



CHAMPIONSHIPS COMMITTEE

***POLICIES AND OPERATING PROCEDURES
MANUAL • 2019-20***

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SECTION 1 ● INTRODUCTION

The 2019-20 NCAA Division III Championships Committee Policies and Operating Procedures Manual has been created for the sole use of and by the NCAA Division III Championships Committee and Division III sports committees. The information in this manual is subject to change.

The NCAA conducts 28 Division III championships, 14 men's and 14 women's. In addition, there are opportunities for Division III member institutions to compete in the National Collegiate beach volleyball, women's bowling, fencing, men's and women's gymnastics, rifle, skiing and men's and women's water polo championships.

For the 2019-20 championship season, a total of 18,847 Division III student-athletes will participate in the championship program. A total of 9,711 male and 9,136 female student-athletes will compete in the championships.

SECTION 2 • COMMITTEE RESPONSIBILITIES

NCAA Bylaw 21.9.5.2.2

The NCAA Division III Championships Committee shall do the following:

1. Submit budgetary recommendations to the Division III Management Council for the conduct of Division III championships.
2. Supervise qualification and/or selection procedures for Division III championships.
3. Maintain oversight responsibility for applicable playing regulations in the areas of student-athlete safety, financial impact, image of the sport and the impact on the ability to administer any rule during the regular season and during the administration of the championship in the applicable sport and approve appeals for exceptions to the applicable playing regulations when significant impact may occur (subject to the final authority of the Executive Committee).
4. Review and act upon recommendations from Division III sports committees regarding the administration of those championships.
5. Process other issues related to the administration of the events.
6. Act as the final authority regarding championships matters in Division III that are subject to appeal (i.e., excluding appeals of championships selection or assignment in championships competition).
7. Appoint the members of the Division III sports committees.

SECTION 3 ● COMMITTEE COMPOSITION

NCAA Bylaw 21.9.5.2.1

[Refer to Appendix A – Division III Championships Committee Roster]

The Championships Committee shall consist of nine members, including the chair of the Division III Management Council and two other Management Council members. The committee shall include at least three males, at least three females, at least one student-athlete and at least one member of an ethnic minority. At least one committee member shall represent each of the four regions specified in Bylaw 4.13.1.1. Terms of the Management Council members shall coincide with their terms on that body.

SECTION 4 ● AGENDA DEVELOPMENT

1. Staff will send a request for agenda items to committee members approximately six weeks prior to the meeting. Items must be submitted four weeks prior to the meeting, and the agenda and supplements will be posted on the Committee Zone (https://ncaa.sharepoint.com/sites/collab_diiic/default.aspx) approximately seven to ten days (if possible) prior to the meeting.
2. Any committee member may submit an agenda item for a meeting. Staff will consult with the committee member to determine how best to handle the item and what supplementary materials should be provided, if any. The item will be placed on the agenda.
3. Coaches associations should submit issues through the respective sports committees, rather than directly to the committee.
4. 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 of the governance structure, such as coaches' associations, national governing bodies, etc.)

SECTION 5 ● COMMITTEE APPOINTMENT POLICIES AND REQUIREMENTS

[Refer to Appendix B for a list of the committees that are appointed by and report to the Championships Committee.]

The Championships Committee recommends appointments throughout the year to fill vacancies that will occur the following September. In addition, appointments to interim vacancies that occur throughout the year are made as necessary.

1. **Method of Selection [Bylaw 21.9.1.4.1].** The Division III members of each common committee per Bylaws 21.4 and 21.5, and each Division III sports committee per Bylaw 21.9.6 shall be nominated by the Nominating Committee. The Nominating Committee will forward a slate of recommendations to the Championships Committee for appointment.
2. **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. The position of the chair of a combined men's and women's sports committee will be alternated between representatives of men's interests and representatives of women's interests, with a two-year limit on any individual's term as chair.
 - d. Consideration will be given to appointing administrators to sports committees above and beyond the percent required, as feasible for a particular sport.
 - e. Not more than one individual from the same institution may serve on the same committee.
 - f. Not more than one individual from the same conference may serve on the same committee, unless one is female and one is male, or if one of the two is the chair of the committee.
 - g. An individual may not serve concurrently on more than one committee that has championships-administration responsibilities. However, an individual may serve concurrently on a committee with championships-administration responsibilities and on a committee with only rules-making responsibility.
 - h. 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.
 - i. Given due weight to gender and ethnic diversity, as well as regional representation, the Nominating Committee shall present to the Championships Committee nominations for vacancies on all Division III men's and women's sports committees.
 - j. 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.
 - k. All changes in sports committees' regional alignments (for purposes of championship administration) are to occur prior to the call for nominations for sports committee vacancies, so that nominations can be solicited from the appropriate region.
 - l. 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 responsibilities 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.

3. **Legislated Requirements.** In addition to the policies above, the following legislated requirements apply to committees appointed by the Championships Committee.

a. **Association-wide General Committees.** These committees deal with issues that affect members of all three divisions of the Association. Each division's governance structure shall appoint members to serve on the general Association-wide committees of the Association, consistent with that division's committee-appointment procedures (see 21.2). The membership of each committee shall include representatives from each of the Association's membership divisions, including each subdivision of Division I. The Executive Committee shall ratify the appointment of all individuals serving on Association-wide committees and shall appoint the chairs of those committees. The Executive Committee also shall ratify policies regarding length, location and expenses of Association-wide committee meetings. Association-wide committees are set forth in Bylaws 21.2.1 through 21.2.3.

b. **Association-wide Rules Committees Without Championships Administration Responsibilities.**

(1) Each division's governance structure appoints members to serve on the rules committees without championships administration responsibilities. The secretary-rules editor may be reappointed but is limited to a term not to exceed eight years in length and shall be a nonvoting member of the committee. The membership of each committee shall include representatives from each of the Association's membership divisions. [Bylaw 21.3.1.1] Due to extenuating circumstances, the Management Council may waive the secretary-rules editor's eight-year term limit; however, the term shall not be extended by more than four additional years.

(2) At least 25 percent of the positions on each rules committee shall be filled by athletics directors, associate or assistant athletics directors, senior woman athletics administrators, 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. Further, at least 50 percent of the total positions on each rules committee shall be filled by coaching staff members. In order for a district to be represented, at least five of its active members shall sponsor the sport involved on an intercollegiate basis [Bylaw 21.3.1.2].

Refer to Appendix B for a summary of Association-wide rules committees without championships administration responsibilities.

c. **Sports Committees with Only Division III Championships Administration Responsibilities [Bylaw 21.5.1].** To conduct Division III championships in an efficient and orderly fashion, sports committees with only championships administration responsibilities shall be established and shall report directly to the Championships Committee [21.5.1.2]. Each committee shall be responsible for developing policies and procedures governing the administration and conduct of the championships under its jurisdiction, subject to the direction and approval of the Championships Committee and the requirements, standards and condition prescribed by Bylaw 31. (Also see Bylaw 31 for committee duties related to the administration of championships).

Refer to Appendix B for a summary of Division III and National Collegiate Championships committees with championships administration responsibilities.

- d. Common Committees with Playing Rules and Championships Administration Responsibilities. Each division's governance structure shall appoint members to serve on the committees with playing rules and championships administration responsibilities. The Playing Rules Oversight Panel shall see 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 shall be a nonvoting member of the committee. The membership of each committee shall include representatives from each of the Association's membership divisions. [Bylaw 21.4.1.1]

Due to extenuating circumstances, the Management Council may waive the secretary-rules editor's eight-year term limit; however, the term shall not be extended by more than four additional years.

- (1) For committees that administer Division I, Division II, Division III and National Collegiate Championships in individual/team sports, at least 25 percent of the positions must be filled by athletics administrators (i.e., athletics directors, associate or assistant athletics directors, senior woman administrators, individuals who are employed both part-time as administrators by member conference and full-time by member institutions). [Bylaw 21.4.1.2]
- (2) For committees that administer Division I, Division II, Division III and National Collegiate Championships in team sports, at least 50 percent of the positions on each committee must be filled by athletics administrators. In order for a district to be represented on a committee for which district representation is specified, at least five of its active members must sponsor the sport on an intercollegiate basis. [Bylaw 21.4.1.2]

Refer to Appendix B for a summary of common committees with playing rules and championships responsibilities.

SECTION 6 ● PROCESSING COMMITTEE RECOMMENDATIONS

The committee adheres to following policies in processing recommendations from committees that report to it:

1. In order that the Association's general operating budget may be prepared in a fiscally prudent manner, committees are permitted to submit recommendations that affect the following two years' fiscal-year budgets only at the Championships Committee's September meeting every two years. Recommendations with budget impact will not be considered at the summer of winter meetings or during the off years of the budget planning process.
2. 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.
3. 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.
4. The Championships Committee will only reconsider an AQ waiver decision if the reconsideration request is made within 30 days of the original decision AND new information is presented that was not reasonably available at the time of the original decision.
5. 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.
6. Officiating fees and expenses for NCAA championships are considered only during the budget process.
7. Championships Committee members shall recuse themselves from participating in the complete review process (discussion and vote) of any matter that involves their institution or conference. For matters involving a member of their conference, members may participate in discussion but recuse themselves from the vote.

SECTION 7 • ESTABLISHMENT OF BRACKETS/FIELD SIZES

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

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

[NCAA Bylaw 31.3.1.1]

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

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

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

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

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

SECTION 8 ● MISCONDUCT AND FAILURE TO ADHERE TO POLICIES AND PROCEDURES

The protocol outlined below should be used by sport committees and the Division III Championships Committee in the instances of misconduct or a failure to adhere to policies and procedures in conjunction with Division III championships.

SECTION 8.1 – FAILURE TO ADHERE TO POLICIES AND PROCEDURES

Definition: failure of an institution's representatives (staff members and/or student-athletes) to adhere to policies and procedures governing championships administration.

STEP 1

The NCAA site representative, the tournament director or NCAA championships staff will determine, based on the applicable administrative policies of the respective sport, if an incident constitutes failure to adhere to policies and procedures. These policies and procedures are set forth in the pre-championships manual, the host operations manual and/or the participant manual (referenced in NCAA Bylaw 31).

EXAMPLES: Late submission of declarations for track and field, failure to attend/arriving late to mandatory administrative meetings, failure to adhere to published procedures for the submission of regular-season results.

STEP 2

If it is determined that failure to adhere to policies and procedures has occurred, the NCAA site representative, tournament director and NCAA championships staff, if not already involved, will complete the incident report for action after the championship and contact the NCAA championship administrator.

STEP 3

Once an incident report has been completed, the NCAA championship administrator, in consultation with the sport committee, will submit the initial letter to the applicable individual(s)/institution regarding the alleged failure to adhere to policies and procedures within 14 days of the completion of competition. The NCAA championship administrator will notify the championships staff member with divisional oversight of the incident.

STEP 4

After receipt of notification, the institution will have 14 days to respond to the NCAA championship administrator concerning the incident.

STEP 5

The NCAA championship administrator, in consultation with the sport committee, will review all information and determine a ruling and, if applicable, a penalty based on a predetermined penalty structure (unless there was an immediate withdrawal or suspension from competition) within 14 days of receipt of the response or the last day for submitting the same. Written communication regarding the outcome will be sent by the NCAA championship administrator to the institution's director of athletics copying the head coach and president (Division II), as well as the sport committee.

As may be deemed necessary, the NCAA championship administrator will inform the championships staff leadership, legal, communications, designated NCAA staff and/or the divisional Cabinet/Championships Committee of the incident and subsequent outcome. The result will be logged in the national office database.

The NCAA shall have the right, in its sole discretion, to periodically review and/or amend/revise this policy.

SECTION 8.2 – MISCONDUCT

For purposes of this policy, “misconduct” shall mean 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 events or intercollegiate athletics [Bylaw 31.02.3].

STEP 1

The NCAA site representative/governing sport committee in conjunction with the NCAA championship administrator shall review NCAA Bylaw 31 to determine if an incident, behavior and/or action constitutes misconduct. The championships and alliances staff member with divisional oversight will be informed as soon as possible.

Misconduct, as defined herein, can occur prior to (e.g., comments related to seeding or bracket placement), during (e.g., unsportsmanlike conduct on the field) or after (e.g., negative comments in postgame press conference) the championship competition.

In considering whether or not an act of misconduct has occurred, the sport committee must consider only misconduct that is included within and defined by Bylaw 31. If the sport committee determines that misconduct has occurred, the sport committee will identify the specific act that constitutes misconduct and outline the facts surrounding the relevant behavior.

STEP 2

Identify the situation surrounding the misconduct and determine if an administrative hearing shall occur and the timing of the hearing (e.g. immediately on site or within 14 days after the championship).

1. If the misconduct violates the principles of fair play and sportsmanship during the competition and is in violation of the playing rules, the game officials may immediately withdraw the applicable student-athletes(s), coach(es) and/or representative(s) of the institution from the competition.

ACTION: The sport committee must determine if additional penalties are warranted based on Bylaw 31.02.4.

2. Under normal circumstances, if the misconduct occurs during the competition (and is not covered by playing rules), the sport committee will allow the individual(s) to complete the competition in which he or she is participating at the time of the incident (Bylaw 31). However, if the act is so egregious and violates the principles of fair play and sportsmanship, the penalty may result in nonparticipation in subsequent competitions (e.g. profanity and reaction to fan behavior).

