



**DIVISION III**  
**DISCOVER | DEVELOP | DEDICATE**

**COMMISSIONERS**  
**HANDBOOK**

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## **Division III Commissioners Handbook**

**Last Updated: January 2025**

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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 500-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>
ACTIVE SCHOOLS*	355 (32%)	293 (27%)	425 (39%)
MEDIAN UNDERGRADUATE ENROLLMENT	8,883	2,169	1,617
STUDENTS WHO ARE ATHLETES	1 in 23 	1 in 7 	1 in 5 
AVERAGE NUMBER OF TEAMS PER SCHOOL	19	17	19
PERCENTAGE OF NCAA STUDENT-ATHLETES IN EACH DIVISION	 37%	 24%	 38%
ATHLETICS SCHOLARSHIPS	Multiyear, cost-of-attendance athletics scholarships available. <b>59%</b> of athletes receive athletics aid.	Partial athletics scholarship model. <b>64%</b> of athletes receive athletics aid.	No athletics scholarships. <b>80%</b> 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 <b>28,692</b> undergraduates. The smallest? <b>270</b> .

\*The number of schools for each division is current as of the 2024-25 academic year. All other figures are based on 2023-24 data. Percentages shown for schools and student-athletes represent numbers at active NCAA schools, so they do not add up to 100%.

## 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. For more information, visit [on.ncaa.com/governance](https://on.ncaa.com/governance).

## What are the eligibility requirements in each division?

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



# NCAA Recruiting Facts

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

## Division I

Division I schools generally have the biggest student bodies, manage the largest athletics budgets and offer the highest number of athletics scholarships.

### PARTICIPATION

**204,000**

Student-Athletes

**355**

Active Schools

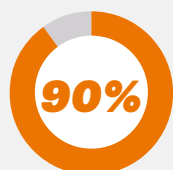
### ATHLETICS SCHOLARSHIPS

**59%**

of athletes receive athletics aid.

### ACADEMICS

2023 Graduation Success Rate



### OTHER STATS

**8,883**

Median Undergraduate Enrollment

**19**

Average Number of Teams per School

**1 in 23**

Students Who Are Athletes

**26\***

Division I National Championships

## Division II

Division II schools provide growth opportunities through academic achievement, learning in high-level athletics competition and a focus on service to the community.

### PARTICIPATION

**133,000**

Student-Athletes

**293**

Active Schools

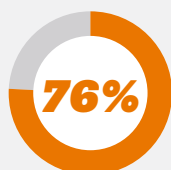
### ATHLETICS SCHOLARSHIPS

**64%**

of athletes receive athletics aid.

### ACADEMICS

2023 Academic Success Rate



### OTHER STATS

**2,169**

Median Undergraduate Enrollment

**17**

Average Number of Teams per School

**1 in 7**

Students Who Are Athletes

**25\***

Division II National Championships

## Division III

Division III schools offer participation in a competitive athletics environment that pushes college athletes to excel on the field and build upon their potential by tackling new challenges across campus.

### PARTICIPATION

**202,000**

Student-Athletes

**425**

Active Schools

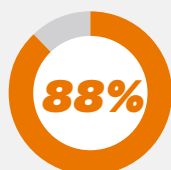
### FINANCIAL AID

**80%**

of athletes receive nonathletics aid.

### ACADEMICS

2023 Academic Success Rate



### OTHER STATS

**1,617**

Median Undergraduate Enrollment

**19**

Average Number of Teams per School

**1 in 5**

Students Who Are Athletes

**28\***

Division III National Championships



**Want to  
play NCAA  
sports?**

Visit [ncaa.org/  
playcollegesports](https://ncaa.org/playcollegesports)

 **DIVISION I**

Academic Standards

 **DIVISION II**  
**MAKE IT  
YOURS**

Academic Standards

 **DIVISION III**  
DISCOVER | DEVELOP | DEDICATE

Amateurism Standards

Graduation rates for student-athletes include those who transfer from one school to another.

The number of schools for each division is current as of the 2024-25 academic year. All other figures are based on 2023-24 data.

\* Each division also participates in 11 cross-divisional National Collegiate Championships.



# Facts About NCAA Sports

## Does the NCAA award athletics scholarships?

Individual schools award athletics scholarships. Division I and II schools provide nearly \$4.0 billion in athletics scholarships annually to 197,000 student-athletes. 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.

## Do many high school athletes earn athletics scholarships?

Very few, in fact. Only about 2% of high school athletes are awarded athletics scholarships to compete in college.

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

Overall, student-athletes graduate at higher rates than their peers in the student body, and those rates rise each year. [Click here](#) for more information on graduation rates.

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

Of the student-athletes participating in college sports with professional leagues, less than 2% become professional athletes. A college education is the most rewarding benefit of your student-athlete experience. There are more than 500,000 NCAA student-athletes, and **less than 2%** will go pro in their sport.

### Estimated Probability of Competing in Athletics Beyond High School

	Baseball	Men's Basketball	Women's Basketball	Football	Men's Ice Hockey	Women's Soccer	Softball
High School Student-Athletes	478,451	537,438	373,366	1,028,761	33,013	377,838	344,952
NCAA Student-Athletes	38,849	19,213	16,668	77,204	4,388	29,959	21,646
Drafted NCAA Student-Athletes	444	46	33	259	69	47	24
Percentage High School to NCAA	8.1%	3.6%	4.5%	7.5%	13.3%	7.9%	6.3%
*Percentage NCAA to Major Professional	5.1%	1.1%	0.9%	1.5%	7.1%	0.7%	0.5%

Note: High school and college participation data are from the 2022-23 academic year.  
\*The percentage of NCAA student-athletes moving on to major professional leagues is based on the number of draft picks in the 2023 MLB, NBA, WNBA, NFL, NHL, NWSL and WPF drafts.



**More Than 500,000 Student-Athletes**  
**Over 1,000 Schools**  
**24 Sports**  
**3 Divisions**  
**1 Association**



## HOW THE NCAA WORKS:

### Association-wide

While each NCAA division is empowered with setting its own rules and operating guidelines, some topics rise to a level affecting college sports as a whole and need a coordinated voice to guide the Association in a unified direction. For those situations, a group of committees comprising representatives from all three divisions makes recommendations that can impact the entire Association – whether a small, private Division III school or a national champion Football Bowl Subdivision program – equally.

The NCAA Board of Governors, the highest-ranking committee in the Association, implements policies by which all three divisions must abide. When the NCAA stopped allowing schools to host championships if their state governments displayed the Confederate flag, it was through a policy created by the Board of Governors.

Changes in legislation, however, require each division to take action. The Association-wide committees propose changes to the divisions, which then debate and vote on the proposals through their legislative processes. These committees explore issues impacting the health and safety of student-athletes or opportunities for women and minority groups in college sports.

# NCAA Association-wide Committees, Descriptions and Members



## BOARD OF GOVERNORS

The Board of Governors is the highest-ranking body in the NCAA and focuses on strategic discussions that impact the Association as a whole. The responsibilities of the board's nine voting members include:

- » Providing final approval and oversight of the Association's budget, enterprise risk management, strategic planning and establishing policies related to fiduciary responsibility.
- » Employing the Association's president, who shall be administratively responsible to the Board.
- » Formulating policies and procedures consistent with the NCAA Constitution, and implementing legal strategy, Association risk mitigation, and government relations and policy matters that affect the Association.
- » Convening the annual Convention and may call for a special convention as needed.

### 9 voting members:

- 4 - Division I, to include at least one member institution president or chancellor and one conference commissioner
- 1 - Division II Executive Board member
- 1 - Division III Presidents Council member
- 2 - Independent governors (individuals who are not currently employed or compensated by any member institution or conference and shall be verified as independent by the Board of Governors)
- 1 - Representative of the Association's student-athletes (one of the student-athletes shall have graduated not more than four years prior to appointment)

### 7 ex officio members:

- 3 - Chairs of Division I Council, Division II Management Council and Division III Management Council
- 1 - President or chancellor of a historically Black college or university
- 2 - Graduate of NCAA student-athletes (one of the graduates shall be a member of the voting member students/athletes)
- 1 - NCAA President

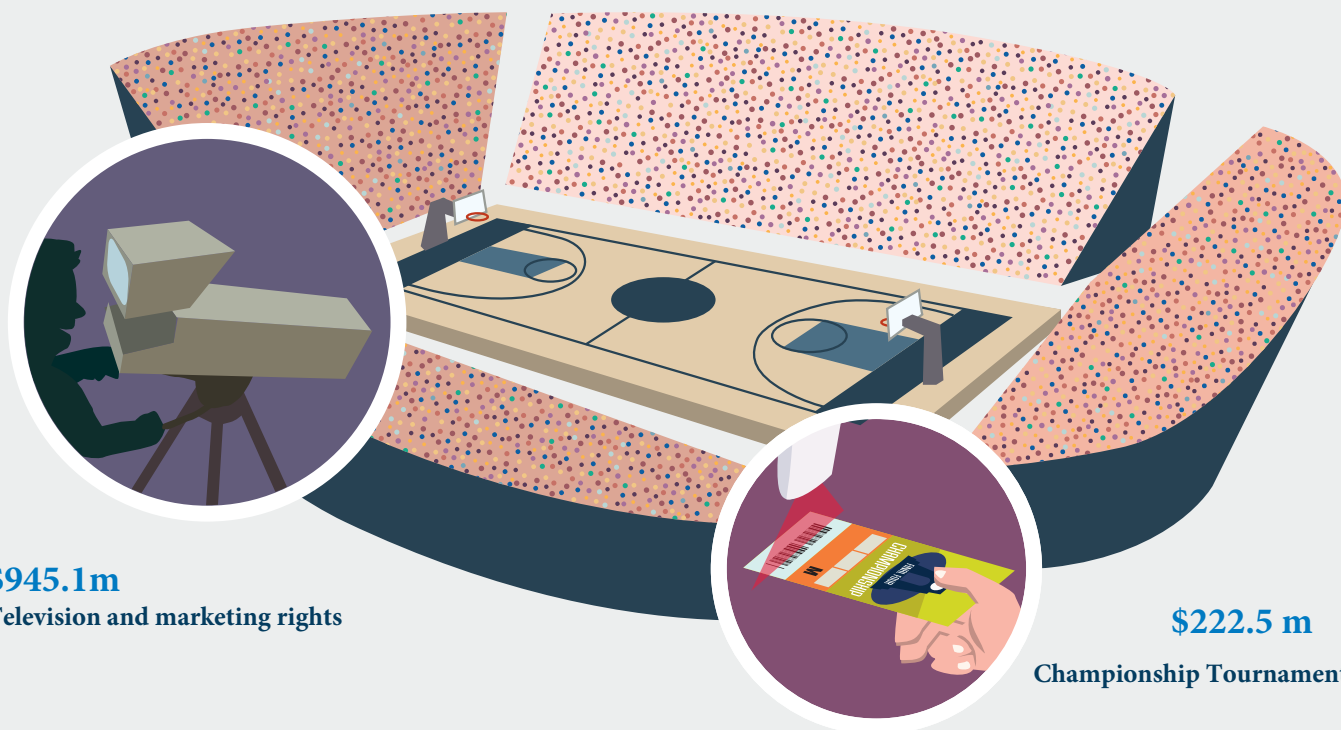


# Where Does The Money Go?

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

**\$224.8<sub>M</sub>**

### **Sport Sponsorship and Scholarship Funds**

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

**\$192.1<sub>M</sub>**

### **Division I Championships**

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

**\$170.3<sub>M</sub>**

### **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 six-year rolling period. The money is used to fund NCAA sports and provide scholarships for college athletes.

**\$70<sub>M</sub>**

### **Other Association-Wide Expenses**

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

**\$89.6<sub>M</sub>**

### **Student Assistance Fund**

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

**\$89.2<sub>M</sub>**

### **Academic Enhancement and Performance Funds**

Distributed to Division I membership to assist with academic programs and services. Academic Performance Fund is distributed based on student-athletes' academic performance.

**\$64.1<sub>M</sub>**

### **Student-Athlete Services and Championship Support**

Includes funding for [catastrophic injury insurance](#), drug testing, student-athlete leadership programs, [postgraduate scholarships](#) and additional Association-wide championships support.

**\$54.5<sub>M</sub>**

### **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.

**\$57.8<sub>M</sub>**

### **Division II Programs and Services\*\***

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

**\$49.5<sub>M</sub>**

### **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.

**\$42.4<sub>M</sub>**

### **Division III Programs and Services\*\***

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

**\$31.5<sub>M</sub>**

### **Supplemental Division I Distribution**

If at the end of the NCAA's fiscal year, there are unallocated net assets, the NCAA Chief Financial Officer may propose, and the NCAA Board of Governors Finance and Audit committee may approve a Supplemental Division I Revenue Distribution. This is not a budgeted or planned distribution.

**\$27.6<sub>M</sub>**

### **Membership Support Services**

Covers costs related to NCAA governance committees and the annual [NCAA Convention](#).

**\$9.8<sub>M</sub>**

### **Division I Conference Grants**

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

**\$5.2<sub>M</sub>**

### **Educational Programs**

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

*\*Figures are from the 2022-23 fiscal year. The distributions listed are recurring, and the information does not include any one-time distributions*

Opportunity	Description	Deadline	Program Cost or Grant Amount
<b>Campus and Conference DiSC</b>  <i>Contact: <a href="mailto:disc@ncaa.org">disc@ncaa.org</a></i>	<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
<b>Career in Sports Forum</b>  <i>Contact: <a href="mailto:ldevelopment@ncaa.org">ldevelopment@ncaa.org</a></i>	<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>The forum allows attendees to network with peers and decision-makers at the campus, conference and national level of college athletics.</p>	January-March	FREE
<b>Champion Forum</b>  <i>Contact: <a href="mailto:ldevelopment@ncaa.org">ldevelopment@ncaa.org</a></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>	Participants are selected through their conference offices.	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.

Opportunity	Description	Deadline	Program Cost or Grant Amount
<p><b>Emerging Leaders Seminar</b></p> <p>Contact: <a href="mailto:ldevelopment@ncaa.org">ldevelopment@ncaa.org</a></p>	<p>This professional development event provides leadership, educational and transitional programming for current graduate assistants and interns from NCAA member schools, conference offices and affiliate organizations. The three-day program educates, develops and connects selected learners and equips attending young professionals with the skills necessary to accelerate their career progression in college sports.</p>	<p>August - November</p>	<p>Cost: Learners at the NCAA Emerging Leaders Seminar will be asked to cover the cost of travel to and from Indianapolis for the seminar. The NCAA covers costs associated with lodging, meals and program materials.</p>
<p><b>Effective Facilitation Workshop</b></p> <p>Contact: <a href="mailto:ldevelopment@ncaa.org">ldevelopment@ncaa.org</a></p>	<p>NCAA leadership development annually offers the Effective Facilitation Workshop, an interactive professional development experience where energetic administrators and coaches receive personalized feedback on their leadership styles and gain skills in active learning and engaging facilitation. With competencies developed at the workshop, participants will be able to apply their elevated facilitation skill levels on campus or within their conference office to create meaningful group discussions with student-athletes and run effective meetings for department staff, all with the awareness of how and when new skills are developed.</p> <p>Current full-time employees at NCAA member schools, conference offices or affiliate organizations are eligible to apply to the workshop. Applicants must articulate their interest in gaining skill in facilitation, the practical benefits of participating personally and professionally and their anticipated impact on the student-athlete experience.</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>
<p><b>Ethnic Minority and Women's Enhancement Graduate Scholarship</b></p> <p>Contact: <a href="mailto:lthomas@ncaa.org">Lori Thomas lthomas@ncaa.org</a></p>	<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>	<p>September-February</p>	<p>\$10,000 for each award.</p>



Opportunity	Description	Deadline	Program Cost or Grant Amount
<p><b>Honors Awards</b></p> <p>Contact: <a href="mailto:mlawrence@ncaa.org">mlawrence@ncaa.org</a></p>	<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"> <li>• <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. Recipients must have graduated from an NCAA member institution, earned a varsity athletics award, or participated in competitive intercollegiate athletics, and exemplify the ideals of collegiate athletics and amateur sports competition.</li> <li>• <u>Today's Top 10 Awards</u>. Honor 10 outstanding senior student-athletes of the preceding academic year for their exceptional athletic and academic achievements, as well as their contributions to their campuses and communities.</li> <li>• <u>Silver Anniversary Awards</u>. Recognize up to six distinguished former student-athletes on their 25th anniversary of the end their athletics eligibility, this award celebrates the achievements and contributions of former student-athletes who have excelled in their professional lives and continue to exemplify the values of collegiate athletics.</li> <li>• <u>Award of Valor</u>. Presented to a coach or administrator currently associated with intercollegiate athletics, or to a current or former varsity letter-winner at an NCAA institution who, when confronted with a situation involving personal danger, averted or minimized potential disaster by courageous action or noteworthy bravery.</li> <li>• <u>Inspiration Award</u> Presented to a coach or administrator currently associated with intercollegiate athletics or to a current or former varsity letter winner at an NCAA school. It honors those who used perseverance, dedication and determination to overcome a life-altering situation and become role models, giving hope and inspiration to others.</li> </ul>		FREE

Opportunity	Description	Deadline	Program Cost or Grant Amount
<b>Inclusion Forum</b> Contact: <a href="mailto:inclusion@ncaa.org">inclusion@ncaa.org</a>	The NCAA Inclusion Forum brings together leaders within higher education and intercollegiate athletics, including student-athletes, to engage in powerful programming and enhance efforts on diversity, equity, inclusion and belonging initiatives. Educational programming focuses on each of the office of inclusion's five core areas of disability, international, LGBTQ, race/ethnicity and women.	Summer	Fee varies by location region and length of stay
<b>Jim McKay Graduate Scholarship</b> Contact: <a href="mailto:Lori.Thomas@ncaa.org">Lori.Thomas@ncaa.org</a>	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. While McKay scholars do not need a major in communications or journalism, they should demonstrate achievement in sport communication, public relations or at least show an interest in contributing to the field.	September-January	\$10,000 per scholarship
<b>Dr. Charles Whitcomb Leadership Institute</b> Contact: <a href="mailto:ldlevelpoment@ncaa.org">ldlevelpoment@ncaa.org</a>	<p>The Dr. Charles Whitcomb Leadership Institute provides tailored programming to assist ethnic minorities in strategically mapping and planning their careers in athletics administration by providing professional development programming over the course of a calendar year, which includes one-week programs at the beginning and conclusion of that year.</p> <p>Combining in-person sessions, continuing education resources and the well-connected alumni group, participants not only enhance and master skillsets pertinent to their success in their current roles, they also explore and plan to achieve future career aspirations. With a successful track record in producing the most influential leaders in college sports, the Leadership Institute provides participants with a transformational and empowering experience that will define their careers for decades.</p>	January-March	The NCAA will arrange for and cover the cost of hotel accommodations, meals and any program materials during the program. Attendees are responsible for airfare to and from the program, along with expenses incurred during travel.

