



DIVISION II

MAKE IT YOURS

CHAMPIONSHIPS COMMITTEE

***POLICIES AND OPERATING PROCEDURES
MANUAL • 2023-24***

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NCAA Division II Championships Committee Policies and Operating Procedures Manual

(Note: Highlighted items note items previously legislated and moved to policy per Division II Proposal NC-2024-7.)

Section 1 Introduction.

The NCAA Division II Championships Committee Policies and Operating Procedures Manual has been created for the use of and by the NCAA Division II Championships Committee, Division II sports committees and the Division II membership. The information in this manual is subject to change. Please note that policy modifications will be indicated in parentheses at the end of each statement.

The NCAA conducts 25 Division II championships, 12 men's and 13 women's. In addition, there are opportunities for Division II member institutions to compete in the National Collegiate beach volleyball, women's bowling, fencing, men's and women's gymnastics, women's ice hockey, rifle, skiing, men's volleyball, and men's and women's water polo championships.

Section 2 Division II Organizational Structure.

2.1 General.

Presidents Council. In Division II, the 18-person NCAA Division II Presidents Council has ultimate authority over all Division II matters.

Note: Effective February 1, 2024, the Presidents Council will be renamed as the Division II Executive Board. The Executive Board will be comprised of eight presidents/chancellors based on Division II championships region, one at-large representative to enhance the diversity of the board, two Student-Athlete Advisory Committee members, and two independent members who are not salaried by an NCAA member institution, conference or affiliated organization.

Management Council. Reporting to the Presidents Council is the 28-person NCAA Division II Management Council (based on conference representation) that comprises athletics administrators, faculty athletics representatives and student-athletes. The Management Council is charged with coordinating the day-to-day operations for Division II.

Note: Effective February 1, 2024, the Management Council will be composed of 29 members and may include individuals working in athletics administration and individuals that supervise athletics, including but not limited to a vice president, athletic trainer, assistant/associate/deputy director of athletics, and/or other individuals involved in the administration of athletics.

Championships Committee. The Management Council has established 10 Division II- specific committees to handle all issues related to the division's operations (e.g., championships, legislation, eligibility, academic requirements). One such committee reporting directly to the Division II Management Council is the Division II Championships Committee. The Division II Championships Committee shall consist of 12 voting members, including one member of the Division II Student-Athlete Advisory Committee and two members of the Division II Management Council. Additionally, the vice chair of the Management Council shall serve as an ex officio, nonvoting member.

Committee Classification. Governing sports committees are classified as either committees with playing rules and championship administration responsibilities or only championship administration responsibilities. Some committees are Division II specific. National Collegiate sports committees can include individuals from all three divisions.

Governing Sports Committees. In Division II, there are 18 Division II-specific sports committees reporting directly to the Division II Championships Committee. These governing sports committees are charged with the administration of Division II national championships.

Governing Sports Committee Operations Manuals. The purpose of this manual is to outline the responsibilities, expectations and time commitment of the committee. The manual serves as a resource for the committee in its preparation in conducting the championship(s) in an efficient and orderly fashion. This charge not only involves the actual selection of teams and individuals participating in the championship(s) but also responsibilities such as:

- a. Determining the host institution and site of the championship(s).
- b. Supervising practices, meetings and championship competition.
- c. Arranging for officials for the championship(s).
- d. Revising and updating the championship manuals and other materials.
- e. Determining the regional alignment and allocations of bids for the championship.
- f. Determining the format for championship competition.
- g. Performing those duties as directed by the Championships Committee.

Appointment Process.

- a. **Division II Championships Committee.** Members of the Division II Championships Committee are appointed or elected by the Division II Management Council, subject to ratification by the Division II Presidents Council. Nominations may be accepted from NCAA committees (e.g., championships committee), the Division II membership (conferences/institutions) and individuals (self-nominations) and are reviewed by the Division II Nominating Committee. Committee members shall be appointed for one four-year term. Members of the Division II Championships Committee may be appointed to an additional term on this committee after three years have elapsed. An individual who has served two terms on the Division II Championships Committee may not serve further on this committee. [Bylaws 21.8.2.1 and 21.8.2.2]
- b. **Governing Sports Committees.** Members of the Division II sports committees and Division II representatives on Association-wide rules committees shall be selected by the Division II Championships Committee. Nominations may be accepted from Division II sports committee, Association-wide rules committees, the Division II membership (conferences/institutions) and individuals (self-nominations). Nominations are reviewed by the Division II Nominating Committee. Members shall be appointed for one four-year term and may be reappointed for a second four-year

term after three years have elapsed.

c. **Committee Eligibility.**

- (1) **“On The Staff.”** Individuals serving on Division II committees or as Division II representatives on Association-wide or common committees shall be salaried on a regular basis by a Division II institution or conference and performing a regular staff function representing at least 50 percent of the normal workload for a staff member at that institution or conference, unless otherwise specified. If a committee member's employment status is altered to the extent that the individual no longer meets this requirement, the individual shall be replaced on the committee at the Division II Management Council and Presidents Council meetings immediately following the change in status. [Bylaw 21.8.1.1]
- (2) **Composition Requirements.** For sports committees in both team and individual sports that administer Division II championships and for Division II representatives on Association-wide and common rules committees, at least 50 percent of the positions on each committee shall be filled by athletics administrators (e.g., athletics directors, associate or assistant athletics directors, senior woman administrators, faculty athletics representatives, individuals who are employed full time as administrators by members conferences, or individuals who are employed both part time as administrators by member conferences and full time by member institutions). An institutional staff member who performs both coaching and administrative functions may be counted as either an athletics administrator or a coach.
- (3) **Exception - Playing Rules Committees.** Institutional staff members from Division II or III institutions that sponsor a Division I sport may serve on that sport's playing rules committee as a Division I representative, provided at least 25 percent of the institutions that sponsor the sport are Division II or III institutions. [Bylaw 21.8.1.1.4]

2.2 **Championships.**

Division II Representation. Following is a breakdown of the Division II representation of the various committees and the number of regions that have been established for evaluation purposes:

Association-Wide Playing Rules Only Committees	Legislated Division II Members	Size of Committee	Number of Regions
Baseball	2	9 ^	N/A
Men’s Basketball	3	13 ^	4
Women’s Basketball	3	13 ^	4
Football	3	13 ^	4
Men’s and Women’s Ice Hockey	2’	13 ^	N/A
Men’s Lacrosse	1	9 ^	N/A
Women’s Lacrosse	1	9 ^	N/A
Men’s and Women’s Soccer	2	9 ^	N/A

Softball	2	9 ^	N/A
Men's and Women's Swimming	2	9 ^	N/A
Men's and Women's Track & Field	2	9 ^	N/A
Women's Volleyball	2	9 ^	N/A
Wrestling	2	9 ^	N/A

Sports Committees with <u>Division II Championships</u> Administration	Legislated Division II Members	Number of Regions
Baseball	8	8
Men's Basketball	8	8
Women's Basketball	8	8
Men's and Women's Cross Country	8	8
Field Hockey	4	2
Football	8	4#
Men's Golf	4	4*
Women's Golf	4	4*
Men's Lacrosse	4	2
Women's Lacrosse	4	2
Rowing	3	3
Men's Soccer	8	8
Women's Soccer	8	8
Softball	8	8
Men's and Women's Swimming & Diving	5	N/A
Men's and Women's Tennis	8	8
Men's and Women's Track & Field	8	8
Women's Volleyball	8	8
Wrestling	4	4#

Sports Committees with <u>National Collegiate</u> Administration	Legislated Division II Members	Size of Committee	Number of Regions
Beach Volleyball	0	6	2
Men's and Women's Fencing	0'	8	4
Men's Gymnastics	0	6	2
Women's Gymnastics	0'	7	6
Women's Ice Hockey	0	5	2
Men's Volleyball	0'	3	3

Committees with <u>Playing Rules and Championships</u> Administration Responsibilities	Legislated Division II Members	Size of Committee	Number of Regions
Women's Bowling	1'	7 ^	2
Men's and Women's Rifle	0'	7	N/A
Men's and Women's Skiing	0'	7 ^	2
Men's Water Polo	0'	6 ^	2
Women's Water Polo	1	6 ^	N/A

*8 regions are paired for 4 regional qualifying events.
#Sport uses a super region model.
^ Includes secretary-rules editor.
'May Includes an at-large position.