ACTION:

- Determine if the situation needs to be handled before the next competition (e.g. postgame damage of property).
- If the situation requires immediate action, the NCAA championship administrator/site representative (in consultation with NCAA sports committee) shall do the following:
 - Provide the offending institution with specific information that outlines the facts surrounding the relevant behavior and how they constitute misconduct.
 - Provide an opportunity for an administrative hearing following the day’s competition/round. (Refer to Attachment A – Misconduct Administrative Hearing Procedures – During Championship.) If requested, the administrative hearing will be held at the conclusion of the day’s competition or between rounds of the championship, when no competition is being conducted or at the conclusion of the championship, as the sport committee determines at its sole discretion.
- If the situation does not require immediate action, the NCAA championship administrator/site representative (in consultation with the NCAA sport committee) shall follow Attachment B – Misconduct Administrative Hearing Procedures – Post NCAA Championship. When the sport committee determines that the individual(s)/team should be permitted to complete the competition because immediate withdrawal is not warranted, the sport committee will consider the acts of misconduct within a reasonable time, but not later than 14 days after the completion of the championship.

(The NCAA championship administrator/site representative should notify the applicable institutional administrator on site that the student-athletes(s), coach(es) and/or representative(s) of the institution may be in violation of misconduct and the NCAA championship administrator will follow up at the conclusion of the championship).

3. If misconduct that would prohibit further competition occurs outside of competition, the NCAA championship administrator/site representative (in consultation with NCAA sports committee) shall notify the offending institution's administrator and/or head coach of the misconduct and if a hearing will be necessary for continuation of play (e.g. during postgame handshake a fight occurs and/or breach of law).

ACTION:

- Determine if the situation needs to be handled prior to the next competition (e.g. postgame damage of property).
- If the situation requires immediate action, the NCAA championship administrator/site representative, in consultation with the sport committee shall do the following:
 - Provide the institution with specific information that outlines the facts surrounding the relevant behavior and how they constitute misconduct.
 - Provide an opportunity for an administrative hearing after the day's competition/round. If requested, the administrative hearing will be held at the conclusion of the day's competition or between rounds of the championship, when no competition is being conducted or at the conclusion of the championship, as the sport committee determines at its sole discretion. When the sport committee determines that the individuals/team should be permitted to complete the competition because immediate withdrawal is not warranted, the sport committee will consider the acts of misconduct within a reasonable time, but not later than 14 days after the completion of the championship. (Refer to Attachment A –Misconduct Administrative Hearing Procedures – During Championship)

STEP 3

Notification of findings and penalties (if applicable).

ACTION:

- The chair of the sport committee shall notify the on-site institutional administrator (if applicable) and/or the director of athletics of the findings and any penalties, within a reasonable time after the conclusion of the administrative hearing or other process provided for herein. A letter will also be sent to the director of athletics, president (Division II)/chancellor, and the commissioner of the respective conference confirming the findings, actions and any penalties imposed.
- Officials can communicate with the sport committee on a missed call that would constitute misconduct. Officials could not eject anyone from the game if they did not witness the act, but the sport committee member can act on the situation at the appropriate time.

Misconduct Administrative Hearing Procedures – During Championship

Administrative Hearing. To be held if there is reason to consider action to immediately ban or withdraw an individual(s) or team from competition **PRIOR TO COMPLETION OF THE CHAMPIONSHIP.**

The chair of the sport or games committee (in conjunction with NCAA championship administrator) will notify the applicable director of athletics in writing that his or her team, student-athlete(s), coach(es) and/or institutional representative(s) are being reviewed for alleged acts of misconduct that occurred during the championship. This notification also will include the commissioner of the respective conference. The notice will identify the specific act that is alleged to constitute misconduct and outline the facts surrounding the relevant behavior that could result in a finding of misconduct and an immediate ban or cause withdrawal of the individual/team from the championship competition. The sport or games committee shall determine whether the hearing will be in-person, by teleconference or another format.

Procedures for the Administrative Hearing

1. Except as otherwise expressly set forth herein, the sport or games committee shall be the final authority on all matters concerning the conduct of the administrative hearing.
2. If more than one individual is involved, each individual's circumstance will be considered independently.
3. Individuals participating in the hearing **may** include the director of athletics, and his or her designee, from the relevant institution, the individual(s) alleged to have committed misconduct, legal counsel for the institution and each individual, NCAA staff liaison(s) to the committee, the committee members (those employed at the institution, the institution's conference office or another such conference institution will not be a part of the hearing), NCAA legal counsel and additional NCAA staff if the chair of the sport committee so requests.
4. To begin the hearing, the chair of the sport or games committee will provide a summary of the alleged acts of misconduct under review and name those charged with each act of misconduct.
5. Unless otherwise determined by the sport or games committee, the relevant institutional representative(s) or impacted individual(s) will have a total of 20 minutes to provide a summary of the events from their perspective and offer alternative or mitigating information, if appropriate.
6. After the sport or games committee chair's introduction and the relevant institutional individuals or impacted individuals have presented, the on-site representative or tournament operations administrator who reported the incident will provide his or her summary. Members of the sport or games committee will have an opportunity to ask questions after the summaries from each party. The chair of the sport or games committee may stop the discussion at his or her discretion during the period of questions.
7. After the period for questions is complete or stopped, the committee will deliberate in private with non-voting NCAA staff members present.
8. Individuals participating in the hearing will be informed of the right to appeal the decision of the sport or games committee. All appeals will be heard by the respective divisional appeals subcommittees.
9. If the sport or games committee determines there was an act of misconduct, it will then determine penalties, if any are to be issued -- a range of which is set forth in NCAA Bylaw 31.1.10. In issuing penalties, the sport or games committee will take into account, among other factors, history of past findings of misconduct and/or associated penalties.
10. The chair of the sports committee shall notify the on-site administrator (if applicable) and/or the director of athletics of the findings and any penalties, within a reasonable time after the conclusion of the administrative hearing or other process provided for herein. A letter also will be sent to the director of athletics, president (Division II)/chancellor, and the commissioner of the respective conference confirming the findings, actions and any penalties imposed.
11. If the reprimand or sanctions are to be made public, the director of athletics from the impacted institution will receive notice of the public reprimand in writing prior to distribution to the media outlets. Coordination and writing of any press releases will be made in collaboration between the NCAA office of communications, legal staff and the NCAA championship administrator.
12. After the issuance of the committee's decision, the following steps must be taken:
 - a. The action should be documented in the NCAA national office misconduct database.

- b. The appropriate Cabinet/Championships Committee divisional governance staff shall be informed of the action taken and penalty levied.
- c. Any press release regarding the matter should be prepared in collaboration with the NCAA legal, communications, and championships and alliances staffs.

Misconduct Administrative Hearing Procedures – Post NCAA Championship

The following steps will be taken no later than 14 days after the championship event:

1. Request information from all parties with first-person knowledge who may provide an understanding of circumstances and events surrounding the incident. This might include requesting information from other teams, coaches, officials, committee members and event staff at the site. (ALLOW THE SAME 14 DAYS FOR A RESPONSE.)
 - a. Notify the director of athletics (in writing) that the institution's team, coach(es), student-athlete(s) and/or other institutional representative(s) may be in violation of the misconduct bylaw and request an institutional response as to the events surrounding the incident. (ALLOW 14 DAYS FOR A RESPONSE.)
 - b. It is appropriate to communicate with the institution's conference commissioner to provide background so he or she can assist the institution, if requested.
2. The sport committee will review NCAA Bylaws 31.02.4 and 31.1.10 and evaluate the information gathered about the possible act(s) of misconduct. The sport committee will provide the relevant individual(s)/institutional representative(s) with an opportunity to participate in the discussion.
3. If the institution or impacted individual(s) would like to participate in a teleconference, the chair of the sport committee will present the committee's position, the institution or impacted individuals will present their position(s), and finally the chair will provide the other committee members with an opportunity to ask questions.
4. Once the information and facts have been presented to the sport committee, it is responsible for determining if misconduct has occurred. The chair of the sport committee shall lead the committee's private deliberations on the matter and, in consultation with the full committee, render a final decision regarding whether or not misconduct occurred.
5. If a finding of misconduct is made, the sport committee in considering penalties will review, among other factors, the history of similar findings of misconduct and associated penalties.
6. After the sport committee meeting and deliberations, the NCAA staff liaison shall inform the applicable director of athletics or his or her designee, and the commissioner of the respective conference of one of the following outcomes in writing:
 - a. The committee reviewed the information and found no grounds for a finding of misconduct;
 - b. The committee reviewed the information and found that the student-athlete(s), coach(es) and/or other institutional representative(s) were in violation of Bylaw 31.02.4. The committee will identify in writing the specific acts of misconduct that were found, the penalty(ies) associated with the finding and the appellate process; or
 - c. That no decision has been reached, the reasons why no decision has been reached and the anticipated timeline for when a decision will be reached.

7. If the sport committee finds that misconduct has occurred, the institution or impacted individual(s) will have 14 days to appeal in writing.
8. If the institution or impacted individual(s) notifies the NCAA that no appeal is forthcoming or if no response is received from the institution within 14 days, the findings and penalties, as indicated, will stand.

If there is an appeal, the information regarding the misconduct will be forwarded to the appropriate appellate body hearing the appeal (Division I - Administrative Committee of the Championships/Sports Management Cabinet; Division II - a committee comprising two Division II Management Council members and two Championships Committee members and the chair of the Championships Committee; and Division III - the Championships Committee).

9. The governing body hearing the appeal shall proceed in accordance with the procedures for appeal further set forth herein.

The NCAA shall have the right, in its sole discretion, to periodically review and/or amend/revise this policy.

Appeal Process: Procedures for an Appeal Decision after a Finding of Misconduct

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 31.02.4.
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.
 - The director of athletics must submit a written notice of appeal to the governing championship committee. The appeal must include which of the above three 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.

In considering an appeal, the divisional appeals subcommittee shall determine in its sole discretion whether to convene a teleconference, an in-person meeting, or meeting in another format for the institution to present its appeal or whether the matter will be judged based on the written submission. The subcommittee shall consider only the evidence presented to the sport or games committee during the original hearing and other submissions expressly provided for herein. If it is asserted that new information exists that would have materially impacted the original finding, the divisional appeals subcommittee will determine whether the new information was reasonably obtainable at the time of the original hearing. If the new material information was not readily available, the divisional appeals subcommittee will send the case back to the sport or games committee for reconsideration.

If more than one individual is involved, each individual's circumstances shall be considered independently. In instances that involve a team that has committed an act of misconduct, the issue will take the team as a whole into account, not each individual. This is at the discretion of the sport or games committee in finding the misconduct charge.

Those in attendance in person or via teleconference at the hearing may include the director of athletics from the relevant institution (or his/her designee), the individual(s) alleged to have committed misconduct, legal counsel for the institution and each individual, staff liaison(s) to the committee, the committee chair or designated committee representative (speaking on behalf of the committee), NCAA legal counsel, and additional NCAA staff if the chair of divisional appeals subcommittee so requests.

The names of all to be involved in the meeting/teleconference will be shared with all parties participating in the appeal.

The sport or games committee/NCAA staff and the appealing institution/impacted individuals shall have the right to submit materials to the divisional appeals subcommittee for consideration regarding the appeal, no later than seven business days before the scheduled appeal. Appeals may include some or all of the following information:

- Statements from game officials – when, what, where (emphasize the importance of the summary on the misconduct report;
- Statements from those alleged to have committed misconduct – when, what, where and why or why not;
- Statements from individuals who are responsible for supervising those alleged to have conducted misconduct – corrective action if any;
- Statements from event management – when, what, where additional context;
- Statements from on-site administrators in charge for both teams – when, what, where, additional context;
- Any video, still photographs or audio evidence that clearly depict the relevant circumstances.

All such materials will be distributed at least three days before the hearing to all relevant parties.

Conduct of the Appeal Proceedings

1. The chair of the divisional appeals subcommittee will open the hearing by identifying all individuals participating in the appeal and will summarize the findings and penalties that are being appealed.
2. The chair also shall inform the institution and/or individual(s) appealing that once a decision regarding the appeal is made by the divisional appeals subcommittee, that decision is final and that no additional avenues for appeal exist within the governance process.
3. The institution or individual(s) appealing will have 20 minutes to present their case.
4. There will be a period at the end of the hearing for members of the divisional appeals subcommittee to ask questions. The chair of the divisional appeals subcommittee may stop the discussion at his or her discretion once an appropriate amount of time has lapsed for questions from the committee.
5. After the period for questions has concluded, the governing championships committee will deliberate in private with non-voting NCAA staff members present, if requested by the committee chair.
6. If the divisional appeals subcommittee upholds the finding of misconduct, then it also must consider the appropriateness of the penalties related thereto. The divisional appeals subcommittee may uphold or reduce the penalties, but it may not increase the penalties. If the governing championships committee rejects the finding of misconduct, then the finding will be overturned along with the penalties.
7. As soon as possible, the chair of the divisional appeals subcommittee will send a letter to the involved parties specifying the divisional appeals subcommittee's ruling and changes in penalties, if any.
8. If the reprimand or sanctions are to be made public, involved institutions will receive notice of the public reprimand in writing prior to distribution to the media outlets. Coordination and writing of any press releases will be made in collaboration with the NCAA communications, legal, and championships and alliances staffs if deemed necessary.
9. After a final decision by the committee, the following steps must be taken:
 - a. The action should be documented in the NCAA national office misconduct database.

- b. Inform the appropriate Cabinet/Championships Committee of the final action and penalty levied.
- c. Any press release regarding the matter should be prepared in collaboration with the NCAA legal and communications staff. This press release will also be distributed to the championships staff member with divisional oversight, the divisional governance vice president and any other NCAA staff member who should be informed prior to release to the public.
- d. Before any such press release is distributed (if applicable), forward a copy to the director of athletics at the involved institution and the chair of the sport or games committee.

