



**A G E N D A**

National Collegiate Athletic Association

Division III Management Council

Grant Ballroom B  
NCAA national office

April 15-16, 2019

1. Welcome and announcements. (Stevie Baker-Watson)
2. Rosters, future meeting schedule and monthly updates. [Supplement Nos. 1a, 1b, 1c and 1d] (Baker-Watson)
3. Review of summary and minutes. (Baker-Watson)
  - a. Summary of winter 2019 quarterly meetings. [Supplement No. 2]
  - b. February 27 and March 20, 2019, Administrative Committee reports. [Supplement Nos. 3a and 3b]
4. Division III Philosophy Statement and Strategic Positioning Platform. [Supplement Nos. 4a and 4b] (Dan Dutcher)
5. Committee/subcommittee reports.
  - a. Division III Joint Presidents Council/Management Council committees and subcommittees.
    - (1) Convention-Planning Subcommittee. [Supplement No. 5] (Lori Mazza)
    - (2) Strategic-Planning and Finance Committee. [Supplement No. 6a] (Baker-Watson)
      - (a) 2018-19 budget-to-actual. [Supplement No. 6b] (Caryl West)
      - (b) Future projections. [Supplement No. 6c]
      - (c) Division III Strategic Plan (2019-2021). [Supplement No. 6d]
    - (3) Joint Legislative Steering Committee. (Baker-Watson)
  - b. Management Council subcommittees.
    - (1) Subcommittee for Legislative Relief. [Supplement No. 7] (Kate Roy)

- (2) Playing and Practice Seasons Subcommittee. [Supplement No. 8 will be distributed at the meeting] (Brad Bankston)

c. Division III committees.

- (1) Championships Committee. [Supplement Nos. 9a, 9b and 9c] (Bankston)
- (2) Committee on Infractions. (Sarah Feyerherm)
- (3) Financial Aid Committee. [Supplement Nos. 10a and 10b] (Kandis Schram)
- (4) Infractions Appeals Committee. (Roy)
- (5) Interpretations and Legislation Committee. [Supplement Nos. 11a, 11b, 11c and 11d] (Michelle Morgan)
- (6) Membership Committee. [Supplement Nos. 12a and 12b] (Laura Mooney)
- (7) Nominating Committee. [Supplement No. 13] (Mazza)
- (8) Student-Athlete Advisory Committee. [Supplement No. 14] (Sammy Kastner/Colby Pepper)
- (9) Committee on Student-Athlete Reinstatement. (Benning)

d. Association-wide committees.

- (1) Committee on Competitive Safeguards and Medical Aspects of Sports. [Supplement Nos. 15a and 15b] (Stevie Baker-Watson)
- (2) Committee on Sportsmanship and Ethical Conduct. [Supplement No. 16] (Morgan)
- (3) Committee on Women's Athletics. [Supplement No. 17] (Denise Udelhofen)
- (4) Minority Opportunities and Interests Committee. [Supplement No. 18] (Gerard Bryant)
- (5) Honors Committee. (Charles Brown)
- (6) Olympic Sports Liaison Committee. (Joe Walsh)
- (7) Playing Rules Oversight Panel. [Supplement Nos. 19a and 19b] (Dan Calandro)
- (8) Postgraduate Scholarship Committee. (Chuck Brown)

- (9) Research Committee. (Tim Millerick)
  - (10) Walter Byers Scholarship Committee. (Walsh)
6. Proposed Legislation for the 2020 Convention. (Jeff Myers/Bill Regan)
- a. Review of noncontroversial legislation approved by the Management Council. [Supplement No. 20]
  - b. Review administrative regulations approved by the Management Council. [Supplement No. 21]
  - c. Review of modifications of wording approved by the Management Council.
7. Division III Initiatives and updates.
- a. Diversity and Inclusion Working Group. [Supplement No. 22] (Bryant)
  - b. Faculty Athletics Representative (FAR) Engagement Working Group. [Supplement Nos. 23a and 23b] (Bankston)
  - c. LGBTQ Working Group. [Supplement Nos. 24a and 24b] (Louise McCleary)
  - d. Gameday the DIII Way. [Supplement No. 25] (Jay Jones)
  - e. Division III Identity Initiative. [Supplement No. 26] (Adam Skaggs)
  - f. Technology Users Group. [Supplement No. 27] (McCleary)
  - g. 360 Proof. [Supplement No. 28] (Eric Hartung)
  - h. International Ice Hockey Pilot. [Supplement Nos. 29a and 29b] (Hartung)
  - i. Injury surveillance program. [Supplement No. 30] (McCleary)
  - j. Division III Commissioner Business Management Resource subgroup. [Supplement Nos. 31a and 31b] (McCleary)
    - Conference Office Business Management Resource Document. [Supplement No. 31c]
  - k. Strategic Communications Working Group. [Supplement Nos. 32a and 32b] (Mazza)
    - 2019 Guide to Strategic Athletics Communications on Campus. [Supplement No. 32c will be posted later.]

