

## **DIVISION III CHAMPIONSHIPS REGIONAL ADVISORY COMMITTEE PROCEDURES**

**Regional Advisory Committees.** 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. 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 communicated to the national governing sports committee.

The following guidelines shall apply to regional advisory committees:

1. Advisory committees should be comprised of a minimum of three members.
2. Each conference sponsoring the respective sport (with 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.

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.

7. 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.

8. 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.