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

The governing sports committee member in a region serves as the chair of that RAC. As a standard practice, the advisory committee chair conducts videoconferences with all advisory committee members to evaluate the potential participants and regional sites within the region. This information is then relayed to the national committee.

RAC Member Responsibilities. The role of the RAC is to assist the national committee in the evaluation of teams throughout the season, the evaluation of potential regional sites and the recommendation for the championship. The duties of RAC members include the following:

- a. Complete the assigned Division II University modules regarding regionalization and championship selection prior to service (service includes meeting participation and voting).
- b. Be available for and participate in videoconferences throughout the season (as scheduled by the regional chair).
- c. Adhere to championship policies and procedures.
- d. Evaluate and rank teams in region using the selection criteria.
- e. Ensure that teams under consideration meet minimum game requirements.
- f. Formulate recommendations (with rationale) to the national committee.
- g. Ensure that all information reviewed by the RAC remains confidential.
- h. Understand that all conference-assigned individuals on the RAC represent the region, not the conference.
- i. If necessary, join the national videoconference to verify information presented by the regional chair if the chair's team is under consideration.
- j. If necessary, serve as an alternate for the regional chair on the national videoconference (includes voting responsibilities).
- k. If necessary, serve as an NCAA regional site representative if regional chair is unable

to attend or his or her team is participating in the tournament.

1. If necessary, serve as an NCAA representative at the national championship.

RAC Guidelines. The following guidelines shall apply to RACs:

- a. Advisory committees should comprise a minimum of three members, but not more than one representative per institution.
- b. Each conference sponsoring the respective sport (with six or more members) must have equal representation. The chair is included in these representatives. (9/97) (1/02)
- c. Each eligible conference shall appoint two individuals to serve as its representatives on the respective sports' RACs. In order to maintain balance, it is preferred that one coach and one administrator be appointed. Qualified administrators can include Assistant or Associate ADs, Sports Information Directors, etc. (9/97, 1/99) (1/02)
- d. A conference with fewer than six members sponsoring the sport may appoint two individuals provided the conference is within the three-year grace period or has received an automatic qualification waiver. If the conference has three to five institutions sponsoring the sport and is outside of the grace period and has not received an automatic qualification waiver, only one individual may be appointed. (2/22)
- e. At least one person should represent independent institutions if there are three to five independent institutions in the region. If there are more than six independent institutions in a region, then two individuals shall represent these institutions. The regional chair is responsible for selecting independent representatives. (6/02) (2/22)
- f. A member conference shall be responsible for appointing its RAC representatives. Further, the conference shall be responsible for ensuring that they 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; 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).
- g. The terms of RAC members are limited to three consecutive years, and a member may be reappointed only after having been off the committee for three consecutive years. Individual conferences may extend the term of RAC members to ensure consistency and stability for sport committees.
- h. It is preferred that RAC members do not serve on more than one RAC in the same season.
- i. The following policies shall be observed when regional advisory and governing sports

committees conduct videoconferences to select teams and/or individuals for championships competition:

- (1) Committee Member Replacement Policy/Regional Ranking Call. A committee member whose team is under consideration shall remain on the call and take part in discussion regarding team rankings and may vote. (6/02)
 - (2) Committee Member Replacement Policy/RAC Selection Call. A committee member whose team is under consideration shall remain on the call and may participate in discussion regarding team rankings and may vote. (9/97) (6/02) (9/08)
 - (3) National Committee Member Replacement Policy/Selection Call. A Division II governing sports committee member whose team is under consideration may remain on the call and may participate in discussion regarding team rankings and may vote. A regional advisory committee member (preferably from a different conference) shall join the call to verify the information shared during the discussion pertaining to the national committee member's team. (9/97) (6/02) (6/22)
 - (4) An individual should recuse themselves from the discussion if they do not believe they can remain unbiased. (6/22)
- j. A Division II governing sports committee must contact a RAC prior to making its final selection of teams or individuals if the committee selection differs from the RAC's selection. (1/02)
- k. Appointment Procedures Timeline.
- (1) April 1. Each conference commissioner shall receive a list of vacancies for each sports committee from the NCAA national office.
 - (2) August 1. Replacements are due to the national office.

Suggested RAC Procedures for Conferences. The NCAA Division II Championships Committee hopes that all conferences can create a uniform process that would outline the selection and evaluation of and communication with its RAC representatives. This document is intended to assist in the development of procedures a conference can follow to ensure a seamless transition from year to year. As a reminder, the championships committee believes that RAC representatives should be selected by the conference, not the conference office.

- a. Once the slate of openings has been identified, conferences should publicize the respective RAC vacancies.
- b. Effective dates and terms shall be included in the description.
- c. A job description outlining the responsibilities and duties should be publicized along with the opening to provide potential candidates with complete information about the position.

- d. If possible, conferences should give candidates ample notice of possible vacancies prior to selections.
- e. Conferences should develop a formal process to ratify new RAC members (e.g., coaches' in-person meetings).
- f. The selection of RAC members may involve peers in the selection process. Further, executive groups (e.g., presidents, athletics directors, faculty athletics representatives) should be involved in the process.
- g. Conferences should ensure that the selected individuals understand that the conference representative is representing the region, not the conference.
- h. Communication is encouraged between the regional chair and the conference.
- i. Conferences should also be prepared to select an alternate if a vacancy arises at the last minute.
- j. Conferences are strongly encouraged to consider gender and ethnicity when assigning RAC members.

Section 3 Committee Administration.

3.1 Responsibilities.

The championships committee shall be responsible for the following:

- a. Make budgetary recommendations to the Division II Management Council for the conduct of Division II championships.
- b. Supervise qualification and/or selection procedures for Division II championships.
- c. Review and act on recommendations from Division II sports committees regarding the administration of those championships.
- d. Process other issues related to the administration of the events.
- e. Act for the Division II Presidents Council and Management Council as the final authority regarding championship matters in Division II that are subject to appeal.
- f. Select and approve sports and rules committee representatives.
- g. Serve as ex officio, nonvoting members of Division II sports committees.
- h. Receive informational updates from the Playing Rules Oversight Panel on issues relating to Division II.

Section 4 Committee Operations

4.1. Agendas.

- a. Any committee member or conference may submit an agenda item for a meeting. (Conferences not represented on the committee may submit agenda items only with the knowledge of their conference commissioner.) Agenda items should be sent to the staff liaisons at the NCAA national office five weeks prior to the meeting. The staff will consult with the committee member or conference to determine how best to handle the item and what supplementary material should be provided, if any. The item will be placed on the agenda, with the name of the member or conference that submitted the item.
- b. Supplements should be sent to the staff liaison at the NCAA national office three weeks prior to the meeting.
- c. Coaches associations should submit issues through the respective sports committees, rather than directly to the committee.
- d. Generally, appearances before the championships committee are by invitation only and are limited to those by chairs of the committees that report to the championships committee (i.e., excluding representatives of entities outside the governance structure, such as coaches associations, national governing bodies, etc.).

4.2. Meetings.

Annual Meetings. The Division II Championships Committee generally meets in person two times per year, typically in September and June, and via an extended videoconference in February. In budget years, the February meeting will be in-person and either September or June will be a videoconference. - September, February or June.

Closed Business Meetings. Committee meetings are considered closed business meetings and are not open to the membership or the public at large. The committee has authority to request for special guests or observers to attend meetings.

Governing Sports Committee Chairs Meeting. The committee may invite sport committee chairs of team and individual-team championships to a meeting to review pertinent Division II information. This will happen on an as-needed basis, not to exceed once per year.

Confidentiality.

- a. Championship committee members may not report the actions of the RACs and sports committees to individuals outside the championships committee until the meeting adjourns.
- b. Actions the championships committee takes that have to be ratified/approved should not be reported until ratification by the Presidents Council or Management Council. These are issues that the chair, in consultation with the staff liaisons, should look for and identify throughout the meeting (e.g., those issues that are of such a sensitive nature that they should not be reported until after ratification by the respective

Council).

- c. When an issue is extremely sensitive, an "executive session" will be called, alerting the championships committee to the fact that the issue cannot be discussed at any time outside the meeting. Calling an "executive session" does not require the staff to leave the meeting.

Speaking Agent Policy.

