here is an overview of the SAR process.

SAR CASE TYPES

Violations affecting student-athlete's eligibility (Bylaws 10-17)

Student-athlete unable to use four seasons of competition/participation within five-year/10-semester/15-quarter period of eligibility

- Extension of Eligibility Waiver
- Athletics Activity Waiver (Division I)

Student-athlete competes/participates limitedly during a season of competition/participation

- Hardship Waiver Appeal
 - Hardship Waiver (Independent Institutions)
- Season of competition/participation waiver—competition while eligible/ineligible

Pre-Enrollment Amateurism Certification Process

SAR PROCESS



Institution determines waiver is necessary or violation affecting eligibility has occurred.



Institution submits case with required documentation to SAR staff.



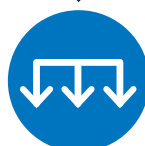
Case assigned to SAR staff member who collaborates with institution to resolve questions and obtain additional information, if necessary.



SAR staff reviews case and considers legislation, committee guidelines, policies and procedures, case precedent, asserted mitigation, and other relevant information.



SAR staff issues decision to institution.

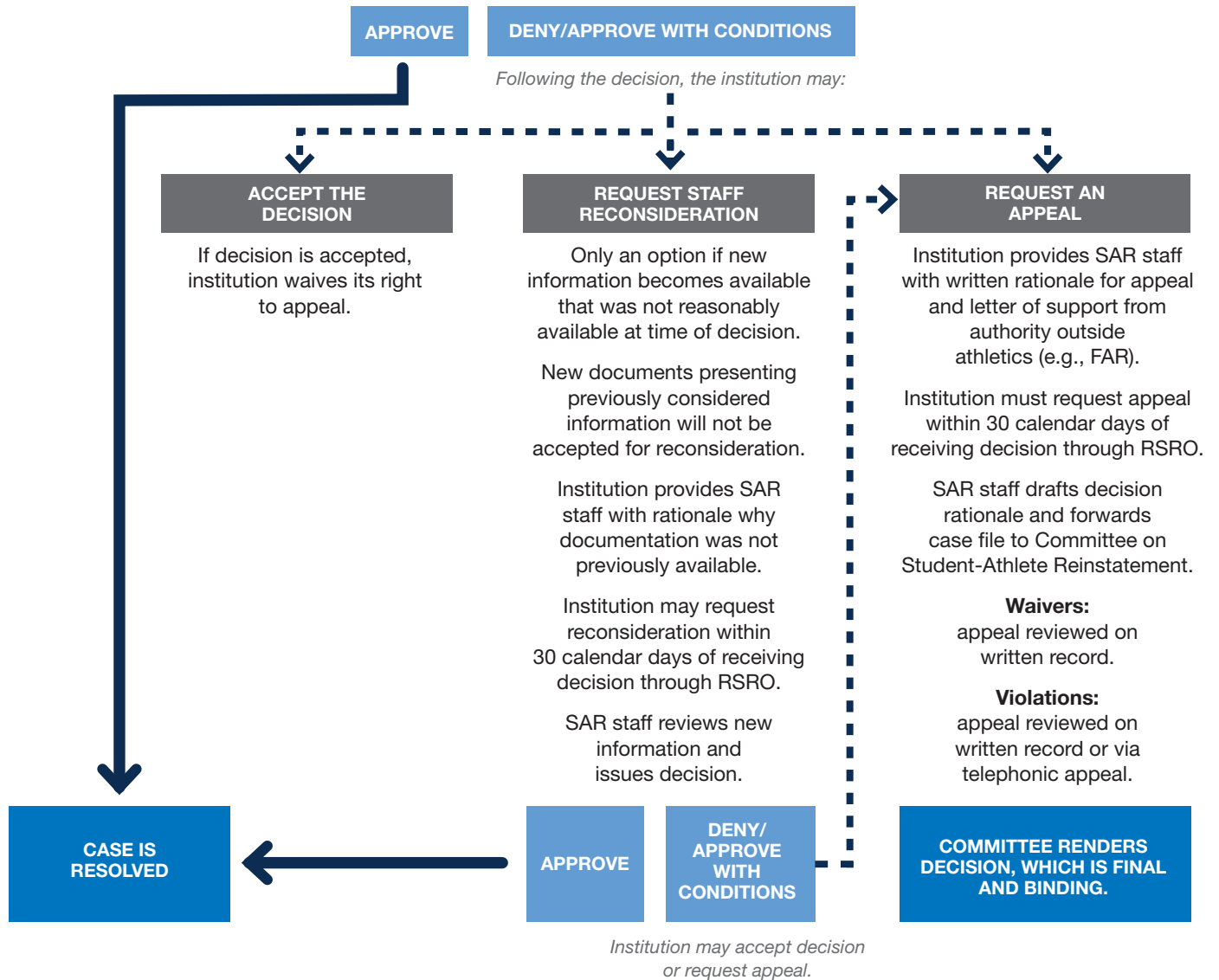


Institution may accept staff decision, request reconsideration or request appeal.

(See appeal section on next page)

Student-Athlete Reinstatement Process continued

DECISION IS MADE



COMMITTEE COMPOSITION



5

MEMBERS

The Divisions I, II and III Committees for Student-Athlete Reinstatement are each comprised of five members from divisional institutions and conferences, and one Student-Athlete Advisory Committee representative.

DON'T FORGET!

- Include case-specific signed Buckley statement.
- Include student-athlete's written statement.
- "Urgent" means pending competition within 10 days.
- Resolve all interpretive issues prior to submission.
- Call SAR staff with questions: 317-917-6222.

DISCLAIMER: Please note, this document is intended as a general process overview and is not inclusive of all SAR policies and procedures. Please see [ncaa.org/compliance/reinstatement/student-athlete-reinstatement](https://www.ncaa.org/compliance/reinstatement/student-athlete-reinstatement) for additional information.



DIVISION III
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Strategic Initiatives Conference Grant Program POLICIES AND PROCEDURES

(Revised November 2023)

All grant related resources are available at the
[Division III Strategic Initiatives Grant Program homepage](#)

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Note: Highlighted items indicated language that has been added or amended since the previous policy update (August 2022)

The NCAA Division III Strategic Initiatives Conference Grant Program allocates funds to all NCAA Division III voting conferences and the Association of Division III Independents to encourage collaboration, involvement and accountability among all Division III constituent groups in support of the priorities detailed in the [Division III Strategic Plan](#). The program offers Division III conferences and the Association of Independents the opportunity to advance Division III priorities in ways most meaningful at the local level. Presidential oversight and accountability with the process and budget allocations, consistent with the legislated leadership role of presidents within conference governance, is paramount.

Goals of the Grant Program:

1. Make efficient use of national resources to serve local needs and realize Division III strategic priorities.
2. Encourage broad-based strategic initiative participation and collaboration between conference constituents.

General Overview of Tiers:

The funding for this grant program consists of primary tiers, and an administrative stipend. A summary of the four primary tiers is provided here, with specific funding usage instructions for each tier provided in a later portion of this policies and procedures guide.

Flexibility is provided in Tiers One, Two and Three. Conferences may use Tier One funds on any preapproved Tier Two or Tier Three grant expense after all Tier One requirements are met (i.e., at least \$200 per institution is spent on Student-Athlete Advisory Committee (SAAC)).

Unspent Tier Two funds may be spent on preapproved items in Tier Three, and all Tier Three funds need to be spent before using Tier Two funds for Tier Three preapproved expenses.

Tier One – Professional Development, Education and Communication. Conferences are provided funding to support the professional development of designated constituents. There is a list of preapproved constituents and events for this tier. This list is not exhaustive, and approval can be given for other uses. The focus of Tier One is to support administrative advancement for the following constituent groups or events: student-athlete advisory committee (SAAC), compliance and rules seminar education, faculty athletics representative (FAR) enhancement, senior woman administrator (SWA) enhancement, sports information director (SID) enhancement, athletics direct report (ADR) enhancement, athletic trainers enhancement, ethnic Black, Indigenous, People of Color (BIPOC) enhancement and conference office travel. Conferences are expected, not required unless noted, to support most of these constituent groups on an annual basis; exceptions are described in the Tier One policy section of this guide. Conferences may request approval to send designated constituents to events beyond the preapproved list by making such request to the grant administrator at the NCAA national office. Tier One policies allow conference offices to spend up to 25 percent of Tier One annual funding within the category of conference office travel.

Tier Two – Social Responsibility and Integration. includes these core values or initiatives:

1. Student-Athlete Well-Being/Community Service;
2. Integrity and Sportsmanship;
3. Diversity, Equity and Inclusion; and
4. Academic Experiences
5. Identity and Integration Activities.

In satisfying Tier Two, funds may be used for conference-wide programming or provided directly to institutions. The Identity and Integration Activity is not a required initiative (though that initiative remains a permissible use of Tier Two funds).

Tier Three – Quality of the Participation Experience. Tier Three includes a series of optional strategic enhancements (technology, officiating improvement, athletics training/sports medicine and nutrition, promotions and marketing/Division III Branding and Promotions, championships enhancements and professional development). Conferences also may use Tier Three funds on permissible Tier One or Tier Two initiatives, or any other initiative that can be justified by the Division III Strategic Plan. In addition, coaching related professional development may be funded using Tier Three.

Tier Four – Diversity, Equity and Inclusion. Tier Four funds are meant to support the division’s strategic priority of diversity, equity and inclusion at the conference and/or institutional level. Each conference will annually receive \$24,000 in Tier Four. This additional funding will provide conferences and their member institutions with financial assistance to support the division’s strategic priority of diversity, equity and inclusion.

Administrative Stipend (Tier Five, previously Tier Four). Conferences are provided with an administrative stipend to offset the costs of grant program administration including coordination of the annual required third-party review. Conferences may choose to contract out the grant administration or manage the program with existing staff. This administrative stipend is listed under “Tier Five” within the grant reporting system; however, reporting on how the administrative stipend was used is not required. Sample grant administrator duties may be accessed on the [Division III Strategic Initiatives Grant Program homepage](#).