Opportunity	Description	Deadline	Program Cost or Grant Amount
<b>NFL/NCAA Administrators Academy</b>  <i>Contact: <a href="mailto:ldevelopment@ncaa.org">ldevelopment@ncaa.org</a>.</i>	<p>The NFL/NCAA Administrators Academy assists graduate assistants and interns by expanding their capacity to perform in leadership roles within college and professional athletic administration. The academy provides young professionals seeking opportunities in football administration at the collegiate and pro level with professional development resources and the necessary skills to adapt to an evolving sports business landscape. The NFL and NCAA partner with key industry stakeholders (college conference offices, NFL and Club administrators, and more) on programming content</p>	January-March	<p>The NFL/NCAA Administrators Academy is offered free for selected learners. The NCAA covers costs associated with travel, lodging, meals and program materials for the in-person meeting.</p>
<b>NCAA and NFL Coaches Academy</b>  <i>Contact: <a href="mailto:ldevelopment@ncaa.org">ldevelopment@ncaa.org</a></i>	<p>The NCAA and NFL Coaches Academy provides current, full-time college football coaches at NCAA member schools an educational opportunity to build connections and develop leadership acumen to pursue their career aspirations.</p> <p>As a coach at the academy, you will engage with industry experts and valuable peers across a wide variety of topics that will enhance your capabilities to serve as an effective coach and leader of student-athletes both on and off the field. Topics will include effective communication with campus and community constituents, the importance of building a culture focused on the overall success of the student-athletes, budget management of a football program, and coaching strategies and philosophies. Equally vital will be discussion about managing yourself personally throughout the rigors associated with life as a coach.</p>	August- November	<p>Learners at the NCAA/NFL Football Coaches Academy will be asked to cover the cost of travel to and from Indianapolis for the academy. The NCAA covers costs associated with lodging, meals and program materials.</p>
<b>NCAA Basketball Coaches Academy</b>  <i>Contact: <a href="mailto:ldevelopment@ncaa.org">ldevelopment@ncaa.org</a></i>	<p>The NCAA Basketball Coaches Academy provides current, full-time intercollegiate men's and women's basketball coaches at NCAA member institutions an opportunity to expand their knowledge and insight into the world of intercollegiate basketball coaching. During the academy, selected participants will be trained in a variety of areas that encourage effective coaching at the intercollegiate level, with a focus on the holistic well-being and development of the student-athlete.</p> <p>As a coach at the academy, you will engage with industry experts and peers across a wide variety of topics that will enhance your capabilities to serve as an effective coach and a leader of student-athletes both on and off the field. Central curriculum topics will include effective communication with campus and community constituents, the importance of building a culture of excellence focused on the overall success of student-athletes, winning the head coaching interview, becoming a CEO of your program and on-the-floor coaching strategies. Equally vital will be discussion about managing yourself personally throughout the rigors associated with life as a coach.</p>	January-March	<p>Learners at the NCAA Basketball Coaches Academy will be asked to cover the cost of travel to and from Indianapolis for the academy. The NCAA covers costs associated with lodging, meals and program materials.</p>

Opportunity	Description	Deadline	Program Cost or Grant Amount
<b>NCAA Graduate Student Research Grant Program</b>  <i>Contact: <a href="mailto:research@nceaa.org">research@nceaa.org</a></i>	<p>The NCAA Graduate Student Research Grant Program provides funding for graduate student research examining the role of intercollegiate athletics in higher education and the college student-athlete psychosocial experience. Grants are set at a maximum of \$7,500 and are available to graduate students enrolled at NCAA-member institutions. For detailed information and proposal guidelines, please review the Call for Proposals and other linked documents under "Applicant Resources" on this <a href="#">webpage</a>.</p>	May	Grants are set to a maximum of \$7,500
<b>NCAA Postgraduate Internship Program</b>  <i>Contact: <a href="mailto:internship@nceaa.org">internship@nceaa.org</a></i>	<p>The NCAA Postgraduate Internship Program annually provides on-the-job learning experiences at the national office in Indianapolis to college graduates who are passionate in their pursuit of a career in college sports administration.</p> <p>With a focus on ethnic minorities, women and former student-athletes, this yearlong program gives insight to the inner workings of college sports from the national perspective. Interns over the past 25 years have taken their experience and institutional knowledge onto campuses and into the conference offices as full-time administrators.</p> <p>NCAA postgraduate interns are nonexempt employees with benefits, and they receive comprehensive training, mentor assignments and networking opportunities throughout the internship. Additionally, postgraduate interns plan and execute professional development site visits to conference offices, member campuses and affiliate organizations to further their knowledge of the collegiate sports industry and network with today's leaders.</p>	August- September	\$33,000 per intern plus benefits
<b>NCAA Innovations in Research and Practice Grant Program</b>  <i>Contact: <a href="#">Lydia Bell</a></i>	<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>	January-March	Applicants may request up to \$35,000 in funding, although grants may be funded at smaller amounts.
<b>NCAA Postgraduate Scholarship</b>  <i>Contact: <a href="mailto:Lori.Thomas@nceaa.org">Lori.Thomas@nceaa.org</a></i>	<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: <b>Jan. 10</b> Winter: <b>March 25</b> Spring: <b>May 23</b>	\$10,000 per scholarship.



Opportunity	Description	Deadline	Program Cost or Grant Amount
<p><b>NCAA Regional Rules Seminars</b></p> <p><i>Contacts:</i>  <a href="mailto:NCAARegionalRulesSeminars@ncaa.org">NCAARegionalRulesSeminars@ncaa.org</a></p>	<p>The NCAA Regional Rules Seminars are an NCAA legislation, athletics compliance and associated issues educational forum designed to benefit participants with different responsibilities, backgrounds, experiences and levels of expertise. Attendees are athletics administrators, coaches and other campus administrators in the areas of financial aid, registration and admissions from Divisions I, II and III member schools and conferences.</p> <p>Sessions are categorized to assist attendees based on their experience, expertise and presentation style preference. It is not necessary for attendees to attend sessions all three days. Membership division, individual areas of responsibility and attendee seminar learning objectives should be considered when making session selections and travel arrangements.</p>	<p>Registration typically opens in early March.</p>	<p>Program is free to the membership.</p>
<p><b>Pathway Program</b></p> <p><i>Contacts:</i> <a href="mailto:ldevelopment@ncaa.org">ldevelopment@ncaa.org</a></p>	<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.</p> <p>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.</p> <p>To wrap up the year, all participants come together and are recognized at the annual NACDA convention luncheon.</p>	<p>January- 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.</p> <p>Participants will also receive an honorarium to be used during the year for professional development opportunities and mentor visits.</p>

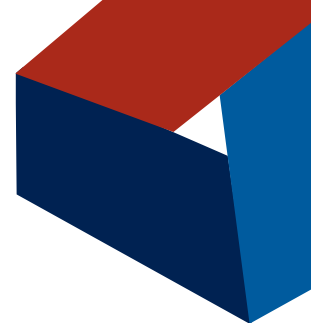
Opportunity	Description	Deadline	Program Cost or Grant Amount
<p><b>Student-Athlete Leadership Forum</b></p> <p>Contact: <a href="mailto:ldevelopment@ncaa.org">ldevelopment@ncaa.org</a></p>	<p>The NCAA Student-Athlete Leadership Forum, created in 1997, has served as a life-changing experience for more than 5,000 student-athletes who have grown personally and professionally as a result of their attendance. 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. This best-in-class programming experience serves as a transformational opportunity for student-athletes and administrators to build a leadership toolkit and develop vital self-awareness that allows them to realize their potential.</p> <p>All schools in an identified region are able to submit nominations based on a first-come, first-served basis. Each eligible school within the designated region can send up to two student-athletes and one administrator.</p>	<p>June-July</p>	<p>Attendance at the forum is offered at no cost to the participants, NCAA member schools or conference offices. The NCAA covers all expenses related to travel, ground transportation, lodging and meals.</p>
<p><b>Walter Byers Graduate Scholarship</b></p> <p>Contact: <a href="mailto:Lori.Thomas1@ncaa.org">Lori.Thomas1@ncaa.org</a></p>	<p>In 1988, the National Collegiate Athletic Association established the Walter Byers Scholarship to recognize the contributions of the former executive director through encouraging excellence in academic performance by student-athletes. Annually, one male and one female student-athlete are awarded a \$24,000 Walter Byers scholarship in recognition of outstanding academic achievement and potential for success in graduate study. It is intended that an individual named a 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.</p>	<p>September- January</p>	<p>\$24,000 per scholarship (renewable for 2<sup>nd</sup> year).</p>
<p><b>Woman of the Year Award</b></p> <p>Contact: <a href="mailto:WOTY@ncaa.org">WOTY@ncaa.org</a></p>	<p>The NCAA Woman of the Year program, established in 1991, honors the academic achievements, athletic excellence, community service and leadership of graduating female college athletes from all three divisions. Hundreds of athletes are nominated by their schools each year for the prestigious award, with conferences celebrating their top choice for the award. From the nominations, the Top 30 honorees – 10 from each division – are celebrated and narrowed down to nine finalists – three from each division. The NCAA Committee on Women's Athletics selects the NCAA Woman of the Year, who is announced during the NCAA Convention.</p>	<p>The nomination form is completed by the member school and submitted via the NCAA Program Hub in June.</p>	

# ***DIII Resources Webpage***

<https://www.ncaa.org/sports/2021/2/19/membership-d3.aspx>



# **Division III Philosophy Statement**



The purpose of the National Collegiate Athletic Association (NCAA) is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual members to determine their own unique objectives and programs. The philosophy 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.

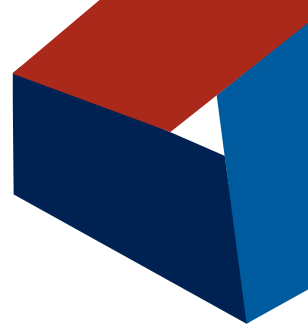
## **DIVISION III MEMBERS AFFIRM THE PURPOSES AND FUNDAMENTAL POLICY OF THE NCAA, AS SET FORTH IN CONSTITUTION ARTICLE 1 WITH EMPHASIS ON:**

1. Division III members shall establish and maintain an environment in which a student-athlete's activities are conducted with the appropriate primary emphasis on the student-athlete's academic experience.
2. Division III intercollegiate athletics shall be conducted in a manner designed to protect, support, and enhance the physical and mental health and safety of student-athletes.
3. Division III members shall be committed to the creation of diverse and inclusive environments with respect for and sensitivity to the dignity of every person.
4. Division III athletics shall be conducted in a manner free of gender bias.

## **NCAA CONSTITUTION ARTICLE 2 ESTABLISHES THE INDEPENDENT AUTHORITY OF DIVISION III TO ORGANIZE ITSELF AND DETERMINE ITS OWN GOVERNING STRUCTURE AND MEMBERSHIP.**

1. Institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of Division III intercollegiate athletics at the national, conference and institutional levels.
2. Institutional and conference members determine policy at the national level through the Division III governance and legislative processes.
3. Key institution and conference constituents who play an integral role in the governance and operation of Division III at the national, conference and institutional levels include, but are not limited to athletics direct reports, athletics diversity and inclusion designees, athletics health care administrators, coaches, conference commissioners, directors of athletics, faculty athletics representatives, presidents and chancellors, senior compliance administrators, senior woman administrators, and student-athletes.

# **Division III Philosophy Statement**



**DIVISION III MEMBERS ABIDE BY THE FOLLOWING PRINCIPLES THAT HELP TO DEFINE AND DISTINGUISH THE DIVISION AND ITS POLICIES AND LEGISLATION.**

## **1. Student-Athlete Collegiate Experience.**

- i. Primarily focus on intercollegiate athletics as a four-year undergraduate experience.
- ii. Seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of their educational experience.
- iii. Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience.

## **2. Student-Athlete Athletics Experience.**

- i. Support student-athletes in their efforts to reach the highest levels of athletics performance, with a primary emphasis on conference and regional competition, while providing access to national championships.
- ii. Prioritize the experience of the participants, and the internal constituency (e.g., students, alumni, institutional personnel) rather than on the entertainment needs of spectators or the general public.
- iii. Develop and maintain an environment that promotes sportsmanship and a positive culture for student-athletes, coaches, and administrative personnel, recognizing the role intercollegiate athletics can play in human development. Ensure spectators contribute to a positive sporting experience in support of all participants.

## **3. Member Responsibility and Oversight.**

- i. Encourage participation and provide equitable opportunities with support for gender and ethnic/racial diversity. Give equal emphasis to men's and women's sports.
- ii. 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.
- iii. Assure all teams are provided with appropriate facilities, competent coaching, and competitive opportunities.
- iv. Assure student-athletes are treated similarly to the student-body in areas that include, but are not limited to, admissions, enrollment, financial aid, academic and career support, academic performance, and degree completion.
- v. Assure that financial aid is not awarded to any student on the basis of athletics leadership, ability, participation or performance.

# 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 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.

## 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 Supporting Features

## 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:

- They adhere to the same academic standards as the student body.
- They are provided the same housing, services and support as the student body.
- They are 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.

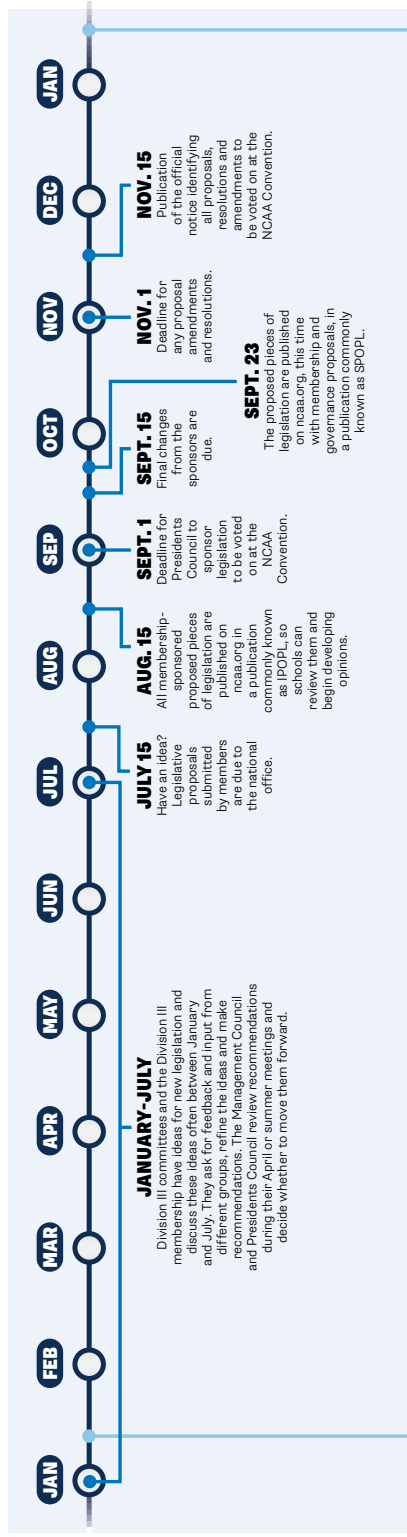
Access to competing in national championships is important to Division III, where one of every 6.5 teams competes in the NCAA postseason. Division III is home to more than 200,000 student-athletes – the most in any division – who can earn the opportunity to compete in 28 Division III national championships. The division's philosophy and the rules that implement it are set by members hailing from approximately 430 schools and more than 40 conferences.



**DIVISION III**  
DISCOVER | DEVELOP | DEDICATE

## DIII Legislative Calendar and Convention Process

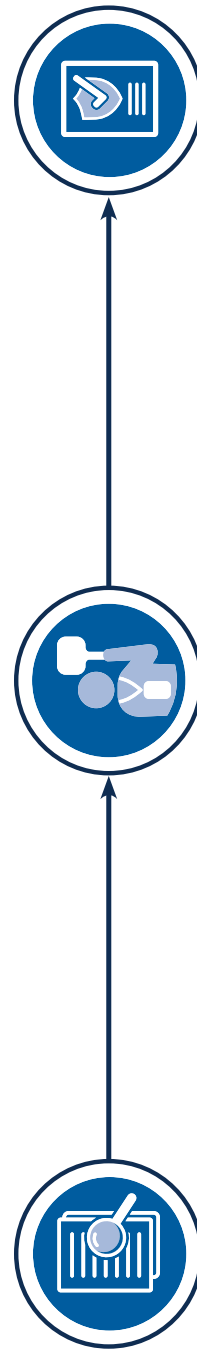
### Legislative Calendar



### 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. The Division III Student-Athlete Advisory Committee also has 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

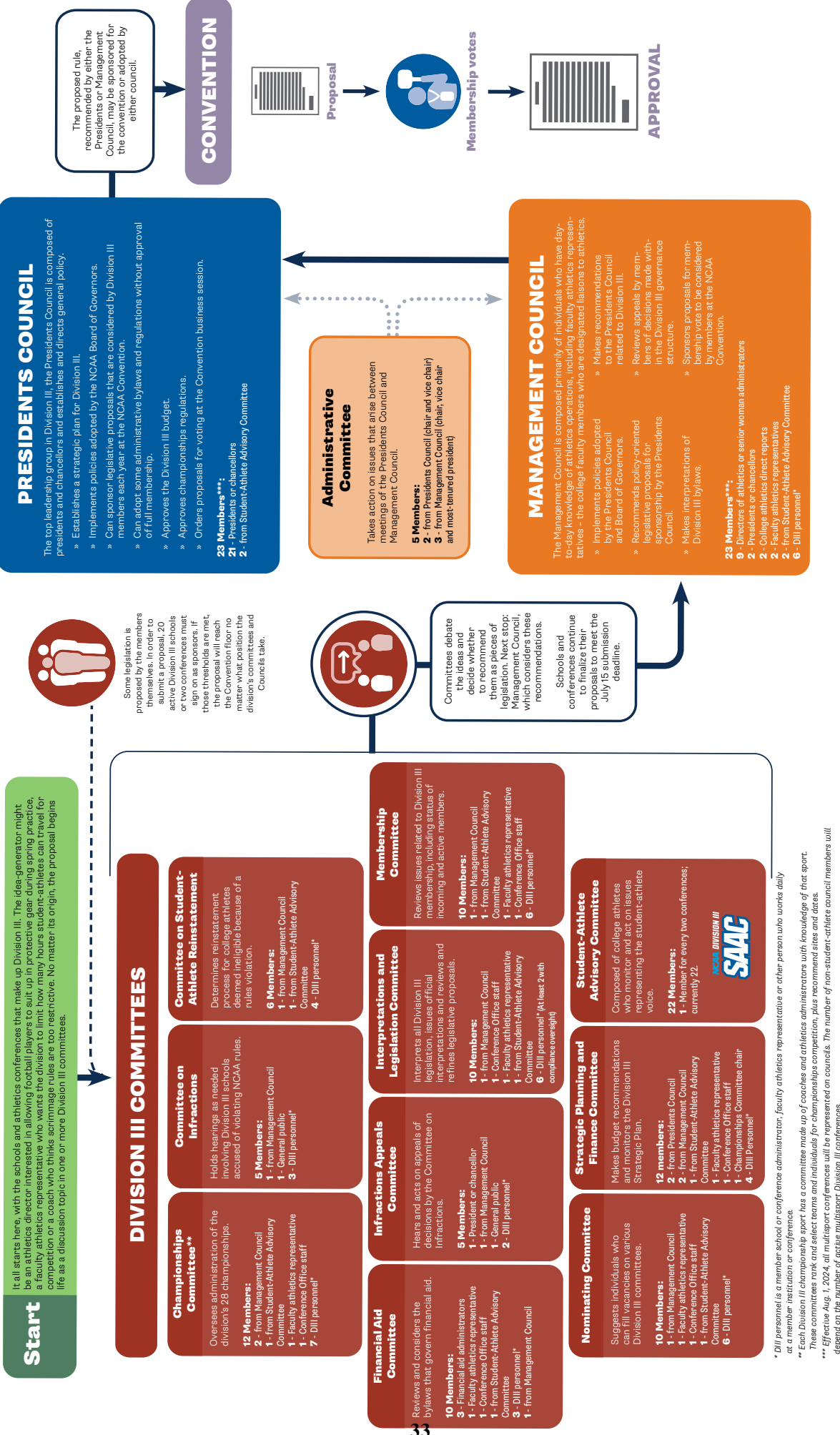
In most cases, Division III legislation requires only a simple majority vote of members present. Sometimes – such as in 2016, when the NCAA added beach volleyball as a championship sport – legislation can apply to the entire Association membership, in which case it must reach its own majority vote to 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

2024-26 Budget Biennium **[Year 1: 2024-25]**

**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.

**Mission Statement:** Promoting the student-athlete academic and athletic experience, with a commitment and dedication to the membership through effective inclusion, communication, and engagement.



**DIVISION III**  
**DISCOVER | DEVELOP | DEDICATE**

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## 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 the 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**

The purpose of the National Collegiate Athletic Association (NCAA) is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual members to determine their own unique objectives and programs. The philosophy 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.

