



NCAA DIVISION II REGIONAL ADVISORY COMMITTEE GUIDELINES AND RESPONSIBILITIES

Appointment Procedures Timeline:

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

Regional Advisory Committee Member Guidelines. The following guidelines shall apply to all regional advisory committees:

- Advisory committees should comprise a minimum of three members, but not more than one representative per institution.
- Each conference sponsoring the respective sport (with six or more members) must have equal representation. The chair is included in these representatives. (9/17) (1/02)
- Each eligible conference shall appoint two individuals to serve as its representatives on the respective sports' regional advisory committees. In order to maintain balance, it is preferred that one coach and one administrator be appointed. Qualified administrators can include assistant or associate athletic directors, sports information directors, etc. (9/97, 1/99) (1/02)
- 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)
- 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)
- A member conference shall be responsible for appointing its regional advisory committee 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% 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).
- It is preferred that the terms of regional advisory committee members are limited to three consecutive years. However, a conference may reappoint an individual to a longer term if desired. (2/25)
- It is preferred that regional advisory committee members do not serve on more than one regional advisory committee in the same season.

- The following policies shall be observed when regional advisory and governing sports committees conduct videoconferences to select teams and/or individuals for championships competition:
 - **Committee Member Replacement Policy/Regional Ranking Call.** A regional advisory committee member whose team is under consideration shall remain on the call and may participate in discussion regarding team rankings and may vote. (6/02)
 - **Committee Member Replacement Policy/Regional Advisory Committee Selection Call.** A regional advisory 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)
 - **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)
 - An individual should recuse themselves from the discussion if they do not believe they can remain unbiased. (6/22)
- A Division II governing sports committee must contact the regional advisory committee prior to its final selection of teams or individuals if the committee selection differs from the regional advisory committee's selection. (1/02)

Regional Advisory Committee Member Responsibilities. The role of the regional advisory committee 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 regional advisory committee members include the following:

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

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