Overall Grant Program Policies and Procedures:

1. This program was formally approved by the governance structure and endorsed by the Division III Commissioner's Association in 2005 and launched in 2006-07. Grant allocations and policies are reviewed annually by the NCAA Division III Strategic Planning and Finance Committee, which includes representation from the Division III Commissioner's Association.
2. Currently, conferences are allocated between \$84,000 to \$140,000 annually based on the number of active conference members.
3. The grant reporting period is August 1 to July 31. Funds must be spent on expenses incurred during the grant reporting period. Eligible expenses are outlined in the General Overview of Tiers.
4. To receive funding, conferences must complete the following annual forms:
 - a. **Impact Form Report – due August 1.** The impact form report describes fund use during the established grant reporting period, and its impact on the conference (including self-certification), which affirms with the commissioner's signature that the conference office will submit a third-party external review by October 15 each year. The annual impact form report is completed through the online conference grant program and can be accessed on the [Division III Strategic Initiatives Grant Program homepage](#). The homepage also contains a detailed online grant program users guide.
 - b. **Requisition Form – due July 15** (in advance of the academic year in which funds will be provided). The Requisition Form affirms that the conference office will accept funds and use them in an appropriate manner. The form also provides verification from the conference office on the number of member institutions the conference will have in the year of grant funding. The annual requisition form is completed through the online conference grant program and can be accessed on the [Division III Strategic Initiatives Grant Program homepage](#). The homepage also contains a detailed online grant program users guide.
 - c. **Third-Party Review Form – due October 15** (following the academic year in which funds were used). The third-party review form provides documentation of a third-party external review of grant fund usage. The current third-party review form may always be accessed on the [Division III Strategic Initiatives Grant Program homepage](#).
5. Conferences should initiate broad-based, conference-wide dialogue to establish the policies governing the distribution of funds and the selection of grant recipients. To acknowledge this broad-based dialogue, upon submission the conference office will be checking a box that indicates that the grant usage has been shared and reviewed by representatives from four different conference constituent groups as chosen by the conference office. These four individuals also will receive an email copy of the final report and will be given two weeks to express any concerns related to that report to the grant administrator at the NCAA national office. This step is taken to ensure that the conference has used a broad-based and inclusive approach in determining grant usage and distribution of funds.
6. In August, the NCAA staff will conduct its standard review of each conference's impact form submitted to the national office, as well as confirm receipt of the conference's requisition form.

Following the NCAA staff review, the Conference Grant Review Subcommittee of the Strategic Planning and Finance Committee will conduct a review of the conference impact forms. At this point, the Subcommittee may deem that a Level Two review is necessary. This assessment may be part of the national office's program to monitor grant funding or may be for cause. If a Level Two assessment is deemed necessary, it would entail the NCAA collecting some of the conference's receipts and other grant related documents for examination and validation. Issues that may trigger a Level Two (for cause) assessment include:

- a. Not submitting the third-party external review by the October 15 deadline;
- b. Inconsistencies between accounting and narrative sections of the Impact Form;
- c. Lack of detail provided in the narrative section of the Impact Form; and
- d. Failure to abide by grant program policy with reported spending.

This list is only a sample and not an exhaustive list.

7. Following the Level Two assessment, a report will be presented to the Conference Grant Review Subcommittee to outline any findings and outstanding questions that may have resulted from the assessment.
8. If a conference allocates, or an institution uses, funds in a manner inconsistent with grant program policy, the Strategic Planning and Finance Committee will take one of four actions, depending on the nature of the fund use:
 - a. Issue a letter indicating a spending inconsistency with the grant policies and procedures. The letter will be sent to the commissioner, conference athletics director and conference president/chancellor that such fund use shall not be permitted in the future;
 - b. Deduct the funds that were used in a manner inconsistent with grant program policies from the conference's next annual grant allocation;
 - c. Require the conference to reimburse the NCAA in an amount equal to the funds that were used in a manner inconsistent with grant program policies. The conference is responsible for this reimbursement; however, it may require the institution to submit funds to the conference; or
 - d. Audit fund use and take other steps as deemed necessary by the staff or committee.
9. The deadline for completion of the Requisition Form is July 15 and the Impact Form (including required signatures) is August 1. The online Impact Form may be accessed on the [Division III Strategic Initiatives Grant Program homepage](#). The homepage also contains a detailed online grant program users guide. The deadline for the annual third-party review form is October 15 each year.
10. Conferences will be provided with a two-day grace period for submitting the online Impact Form before being penalized a late fee of \$500 per week. The fine will be removed from the coming year's administrative portion of the grant.

11. Funds are distributed in mid to late September each year.
12. If a conference has a question about application of grant program policy or permissible use of funds, those questions may be forwarded to Ali Spungen (aspungen@ncaa.org), the grant program administrator, who will apply program precedent in granting approval or submit the question to the Division III Commissioner's Association Conference Grant Subcommittee or to the Division III Strategic Planning and Finance Committee representatives for review.
13. Business Practice Expectations.
 - a. For every check that is distributed, a receipt or document will be kept in the conference office.
 - b. Conference offices will complete and submit a Requisition Form with the annual Impact Form. The Requisition Form affirms that the conference office will accept funds for the coming year and use them in an appropriate manner.
 - c. Conferences must submit an annual third-party external review form not later than October 15. Third-party external reviewers will be independent of the conference's daily operations, accounting and approval processes. Examples of appropriate third-party reviewers are a member institution's business office (that does not handle conference finances directly); chair of the conference's presidential oversight body (e.g., institutional president); the conference's bank; or an outside accounting firm; etc. The current third-party review form may always be accessed on the [Division III Strategic Initiatives Grant Program homepage](#).
 - d. Beginning in 2012, additional Tier Five grant funding has been incrementally added to offset the cost of the annual third-party external review.
14. Resource Allocations.
 - a. Starting in 2024-25, institutions on restricted status will not be taken into account in the determination of the allocation of funds to each conference or as an independent member institution. Provisional, reclassifying, and restricted status members are not taken into account in the determination of the allocation of funds to each conference; however, conferences that have provisional members may choose to share grant resources with those member institutions.
 - b. Conferences with members in two conferences will receive allocations for "half- members" (.5). With the adoption of NCAA Division III Proposal No. 2012-2, there shall not be any new conferences entering into such an arrangement, but relationships existing on or before August 1, 2012, will continue to be honored.
 - c. The Association of Division III Independents will support its current members; as well as independent institutions that are not members of that Association.
 - d. Tier One and Tier Two allocations are based on the number of active member institutions in a conference. Tier Three allocations include an equal-base allocation for all conferences, plus an additional allocation per member institution. All conferences shall receive an equal allocation to support Tier Four and the administrative expense of managing this program including the annual third-party external review with Tier Five.

- e. Because some tiers are flex tiers, funds may be spent as described in any of the outlined Tier policies, which includes any initiative under Tiers One or Two, since these tiers are based on the Division III Strategic Plan.
 - f. Allocations will vary each year based on fluctuating membership numbers and overall grant program budget adjustments.
 - g. No funding will be provided to conferences without active members and any funding left over from previous year must be returned to the NCAA.
15. Unused funds (rollover) must be returned to the NCAA with three exceptions:
- a. Exception One: If the conference has a remaining unused amount of funds amounting to \$300 or less within a particular tier, those dollars will not ‘carry over’ for required usage in the following year. In addition, the conference will not be required to provide a plan for future usage of those dollars, nor will the system flag those dollars for an explanation. Any tier with a carryover of \$301 or more will continue to require an explanation and plan for future usage. A conference may retain any unused funds totaling \$1,000 or less (across all four tiers combined), provided that the conference submits its justification and plans for the future use of the excess funds in the conference’s impact form. This does not require committee approval.
 - b. Exception Two: A conference may retain unused funds in excess of \$1,000 (beyond \$301 in any single tier) provided that the conference submits a detailed plan regarding how the excess funds will be used and the Strategic Planning and Finance Committee approves the plan. Any funds beyond \$1,000 unspent at the end of the subsequent year will need to be returned to the NCAA.
 - c. Exception Three: For unspent Tier One funding, a conference would need to return a minimum of \$1,000 to the NCAA.

Unused funds (rollover) policy may be applied to all Tiers except Tier Five.

Appropriate Usage of Funds Within Each Tier

Tier One – Professional Development, Education and Communication: Specific Spending Requirements and Preapproved Uses

Tier One funds are meant to support administrative professional development.

Tier One funds may be used on any Tier Two or Tier Three initiative or any other initiative justified by the Division III Strategic Plan as long as the required Tier One spend is met.

<p>Student-Athlete Advisory Committee (SAAC).</p> <p>Annual spending is required.</p> <p>Conferences shall spend at least \$200 per member institution in support of the conference SAAC.</p>	<p>Preapproved uses of SAAC funds include:</p> <ol style="list-style-type: none"> 1. Conference SAAC meeting and communication expenses (e.g., travel and meals for student-athletes and advisors). 2. Guest speakers for conference SAAC meetings. 3. Conference SAAC t-shirts. 4. Conference SAAC leadership banquet or retreat. 5. Expenses related to conference SAAC directed community service projects. 6. Conference SAAC website creation and maintenance (including blogs and polling devices). 7. Promotions of conference SAAC initiatives (e.g., sportsmanship giveaways, posters, marketing of National Student-Athlete Day). 8. Conference SAAC logo development. 9. Increasing committee size. 10. Conference SAAC Scholar-Athlete of the Month program. 11. Student or SAAC led initiatives to raise awareness of equity or inclusion issues. 12. Expenses for sending student-athletes to NCAA Convention. 13. Leadership programming for institutional SAAC leaders (e.g., provide campus SAAC officers with 2-3 leadership sessions, then follow-up with a conference-wide session with all campus officers and conference SAAC reps; campus-only SAAC leadership program/seminar.) <p>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</p>
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<p>Compliance and Rules Seminar Education.</p> <p>Annual spending is strongly encouraged, but optional.</p>	<p>Preapproved uses of Compliance and Rules Seminar Education funds include:</p> <ol style="list-style-type: none"> 1. NCAA Regional Rules Seminars. 2. Up to \$1,500 to support the overall costs of a regional-based Conference Rules Seminar event. (Only permissible in the year which a conference is hosting a Conference Rules Seminar). 3. Travel expenses for Conference Rules Seminar event attendees. 4. Printing of NCAA manuals. 5. Name, Image and Likeness (NIL) seminar education event (i.e., compliance coordinators and administrators). 6. Campus Sexual Violence Attestation Education. <p>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</p>
<p>Faculty Athletics Representative (FAR)</p> <p>Annual spending is strongly encouraged, but optional.</p>	<p>Preapproved uses of FAR funds include:</p> <ol style="list-style-type: none"> 1. FARA Annual Meeting. 2. NCAA Convention. 3. NCAA Inclusion Forum. 4. NCAA Regional Rules Seminar. 5. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIIIAA, Women’s Leaders in Sports. <p>If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.</p> <p>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</p>