[Reference: April 2001 Board of Governors (formerly Executive Committee) minutes]

The president of the Association and the chair of the Board of Governors are the only individuals authorized to speak on behalf of the Association except as outlined below. An individual representing a member institution or conference who speaks or opines on an Association issue only has the authority to express the view of that individual or the member institution or conference unless the individual has been designated by the Board of Governors of the Association as a speaking agent of the Association on that issue. Committee chairs are hereby designated as speaking agents of their committees regarding issues within their committees' jurisdiction on which there is consensus, except that positions of advocacy on behalf of the committee or the Association to be communicated in writing or orally to persons or entities external to the Association must have prior approval by the Board of Governors or the president of the Association. The president of the Association is hereby granted authority to designate additional speaking agents of the Association.

4.3 Videoconferences and Electronic Votes.

Issues that require immediate championships committee action between meetings may be addressed by videoconference. Typically, the championships committee schedules videoconferences on a monthly basis between in-person meetings. Certain items may be handled by electronic vote in between monthly videoconferences (e.g., immediate committee appointments).

4.4 Minutes.

Actions taken during committee meetings or videoconferences are recorded in meeting minutes. These minutes will be distributed to committee members, appropriate governance staff and the archives not later than 30 days after the meetings. They contain only actions taken (formal votes or stated "sense of the meeting") in accordance with NCAA policy regarding minutes of all Association entities.

4.5 Reports.

The championships committee provides reports to numerous groups in the NCAA governance structure. Reports generally are sent to the Management Council and the Presidents Council.

Section 5 Committee Policies.

5.1 Sports Committee Appointments.

The championships committee makes appointments at the February meeting each year to fill vacancies that will occur the following September.

In addition, appointments to interim vacancies that occur throughout the year are made at the committee's summer and fall meetings.

Appointment Policies. The championships committee uses the following policies in making appointments to committees:

- a. Appropriate minority representation should be considered when making appointments to committees.
- b. An individual may not serve on an NCAA sports committee unless the individual's institution sponsors that sport on a varsity intercollegiate basis.
- c. Consideration will be given to appointing administrators to sports committees above and beyond the percent required, as feasible for a particular sport.
- d. No more than one individual from the same institution may serve on the same committee.
- e. No more than one individual from the same conference may serve on the same committee, unless special circumstances warrant [2002].
- f. An individual may not concurrently serve on more than one committee that has championships-administration responsibilities; however, an individual may concurrently serve on a governance committee and/or on a committee with only rules-making responsibility. [2023] Examples:
 - (1) Individual can serve on NCAA Division II Women's Soccer Committee and NCAA Men's and Women's Soccer Rules Committee.
 - (2) Individual can serve on NCAA Division II Membership Committee and Division II Men's Basketball Committee.
 - (3) Individual can serve on NCAA Division II Legislation Committee, NCAA Division II Women's Golf Committee, and NCAA Men's and Women's Swimming and Diving Rules Committee.
 - (4) Individual can serve on NCAA Committee on Women's Athletics and NCAA Division II Men's and Women's Track and Field Rules Committee.Individuals appointed to the Division II Championship Committee may not serve on a championship administration committee or a playing rules committee.
- g. There will be no in-person appeals to the championships committee by or on behalf of a nominee, unless the same appeal opportunity is afforded to all nominees.
- h. Given due weight to gender and ethnic diversity, as well as regional representation, the Division II Nominating Committee shall present to the championships committee nominations for vacancies on all Division II men's and women's sports committees.

- i. A file of nominees for committee service should be maintained in the national office for a one-year period, and such nominees should be considered for any vacancy occurring on the appropriate committees during that year.
- j. All changes in sports committees' regional alignments (for purposes of championships administration) are to occur prior to the call for nominations for sports committee vacancies, so that nominations can be solicited from the appropriate region.
- k. An individual serving as a member of an NCAA sports committee who is from an institution belonging to both the NCAA and the NAIA should not be involved in decisions regarding NCAA championships if the institution declares its intention to participate in the NAIA championship in the sport involved. Therefore, such an individual on a sports committee without rules-making responsibility will be replaced on the committee, and such an individual on a sports committee with rules-making responsibility may continue to serve on the committee for its rules function but will not be permitted to participate in discussions or voting on championships issues.
- l. The chair of each committee is authorized to recommend to the Division II Management Council that a member be replaced if such member is not discharging the member's duties properly. In addition, a member who is absent from two consecutive meetings without reasons approved by the appointing authority (i.e., conference, Management Council or cabinet) shall be removed from the cabinet or committee. The Management Council shall have authority to appoint a replacement for the unexpired portion of the term. [Bylaw 21.8.3]

Legislated Requirements. In addition to the policies above, the following legislated requirements apply to committees appointed by the championships committee:

- a. Association-Wide Rules Committees Without Championships Administration Responsibilities. These committees comprise representatives from each division and each subdivision of Division I in which a substantial number of institutions sponsor the sport in question. Each division's governance structure appoints members to serve on these rules committees, subject to the ratification of the Executive Committee. The Playing Rules Oversight Panel shall appoint the chair and secretary-rules editor of each playing rules committee. The secretary-rules editor may be reappointed but is limited to eight years in length and shall be a nonvoting member of the committee. [Bylaw 21.3.1.1]

Due to extenuating circumstances, the Playing Rules Oversight Panel may waive the secretary-rules editor's eight-year term limit; however, the term shall not be extended by more than four additional years. [Bylaw 21.3.1.1.1]

At least 25 percent of the positions on these committees must be filled by athletics administrators. And at least 50 percent of the total positions on each rules committee shall be filled by coaching staff members. In order for a district (see Bylaw 21.02.4) to be represented, at least five of its active members shall sponsor the sport involved on an intercollegiate basis. [Bylaw 21.3.1.2]

The committee appoints the Division II members of the following Association-wide rules committees without championships administration responsibilities:

- **Baseball Rules Committee**
 - **Men's Basketball Rules Committee**
 - **Women's Basketball Rules Committee**
 - **Football Rules Committee**
 - **Men's and Women's Ice Hockey Rules Committee**
 - **Men's Lacrosse Rules Committee**
 - **Women's Lacrosse Rules Committee**
 - **Men's and Women's Soccer Rules Committee**
 - **Softball Rules Committee**
 - **Men's and Women's Swimming Rules Committee**
 - **Men's and Women's Track & Field Rules Committee**
 - **Women's Volleyball Committee**
 - **Men's Wrestling Rules Committee**
- b. Sports Committees with Only Division II Championships Administration Responsibilities. For sports committees in both team and individual sports that administer Division II championships, and for Division II representatives on Association-wide and common rules committees, at least 50 percent of the positions on each committee shall be filled by athletics administrators (i.e., athletics director, associate or assistant athletics directors, senior woman administrators, individuals who are employed full time as administrators by member conferences and full time by member institutions). An institutional staff member who performs both coaching and administrative functions may be counted as either an athletics administrator or a coach. [Bylaw 21.8.6.1.2]

The Committee appoints the following Division II and National Collegiate Championships committees with championships administration responsibilities:

- **Division II Baseball Committee**
- **Division II Men's Basketball Committee**
- **Division II Women's Basketball Committee**
- **National Collegiate Men's and Women's Fencing Committee**
- **Division II Field Hockey Committee**
- **Division II Football Committee**
- **Division II Men's Golf Committee**
- **Division II Women's Golf Committee**
- **National Collegiate Men's Gymnastics Committee**
- **National Collegiate Women's Gymnastics Committee**
- **National Collegiate Women's Ice Hockey Committee**
- **Division II Men's Lacrosse Committee**
- **Division II Women's Lacrosse Committee**
- **Division II Rowing Committee**

- **Division II Men's Soccer Committee**
- **Division II Women's Soccer Committee**
- **Division II Women's Softball Committee**
- **Division II Men's and Women's Swimming and Diving Committee**
- **Division II Men's and Women's Tennis Committee**
- **Division II Men's and Women's Track & Field and Cross Country Committee**
- **National Collegiate Men's Volleyball Committee**
- **Division II Women's Volleyball Committee**
- **Division II Wrestling Committee**

[Note: The following sport committees make rule modifications, but do not write the playing rules of the sport: Beach Volleyball, Men's and Women's Fencing, Field Hockey, Men's and Women's Golf, Men's and Women's Gymnastics, Men's and Women's Rifle, Rowing, Skiing, Men's and Women's Tennis, National Collegiate Men's Volleyball, and Division III Men's Volleyball]