FAILURE TO ADHERE TO POLICY AND PROCEDURE FINE STRUCTURE

Category C Violation - \$200	Examples
Failure to submit selections forms, results, team information.	AQ Notification form Home team box score Diving score sheet NCAA certification form Line up forms, rosters, travel schedule Submission of individual/team qualifying results Institutional identification (fencing)
Failure to attend coaches/administrative meeting.	
Category B Violation - \$400	Examples
Failure to submit championship selection form that affect not only your team but other teams.	Regional entry rosters Line-up forms for tennis Championship scores Submission of line up forms Declarations (track and field) OME (swimming) RQS (gymnastics)
Category A Violation - \$600	Examples
Failure to meet required financial obligations	Banquet tickets, team tickets
Repeat offenders – individuals/institutions	

APPENDIX A ● DIVISION III CHAMPIONSHIPS COMMITTEE ROSTER

Composition: Nine members, including the Management Council chair, two other Management Council members, four men, four women, one student-athlete, one ethnic minority. Must include two representatives per region.

Staff Liaisons: Liz Turner Suscha (championships), Maureen Harty (academic and membership affairs)

Chair:

REG.	POS.	NAME AND INSTITUTION	CONFERENCE	TERM END
4	Associate Athletic Director	Robin Baker University of Wisconsin-Eau Claire	Wisconsin Intercollegiate Athletic Conference	Jan 2023
4	Commissioner	Heather Benning Midwest Conference	Midwest Conference	Jan 2024#
1	Director of Athletics	Jason Fein Bates College	New England Small College Athletic Conference	Jan 2022#
1	Director of Athletics	Kiki Jacobs Roger Williams University	Commonwealth Coast Conference	Jan 2022
2	Commissioner	Chuck Mitrano Empire 8	Empire 8	Jan 2024
3	Director of Athletics	Michelle Morgan John Carroll University	Ohio Athletic Conference	Jan 2023
4	Director of Athletics	John Neese Hardin-Simmons University	American Southwest Conference	Jan 2024
4	Student-Athlete	Braly Keller Nebraska Wesleyan University	American Rivers Conference	Jan 2021
3	Director of Athletics	Penny Siqueiros Wesleyan College (Georgia)	USA South Athletic Conference	Jan 2023

Term concurrent with service on Division III Management Council

COMMITTEE CONTACT INFORMATION	
Robin Baker (MC) Associate Athletic Director University of Wisconsin-Eau Claire 105 Garfield Avenue Eau Claire, Wisconsin 54702-4004 P: 715-836-5529 C: E: bakerrk@uwec.edu	Heather Benning (MC) Commissioner Midwest Conference 821 Fifth Avenue, Suite 405 P.O. Box 150 Grinnell, Iowa 50112 P: 920-430-0934 C: E: benningh@midwestconference.org
Jason Fein (MC) Director of Athletics Bates College 130 Central Avenue Lewiston, Maine 07940 P: 207-786-6341 C: 917-882-1970 E: jfein@bates.edu	Kiki Jacobs Director of Athletics Roger Williams University One Old Ferry Road Bristol, Rhode Island 02809 P: 401-254-3428 C: 413-654-6575 E: kjacobs@rwu.edu
Braly Keller (SAAC) Nebraska Wesleyan University 7929 Dawson Creek Drive Lincoln, Nebraska 68505 P: 402-890-0862 C: E: bkeller@nebrwesleyan.edu	Chuck Mitrano Commissioner Empire 8 106 Rockwell Drive Hilton, New York 14468 P: 585-329-2234 C: E: cmitrano@Empire8.com
Michelle Morgan Director of Athletics John Carroll University 1 John Carroll Boulevard University Heights, Ohio 44118-4581 P: 216-397-1525 C: 708-655-9622 E: mmorgan@jcu.edu	John Neese Director of Athletics Hardin-Simmons University 2200 Hickory Abilene, Texas 79698 P: 325-669-9136 E: jneese@hsutx.edu
Penny Siqueiros Director of Athletics Wesleyan College (Georgia) 4760 Forsyth Road Macon, Georgia 31210-4462 P: 470-773-9609 E: psiqueiros@wesleyancollege.edu	NCAA P.O. Box 6222 (mailing address) NCAA Distribution Center (shipping address) 1802 Alonzo Watford Sr. Drive Indianapolis, Indiana 46206 P: 317-917-6222
NCAA STAFF	
Liz Turner Suscha Managing Director of Championships P: 317-917-6819 C: 317-270-3318 E: lsuscha@ncaa.org	Laura Peterson-Mlynski Assistant Director of Championships P: 317-917-6477 C: 317-544-9425 E: lpeterson@ncaa.org
Julie Sargent Assistant Director of Academic and Membership Affairs P: 317-917-6709 E: jsargent@ncaa.org	Laura Klee Assistant Coordinator of Championships P: 317-917-6535 E: lklee@ncaa.org

APPENDIX B • COMMITTEES APPOINTED BY AND/OR REPORT TO THE NCAA DIVISION III CHAMPIONSHIPS COMMITTEE

The following committees report to and/or are appointed by the NCAA Division III Championships Committee:

- **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
- Men's and Women's Soccer Rules Committee
- Softball Rules Committee
- Men's and Women's Swimming and Diving Rules Committee
- Men's and Women's Track and Field Rules Committee
- Women's Volleyball Rules Committee
- Wrestling Rules Committee

- **Sports Committees with Division III Championships Administration Responsibilities**

- Division III Baseball Committee
- Division III Men's Basketball Committee
- Division III Women's Basketball Committee
- Division III Field Hockey Committee
- Division III Football Committee
- Division III Men's Golf Committee
- Division III Women's Golf Committee
- Division III Men's Ice Hockey Committee
- Division III Women's Ice Hockey Committee
- Division III Men's Lacrosse Committee
- Division III Women's Lacrosse Committee
- Division III Rowing Committee
- Division III Men's Soccer Committee
- Division III Women's Soccer Committee
- Division III Softball Committee
- Division III Men's and Women's Swimming and Diving Committee
- Division III Men's Tennis Committee
- Division III Women's Tennis Committee
- Division III Men's and Women's Track and Field Committee
- Division III Men's Volleyball Committee
- Division III Women's Volleyball Committee
- Division III Wrestling Committee
- National Collegiate Women's Bowling Committee
- National Collegiate Men's and Women's Fencing Committee
- National Collegiate Men's Gymnastics Committee
- National Collegiate Women's Gymnastics Committee
- National Collegiate Men's Volleyball Committee

- **Common Committees with Playing Rules and Championships Administration Responsibilities**
 - Men's and Women's Rifle Committee
 - Men's and Women's Skiing Committee
 - Men's Water Polo Committee
 - Women's Water Polo Committee

APPENDIX C ● PERCENTAGE OF SPONSORSHIP CATEGORIES FOR DETERMINING CHAMPIONSHIPS BRACKETS/FIELD SIZES

Active Membership Totals

(Provisional members, which are not counted in sponsorship figures, are indicated in parentheses)

	2018-19	2017-18	2016-17	2015-16
Division I	351	351	346	347
Division II	315	308 (11)	307 (12)	309 (10)
Division III	449 (2)	443 (5)	439 (10)	442 (7)
Total	1115	1,102 (16)	1,092 (22)	1098 (17)

Sports sponsorship numbers and trends are reviewed annually with a view toward long-range planning for future bracket expansion or reduction. Sponsorship trends (both increases and decreases) and, in the case of increases in sponsorship, determine if the growth is sustained over a period of time. This planning is intended to ensure the appropriate allocation of the Association's financial resources relative to the membership's priorities; further, it will encourage the maintenance of a consistent and equitable overall program and eliminate the need for sports committees to submit specific requests for bracket expansion independent of the committee's overall planning.

The previous Executive committee agreed that in anticipation of requests for future bracket expansions, sports sponsorship numbers and bracket or field sizes will be evaluated periodically, and any contemplated change in a specific championship bracket will continue to take into consideration the following factors in addition to sponsorship: (a) maintenance of an equitable number of opportunities for men and women in the overall championships program; (b) the responsible allocation of the Association's financial resources; and (c) the ability to efficiently manage and administer the event.

As part of membership restructuring, Division III revised its championships model to use participation ratios, rather than percentages, as the basis for championships brackets and field sizes. For team sport championships, brackets are based on a participation ratio of 1:6.5; individual-team sport field sizes reflect a ratio of 1:16 to 1:24. Individual-team championships (i.e., the team portion of men's and women's golf and tennis) with automatic qualifications are based on a participation ratio of 1:7.0 (golf) or 1:7.5 (tennis).

The required minimum sponsorship criteria for maintaining or establishing a championship are as follows:

- Forty institutions are necessary to continue an existing championship. [Exception: at the 1997 NCAA Convention, the membership approved a proposal to specify that a National Collegiate championship or a division championship in any Olympic sport is exempt from the minimum-sponsorship requirements. The membership may adopt specific legislation to discontinue the championship in an Olympic sport.]
- Fifty institutions are necessary to establish a new men's championship.
- Forty institutions are necessary to establish a championship in a new women's sport.

Anticipated bracket and field sizes for the 2019-20 Division III championships program are as follows: (Note: all sponsorship numbers as of September 1, 2019.)

TEAM SPORTS	BRACKET
Baseball	60
Men's basketball	64
Women's basketball	64
Field hockey	24

Football	32
Men's ice hockey	12
Women's ice hockey	10
Men's lacrosse	36
Women's lacrosse	44
Rowing	8
Men's soccer	64
Women's soccer	64
Softball	62
Men's volleyball	16
Women's volleyball	64

Note: Team-sport brackets were originally established using a participation ratio of 1:8 to 1:12. Subsequent adjustments made by the Championship Committee, as directed by the membership, reflected a 1:7.5 to 1:12 participation ratio, effective with the 1999-00 championships. Further bracket adjustments may be necessary as a result of changing sponsorship numbers or as a function of the bracket. The membership approved that overall bracket sizes shall be established based on an approximate access ratio of 1:6.5 at the 2003 Convention, effective with the 2005-06 championship season. During its September 2014 meeting, the Championships Committee determined that, by policy, consideration for bracket expansion should target an even bracket size.

INDIVIDUAL-TEAM SPORTS	RATIO	FIELD SIZE
(Based on 2018-19 participant data as compiled by NCAA research.)		
Men's cross country	1:20.6	280
Women's cross country	1:21	280
Men's golf#	1:7.0	221
Women's golf#	1:7.0	136
Men's swimming	1:17	260
Women's swimming	1:16	319
Men's tennis#	1:7.5	460 (including regionals)
Women's tennis#	1:7.5	505 (including regionals)
Men's indoor track	1:24	396 maximum
Women's indoor track	1:21.7	396 maximum
Men's outdoor track	1:20	508 maximum
Women's outdoor track	1:17	546 maximum
Wrestling	1:16	180

Individual/team sport ratios are determined by multiplying the average institutional squad size by the number of sponsoring institutions; that number is then divided by the number of participants in the championship. For example, for a sport with a squad size is 16.2, 189 sponsoring institutions and 225 participants, the access ratio would be 13.60 ($16.2 \times 189 = 3061.8 / 225 = 13.60$)

Notes:

Individual-team sports with automatic qualification for the team portion of the championships (access ratio of 1:7.5 for tennis and 1:7.0 for golf).

- Men's golf: 43 teams (squad size of five) and six individual participants.
- Women's golf: 26 (squad size of five) and six individual participants.
- Men's tennis: 43 teams (squad size of eight); 32 singles players; and 16 doubles teams.

- Women's tennis: 49 teams (squad size of eight); 32 singles players; and 16 doubles teams.

DIVISION III SPONSORSHIP TRENDS IN WOMEN'S SPORTS

	2019-20	2018-19	2017-18	2016-17
Women's archery@	0	0	0	0
Women's Badminton@	0	0	0	0
Women's bowling^	19	12	12	10
Women's equestrian	16	21	21	21
Women's ice hockey*	72	59	59	58
Women's rowing*	47	41	41	42
Women's rugby	6	4	4	4
Women's sailing@	4	8	8	8
Women's squash@	19	19	19	19
Women's synchronized swimming@	1	1	1	0
Women's team handball@	0	0	0	0
Women's triathlon	9	4	4	4
Women's beach volleyball	5	0	0	0
Women's water polo*&	19	17	17	15
Women's wrestling@	8	1	1	1

Emerging sports listed in bold.

- () Provisional members – not counted in sponsorship number.
 * Championship established in 2001-02.
 ^ Championship established in 2003-04
 @ Removed from emerging sport list through legislation.
 & National Collegiate championship.

APPENDIX D ● SPORTS SPONSORSHIP LISTS

Sports sponsorship lists are available on the NCAA website at www.ncaa.org. (Hover over “About Us” on the main page. Select “membership” from the drop-down menu under the heading “Who We Are.” Sports sponsorship lists are available by division and by sport under “The NCAA Membership” heading on the right-hand side of the page.) You may also contact Laura Peterson-Mlynski, assistant director of championships (phone: 317-917-6477; email: lpeterson@ncaa.org).

APPENDIX E ● CHRONOLOGY OF BRACKET/FIELD SIZE EXPANSION

Note: Sponsorship figures as of September 2019. Only eligible institutions (including NAIA institutions) are included in the numbers.