<p>Campus Senior Woman Administrators (SWA)</p> <p>Annual spending is strongly encouraged, but optional.</p>	<p>Preapproved uses of SWA funds include:</p> <ol style="list-style-type: none"> 1. NCAA Convention. 2. NCAA Inclusion Forum. 3. NCAA Regional Rules Seminar. 4. Women Leaders in Sports Convention. 5. NCAA and Women Leaders in Sports Women's Leadership Symposium. 6. Women Leaders in Sports Institutes (Administrative Advancement, Leadership Enhancement and Executive). 7. Title IX seminars, generally. 8. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIII AA, Women's Leaders in Sports. 9. Women Leaders in Sports Membership Dues. 10. WeCOACH attendance and membership. 11. NACDA/NADIII AA membership dues. <p>If a conference desires to host a professional development event not on this list (e.g., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.</p> <p>SWA funds may <u>not</u> be used to fund professional development for a female director of athletics, including attendance at the NCAA Convention.</p> <p>SWA funds may be used to support attendance at the list of preapproved events for SWAs and individuals aspiring to hold the designation of SWA.</p> <p>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</p>
<p>Campus Athletics Communication and Sports Information Directors</p> <p>Annual spending is strongly encouraged, but optional.</p>	<p>Preapproved uses of member institution SIDs funds include:</p> <ol style="list-style-type: none"> 1. The annual CSC meeting. 2. The annual ECAC SIDA meeting. 3. CSC and ECAC-SIDA membership dues. 4. NACDA/NADIII AA membership dues. <p>If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.</p> <p>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</p>

<p>Athletic Direct Reports (ADR - Vice Presidents OR Presidents to whom athletics directly reports)</p> <p>Annual spending is strongly encouraged, but optional.</p>	<p>Preapproved uses of ADR funds include:</p> <ol style="list-style-type: none"> 1. NCAA Convention. 2. NCAA Inclusion Forum. 3. NCAA Regional Rules Seminar. 4. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIIIAA, Women’s Leaders in Sports. 5. NACDA/NADIIIAA membership dues. <p>Funding for these preapproved uses can be provided for a president if they serve as the ADR.</p> <p>If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.</p> <p>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</p>
<p>Conference Office Staff (including Commissioners, Assistant Commissioners and conference Sports Information Directors)</p> <p>No more than 25 percent of the Tier One total amount can be spent within this category.</p> <p>Annual spending is strongly encouraged, but optional.</p>	<p>Preapproved uses of Conference Office staff funds include:</p> <ol style="list-style-type: none"> 1. Attendance at D3CA meetings; 2. Attendance at any Regional Commissioner Meeting; 3. CSC and/or ECAC SIDA meetings; 4. NCAA Convention; 5. NCAA Regional Rules Seminars; 6. NCAA Inclusion Forum; 7. Women’s Leaders in College Sports Convention; 8. NCAA Women's Leadership Symposium; 9. Women’s Leaders in College Sports Institutes. 10. Title IX seminars. 11. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIIIAA, Women’s Leaders in College Sports. 12. NACDA/NADIIIAA membership dues. <p>No more than 25 percent of the Tier One total amount, excluding rollover funds from the previous year, can be spent within the Conference Office Staff category.</p>

<p>Black, Indigenous and People of Color</p> <p>Annual spending is strongly encouraged, but optional.</p>	<p>Preapproved uses of BIPOC funds include:</p> <ol style="list-style-type: none"> 1. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIII AA, Women’s Leaders in College Sports. 2. NCAA Convention; 3. NCAA Inclusion Forum (see exception two below for attendance by non-ethnic minority); 4. NCAA Regional Rules Seminar; and 5. MOAA/NACDA/NADIII AA membership dues. 6. Any of the above programming for Athletic Diversity and Inclusion Designees (ADIDs) <p>Exception one: If a conference does not have a racial or ethnic minority administrator available to attend one of the preapproved events, they also may send an ethnic minority coach to an event other than a coaching convention or send an ethnic minority student-athlete to the NCAA Convention. In the latter case, the student-athlete must have an interest in pursuing a career in athletics, and the conference must commit to making the Convention a meaningful experience for the student-athlete.</p> <p>Exception two: If all options for racial or ethnic minority candidates have been exhausted, conferences may provide funding for any administrator to attend an event specifically designed to increase campus or conference diversity or to help campuses or conferences develop strategies to generate diverse candidate pools. An example of such an event would be the NCAA Inclusion Forum.</p> <p>If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.</p> <p>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</p>
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<p>Athletic Trainers</p> <p>Annual spending is strongly encouraged, but optional.</p>	<p>Preapproved uses of Athletic Trainers funds include:</p> <ol style="list-style-type: none"> 1. NATA Annual Clinical Symposia & AT Expo. 2. College Athletic Trainers' Society (CATS) Annual Meeting. 3. Any expenses Related to Certification-Based Clinics or Training Sessions (e.g., Local, Regional or State Clinics). 4. NATA membership dues. <p>If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.</p> <p>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</p>
<p>Coaching Education and Enhancement</p> <p>Annual spending is strongly encouraged, but optional.</p>	<p>Preapproved uses of Coaching Education and Enhancement include:</p> <ol style="list-style-type: none"> 1. Professional development activities for coaches (including Strength and Conditioning coaches). 2. Host session on professional ethics in coaching. 3. Attendance at Intercollegiate Athletics Forum. 4. New coach's seminar (compliance review, general). 5. Support attendance at the NCAA Coaches Academy. 6. Membership dues (e.g., MOAA, NACDA, CSC, Women Leaders in Sports, WeCOACH, etc.)

To avoid being subject to penalty for non-compliance, a conference may opt out of a required category. A conference that opts out of a required category will lose funding for that category but will not be subject to additional penalty. Forfeited funds will be redistributed to conferences that have historically satisfied all required categories and have unmet needs in Tier One.

If there is no spend in a required Tier One category, a minimum amount of \$500 must be returned to the NCAA to avoid a letter of inconsistent spend with grant policies.

**Tier Two – Social Responsibility and Integration: Specific Spending Requirements
and Preapproved Uses**

Unspent Tier Two funds may be spent on preapproved items in Tier Three, and all Tier Three funds need to be spent before using Tier Two funds for Tier Three preapproved expenses.

The conference is expected to support each of the following areas:

1. Student-Athlete Well-Being/Community Service.
2. Diversity, Equity and Inclusion.
3. Integrity and Sportsmanship.
4. Academic Experience.
5. Identity and Integration Activities.

Conferences may spend the entire Tier Two allotment in one area in a given year or may divide it between areas.

Preapproved uses of Student-Athlete Well-Being/Community Service funds include the following:

1. Academic banquet and awards.
2. Adversity training.
3. Alcohol abuse prevention programs or speakers.
4. Anger management programs.
5. Campus Sexual Violence Attestation Education.
6. Career planning seminars for student-athletes*.
7. Community outreach.
8. Division III week activities.
9. Etiquette training*.
10. Social media education.
11. Gambling education.
12. Hazing education.

13. Healthy relationships/sexual health and abuse education or programming.
14. Concussions education (e.g., Impact Program).
15. Leadership development speakers or materials*.
16. Life planning programming*.
17. Life skills programming*.
18. Media training for student-athletes.
19. Medical testing/screening equipment for COVID-19.
20. Mental discipline/performance psychology training*.
21. Motivational speaker for student-athletes*.
22. Name, Image and Likeness (NIL) rules compliance education and monitoring (i.e., approved apps so far: Athliance and Opendorse).
23. Nutritional/diet information (handbook, access to nutritionist).
24. OneTeam training (e.g., travel and session-related expenses).
25. Personal Protective Equipment (PPE).
26. Purchase of AEDs.
27. Rest/recovery education.
28. Safe competition techniques.
29. Special Olympics initiatives (See the Division III Special Olympics partnership website for programming ideas).
30. Sports massage and relaxation techniques.
31. Student-athlete attendance at NCAA Convention.
32. Time management skills training*.
33. Training for student-athlete mentors (SAM program).
34. Treatments by sports psychologist to address issues including stress management, anxiety, burnout and life balance.
35. Sports Wagering Prevention (this is a subtopic of student-athlete well-being). The NCAA's

Sports Wagering webpage offers further information.

- a. Funding for awareness around National Problem-Gambling Awareness week. This can be a campus-wide event with a sport wagering focus. Awareness week is strategically placed in March soon after Super Bowl and before March Madness.
- b. Giveaways for students during National Problem-Gambling Awareness week for participation in organized prevention events.
- c. Advertising about Awareness week or other gambling prevention on campus (television scrolls, campus newspaper; local newspaper, mass emails).
- d. Posters/postcards to promote prevention events or to disseminate information about gambling (i.e., sports betting/office pools).
- e. Campus speaker about gambling.
- f. Distribution of problem-gambling brochure to student-athletes and parents.
- g. Employ the StepUP program, a pro-social behavior/bystander-intervention program.
- h. Annual letters to local media.
- i. Gambling websites blocked in computer labs.
- j. Conduct a Wellness Assessment Survey.
- k. Props for tabling events to attract students (green felt, card shuffler, display board).
- l. Funding for a campus task force lead by athletics using the National Center for Responsible Gaming (NCRG) report to help guide policy and prevention (See ncrg.org website for report and recommendations).

36. Start or continue chapters of Chi Alpha Sigma (the national college athlete honor society).

*Per NCAA Division III extra benefit regulations, similar programming must be open to the general student-body for these services to be provided to student-athletes (see NCAA Division III Bylaw 16.3.2). Please contact your NCAA academic and membership affairs conference contact if you have interpretive questions regarding the extra benefit regulations.

Impermissible fund use includes the following:

- Televisions or entertainment equipment for locker rooms or other common spaces.

Preapproved uses of Diversity, Equity and Inclusion funds include the following:

1. Attendance by student-athletes, coaches or administrators at equity or inclusion focused education or professional development events.

2. Campus or community equity or inclusion workshops.
3. Creative presentations to raise awareness of equity or inclusion issues (e.g., plays, spoken word performance, art exhibits or other artistic expressions).
4. Cultural Competency Coaching.
5. Recruitment and retention of ethnic minority student-athletes.
6. Recruitment and retention of women and ethnic minority staff.
7. Events to encourage women and ethnic minorities to pursue careers in athletics (e.g., Winning Careers in Athletics, women's coaching symposiums, student-athlete attendance at the NCAA Convention).
8. Guest speakers on equity or inclusion topics.
9. OneTeam training (e.g., travel and session-related expenses).
10. Panel discussions on equity or inclusion topics.
11. Service or mentoring activities with a focus on equity or inclusion awareness.
12. Sponsor an internship program for female or ethnic minority junior or senior students with an interest in pursuing a career in athletics. The duties and responsibilities for the internship will vary and the overall goal is to provide administrative duties, including sports information, and professional networking in order to give a quality career experience in college athletics. Since the internship is meant for current students, there would be no coaching responsibilities assigned.
13. Student or SAAC-led initiatives to raise awareness of equity or inclusion issues.
14. Student-Athlete Retreat focusing on equity and inclusion issues.