- c. Common Committees with Playing Rules and Championships Administration Responsibilities. These committees deal with issues that affect members of more than one division. They comprise members of the applicable divisions. Each division's governance structure appoints members to serve on common committees, subject to the ratification of the Executive Committee. The Playing Rules Oversight Panel shall oversee the selection process of secretary-rules editors and approve the selections for those positions. The secretary-rules editor may be reappointed but is limited to a term not to exceed eight years in length and is a nonvoting member of the committee. [Bylaw 21.4.1.1]
- (1) For sports committees in both team and individual sports that administer Division II championships and for Division II representatives on Association-wide and common rules committees, at least 50 percent of the positions on each committee shall be filled by athletics administrators (e.g., athletics directors, associate or assistant athletics directors, senior woman administrators, faculty athletics representatives, individuals who are employed full time as administrators by member conferences, or individuals who are employed both part time as administrators by member conferences and full time by member institutions). An institutional staff member who performs both coaching and administrative functions may be counted as either an athletics administrator or a coach. [Bylaw 21.8.6.1.2]

The committee appoints Division II members of the following common committees with playing rules and championships responsibilities:

- **Women's Beach Volleyball Committee**
- **Women's Bowling Committee**
- **Men's and Women's Rifle Committee**
- **Men's and Women's Skiing Committee**
- **Men's Water Polo Committee**
- **Women's Water Polo Committee**

5.2 Committee Recommendations.

The committee follows these policies in processing recommendations from committees that report to it:

- a. In order that the Association's general annual operating budget may be prepared in a fiscally prudent manner, committees are permitted to submit recommendations that affect the following budget cycle only at the committee's meetings in the year prior to the start of the new budget cycle.
- b. Committees are required to submit cost estimates with recommendations that may affect the general operating budget. Such estimates must be considered and confirmed by the committee before it votes to submit the particular recommendation to the championships committee.
- c. The championships committee will not reconsider a committee recommendation within a year from the date that it was first denied unless new information of a significant nature that was not previously considered is provided, or unless the championships committee specifically requests that the recommendation be resubmitted at a future date. The chair of the championships committee is authorized to determine if the new information is significant enough to warrant reconsideration before one year has passed.
- d. Recommendations that significantly affect championships formats or the membership in general must be approved at least one year before implementation, unless there is sufficient reason (e.g., overwhelming and documented support from the membership for such recommendation) to establish an earlier effective date.
- e. Officiating fees and expenses for NCAA championships will be considered only at the September meeting prior to a budget cycle.

5.3 Championships Administration.

Authority of Championships and Sports Committees. As specified in Bylaw 18.1, all NCAA championships shall be conducted in accordance with the general policies established by the Championships Committee, the Management Council, the Presidents Council and/or the Board of Governors and shall be under the control, direction and supervision of the appropriate sports committees, subject to the standards and conditions set forth in these policies. Additional policies of an administrative nature are set forth in the respective championships handbooks and are to be followed in the administration of NCAA championships. (Revised: 11/1/07, 1/26/15)

Waivers. The Championships Committee shall be authorized to grant waivers of these policies governing the conduct of an NCAA championship when warranted by special and unusual circumstances. (Revised: 5/16/11, 9/23)

Squad Limits. In any championship where a squad limit has been established by the governing

sports committee or by the bylaws, the number of eligible student-athletes in competitive uniform at the start of the competition shall not exceed the prescribed number. An institution that is advised that it is in violation of this regulation and that does not promptly conform to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

Admission and Tickets. Admission shall be charged at all NCAA championships unless a governing sports committee determines that charging admission is not feasible because of facility configuration or the expense relative to the event's attendance history. Ticket prices shall be determined by the respective games committees with the approval of the governing sports committee.

Availability of Alcoholic Beverages. Alcoholic beverages may be sold subject to compliance with the NCAA championship and ancillary event alcohol sales policy.

Compliance with Division Legislation. In those sports in which national-championship competition is offered in more than one division, only those member institutions that meet the membership requirements of the respective divisions or requirements applicable to institutions competing outside their membership divisions are eligible to compete in such division championships (see Bylaw 7).

5.4 Establishment or Discontinuation of Championships.

Division Championship. A division championship in a particular sport may be established by a majority vote of the a simple majority of all Division II members present and voting at an annual Convention subject to the requirements, standards and conditions regarding the required number of members sponsoring the sport as prescribed in Bylaw 18.4.1. (Revised: 1/9/96 effective 8/1/97)

National Collegiate Championship. A National Collegiate Championship for which any active member in good standing is eligible may be established by action of all three divisions acting through each division's governance structure, subject to the requirements, standards and conditions regarding the required number of members sponsoring the sport as prescribed in Bylaw 18.5.2. (Revised: 1/14/97 effective 8/1/97)

Criteria for Establishment or Continuation of Championships. The establishment or continuation of an NCAA championship in a given sport shall be determined on the basis of the requirements in Bylaws 18.4.1 and 18.5.2, with sponsorship of a sport based on the Association's records as of September 30 each year.

- a. **Minimum Period.** The applicable minimum sponsorship number must exist for one academic year in order for a championship to be established. Legislation to establish the championship may be proposed during the year in which the minimum sponsorship number exists. (Adopted: 1/11/94 effective 8/1/94, Revised: 1/11/00 effective 8/1/00)

- b. **Establishment of Single Championship in Sport.** If only one championship is established or continued, it shall be a National Collegiate Championship for which any active member institution in good standing can be eligible.
- c. **Establishment of Two Championships in Sport.** If a National Collegiate Championship and one division championship exist in the same sport, only the members of the division sponsoring the division championship may participate in the division championship, and that division's membership may not participate in the National Collegiate Championship in that sport.
- d. **Establishment of Three Championships in Sport.** If a National Collegiate Championship and two division championships exist in the same sport, the National Collegiate Championship automatically shall become a division championship for the remaining division that does not sponsor a division championship in that sport.

Determination of Sponsorship Requirements.

Single-Gender Athletics Programs. For purposes of meeting the required minimums set forth in Bylaws 18.4.1 and 18.5.2, member institutions sponsoring no varsity intercollegiate athletics programs for men shall not be included in making calculations concerning men's championships, and member institutions sponsoring no varsity intercollegiate athletics programs for women shall not be included in making calculations concerning women's championships.

Separate Men's and Women's Teams, Same Sport. For purposes of meeting the required minimums set forth in Bylaws 18.4.1 and 18.5.2 for a combined men's and women's championship, separate varsity intercollegiate men's and women's teams in the same sport at a member institution shall be counted separately.

Mixed Team. For purposes of meeting the required minimums set forth in Bylaws 18.4.1 and 18.5.2, a mixed team (as defined in Bylaw 18.02.3) shall be counted as one team. A mixed team shall count toward the minimum-sponsorship percentage for men's championships.

5.5 Establishment of Brackets/Field Sizes.

Size of Championships Fields. The size of all NCAA championships fields shall be established by the Championships Committee to provide for efficient management of the events, adequate NCAA championship opportunities relative to the nationwide quality of competition and sound economic administration of the financial resources of the Association and its championships.
(Revised: 8/13/93, 1/14/97 effective 8/1/97)

The committee will review sports sponsorship numbers and trends for all NCAA championship sports annually after the sports sponsorship report is published, with a view toward long-range planning for future bracket/field size expansion or reduction. This 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.

- a. Accordingly, sports committees are not permitted to submit specific requests for bracket expansion independent of the committee's February review. Instead, after

reviewing the sports sponsorship trends, the committee will determine which, if any, sports committees may be asked to submit data at the that would support bracket/field size expansion.

- b. Any changes contemplated in a specific championship bracket would continue to take into consideration the following factors: (1) maintenance of an equitable number of opportunities for men and women in the overall championships program; (2) the responsible allocation of the Association's financial resources, and (3) the ability to efficiently manage and administer the event.
- c. Division II bracket size is based on the actual number of institutions that sponsor a sport.
- d. The established bracket sizes are not intended to be automatic; in some cases, it would be logical that there be interim steps for bracket expansion when some increase is warranted (e.g., from 16 to 20 or 24 teams, rather than 32). What those appropriate interim steps are may differ from sport to sport and will be considered on a case-by-case basis.

5.6 Determination of Championship Participants.

Governing Sports Committees. The respective governing sports committees or subcommittees are responsible for the selection of participants or developing the qualifying standards for a championship, subject to the approval of the NCAA Division II Championships Committee. The governing sports committees use selection criteria that are approved by the Division II Championships Committee and adhere to the philosophy of regionalization when determining championship participants.

