Copy and paste the following template language into your departments letterhead for delivery to :
Dear friends and family of,
NCAA Division III student-athletes are asking for your support in creating a positive game environment for us. The Division III experience offers participation in an elite athletic environment that pushes student-athletes to excel in and out of competition. The student-athletes' involvement in intercollegiate activities contributes to the development of their core values, such as fairness, integrity, honesty, and respect. These values are an integral part of a competitive, yet positive game environment.
 The following are expectations of the passionate friends and family of our student-athletes: To respect student-athletes, coaches, officials, and other fans in all aspects (no persona attacks, profanity, etc.) before, after and during the contest No substance abuse of any kind during contests Let the coaches coach and the players play Be Loud, Be Proud, Be Positive
The NCAA is committed to promoting good sportsmanship by student-athletes, coaches, parents, and other fans at all athletic events. Profanity, disrespect, alcohol abuse, and persona attacks will not be tolerated and are subject for removal from the athletic event site. Thank you for your support in making a positive game environment for all Division III student-athletes.
Sincerely, Institution X or personalized from each athlete or team

Sponsored by NCAA Division III Student-Athlete Advisory Committee