Preapproved uses of Integrity and Sportsmanship funds include the following:

1. All-Conference sportsmanship teams or other conference-based awards.
2. Banners and signage.
3. Banquet.
4. Community clinics.
5. Division III Week activities.
6. Educational materials, including, but not limited to, mailings to parents and program inserts.

7. Establishment of good sportsmanship student-body pep group or pep rally.
8. Guest speakers.
9. Gameday the DIII Way training (e.g., travel and session-related expenses).
10. Halftime events.
11. In-game announcements.
12. Newspaper ads promoting sportsmanship.
13. Partnering with SAAC for workshops and seminars.
14. Play with Respect ... Live Respectfully – Program includes five seminars on positive sports behavior, appropriate decision making and core life values for student-athletes, coaches and athletics staff.
15. Positive spectator engagement.
16. Promotional items including, but not limited to, awareness bracelets and t-shirts.
17. Sportsmanship day.
18. Sportsmanship summit including supervisor of officials, student-athletes, coaches and directors of athletics.

For additional information, please refer to the Division III sportsmanship, Gameday the DIII Way webpage.

Preapproved uses of Academic Excellence:

1. Academic banquet and awards.
2. Career planning seminars for student-athletes*.
3. Leadership development speakers or materials*.
4. Life skills programming*.
5. Start or continue chapters of Chi Alpha Sigma (the national college athlete honor society).
6. Time management skills training*.
7. Training for student-athlete mentors.

Identity and Integration Activities

The Identity and Integration Activity is no longer a required initiative; however, it remains permissible to use Tier Two funds in this way. Activities and symposiums should emphasize the Division III

identity and the integration of intercollegiate athletics in the campus and conference context. Conference Identity and Integration Symposiums and Activities are intended to bring key conference constituents together in an effort to discuss ways in which each school (and the conference as a group) might best support the integration concept, consistent with Division III's unique philosophy, identity and Strategic Positioning Platform. To assist in the planning and conduct of an Identity and Integration symposiums, please see the Sample Identity and Integration Symposium and Activity Guide on the Division III Strategic Initiatives Grant Program homepage.

Other permissible identity and integration activities that may include key conference constituents or campus only key constituents include the following:

1. Support of faculty mentor programs designed to promote a better understanding of the student-athlete experience.
2. Campus-based identity/integration discussions: Provide various campus constituencies (e.g., faculty, academic staff, administration) with the opportunity to learn about the role of athletics, the Division III philosophy, how athletics is integrated within the university as a whole and how athletics contributes to the overall mission of the institution and conference.
3. Celebration of Division III Week incorporating various campus departments.
4. Host a faculty forum on intercollegiate athletics.
5. Recognize National Student-Athlete Day, incorporating various campus departments.
6. Collaborate with admissions office to conduct an annual recruiting seminar.
7. Partner with development office and devise a specific fundraising project that would aid both athletics and development.
8. SAAC-led identity and integration presentations to institutional constituents, such as boards of trustees, faculty, and alumni, and facilitate other campus discussions.
9. Student-athlete integration discussions: engage student-athletes in discussions about the Division III philosophy, how athletics is integrated within the university as a whole, and how athletics contributes to the overall mission of the institution.
10. Programs focused on establishing and assisting students in achieving essential learning outcomes through the identification and integration of learning outcomes taught both on and off-the-field.
11. Conferences may use Tier Two funds on promotional materials (including video) supporting the Division III Identity.

Tier Three – Quality of the Participation Experience: Specific Spending Requirements and Preapproved Uses

Tier Three funds may be used on any permissible Tier One or Tier Two initiative, or any other initiative justified by the Division III Strategic Plan.

Impermissible Tier Three fund use includes the following and will be denied:

1. Salary or benefits for campus or conference full-time employees.
2. Standard operating expenses beyond technology expenses.
3. Property plant and equipment that cannot be linked directly to enhancing the participation experiences (e.g., replacing standard athletics equipment or facility maintenance).

Preapproved uses of Technology funds include the following:

1. Bat testing.
2. Color printing equipment and supplies.
3. Communication hardware and software.
4. Computers: desktops, laptops and tablets.
5. Conference webmaster (contract work).
6. Game film exchange.
7. Internet and cellular service.
8. Name, Image and Likeness (NIL) app software.
9. Wind gauge (automatically feeds wind speeds into track results program).
10. Statistical software packages and updates.
11. Webcasting (web production and equipment).
12. Web enhancements, including a conference scoreboard.

Preapproved uses of Officiating Funds include the following:

1. Assignment software (e.g., Arbiter Sports).

2. Bat testing.
3. Funding pre-season officiating meetings.
4. Headsets for soccer officials.
5. Hiring officials' observers, who evaluate, educate and recruit officials.
6. Officials' enhancement education, including attendance at the annual July National Association of Sports Officials (NASO) Annual Sports Officiating Summit.
7. Officials training (could include subsidizing registration with Arbiter Sports).
8. Officiating crew manuals.

Note: Per the Strategic Planning and Finance Committee, there is an annual requirement to spend a \$3,500 minimum for officiating enhancements for 2019-20 and beyond.

Preapproved uses of Athletic Training/Medicine/Nutrition funds include the following:

1. Athletics training equipment.
2. Creation of a conference-wide athletics training standards manual.
3. Eating to Win program.
4. Funding for planning team to implement heat protocol (including communication initiatives and educational materials).
5. Health and safety posters.
6. Lightning detectors.
7. Nutrition lectures.
8. Portable AED units.
9. Professional development session for certified athletic trainers.
10. Renew site licenses for IMPACT Concussion Management software.
11. Session for staff or student-athletes: identify signs or symptoms of depression.
12. Sports Medicine Educational Symposium (review new trends in sports medicine).

Preapproved uses of Promotions/Marketing/Identity (Division III identity activation) funds include the following:

1. Conference banners.
2. Conference directory.
3. Logo development.
4. Schedule cards.
5. Traveling conference trophies.

Preapproved uses of Championships Enhancement funds include the following:

1. Championship t-shirts for participants.
2. Conference awards (participant, MVP, other).
3. Conference-wide championships program.
4. Employment of a professional timing company for swimming, indoor and outdoor track and field and/or cross country championships.
5. Increased signage.
6. Reimbursing expenses for sportsmanship chaperones.

Preapproved uses of Professional Development, Administration/Coaching Education Enhancement funds include the following:

1. Professional development activities for coaches (including Strength and Conditioning coaches), other campus athletics staff, conference interns or any of the constituents included in Tier One. Events include the preapproved list from Tier One or other events the conference determines to be effective professional development programming.
2. Conference SAAC leadership retreat.
3. Host a professional development day for entire conference.
4. Host session on professional ethics in coaching.
5. Host speaker on catastrophe management.
6. Attendance at Intercollegiate Athletics Forum.
7. New coach's seminar (compliance review, general).

8. Support attendance at the NCAA Coaches Academy.
9. Membership dues (e.g., MOAA, NACDA, CSC, Women Leaders in Sports, WeCOACH, etc.)
10. Host a Name, Image and Likeness (NIL) education seminar event.

Tier Four - Diversity, Equity and Inclusion: Specific Spending Requirements and Preapproved Uses.

Tier Four funds support the division's strategic priority of diversity, equity and inclusion at the conference and/or institutional level.

Each conference receives \$24,000 annually in Tier Four and provides conferences and their member institutions with financial assistance to support the division's strategic priority of diversity, equity and inclusion.

Full-Time, Part-Time and Intern Positions

If a conference or a member institution plans to use the funding to enhance gender or Black Indigenous People of Color (BIPOC) representation through an administrative or staff position:

- Individual must identify as a female or BIPOC.

Preapproved positions:

- Part-Time Staff/Interns. Conference grant funds may be used to fund part-time or intern salaries (e.g., coordinator of officials, assistant, associate) during the grant cycle, provided the conference can tie the use of funds directly to any initiative in the strategic initiatives conference grant. Further, the conference must provide information regarding the position in the conference grant report, including an explanation of the job duties/responsibilities for the part-time staff member or intern, as well as general information regarding the position (e.g., selection process, length of services, number of hours worked per week, salary, etc.).
- Full-time Positions. Full-time positions being funded or created as a part of the strategic initiatives conference grant program must include a connection to any initiative in the strategic initiatives conference grant to support the needs of the conference or member institution. The conference is required to include a timeline to move the position to the conference's base budget. Funding for the full-time position by conference grant funds may not exceed more than three consecutive years. Additionally, the conference must provide an explanation of the job duties/responsibilities for the full-time position in the conference grant report form.
- Offset or Enhance an Existing Position. To offset or enhance a position, the position must already be within the department/conference office organizational chart to be permissible. The conference is required to include a timeline to move the position to the conference's base budget within three years. Funding to offset or enhance an existing position with conference grant funds may not exceed more than three consecutive years.
- Any expenses related to a new hire (FT, PT, or Interns) that are pre-approved within the current Conference Grant Policies. This may include, technology needs for the new hire, professional development opportunities (additional from Tier One permissive spending for conference office), etc.

Programming

Preapproved uses:

- Programming for Athletic Diversity and Inclusion Designees (ADIDs) and diversity, equity and inclusion conference or member institution programming. *
- Conferences may establish a “consortium” with one another around diversity, equity and inclusion by pooling grant funds and conducting joint programs.
- Refer to BIPOC (formerly ethnic minority) and SWA spends in Tier One and Equity and Inclusion spend in Tier Two for a list of pre-approved uses.

*Per NCAA Division III extra benefit regulations, similar programming must be open to the general student-body for these services to be provided to student-athletes (see NCAA Division III Bylaw 16.3.2). Please contact your NCAA academic and membership affairs conference contact if you have interpretive questions regarding the extra benefit regulations.

Additional uses may be permissible; however, require approval from the conference grant administrator. When submitting ideas please provide proposed plan and rationale for the ask.

Impermissible uses:

- Dollars to supplement items in the overall Division III budget (e.g., NCAA Championships; Division III Strategic Alliance Matching Grant; Division III Ethnic Minority and Women’s Internship Grant and Division III Coaching Enhancement Grant)
- Dollars to offset or enhance the commissioner, executive director or director of athletics position.