(a) Division III members affirm the purposes and fundamental policy of the NCAA, as set forth in Constitution Article 1 with emphasis on:

- (1) Division III members shall establish and maintain an environment in which a student-athlete's activities are conducted with the appropriate primary emphasis on the student-athlete's academic experience.
- (2) Division III intercollegiate athletics shall be conducted in a manner designed to protect, support, and enhance the physical and mental health and safety of student-athletes.
- (3) Division III members shall be committed to the creation of diverse and inclusive environments with respect for and sensitivity to the dignity of every person.
- (4) Division III athletics shall be conducted in a manner free of gender bias.

(b) NCAA Constitution Article 2 establishes the independent authority of Division III to organize itself and determine its own governing structure and membership.

(1) Institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of Division III intercollegiate athletics at the national, conference and institutional levels.

(2) Institutional and conference members determine policy at the national level through the Division III governance and legislative processes.

(3) Key institution and conference constituents who play an integral role in the governance and operation of Division III at the national, conference and institutional levels include, but are not limited to athletics direct reports, athletics diversity and inclusion designees, athletics health care administrators, coaches, conference commissioners, directors of athletics, faculty athletics representatives, presidents and chancellors, senior compliance administrators, senior woman administrators, and student-athletes.

(c) Division III members abide by the following principles that help to define and distinguish the division and its policies and legislation.

- (1) Student-Athlete Collegiate Experience.

(i) Primarily focus on intercollegiate athletics as a four-year undergrad experience.

(ii) Seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of their educational experience.

(iii) Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience.

(2) Student-Athlete Athletics Experience.

(i) Support student-athletes in their efforts to reach the highest levels of athletics performance, with a primary emphasis on conference and regional competition, while providing access to national championships.

(ii) Prioritize the experience of the participants, and the internal constituency (e.g., students, alumni, institutional personnel) rather than on the entertainment needs of spectators or the general public.

(iii) Develop and maintain an environment that promotes sportsmanship and a positive culture for student-athletes, coaches, and administrative personnel, recognizing the role intercollegiate athletics can play in human development. Ensure spectators contribute to a positive sporting experience in support of all participants.

(3) Member Responsibility and Oversight.

(i) Encourage participation and provide equitable opportunities with support for gender and ethnic/racial diversity. Give equal emphasis to men's and women's sports.

(ii) 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.

(iii) Assure all teams are provided with appropriate facilities, competent coaching, and competitive opportunities.

(iv) Assure student-athletes are treated similarly to the student-body in areas that include, but are not limited to, admissions, enrollment, financial aid, academic and career support, academic performance, and degree completion.

(v) Assure that financial aid is not awarded to any student on the basis of athletics leadership, ability, participation or performance.

## 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 19 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 200,000 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 one of the 2024-26 biennium.**

## **DIVISION III STRATEGIC PRIORITIES FOR 2021-24 BUDGET TRIENNium [YEAR 1: 2024-25]**

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**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 (2024-2025).
- Continue to monitor the division's current mandated reserve.

**1. Provide Quality Division III Championships.** FY25 budget equals \$36.3 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. 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. **Incorporate approved FY25 budget enhancements (e.g., per diem, bracket increases, flexibility to protect highly ranked teams, officiating fees, livestreaming of preliminary rounds of NCAA team championships) and recommendations from the Deloitte consultant analysis.**

**2. Provide Division III Conference Office Support.** FY25 budget equals \$4.5 million. These funds support the Strategic Initiatives Conference Grant Program, annual commissioner meeting with NCAA staff and a grant to support officiating resources.

- 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, staff and administrators of color, 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. Aides conference offices to provide documentation of a third-party external review of grant fund usage to the national office annually.
  - **Incorporate recommendations recommended by Lewis Rice consultant outside review to increase efficiencies.**
  - **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 grant fund provided for FY25 and FY26.**
  - All conferences will be represented annually; commissioners will be provided with the opportunity to discuss Division III hot topics, governance, and championships issues. Additional funding is provided through Tier One of the Strategic Initiatives Conference Grant Program to supplement a portion the conference office's travel costs.
- 3. Effectively Advance Diversity, Equity, and Inclusion. FY25 budget equals \$2.8 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 individuals of color (e.g., SWA Program, Institute for Administrative Advancement, Student Immersion Program). **Incorporate recommendations from the Lewis Rice consultant review.**
    - Continue to fund the Division III diversity grants – ethnic minority and women, strategic alliance matching and coaching enhancement. **Incorporate recommendations from the Lewis Rice consultant review.**
    - Support the office of inclusion in promoting resources for the athletics diversity and inclusion designee.
    - **Create a new Management and Presidents Council subcommittee to absorb the work of the LGBTQIA+ and Diversity and Inclusion Working Groups.**
    - **Update the LGBTQ OneTeam program and train new facilitators.** The program 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.
    - Promote the Inclusive Leaders Program that provides education on improving the recruitment and retention.

- 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 individuals of color that have participated in an NCAA program. Continue to distribute and promote Continue to send out a quarterly Diversity and Inclusion newsletter.
  - Monitor NCAA emerging sports (e.g., triathlon, acrobatics and tumbling, flag football).
    - **Monitor with the office of inclusion and the membership new emerging sports for women and specifically, vote on the creation of a women's wrestling championship at the 2025 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. FY25 budget equals \$625K.**
- Maintain the promotion and use of the Injury Surveillance Program, SST'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 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. **Incorporate recommendations from the Lewis Rice consultant review.**



- 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.
  - Monitor and promote institutional commitment to the Board of Governor's policy 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.
  - **Support the Sport Science Institute's resources related to mental health. Maintain a pilot related to waivers for mental health. Incorporate recommendations from the Deloitte analysis.**
- 5. Maintain the Value of Division III Athletics. FY25 budget equals \$335K.** 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.
- Communicate the distinct Division III philosophy as articulated in the Philosophy Statement and supported by the Strategic Positioning Platform.
  - **Emphasize, promote, and steward the Division III brand, identity, and unique philosophy as articulated in the division's Strategic Positioning Platform to prospective student-athletes and their families, guidance counselors and high school and club coaches.** 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.
  - 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.
  - **Monitor the federated 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. Release recommendations to the membership. Provide institutional funding to assist with resources and professional development.**

- 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 \$602K.**
- 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 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. **Develop a new program to provide professional development to athletics communication staff. Update the Strategic Communications resource.**
  - Provide funding for the DIIICA and NADIII 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.
  - Provide a live-stream option for the annual Regional Rules Seminar to enhance compliance education. The live-stream will not replace the once in three-year in-person requirement.

7. Enhance Formal Accountability of the Governance Structure and National Office Support. FY23 budget equals \$88K.

- Continue to distribute the annual performance scorecard to committee members for regular accountability of key Division III programs and committee staff liaisons.
- 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.

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, student-athlete compensation, select litigation).
- Support relevant issues identified through the Association's Business Review (e.g., fan database, purchasing collective, post-eligibility insurance) and couple with recommended opportunities identified by the Deloitte analysis.
- 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 2024-25 Budget Breakdown		Division III Philosophy Statement and Constitutional Principles Justifying Funded Programs
<b>Revenue:</b>		<i>Division III Institutions...</i>
Division III 3.18% Revenue Allocation (ESTIMATE)	\$44,142,854	
Additional Revenue	42,250	
Membership Dues	NA for FY25	
<b>Championships Expenses:</b>		
Total Championships Expense	\$36,371,212	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)
<b>Conference Office Expenses:</b>		
Strategic Initiatives Conference Grant Program	\$4,376,703	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)
Grant funding to support officiating resources	\$40,000	With the on-going crisis in the recruitment and retention of officials, this two-year grant will provide funding for the D3CA to establish relationships and build resources.
<b>Diversity, Equity and Inclusion Expenses:</b>		
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	\$275,000	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	\$85,000	Funding for the annual LGBTQ of the Year recognition (\$30K) and update the OneTeam Program and train additional facilitators (\$55K – one-time expense). Partner with office of inclusion.
<b>Student-Athlete Support Expenses:</b>		
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)
Convention Programming including specific student-athlete programs	\$100,000	Continue to create specific programming for student-athletes attending the annual Convention to help better engage and educate on the Division III philosophy.
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 (College Sports Communicators)	\$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).
Campus Based Student-Athlete Leadership Programming	\$20,000	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.
CSC Student Program	\$15,000	Programming for students interested in sports information/athletics communication.



Projected NCAA Division III 2024-25 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:		
Athletic Trainer Initiatives	\$85,000	Resources to support the Division III Athletic Trainer Working Group recommendations.
Athletics Communication Initiatives	\$85,000	Resources to support the professional development of athletics communication/sports information directors.
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)
NADIIIAA 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.
46		
CSC DIII Day	\$12,000	This initiative supports sports information directors to receive professional development.
NADIIIAA and D3CA leadership meeting	\$10,000	The executive leadership groups from NADIIIAA 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	NA	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.
Working Groups	\$5,000	This initiative exists to provide opportunities for working groups/task forces in the future.
NCAA staff professional development	\$7,000	Allows annual professional development for NCAA Division III staff.
Total Division III Expenses	\$45,245,519	

\* 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 \$3 million in supplemental spend (webstreaming preliminary rounds of team championships, mental health training for coaches and grants to assist athletic trainers) 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.

48 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](http://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**

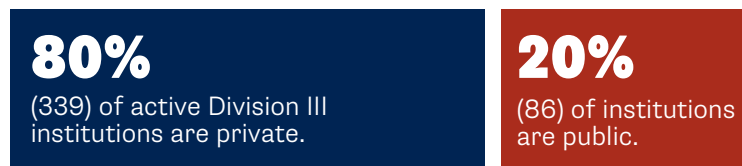
The Division will maintain the following budget policies. SPFC must recommend, with final approval from the Management and Presidents Councils, to change the policies.

- 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 2024-25 Facts and Figures

## MEMBERSHIP

Division III is the NCAA's largest division (approximately 39% of total membership).



Source: 2024 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 1.5% to more than 74%.)



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

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

Source: 2024 Sports Sponsorship and Demographics 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



Source: 2024 Sports Sponsorship and Demographics Forms

## SPORTS SPONSORED PER INSTITUTION

**19** average number of sports that Division III schools sponsor.

Source: 2024 Sports Sponsorship and Demographics Forms

## ATHLETICS PARTICIPATION

(Including emerging sports)

Approximately **37.3%** of NCAA student-athletes compete at Division III institutions.

	Division III	NCAA Overall
Men	121,785 (59%)	308,853 (57%)
Women	84,913 (41%)	235,735 (43%)
Total	206,698	544,588

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

Source: 2024 Sports Sponsorship and Demographics Forms

## PRIORITY INITIATIVES

- Provide quality Division III Championships.
- Provide Division III conference office support.
- Effectively advance diversity, equity and inclusion.
- Ensure student-athlete support.
- Maintain the value of Division III athletics.
- Provide professional development for Division III constituents.
- Enhance formal accountability of the governance structure and national office support.
- Support Association-wide initiatives.

Source: 2024-25 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 2024-25 Budget Overview

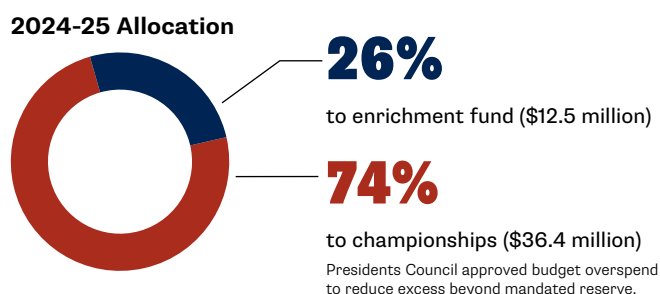


## REVENUE

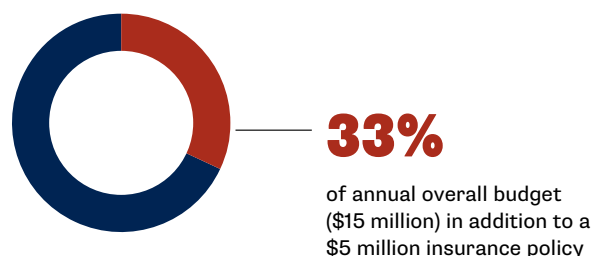


Source: 3.18% of NCAA operating revenue allocation

## BUDGET ALLOCATION



### Mandated Annual Reserve



## VALUE OF MEMBERSHIP

With an annual budget of **\$45.1 million** and annual membership dues of **\$900 or less**, the estimated annual per institution value of Division III membership is **\$95,501**.

## ASSOCIATION-WIDE BENEFITS

Division III members also benefit from Association-wide services and support. The NCAA funds these services with more than \$200 million dollars annually.

Legal Services, Communication	\$70 M
Insurance Programs, Drug Testing, Student-Athlete Leadership	\$64.1 M
Technology and National Office Support	\$49.5 M
Membership Support (e.g., Committees and Interpretations)	\$27.6 M
Educational Programs	\$5.2 M

## CHAMPIONSHIPS

(28 DIVISION III SPECIFIC)

	Men's Budget	Women's Budget
Baseball	\$3,506,520	NA
Basketball	\$1,717,658	\$1,723,841
Cross Country	\$822,016	\$842,094
Field Hockey	NA	\$799,626
Football	\$3,336,842	NA
Golf	\$860,189	\$687,563
Ice Hockey	\$746,704	\$625,315
Lacrosse	\$1,369,020	\$1,447,212
Rowing	NA	\$556,494
Soccer	\$1,765,626	\$1,768,357
Softball	NA	\$2,348,591
Swimming and Diving	\$860,716	\$912,833
Tennis	\$976,517	\$1,033,417
Indoor Track and Field	\$1,068,292	\$994,974
Outdoor Track and Field	\$1,323,712	\$1,247,813
Volleyball	\$560,619	\$1,607,638
Wrestling	\$861,013	NA
<b>Overall Totals</b>	<b>\$19,775,444</b>	<b>\$16,595,768</b>

Source: NCAA Financial Statements

## ENRICHMENT FUND

### 2024-25 Budget

<b>Conference Office Support</b>	
Strategic Initiative Conference Grants	\$4,376,730
Conference Commissioners Meeting	\$40,000
Conference Officiating Enhancement	\$40,000
<b>Diversity, Equity and Inclusion</b>	
Women & Minority Intern Program	\$1,600,000
Strategic Alliance Matching Grant	\$708,550
DIII Diversity Initiatives	\$275,000
Coaching Enhancement Grant	\$100,000
LGBTQIA+ Inclusion Program	\$85,000
<b>Student-Athlete Support</b>	
Health and Safety	\$1,210,000
Student-Athlete Leadership Conference	\$400,000
Annual Convention	\$100,000
SAAC Associate Member Travel	\$45,000
CSC Academic All-American Program	\$44,000
Campus-Based Student-Athlete Leadership Programs	\$20,000
CSC Student Program	\$15,000
<b>Value of Division III</b>	
Championships Media	\$2,456,000
Branding and Promotion	\$300,000
Special Olympics Partnership	\$35,000
<b>Professional Development</b>	
Athletic Communication Initiatives	\$85,000
Athletic Trainers Initiatives	\$85,000
New AD and Commissioner Orientations	\$85,000
ADR Professional Development	\$75,000
FAR Institute/Orientation	\$75,000
NADIIIAA Partnership	\$75,000
Regional Rules Seminar Live Streaming	\$50,000
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
<b>Division III National Office Support</b>	
Division III Event Cancellation Insurance	\$61,000
Additional Working Groups	\$20,000
NCAA Staff Professional Development	\$7,000
<b>Overall Total</b>	<b>\$12,540,280</b>

Source: NCAA Financial Statements

## 2024-25 Division III Grants, Programs and Services: “Show Me the Money”

Please send all questions to [DIIIgovernance@ncaa.org](mailto:DIIIgovernance@ncaa.org)

Opportunity	Description	Application/Deadline	Program Benefits
<b>Division III Ethnic Minority and Women’s Internship Grant</b>	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 (\$30,000) 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. Click <a href="#">here</a> for additional details.	<u>Application Period:</u> Sept. to January	<ul style="list-style-type: none"> <li>• Attendance at in-person orientation at the NCAA (Aug.)</li> <li>• Attendance at the NCAA Convention after year one.</li> <li>• Attendance at Emerging Leaders in Sports.</li> <li>• Designated mentor.</li> <li>• Networking opportunities.</li> </ul>
<b>Division III Strategic Alliance Matching Grant Program</b>	The Strategic Alliance Matching Grant provides funding for Division III institutions and conference offices to enhance gender and ethnic/racial diversity through full-time professional positions in athletics administration. 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. Click <a href="#">here</a> for additional details.	<u>Application Period:</u> Sept. to January	
<b>Conference Grant Program (Strategic Initiatives Grant)</b>	NCAA Division III allocates over \$4 million annually directly to conferences and Division III Independents to administer educational programs and services that best meet local needs in support of the Division III strategic plan. Click <a href="#">here</a> for grant details and Tier amounts.	<u>Requisition Forms due:</u> July 15  <u>Impact Forms due:</u> August 1  <u>Third-party forms due:</u> Oct. 15	Annual funding of \$74,000 to \$142,000 per conference.  Funding for professional development programs, SAAC, membership fees, championship enhancements, officiating, and DEI initiatives.
<b>Division III FAR Orientation</b>	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. The NCAA funds travel, hotel, and meals for the 30-member cohort. Click <a href="#">here</a> for more information.	Held for 2 consecutive years and then a year off.  Orientations scheduled for Feb. 2027 and Feb. 2028  <u>Nomination Period:</u> Oct. 1-November 15	Registration fee waiver for FARA Fall Forum for one-year preceding Orientation.  Registration for FARA Fall Forum.
<b>Division III FAR Fellows Institute</b>	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. The NCAA funds travel, hotel, and meals for the 30-member cohort. Click <a href="#">here</a> for more information.	Held every 3 years.  Institutes scheduled for Nov. 2025 and Nov. 2028  <u>Nomination Period:</u> April 15-May 31	Program held in conjunction with FARA Fall Forum

## 2024-25 Division III Grants, Programs and Services: “Show Me the Money”

Please send all questions to [DIIIIGovernance@ncaa.org](mailto:DIIIIGovernance@ncaa.org)

Opportunity	Description	Deadline	Program Benefits
<b>Division III ADR Institute</b>	The purpose of the Athletics Direct Report (ADR) Institute is to engage Division III ADRs in best practices to oversee and manage athletics departments and to improve the relationships between ADRs and their presidents, athletics directors, and conference commissioners to enhance effectiveness of the ADR at the campus, conference, and national levels. The ADR Institute will accept up to 15 participants each year. All Division III ADRs, with no more than two years of experience in the ADR role are eligible to attend. Applications are accepted via Program Hub. The NCAA funds travel, hotel, and meals. Click <a href="#">here</a> for more information.	<u>Nomination Period:</u> Aug. 15-Sept. 15	Fee waiver to the NCAA Convention.  Introduction to Division III governance structure.  Networking opportunities.
<b>Division III Senior Woman Administrator Program</b>	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. The NCAA funds travel, hotel, meals, and applicable registration fees for 30 participants. Click <a href="#">here</a> for more information	<u>Nomination Period:</u> June 1-July 15 (fall program with Women Leaders)  Oct. 15-Dec. 1 (spring program)	One-year membership fee waiver for Women Leaders in Sports for the year preceding the program.  Access to Women Leaders Summer Institutes.  Networking opportunities.
<b>Division III Student Immersion Program</b>	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. The goal is to build a pipeline of candidates, with an interest in Division III coaching and/or administration, in an effort to ultimately diversify the division. The NCAA funds travel, hotel, meals, and NCAA Convention registration fee for 40 participants. Click <a href="#">here</a> for more information.	<u>Nomination Period:</u> Aug. 1-Sept. 15	Opportunity to apply for the NCAA Career in Sports Forum.  For seniors, resumes sent to Division III conference offices.
<b>Athletic Communicators Emerging Elite Program</b>	The Athletic Communicators Emerging Elite program’s goal is to provide professional development and networking opportunities for athletic communicators, particularly those early in their careers seeking to advance to a director-level position or those who have recently become a director. Topics discussed will cover a variety of professional development areas that may include leadership training, networking, positioning yourself to oversee a staff, collaborating with others, navigating expanded responsibilities and more. Click <a href="#">here</a> for more information.	<u>Nomination Period:</u> August - October	Professional development and networking with NCAA Staff in Indianapolis.  Opportunity to attend CSC Convention with ne-time registration fee waiver.
<b>Division III Institute for Administrative Advancement</b>	The Division III Institute for Administrative Advancement seeks to provide professional development and networking opportunities for under-represented populations in Division III athletics. Overall, the goal is to prepare participants to excel within their current role and ultimately, advance their position within Division III athletics. The Institute is held in conjunction with the NACDA Convention in June. The NCAA funds travel, hotel, meals, and applicable registration fees for 30 participants. Click <a href="#">here</a> for more information.	<u>Nomination Period:</u> Feb. 1-March 15	Participation in the MOAA Symposium.  One-year membership fee waiver for the Minority Opportunities Athletic Association (MOAA).