Regional Alignments. The championships committee will determine the regions for all sports. Once determined, the regions will remain the same for three years, unless significant changes dictate modification sooner. The eight-region model will be in place for all sports. However, sports with smaller sponsorship numbers may have fewer regions. In either case, conferences must stay in the same region as outlined in the geographic regions established for Division II.

Selection Criteria. When evaluating potential participants, governing sports committees adhere to selection criteria as outlined in Bylaw 18.4.3.

- a. **Criteria for Selection in Team Sports.** Per Bylaw 18.4.3.2, to be considered for championship selection, a team must satisfy all scheduling requirements as outlined by championships policy in that sport (e.g., minimum number of Division II or in-region contests). The following criteria shall be employed by a governing sports committee in selecting participants for NCAA championships competition: (8/15)
 1. Availability of student-athletes for NCAA championships; (1/06)
 2. Nullification; (1/06)
 3. **Required Selection Criteria.** Following confirmation of the availability of

student-athletes for NCAA championships and the application of any nullification, the following required selection criteria shall be applied in no particular order: (8/15)

- In-region winning percentage; (1/15)
 - Division II winning percentage; (1/15)
 - Division II strength of schedule (opponents' average winning percentage and opponents' opponents' average winning percentage); (1/15)
 - Division II head-to-head competition; and
 - Results versus Division II common opponents.
4. **Sport-Specific Selection Criteria.** A governing sport committee may select not more than three additional sport-specific selection criteria from a list approved by the Division II Championships Committee. (8/15)
- b. **Countable Competition.** For NCAA team-championship selection purposes, competition is countable only when the teams played are varsity intercollegiate teams of four-year, degree-granting institutions that conduct a majority of their competition in that team sport against varsity intercollegiate teams (see Bylaw 7.3.1.5.4) of four-year, degree-granting institutions located in Canada and the United States, its territories or possessions. Competition against service teams, professional teams, semiprofessional teams, amateur teams, two-year colleges and club teams shall be excluded. (8/15)

Selection of Teams and Individuals for Championships Participation. A list of the institutions in good standing shall be supplied by the championships staff liaison to the chair of each governing sports committee prior to selection of the championship participants in each Division II championship sport. (Revised: 1/9/06 effective 8/1/06)

Non-Appeal of Selections. The determination of sites, selection of teams or individuals, or their site assignment in championships competition made by a governing sports committee (or a designated subcommittee) may not be appealed.

Appeals of nullification decisions must be submitted to the championships appeals subcommittee as soon as possible, but not more than 72 business hours after electronic notification of the decision from enforcement (e.g., a decision received at 3 p.m. Eastern time on Thursday must be appealed by 3 p.m. Eastern time on Tuesday).

Institutions will not be permitted to request an appeal within 48 hours of championship selections. This policy applies to sport committee decisions and championship subcommittee appeals.

Qualifying Standards. In the sports of men's and women's swimming, men's and women's indoor track, and men's and women's outdoor track, student-athletes and teams qualify for the national championship by achieving predetermined distance or time standards during the same academic year as the particular championship. The governing sports committees do not select any of the participants.

Qualifying Competitions. Individuals and teams qualify for championship competition through regional meets or matches in the sports of men's and women's cross country, men's and women's

golf, men's and women's tennis, and wrestling. The governing sports committee is responsible for the administration and conduct of the qualifying competitions.

Automatic Qualification. Automatic qualification provides for the conference champion, as determined by regular-season play or a postseason tournament, of eligible conferences to automatically qualify for an NCAA championship. The governing sports committee annually reviews all automatic qualification applications and determines if each conference merits the opportunity to have its champion automatically qualify for the championship. The recommendations are forwarded to the Division II Championships Committee for review.

Conferences that fail to meet the Feb. 1 deadline to submit the automatic qualification form will be assessed a fine of \$500 and a letter of reprimand will be issued to the commissioner and the president/chair of the conference board. For repeat offenders (second offense and any thereafter), the fine would be \$2,500 along with the letter of reprimand.

Automatic Qualification – Affiliated Members. A conference may count an affiliated member as one of the six institutions competing in a sport in order for that sport to receive automatic qualification. [Bylaw 18.4.3.1.1]

Notification, Automatic Qualification in Jeopardy. The Championships Committee must issue a written warning to a conference that is in jeopardy of losing its automatic qualification. The warning must be issued during the academic year prior to the potential loss of automatic qualification. (Revised: 10/27/11, 6/4/12)

Grace Period. A conference shall remain eligible for automatic qualification (or in football, earned access) for three years following the date of withdrawal of the institution(s) that causes the conference's membership to fall below the minimum number of institutions required for active membership, provided the conference remains within one member institution of that minimum number. (Adopted: 7/22/08, Revised: 1/14/12, Adopted: 1/12/12, Revised: 10/30/13)

Sport Groupings for Automatic Qualification. For purposes of evaluating criteria for automatic qualification, the various sports shall be grouped as follows: (Adopted: 10/27/11)

- a. Team sports -- baseball, basketball, bowling, field hockey, ice hockey, lacrosse, soccer, softball, tennis, volleyball and water polo; (Revised: 9/23/15)
- b. Timed individual sports -- indoor track and field, outdoor track and field, and swimming; and
- c. Other individual sports -- cross country, fencing, golf, gymnastics, rifle, skiing and men's wrestling. (Revised: 9/23/15, 1/27/20 effective 8/1/20)

Waiver -- Five-Year Waiting Period. The Championships Committee, by a two-thirds majority of its members present and voting, may grant a waiver for an active member conference of the five-year waiting period for automatic qualification set forth in Bylaw 18.4.3.3.1-(a). (Adopted: 6/4/12, Revised: 1/29/20, 6/10/20)

Waiver -- Minimum Number of Members in a Conference. The Membership Committee, by a two-thirds majority of its members present and voting, may grant a waiver for an active member conference that falls below the required minimum number of active institutions set forth in Bylaw 18.4.3.3.1-(b), if it deems that unusual circumstances warrant such action. The Management Council shall hear and act on a conference's appeal of a decision made by the Membership Committee. (Adopted: 6/4/12, Revised: 7/23/12 effective 8/1/13)

Earned Access [Bylaw 18.4.3.4]. Based on a recommendation by the Division II Championships Committee, the Division II Management Council sponsored legislation that permits football to grant earned access, effective with the 2004 championship. (1/03)

Independents with Conference Affiliation. Institutions with conference affiliations that compete as an independent must remain in the same region as the other conference members.

Active Members. Active membership is available to four-year colleges and universities and two-year upper-level collegiate institutions. Active member institutions are eligible for championship competition.

Provisional and Reclassifying Institutions Selection Criteria Policies. (7/15)

- a. **Institutions Entering Division II.** Institutions in the Division II membership process (provisional or reclassifying) will be considered as Division II institutions for active Division II institutions in all required and additional sport specific selection criteria (as approved by the national sport committee).

[Note: To be eligible for NCAA Division II Championships, an institution must be an active member in good standing per NCAA Division II Bylaw 18.2.2.]

- b. **Institutions Leaving Division II.** Once a Division II institution enters the process to reclassify to Division I or Division III, it will be treated as an institution in the division they are reclassifying to (e.g., Division I or Division III) and contests against these institutions will not count in the selection criteria for the active institution. Division II institutions that are reclassifying to Division I or Division III are no longer eligible for Division II championships once they enter the reclassifying process.

Members with Dual Affiliation (NCAA/NAIA). The NCAA, the National Association of Intercollegiate Athletics (NAIA) and the National Christian Collegiate Athletic Association (NCCAA), respectively, will administer a joint-declaration program in those men's and women's sports in which there is a date conflict between the national championships of the NCAA and either the NAIA or NCCAA. In such championships, each institution that holds membership in the NCAA and either the NAIA or NCCAA must declare by August 15 each year whether it will participate (if selected) in the NAIA championship or in the NCCAA championship, in the NCAA championship or in no postseason competition in that sport. An institution that fails to submit the joint-declaration form by the established deadline shall be ineligible to compete in the NCAA and either the NAIA or NCCAA championships in the particular sport(s) that year. An appeal process exists for such institutions. An institution in the joint-declaration program may participate in the championship for which the institution declared, even when the championship occurs outside the permissible NCAA playing season. Institutions in the joint-declaration program must abide by all other NCAA regulations for all sports, including the length of the playing season. [Bylaw 31.2.1.4]

(10/11)

Selection Criteria Definitions.