DIVISION III BASEBALL		
1980: 243	1979	Denied increase from 24 to 32 teams.
2019-20: 390	1980	Denied increase to 30 teams.
	1982	Denied increase to 26 teams.
	1986	Denied increase from 24 to 26 teams.
	1987	Denied increase from 24 to 26 teams.
	1990	Deferred request to expand from 24 to 32 teams until August 1990.
	1990	Approved increase from 24 to 32 teams.
	1997	Approved increase from 32 to 40 teams.
	1999	Increased to 42 teams.
	2000	Denied increase from 42 to 48 teams.
	2001	Denied increase from 42 to 48 teams.
	2006	Will have 53 teams due to ratio of 1:6.5.
	2007	Will have 54 teams at 2008 championship due to ratio of 1:6.5.
	2009	Will have 55 teams at 2010 championship due to ratio of 1:6.5.
	2012	Will have 56 teams at 2012 championship due to ratio of 1:6.5.
	2018	Will have 58 teams at 2018 championship due to ratio of 1:6.5.
	2019	Format change to include super regional round.
DIVISION III MEN'S BASKETBALL		
1980: 277	1974	Approved to 32 teams.
2019-20: 424	1986	Denied increase to 48 teams.
	1987	Approved increase to 40 teams.
	1994	Approved 64 team play-ins, reduced actual bracket to 32 teams.
	1996	Eliminated play-ins, increased bracket to 48 fully-funded teams.
	2005	Approved increase from 48 to 59 teams effective 2005-06.
	2010	Increased from 59 to 61 teams due to ration of 1:6.5.
	2012	Increased from 61 to 62 teams due to ration of 1:6.5.
	2016	Increased from 62 to 64 teams.
DIVISION III WOMEN'S BASKETBALL		
1982: 256	1981	Approved to 32 teams.
2019-20: 439	1982	Reduced to 16 teams for 1982 only.
	1982	Restored to 32 teams.
	1990	Denied increase from 32 to 36 teams.
	1991	Denied increase to 36 teams.
	1992	Deferred action on increase from 32 to 36 teams in 1993.
	1993	Increased to 40 teams.
	1994	Approved a 64-team play-in, reduced actual bracket to 32 teams.
	1996	Eliminated play-ins, increased bracket to 48 fully-funded teams with 24 automatic qualifiers.
	1999	Increased to 50 teams with 32 automatic qualifiers.
	2003	Increased to 37 automatic qualifiers.
	2004	Increased to 39 automatic qualifiers.
	2006	Will have 63 teams effective with the 2006 championship based on new ratio.

	2010	Increased from 63 to 64 teams due to ratio of 1:6.5.
WOMEN'S BEACH VOLLEYBALL		
2015: 3	2015	Established as a National Collegiate championship.
2019-20: 5		
DIVISION III MEN'S CROSS COUNTRY		
1980: 223	1978	Reduced from unlimited to 240 individuals.
2019-20: 404	1981	Reduced from 240 to 120 individuals.
	1981	Increased from 120 to 184 individuals.
	1995	Denied increase to 200 individuals.
	1999	Increase from 184 to 215 individuals (24 teams and 47 individuals).
	2006	Increased from 215 to 280 individuals (32 teams and 56 individuals).
DIVISION III WOMEN'S CROSS COUNTRY		
1981: 125	1981	Approved nine teams and 60 individuals from six regions.
2019-20: 423	1982	Approved 12 teams and 32 individuals from each of eight regions; directed to reduce to meet 8.3 percent of regular-season participants (116 total).
	1983	Denied increase in number of qualifiers by three.
	1986	Denied increase to 136 participants.
	1987	Tabled increase to 136 participants until August 1987 meeting.
	1987	Approved increase to 136 participants.
	1992	Deferred action on increase from 136 to 185 participants in 1992.
	1993	Increased from 136 to 184 individuals.
	1995	Denied increase to 200 individuals.
	1999	Increased from 194 to 215 individuals (24 teams and 47 individuals).
	2006	Increased from 215 to 280 individuals (32 teams and 56 individuals).
MEN'S FENCING		
1980: 82	1982	Reduced from 120 to maximum of 88 fencers.
2019-20: 11	1982	Reconsidered April directive and approved 108.
	1983	Reduced to 90.
	1988	Denied addition of a team championship and denied increase to 36 fencers (per weapon).
	1989	Approved the concept of combining with women's fencing to form the National Collegiate Men's and Women's Fencing Championships. Established both a weapons team event and an individual event in each of the four weapons.
		In team competition, allowed eight men's epee, foil and sabre teams and 12 women's foil teams. Included 30 fencers in the women's individual foil competition and 30 in each of the three men's individual weapons. Concept to be voted on at 1990 Convention.
	1990	Approved that a minimum of 24 fencers, rather than 30, be selected for each of the four individual weapon events in the National Collegiate Men's and Women's Fencing Championships, in order to remain within the participant limit of 154; and that if additional individual berths remained unfilled within that limit, they be distributed among the weapons events on the basis of a predetermined rotation.
	1993	Approved elimination of weapon team competition, effective 1995. Reduced capacity for competitors from 154 to 120, effective 1996.
	1995	Reaffirmed decision to reduce field size, effective with the 1995-96 academic year.
	1999	Increase combined field size from 120 to 144 individuals.

(*Division III sponsorship number)		
DIVISION III FIELD HOCKEY		
1981: 131	1981	Approved 12 teams.
2019-20: 168	1981	Reduced to six teams for 1981 only.
	1982	Restored to 12 teams.
	1984	Denied increase to 18 teams; approved increase to 16 teams.
	1999	Approved increase to 18 teams.
	2003	10 conferences approved for automatic qualification.
	2004	13 conferences approved for automatic qualification.
	2005	Bracket increased from 18 to 24 teams.
DIVISION III FOOTBALL		
1980: 191	1984	Approved increase from eight to 16 teams.
2019-20: 247	1984	Reduced from 16 to eight teams.
	1985	Reconsidered August 1984 decision and increased to 16 teams for 1985 only.
	1986	Sustained retention of 16 teams for 1986.
	1987	Sustained retention of 16 teams effective for 1987.
	1998	Increased from 16 to 24 teams, effective for the 1999 season.
	1999	Increased from 24 to 28 teams, effective for the 1999 season.
	2003	Approved increase from 28 to 32 teams, effective for the 2005 season.
	2005	32-team bracket in effect.
DIVISION III MEN'S GOLF		
1980: 209	1974	Approved 120 individuals.
2019-20: 307	2005	Approved increase in bracket size to 35 teams and five individuals based on new 1:7.5 ratio.
	2009	Bracket increased from 35 to 36 as Pool C remains at two teams.
	2010	Bracket increased from 36 to 38 plus five individual participants.
	2011	Bracket increased from 38 to 41 plus five individual participants.
	2017	Bracket increased from 41 to 42 plus five individual participants.
	2018	Bracket increased to 42 teams plus six individual participants.
DIVISION II/III WOMEN'S GOLF		
1995: 75	1995	With adoption of legislation to establish Division I championship, approved Division II/III championships comprised of 63 participants (no regionals).
1997: 100		
DIVISION III WOMEN'S GOLF		
2000: 131	1998	Adopted legislation to establish Division III championship, approved to be comprised of 60 participants.
2019-20: 243	2004	Added automatic qualification principles beginning in 2007. Approved bracket increase from 2008 for 18 teams and 10 individuals, with an increase from 60 to 100 total participants.
	2005	Approved bracket increase of two individual competitors. To increase the championships field from 100 to 102, effective 2007-08.
	2007	Approved reallocation of championships field of 111 participants from 20 teams and 11 individuals to 21 teams and six individuals, effective 2008-09.

	2010	Waiver approved to allow a relaxed standard of four participants (instead of five) completing six contests or eight rounds of 18 holes for automatic qualification and bracket calculation.
	2018	Bracket increased to up to 26 teams according to 1:7.0 ratio.
DIVISION III MEN'S ICE HOCKEY		
1980: 57	1983	Approved eight teams.
2019-20: 84	2001	Denied bracket expansion from 8 to 9 teams. Expanded bracket to 9 teams as a result of a minimum requirement of two teams in Pool C.
	2005	Bracket expands to 10 teams as a result of a change to bracket-access ratio.
	2008	Bracket expands to 11 teams as a result of a change to bracket-access ratio.
	2015	Championship date formula changed.
	2016	Bracket expands to 12 teams as a result of a change to bracket-access ratio.
DIVISION III WOMEN'S ICE HOCKEY		
2002: 39	2001	Established as a separate four-team championship.
2019-20: 67	2001	Three conferences approved for automatic qualification.
	2001	Increased from four to six teams.
	2002	Increased from six to seven teams.
	2002	Four conferences approved for automatic qualification.
	2008	Five conferences approved for automatic qualification.
	2012	Increased from seven to eight teams.
	2018	Increased from eight to nine teams.
	2019	Increased from nine to 10 teams.
DIVISION III MEN'S LACROSSE		
1980: 71	1979	Approved to eight teams.
2019-20: 248	1997	Approved increase from 8 to 12 teams.
	1999	Approved increase from 12 to 14 teams for 2000. Implemented automatic qualification for eight conferences.
	2000	Denied increase to 15 or 16 teams.
	2002	Increased to 17 teams.
	2004	13 conferences approved for automatic qualification.
	2005	Bracket increase to 20 teams (1:6.5 ratio).
	2006	14 conferences approved for automatic qualification.
	2007	Bracket increase to 21 teams with 14 conferences receiving automatic qualification.
	2008	Bracket increase to 22 teams with 14 conferences receiving automatic qualification.
	2010	Bracket increase to 26 teams due to ratio of 1:6.5.
	2012	Bracket increase to 28 teams due to ratio of 1:6.5.
	2014	Bracket increase to 30 teams due to ratio of 1:6.5.
	2016	Bracket increase to 34 teams due to ratio of 1:6.5.
	2018	Bracket increase to 36 teams due to ratio of 1:6.5.
DIVISION III WOMEN'S LACROSSE		
1985: 70	1985	Convention established the championship effective in 1985; approved eight teams.
2019-20: 293	1997	Approved increase from 8 to 12 teams.
	1999	Approved increase to 16 teams. Implemented automatic qualification and approved 10 conferences for automatic qualification.
	2001	Approved increase from 16 to 18 teams.

	2002	Approved increase from 18 to 19 teams.
	2003	Approved increase from 19 to 23 teams (1:6.5 ratio in 2005-06).
	2005	Approved increase from 23 to 24 teams (1:6.5 ratio).
	2005	15 conferences approved for automatic qualification.
	2006	Approved increase from 24 to 25 teams (1:6.5 ratio).
	2009	Increased bracket size from 25 to 26.
	2010	Increased bracket size from 26 to 28 due to ratio of 1:6.5.
	2011	Increased bracket size from 31 to due to ratio of 1:6.5.
	2013	Increased bracket to 32 due to ratio of 1:6.5.
	2014	Increased bracket to 36 due to ratio of 1:6.5.
	2015	Increased bracket to 38 due to ratio of 1:6.5.
	2016	Increased bracket to 40 due to ratio of 1:6.5.
	2018	Increased bracket to 42 due to ratio of 1:6.5.
MEN'S AND WOMEN'S RIFLE		
1980: 90	1982	Reduced from 69 to a maximum of 56 individuals.
2019-20*: 3	1993	Reduced from 56 to a maximum of 48 individuals, effective 1995-96.
	1995	Reaffirmed decision to reduce field size, effective with the 1995-96 academic year.
(*Division III sponsorship number: men, women and mixed)		
WOMEN'S ROWING		
1997: 90	1995	Approved eight teams and a total of 296 participants. Increased to 10 teams with 344 athletes. The number of travelers decreased from 440 to 436 due to the number of boats reduced from 40 to 39.
	1999	Stayed at 10 teams with 311 competitors.
	2001	Established six-team championship, effective in 2002.
DIVISION III WOMEN'S ROWING		
2002: 42	2002	First year for championship with 108 total competitors: Pool A – 2; Pool B – 3; Pool C – 1.
2019-20: 46	2003	Pool A – 1; Pools B and C – 5.
	2004	Approved two at-large boats be selected to the championship field. Squad size will be 11 and travel party will be 13.
	2007	Increase to 7 teams with a 1:6/5 ratio.
	2007	Pool A – 1; Pools B and C – 6.
	2012	Bracket at 6 teams and two at-large boats.
	2018	Field size increased to eight full teams; at-large boat selection discontinued.
MEN'S AND WOMEN'S SKIING		
1980: 57	1978	Directed to reduce by 10 percent
2019-20*: 16	1978	Determined that a significant reduction was made in 1975 men's and further reduction was not necessary.
	1979	Directed to reduce in accordance with the ratio for other individual/team championships.
	1980	Reduced squad size from 12 to 10; approved reduction to 169.
	1981	Directed to reduce from 169 to 167 (approximately 120 actual individuals).
	1982	Directed (if a team championship) to limit number of teams to 12.5 percent of total sponsorship; if an individual championship, to limit individuals to 8.3 percent of

		regular-season participants in 1983 to 6.5 percent in 1984 (approximately 78 actual participants).
	1982	Reconsidered April decision and approved a maximum of 127 (approximately 94 actual individuals); reduced maximum squad size from 10 to eight.
	1983	Convention established a combined men's and women's championship; approved maximum of 127 (approximately 94 actual individuals each).
	1985	Directed to reduce field size to a maximum of 108 (approximately 80 actual individuals each).
	1986	Denied increase from seven to eight relay teams.
	1993	Directed to reduce field size from 160 to 148.
	1995	Reaffirmed decision to reduce field size, effective with the 1995-96 academic year. Field size is 148.
(*Division III sponsorship number: men, women and mixed)		
DIVISION III MEN'S SOCCER		
1980: 229	1980	Increased from 16 to 24 teams.
2019-20: 419	1984	Denied increase to 28 teams.
	1985	Denied increase to 28 teams.
	1986	Denied increase to 28 teams.
	1989	Denied increase to 32 teams.
	1990	Increased from 24 to 32 teams.
	1996	Increased from 32 to 40 teams.
	1999	Increased from 40 to 44 teams.
	2005	Increased from 44 to 57 teams.
	2009	Increased from 57 to 60 teams.
	2011	Increased from 60 to 61 teams.
	2016	Increased from 61 to 62 teams.
DIVISION III WOMEN'S SOCCER		
1986: 127	1985	Convention established the championship effective in 1986; field size to be determined.
2019-20: 440	1986	Approved 12 teams.
	1988	Increased to 16 teams.
	1991	Deferred until August 1991 request for expansion to 20 teams.
	1991	Increased to 20 teams.
	1995	Increased to 24 teams.
	1999	Increased to 45 teams. Implemented automatic qualification with 30 automatic qualifiers.
	2003	Now have 35 automatic qualifiers.
	2004	Now have 37 automatic qualifiers.
	2005	Approved increase from 45 to 60 teams effective with 2005 championship based on new ratio.
	2008	Bracket increase to 61 teams using 1:6.5 ratio.
	2009	Bracket increase to 63 teams using 1:6.5 ratio.
	2011	Bracket increase to 64 teams using 1:6.5 ratio.
DIVISION III SOFTBALL		
1982: 160	1981	Approved to 16 teams.
2019-20: 4012	1982	Reduced to 10 teams for 1982 only.