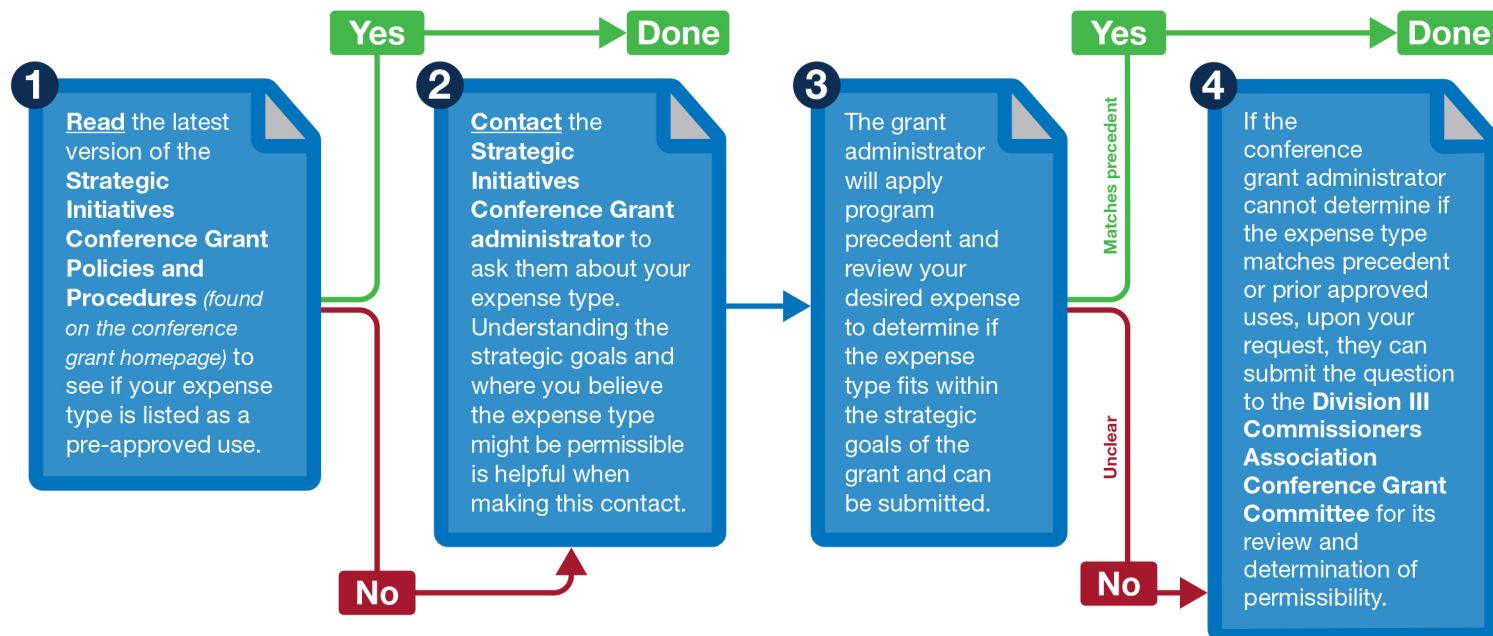
Administrative Stipend (“Tier Five”)

Conferences are provided with an administrative stipend to offset the costs of grant program administration including coordination of the third-party review. Conferences may choose to contract out the grant administration or manage the program with existing staff. This administrative stipend is listed under “Tier Five” within the grant reporting system; however, reporting on how the administrative stipend was used is not required. Sample grant administrator duties may be accessed on the [Division III Strategic Initiatives Grant Program homepage](#).

Division III Strategic Initiatives Conference Grant Review Process

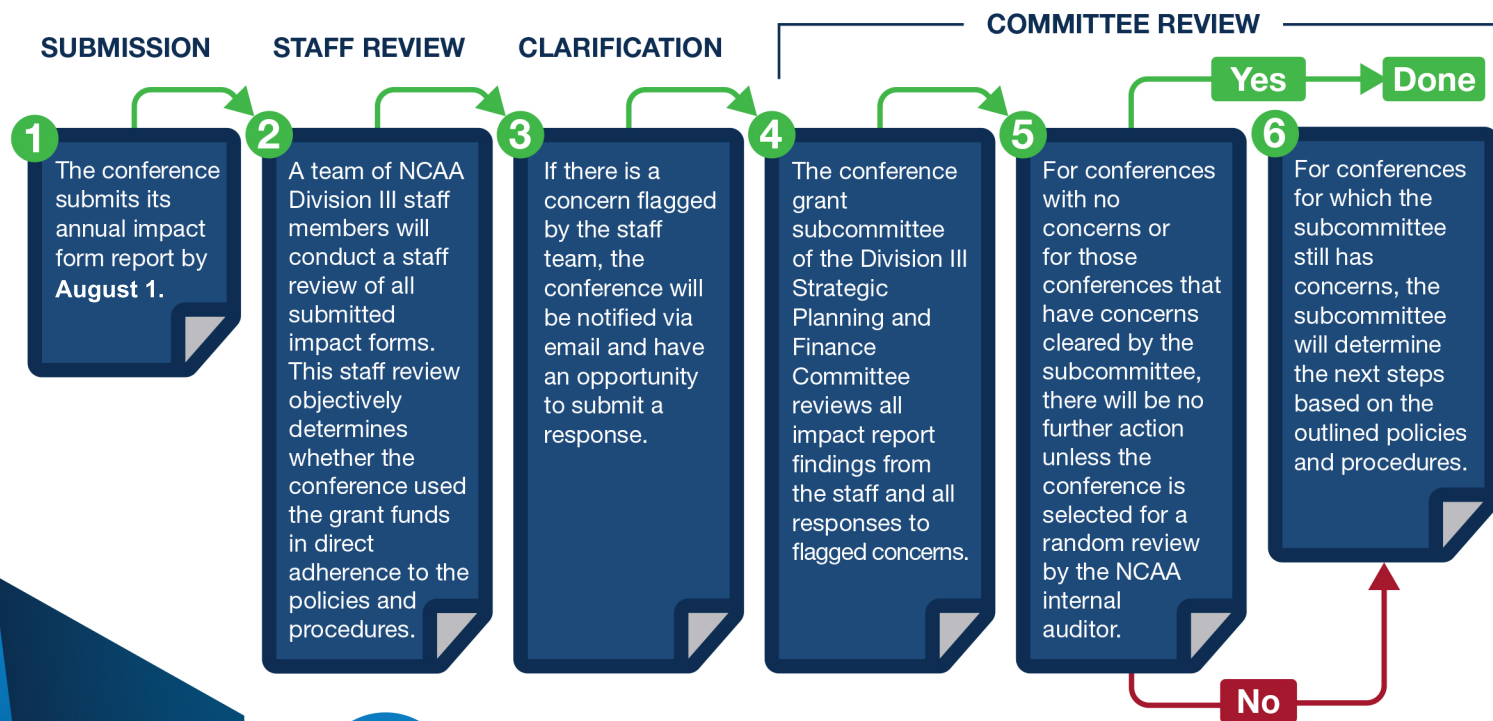
Questions about grant usage?

Commissioners often may have questions about a possible use of grant dollars. The conference grant administrator can answer these questions, but does not have the authority to approve new or unique uses. Here is what to do if you have a question about a specific grant use.



Understanding the Review Process for the Annual Impact Form

Each conference's annual impact form is reviewed by a series of individuals. It is important to understand this process.



**This document is a visual, and summarized, representation of the Strategic Initiatives Conference Grant policies and procedures and should not be used as a replacement for the full policies and procedures. The latest version of the policies and procedures can always be found on the conference grant homepage.*

Division III Conference Grant Program 2024 Third Party Review Form

Each year, conference offices must provide documentation of a third-party external review of grant fund usage (as outlined below) to the NCAA national office not later than **October 15, 2024**. Examples of appropriate third-party reviewers are an institutional member's business office (that does not handle conference finances directly); chair of the conference's presidential oversight body (e.g., institutional president); the conference's bank; an outside accounting firm; etc.

Instructions for third-party reviewers: The step-by-step procedures for this review are detailed below. The third-party review is not meant to be a full financial audit, nor an in-depth review of whether the usage is properly aligned with the Division III philosophy and grant procedures (which is reviewed and determined by the NCAA staff and the Division III Strategic Planning and Finance Committee). The role of the third-party reviewer is limited to the procedures identified below and meant to serve as a check and balance regarding the reported transactions. If, during your review, you have any questions, please contact Ali Spungen at 317-917-6711 or aspungen@ncaa.org.

Procedures	Initials	Date
1. Obtain a copy of the conference's most recently completed "Division III Strategic Initiatives Grant Program Impact Form" (Impact form).		
2. Select a sample of 10 transactions from the most recently submitted Impact Form, including at least two transactions from each Tier (Tiers 1, 2, 3, and 4 only. Tier 5 spending does not require verification or review.)		
3. Obtain the supporting documentation of the selected 10 transactions and perform the following:		
• Determine if the receipt documentation supports the transaction as reported in the Impact Form by comparing the following attributes to the Impact Form:		
a. Name of vendor or payee, including affiliated institution as applicable.		
b. Amount of payment.		
c. Date of payment.		
4. Trace the 10 selected expenses to a check copy or bank statement.		
5. Identify any findings or questioned costs in a memo.		

Conference Submitting Form: _____

Third-party external reviewer's name and title: _____

Third-party external reviewer's signature: _____ Date: _____

Contact information: (email and phone number): _____

Conference commissioner's signature: _____ Date: _____

Conference President's Chair OR Athletic Director Chair's signature: _____

Date: _____

Please return the form via electronic copy to Ali Spungen at aspungen@ncaa.org.

NCAA Division III Conference Grant Program

Annual Timeline of Key Dates

April	Management Council and President Council reviews and approves proposed conference grant allocations for the coming year.
May	Email Division III conferences with the expected grant allocations and instructions for grant process. Grant allocations subject to commissioners submitting final conference member compositions no later than August 1.
July 15	Requisition Form due indicating the number of institutions expected for the coming year.
August 1	Impact Form (including signatures) due.
August 1 to August 31	Staff and committee review Impact Forms and gather additional information from conferences, if needed.
Early September	Impact Forms reviewed by Strategic Planning and Finance Committee (SPFC) Conference Grant Review Subcommittee via teleconference.
September 7	Conferences notified of grant status from review of Impact Forms.
September 30	Conference Grant allocation checks distributed.
October 15	Annual Third Party Review Forms due.
November	Following the review of the Conference Grant Impact Forms, the SPFC Conference Grant Review Subcommittee shall submit at least three conferences for a Level Two review (as defined in the Conference Grant Program Policies and Procedures document).

THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION
STRATEGIC INITIATIVES
CONFERENCE GRANT REIMBURSEMENT

EACH GRANT RECIPIENT MUST COMPLETE THIS FORM TO RECEIVE REIMBURSEMENT

Name: _____

Title: _____ Institution: _____

Mailing Address: _____

City and State: _____ Zip Code: _____

E-Mail: _____ Phone: _____

Location of Professional Development _____

Grant Amount Allocated. \$_____ Constituent Group Grant: AD Eth.Min. FAR SWA SAAC VP

Please itemize your travel expenses below and **include receipts** for any air travel and hotel expenses.

1. Actual air fare from _____ to _____. Ticket receipt required. \$_____

2. Round-trip transportation (must be over 50 miles round trip):
\$.50 - per mile by automobile for _____ miles. \$_____

3. Hotel (room and tax only). Copy of hotel bill required. \$_____

4. Registration. Copy of receipt required if over \$25. \$_____

5. Meals. Copy of receipts required. \$_____

6. Other (e.g., baggage, parking, taxi). Receipts required if over \$25. \$_____

TOTAL GRANT AMOUNT \$_____

☐

Check box if payment should be made payable to institution listed above.

**After completing this
form, please fax or
mail (not both) the
form and your
receipts to:**

**Commissioner/
Conference
Executive**

Signed: _____

Date: _____

Social Security Number: _____
(Required)

Approved by: _____
(Conference Executive)

Division III Commissioners Association



The Division III Commissioners Association (DIIIICA) works proactively to serve the best interest of the student-athlete and the greater good of Division III. The organization has taken an active leadership role in Division III on critical issues that have widespread impact. The DIIIICA membership also works closely together to share ideas, unite in joint efforts, and nurture the growth of impactful initiatives.

D3CA Executive Committee

Name	Position	Conference
Jennifer Dubow	President	Southern California Intercollegiate Athletic Conference
Keri Alexander Luchowski	Vice President	North Coast Athletic Conference
Patrick Summers	Past-President	New England Women's and Men's Athletic Conference
Dick Rasmussen	Secretary/ Treasurer	University Athletic Association
Brad Bankston	Member	Old Dominion Athletic Conference
Danielle Harris	Member	Wisconsin Intercollegiate Athletic Conference
Sarah Otey	Member	Ohio Athletic Conference
Andrea Savage	Member	New England Small College Athletic Conference

In order to maximize its impact and productivity, the DIIIICA has several active sub-committees including Awards, Assessment, Championships, Conference Grant, Governance and Officiating. Conference assistant directors and athletics communications directors have also become very active and meet every other year with the DIIIICA. The organization also works very closely with the NCAA leadership in addition to several other affiliated organizations such as NACDA, NADIIIAA, Women Leaders in College Sports and the Division III Independents. This broad-based approach allows all memberships to work in concert to improve communications and ultimately enhance the service to student-athletes in their journey to "Discover, Develop, and Dedicate."

DIIIICA Dennis Collins Award:

The Dennis M. Collins Lifetime Achievement Award was created in 2019 to honor the legacy of Collins who served as president of the DIIIICA, who he helped form in 1989. He was the first Executive Director of the North Coast Athletic Conference and served from 1984 until his passing in 2009. There has been no recipient announced since 2021.

DIIIICA Daniel T. Dutcher Meritorious Service Award:

The, newly renamed, 2021 Daniel T. Dutcher Meritorious Service Award is bestowed annually to an individual, who, over time, has made significant and substantial contributions to Division III athletics consistent with the purposes of the D3CA. In 2022, that honor was given to Carey Harvey Cutter, Salem, Virginia Director of Tourism.



The Highly Engaged FAR

Recommendations for the Campus,
the Conference and the FAR



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INTRODUCTION

The Division III Faculty Athletics Representatives (FAR) Engagement Working Group was created in 2017 to develop recommendations and resources to increase the engagement of Division III FARs at the institutional, conference and national levels. Members of the working group included FARs, directors of athletics, conference commissioners and a student-athlete. Utilizing historical and contemporary data and the expertise of the working group and others, the group developed three documents, which are contained in this report.

- Campus Recommendations for a Highly Engaged Division III FAR
- Conference Recommendations for a Highly Engaged Division III FAR
- Model for a Highly Engaged Division III FAR

THE DIVISION III FAR ...

- Helps to ensure a quality student-athlete experience and promote student-athlete well-being.
- Serves as an independent advocate for student-athletes.
- Helps promote student-athlete success in the classroom, in athletics, and in the community by striking a balance among academic excellence, athletics competition, and social growth as they prepare for lifelong success.
- Assists in the oversight of intercollegiate athletics at the campus and conference levels to assure that they are conducted in a manner designed to protect and enhance the physical, psychological, and educational well-being of student-athletes.
- Oversees the nominations of student-athletes for NCAA grant, scholarship and recognition programs.

WHY DO WE NEED FARs?

- NCAA regulations require intercollegiate athletics programs to be designed as a vital part of the educational system and the student-athlete to be an integral part of the student body.
- Those same regulations require intercollegiate athletics programs to be conducted to protect and enhance the educational and physical welfare of the student-athletes.
- These areas of student life traditionally have involved significant faculty participation and oversight.
- Because student-athletes are to be students first, faculty voices and perspectives in the administration and in oversight of intercollegiate athletics programs have been recognized by the NCAA as legitimate and necessary.

HISTORY OF THE FAR

Faculty voices and influence have been present in the affairs of the NCAA for as long as the NCAA has been in existence. The Carnegie Foundation Report on American College Athletics in 1928 attests to the presence of faculty views in the operation of the NCAA up to that time. In 1980, the NCAA released a study written by former NCAA president Earl Ramer (1971-73), that outlined the history of the significant and continuing roles played by faculty in the NCAA in the decades before 1980.

Shortly after the Ramer Report was published, the NCAA produced the first Faculty Athletics Representative Handbook. These reports indicate that faculty athletics representatives have long been thoroughly integrated into the infrastructure of the NCAA. Faculty athletics representatives are prominent in all levels of NCAA governance, excepting those reserved for chief executive officers, and they continually serve as points of contact between their campuses and the NCAA in the regular conduct of intercollegiate athletics programs. Articles 4, 5 and 6 of the NCAA Constitution recognize the involvement of faculty athletics representatives in the organization, legislative authority and legislative process of the NCAA and the important role of faculty athletics representatives in the local institutional control of intercollegiate athletics programs. Division III Bylaw 6.1.3, adopted in 1989, requires each member institution to designate an individual to serve as FAR.

CAMPUS RECOMMENDATIONS

FOR A HIGHLY ENGAGED DIVISION III FACULTY ATHLETICS REPRESENTATIVE

These recommendations are endorsed by the Division III Presidents Council, Management Council, the Division III FAR Engagement Working Group and the Faculty Athletics Representative Association (FARA) Executive Committee. These groups firmly believe a highly engaged FAR will contribute to furthering the central goal of a Division III athletics department — ensuring the best student-athlete experience possible. Despite differences in institutional resources and missions, all Division III campuses can benefit from enhancing the role of the FAR and incorporating the suggestions contained in this document.

WHAT STANDS IN THE WAY OF A HIGHLY ENGAGED DIVISION III FAR?

- Approximately 50 percent of Division III FARs lack a clear position description with enumerated responsibilities and support. They also lack endorsement by key stakeholders (e.g. presidents and chancellors, conference commissioners, directors of athletics) which is not conducive to an engaged FAR.
- FAR compensation and/or release-time is rare in Division III with approximately 5 percent receiving release-time from teaching obligations and 11 percent receiving some financial compensation. A highly engaged FAR provides value to the institution. Compensation and/or time release helps affirm that value.
- Approximately three-quarters of Division III FARs spend between one and five hours per week on their FAR duties. More than 90 percent spend 10 hours or less. Half of their time is spent on academically related issues and approximately one-quarter of their time on student-athlete well-being issues. If recommendations in this document are implemented, the amount of time FARs spend on their duties may increase.
- Approximately half of all Division III FARs have been in their position for four years or less. High turnover rates inhibit the effectiveness of FARs. There are multiple reasons including term limits, rotating appointments, and that the role of FAR may not count towards the service requirement for faculty. This lack of consistency has broad impacts at the campus, conference, and national levels in terms of engagement.
- Nearly half of FARs are not involved in the campus-level Student-Athlete Advisory Committee. There are a number of potential reasons: 1) scheduling conflicts with meetings, 2) the director of athletics being reluctant to ask FARs to be more engaged, 3) coaches taking a more prominent role in the campus-level Student-Athlete Advisory Committee, and 4) Student-Athlete Advisory Committee involvement not being a defined role for the FAR on some campuses.
- There is no consistency in the reporting lines for Division III FARs. Current reporting lines include the president or chancellor (38%), the director of athletics (22%), chair of the faculty governance body (11%), the chief academic affairs administrator (9%) and the chief student affairs administrator (8%), among others. This stands in contrast to Divisions I and II, where 80 percent or more of FARs report to the president or chancellor.

RECOMMENDATIONS FOR DIVISION III MEMBER INSTITUTIONS

The institution is called on to establish clearly stated expectations, best practices, potential policies and education for the FAR. It involves ensuring presidential leadership and a commitment to provide necessary support for the position (e.g., release time and a stipend), both of which are vital to the success of these efforts. Directors of athletics and conference commissioners also can help to support more FAR engagement.

Specifically, institutions are encouraged to:

1. Ensure the FAR has a detailed position description. Using already established position descriptions and the model position description advocated by FARA is a place to start.
2. Ensure the FAR reports to the president/chancellor or the athletics direct report (ADR). To carry the authority necessary to fulfill the position's obligations, the FAR should report to the highest-level campus leader possible. Considering the need for the FAR's independence as an advocate for student-athletes, the FAR should report to someone other than the director of athletics, although it is important for FARs to have strong working relationships with the director of athletics.
3. Review support for the FAR position on campus and evaluate options related to course release, financial compensation, and recognition of FAR service as fulfillment of campus service requirements. Support creates an additional incentive for faculty to pursue the position, increase the length of service, and increase the level of engagement.
4. Ensure the FAR maintains a high level of visibility on campus. To increase visibility in the athletics sphere, FARs should regularly attend athletics competitions, participate in special events, and contribute regularly to athletics department meetings. To ensure recognition of the FAR role among the faculty, FARs should participate and/or present at shared governance meetings (e.g., Faculty Senate) and engage in activities that facilitate communication between the faculty, the student-athletes, and the athletics department. Student-athletes, faculty, athletics staff and campus administrators should be able to easily identify the FAR and know how to contact him or her.
5. Commit to sustained FAR involvement with the Student-Athlete Advisory Committee on campus. It is an appropriate means for FARs to be better advocates for student-athletes.
6. Consider appointing two FARs at your institution. This model has the potential to increase effectiveness, address attendance issues at key meetings and events, and lengthen tenure.
7. Commit to continuing professional development by supporting and encouraging your FAR to take advantage of educational and engagement opportunities via your conference and at the national level (e.g., the NCAA Convention, FARA Annual Meeting, the Division III FAR Institute).