Required Selection Criteria

- **Application of Nullification:** A penalty imposed on an institution for permitting an ineligible student-athlete to compete in intercollegiate competition. The penalty is imposed by the Championships Committee and applied by the governing sports committee during selections.
- **Availability of Student-Athlete:** Whether a student-athlete(s) who is otherwise eligible has become unavailable due to academic, discipline, suspension (either by institution or conference) or other extenuating circumstances for the NCAA postseason.
- **In-Region Winning Percentage:** Percentage of games won against in-region opponents (number of in-region wins divided by total number of in-region competitions).
- **Division II Winning Percentage:** Percentage of games won against divisional opponents (number of divisional wins divided by total number of divisional competitions).
- **Division II Strength of Schedule:** The cumulative won-loss records of the team's divisional opponents and the cumulative won-loss records of the team's opponents' opponents.
- **Division II Head-to-Head Competition:** Divisional opponents that compete against each other.
- **Results versus In-Region Opponents:** A team's results versus opponents within the region.

Sport-Specific Selection Criteria

- **Division II Record on the Road:** Divisional team record for competitions conducted away from the home venue, including neutral sites.
- **Division II Results versus Teams with a Record of .500 or Better:** Outcome against divisional opponents that have won at least 50 percent of their competitions.
- **Division II Results versus Teams with a Winning Record:** Outcome against divisional opponents that have more wins than losses.
- **In-Region Non-Conference Won-Lost Record:** A team's record against in-region opponents from conferences other than its own.
- **In-Region Strength of Schedule:** The cumulative won loss records of the team's in-region opponents and the cumulative won loss records of the team's opponents' opponents.
- **Kevin Puga Index (KPI):** KPI ranks every team's wins and losses on a positive-to-negative scale, whether the worst-possible loss receives a value of roughly around -1.0 and the best-possible win receives a value of roughly 1.0. KPI then averages these scores across a season to give a score to a team's winning percentage.
- **Late-Season Performance:** The latter part of a team's competition schedule as defined by the sports committee.
- **Performance Indicator (PI):** A system that assigns numerical values to game results depending on the site and quality of the opponent.

- **In-region Rating Percentage Index (RPI):** Numerical value determined by:
 - Won-lost-tied record (25 percent).
 - Opponents' winning percentage (50 percent).
 - Opponents' opponents' winning percentage (25 percent).
- **Results versus Division II Common Opponents:** A comparison of results of teams that have played against the same divisional opponents.
- **Results versus Ranked Division II Opponents:** A team's results versus divisionally ranked opponents (i.e., teams that were ranked the previous week).

* In-region is defined as the following:

- Sport region (as defined in the sport-sponsorship list).
- Contiguous states (refer to the "Regionalization Talking Points" on ncaa.org).
- Members of the same conference.
- Historically Black Colleges and Universities.

Rankings and Selection Calls. The Association's policy provides for governing sports committees to conduct weekly rankings. Only members of the governing sports committee and RACs are permitted to participate in the conduct of the rankings. The ranking of the teams is based on selection criteria as determined by the national sport committee. Differences may exist between the rankings and the selections of teams as a result of formats, bracket sizes, minimum or maximum regional allocations, automatic qualifications/earned access, and/or eligibility of teams or student-athletes. The championships committee has mandated that, at a minimum, team sports committees start ranking teams beginning with the second half of the season and will publish at least three rankings per sport prior to each selection call. The first ranking will be published as a list of institutions under consideration in alphabetical order. (7/15) (7/22)

Religious Conflicts. If an institution has a written policy against competition on a particular day for religious reasons, it shall inform the governing sports committee on or before September 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. The staff liaison shall work with research to collect and disseminate this information annually to the NCAA staff and Division II sports committees. (1/01)

Institutional Policy. A sports committee is permitted to conduct competition prior to the previously published dates if an institution has a policy against competition on Sunday or any other day based on religious issues. (9/00; Final 11/00)

Automatic qualification for a conference shall not be withdrawn if a conference champion declines to compete in an NCAA championship for reasons related to written religious policies against competition on certain days. Under such circumstances, the conference's second-place team (as determined by the conference), shall receive the automatic bid to the NCAA championship. (6/12)

Sunday Play for Conference Championships. The committee directed Division II team sports committees not to begin the championship selection process until Sunday evening or Monday morning (effective 2001-02). The change will accommodate conferences that wish to conduct conference championships on Sunday. Many conferences believe that Sunday competition enhances attendance and reduces missed class time. (6/00)

5.6 Determination of Sites and Dates.

Championships Committee Approval. Championships Committee approval shall be obtained before final site commitments are made to the host institution or any other individual or organization associated with the management of an NCAA championship. However, in the sports of baseball, basketball, field hockey, football, ice hockey, lacrosse, soccer, softball and volleyball, the governing sports committees are authorized to select sites for preliminary rounds of competition without prior Championships Committee approval.

Site Selection Criteria. The governing sports committees shall evaluate prospective sites for NCAA championships in terms of the specific criteria approved by the Championships Committee. These shall be specified in the appropriate pre-championships manuals. All committees follow the same criteria as listed below in accordance with Bylaw 18.4.2.1.

A governing sports committee that desires to use additional criteria shall obtain Championships Committee approval before doing so.

Criteria for Regional Site Determination. The top-seeded team, as determined by the governing sports committee, shall be provided the opportunity to host the regional competition, provided the specific criteria that have been developed by the governing sports committee have been met as well as the following general site selection criteria (not in priority order):

- a. Quality and availability of the facility and other necessary accommodations.
- b. Revenue potential (e.g., a financial guarantee or guideline that ensures fiscal responsibility and is appropriate for the particular event, as recommended by the governing sports committee and approved by the championships committee).
- c. Attendance history and potential.
- d. Sports committees shall pair teams strictly within their regions.

Criteria for National Championship Site Determination. The following criteria are to be used in the evaluation of sites for all national championships (not in priority order):

- a. Quality and availability of the facility and other necessary accommodations.
- b. Revenue potential (e.g., a financial guarantee or guideline that ensures fiscal responsibility and is appropriate for the particular event, as recommended by the governing sports committee and approved by the championships committee).
- c. Attendance history and potential.
- d. Geographical location (e.g., a site that minimizes travel expenses).

Non-predetermined Preliminary Rounds – Site Selection. It is the Division II Championships Committee's policy that all governing sports committees shall select the number one seed if they have submitted the minimum bid.

Predetermined Sites. Final rounds for all championship events will be at predetermined sites.

Such factors as economics, crowd potential, availability and quality of facilities, and championships formats shall be considered before recommending predetermined sites.

Criteria for National Championship Site Determination. The following criteria are to be used in the evaluation of sites for all national championships (not in priority order):

- a. Quality and availability of the facility and other necessary accommodations.
- b. Revenue potential (e.g., a financial guarantee or guideline that ensures fiscal responsibility and is appropriate for the particular event, as recommended by the governing sports committee and approved by the championships committee).
- c. Attendance history and potential.
- d. Geographical location (e.g., a site that minimizes travel expenses).

Reconsideration of Host Institution. The Championships Committee may reconsider the designation of a host institution for an NCAA championship if that institution's team or individual student-athletes are not eligible to compete in the championship.

International Hosting. Currently, international institutions are permitted to host only at a site located in the United States. The Championships Committee will periodically review the eligibility of international member institutions to host NCAA postseason competition. The review is to ensure that the Association and the activities of its members promote the opportunity for equity in competition. (Policy last reviewed and affirmed 9/15/23)

Concluding Dates. NCAA championships competition shall be concluded not later than May 31 each year unless later dates are approved by the Championships Committee.

Day of Competition. NCAA championships competition may be scheduled or conducted on any day, provided the governing sports committee has received the prior approval of the Championships Committee and the following regulations are applied. (Revised: 1/12/99)

- a. **Institutional Policy.** If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office prior to September 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. (Revised: 1/12/99, 1/8/01, 1/9/01)
- b. **Individual Championships.** In individual championships, an athlete must compete according to the institution's policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the athlete shall compete on Sunday if required by the schedule).
- c. **Rescheduling, Emergency or Competitive Development.** If an emergency develops that causes postponement of an NCAA championship, or if the competitive situation dictates a more expeditious completion of the meet or tournament, Sunday competition may be permitted, provided the competing institutions are agreeable and

advance approval is obtained from the Division II Championships Committee or the relevant sports committee. (Revised: 10/22/02)

d. **Noon Start Time.** NCAA competition conducted on Sunday may not begin before noon, local time.

i. **Exception.** Sports committees may reschedule competition to begin prior to noon on Sunday if extenuating circumstances arise (e.g., weather) that would otherwise cause postponement of the championship.

ii. **Exception -- Women's Rowing Championship.** In instances where the final day of the women's rowing championship occurs on a Sunday, competition may begin prior to noon. (Revised: 4/15/03)

iii. **Exception -- Men's and Women's Fencing Championships.** Competition conducted on Sunday in the men's and women's fencing championships may begin prior to noon. (Adopted: 10/18/16)

5.7 Nullification and Eligibility Issues.

Failure to Report Ineligible Player Prior to Selection. If an institution fails to report an ineligible player before being selected to participate in the championship, the governing sports committee may declare the institution ineligible to participate in the tournament for one or two years.