	1982	Restored to 16 teams.
	1983	Denied increase to 20 teams.
	1984	Denied increase to 20 teams.
	1985	Denied increase to 18 teams.
	1986	Denied increase to 18 teams.
	1987	Tabled increase request to 18 teams.
	1987	Approved increase to 20 teams.
	1989	Denied increase to 24 teams.
	1993	Increased to 24 teams.
	1996	Increased to 40 teams per restructuring enhancement model.
	1999	Increased to 43 teams.
	2001	Denied increase to 48 teams.
	2003	Increased field to 44 teams for the 2004 championship (one-year exception) to provide two Pool C berths; 43 teams again for 2005.
	2006	Increased field to 59 teams for the 2006 championship.
	2010	Increased field to 60 teams.
	2012	Increased field to 61 teams.
	2013	Increased field to 62 teams.
	2018	Seeding of teams at the finals.
DIVISION III MEN'S SWIMMING		
1980: 146	1978	Set as a guide 36 individuals per event in determining qualifying standards.
2019-20: 241	1981	Reduced to 32 per event in determining qualifying standards.
	1984	Reduced to 28 per event in determining qualifying standards.
	1985	Approved a diving qualifying meet the day preceding the championships. Directed the committee to come in line with the 1:16 ratio.
	1986	Directed to set standards to achieve 12 entries per relay event, rather than 24.
	1987	Approved 200-yard medley relay and 200-yard freestyle relay events, stipulating that only already qualified athletes could compete.
	1989	Directed to establish standards to achieve participation ratios of 1:12 for 1990 as a benchmark.
	1990	Directed to move to a 1:14 ratio for 1991 championship.
	1991	Directed to limit the number of individuals to 239.
	1992	Denied request to retain 239 individuals and directed to move to a 1:16 ratio (209 participants).
	1998	Deferred a request to increase cap from 209 to 258 to increase the number of relay-only swimmers.
	1999	Approved 16 additional relay-only swimmers to the meet.
	2000	Directed to limit the number of individuals to 225.
	2003	Eliminated the practice of entering a student-athlete into four events and set the maximum entries at three.
	2009	Approved an increase to the field size from 225 to 260 for 2011.
DIVISION III WOMEN'S SWIMMING		
1982: 130	1981	Set As a guide 32 individuals per event.
2019-20: 269	1984	Reduced to 28 per event in determining qualifying standards.
	1985	Approved a diving qualifying meet on the day preceding the championships. Directed the committee to come in line with the 1:16 ratio.
	1986	Directed the set standards to achieve 12 entries per relay event, rather than 24.

	1988	Determined that the 200-yard medley relay and 200-yard freestyle relay events would be made optional-entry events only.
	1989	Directed to establish standards to achieve participation ratios of 1:12 for 1990 as a benchmark.
	1990	Directed to move to 1:14 ratio for the 1991 championship.
	1991	Directed to limit number of individuals to 247.
	1992	Denied request to retain 247 individuals and directed to move to a 1:16 ratio (216 participants).
	1996	Directed to eliminate the diving pre-qualifying meet and determine a new procedure for selecting diving participants to the championship.
	1998	Increased the travel party by one non-athlete when the team has one or more qualified divers.
	1999	Approved the addition of 16 relay-only swimmers to the meet (216 to 231 cap).
	2000	Directed to limit number of individuals to 232.
	2003	Eliminated the practice of entering a student-athlete into four events and set the maximum number of entries at three.
	2009	Approved an increase to the field size from 232 to 276 for 2011.
	2018	Approved an increase to the field size from 276 to 319.
DIVISION III MEN'S TENNIS		
1980: 258	1981	Denied expansion to include an eight-team championship.
2019-20: 331	1982	Approved an eight-team championship; directed the number of individuals in all competition be limited to 3.1 percent of regular-season participants.
	1983	Approved 90 individuals.
	1984	Denied request that individuals selected from host institution not be counted in approved field size.
	1985	Denied request to eliminate maximum field size of 90.
	1986	Denied increase in maximum field size of 112.
	1987	Deferred increase to 112 until December 1987 meeting.
	1987	Approved 10-team championship and increased field size to 112.
	1989	Defer until December meeting consideration of expanding bracket from 10 to 12 teams, with no increase in total number of participants.
	1990	Approved 12-team championship.
	1991	Increased from 112 to 124.
	1994.	Approved the conduct of regional qualifying tournaments. Each regional tournament would consist of a minimum of six and a maximum of twelve teams, not to exceed 40 teams. Reduced the team championships to eight teams.
	1996	Eliminated regional qualifying tournaments. Restored the team championship to 12.
	1997	Approved 16 team championship with first two rounds of team tournament conducted at non-predetermined regional sites.
	1998	Denied increase from 124 to 264.
	1999	Approved increase from 124 to 202; approved 27-team format (squad size of 7).
	2004	Approved automatic qualifying principles for men's tennis. Bracket size 27 teams.
	2005	Approved bracket size to reflect previous year's sponsorship numbers, effective 2006-07. Bracket size 41 teams.
	2006	Approved squad size increase from seven to eight, effective 2006-07.
	2012	Bracket size increase to 44 teams.
	2015	Bracket size decrease to 43 teams.
	2019	Day of rest added between team and individual portions of the championships.

DIVISION III WOMEN'S TENNIS		
1986: 219	1981	Approved eight teams, 32 singles and 16 doubles teams.
2019-20: 368	1988	Approved increase to 10 teams.
	1989	Defer until December meeting consideration of expanding bracket from 10 to 12 teams, with a cap of 112 participants.
	1992	Approved 12-team championship with limit on field size of 100 participants.
	1993	Increased field size from 100 to 112.
	1998	Denied increase from 124 to 264.
	1999	Increased to 222.
	2000	(26 teams X 8 = 208 players) + (32 single players) + (16 doubles players) = 256 total.
	2005	Approved bracket increase along with automatic qualification, effective with the 2007 championships (1:7.5 ratio).
	2006	47-team bracket with 32 conferences receiving AQ.
	2008	47-team bracket (including AQs). No change to bracket size: however, the AQs increase by one.
	2013	Bracket increased to 50 teams.
	2015	Bracket decrease to 49 teams.
	2019	Day of rest added between team and individual portions of the championships.
DIVISION III MEN'S INDOOR TRACK		
1984: 131	1984	Convention established the championships.
2019-20: 296	1984	Approved 12 events, 10 participants per event including one six-team relay (134 total); subsequently received approval to increase the number of participants in individual events and not conduct a relay.
	1985	Denied increase in maximum field size to 158.
	1986	Denied increase to 12 participants per event; approved relay event (158 total participants).
	1989	Directed to maintain current number of participants as a cap (158, 1:27 ratio), and continue use of a provisional standard to achieve the cap.
	1999	Increased from 158 to 200 opportunities.
	2008	Increased from 200 to 223 opportunities.
	2011	Increased from 223 to 249 opportunities.
	2013	Increased from 249 to 321 opportunities.
	2019	Increased from 321 to 396 opportunities.
DIVISION III WOMEN'S INDOOR TRACK		
1985: 101	1984	Convention established the championships.
2019-20: 301	1984	Approved 10 events, 10 participants per event, including one six-team relay (114 total); subsequently received approval to increase the number of participants in individual events and not conduct a relay.
	1985	Denied increase in maximum field size to 138.
	1986	Denied increase to 12 participants per event; approved relay event (138 total participants).
	1989	Directed to maintain current number of participants as a cap (138, 1:18.1 ratio), and continue use of a provisional standard to achieve the cap.
	1995	Increased number of participants from 138 to 149 to accommodate weight throw.
	1999	Increased from 149 to 200 opportunities.
	2008	Increased from 200 to 223 opportunities.
	2012	Increased from 223 to 351 participants.

	2019	Increased from 351 to 396 opportunities.
DIVISION III MEN'S OUTDOOR TRACK		
1980: 216	1978	Established qualifying standards to limit the number of individuals per event to 24 in the 800-, 1,500-, 5,000- and 10,000-meter races, the 3,000-meter steeplechase and all field events; 32 per event in the 100-, 200- and 400-meter races, the 110-meter hurdles and 400-meter intermediate hurdles; 20 teams in the 400- and 1,600-meter relays, and 12 to 16 in the decathlon (688).
2019-20: 325	1985	Directed to achieve a 1:16 ratio by 1986.
	1989	Directed to establish standards to maintain 1989 field size as a benchmark (327, 1:19.8 ratio); and maintain the current qualifying system.
	1989	Approved 344 opportunities as a benchmark (1:17.4 ratio).
	2009	Increase number of opportunities from 344 to 398 for 2011.
	2013	Increase number of opportunities from 398 to 508.
DIVISION III WOMEN'S OUTDOOR TRACK		
1982: 146	1983	Directed to recommend a desired number of individuals per event in accordance with 1:16 ratio by August 1984.
2019-20: 336	1984	Approved for 1985 only, qualifying standards to limit the number of individuals per event to 18 in the 100-, 200-, 400-, 800-, 3,000- and 5,000-meter races, and the 100- and 400-meter hurdles; 16 in the 1,500- and the 10,000-meter races, 400-meter relay, shot put, discus, javelin, high jump, long jump, triple jump; 12 in the 1,600-meter relay and 12 to 16 in the heptathlon (396 total).
	1985	Directed to achieve a 1:16 ratio by 1987.
	1989	Directed to establish standards to maintain 1989 field size as a benchmark (234, 1:16.1 ratio); and maintain the current qualifying system.
	1989	Approved 246 participants as a benchmark (1:15.3 ratio).
	1993	Increased field size to 315 participants.
	1995	Increased number of participants from 315 to 330 to increase relay participants.
	2000	Added pole vault and increased number to 331.
	2000	Increased number of opportunities from 331 to 344.
	2009	Increase number of opportunities from 344 to 398 for 2011.
	2013	Increase number of opportunities from 398 to 546.
MEN'S VOLLEYBALL		
1980: 80	1969	Approved four teams.
	1991	Denied increase to eight teams.
	2006	Approved expansion to eight teams. Funds were not available within budget cycle.
	2008	Approved expansion to eight teams. Funds were not available within budget cycle.
DIVISION III MEN'S VOLLEYBALL		
2011-12: 55	2011	Convention approved first championship with 9-team bracket effective 2011-12 season. Pool – 6; Pool B – 0, Pool C – 3.
2019-20: 107	2014	Bracket expanded to 10 teams.
	2017	Bracket expanded to 12 teams.
	2018	Bracket reformatted to a four-team final site from an eight-team final site.
	2019	Bracket expanded to 14 teams.
DIVISION III WOMEN'S VOLLEYBALL		
1981: 221	1981	Approved 24 teams.

2019-20: 434	1981	Reduced to 10 teams for 1981 only.
	1982	Restored to 24 teams.
	1993	Increased to 32 teams.
	1997	Increased to 48 teams.
	2003	Approved increased bracket so that ratio is 1:6.5 (effective 04-05). In 04-05, 60 teams.
	2007	Increased bracket to 61 teams (effective 07-08).
	2009	Increased bracket to 62 teams.
	2010	Increased bracket to 63 teams.
	2011	Increased bracket to 64 teams.
	2017	Seeding of teams at the finals.
MEN'S WATER POLO		
1980: 53	1968	Approved eight teams.
2018-19*: 15	1993	Reduced field size from eight to four, effective with the 1995 championship.
	2013	Added to play-in games.
*Division III sponsorship number.		
WOMEN'S WATER POLO		
2000: 48	1999	Approved to four teams.
2019-20*: 16	2004	Increased four-team championship to eight-team championship (Effective 2004-05).
*Division III sponsorship number.		
DIVISION III WRESTLING		
1980: 150	1978	Reduced from an unlimited number to 300 individuals.
2019-20: 109	1982	Directed to reduce from 300 (1982) to 233 (1983) to 175 (1984) from 8.3 percent to 6.25 percent of regular-season participants.
	1982	Approved 233 for 1983 and 175 for 1984.
	1983	Approved to maintain 233 for 1984 only.
	1984	Denied to maintain 233 and directed to reduce to 200.
	1985	Approved to maintain 200.
	1997	Reaffirmed 200 participants for 1998, 180 participants for 1999, and 160 participants for 2000.
	1998	Denied to maintain at 180 participants for 2000.
	1998	Decreased to 180 participants.
	1999	Decreased to 160 participants.
	2001	Denied increase from 160 to 180 participants.
	2003	Denied request to increase from 160 to 200 participants, using a five-regional format (40 qualifiers per regional).
	2009	Approved a field size increase from 160 to 170 participants for 2011.
	2013	Six region format was adopted allowing each institution to compete in regional competition to advance to the championship. Increased participants to 180.