## 2024-25 Division III Grants, Programs and Services: “Show Me the Money”

Please send all questions to [DIIIgovernance@ncaa.org](mailto:DIIIgovernance@ncaa.org).

Opportunity	Description	Deadline	Program Benefits
<b>Division III Student College Sports Communicators Program</b>	Ethnic minority student-athletes and women, preferably juniors and seniors, with a strong interest in a career in Division III athletics communication are encouraged to apply. The goal is to build a pipeline of candidates, with an interest in Division III athletics communication, in an effort to ultimately diversify the division. The NCAA funds travel, hotel, meals, and applicable registration fees for 16 participants. Click <a href="#">here</a> for more information.	<u>Nomination Period:</u> Feb. 17-March 14	Participation in CSC Convention.  Access to mentors and networking opportunities.
<b>Division III New AD Orientation</b>	The Division III New AD Orientation is a year-long program to help new directors of athletics with their transition to the position and/or Division III. There will be an in-person luncheon at the NCAA Convention and a two-day program at the NACDA Convention where the cohort will engage with veteran ADs, commissioners, and NCAA staff. Additionally, participants will be paired with a mentor AD from NADIIIAA after the completion of the summer program. The NCAA funds travel, hotel, meals, and applicable registration fees (i.e., NACDA registration). Click <a href="#">here</a> for more information.		Participation in the NACDA Convention and NADIIIAA Summer Forum.  One-year membership fee waiver for NACDA/NADIIIAA.
<b>Division III New Commissioner Orientation</b>	The Division III New Commissioner Orientation is a year-long program to help new commissioners with their transition to the position and/or Division III. Throughout the year, the cohort will receive NCAA resources. There will be a fall introductory webinar, and an in-person orientation in Feb. at the NCAA national office. The cohort will engage with veteran commissioners and NCAA staff. The NCAA funds travel, hotel and meals for the in-person program.		Access to NCAA staff and resources to help guide a new commissioner.
<b>National Association of Division III Administrators (NADIIIAA) Partnership</b>	A partnership between the NCAA and NADIIIAA supports professional development programming for Division III athletics administrators. The partnership includes grants and programming to support the NADIIIAA Summer Forum in conjunction with NACDA Convention. Division III athletics administrators that are members of the NADIIIAA may apply for grants to support travel and lodging expenses. Click <a href="#">here</a> for more information.	<u>Grant Period:</u> Feb. 1-March 15	\$75,000 pool.  Attendance to NACDA Convention and NADIIIAA Summer Forum.  Networking opportunities.
<b>Female Administrator Enhancement Grant</b>	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 Sports provides Division III women the opportunity to attend the annual professional development opportunities. Click <a href="#">here</a> for more information.	<u>Grant Period:</u> Feb. 1-March 15	\$30,000 pool. Attendance to Women Leaders Summer Institutes. Networking opportunities.



**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 for 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.

**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, 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 of Governance Communications for Division III**

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****Coordinator 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.



## 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.

### Julie Zike

#### Associate Director of Academic and Membership Affairs



Julie Zike began her time at the NCAA national office in 2016. For the first seven years at the NCAA, she worked primarily as a member of the student-athlete reinstatement team, focusing on student-athlete eligibility in all three divisions and serving as a liaison to the Division II National Student-Athlete Advisory Committee.

During Oct. 2023, Julie transitioned full-time to the Division III AMA team. As part of the Division III AMA team, she processes interpretative requests and legislative relief waivers for the membership and also leads the educational initiatives for the entire division. In her role as a staff liaison, Julie serves as the point of contact for several Division III conference offices and supports several groups in the governance structure, including the Division III Student-Athlete Reinstatement Committee and Management Council Subcommittee for Legislative Relief. She has additional experience creating content and presenting to various constituent groups and at events such as the Regional Rules Seminars and NCAA Convention.

Prior to coming to the National Office, Julie spent four years as the head women's lacrosse coach at DePauw University and was a four-year member of the women's lacrosse team at Carthage College. Fun fact: Julie is a certified women's lacrosse official

**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.

**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, Coordinator (6776)  
(Phone: 317-917-XXXX)

**NCAA Travel Line –317-917-6757**  
**[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)  
Corey Berg (6551)  
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)  
Katie Mucci (6206)  
Becca Trovato (6190)  
Jonathan Youngblood (6965)

#### **Student-Athlete Reinstatement Committee**

Maison Hubbard (6013)

#### **Subcommittee for Legislative Relief**

Julie Zike (6709)  
Becca Trovato (6190)

### **ASSOCIATION-WIDE COMMITTEES**

#### **Board of Governors**

Stephanie Quigg (6326)  
Terri Gronau (6935)

#### **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)

#### **Honors Committee**

Melody Lawrence (6387)  
Russell Register (6844)  
Nora Loechel (6555)

#### **Infractions Appeals Committee**

Wendy Walters (6606)

#### **Minority Opportunities and Interests Committee**

Niya Blair Hackworth (6810)  
Dee Kennedy (6820)

#### **Playing Rules Oversight Panel**

Rachel Seewald (6141)

#### **Postgraduate Scholarship Committee**

Lori Thomas (6683)

#### **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**

Will Hopkins (6779)  
Mitchell Bailey (6087)

**Women's Ice Hockey**

TBD

**Men's Lacrosse**

Will Hopkins (6779)  
Mitchell Bailey (6087)

**Women's Lacrosse**

Kevin Alcox (6085)  
Bryce Peters (6855)

**Rowing**

Zach Christopher (6112)  
Ethan Walker (6476)

**Men's Soccer**

Kevin Alcox (6085)  
Bryce Peters (6855)

**Women's Soccer**

Kelly Whitaker (6511)  
Ethan Walker (6476)

**Softball**

TBD  
Markell Staton (6502)

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

TBD  
Sadie Redburn (6468)

**Men's Tennis**

Victoria Lipscomb (6764)  
Ryan Richardson (6338)

**Women's Tennis**

TBD  
Bryce Peters (6855)

**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)

**Men's Wrestling**

JP Williams (6761)  
Jonathan Youngblood (6965)

**Women's Wrestling (NC)**

Ryan Tressel (6316)  
Carla Laster (6548)

### AFFILIATED ORGANIZATIONS

**Division III Commissioners Association**

Bill Regan (6980)

**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**

Cara Hubert (6324)

**Leadership Development**

DeeDee Merritt (6697)  
Lamarr Pottinger (6024)

**NCAA Communications**

Corbin McGuire (6618)

**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**

Louise McCleary (6637)

### **Branding and Promotion**

Katie Mucci (6206)

### **CSC Student Program**

Katie Mucci (6206)

### **Diversity Equity and Inclusion**

#### **Subcommittee**

Eric Hartung (6306)

Niya Blair Hackworth (6810)

### **Ethnic Minorities and Women's Internship Grant**

Malik Henry (6231)

### **FAR Institute & FAR Orientation**

Eric Hartung (6306)

### **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)

### **FAR Advisory Group**

Eric Hartung (6306)

### **Presidential Outreach**

Sarah Sadowski Jones (6714)

### **Senior Woman Administrator Program**

Ali Spungen (6711)

### **Strategic Alliance Matching Grant**

Malik Henry (6231)

### **Strategic Initiative Conference Grant Program**

Ali Spungen (6711)

### **Student Immersion Program**

Malik Henry (6231)

### **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](http://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](https://ncaa.org).
2. Click the **“My Apps”** link found in the upper right hand corner of the page. (see fig. 1)

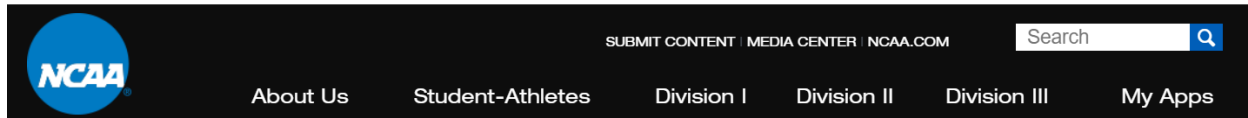


fig. 1

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 the password field 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

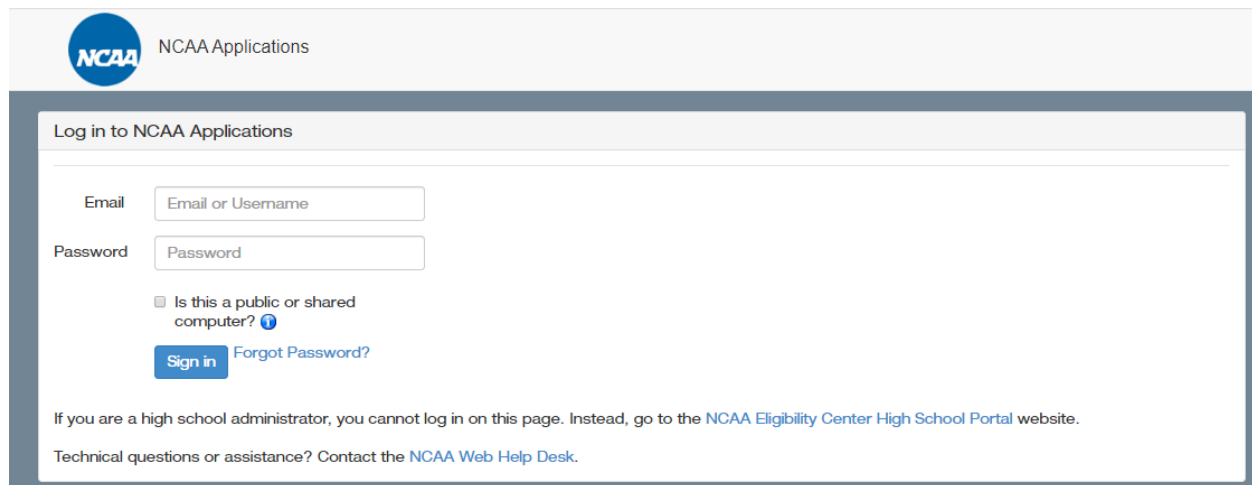
2. Enter the new password in the data fields Password and Password confirmation. (see fig. 4)
3. Click the **“Submit”** button. (see fig. 4)

The image shows a web form titled "My Account". At the top, there are navigation links: "My Apps", "Users", and "Help". The form contains two input fields: "Password:" and "Password confirmation:". Below these fields is a green "Submit" button.

fig. 4

## How to Find a Forgotten Password

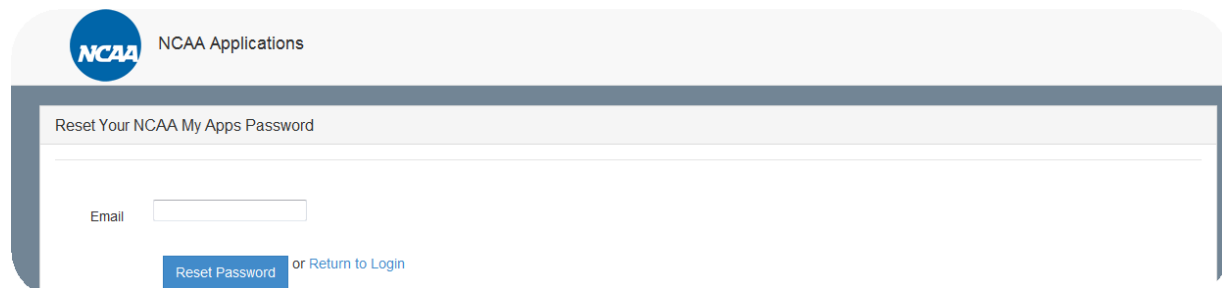
1. If a password is forgotten, click the “**Forgot Password?**” link. (see fig. 5)



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 with the text "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 "Forgot Password?". Below the checkbox is a blue button labeled "Sign in". At the bottom of the form, there is a message: "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 another message: "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 with the text "Reset Your NCAA My Apps Password". The main content area contains an "Email" label next to an empty input field. Below the input field is a blue button labeled "Reset Password" and a link "or Return to Login".

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](mailto: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.

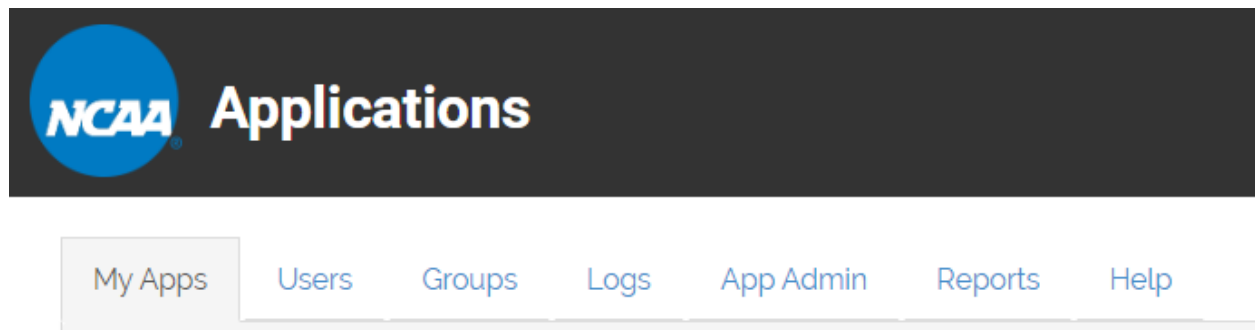


fig. 8

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.

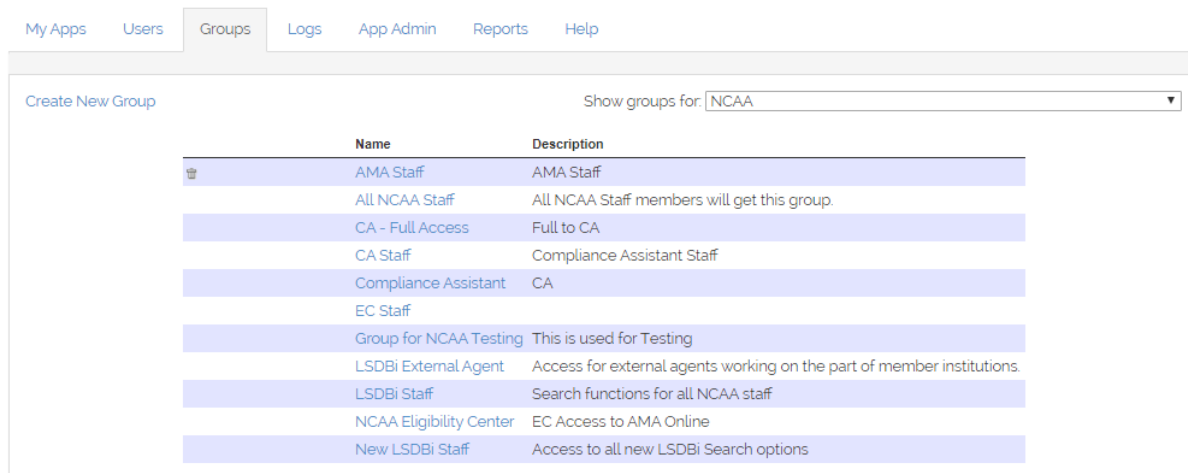
## How to Delete an Application from the Group

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	

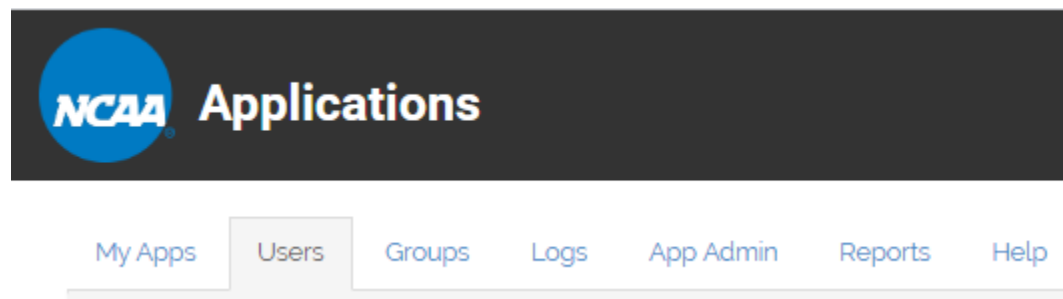
Access To	ACS	Education Access
▶ Digital Library		
▶ EC		
▶ Program Hub		
▶ Training		

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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

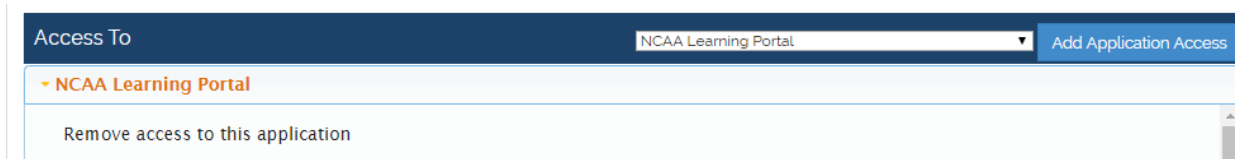
## How to Change Assigned Access and Privileges for a Specific User

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.

The screenshot shows the 'Edit User' form with the following fields and values:

- 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

At the bottom left of the form, there is a link labeled '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.

The screenshot shows the 'Active Users' list with the following table:

	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](mailto: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](http://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.



**2025 DIVISION III COMMISSIONER COMMITTEE SERVICE**

<b>Committee Name</b>	<b>Division III</b>	<b>Association-Wide</b>	<b>Name</b>	<b>Conference</b>
Championships Committee	X		Maureen Harty	College Conference of Illinois & Wisconsin
Convention-Planning Subcommittee	X		Angela Baumann	Massachusetts State Collegiate Athletic Conference
Convention-Planning Subcommittee	X		Jennifer Dubow	Southern California Intercollegiate Athletic Conference
Committee on Infractions	X		Tom Di Camillo	State University of New York Athletic Conference
Committee on Infractions	X		Donna M. Ledwin	Allegheny Mountain Collegiate Conference
Interpretations and Legislation Committee	X		Sarah Oley	University Athletic Association
Management Council	X		Tom Di Camillo	State University of New York Athletic Conference
Division III Management Council Subcommittee for Legislative Relief	X		Tom Di Camillo	State University of New York Athletic Conference
Membership Committee	X		Chris Roekle	Coast-To-Coast Athletic Conference
Membership Committee	X		Corey Borchardt	Upper Midwest Athletic Conference
Men's Basketball	X		Dwayne Hanberry	Southern Collegiate Athletic Conference
Men's Ice Hockey Committee	X		Danielle Harris	New England Hockey Conference
Men's Soccer	X		Patrick Colbert	Conference of New England
Nominating Committee	X		Beth Vansant	Collegiate Conference of the South
Softball Committee	X		Terry Small	New Jersey Athletic Conference
Strategic Planning & Finance Committee	X		Joseph M. Onderko	Presidents' Athletic Conference
Strategic Planning & Finance Committee	X		Stephanie Dutton	United East Conference
Women's Basketball Committee	X		Bethany Dannelly	Ohio Athletic Conference
Women's Tennis Committee	X		Jennifer Dubow	Southern California Intercollegiate Athletic Conference

# NCAA Division III Student-Athlete Advisory Committee

## 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 and primary liaison as soon as possible if you cannot attend.
- Thoroughly review all meeting materials and collect any necessary feedback from your conference.