CONFERENCE RECOMMENDATIONS

FOR A HIGHLY ENGAGED DIVISION III FACULTY ATHLETICS REPRESENTATIVE

These recommendations are endorsed by the Division III Presidents Council, Management Council, the Division III FAR Engagement Working Group and the Faculty Athletics Representative Association (FARA). These groups firmly believe each Division III multisport conference should provide FARs with opportunities to formally express their thoughts and opinions with regards to conference policy and operations, especially as they impact the academic and personal well-being of student-athletes. The level and extent of the formal involvement of FARs in the activities of athletics conferences will vary. FARs should be considered for service as conference officers, have a role in the conference committee structure, and involved in conference-level decision making.

WHAT STANDS IN THE WAY OF A HIGHLY ENGAGED DIVISION III FAR AT THE CONFERENCE LEVEL?

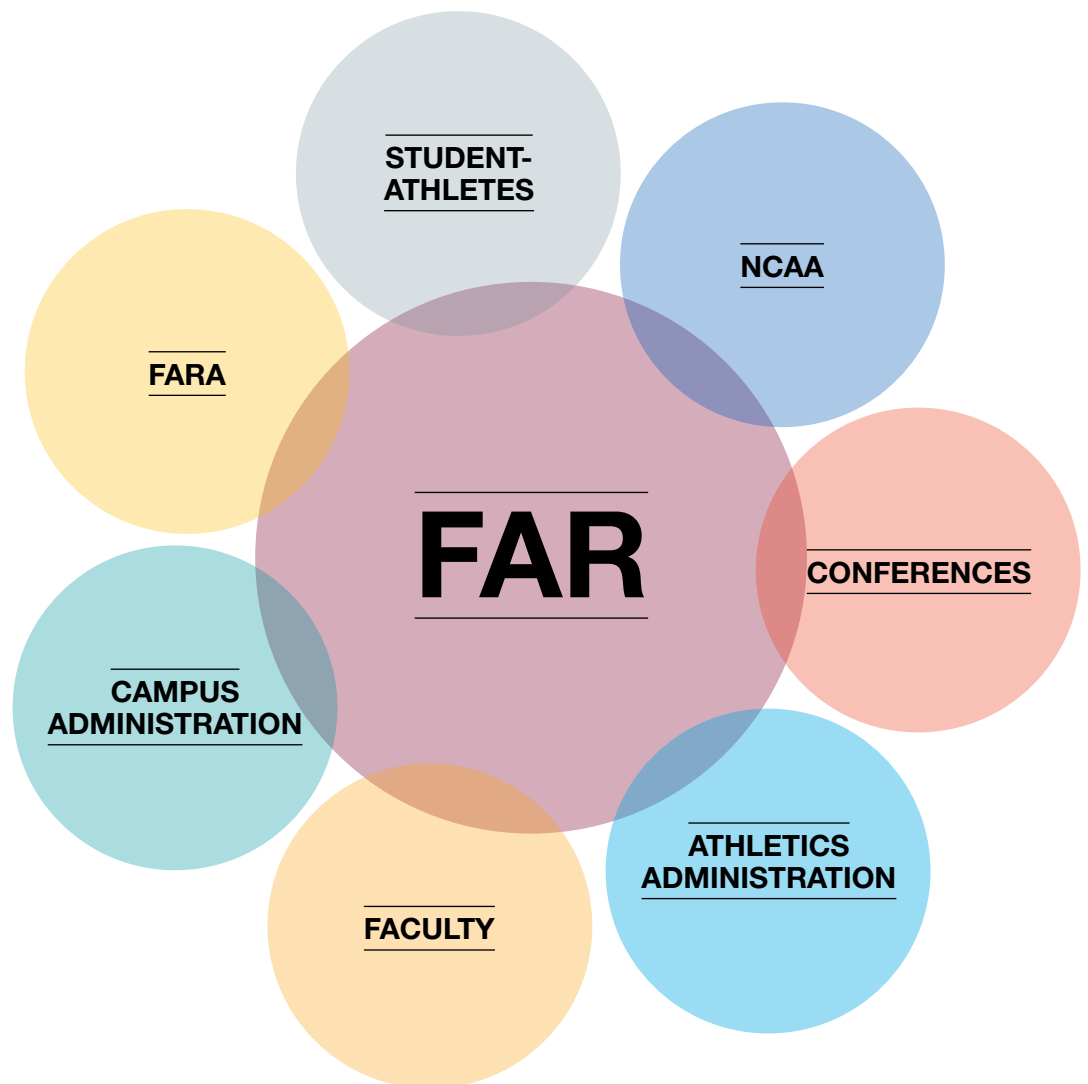
- An estimated two-thirds of Division III conferences identify FARs as a key constituent per the conference constitution or bylaws. All Division III conferences should identify FARs as a key constituent.
- Sixty percent (60%) of conferences identify a specific role for the FARs in the governance of the conference where they actively assist in the establishment of conference policy (e.g., propose policy, vote). Without an explicit role and expectations, it will be challenging to ensure the sustained impact of FARs at the conference level.
- In approximately 40 percent of conferences, there is a FAR Committee or Council with varying roles and responsibilities. The Committee or Council's role varies ranging from advisement on academic eligibility, integrity, and compliance issues to holding voting power on all conference matters, including representation by the chair of the Committee or Council on an executive-level conference group. Recognizing the diversity of Division III conferences, those that do want to improve engagement and the impact of their FARs should examine and delineate their roles and responsibilities.
- In 40 percent of Division III conferences, FARs hold a position at the same level or higher than directors of athletics and serve as chairpersons within the conference committee structure. To serve effectively as an independent advocate for student-athletes, all conferences should examine and consider the position FARs currently hold in conference affairs and strive for a proper balance.

RECOMMENDATIONS FOR DIVISION III MULTISPORT CONFERENCES

The conference is called on to establish clearly stated expectations, best practices, potential policies and education for the FAR. This involves ensuring the conference commissioner and conference executive committee leadership are committed to providing necessary support for the FAR's role in the conference, both of which are vital to the success of these efforts. Directors of athletics and presidents and chancellors can help to support more FAR engagement at the conference level.

1. Codify in the conference bylaws the FAR's role in the conference governance structure.
2. Develop a model of information-sharing for conference FARs.
3. Develop a model to establish regular opportunities for conference FARs to meet whether in-person or remotely.
4. Develop expectations related to the role the conference office should play in facilitating FAR engagement in conference affairs.
5. Ensure funds from the Strategic Initiative Conference Grant program are effectively being utilized for the professional development of FARs within the conference.

MODEL FOR A HIGHLY ENGAGED DIVISION III FAR



CONNECTION TO THE CAMPUS ADMINISTRATION

The FAR provides advice to the president/chancellor and/or athletics direct report (ADR) that reflects the traditional values of the faculty and is rooted in the academic ethic of the institution.

- To be an effective advisor, the FAR must be knowledgeable regarding the athletics program and must devote the time and attention required to attain this familiarity.
- To ensure the FARs relationship with athletics and ability to be an effective advisor, the FAR needs to carry authority from the president/chancellor and/or athletics direct report, and this authority should be recognized throughout the campus.
- The FAR must have access to the president/chancellor and/or athletics direct report on a regular basis.

STRUCTURE OF THE POSITION

Above all, together with the president/chancellor, ADR and athletics director, two key pieces must be in place. First, a comprehensive plan for the institutional control of intercollegiate athletics and second, appropriate and explicit assignments of both responsibility and authority must be ensured.

Specifically, campuses are encouraged to:

1. Develop a written position description, which accurately and fully describes the duties and responsibilities. Obtain approval of the position description from the president/chancellor, ADR and faculty governance structure.
2. Deans, department chairs and other institutional administrators must acknowledge that the FAR's activities described in the position description require a significant commitment of time and energy. As a result, campuses should:
 - » Strongly consider release time from teaching responsibilities (with compensation to the affected academic unit, as appropriate).
 - » Strongly consider service-time recognition.
3. There should be no predetermined limit to the length of time that FARs may serve.
4. Strongly consider summer support, including the possibility of a fiscal-year contract.
5. Identify the resources needed to successfully meet the responsibilities of the FAR and arrange for these resources to be made available.
6. Maintain a travel budget sufficient to support professional development opportunities such as the FARA annual meetings, the NCAA Convention and any additional or special NCAA meetings. FARs also should receive travel support to attend athletics conference meetings.
7. Consider the appointment of two FARs per institution. This model has the potential to increase effectiveness, address attendance issues at key meetings and events and lengthen tenure.

WAYS FOR THE FAR TO ENGAGE WITH THE CAMPUS ADMINISTRATION

- The FAR should ensure, either directly or indirectly, that student-athletes meet all NCAA, conference and institutional eligibility requirements for practice and intercollegiate competition. Eligibility checks should be periodically reviewed and audited by the FAR. Academic eligibility certifications should be performed by persons outside of the department of athletics.
- The FAR should develop, or arrange to have developed, periodic statistical reports on the academic preparation and performance of student-athletes for each sports team. This information should be provided to the president/chancellor and/or ADR. The FAR should be knowledgeable about the academic preparation and performance of each sports team and should use such reports to uphold high academic standards and expectations for these team members.
- The FAR should be a senior advisor outside of the athletics department to the president/chancellor and/or ADR on matters related to intercollegiate athletics. Together with the AD, the FAR should formulate and recommend institutional positions on NCAA legislation and other matters affecting, or related to, intercollegiate athletics on the campus.
- The FAR must have solid working relationships with the AD, the athletics compliance coordinator, the director of admissions, the registrar and director of student financial aid.
- The FAR should provide periodic reports related to matters of academic integrity, academic preparation and performance of student-athletes, rules compliance or violations, and other matters related to the intercollegiate athletics program. To this end, FARs should have appropriate independent access to the systems to generate these reports.





CONNECTION TO THE ATHLETICS DEPARTMENT

The working relationship between the FAR and the AD is very important. Regular interaction between them is necessary, and wide-ranging discussion of all aspects of the athletics program is encouraged. This will help the FAR to develop the knowledge base needed to make effective contributions to local athletics administration and will be useful to the AD in influencing the academic and personal well-being of the student-athletes. It's important to note that this is a working relationship, not a reporting line.