APPENDIX F ● EXCERPTED LEGISLATION GOVERNING DIVISION III COMMITTEES

ELIGIBILITY FOR MEMBERSHIP

[21.9.1]

1. **On the Staff.** Individual shall be salaried on a regular basis by a Division III member institution or conference and perform a regular staff function representing at least 50 percent of the normal workload, unless otherwise specified. [21.9.1.1]
2. **Modification in Employment Status.** If a member's employment status is altered to the extent that the individual no longer meets their requirement, the individual shall be replaced at the Division III Management Council meeting and Presidents Council meetings immediately following the change in status. [21.9.1.1.1]
3. **Individuals on Sabbatical or Temporary Leave.** An individual on such leave for a period not exceeding 12 consecutive months may be considered to be "on the staff." An individual on terminal leave or on a leave in excess of 12 consecutive months shall not be eligible to serve. [21.9.1.1.2]

APPOINTMENTS, METHOD OF SELECTION AND TERM OF OFFICE

[21.9.2]

1. **Appointment or Election.** Unless otherwise specified, Division III members of committees will be appointed or elected by the Division III Management Council. Unless otherwise specified, the former committee member may be appointed or elected to an additional term on that committee after three years have elapsed. Unless otherwise specified, an individual who has served more than two terms on a committee may not serve further on that committee. A member serving more than one-half of a four-year term is ineligible to seek immediate reelection. [21.9.2.2]
2. **Length of Term.** Unless otherwise specified, the Division III members of committees shall be appointed for one four-year term. Unless otherwise specified, the terms of service of general committee members [21.9.6] shall commence in January following the adjournment of the annual NCAA Convention following the member's election or appointment. The terms of service of all other committee members shall commence on the first day of September following the member's appointment. [21.9.2.1]
3. **Unexpired Portion of Term.** Members appointed to fill vacancies shall be appointed only for the unexpired portion of that term. Members who serve more than one-half of a term in such instances shall be considered to have served a full term. [21.9.2.3.1]
4. **Adjustments to Achieve Staggered Terms.** Members may be appointed for less than full terms whenever it is necessary to adjust the membership of a committee to ensure that vacancies occur in proper sequence. Members who serve more than one-half of a term in such instance shall be considered to have served a full term. [21.9.2.4]

REMOVAL FROM COMMITTEE

[21.9.3]

The chair of each committee is authorized to recommend to the 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 Management Council shall be removed from the committee.

CONFLICT OF INTEREST

[21.9.4]

[Language revised by Executive Committee at April 2009 meeting] The NCAA is a voluntary Association comprised of colleges, universities, conferences and other organizations, and governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division, or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members

to their own intuitions, their conference, and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations to their institution, second to their conference, and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference, or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this Statement.

In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use knowledge or information obtained solely due to service on that committee to the disadvantage of the Association during the term of committee service. Further, a Committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations which he/she may have hereunder, and should recuse him/herself from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation. (August 2008 Executive Committee minutes)

SPEAKING AGENT POLICY

The president of the Association and the chair of the Executive Committee 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 Executive Committee of the Association as a speaking agent or the Association on that issue. Committee chairs are hereby designated as speaking agents or 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 NCAA Executive Committee or the president of the Association. The president of the Association is hereby granted authority to designate additional speaking agents of the Association. (April 2001 executive Committee minutes)

REQUIREMENTS RELATED TO ASSOCIATION-WIDE GENERAL COMMITTEES

[21.2.1]

Method of Selection and Operation. Each division's governance structure shall appoint members to serve on the general Association-wide committees, consistent with the division's committee appointment procedures. The membership of each committee shall include representatives from each of the Association's membership divisions, including each subdivision of Division I. The Executive Committee shall ratify the appointment of all individuals serving on Association-wide committees and shall appoint the chairs of those committees.

REQUIREMENTS RELATED TO DIVISION III SPORTS COMMITTEES WITH CHAMPIONSHIPS ADMINISTRATION RESPONSIBILITIES

[21.9.7]

1. **Method of Selection.** The Division III members of each common committee per Bylaw 21.4 and 21.5, and each Division III sports committee per Bylaw 21.9.7 shall be nominated by the Nominating Committee. The Nominating Committee will forward a slate to the Championships Committee for appointment, subject to final approval by the Management Council and the Presidents Council. [21.9.1.4.1]
2. **Composition Requirements.** At least 50 percent of the positions on each team sports committee and at least 25 percent of the positions on each individual sports committee shall be filled by athletics administrators (i.e., athletics directors, associate or assistant athletics directors, senior woman administrators, 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). [21.9.1.4.2]
3. **Sports Committees with Only Championships Administration Responsibilities.** To conduct Division III championships in an efficient and orderly fashion, sports committees with only championship administration responsibilities shall be established and shall report directly to the Championships Committee (per Bylaw 21.9.6.2). [21.9.7]
4. **Duties.** Each committee shall be responsible for developing policies and procedures governing the administration and conduct of the championships under its jurisdiction, subject to the direction and approval of the Championships Committee and the requirements, standards and conditions prescribed by Bylaw 31. (Also see Bylaw 31 for committee duties related to the administration of championships). [21.9.7.1.1]
5. **Special Operating Rules.** Each committee shall act as one body to determine general policies for the administration of championships. [21.9.7.1.2]
6. **Selection Criteria.** Each committee shall have the authority to establish championships selection criteria, including requirements to utilize regular-season playing rules that conform with rules used in NCAA championships under its jurisdiction in those sports for which the Association does not maintain playing rules. [21.9.7.1.3]
7. **Regional Advisory Committees.** Regional advisory committees may be appointed by each sports committee as prescribed by the Championships Committee. [21.9.6.1.4]

APPENDIX G • DIVISION III CHAMPIONSHIPS COMMITTEE LIAISONS TO SPORTS COMMITTEES

SPORT COMMITTEE	DIII COMMITTEE LIAISON	TOURNAMENT OPERATIONS (P: 317-917-XXXX)		SPORT COMMITTEE CHAIR
		PRIMARY LIAISON	SUPPORT	
BASEBALL	Jason Fein jfein@bates.edu	JP Williams – 6761 jpwilliams@ncaa.org	Nick Strah – 6674 nstrah@ncaa.org	Frank Pericolosi Pomona-Pitzer
M BASKETBALL	Jason Fein jfein@bates.edu	Alex Mortillaro – 6229 amortillaro@ncaa.org	---	Sam Atkinson Gallaudet
W BASKETBALL	John Neese jneese@hsutx.edu	Kelly Whitaker – 6511 kwhitaker@ncaa.org	Ethan Walker – 6476 ewalker@ncaa.org	Karin Harvey Mount Claire State
FIELD HOCKEY	Chuck Mitrano cmitrano@Empire8.com	Kelly Whitaker – 6511 kwhitaker@ncaa.org	Ethan Walker – 6476 ewalker@ncaa.org	Jenn Noon FDU-Florham
FOOTBALL	John Neese jneese@hsutx.edu	JP Williams – 6761 jpwilliams@ncaa.org	Nick Strah – 6674 nstrah@ncaa.org	Jim Catanzaro Lake Forest
M GOLF	Michelle Morgan mmorgan@jcu.edu	John Kuzio – 6384 jkuzio@ncaa.org	---	Bob Simms St. John Fisher
W GOLF	Robin Baker bakerk@uwec.edu	Nancy O'Hara – 6162 nohara@ncaa.org	---	Jodie Burton Claremont-Mud Scripps
M ICE HOCKEY	Robin Baker bakerk@uwec.edu	Liz Suscha – 6189 lsuscha@ncaa.org	Laura Klee – 6535 lklee@ncaa.org	Tom DiCamillo SUNYAC
W ICE HOCKEY	Michelle Morgan mmorgan@jcu.edu	Aaron King – 6771 aking@ncaa.org	---	Crystal Lanning Wisc.-River Falls
M LACROSSE	Chuck Mitrano cmitrano@Empire8.com	Will Hopkins – 6779 whopkins@ncaa.org	Alex Mortillaro – 6229 amortillaro@ncaa.org	Tom Emberly Skyline Conference
W LACROSSE	Kiki Jacobs kjacobs@rwu.edu	Kevin Alcox – 6085 kalcx@ncaa.org	Aaron King – 6771 aking@ncaa.org	Susan Hoffman SUNY Brockport
ROWING	Jason Fein jfein@bates.edu	Marie Scovron – 6494 mscovron@ncaa.org		Carolyn Miles Williams
M SOCCER	Kiki Jacobs kjacobs@rwu.edu	Kevin Alcox-6085 kalcx@ncaa.org	Aaron King – 6771 aking@ncaa.org	Justin Serpone Amherst
W SOCCER	Kiki Jacobs kjacobs@rwu.edu	Morgan DeSpain-6505 mdespain@ncaa.org	Donisha Carter- 6652 dcarter@ncaa.org	Sean Sullivan Catholic
SOFTBALL	Penny Siqueiros psiqueiros@wesleyancollege.edu	Jan Gentry – 6626 jgentry@ncaa.org	Paige Newman – 6660 pnewman@ncaa.org	Kim Tatro Lawrence
MW SWIMMING & DIVING	Heather Benning benningh@midwestconference.org	Kevin Alcox-6085 kalcx@ncaa.org	Aaron King – 6771 aking@ncaa.org	Johan Lopez Merchant Marine
M TENNIS	John Neese jneese@hsutx.edu	Zach Christopher – 6112 zchristopher@ncaa.org	---	Patrick Summers NEWMAC
W TENNIS	John Neese jneese@hsutx.edu	Micaela Liddane mliddane@ncaa.org	---	Jennifer Dubow SCIAC
MW TRACK & FIELD	Kiki Jacobs kjacobs@rwu.edu	Laura Peterson – 6477 lpeterson@ncaa.org	Paige Newman – 6660 pnewman@ncaa.org	Dara Ford Otterbein University
M VOLLEYBALL	Chuck Mitrano cmitrano@Empire8.com	Nick Strah – 6674 nstrah@ncaa.org	---	John Garrett Hunter
W VOLLEYBALL	Penny Siqueiros psiqueiros@wesleyancollege.edu	Jan Gentry – 6626 jgentry@ncaa.org	Paige Newman – 6660 pnewman@ncaa.org	Moiria Long Springfield
WRESTLING	Robin Baker bakerk@uwec.edu	JP Williams – 6761 jpwilliams@ncaa.org	Nick Strah – 6674 nstrah@ncaa.org	Eric Van Kley Central (IA)

APPENDIX H • 2019-20 DIVISION III AUTOMATIC QUALIFICATION SPORT CHAMPIONSHIP BERTHS

Tentative allocations pending review of 2019-20 sponsorship.

SPORT	BRACKET SIZE	POOL A	POOL B	POOL C
BASEBALL	60	40	2	18
M BASKETBALL	64	43	1	20
W BASKETBALL	64	43	1	20
FIELD HOCKEY	24	17	2	5
FOOTBALL	32	27	0	5
#M GOLF	43 teams 6 individuals	32	3	8
#W GOLF	26 teams 6 individuals	22	2	2
M ICE HOCKEY	12	8	0	4
W ICE HOCKEY	10	7	0	3
M LACROSSE	36	27	1	8
W LACROSSE	44	32	1	11
ROWING	8	4	0	4
M SOCCER	64	42	1	21
W SOCCER	64	43	1	20
SOFTBALL	62	42	1	19
#M TENNIS	44 teams 32 singles 16 doubles	34	4	6
#W TENNIS	49 teams 32 singles 16 doubles	39	1	9
M VOLLEYBALL	16	10	2	4
W VOLLEYBALL	64	43	1	20
WRESTLING	180	n/a	n/a	n/a

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

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

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

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

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

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

Notes:

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

APPENDIX I • 2019-20 DIVISION III SELECTION PRINCIPLES GUIDELINES

SELECTION OF BERTHS

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

SELECTION CRITERIA

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

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

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

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

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

SECONDARY CRITERIA – FOR RANKING AND SELECTION

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

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

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

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

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

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

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

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

REGIONAL ALIGNMENTS

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

PAIRINGS AND SITE SELECTION

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

CONFERENCE MEMBERSHIP DEADLINE

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

TWO-YEAR WAITING PERIOD

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

SINGLE-SPORT CONFERENCES

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

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

SINGLE-SPORT CONFERENCE TRANSITION TO MULTISPORT CONFERENCE

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

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

REQUIRED RANKINGS

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

IN-REGION COMPETITION

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

The NCAA Travel Expense System mileage calculator will be used to confirm distance from campus to campus:
<https://web1.ncaa.org/TES/exec/miles>

SCHEDULING REQUIREMENTS

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

- Effective 2006-07, any contest against a school within an institution's defined membership region (NCAA Bylaw 4.12.1.1) shall count as an in-region game.
- Effective 2008-09, all conference games are considered in-region.
- In individual sports that select at-large championship participants as teams (e.g., golf and tennis), an institution's team must play at least 25 percent for golf and 50 percent for tennis of its scheduled competition against in-region opponents to be eligible for selection. The process for tracking in-region competition is to be based on the total of teams involved in overall regular-season competition. For example, if a golf team competes in five tournaments with a total of 50 teams, 25 percent of those teams must be in-region competition. Opponents may be included multiple times if they are at multiple tournaments.
- Effective 2015-16, for sports with a spring NCAA championship, an institution may exempt out-of-region contests conducted during one institutional vacation period (e.g., spring break). [NCAA Bylaw 31.3.2.3]

- End-of-season conference tournaments and postseason competitions are not included in the in-region calculation except in golf. [NCAA Bylaw 31.3.2]
- When calculating in-region competition, institutions should not include scrimmages or exhibition games.