### AFTER MEETINGS

- Distribute a meeting summary (e.g. meeting recap, notes, etc.) to your conference.
- 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, and 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 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

# 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

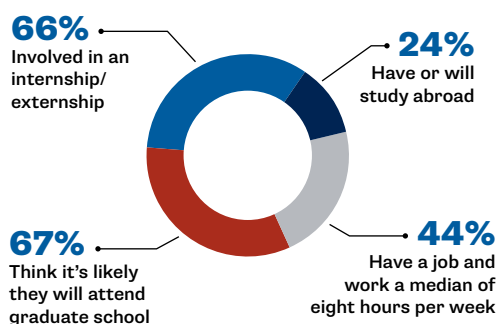


Time management



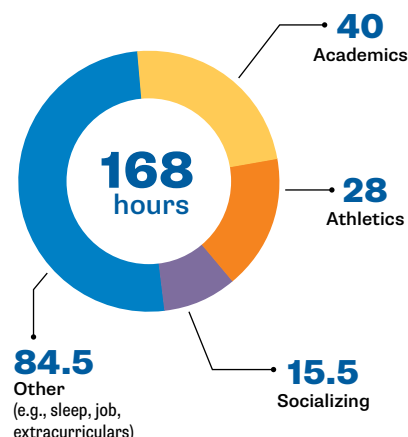
Work

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.**

NCAA is a trademark of the National Collegiate Athletic Association.





# WOMEN LEADERS IN SPORTS

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.

**JOIN OUR INSPIRED COMMUNITY OF MORE THAN 4,500 WOMEN AND MEN, AND YOU CAN IMMEDIATELY TAKE ADVANTAGE OF OUR MEMBER BENEFITS!**

## TRANSFORMATIONAL LEADERSHIP OFFERINGS:

Women Leaders offers year-round leadership programs and experiences that will elevate your performance and position you for growth and advancement. Our [Transformational Leadership Experiences](#) include:

- [Leadership Institutes](#) for women at every stage of their career
- [Mentorship Program](#)
- [National Convention](#)
- [Performance Catalyst series](#), and more.

Plus, take advantage of our [Leadership Hub](#) - a dynamic and expansive resource center with content, tools, inspiration, and more!

## ACCESS TO A POWERFUL NETWORK:

Meet fellow women leaders through:

- 18 [Member Circles - virtual communities](#) where you can connect with other women leaders, share resources and learn from one another.
- Member-led [Happy Hours](#), a perfect opportunity to grow your professional community in your region
- Our best-in-class, three-day [National Convention](#), attended every year by more than 1,000 strong and passionate leaders from across the country!

## RESOURCES TO ADVANCE:

- Access the Career Connect platform – an exclusive career platform to assist you with your job searches and/or hiring of the top talent in sports. Browse open positions, and stay on top of job opportunities at every level by creating and updating your [Career Connect](#) profile.
- Executive-level members can join our [Executive Circle](#), where you can connect with more women at the senior level.

Plus, so many  
more benefits for  
every career level!

# JOIN TODAY!

[womenleadersinsports.org](https://womenleadersinsports.org)





# W O M E N L E A D E R S I N S P O R T S

## CAREER ROAD MAP

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
- Browse our [Leadership Hub](#) for resources to help push you career forward

### 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

**Questions? Visit [womenleadersinsports.org](http://womenleadersinsports.org)**  
**or email our team at [membership@womenleadersinsports.org](mailto:membership@womenleadersinsports.org)**

# ***360 Proof***

360 Proof is a comprehensive, evidence-based program that helps institutions reduce the consequences of high-risk alcohol use and enhance collaboration between athletics and other campus departments focused on student well-being

<https://www.ncaa.org/sports/2022/8/31/360-proof.aspx>



## MEMORANDUM

Nov. 4, 2024

TO: NCAA Division III Conference Commissioners.

FROM: Lynda Tealer  
Senior Vice President of Championships and Alliances.

SUBJECT: 2025-26 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 **Feb. 1, 2025**.

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.

**NEW:** Please note that the automatic qualification application has been refreshed and migrated to the My Apps space. As such, your previous login credentials no longer are valid. Instead, please use your single-source sign-on credentials to access the new AQ Forms application within your existing My Apps account. While the functionality of the application has not changed significantly, it now includes some expanded features.

- Conferences can request to have a sport added to their list of sponsored sports.
- Conferences can request late access to the previous year's automatic qualification forms.
- Conferences can request late access to the current year's automatic qualification forms.
- Easy delete option of schools that need to be removed from the list of conference members.
- Expanded automated email notifications throughout the application process.

Also note that your automatic qualification form history migrated to the new application, so you continue to have access to any previously submitted forms.

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 2025-26. 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 prechampionships 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](mailto:khunter@ncaa.org) if you have any questions regarding this process or access to the application.

LT:kh

Attachment

cc: Selected NCAA Staff Members

## Division III Championships

### 2025-26 Automatic Qualification

Championship	Selection Announcement Date	Notification Due Date
Baseball	May 11, 2026	May 10, 2026
Men's Basketball	March 2, 2026	March 1, 2026
Women's Basketball	March 2, 2026	March 1, 2026
*Women's Bowling	March 25, 2026	March 23, 2026
Field Hockey	November 9, 2025	November 9, 2025
Football	November 16, 2025	November 15, 2025
Men's Golf	May 4, 2026	May 3, 2026
Women's Golf	May 11, 2026	May 10, 2026
*Men's Gymnastics	April 7, 2026	April 5, 2026
Men's Ice Hockey	March 8, 2026	March 7, 2026
Women's Ice Hockey	March 8, 2026	March 8, 2026
Men's Lacrosse	May 3, 2026	May 3, 2026
Women's Lacrosse	May 4, 2026	May 3, 2026
Women's Rowing	May 11, 2026	May 10, 2026
Men's Soccer	November 10, 2025	November 9, 2025
Women's Soccer	November 10, 2025	November 9, 2025
Softball	May 11, 2026	May 10, 2026
Men's Tennis	(Team) May 4, 2026 (Individuals) May 6, 2026	(Team) May 3, 2026 (Individuals) May 3, 2026
Women's Tennis	(Team) May 4, 2026 (Individuals) May 6, 2026	(Team) May 3, 2026 (Individuals) May 3, 2026
Men's Volleyball	April 13, 2026	April 12, 2026
Women's Volleyball	November 16, 2025	November 16, 2025
*Men's Water Polo	November 24, 2025	November 23, 2025
*Women's Water Polo	April 27, 2026	April 26, 2026

\*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](mailto:lpeterson@ncaa.org); 317-917-6477  
 JP Williams – [jpwilliams@ncaa.org](mailto:jpwilliams@ncaa.org); 317-917-6761  
 Margaret Gaines – [mgaines@ncaa.org](mailto:mgaines@ncaa.org); 317-917-6450

Sport Committee	Tournament Operations (Phone: 317-917-XXXX)	
Baseball	JP Williams – 6761 <a href="mailto:jpwilliams@ncaa.org">jpwilliams@ncaa.org</a>	Jonathan Youngblood - 6965 <a href="mailto:jyoungblood@ncaa.org">jyoungblood@ncaa.org</a>
Men's Basketball	Alex Dickey – 3527 <a href="mailto:amdickey@ncaa.org">amdickey@ncaa.org</a>	-----
Women's Basketball	Kelly Whitaker – 6511 <a href="mailto:kwhitaker@ncaa.org">kwhitaker@ncaa.org</a>	Ethan Walker – 6476 <a href="mailto:ewalker@ncaa.org">ewalker@ncaa.org</a>
Men's and Women's Cross Country	Laura Peterson – 6477 <a href="mailto:lpeterson@ncaa.org">lpeterson@ncaa.org</a>	Margaret Gaines - 6450 <a href="mailto:mgaines@ncaa.org">mgaines@ncaa.org</a>
Field Hockey	Caleb Kolby – 6180 <a href="mailto:ckolby@ncaa.org">ckolby@ncaa.org</a>	Markell Staton - 6502 <a href="mailto:mstaton@ncaa.org">mstaton@ncaa.org</a>
Football	JP Williams – 6761 <a href="mailto:jpwilliams@ncaa.org">jpwilliams@ncaa.org</a>	Jonathan Youngblood - 6965 <a href="mailto:jyoungblood@ncaa.org">jyoungblood@ncaa.org</a>
Men's Golf	Ryan Richardson - 6338 <a href="mailto:rrichardson@ncaa.org">rrichardson@ncaa.org</a>	Mariah Martin
Women's Golf	Demetria Young – 6270 <a href="mailto:dyoung@ncaa.org">dyoung@ncaa.org</a>	Marian Martin
Men's Ice Hockey	Will Hopkins – 6779 <a href="mailto:whopkins@ncaa.org">whopkins@ncaa.org</a>	Mariah Martin
Women's Ice Hockey	Ryan Richardson - 6338 <a href="mailto:rrichardson@ncaa.org">rrichardson@ncaa.org</a>	Dante Jones <a href="mailto:djones@ncaa.org">djones@ncaa.org</a>
Men's Lacrosse	Will Hopkins – 6779 <a href="mailto:whopkins@ncaa.org">whopkins@ncaa.org</a>	Dante Jones <a href="mailto:djones@ncaa.org">djones@ncaa.org</a>
Women's Lacrosse	Kevin Alcox – 6085 <a href="mailto:kalcox@ncaa.org">kalcox@ncaa.org</a>	Bryce Peters – 6855 <a href="mailto:bpeters@ncaa.org">bpeters@ncaa.org</a>
Rowing	Zach Christopher – 6112 <a href="mailto:zchristopher@ncaa.org">zchristopher@ncaa.org</a>	Ethan Walker – 6476 <a href="mailto:ewalker@ncaa.org">ewalker@ncaa.org</a>
Men's Soccer	Kevin Alcox – 6085 <a href="mailto:kalcox@ncaa.org">kalcox@ncaa.org</a>	Bryce Peters – 6855 <a href="mailto:bpeters@ncaa.org">bpeters@ncaa.org</a>
Women's Soccer	Kelly Whitaker – 6511 <a href="mailto:kwhitaker@ncaa.org">kwhitaker@ncaa.org</a>	Ethan Walker – 6476 <a href="mailto:ewalker@ncaa.org">ewalker@ncaa.org</a>
Softball	Corey Bray <a href="mailto:cbray@ncaa.org">cbray@ncaa.org</a>	Markell Staton - 6502 <a href="mailto:mstaton@ncaa.org">mstaton@ncaa.org</a>
Men's and Women's Swimming and Diving	Corey Bray <a href="mailto:cbray@ncaa.org">cbray@ncaa.org</a>	Sadie Redburn <a href="mailto:sfoster@ncaa.org">sfoster@ncaa.org</a>
Men's Tennis	Victoria Lipscomb – 6764 <a href="mailto:vlipscomb@ncaa.org">vlipscomb@ncaa.org</a>	Raymon Gaddis <a href="mailto:rgaddis@ncaa.org">rgaddis@ncaa.org</a>
Women's Tennis	Raymon Gaddis <a href="mailto:rgaddis@ncaa.org">rgaddis@ncaa.org</a>	Bryce Peters – 6855 <a href="mailto:bpeters@ncaa.org">bpeters@ncaa.org</a>
Men's and Women's Track and Field	Laura Peterson – 6477 <a href="mailto:lpeterson@ncaa.org">lpeterson@ncaa.org</a>	Margaret Gaines - 6450 <a href="mailto:mgaines@ncaa.org">mgaines@ncaa.org</a>
Men's Volleyball	Jonathan Youngblood - 6965 <a href="mailto:jyoungblood@ncaa.org">jyoungblood@ncaa.org</a>	-----
Women's Volleyball	Victoria Lipscomb – 6764 <a href="mailto:vlipscomb@ncaa.org">vlipscomb@ncaa.org</a>	Raymon Gaddis <a href="mailto:rgaddis@ncaa.org">rgaddis@ncaa.org</a>
Wrestling	JP Williams – 6761 <a href="mailto:jpwilliams@ncaa.org">jpwilliams@ncaa.org</a>	Jonathan Youngblood - 6965 <a href="mailto:jyoungblood@ncaa.org">jyoungblood@ncaa.org</a>

## OVERVIEW OF THE NCAA PLAYING RULES PROCESS

### 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 NCAA 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, PROP was created.

PROP's broad charge 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 Panel consists of 12 members, including six from Division I and three representatives each from Divisions II and III. A single conference may not have more than one representative on the panel. Within the Division I membership, there are three members directly appointed to the Panel from the Collegiate Commissioners Association (CCA). Additionally, one member each comes from the Divisions II and III Championship Committees.

### 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:

1. Recruiting;
2. Scrimmages;
3. Practices;
4. Compliance issues; or
5. 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 and has 13 playing rules committees.

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

### **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:

<b>Sport</b>	<b>Governing Body</b>
Fencing	United States Fencing Association
Field Hockey	International Hockey Federation
Golf	United States Golf Association
Gymnastics	Federation Internationale de Gymnastique
Rifle	USA Shooting
Rowing	United States Rowing Association
Skiing	International Ski Federation/US Ski Association
Beach Volleyball	USA Volleyball
Tennis	Intercollegiate Tennis Association
Men's Volleyball	USA 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 Improvement 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;
- Men's and Women's Water Polo;
- Women's Volleyball, and
- Wrestling.

For sports that do not have an officiating program (e.g., tennis), it is permissible for the sport to work with a national governing body and/or association 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 and officiating 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, coaches associations have been increasingly helpful by assisting the rules committees in the distribution of surveys, bulletins and other materials. Coaches associations often have the most up-to-date databases and email contacts for coaches, who are a key constituency for playing rules committees.

In some cases, the coaches associations have reserved space in newsletters and websites, 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:

1. Proposal development/annual meeting;
2. Approval process;
3. Feedback/communication; and
4. Education/training.

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

1. *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.

# Governance Federated Rules: Division III Process

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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***

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## **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 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 [ncaapublications.com](http://ncaapublications.com) or by calling 888/388-9748.

## **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.

## **NCAA PLAYING RULES AND OFFICIATING STAFF**

### **STANLEY BROADEN**

317-917-6125

[sbroaden@ncaa.org](mailto:sbroaden@ncaa.org)

baseball

soccer

water polo

### **JAY FITZWATER**

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swimming and diving

track and field/cross country

videos

### **ASHLEE FOLLIS**

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men's wrestling

### **TY HALPIN**

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football

ice hockey

### **CONNOR LANCASHIRE**

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women's lacrosse

### **RACHEL SEEWALD**

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women's basketball

women's volleyball

### **ANDY SUPERGAN**

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[asupergan@ncaa.org](mailto:asupergan@ncaa.org)

men's basketball

women's bowling

men's lacrosse

## APPENDIX I • 2024-25 DIVISION III SELECTION PRINCIPLES GUIDELINES

### SELECTION OF BERTHS

- After the determination of the automatic berths (AQ), the at-large teams will be selected using the NCAA Power Index (NPI).
- There will be no maximum or minimum number of berths from one region.
- No conference will receive more than one automatic berth.

### SELECTION CRITERIA

At-large teams will be selected using the [NCAA Power Index \(NPI\)](#), the system that houses the division's statistical data and objectively applies the selection criteria to the data based on the sport committee's established weighted criteria. NPI is a combination of the following: winning percentage; strength of schedule; home-away multiplier; quality win bonus; and overtime results (when applicable).

### REGIONAL ALIGNMENTS

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

### PAIRINGS AND SITE SELECTION

The following bracketing principles will be in effect for the 2024-25 and 2025-26 to assess its financial impact and success in protecting top seeded teams.

- Brackets larger than 32 teams will protect eight (8) teams. Brackets 32 teams or fewer will protect four (4) teams.
- In brackets greater than 32 teams, team will be protected based on the seed lines of No. 1s and No. 2s (based on NPI ranking at the time of selection). In brackets of 32 teams or fewer the top four (4) teams in the NPI will be protected.
  - No. 1 seeds will be teams ranked 1-4 in the NPI.
  - No. 2 seeds will be teams ranked 5-8 in the NPI.
  - No. 1 seeds and No. 2 seeds will be bracketed based on quarterfinal matchups providing the possibility that the top eight (8) teams could each advance to the round of eight.
  - No. 1 seeds and No. 2 seeds will be paired in the quarterfinals based on current bracketing principles (i.e., geographic proximity is maintained).
- Brackets will be built outward based on protecting the quarterfinal match-ups that will protect No. 1 and No. 2 seeds while maintaining geographic proximity.
- Hosts will be selected based on meeting the minimum hosting requirements and maintaining geographic proximity. Seeding may be a consideration when selecting hosts but is not determinative.

### 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.

#### **WEEKLY RANKINGS**

NPI rankings will be published weekly in the last four weeks of the regular season. The NPI will be updated daily in the final week of the regular season.

#### **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

		2024-25	2025-26
<b>Baseball</b>	Selections	May 12	May 11
	Regionals	May 16-18	May 15-17
	Super Regionals	May 23-24	May 22-23
	Finals	May 30-June 5	May 29-June 4
	Host	North Coast Athletic Conference/Greater Cleveland Sports Commission	
	Location	Cleveland, OH	
<b>Men's Basketball</b>	Selections	March 2	March 1
	First/Second Round	March 7-8	March 6-7
	Sectionals	March 14-15	March 13 or 14
	Finals	March 20 and 22	March 20-21; and April 5 (Indy)
	Host	Manchester/Visit Fort Wayne	
	Location	Fort Wayne, IN	
<b>Women's Basketball</b>	Selections	March 2	March 1
	First/Second Round	March 7-8	March 6-7
	Sectionals	March 14-15	March 13-14
	Finals	March 20 and 22	March 12 and 14
	Host	Old Dominion Athletic Conference/City of Salem	
	Location	Salem, VA	
<b>Cross Country</b>	Selections	Nov. 17	Nov. 16
	Regionals	Nov. 16	Nov. 15
	Finals	Nov. 23	Nov. 22
	Host	Rose-Hulman Institute of Technology	Converse College/Spartanburg CVB
	Location	Terre Haute, IN	Spartanburg, SC
	Selections	Nov. 10	Nov. 9
<b>Field Hockey</b>	First Round	Nov. 13	Nov. 12
	Second/Third Round	Nov. 16-17	Nov. 15-15
	Finals	Nov. 22 and 24	Nov. 21 and 23
	Host	Washington and Lee University	Trinity College (CT)
	Location	Lexington, VA	Hartford, CT
	Selections	Nov. 17	Nov. 16
<b>Football</b>	First Round	Nov. 23	Nov. 22
	Second Round	Nov. 30	Nov. 29
	Third Round	Dec. 7	Dec. 6
	Quarterfinals	Dec. 14	Dec. 13
	Semifinals	Dec. 21	Dec. 20
	Finals	Jan. 4, 2025	Jan. 10, 2026
<b>Men's Golf</b>	Host	University of Mary Hardin-Baylor/Harris County & Houston Sports Commission	Ohio Athletic Conference/Canton Stark CVB
	Location	Houston, TX	Canton, OH
	Selections	May 12	May 4
	Finals	May 20-23	May 12-15
	Host	St. John Fisher College/Rochester NY Sports Commission	Oglethorpe/Greater Orlando Sports Commission
	Location	Penfield, NY	Howey-in-the-Hills, FL