WAYS FOR THE FAR TO ENGAGE WITH THE ATHLETICS ADMINISTRATION

- Work in concert with the AD and the compliance officer to ensure a comprehensive and effective rules education and compliance program on the campus.
- Participate in annual NCAA rules education, athletics staff meetings, and initial team meetings.
- Serve as a member of search committees for head coaches and athletics administrators to ensure commitment to the educational mission of the institution and the guiding principles of Division III.
- Review travel and competition schedules to minimize missed class time.
- Work with coaches and student-athletes to minimize conflicts between practice and class schedules, and advocate for a climate of respect between coaches, faculty, and student-athletes.
- Conduct periodic reviews of the mechanisms used to monitor the hourly and weekly limitations on athletically related activities.
- Oversee the nominations of student-athletes for NCAA grant, scholarship and recognition programs.
- Have access to complete budgetary information about the athletics department.
- Attend sporting events when possible.
- Perform or review exit interviews to discern the success of the student-athlete experience.
- Become involved with the institution's Institutional Self-Study Guide (ISSG) and other compliance tools, including being broadly knowledgeable about the institution-wide implementation of athletics procedures and the institution's commitment to compliance.

CONNECTION TO THE FACULTY

An efficient link between the FAR and the faculty is useful in assuring the faculty of accurate and timely information regarding the athletics program. Whether appointed by the president/chancellor or elected directly by the faculty, the FAR commonly serves as a conduit of information to and from the faculty and the athletics program. It is common for the FAR to report periodically to the faculty senate, or other governing group, regarding the operation of the athletics program.

WAYS FOR THE FAR TO ENGAGE WITH FACULTY

- Report regularly to the faculty senate (or appropriate faculty governance body) on athletics points of interest or information, including the Academic Success Rate, academic awards, and participation by student-athletes in research/honors projects.
- Consider a team-based faculty mentor program to foster a better faculty understanding of the intercollegiate athletics program.

CONNECTION TO THE NCAA

The FAR should represent the institution as a delegate to the annual NCAA Convention and attend any special meetings of the NCAA. The FAR may be designated as the voting delegate in the absence of the President/Chancellor. He or she should be involved in discussions with the president/chancellor and the AD in which the institution's voting position on NCAA legislation is established.

WAYS FOR THE FAR TO ENGAGE WITH THE NCAA

- Attend national and regional meetings and conferences that provide professional development opportunities for rules education (e.g., NCAA Regional Rules Seminar, FARA Annual Meeting, NCAA Convention, conference compliance meetings).
- Charge the FAR with the nominations of student-athletes for NCAA grant, scholarship and recognition programs.
- Nominate FARs for service on NCAA committees where appropriate.

CONNECTION TO STUDENT-ATHLETES

As members of the faculty, it is appropriate that FARs be involved in the monitoring and maintenance of the personal welfare of the student-athletes. Many of the FARs' activities directly influence the personal well-being of student-athletes. This aspect of their activities should be recognized by all campus constituencies and the FAR should offer themselves as independent sources of support and advice to student-athletes.

For example, they should know that missed-class time policies are being honored and that reductions or cancellations of financial aid are made for appropriate reasons. They should know when student-athletes encounter difficulties with class scheduling and should be of assistance when the student-athlete has occasion to be involved in waiver or appeals procedures at the institution. FARs also should be alert to conditions that affect the health of student-athletes, being ready to aid in referral to university resources that provide advice and counsel on all types of physical and psychological problems. FARs should strive to be seen by the student-athletes as independent advocates for their well-being. Stressing that independence should be a cornerstone of FARs' interactions with student-athletes.

The Importance of the Student-Athlete Advisory Committee (SAAC): SAACs, mandated by the NCAA for every member institution, play a significant role in promoting the academic, health, social and athletic welfare of student-athletes. FARs should be actively involved with institutional SAACs. They should regularly attend committee meetings and consult with committee officers. Such direct and personal exchanges are useful in obtaining current first-hand assessments of student attitudes and experiences and reinforce the understanding that the FAR is first and foremost a faculty member interested in the welfare of athletes as students. FARs should facilitate the inclusion of student-athlete participation on institutional athletics boards and committees.

WAYS TO ENGAGE WITH STUDENT-ATHLETES

- Direct contact with student-athletes on a systematic and periodic basis is paramount. They should interact frequently with the SAAC. Student-athletes should recognize the FAR as a source of information, support and counseling, which is located administratively outside of the athletics department.
- The FAR must be visible to the student-athletes. They could participate in orientation activities at the beginning of the year and exit-interview activities at the end of the year.
- The FAR must work to maintain a balance between student-athletes' academic and athletic goals. Considerations include scheduling to minimize missed class time, monitoring student-athletes' choice of major to ensure that athletics participation is not limiting student-athletes' choice of major, and encouraging student-athletes to graduate in a reasonable amount of time.
- At the beginning of each academic year, the FAR should address student-athletes as a group, or in individual team meetings, to emphasize the primacy of the academic mission of the institution and the responsibilities of student-athletes within that setting.
 - » Ensure that testing, counseling, evaluation and other career-planning services are made available to student-athletes.
 - » Meet with each team and with the SAAC to explain the role of the FAR as it relates to the academic success of student-athletes. Meeting topics could include eligibility, good academic standing, progress-towards-degree, ethical and behavioral conduct, classroom responsibility, course scheduling, and communication with professors.

WAYS TO ENGAGE WITH STUDENT-ATHLETES

- The FAR should serve as a liaison between faculty, administration and student-athletes and assist in the mediation of conflicts between these groups.
- The FAR should inform student-athletes ...
 - » Of campus support services, including academic tutoring, advising and career development, counseling and health care, disability, and financial aid.
 - » About available scholarship opportunities and application processes and work directly with student-athletes throughout the application process.
- The FAR should encourage student-athletes ...
 - » To participate in community engagement projects.
 - » To represent the institution at social, civic and academic events.
 - » To be good citizens, leaders and contributors in their community.
- The FAR should encourage student-athlete participation in leadership academies and/or other professional development opportunities at the campus, conference and national level.
- The FAR should be available for post-graduation advisement and collaboration with career services.



CONNECTION TO THE CONFERENCE

Each Division III multisport conference should provide FARs with opportunities to formally express their thoughts and opinions with regard to conference policy and operations, especially as they impact the academic and personal well-being of student-athletes. The level and extent of the formal involvement of FARs in the activities of athletics conferences vary. FARs may serve as conference officers, have a role in the conference committee structure and cast the votes by which conference business is conducted.

WAYS FOR FARs TO ENGAGE AT THE CONFERENCE LEVEL

- The FAR should be knowledgeable about conference rules related to academic eligibility, transfer requirements and restrictions, and enforcement procedures.
- FARs should promote better understanding of NCAA regulations and how they affect conference members.
- FARs should be engaged in conference-level discussions regarding NCAA violations that involve conference members and discuss how best to maintain high ethical standards of conduct among conference members.
- FARs should be involved in discussions related to conference schedules of contests and help to assess their impact on the academic welfare of student-athletes. Special attention should be paid to final examination schedules of conference institutions.
- FARs should be engaged in decisions related to waivers of conference eligibility requirements, especially academic requirements.
- FARs should be engaged in discussions that determine the voting position of the conference at NCAA Conventions.
- FARs should be involved in determining recipients of conference academic honors.

CONNECTION TO THE FACULTY ATHLETICS REPRESENTATIVES ASSOCIATION (FARA)

The Faculty Athletics Representatives Association (FARA) had its genesis in the mid-1980s when a group of FARs initiated a series of forums. The purpose of these forums, which were held in conjunction with the NCAA Convention, was to provide for discussion of issues that were of concern to the NCAA membership.

The first of these meetings was held in Nashville in 1985, with other forums following on an annual basis through 1988. At the special NCAA Convention held in Dallas in June 1987, a FAR task force was established to facilitate contributions by FARs to the reform agenda of the newly formed NCAA Presidents Commission. In November 1987, the task force created the FAR Academic Review Committee to assess the academic implications of legislation to be voted on at the subsequent NCAA Convention. The committee, which included representation from NCAA Divisions I, II and III, produced the first of what has become a continuing series of printed reports that are distributed to the NCAA membership to promote an understanding of the academic impact of proposed legislation.

The work of the task force reached its culmination in 1989 in the ratification of the bylaws of a new national organization for faculty athletics representatives. This organization, FARA, was designed to promote greater cohesion among faculty athletics representatives and to enhance their usefulness within the NCAA and at their respective institutions.

Organization of FARA: The membership of FARA includes all persons who hold appointments at their institutions as FARs. The work of FARA is facilitated by standing committees, including the nominating committee and legislative review committees for each division. The legislative review committee reviews issues affecting the welfare of the student-athlete, in addition to academic implications of proposed legislation. Other committees of FARA are formed on an ad hoc basis.

Purpose of FARA: Under the auspices of the NCAA and in concert with the Executive Committee, FARA's purpose is to enhance the FARs effectiveness in pursuing these important goals. With support from the NCAA staff, FARA provides a collective voice for FARs on collegiate athletics. FARA is an active participant in the national dialogue on the importance of academic values in the conduct of athletics programs and is frequently solicited by various NCAA committees and constituent organizations for a faculty perspective on a variety of topics.

FARA Programs and Activities: To enhance the utility and effectiveness of FARs on campuses and with the NCAA, FARA sponsors a variety of programs and activities. Each fall, the legislative review committees conduct a review of proposed legislation to be voted on at the subsequent NCAA Convention, pertaining to academic standards or that which may otherwise impact the student-athlete, and circulates their written reports to the membership. FARA also conducts an annual meeting, as well as programming in conjunction with the NCAA Convention. The agenda of each meeting fosters the professional development of FARs through discussion of topics pertinent to their campus responsibilities. This aspect of FARA activities is particularly important given the substantial turnover in FARs.

WAYS FOR FARs TO ENGAGE WITH FARA

- FARs should be encouraged to attend the FARA Annual Meeting and provided with adequate academic release and financial support to enable attendance.
- When appropriate, institutions should encourage FARs to stand for election to the FARA Executive Committee or serve on the Legislative Review Committee.
- Conferences should designate a Conference Liaison to help facilitate communication between the FARs and the FARA Executive Committee.

RESOURCES

Faculty Athletics Representatives Association Website

faraweb.org

NCAA Division III Homepage

ncaa.org/d3

Division III FAR Fellows Institute

ncaa.org/division-iii-far-fellows-institute

Division III New FAR Orientation

ncaa.org/governance/division-iii-new-far-orientation