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

APPENDIX J • 2019-20 DIVISION III SQUAD SIZE AND OFFICIAL TRAVELING PARTIES

SPORT	SQUAD SIZE	AVERAGE SQUAD SIZE (2018-19)	TRAVEL PARTY	BENCH SIZE	MINIMUM CONTESTS/EVENTS REQUIREMENT
BASEBALL	25	36.4	30	33	25
M BASKETBALL	15	18.4	20	18	18
W BASKETBALL	15	15.2	20	18	18
M CROSS COUNTRY	8	14.2	10	N/A	5 events 5 participants
W CROSS COUNTRY	8	13.7	10	N/A	5 events 5 participants
FIELD HOCKEY	24	21.2	29	34	12
FOOTBALL	58	102.2	68	78	7
M GOLF	5	10.3	6	N/A	6 contests 5 participants
W GOLF	5	7.2	6	N/A	6 contests 4 participants
M ICE HOCKEY	23	28.9	28	29	18
W ICE HOCKEY	23	23.7	28	29	18
M LACROSSE	32	34.3	37	42	10
W LACROSSE	28	21.2	33	38	10
ROWING	21	29.7	26 (full teams)	N/A	8*
M SOCCER	24	30.2	29	34	13
W SOCCER	24	25.7	29	34	13
SOFTBALL	20	19.3	25	30	24
M SWIMMING & DIVING	Max of 18	18.5	Plus 1 non-athlete for 1-5 SAs; plus 2 non-athletes for 6-10 SAs; plus 3 non-athletes for 11-15 SAs; plus 4 non-athletes for 16+ SAs.	Up to 23	8 contests 8 participants
W SWIMMING & DIVING	Max of 18	19.6	Plus 1 non-athlete for 1-5 SAs; plus 2 non-athletes for 6-10 SAs; plus 3 non-athletes for 11-15 SAs; plus 4 non-athletes for 16+ SAs.	Up to 23	8 contests 8 participants
M TENNIS	9	11.0	11	N/A	10 contests 6 participants
W TENNIS	9	10.5	11	N/A	10 contests 6 participants
M TRACK INDOOR	N/A	32.9	Plus 1 non-athlete for 1-5 SAs; plus 2 non-athletes for 6-N/A10 SAs; plus 3 non-athletes for 11-15 SAs; plus 4	N/A	5 contests 10 participants

			non-athletes for 16+ SAs.		
W TRACK INDOOR	N/A	29.0	Plus 1 non-athlete for 1-5 SAs; plus 2 non-athletes for 6-10 SAs; plus 3 non-athletes for 11-15 SAs; plus 4 non-athletes for 16+ SAs.	N/A	5 contests 10 participants
M TRACK OUTDOOR	N/A	31.5	Plus 1 non-athlete for 1-5 SAs; plus 2 non-athletes for 6-10 SAs; plus 3 non-athletes for 11-15 SAs; plus 4 non-athletes for 16+ SAs.	N/A	6 contests 12 participants
W TRACK OUTDOOR	N/A	27.9	Plus 1 non-athlete for 1-5 SAs; plus 2 non-athletes for 6-10 SAs; plus 3 non-athletes for 11-15 SAs; plus 4 non-athletes for 16+ SAs.	N/A	6 contests 12 participants
M VOLLEYBALL	17	14.5	22	25	17
W VOLLEYBALL	17	16.6	22	25	17
WRESTLING	N/A	27.2	Plus 1 non-athlete for 1-5 SAs; plus 2 non-athletes for 6-10 SAs; plus 3 non-athletes for 11-15 SAs; plus 4 non-athletes for 16+ SAs.	2 coaches; 1 medical.	7 contests 6 participants

For official NCAA travel policies, refer to <http://www.ncaa.org/championships/travel/championships-travel-information>.

BENCH SIZE. The bench size listed by sport allows for two medical staff. If an institution does not use one or both bench positions, they may not be used for other team personnel (student-athlete or non-student-athlete).

***WOMEN'S ROWING.** A team must have each boat compete two separate head-to-head races versus boats of the same category. For instance, I Eights versus I Eights and II Eights versus II Eights.

APPENDIX K ● DIVISION III TEAM SPORT REGIONAL RANKING

Note: only eligible teams are considered for rankings.

SPORT	RANKING BY REGION
BASEBALL	Central – eight teams Mid-Atlantic – 12 teams Mideast – 13 teams Midwest – eight teams New England – 14 teams New York – nine teams South – nine teams West – eight teams
M BASKETBALL	Atlantic – eight teams Central – eight teams East – eight teams Great Lakes – nine teams Middle Atlantic – eight teams Northeast – 11 teams South – eight teams West – eight teams
W BASKETBALL	Atlantic – eight teams Central – nine teams East – eight teams Great Lakes – nine teams Mid-Atlantic – eight teams Northeast – 12 teams South – nine teams West – eight teams
FIELD HOCKEY	Great Lakes – three teams New England East – five teams New England West – five teams North Atlantic – five teams South – five teams South Atlantic – eight teams
FOOTBALL	East – 10 teams North – 10 teams South – 10 teams West – 10 teams
M GOLF	Central – eight teams Great Lakes – eight teams Mid-Atlantic – eight teams North East – eight teams South East – eight teams West – eight teams
W GOLF	East – six teams Central – six teams Great Lakes – six teams Midwest – six teams West – six teams

M ICE HOCKEY	East – 10 teams West – five teams
W ICE HOCKEY	East – eight teams West – six teams
M LACROSSE	Region I – nine teams Region II – six teams Region III – eight teams Region IV – eight teams Region V – six teams
W LACROSSE	Northeast – six teams North – five teams East – eight teams Mid-Atlantic – eight teams South – six teams Great Lakes – seven teams West – eight teams
ROWING	Mid-Atlantic – three teams New England – five teams New York – four teams Pacific – three teams
M SOCCER	Central – seven teams East – eight teams Great Lakes – eight teams Mid-Atlantic – 10 teams New England – 12 teams North – seven teams South Atlantic – eight teams West – six teams
W SOCCER	Central – six teams East – eight teams Great Lakes – eight teams Mid-Atlantic – nine teams New England – 12 teams North – eight teams South Atlantic – nine teams West – seven teams
SOFTBALL	Atlantic – nine teams Central – eight teams East – nine teams Great Lakes – eight teams Midwest – eight teams New England – nine teams Northeast – nine teams West – seven teams
M TENNIS	Atlantic South – 15 teams Central - 15 teams North East – 14 teams West – eight teams
W TENNIS	Atlantic South – 17 teams Central – 16 teams New England – 17 teams

	West – eight teams
M VOLLEYBALL	East – eight teams West – nine teams
W VOLLEYBALL	Central – eight teams Great lakes – eight teams Mid-Atlantic – 11 teams Midwest – eight teams New England – 12 teams New York – 11 teams South – eight teams West – eight teams

APPENDIX L ● RECLASSIFYING AND PROVISIONAL INSTITUTIONS

PRIMARY CRITERIA

SELECTION CRITERIA	PROVISIONAL (YEARS 1 & 2) RECLASSIFYING INTO DIVISION III (YEARS 1 & 2) RECLASSIFYING OUT OF DIVISION III*	PROVISIONAL (YEARS 3 & 4) RECLASSIFYING INTO DIVISION III (YEARS 3 & 4)
Win-loss percentage against DIII opponents	Do not count	Count
DIII head-to-head competition	Do not count	Count
Results versus common opponents	Do not count	Count
Results versus ranked DIII teams as established by the final ranking and the ranking preceding the final ranking.	Not applicable	Not applicable
DIII strength-of-schedule	Do not count	Count
Won-lost % last 25% of the season	Do not count	Count

SECONDARY CRITERIA

SELECTION CRITERIA	PROVISIONAL (YEARS 1 & 2) RECLASSIFYING INTO DIVISION III (YEARS 1 & 2) RECLASSIFYING OUT OF DIVISION III*	PROVISIONAL (YEARS 3 & 4) RECLASSIFYING INTO DIVISION III (YEARS 3 & 4)
Non-DIII won-lost percentage	Count	Not applicable
Results versus common non-DIII opponents	Count	Not applicable
Minimum number of DIII contests for selection. ^	Do not count	Count
Division III non-conference strength-of-schedule	Do not count	Count

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

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

Institutions sponsoring team sports must schedule 70 percent of their competition against Division III in-region opponents to be eligible for championships selection (at-large or automatic qualification); for golf, the requirement is 25 percent, and for tennis, the requirement is 50 percent. An active Division III institution may count in-region opponents in any year of the provisional or reclassifying into Division III process in order to meet the in-region competition requirement for championships eligibility.

APPENDIX M ● APPROVED PREDETERMINED CHAMPIONSHIP SITES

Sport	Location	Host(s)	Venue
FALL			
Women's Volleyball	Cedar Rapids, IA	American Rivers Conference	U.S. Cellular Center
Field Hockey	Manheim, PA	Middle Atlantic Conference/Centennial Conference	Spooky Nook Sports
Men's and Women's Soccer	Greensboro, NC	UNC Greensboro and the Greensboro Sports Commission	UNCG Soccer Stadium
Men's and Women's Cross Country	Louisville, KY	Spalding/Louisville Sports Commission	E.P. Tom Sawyer State Park
Football	Shenandoah, TX	Mary Hardin-Baylor/City of Shenandoah	Woodforest Stadium
WINTER			
Men's Basketball	Fort Wayne, IN	Manchester/Visit Fort Wayne	Allen County War Memorial Coliseum
Women's Basketball	Columbus, OH	Capital/Greater Columbus Sports Commission	Capital Center Performance Arena
Men's Ice Hockey	Buffalo, NY	Buffalo State/SUNYAC	LECOM Harborcenter
Men's and Women's Swimming and Diving	Greensboro, NC	ODAC/Greensboro Sports Commission	Greensboro Aquatic Center
Men's and Women's Indoor Track and Field	Winston-Salem, NC	Guilford/Visit Winston-Salem	JDL Fast Track
Wrestling	Cedar Rapids, IA	American Rivers Conference	U.S. Cellular Center
SPRING			
Baseball	Cedar Rapids, IA	IIAC/Go Cedar Rapids	Veterans Memorial Stadium
Men's Golf	Palm Beach Gardens, FL	Emory/Palm Beach County Sports Commission	PGA National Resort
Women's Golf	Palm Beach Gardens, FL	Emory/Palm Beach County Sports Commission	PGA National Resort
Men's Lacrosse	Philadelphia, PA	Drexel	Lincoln Financial Field
Women's Lacrosse	Baltimore, MD	Johns Hopkins/Maryland Sports	Homewood Field
Rowing	Oak Ridge, TN	Tennessee	Oak Ridge Rowing Association
Softball	Tyler, TX	Texas-Tyler	Suddenlink Field
Men's and Women's Tennis	St. Louis, MO	Washington-St. Louis	Dwight Davis Memorial Tennis Center
Men's and Women's Outdoor Track and Field	Rochester, NY	St. John Fisher	Polisseni Track and Field Complex
Men's Volleyball	Dubuque, IA	Loras	Athletic Wellness Center

*The Division III Management Council approved a change permitting alcohol sales at future joint championships that include Division I, provided they meet the required parameters and are held in the same facility.

APPENDIX N ● TEAM SPORTS BRACKET FORMATIONS

DIVISION III TEAM SPORT BRACKET FORMATS – 2019-20 CHAMPIONSHIPS

SPORT	BRACKET FORMAT				
BASEBALL <i>60 teams</i>	Regionals (Fri-Sun) 4 teams @ 14 sites 2 teams @ 2 sites	Super Regionals (Fri-Sat) 2 teams @ 8 sites		Finals (Fri-Tues/Wed-if necessary game) 8 teams	
M BASKETBALL <i>64 teams</i>	First/Second Rounds (Fri-Sat) 4 teams @ 16 sites	Third Round (Fri-Sat) 2 teams @ 8 sites		Quarters and Semis (Fri-Sat) 8 teams @ 1 site	Championship 2 teams @ 1 site
W BASKETBALL <i>64 teams</i>	First/Second Rounds (Fri-Sat) 4 teams @ 16 sites	Sectionals (Fri-Sat) 4 teams @ 4 sites		Finals (Fri-Sat) 4 teams	
FIELD HOCKEY <i>24 teams</i>	First Round (Wed) 2 teams @ 8 sites	Second/Third Rounds (Sat-Sun) 4 teams @ 4 sites		Finals (Sat-Sun) 4 teams	
FOOTBALL <i>32 teams</i>	First Round (Sat) 2 teams @ 16 sites	Second Round (Sat) 2 teams @ 8 sites	Quarterfinals (Sat) 2 teams @ 4 sites	Semifinals (Sat) 2 teams @ 2 sites	Finals (Fri or Sat) 2 teams
M ICE HOCKEY <i>12 teams</i>	First Round (Sat) 2 teams @ 4 sites	Quarterfinals (Sat) 2 teams @ 4 sites		Finals (Fri-Sat) 4 teams	
W ICE HOCKEY <i>10 teams</i>	First Round (Wed) 2 teams @ 2 sites	Quarterfinals (Sat) 2 teams @ 4 sites		Finals (Fri-Sat) 4 teams @ 1 site	
M LACROSSE <i>36 teams</i>	First Round (Wed) 2 teams @ 4 sites	Second Round/Third Round (Sat-Sun) 4 teams @ 8 sites	Quarterfinals/Semifinals (Sat-Sun) 4 teams @ 2 sites	Finals (Sun) 2 teams @ 1 site	
W LACROSSE <i>44 teams</i>	First/Second Rounds (Sat-Sun) 3 teams @ 12 sites 2 teams @ 4 sites	Regionals (Sat-Sun) 4 teams @ 4 sites		Finals (Sat-Sun) 4 teams	
M SOCCER <i>64 teams</i>	First/Second Round (Fri-Sat or Sat-Sun) 4 teams @ 16 sites	Sectionals (Fri-Sat or Sat-Sun) 4 teams @ 4 sites		Finals (Fri-Sat) 4 teams	
W SOCCER <i>64 teams</i>	First/Second Rounds (Fri-Sat or Sat-Sun) 4 teams @ 16 sites	Sectionals (Fri-Sat or Sat-Sun) 4 teams @ 4 sites		Finals (Fri-Sat) 4 teams	
SOFTBALL <i>62 teams</i>	Regionals (Fri-Sun) 4 teams @ 15 sites 2 teams @ 1 site	Super Regionals (Fri-Sat) 2 teams @ 8 sites		Finals (Thur-Tues) 8 teams	
M VOLLEYBALL <i>16 teams</i>	First/Second Round (Fri-Sat) 4 teams @ 4 sites	Finals (Fri-Sat) 4 teams			
W Volleyball <i>64 teams</i>	Regionals (Fri-Sun) 8 teams @ 8 sites	Finals (Thur-Sat) 8 teams			

APPENDIX O • CHAMPIONSHIP SELECTION DATES AND DATE FORMULAS

2019-20 DIVISION III CHAMPIONSHIP SELECTION DATES

Note: For all championships, the conference champion in that sport must be determined not later than 6 p.m. local time of the competition date on the date on which participants are selected for the NCAA championship. [Bylaw 31.3.2.1] The date included below reflects deadlines for AQ submission.