<b>Women's Golf</b>	Selections	5-May	11-May
	Finals	May 13-16	May 19-22
	Host	University of Mary Hardin-Baylor/Harris County & Houston Sports Commission	Claremont-Mudd-Scripps
<b>Men's Ice Hockey</b>	Location	Houston	Palm Desert, CA
	Selections	March 9	March 8
	First Round	March 15	March 14
	Quarterfinals	March 22	March 21
	Finals	March 28 and 30	March 26 and 28
	Host	TBD	Utica College
<b>Women's Ice Hockey</b>	Location	Non-predetermined	Utica, NY
	Selections	March 9	March 8
	First Round	March 15	March 11
	Quarterfinals	March 22	March 14
	Finals	March 28 and 30	March 20 and 22
	Host	University of Wisconsin, River Falls	TBD
<b>Men's Lacrosse</b>	Location	River Falls, Wisconsin	Non-predetermined
	Selections	May 4	May 3
	First Rounds	May 7	May 6
	Second & Third Rounds	May 10-11	May 9-10
	Quarterfinals & Semifinals	May 17-18	May 16-17
	Finals	May 25	May 24
<b>Women's Lacrosse</b>	Host	Harvard/Kraft Sports & Entertainment	Harvard/Kraft Sports & Entertainment
	Location	Foxborough, MA	Foxborough, MA
	Selections	May 4	May 3
	First Round	May 10	May 9
	Second Round	May 11	May 10
	Regionals	May 17-18	May 16-17
<b>Rowing</b>	Finals	May 23 and 25	May 22 and 24
	Host	Babson College	Babson College
	Location	Babson Park, MA	Babson Park, MA
	Selections	May 12	May 11
	Finals	May 30-31	May 29-30
	Host	Metro Atlantic Athletic Conference	University of North Georgia
<b>Men's Soccer</b>	Location	West Windsor, NJ	Gainesville, GA
	Selections	Nov. 10	Nov. 9
	First/Second Rounds	Nov. 16-17	Nov. 15-16
	Sectionals	Nov. 23-24	Nov. 22-23
	Finals	Dec. 5 and 7	Dec. 5 and 7
	Host	UNLV/Las Vegas Events	
<b>Women's Soccer</b>	Location	Las Vegas, NV	
	Selections	Nov. 10	Nov. 9
	First/Second Rounds	Nov. 16-17	Nov. 15-16
	Sectionals	Nov. 23-24	Nov. 22-23
	Finals	Dec. 6 and 8	Dec. 4 and 6
	Host	UNLV/Las Vegas Events	
	Location	Las Vegas, NV	



<b>Softball</b>	Selections	May 12	May 11
	Regionals	May 15-17	May 14-16
	Super Regionals	May 23-24	May 22-23
	Finals	May 29 - June 4	May 28 - June 3
	Host	Illinois Wesleyan University Bloomington, IL	Old Dominion Athletic Conference/City of Salem Salem, VA
<b>Swimming &amp; Diving</b>	Location	Feb. 27	Feb. 26
	Selections	Feb. 28-Mar. 1	Feb. 27-28
	Regionals (Diving)	March 19-22	March 18-21
	Finals	Old Dominion Athletic Conference/City of Salem	Franklin College/Indiana Sports Corporation
	Host	Salem, VA	Indianapolis
<b>Men's &amp; Women's Tennis</b>	Location	May 5	May 4
	Selections	May 9-11	May 8-10
	First/Second/Third Round	Men: May 19-26; Women: May 20-27	Women: May 18-25; Men: May 19-26
	Finals	Claremont-Mudd-Scripps	University of the South/Chattanooga Sports Commission
	Host	Claremont, CA	Chattanooga, TN
<b>Indoor Track &amp; Field</b>	Location	March 9	March 8
	Selections	March 14-15	March 13-14
	Finals	Nazareth College/Rochester NY Sports Commission	Birmingham-Southern College/City of Birmingham
	Host	Rochester, NY	Birmingham, AL
	Location	May 18	May 17
<b>Outdoor Track &amp; Field</b>	Selections	May 22-24	May 21-23
	Finals	North Coast Athletic Conference/Greater Cleveland Sports Commission	University of Wisconsin, LaCrosse
	Host	Geneva, OH	LaCrosse, WI
	Location	April 13	April 12
	Selections	April 18-19	April 17-18
<b>Men's Volleyball</b>	Preliminary Round	April 25 and 27	April 24 and 26
	Finals	Old Dominion Athletic Conference/City of Salem	Springfield College
	Host	Salem, VA	Springfield, MA
	Location	Nov. 17	Nov. 16
	Selections	Nov. 21-23	Nov. 20-22
<b>Women's Volleyball</b>	Regionals	Dec. 4-5 and 7	Dec. 3-4 and 6
	Finals	Old Dominion Athletic Conference/City of Salem	Illinois Wesleyan University
	Host	Salem, VA	Bloomington, IL
	Location	Feb. 28-Mar. 2	Feb. 27-Mar. 1
	Regionals	March 14-15	Mar. 13-14
<b>Wrestling</b>	Finals	Johnson & Wales University	American Rivers Conference
	Host	Providence, RI	Cedar Rapids, IA
	Location		

## 2024-25 NCAA Division X Sport Championship Preliminary-Round Information and Bid Checklist

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### Selections

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Selections for the 2024-25 NCAA Division X Sport Championship will be announced at Time Eastern time, Day, Month Date via Platform.

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### Preliminary-Round Schedule

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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)

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### Bid Checklist

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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>. The application is now part of My Apps and new users need to go through their SSO administrator to have it added to their My Apps account.

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 2024-25 NCAA Division (div) (gender) (sport) Prechampionship 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 prechampionship manual for facility requirements and site selection procedures. 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 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.** 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 Documents tab of the facility profile, under in the Safety and Security Plan section.

- **Alcoholic Beverages.** All Division I, Division II and National Collegiate championships are eligible to engage in the sale of beer, wine and prepackaged/premixed beverages (the latter with alcohol by volume of not greater than 15%), provided certain criteria are met. After starting a bid in the NCAA Bid Portal, users will be prompted to answer a few questions that will determine their institution's eligibility to sell alcoholic beverages at a given venue. If a school is deemed eligible and is interested in selling permissible alcoholic beverages, 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).

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.

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#### Additional Host Information/Resources

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**Host Operations Manual.** The 2024-25 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 [xxxxxxxxx@ncaa.org](mailto:xxxxxxxxx@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 8 • 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 (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 of 1:7. 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 or the number specified for golf and tennis, and then adjusted as necessary by the Championships Committee. Bracket composition shall be based on two pools (AQs and at-large) 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, 3/19/24)

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

**At-Large** – Institutions in conferences with automatic qualification that are not the conference champion plus remaining independents and members of non-qualifying conferences.

**Championships bracket/field size decrease.** The committee will review instances in which a drop in a given sport's sponsorship numbers could cause the field size to decrease based on the access ratio. The Committee established a two-year grace period (similar to what conferences are afforded with automatic qualification) to give sport sponsorship time to recover before taking the unwanted action to reduce championship opportunities. (September 2022)



## APPENDIX H • 2024-25 DIVISION III AUTOMATIC QUALIFICATION SPORT CHAMPIONSHIP BERTHS

Tentative allocations pending review of 2024-25 sponsorship.

SPORT	BRACKET SIZE	Automatic Qualifier	At-Large
BASEBALL	64	41	23
M BASKETBALL	64	43	21
W BASKETBALL	64	43	21
FIELD HOCKEY	28	18	10
FOOTBALL	40	28	12
#M GOLF	43 teams 6 individuals	34	9
#W GOLF	29 teams 6 individuals	25	4
M ICE HOCKEY	14	10	4
W ICE HOCKEY	12	8	4
M LACROSSE	40	27	13
W LACROSSE	47	32	15
ROWING	8	4	4
M SOCCER	64	42	22
W SOCCER	64	43	21
SOFTBALL	64	42	22
#M TENNIS	44 teams 32 singles 16 doubles	34	10
#W TENNIS	49 teams 32 singles 16 doubles	38	11
M VOLLEYBALL	19	14	5
W VOLLEYBALL	64	43	21
WRESTLING	210	n/a	n/a

**Automatic Qualifiers** – the number of conferences that meet the automatic qualification requirements.

**At-large** – The bracket size minus the number of AQs. This would be a national selection based on the NPI.

# Individual/team sports that qualify for automatic qualification selection principles. The AQ access ratio for individual/team sports is 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).
- Championship 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 1:6.0.
- At-larges will maintain a minimum of two berths.
- Bracket sizes when applying the 1:6.0 ratio have been truncated down to the nearest whole number (52.7 truncates to 52).

**APPENDIX K • RECLASSIFYING AND PROVISIONAL INSTITUTIONS**

<b>SELECTION CRITERIA</b>	<b>PROVISIONAL (YEARS 1 &amp; 2) RECLASSIFYING INTO DIVISION III (YEARS 1 &amp; 2) RECLASSIFYING OUT OF DIVISION III*</b>	<b>PROVISIONAL (YEAR 3) RECLASSIFYING INTO DIVISION III (YEAR 3)</b>
NCAA Power Index	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. An active Division III institution may count in-region opponents in any year of the provisional or reclassifying into Division III process in order to meet the in-region competition requirement for championships eligibility.

**CHAMPIONSHIPS ELIGIBILITY FOR 2024-25**  
**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 one category: the NPI value at the time of selection.

*(Nullification will be applied to Division III won/loss and Division III strength of schedule for men's and women's tennis.)*

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 NPI value. 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 with an ineligible student-athlete.
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 2024-25 season are as follows:

Sport	NPI
<b>FALL SPORTS</b>	
Field Hockey	.341
Football	.262
Men's Soccer	.072
Women's Soccer	.098
Volleyball	.110
<b>WINTER SPORTS</b>	
Men's Basketball	.113
Women's Basketball	.098
Men's Ice Hockey	.314
Women's Ice Hockey	.575
<b>SPRING SPORTS</b>	
Baseball	.100
Men's Lacrosse	.268
Women's Lacrosse	.214
Softball	.115
Men's Volleyball	.356

Sport	DIII W/L	DIII SOS Index
<b>SPRING SPORTS</b>		
Men's Tennis	.026	.012
Women's Tennis	.021	.007



DIVISION III CHAMPIONSHIPS  
REGIONAL ADVISORY COMMITTEE PROCEDURES

**Regional Advisory Committees.** Conferences must appoint individuals to a regional advisory committee to assist in the review of data transfer into the NPI system and to serve as site representatives for Division III non-predetermined preliminary round contests.

Members of the governing sports committees shall serve as chairs of the regional advisory committees. As a standard practice, the advisory committee chair conducts videoconferences with all advisory committee members to review the data and discuss potential preliminary round host bids 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 at least three members) must have equal representation. **The chair is not included in these representatives.** 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 institutions.
4. 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. 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.

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 videoconference.**

To help RAC members understand expectations and to assist in becoming more familiar with NCAA Division III site representative roles and responsibilities.

WHEN: before the start of the season and first published NPI rank.

TIME COMMITMENT: 1 hour.

**3. Weekly NPI release preparation and preliminary round bid submission tracking.**

RAC members should review data transferred into the NPI system, and affirm its accuracy.

WHEN: Weekly from first NPI release to selections.

TIME COMMITMENT: 30 minutes, weekly.

**4. NCAA site representative.**

RAC members will 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.

**5. Confidentiality.**

Confidentiality is paramount in all committee matters. The regional advisory committee chair and NCAA staff should be the individuals to respond to any inquiries specific to selections and bracketing. Committee discussions 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.



# 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](http://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](mailto: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



<b>Conference</b>	<b>Staff Liaison</b>
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

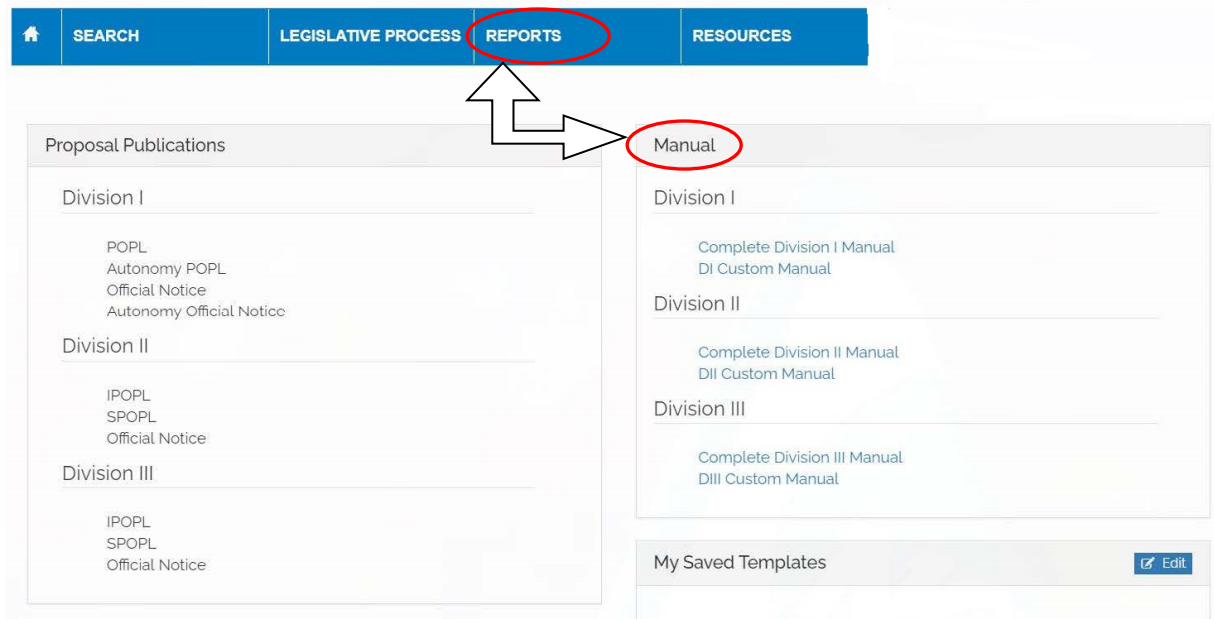
NCAA DIVISION III ANNUAL LIST OF REQUIRED FORMS AND ACTIONS FOR CONFERENCES					
Form	Description	Who Signs or Is Responsible	Destination	Due Date	NCAA Contact
Championships					
<a href="#"><u>Automatic Qualification Form</u></a>	Conferences eligible for automatic qualification for future championships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

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>	Mark Aiken <a href="mailto:maiken@ncaa.org">maiken@ncaa.org</a>
<a href="#">NCAA Convention Attendance and Assignment of Delegate</a>	Annual Association-wide meeting of all NCAA member institutions and conferences to discuss pertinent issues and vote on legislation.	Conference Commissioner	NCAA national office	Prior to Convention. <i>Delegates may not vote if membership dues have not been paid.</i>	Eric Hartung <a href="mailto:ehartung@ncaa.org">ehartung@ncaa.org</a>
<a href="#">NCAA Directory</a>	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 ( <a href="#">My Apps</a> )	As needed.	Sadie Martinez <a href="mailto:smartinez@ncaa.org">smartinez@ncaa.org</a>
<a href="#">Sports Sponsorship and Demographic Report</a>	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 ( <a href="#">My Apps</a> )	June 30 (Due date may vary slightly each year.)	Sadie Martinez <a href="mailto:smartinez@ncaa.org">smartinez@ncaa.org</a>  Keke Liu <a href="mailto:kliu@ncaa.org">kliu@ncaa.org</a>

NCAA DIVISION III ANNUAL LIST OF REQUIRED FORMS AND ACTIONS FOR CONFERENCES					
Form	Description	Who Signs or Is Responsible	Destination	Due Date	NCAA Contact
<a href="#"><u>Strategic Initiatives Conference Grant Program</u></a>	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	NCAA national office via the NCAA website ( <a href="#"><u>My Apps</u></a> )	<a href="#"><u>Annual Timeline of Key Dates</u></a>	Ali Spungen <a href="mailto:aspungen@ncaa.org"><u>aspungen@ncaa.org</u></a>

## 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.



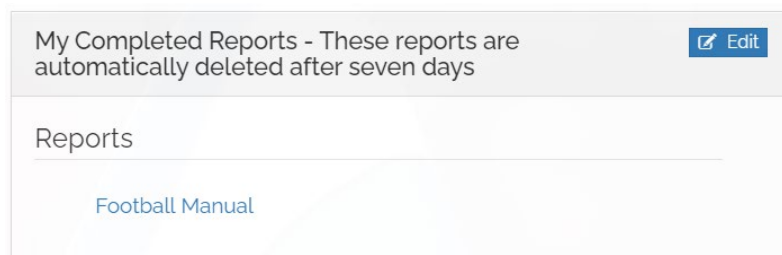
3. Selecting the “Complete Division Manual” option will produce the complete manual for the active legislative year. The new legislative year begins August 1.
4. Selecting the “Custom Manual” option allows the user to set specific report parameters (e.g., effective legislation date, sport-specific).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

A screenshot of the 'Standard Reports / DI Custom Manual / Report Parameters' form. The form is divided into two main sections: 'Data Options' and 'Print Options'. Under 'Data Options', there are several fields: 'Effective Legislation Date' with radio buttons for 'Current' (selected) and 'Other' (with a text input); 'Voting Requirements' with a dropdown menu; 'Sports' with a dropdown menu; 'Articles' with a dropdown menu; and 'Bylaws' with a dropdown menu. Under 'Print Options', there is a 'Manual Title' text input field and a checkbox labeled 'Include informational pages?' which is checked. At the bottom left, there is a blue button labeled 'Run Report' circled in red, and a link labeled 'Back to Standard Reports Menu'. At the bottom right, there is a green button labeled 'Save Report Options' circled in red.

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.”



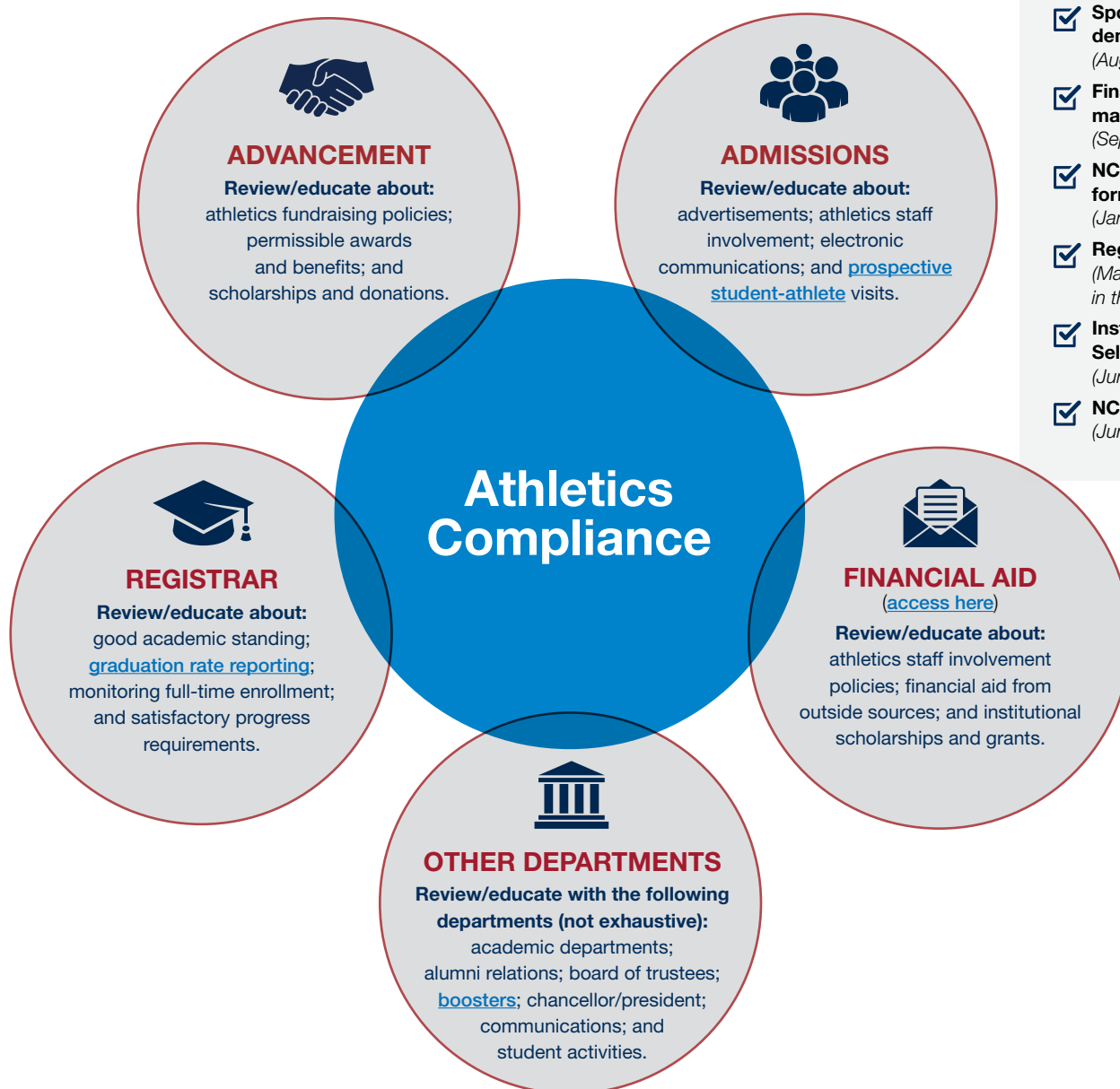
8. Click on the “Reports” tab after “New” appears. A new report section will appear with the requested report.