- l. Division III University. [Supplement No. 33] (McCleary)
8. Association-wide updates and issues.
  - a. Board of Governors update. [Supplement No. 34a] (Mark Emmert/Donald Remy/Jackie Campbell)
    - (1) Nomination process to add independent members. [Supplement No. 34b]
    - (2) Sports Wagering Working Group. [Supplement No. 34c]
    - (3) Esports. [Supplement No. 34d]
    - (4) NCAA strategic plan. [Supplement No. 34e]
    - (5) Coaches credentialing.
    - (6) Student-Athlete Engagement Committee. [Supplement No. 34f]
    - (7) Committee to Promote Cultural Diversity & Equity. [Supplement No. 34g]
    - (8) Governmental Relations report. [Supplement No. 34h]
  - b. Sports Science Institute updates and timeline. [Supplement No. 35a] (Brian Hainline/John Parsons)
    - (1) Catastrophic Injury Prevention Interassociation Guideline. [Supplement No. 35b]
    - (2) Sports Wagering and Well-Being Summit.
    - (3) Football Concussion Data Taskforce. [Supplement No. 35c]
  - c. Women's Basketball Strategic Plan. [Supplement Nos. 36a, 36b and 36c] (Lynn Holzman/Binh Nguyen/Sandy Hatfield Clubb)
9. Other business. (Baker-Watson)
10. Adjournment.





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## FUTURE MEETING SCHEDULE

Attending	Dates	Meeting	Location
<b>2019</b>			
	April 13-14	Student-Athlete Advisory Committee (SAAC)	Indianapolis, IN
	April 15-16	Management Council	Indianapolis, IN
	April 24-25	Committee on Women's Athletics (CWA)	Atlanta, GA
	April 24-25	Minority Opportunities and Interest Committee (MOIC)	Atlanta, GA
	April 30 – May 1	Presidents Council	Indianapolis, IN
	May 15-17	Regional Rules Seminar	Indianapolis, IN
	June 3-5	Regional Rules Seminar	Denver, Colorado
	June 11-12	Student-Athlete Reinstatement (SAR) Committee	Indianapolis, IN
	June 17-18	Championships Committee	Indianapolis, IN
	June 19-20	Membership Committee	Indianapolis, IN
	June 24-25	DIII Commissioners/Asst. Commissioners Meeting	Indianapolis, IN
	July 20-21	SAAC	Indianapolis, IN
	July 21-23	Management Council	Indianapolis, IN
	August 6-7	Presidential Leadership Meeting	Indianapolis, IN
	August 7	Presidents Council	Indianapolis, IN
	Sept. 9-10	Championships Committee	Indianapolis, IN
	Sept. 10	Nominating Committee	Indianapolis, IN
	Sept. 11-12	Committee on Women's Athletics (CWA)	Indianapolis, IN
	Sept. 11-12	Minority Opportunities and Interest Committee (MOIC)	Indianapolis, IN
	Sept. 12	New Member Orientation	Indianapolis, IN
	Sept. 24-25	Interpretations and Legislative Committee (ILC)	Indianapolis, IN
	October 18-19	FAR Institute	Indianapolis, IN
	October 21-22	Management Council	Indianapolis, IN
	October 29-30	Presidents Council	Atlanta, Georgia
	November 10-11	SAAC	Indianapolis, IN
	November 11-12	Financial Aid Committee	Indianapolis, IN
	November 19-20	Student-Athlete Reinstatement (SAR) Committee	Indianapolis, IN
<b>2020</b>			
	Jan. 21-25	SAAC	Anaheim, California
	Jan. 22-25	NCAA Convention	Anaheim, California
	Jan. 22	Management Council	Anaheim, California
	Jan. 23	Presidents Council	Anaheim, California
	February 4-5	Championships Committee	Indianapolis, IN
	February 18-19	Membership Committee	Indianapolis, IN
	February 20-21	Interpretations and Legislative Committee (ILC)	Indianapolis, IN
	April 18-19	SAAC	Indianapolis, IN
	May 18-20	Regional Rules Seminar	Columbus, Ohio
	June 1-3	Regional Rules Seminar	Los Angeles, CA
	June 10-11	CSMAS	Indianapolis, IN
	June 24-25	Membership Committee	Indianapolis, IN
	July 18-19	SAAC	Indianapolis, IN
	July 20-21	Management Council	Indianapolis, IN
	August 4	Presidential Leadership Meeting	Indianapolis, IN
	August 5	Presidents Council	Indianapolis, IN
	October 19-20	Management Council	Indianapolis, IN
	October 27-28	Presidents Council	Indianapolis, IN
	November 15-16	SAAC	Indianapolis, IN

\*Dates subject to change.