Discovery of Ineligibility of Player Following Selection. When an institution fails to report an ineligible player and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another member institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete(s) occurs so near the beginning of the championship that the governing sports committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

Review of Violation of Terms of Availability Questionnaire. When an institution is alleged to have violated the terms of an availability questionnaire (e.g., failing to report an ineligible student-athlete), it may be represented at the meeting of the governing sports committee when the committee determines whether a violation occurred and, if so, whether the institution shall be ineligible to participate in the tournament for one or more years. The institution may submit a written statement or make an in-person presentation, or both. After the governing sports committee has ruled on the matter, its decision shall be final unless the institution appeals the decision to the Championships Committee. The Championships Committee shall hear the appeal at one of its regularly scheduled meetings unless there are compelling reasons to conduct a

special meeting for such purpose.

Protest Regarding Eligibility of Team. Any team that has been duly certified as eligible for an NCAA championship shall not be withheld from participation because of any protest made or filed during the progress of the competition or during a period 24 hours immediately before the championship. If there is a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted, a team may be withheld from further competition in the championship, provided such protest is made or filed at least 24 hours before the next segment of the championship.

Unavailable Players on Team. The presence on a varsity squad of one or more players who are unavailable for NCAA championships competition does not necessarily disqualify that team from consideration. (Revised: 1/9/06 effective 8/1/06)

Nullification(s) When a Student-Athlete Participates in Competition While Ineligible for Use of Banned Drugs. Nullifications shall only be imposed when an institution permits a student-athlete to participate in intercollegiate competition after the institution and the student-athlete receive notification of the confirmed positive drug test. (Adopted: 1/11/08)

5.8 Misconduct.

Pre-tournament Meeting. Each games committee shall hold a pretournament meeting with the coaches of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 18.02.4).

Hearing Opportunity. An act of misconduct may be found upon an administrative hearing granted to the student-athlete or the institutional representative involved by the Appeals Subcommittee. (Revised: 1/9/06)

Misconduct Incident to Competition. If the act of misconduct occurs during the competition, under normal circumstances the individual shall be allowed to complete the competition in which they are participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct shall be dealt with in a timely manner by the governing sports committee. (Revised: 8/13/92, 1/9/06)

Penalty for Misconduct. A governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice:

- a. Public or private reprimand of the individual.

- b. Disqualification of the individual from further participation in the NCAA championship involved.
- c. Banishment of the individual from participation in one or more future championships of the sport involved.
- d. Cancellation of payment to the institution of the Association's travel guarantee for the individual involved.
- e. Banishment of the institution from participation in one or more future championships in which its team in that sport otherwise would be eligible to participate.
- f. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships. (Revised: 8/13/92)
- g. Cancellation of all or a portion of the honorarium for hosting an NCAA championship. (Revised: 8/13/92)
- h. Financial or other penalties different from (a) through (g) above, but only if they have prior approval of the Championships Committee. (Revised: 8/13/92)

Financial Penalties.

The sport committees are authorized to assess a fine of up to \$1500 for an instance of misconduct (see Attachment). Financial penalties can only exceed this amount with prior approval by the Championships Committee.

This limit does not apply to fines that are restitution based (e.g., costs to repair damage to a facility caused by an act of misconduct). Sport committees can impose such a penalty without a prior approval by the Championships Committee.

Ban From Future Championship. When a student-athlete or institutional representative is banned from participation in a future championship, such penalty shall be applied to the next tournament(s) in which the individual's team is involved and the individual otherwise is eligible to participate. In the case of an individual event, the penalty shall be applied to the next meet(s) or tournament(s) for which the individual qualifies and otherwise is eligible to participate.

Review of Action. Any action related to misconduct may be reviewed by the governing sports committee on request of any institution participating in the championship.

Standard for Appeal.

A misconduct determination by a sport or games committee may be appealed by the member institution (on its own or on behalf of its student-athlete) within 14 days of receiving written notice thereof in the following instances:

1. It is asserted that the misconduct determination by the sport or games committee is clearly contrary to the evidence presented.

2. It is asserted that the actions in question do not constitute misconduct as defined in NCAA Bylaw 18.02.4.
3. It is asserted that the sport or games committee did not follow its policies and procedures in reaching its determination and that procedural error significantly impacted the outcome of the original hearing.
4. It is asserted that the sport or games committee abused its discretion in imposing a specific penalty. An abuse of discretion occurs if the sport or games committee imposes a penalty that is not authorized by the bylaws or policy or is unreasonably excessive for the determined misconduct.

The director of athletics must submit a written notice of appeal to the governing championship committee. The appeal must include which of the above four instances the institution believes exists to support the appeal. In addition, the appeal should explain the circumstances and in particular provide information to support the appeal.

Review of Penalties by the Division II Championships Committee Appeals Subcommittee.

If an institution appeals a penalty of the sport committee, the Appeals Subcommittee may uphold, reduce, or waive the penalties imposed by the sport committee. The subcommittee shall only reduce or waive the penalties imposed by the sport committee if the subcommittee determines that the sport committee abused its discretion. The subcommittee may not increase the penalties, with the exception of reprimands. The subcommittee has the authority to add a public reprimand to the institution's penalties if not imposed by the sport committee.

Review of Misconduct Cases

The Division II Championships Committee shall review the misconduct cases on a regular basis. This review will take place at the conclusion of each championship season and once all misconduct processes are final (i.e., the appeal window has expired or the appeal has been heard). The committee (or, the Appeals Subcommittee acting on behalf of the committee) has the authority to issue a public reprimand in a case that did not initially include a public reprimand as a penalty in such an instance where the committee deems it necessary to acknowledge publicly to prevent such actions from happening again in the future.

5.9 Failure to Adhere to Policies and Procedures.

Financial Penalties. Pursuant to established policies and procedures, a governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing championships administration, subject to review by and appeal to the Appeals Subcommittee. (Revised: 1/9/06, 1/17/18)

Late-Entry Fines. Institutions shall not be charged entry fees for teams or student-athletes competing in NCAA championships, but governing sports committees may establish late-entry fines, subject to the approval of the Championships Committee.

5.10 Appeals.

Appeal of Decisions of Sports Committees. An appeal of a decision of a governing sports committee, or a subcommittee designated by it, concerning questions of individual or institutional eligibility or the conduct of a championship will not be considered by the Championships Committee at any time during the championship or 48 hours immediately before the championship. During such period, the governing sports committee, or a subcommittee designated by it, shall be the final authority in acting upon appeals concerning the conduct of the championship, subject to the provisions of Bylaw 18.2 regarding institutional and individual eligibility questions.

Selection Decisions of Sports Committees. The determination of sites, selection of teams or individuals, or their site assignment in championships competition made by a governing sports committee (or a designated subcommittee) may not be appealed.

The following sports committee actions relative to championships administration are subject to appeal to the championships appeals subcommittee, which, acting for the Management Council, is the final authority on appeals of championships matters: (a) automatic-qualification decisions; (b) assessment of penalties for misconduct; (c) assessment of penalties for failure to adhere to policies and procedures governing championships administration; and (d) nullification. In addition:

- a. The appeal of a decision made by a sports committee must be submitted in writing no later than 30 days after receipt of notification of the original decision. The appeal to the championships appeals subcommittee must be signed by the institution's director of athletics. If the appeal applies to a conference issue, it must be signed by the commissioner.
- b. Institutions will not be permitted to request an appeal within 48 hours of championship selections. This policy applies to sport committee decisions and championship subcommittee appeals.
- c. The appeal of a nullification decision must be submitted no later than 72 business hours after the electronic notification from enforcement (e.g., if the decision is received at 1 p.m. on Thursday, the appeal is due 1 p.m. on Tuesday).
- d. If consideration of an appeal could potentially impact an institution or conference other than the one submitting the appeal (for example, if a conference appeals for automatic qualification and such action would displace another conference), that other entity must be provided an opportunity to respond as well.
- e. If a decision involving misconduct or failure to adhere to championships policies and procedures is appealed to the championships appeals subcommittee, the subcommittee will afford to the involved party the same opportunity for a videoconference, if the appellant wishes to do so; otherwise, the appeal will be by written submission.
- f. Institutions involved in nullification appeals are not permitted to participate in

subcommittee videoconferences. The appeal will only be by written submission.