FALL

Women's volleyball	Monday, November 11, 2019
Field hockey	Monday, November 11, 2019
Men's soccer	Monday, November 11, 2019
Women's soccer	Monday, November 11, 2019
Men's and women's cross country	Sunday, November 17, 2019
Football	Sunday, November 17, 2019

WINTER

Men's basketball	Monday, March 2, 2020
Women's basketball	Monday, March 2, 2020
Men's ice hockey	Monday, March 9, 2020
Women's ice hockey	Monday, March 9, 2020
Men's and women's swimming and diving	Wednesday, February 26, 2020
Men's and Women's Indoor Track and Field	Sunday, March 8, 2020
Wrestling	Monday, March 2, 2020

SPRING

Baseball	Sunday, May 10, 2020
Men's golf	Monday, May 4, 2020
Women's golf	Monday, May 4, 2020
Men's lacrosse	Sunday, May 3, 2020
Women's lacrosse	Sunday, May 3, 2020
Rowing	Monday, May 11, 2020
Softball	Monday, May 4, 2020
Men's tennis	Monday, May 4, 2020
Women's tennis	Monday, May 4, 2020
Men's and women's outdoor track and field	Saturday, May 16, 2020
Men's volleyball	Sunday, April 12, 2020

SPORT		DATE FORMULA
BASEBALL	Regionals (16)	Friday-Sunday the weekend before Super Regionals.
	Super Regional (8)	Memorial Day Weekend (Friday and Saturday).
	Finals	Friday-Wednesday the weekend following Super Regionals.
M BASKETBALL	First/Second Rounds (16)	First Friday-Saturday in March.
	Sectionals (4)	Second Friday-Saturday in March.
	Finals	Third Friday-Saturday in March.
W BASKETBALL	First/Second Rounds (16)	First Friday-Saturday in March.
	Sectionals (4)	Second Friday-Saturday in March.
	Finals	Third Friday-Saturday in March.
M CROSS COUNTRY*	Regionals (8)	Saturday prior to finals.
	Finals	Saturday prior to Thanksgiving.
W CROSS COUNTRY*	Regionals (8)	Saturday prior to finals.
	Finals	Saturday prior to Thanksgiving.
FIELD HOCKEY	First Round (8)	Wednesday prior to second/third rounds.
	Second/Third Rounds (4)	One week prior to finals (Saturday-Sunday).
	Finals	One week prior to Thanksgiving (Saturday-Sunday).
FOOTBALL	First round (16)	Saturday one week prior to second round.
	Second round (8)	Saturday of Thanksgiving weekend.
	Quarterfinals	First Saturday in December.
	Semifinals	Second Saturday in December.
	Final	Third Saturday in December.
M GOLF	Finals	Second full week in May (Sunday-Saturday) with competition conducted Tuesday-Friday.
W GOLF		Second Tuesday in May (Tuesday-Friday).
M ICE HOCKEY	First round (4)	Saturday prior to quarterfinals.
	Quarterfinals	Saturday prior to finals.

	Finals	Fourth full weekend in March (Friday-Saturday).
W ICE HOCKEY	First rounds (2)	Wednesday prior to quarterfinals.
	Quarterfinals (4)	Saturday prior to finals.
	Finals	Third full weekend in March (Friday-Saturday).
M LACROSSE	First round (4)	Wednesday prior to the second round.
	Second & Third round (8)	Two weekends prior to finals (Saturday/Sunday).
	Quarterfinals & Semifinals	One weekend prior to finals (Saturday/Sunday).
	Finals	Sunday of Memorial Day weekend.
W LACROSSE	First round (10)	Saturday before the second round.
	Second round (6)	Sunday prior to regionals.
	Regionals (4)	Saturday-Sunday prior to finals.
	Finals	Fourth full weekend in May (Saturday-Sunday).
ROWING		Last Friday in May through last Saturday in May or first Saturday in June.
M SOCCER*	Two-game first/second rounds (2)	Friday-Saturday or Saturday-Sunday prior to Sectionals.
	Three-game first/second rounds (14)	Friday-Saturday or Saturday-Sunday prior to Sectionals.
	Sectionals (4)	Friday-Saturday or Saturday-Sunday, two weeks prior to finals.
	Finals	One weekend after Thanksgiving (Friday-Saturday).
W SOCCER*	First/Second rounds (16)	Friday-Saturday or Saturday-Sunday prior to sectionals.
	Sectionals (4)	Friday-Saturday or Saturday-Sunday prior to finals.
	Finals	Weekend after Thanksgiving (Friday-Saturday).
SOFTBALL	Regionals (16)	One week prior to the super regionals (Friday-Sunday).
	Super Regionals (8)	One week prior to the finals (Friday-Saturday).
	Finals	Memorial Day Weekend (Thursday-Tuesday).
M SWIMMING & DIVING*		Third Wednesday-Saturday in March.

		Diving regionals will take place the Friday and Saturday three weeks prior to the swimming and diving championship.
W SWIMMING & DIVING*		Third Wednesday-Saturday in March. Diving regionals will take place the Friday and Saturday three weeks prior to the swimming and diving championship.
M TENNIS*	First/Second/Third rounds (8)	Second Friday in May (Friday-Sunday).
	Finals	Monday prior to Memorial Day (Monday-Sunday).
W TENNIS*	First/second/third rounds (8)	Second Friday in May (Friday-Sunday).
	Finals	Monday prior to Memorial Day (Monday-Sunday).
M TRACK INDOOR*		Second weekend in March (Friday-Saturday).
W TRACK INDOOR*		Second weekend in March (Friday-Saturday).
M TRACK OUTDOOR*		Conclude last full weekend in May prior to Memorial Day (Thursday-Saturday).
W TRACK OUTDOOR*		Conclude last full weekend in May prior to Memorial Day (Thursday-Saturday).
M VOLLEYBALL	First/second rounds (4)	Friday-Saturday prior to the finals.
	Finals	Fourth full weekend in April (Friday-Saturday).
W VOLLEYBALL	Regionals (8)	One week prior to finals (Friday-Sunday).
	Finals	Weekend prior to Thanksgiving (Thursday-Saturday).
WRESTLING	Regionals (8)	Two weekends prior to the finals (Friday-Saturday or Saturday-Sunday).
	Finals	Second full weekend in March (Friday-Saturday).

*Common site for men's and women's competition.

APPENDIX P ● COMMITTEE ON INFRACTIONS VACATION PENALTIES

The NCAA national office staff would like to propose a consistent philosophy on how vacation penalties established by the NCAA Committee on Infractions would be applied across the board in every championship. Currently, in team championships if a student-athlete, who is deemed ineligible, competes in a championship, that team's participation in the championship is vacated. No places or results are adjusted. All finishes are listed as they happened on the playing surface with an asterisk listed next to the offending team as the result/finish was vacated by the Committee on Infractions. Therefore, if the championship team has a student-athlete who is later deemed ineligible, that championship is vacated and the second-place team is not elevated to first.

To be consistent, the staff recommends that the Committee on Infractions use its discretionary authority to 31.2.2.3 to apply the vacation penalties in the same fashion to any results in individual/team championships. Therefore, if a student-athlete is found to be ineligible, not only are his or her performances vacated, but also the place finish of the team. The meet is not rescored, and no place-finishes are altered. For example, if a student-athlete scores 20 points in the NCAA Swimming and Diving Championships for Team X, and they win the team title by 15 points, Team X does not get moved to second place and the second-place team does not get elevated to first. All individual performances, awards and honors to individuals on that team who were eligible will stand. For example, Joe Smith from Team X won the 50-meter freestyle and was not declared ineligible but his teammate was, he will still be the 50-meter champion. However, Team X will have to vacate its place in the team standings, and all finishes will be listed as they happened on the playing surface with an asterisk listed next to Team X and the ineligible student-athlete as the result/finish was vacated by the Committee on Infractions. In addition, as is with team sports, the ineligible student-athlete only has to participate and not necessarily score or accumulate points for the vacation to apply. In the case of an ineligible student-athlete who is a member of a relay team, the results and awards for that relay team will be vacated for all relay team members.

This policy will assist in ensuring that vacation penalties will be applied consistently across all sports. The team that had an ineligible basketball player play in one minute will have the same penalty as the team who had an ineligible wrestler who lost in the first round. By the same token, the soccer team that had the star player playing while ineligible will have the same penalty as the wrestling team who had a national champion. In addition, as with team championships, the team with the ineligible student-athlete must return the team trophy, if applicable, and any trophies won by the student-athlete must also be returned. Trophies won in individual events by eligible student-athletes may be retained. Sports committees would have the opportunity to provide information to the Committee on Infractions regarding the existence of any unique circumstances, and the Committee on Infractions would ensure appropriate and consistent application of the policy.

To ensure that all institutional and student-athlete vacations, statistics and records are accurately reflected in official NCAA publication and archives, the sports information director (or other designee as assigned by the director of athletics) would be asked to contact the NCAA director of statistics to identify the specific student-athlete(s) and contest(s) impacted by the penalties and confirm action needed by the institution.

In addition, the institution would then send a written confirmation of those discussions and actions agreed upon with the director of statistics to the NCAA statistics department. This document will be maintained in the permanent files of the statistics department to verify that records are accurate as corrected.

This written report would be delivered to the NCAA statistics department within ninety (90) days following the initial Committee on Infractions release or, if the vacation penalty is appealed, the final adjudication of the appeals process, whichever is later.

APPENDIX Q • REGIONAL ADVISORY COMMITTEE RESPONSIBILITIES

The role of the regional advisory committee is to assist the national committee in the evaluation of teams throughout the season as well as the evaluation of potential preliminary-round sites.

The duties of regional advisory committee members include the following:

- Be available for and participate in telephone conferences 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 and in-region requirements;
- Formulate recommendations (with rationale) to the national committee;
- Suggest modifications to regional alignment, if necessary;
- Ensure that all information reviewed by the RAC remains confidential;
- Understand that all conference-assigned individuals on the RAC represent the region, not the conference;
- If necessary, serve as an alternate for the regional chair on the national call while the chair's team is under consideration (includes voting responsibilities);
- If necessary, serve as an NCAA regional 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.

APPENDIX R ● REGIONAL ADVISORY COMMITTEE PROCEDURES

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

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

The following guidelines shall apply to regional advisory committees:

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

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

consideration, the chair shall monitor the call, but withdraw from discussions, to be replaced by an alternate chair, during the time periods when his or her team is being considered.

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

9. Appointment Procedures Timeline.

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

APPENDIX S ● EXPECTATIONS AND RESPONSIBILITIES OF REGIONAL ADVISORY COMMITTEE MEMBERS

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

1. Committed to a three-year term.

2. RAC orientation teleconference/webinar.

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

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

TIME COMMITMENT: 1 hour.

3. Weekly ranking preparation.

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

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

TIME COMMITMENT: 30-60 minutes, weekly.

4. Weekly ranking calls.

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

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

TIME COMMITMENT: 45-90 minutes, weekly.

5. Selection call.

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

WHEN: Selection Sunday.

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

6. NCAA site representative.

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

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

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

7. Availability to the membership.

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

WHEN: Periodically.

TIME COMMITMENT: Minimal.

8. Confidentiality.

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

9. Impartiality.

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

APPENDIX T • MEETINGS AND TELECONFERENCES

Division III Championships Committee

Call time: 10 a.m. Eastern time.

Call dates: Third Tuesday of each month.

The teleconference information will be same for all calls:

TELECONFERENCE: 866-590-5055

ACCESS CODE: 4208076

2019-20 important dates:

- Teleconferences:
 - December 17, 2019
 - March 17, 2020
 - April 21, 2020
 - May 19, 2020
 - August 18, 2020
 - October 20, 2020
 - November 17, 2020
 - December 15, 2020
- In-person meetings (Indianapolis):
 - February 4-5, 2020
 - June 22-23, 2020
 - September 13-15, 2020

Note: Teleconference dates and times are subject to change should conflicts arise (e.g., Management Council meetings).