# 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.

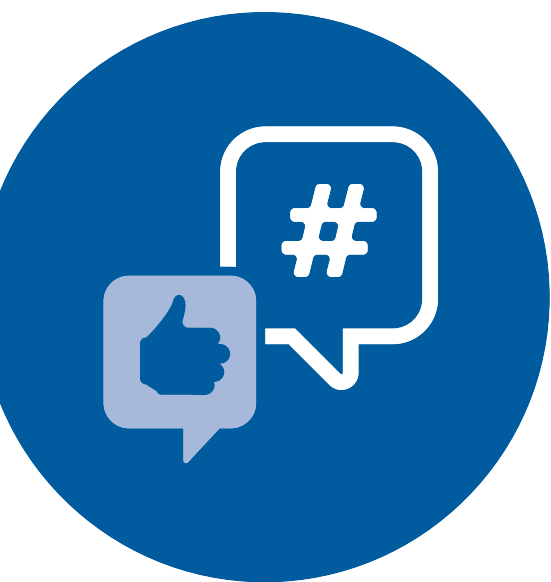
### NON-ATHLETICS INSTITUTIONAL ACCOUNTS

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

*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



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.



# NCAA Enforcement Overview

The NCAA enforcement staff supports schools and individuals who play by the rules and are committed to integrity. NCAA investigations and the infractions process protect the common interests of schools and the Association’s enduring values.



### BYLAWS

NCAA members propose and adopt bylaws.

### INVESTIGATION and PROCESSING

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

### RESOLUTION and APPEAL

The COI, made up of individuals from NCAA schools and the public, concludes whether violations occurred and prescribes appropriate penalties. If appealed, the NCAA Infractions Appeals Committee, also made up of individuals from NCAA schools and the public, reviews COI decisions.

### COMPLIANCE

Each NCAA school has an obligation to monitor and control its athletics programs, its representatives and its student-athletes to assure compliance.

### NONCOMPLIANCE

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

### RESPONSIBILITY TO COOPERATE

The membership and COI have identified the responsibility to cooperate as paramount to the infractions process. Schools, individuals and their representatives are obligated to cooperate with the enforcement staff and COI representatives. NCAA bylaws outline potential consequences if a school, individual or their representatives do not satisfy the responsibility to cooperate. In some cases, exemplary cooperation may reduce the applicable penalties.



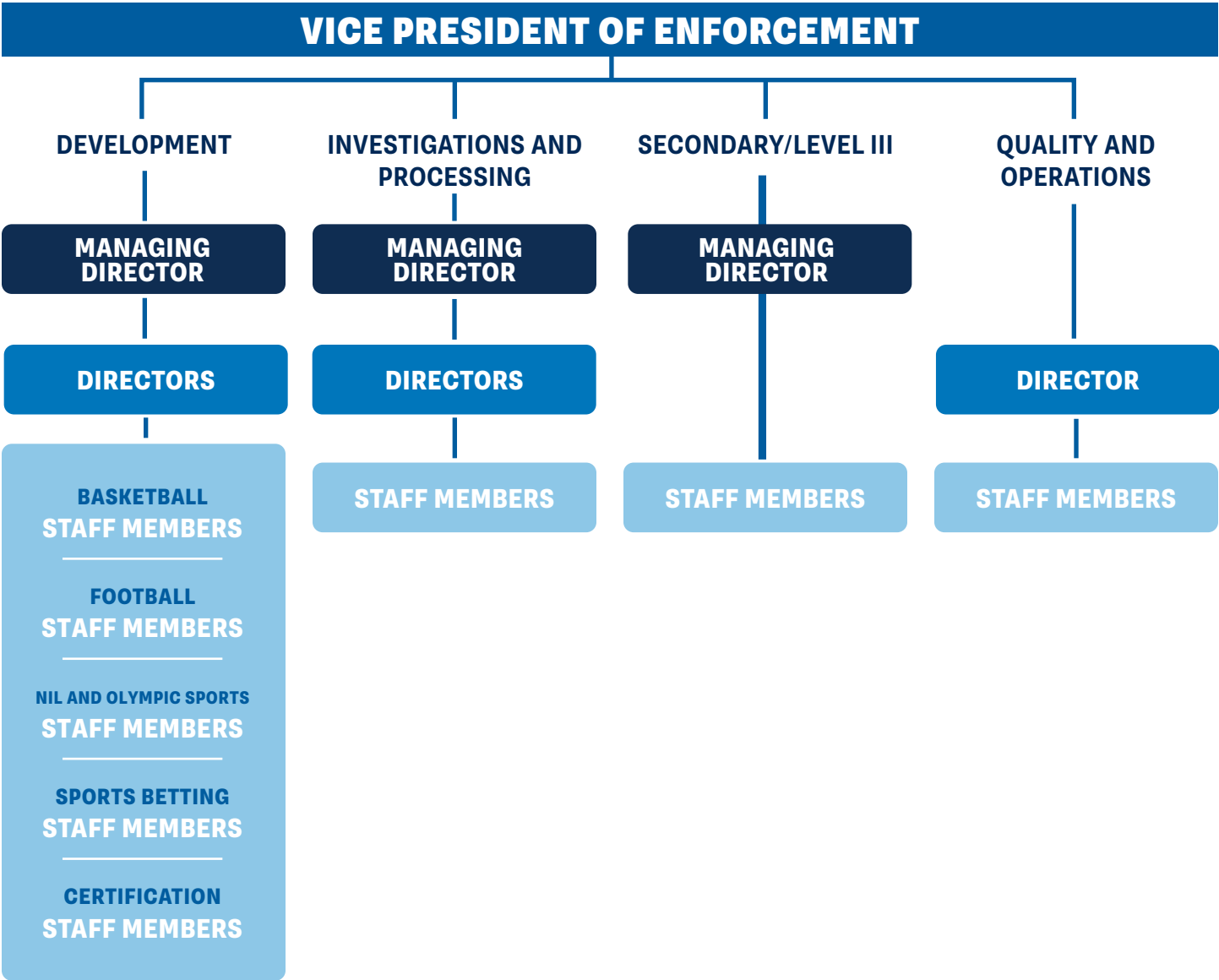
# National Office Enforcement Staff

The NCAA enforcement staff is divided into specialty teams shown below:

- **Development staff** provides sport and issue specific subject matter expertise in various areas, including basketball; football; name, image and likeness; and sports wagering. It also certifies nonscholastic basketball events, scouting services and agents.
- **Investigations and processing staff** reviews potential violations to determine the facts of a case and whether to bring formal allegations.
- **Secondary/Level III staff** processes thousands of infractions reported each year by member schools.
- **Quality and operations staff** works with all the teams and provides resources to promote and protect procedural compliance, effective processes, consistent decisions and accurate data collection and reporting.

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, coaches, scouts, academic advisors, compliance officers or other athletics administrators.

Each member receives intense orientation when hired and regular 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.



# NCAA Responsibility to Cooperate

The membership and NCAA Committee on Infractions (COI) have identified the responsibility to cooperate as paramount to the infractions process. Schools, individuals and their representatives are obligated to cooperate with the NCAA enforcement staff and COI.

## WHAT IS COOPERATION?

Reporting instances of noncompliance to the NCAA national office in a timely manner.

Proactively preserving relevant materials, documentation and/or electronically stored information upon becoming aware, from any source, of potential violations.

Developing full information to determine whether possible violations of NCAA bylaws occurred.

Participating in interviews and providing complete and truthful responses.

Timely disclosing relevant information, including materials requested in the format requested.

Providing access to all relevant electronic devices, accounts, social media, messaging and other applications.

Preserving the integrity of an investigation and abiding by all applicable confidentiality bylaws and instructions.

Instructing and encouraging legal counsel, agents, spouses, family members, representatives and other associates to cooperate fully.



## EXEMPLARY COOPERATION

Exemplary cooperation begins with school leadership, athletics leadership and individuals embracing and exceeding the responsibility to cooperate. For Division I cases, exemplary cooperation by a school or involved individual may reduce the applicable penalties.

## CONSEQUENCES FOR FAILURE OR REFUSAL TO COOPERATE

The enforcement staff could request a status conference with the COI for dispute resolution. [Division I Bylaw 19.4.7-(i) and Division II Bylaw 19.4.6-(f)]

The enforcement staff could seek immediate penalties from the COI until an institution, individual or representatives cure any failure or refusal to cooperate. [Division I Bylaw 19.2.3]

The enforcement staff could allege a stand-alone violation for failure to cooperate. [Division I Bylaws 19.2.1 and 19.2.2, Division II Bylaws 19.2.1 and 10.1-(a), and Division III Bylaws 19.01.3 and 10.1-(a)]

Failure to cooperate may be viewed by the enforcement staff or the COI as support that an underlying violation occurred. [Division I Bylaw 19.7.5 and Division II Bylaw 19.2.2]

The enforcement staff could identify one or more aggravating factors for failure to cooperate, subjecting the institution or individual to a higher range of penalties. [Division I Bylaw 19.12.3 and Figure 19-1]

The institution or individual cannot receive the benefits of exemplary cooperation, reducing the range of applicable penalties. [Division I Bylaws 19.2.1.1 and 19.12 and Figure 19-1]



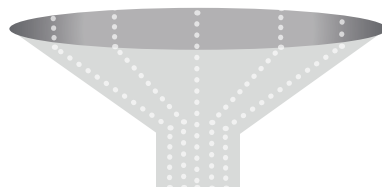


## INSIDE THE INFRACTIONS PROCESS:

# Paths for Incoming Information and Potential Violations

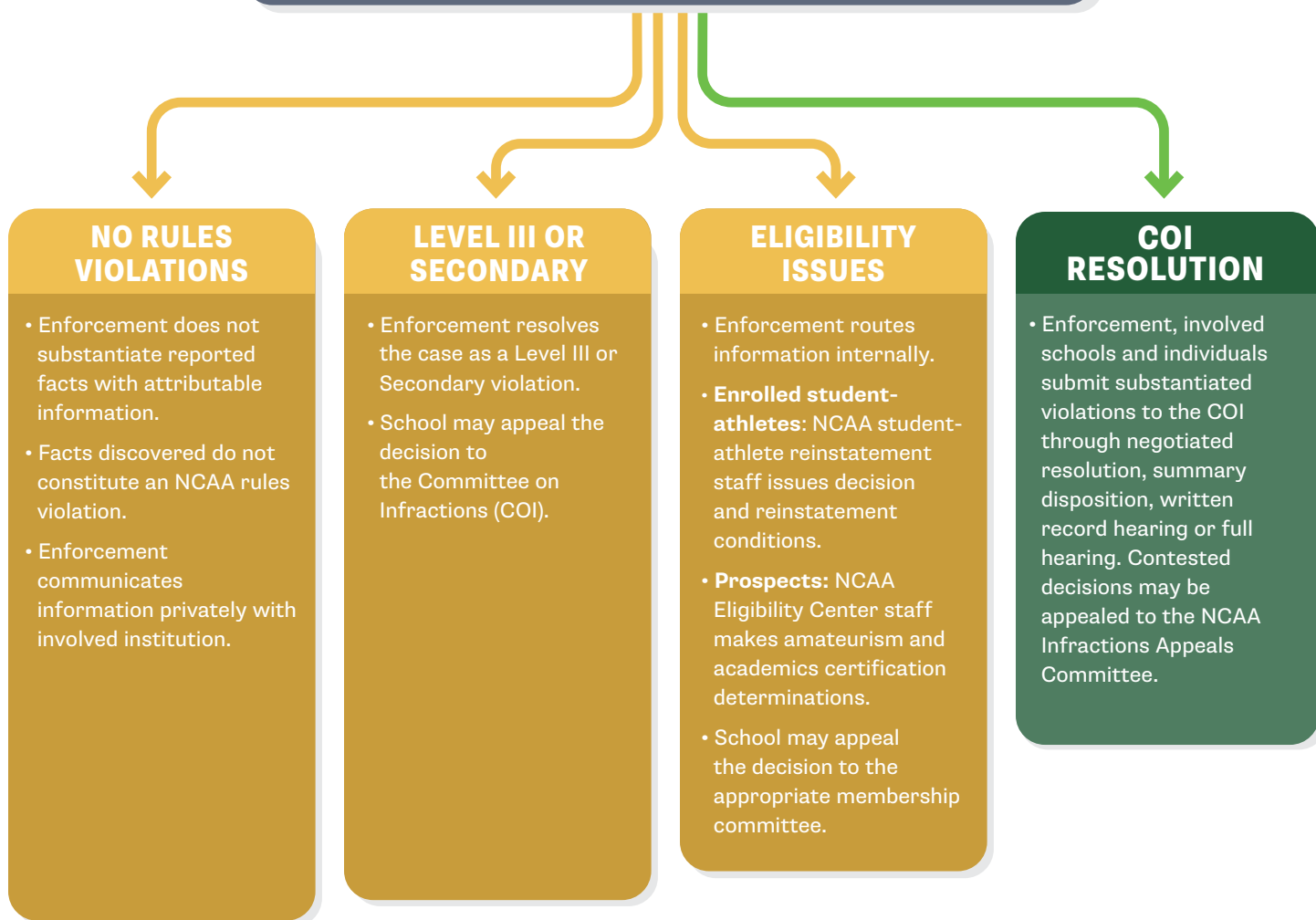
### INCOMING INFORMATION

NCAA enforcement receives information on potential violations in several ways, such as membership self-reports, public or member submissions and source development.



### CASES OPENED

Information that is credible, specific and potentially violative of NCAA rules warrants case opening, review and may result in a formal inquiry and investigation.



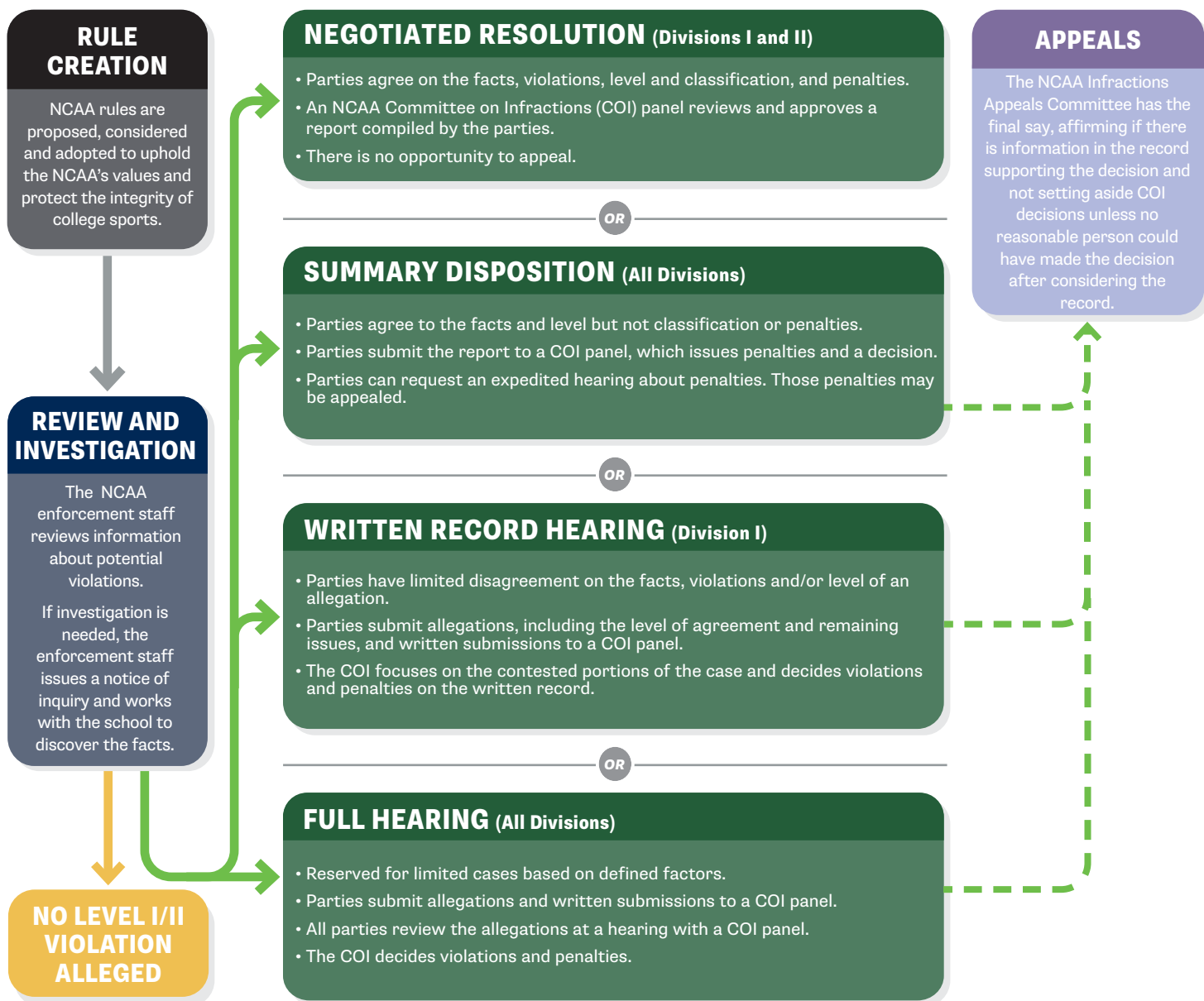


# Infractions Process Overview

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.



## POTENTIAL RESOLUTION METHODS





# DIVISION III

DISCOVER | DEVELOP | DEDICATE

## Strategic Initiatives Conference Grant Program POLICIES AND PROCEDURES

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(Revised November 2024)

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 (November 2023)**

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), senior woman administrator (SWA), sports information director (SID), athletics direct report (ADR), athletic trainers, individuals of color 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 \$6,000 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 \$75,000 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. Deduct funds from Tier Five administrative stipend.
  - e. 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 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](mailto: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. In 2012, additional Tier Five grant funding was 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.