- g. If new information not originally available to the sport committee becomes available, a reconsideration request may be submitted within 30-calendar days to the sport committee by the institution. Any new information must first be reviewed by the sport committee regardless of the appeal status (i.e. whether the appeals subcommittee has reviewed the case or not). An explanation must be included to clarify the reason(s) the new information was not originally available. Any additional or repetitive information that was originally available may not be included for reconsideration. If the reconsideration standard is met, the sport committee will review the appeal and make a decision based on the new set of facts. If the sport committee liaison determines the new information standard is not met, the reconsideration request shall be denied.

[Note: At the October 2004 Management Council meeting, the Council approved a subcommittee composed of the Management Council and Division II Championships Committee members to hear appeals from sports committees.]

Any appeal of decisions originated by the Championships Committee will be heard by the Management Council Subcommittee. (9/08) (08/22)

Waivers of Bylaw 18.2.2.2 (Deadline Waivers)

Institutions that fail to meet a deadline for institutional eligibility in the NCAA championships may appeal to the Championships Committee for a waiver. This waiver is available only in those instances when the institution officially sponsors the sport and fails to list the sport on the NCAA sports sponsorship report prior to the appropriate deadline. If the Championships Committee grants the waiver, then the institution's eligibility may be restored for the NCAA championships.

An institution that fails to meet a deadline on multiple occasions may be granted a waiver only on payment of a penalty of \$150 for the second offense and \$300 for each additional offense during the five-year period after the last offense. On approval of a waiver by the Championships and receipt of the institution's check in the national office, the institution may compete in NCAA championships, provided it is otherwise eligible.

To request a waiver of Bylaw 18.2.2.2, an institution must provide a letter to a designated member of the Academic and Membership Affairs staff requesting approval to add a sport following the deadline. The letter must include:

- a. The signature of the Director of Athletics.
- b. An explanation for the institution meets the minimum requirements for sponsorship of the sport.

The Championships Committee has delegated authority for processing such a waiver request to the NCAA staff. The NCAA staff will provide periodic updates to the committee regarding waiver volume and trends.

Section 6 Championship Enhancements.

Banquets at Preliminary-Round Sites. Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA regional competition the same experience, banquets will not be permitted at preliminary rounds of competition.

Mementos: Preliminary Round Sites. It is not permissible for a host institution or agency to provide a memento to the official travel party at a preliminary-round site. (9/00)

Mementos: Final Round. \$75 per person has been allocated to purchase mementos for members for the participating teams' traveling parties. The approved NCAA licensee must be used. The NCAA staff will work with participants to coordinate the ordering of these mementos. By allocating a specific dollar amount and value for team mementos, the NCAA is attempting to provide mementos of a more consistent quality for all Division II championships.

Volunteer Apparel: Final Round. NCAA staff and host personnel are permitted to purchase apparel for volunteers and tournament staff, with a budget set by the NCAA staff. The approved NCAA licensee must be used.

Awards. The Association has created standard, participant and commemorative awards for individuals and teams that participate in NCAA championships. The number of such awards for each championship shall be determined by the governing sports committee, subject to the approval of the Championships Committee. These official NCAA awards shall be the only awards presented by the Association to teams and individuals for participation in NCAA championships competition and shall be the only awards presented at the site of an NCAA championship. "At the site" is intended to include the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition.
(Revised: 10/20/03, 1/9/06)

Additional Awards. An institution may purchase additional standard, participant or commemorative awards for participation in NCAA championships. There is no limit on the number of additional awards an institution may purchase. An institution may provide, at its discretion, the awards to any individual. The NCAA awards form shall be used to purchase additional awards. (1/06)

Other Permissible Awards. The above provision places no restriction on the presentation of awards at banquets or meetings held in conjunction with the championship or at sites other than that of the championships competition itself.

Signage and Décor. The championships committee allocated funds for signage and décor for each Division II championship finals site. This allocation is intended to raise the level of awareness in the host community and enhance the student-athlete experience. (9/05)

Section 7 Championship Travel Policies.

Championships travel policies are outlined in a separate policy manual available on the championships travel information page on ncaa.org.

Officiating. Officials located within 500 miles of team championship final sites will receive mileage reimbursement, up to 1000-mile round trip, at a rate outlined by the championships travel policies. Officials located greater than 500 miles from the finals site are approved for air transportation.

Squad/Travel Party Size. For all team championships, the travel party shall be no more than six persons above the squad size (with the exception of football). (7/99) (9/23)

Section 8 Definitions and Applications.

Automatic Qualification. Automatic qualification provides for the conference champion, as determined by regular-season play [See NCAA Bylaw 7.1.4] for a postseason tournament, of eligible conferences to automatically qualify for a NCAA championship. The governing sports committee annually reviews all automatic-qualification applications and determines if each conference merits the opportunity to have its champion automatically qualify for the championship. The recommendations are forwarded to the NCAA Division II Championships Committee for review.

Championships Classification.

- a. **Team Championships.** Team championships are those conducted for team sports. The title of a team championship is always singular and is identified as a National Collegiate or a division championship (e.g., National Collegiate Women's Water Polo Championship, Division II Men's Basketball Championship).
- b. **Individual-Team Championships.** Individual-team championships are those conducted for individual sports. The title of the individual-team championships is always plural, since there are team and individual champions (e.g., National Collegiate Women's Gymnastics Championships, Division II Men's and Women's Swimming Championships).

Failure to Adhere to Policies and Procedures. A governing sports committee may assess a financial penalty, issue a public or private reprimand, may disqualify an institution for a period of time from serving as host institution for one or more NCAA championships and/or cancel all or a portion of the honorarium for hosting an NCAA championship for failure of an institution or its representatives to adhere to the policies and procedures governing championships administration. The penalties are subject to review by and appeal to the championships committee. (8/00)

Games Committee. A games committee is appointed by each governing sports committee to supervise the conduct of each championship session at the site of competition. The games committee conducting any NCAA championship shall limit participation to eligible student-athletes and may limit the number of entries or reject any application for entry in any event in order that the competition shall best promote the welfare and interest of the sport involved.

Governing Sports Committee. Governing sports committees, sometimes referred to as the national committee, are responsible for developing policies and procedures governing the administration and conduct of the NCAA championships under their jurisdiction, subject to the approval of the NCAA Division II Championships Committee and the requirements, standards and conditions as prescribed in Bylaw 18. RAC members are not considered as members of the

governing sports committees but assist the committees in the evaluation of prospective championship participants. Members of the governing sports committees shall serve as chairs of the RACs.

Misconduct. Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics. [Bylaw 18.02.4]

Predetermined vs. Non-Predetermined Championship Sites. A predetermined championship site is one that is determined prior to the start of the championship. A non-predetermined championship site is one that is selected from the competing institutions in the championship.

Qualifying Standards. Qualifying standards are predetermined time and distance performance standards that are established by the governing sports committees in the sports of swimming, indoor track and field, and outdoor track and field that student-athletes must meet in order to be entered into NCAA championships.

Regionalization. Regionalization is a policy that requires governing sports committees to select a predetermined number of teams in each of the regions of the sports involved. It is based on the assumption that due to the regional nature of most Division II member institutions, governing sports committees should evaluate and select championship participants based on regional results as opposed to a national evaluation where head-to-head and common opponents results are less prevalent. Regionalization also encourages member institutions to compete against opponents within their regions instead of teams outside of their region, which results in a cost savings in regular season transportation expense.

The Division II regionalization philosophy provides access to national championships from every region of the country. Regionalization does not guarantee that the best eight programs in the country will compete for a national championship but does guarantee that the different regions of the country will be represented at the championship by each region's best team.

Sponsorship Lists. A sport sponsorship list is a listing of member institutions that sponsor the applicable sport. The list encompasses active, provisional and reclassifying members. Institutions are grouped in an assigned region. Sponsorship lists are located on the [NCAA Web site](#).