Starting in 2025-26, Conferences on restricted status will be taken into account in the determination of the allocation of funds to each conference. Conferences on restrictive status are not able to directly benefit from conference grant funding. All conference grant funding must only be used to benefit and support conference 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.**

<b>Student-Athlete Advisory Committee (SAAC).</b>  <b>Annual spending is required.</b>  Conferences shall spend at least \$200 per member institution in support of the conference SAAC.	<p>Preapproved uses of SAAC funds include:</p> <ol style="list-style-type: none"><li>1. Conference SAAC meeting and communication expenses (e.g., travel and meals for student-athletes and advisors).</li><li>2. Guest speakers for conference SAAC meetings.</li><li>3. Conference SAAC t-shirts.</li><li>4. Conference SAAC leadership banquet or retreat.</li><li>5. Expenses related to conference SAAC directed community service projects.</li><li>6. Conference SAAC website creation and maintenance (including blogs and polling devices).</li><li>7. Promotions of conference SAAC initiatives (e.g., sportsmanship giveaways, posters, marketing of National Student-Athlete Day).</li><li>8. Conference SAAC logo development.</li><li>9. Increasing committee size.</li><li>10. Conference SAAC Scholar-Athlete of the Month program.</li><li>11. Student or SAAC led initiatives to raise awareness of equity or inclusion issues.</li><li>12. Expenses for sending student-athletes to NCAA Convention.</li><li>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.)</li></ol> <p>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</p>
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<p><b>Compliance and Rules Seminar Education.</b></p> <p><b>Annual spending is strongly encouraged, but optional.</b></p>	<p>Preapproved uses of Compliance and Rules Seminar Education funds include:</p> <ol style="list-style-type: none"> <li>1. NCAA Regional Rules Seminars.</li> <li>2. 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).</li> <li>3. Travel expenses for Conference Rules Seminar event attendees.</li> <li>4. Printing of NCAA manuals.</li> <li>5. Name, Image and Likeness (NIL) seminar education event (i.e., compliance coordinators and administrators).</li> <li>6. Campus Sexual Violence Attestation Education.</li> </ol> <p>NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.</p>
<p><b>Faculty Athletics Representative (FAR)</b></p> <p><b>Annual spending is strongly encouraged, but optional.</b></p>	<p>Preapproved uses of FAR funds include:</p> <ol style="list-style-type: none"> <li>1. FARA Annual Meeting.</li> <li>2. NCAA Convention.</li> <li>3. NCAA Inclusion Forum.</li> <li>4. NCAA Regional Rules Seminar.</li> <li>5. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIIAA, Women Leaders in Sports.</li> </ol> <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><b>Campus Senior Woman Administrators (SWA)</b></p> <p><b>Annual spending is strongly encouraged, but optional.</b></p>	<p>Preapproved uses of SWA funds include:</p> <ol style="list-style-type: none"> <li>1. NCAA Convention.</li> <li>2. NCAA Inclusion Forum.</li> <li>3. NCAA Regional Rules Seminar.</li> <li>4. Women Leaders in Sports Convention.</li> <li>5. NCAA and Women Leaders in Sports Women's Leadership Symposium.</li> <li>6. Women Leaders in Sports Institutes (Administrative Advancement, Leadership Enhancement and Executive).</li> <li>7. Title IX seminars, generally.</li> <li>8. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIII AA, Women Leaders in Sports.</li> <li>9. Women Leaders in Sports Membership Dues.</li> <li>10. WeCOACH attendance and membership.</li> <li>11. NACDA/NADIII AA membership dues.</li> </ol> <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><b>Campus Athletics Communication and Sports Information Directors</b></p> <p><b>Annual spending is strongly encouraged, but optional.</b></p>	<p>Preapproved uses of member institution SIDs funds include:</p> <ol style="list-style-type: none"> <li>1. The annual CSC meeting.</li> <li>2. The annual ECAC SIDA meeting.</li> <li>3. CSC and ECAC-SIDA membership dues.</li> <li>4. NACDA/NADIII AA membership dues.</li> </ol> <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><b>Athletic Direct Reports (ADR - Vice Presidents OR Presidents to whom athletics directly reports)</b></p> <p><b>Annual spending is strongly encouraged, but optional.</b></p>	<p>Preapproved uses of ADR funds include:</p> <ol style="list-style-type: none"> <li>1. NCAA Convention.</li> <li>2. NCAA Inclusion Forum.</li> <li>3. NCAA Regional Rules Seminar.</li> <li>4. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIIIAA, Women Leaders in Sports.</li> <li>5. NACDA/NADIIIAA membership dues.</li> </ol> <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><b>Conference Office Staff (including Commissioners, Assistant Commissioners and conference Sports Information Directors)</b></p> <p>No more than <b>\$6,000</b> of the Tier One total amount can be spent within this category.</p> <p><b>Annual spending is strongly encouraged, but optional.</b></p>	<p>Preapproved uses of Conference Office staff funds include:</p> <ol style="list-style-type: none"> <li>1. Attendance at D3CA meetings;</li> <li>2. Attendance at any Regional Commissioner Meeting;</li> <li>3. CSC and/or ECAC SIDA meetings;</li> <li>4. NCAA Convention;</li> <li>5. NCAA Regional Rules Seminars;</li> <li>6. NCAA Inclusion Forum;</li> <li>7. Women Leaders in Sports Convention;</li> <li>8. NCAA Women's Leadership Symposium;</li> <li>9. Women Leaders in Sports Institutes.</li> <li>10. Title IX seminars.</li> <li>11. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIIIAA, Women Leaders in Sports.</li> <li>12. NACDA/NADIIIAA membership dues.</li> </ol> <p>No more than <b>\$6,000</b> of the Tier One total amount, excluding rollover funds from the previous year, can be spent within the Conference Office Staff category.</p>

<p><b>People of Color</b></p> <p><b>Annual spending is strongly encouraged, but optional.</b></p>	<p>Preapproved uses include:</p> <ol style="list-style-type: none"> <li>1. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIII AA, Women Leaders in Sports.</li> <li>2. NCAA Convention;</li> <li>3. NCAA Inclusion Forum (see exception two below for attendance by non-ethnic minority);</li> <li>4. NCAA Regional Rules Seminar; and</li> <li>5. MOAA/NACDA/NADIII AA membership dues.</li> <li>6. Any of the above programming for Athletic Diversity and Inclusion Designees (ADIDs)</li> </ol> <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><b>Athletic Trainers</b></p> <p><b>Annual spending is strongly encouraged, but optional.</b></p>	<p>Preapproved uses of Athletic Trainers funds include:</p> <ol style="list-style-type: none"> <li>1. NATA Annual Clinical Symposia &amp; AT Expo.</li> <li>2. College Athletic Trainers' Society (CATS) Annual Meeting.</li> <li>3. Any expenses Related to Certification-Based Clinics or Training Sessions (e.g., Local, Regional or State Clinics).</li> <li>4. NATA membership dues.</li> </ol> <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><b>Coaching Education and Enhancement</b></p> <p><b>Annual spending is strongly encouraged, but optional.</b></p>	<p>Preapproved uses of Coaching Education and Enhancement include:</p> <ol style="list-style-type: none"> <li>1. Professional development activities for coaches (including Strength and Conditioning coaches).</li> <li>2. Host session on professional ethics in coaching.</li> <li>3. Attendance at Intercollegiate Athletics Forum.</li> <li>4. New coach's seminar (compliance review, general).</li> <li>5. Support attendance at the NCAA Coaches Academy.</li> <li>6. Membership dues (e.g., MOAA, NACDA, CSC, Women Leaders in Sports, WeCOACH, etc.)</li> </ol>

If the required Tier One SAAC spend is not met, \$500 will be deducted from the conference Tier Five funding for the next grant cycle.



**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 encouraged 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. Mental and Physical health.
22. Motivational speaker for student-athletes\*.
23. Name, Image and Likeness (NIL) rules compliance education and monitoring (i.e., approved apps so far: Athliance and Opendorse).
24. Nutritional/diet information (handbook, access to nutritionist).
25. OneTeam training (e.g., travel and session-related expenses).
26. Personal Protective Equipment (PPE).
27. Purchase of AEDs.
28. Rest/recovery education.
29. Safe competition techniques.
30. Special Olympics initiatives (See the Division III Special Olympics partnership website for programming ideas).
31. Sports massage and relaxation techniques.
32. Student-athlete attendance at NCAA Convention.
33. Time management skills training\*.
34. Training for student-athlete mentors (SAM program).
35. Treatments by sports psychologist to address issues including stress management, anxiety, burnout and life balance.

36. 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](http://ncrg.org) website for report and recommendations).

37. 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. Inclusive Leaders training (e.g. travel and session-related expenses).
11. Panel discussions on equity or inclusion topics.
12. Service or mentoring activities with a focus on equity or inclusion awareness.
13. 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.
14. Student or SAAC-led initiatives to raise awareness of equity or inclusion issues.
15. 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 mandatory, but Tier Two funds can still be used for it. Activities and symposiums should focus on Division III identity and integrating athletics within the campus and conference. These events aim to unite key conference members to discuss supporting the integration concept, aligning with Division III's philosophy and Strategic Positioning Platform. For planning assistance, refer to 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., RefQuest).

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 RefQuest).
8. Officiating crew manuals.
9. Officials Appreciation Week.

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. **\*For conference office staff travel, a total of \$6,000 can be spent over Tiers One, Two, and Three.**
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 Person of Color representation through an administrative or staff position:

- Individual must identify as a female or Person of Color.

**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 People of Color (formerly BIPOC) 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.

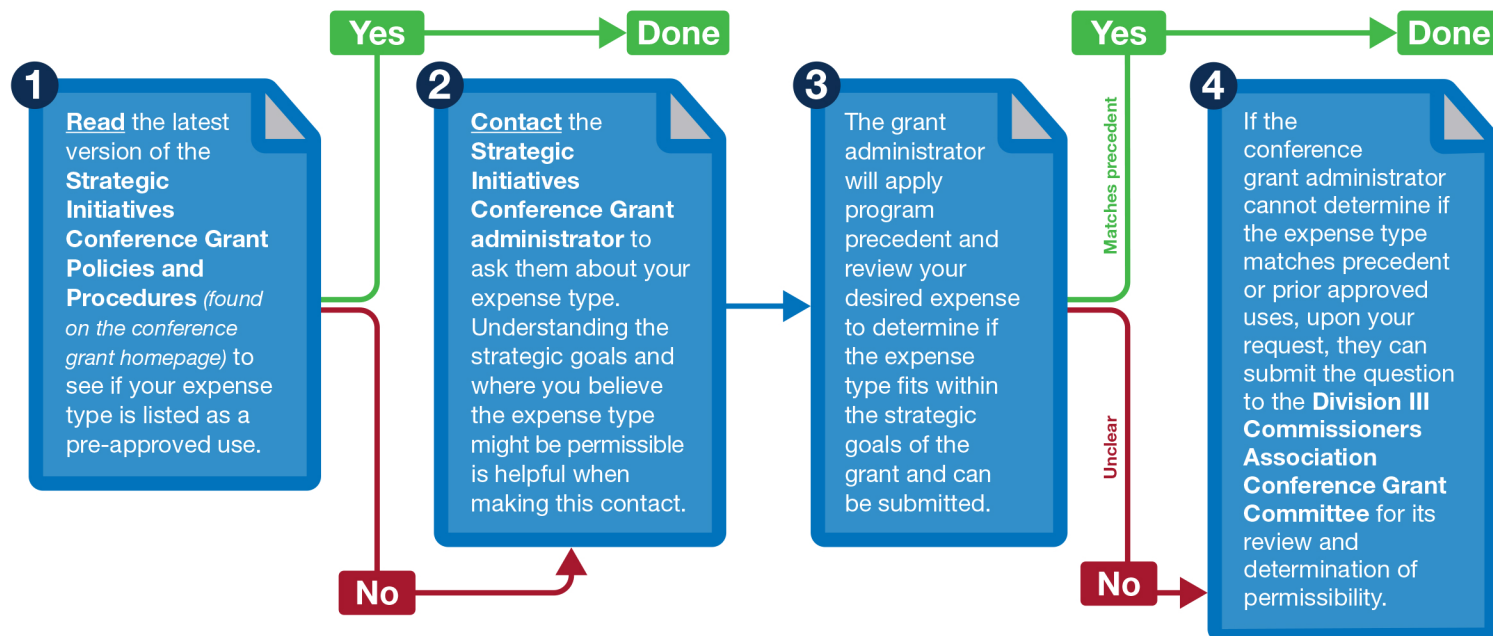
**Administrative Stipend (“Tier Five”)**

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

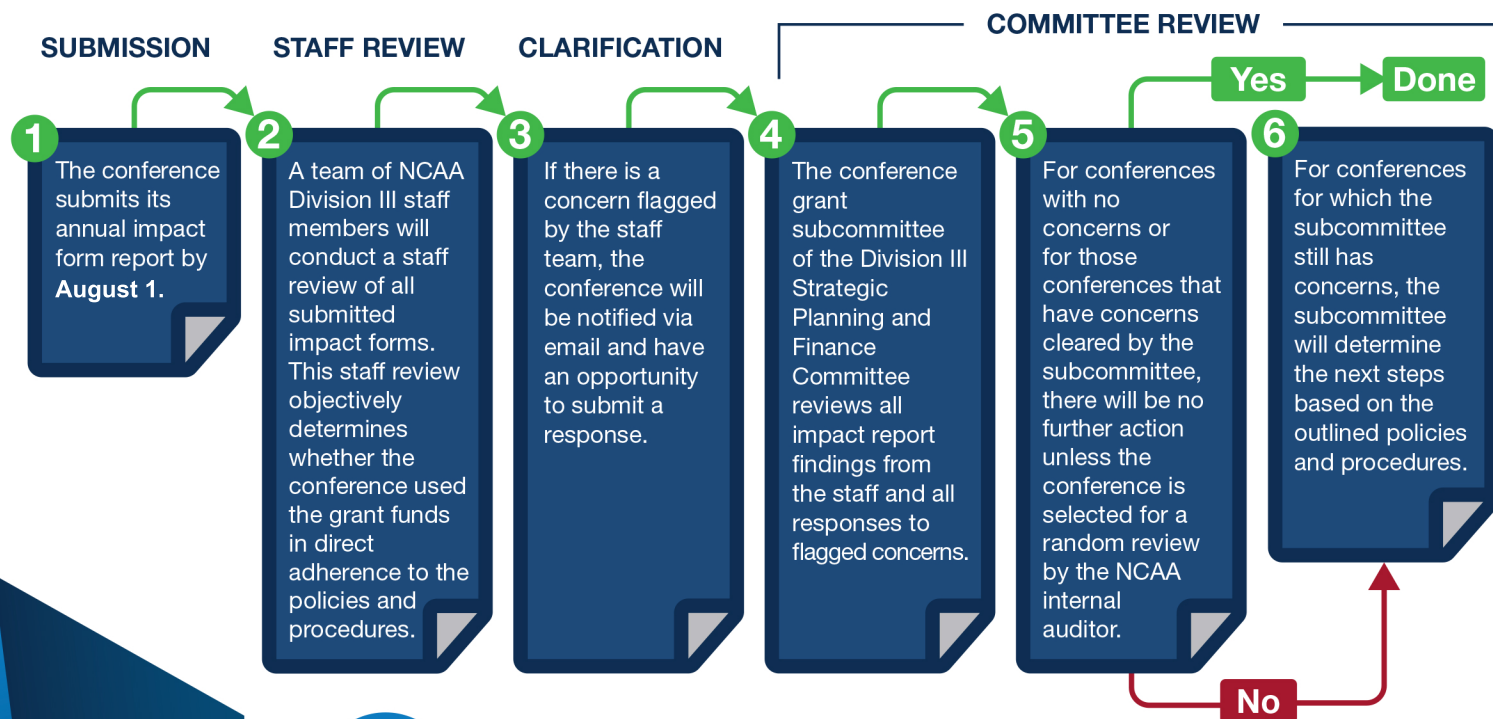
## Questions about grant usage?

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.



## Division III Conference Grant Program 2025 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, 2025**. 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](mailto: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:		
<ul style="list-style-type: none"> <li>Determine if the receipt documentation supports the transaction as reported in the Impact Form by comparing the following attributes to the Impact Form:</li> </ul>		
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](mailto:aspungen@ncaa.org).

**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 (DIIICA) 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 DIIICA 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
Katie Boldvich	Secretary/Treasurer	Landmark Conference
Brad Bankston	Executive Committee	Old Dominion Athletic Conference
Danielle Harris	Executive Committee	Wisconsin Intercollegiate Athletic Conference
Sarah Otey	Executive Committee	University Athletic Association
Chris Roekle	Executive Committee	Coast-To-Coast Conference

In order to maximize its impact and productivity, the DIIICA 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 DIIICA. The organization also works very closely with the NCAA leadership in addition to several other affiliated organizations such as NACDA, NADIIAA, 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.”

### ***DIIICA Daniel T. Dutcher Meritorious Service Award:***

The 2025 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. This year, that honor was given to Steve Briggs, President at Berry College and Jeff Martinez, director of athletics at the University of Redlands.

# 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?

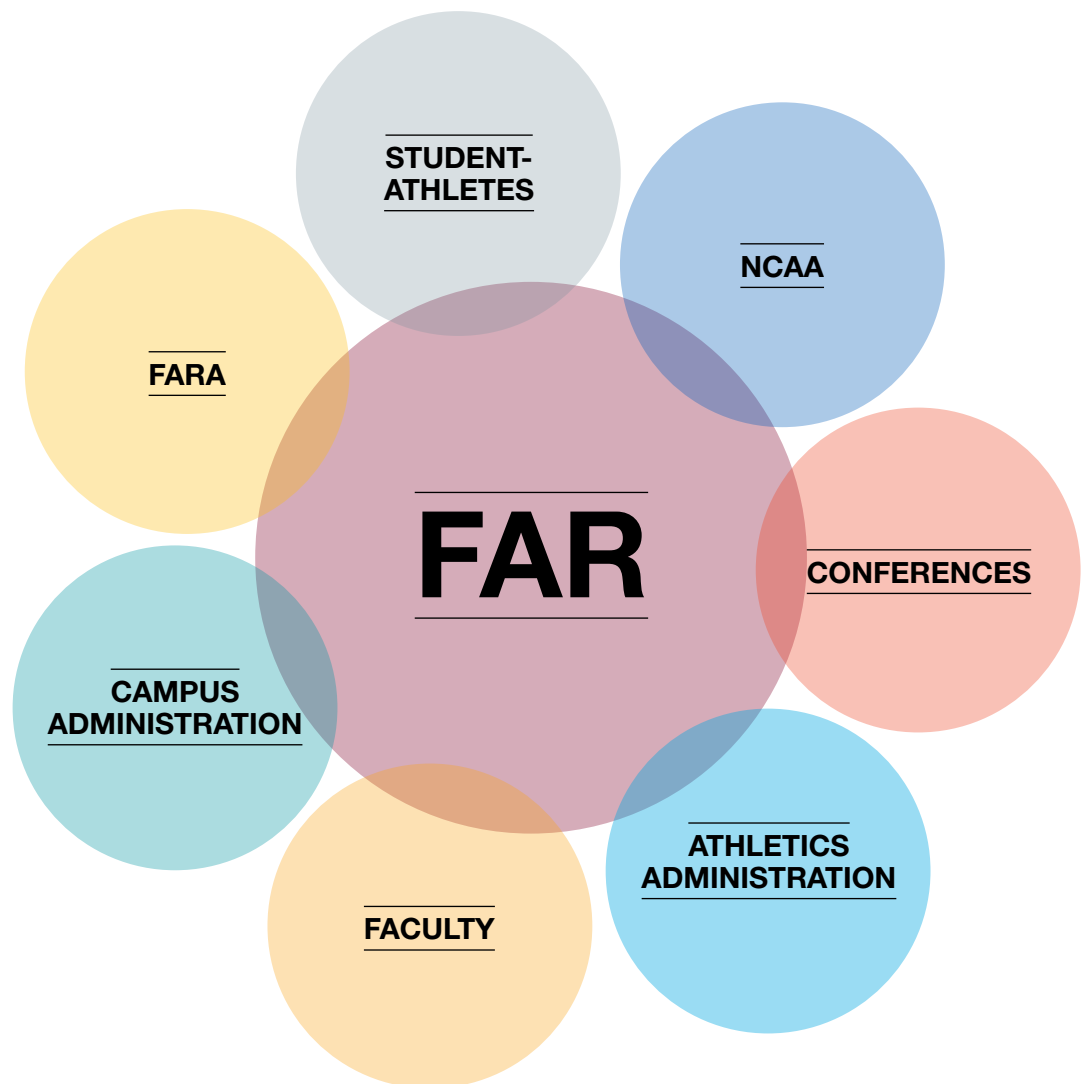
- An estimated two-thirds of Division III conferences identify FARs as a key constituent per the conference constitution or bylaws. All Division III conferences should identify FARs as a key constituent.
- Sixty percent (60%) of conferences identify a specific role for the FARs in the governance of the 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**

[farawebsite.org](http://farawebsite.org)

## **NCAA Division III Homepage**

[ncaa.org/d3](http://ncaa.org/d3)

## **Division III FAR Fellows Institute**

[ncaa.org/division-iii-far-fellows-institute](http://ncaa.org/division-iii-far-fellows-institute)

## **Division III New FAR Orientation**

[ncaa.org/governance/division-iii-new-far-orientation](http://ncaa.org/governance/division-iii-new-far-orientation)