## FUTURE MEETING SCHEDULE

### **Future Dates for 2021**

**SAAC**    **January 12-16 – Washington, D.C.**  
            **April 10-11 – Indianapolis, IN**  
            **July 17-18 – Indianapolis, IN**  
            **November 14-15 – Indianapolis, IN**

### **Future Dates for 2022**

**SAAC**    **January 18-22 – Indianapolis, IN**  
            **April 9-10 – Indianapolis, IN**  
            **July 16-17 – Indianapolis, IN**  
            **November 13-14 – Indianapolis, IN**

**MONTHLY UPDATE // ISSUE NO. 159 // MARCH 2019**

This update is a tool to enhance communication between the NCAA national office and the Division III membership, with distribution to athletics directors, senior woman administrators, faculty athletics representatives, presidents, national SAAC, conference commissioners and the NADIIIAA listserv. **We encourage athletics directors to share this communication with their athletics department members.** Please contact [Louise McCleary](#) to include an item or share comments, and remember to check out the Division III governance [homepage](#) for the latest news and information.

**HIGHLIGHTS****Hot Topics**

**FAR Updates**  
**360 Proof Updates**  
**CoSIDA Updates**  
**Diversity Spotlight**  
**Special Olympics**  
**AMA Updates**  
**Educational Information**  
**PROP Updates**  
**Committee Updates**  
**Key Dates**

**HOT TOPICS****Division III University**

The Division III staff is excited to introduce Division III University, an online learning platform, to provide educational modules to athletics directors, senior woman administrators, head coaches and conference commissioners. Initial Division III University modules relate to NCAA Division III overview; student-athlete well-being; and compliance.

Each chapter contains an interactive series of courses to educate users. The NCAA Sport Science Institute developed sexual violence prevention and mental health modules – two student-athlete well-being priority areas for Division III.

Access to Division III University is through NCAA MyApps on [ncaa.org](#). To access it, open the NCAA Learning Portal app (once it is assigned to you by your single source sign-on administrator) and click on the Division III University icon. Please note that you can launch the Division III University modules with any web browser, except Internet Explorer.

**Apply Now: LGBTQ Facilitator Training Program**

The Division III LGBTQ Working Group is pleased to announce its inaugural Division III LGBTQ ONETEAM Facilitator Program. This program is for nonstudent, full-time employees in Division III athletics who would like to facilitate a future LGBTQ ONETEAM program on their campus or in their conference. The facilitator training will occur May 21-23 in Indianapolis. Thirty participants will engage in a train-the-trainer workshop. All expenses will be covered by the NCAA. The application titled “Division III ONETEAM Facilitator Program” is available in the [Program Hub](#) until 5 p.m. Eastern time, Monday, April 1. Anyone who is interested in participating may apply directly. Please direct questions to [Jean Merrill](#), NCAA director of inclusion.

**Division III Week**

The eighth annual celebration of Division III Week, scheduled for April 1-7, is a great opportunity to call attention to the unique student-athlete experience enjoyed at our member institutions. Division III members are asked to highlight the activities and achievements of current student-athletes through scheduling an academic, athletics, co-curricular or extracurricular/community service activity. The [Division III Week Communications Kit](#) serves as a planning guide, and further information about Division III Week is [available online](#). Please let us know, in advance, all planned Division III Week activities, either by submitting information via the [online form](#), or sending it to [d3identity@ncaa.org](mailto:d3identity@ncaa.org). Providing this information in advance will assist the NCAA national office's promotion of the full array of planned activities. If you have questions, please contact [Adam Skaggs](#).



## **ACTION REQUEST: 2019 Graduation Rate Collection**

The Academic Portal to report federal graduation rates and enrollment data is now open. The submission deadline is **June 1**. Institutions can access the site through the NCAA's Single Source Sign-On system. In addition to the required student-body reporting, Division III members are strongly encouraged to provide the voluntary academic success rate data for the 2012-2013 student-athlete cohort. With the adoption of 2019 Convention legislation, Division III institutions will be required to begin reporting student-athlete graduation data in 2020. Participation in the 2019 reporting cycle provides an excellent opportunity for institutions to become familiar with the process. Please contact [Maria DeJulio](#) or [Eric Hartung](#) with any questions.

## **NCAA Division III Webinars**

The next Division III webinar will be from 1:30 to 2 p.m. Eastern time, **Tuesday, March 5**. The topic will be on NCAA mental health best practices and resources (Part I).

Future webinars will be conducted from 1:30 to 2 p.m. Eastern time on the following dates:

- April 2 – Mental health module – part II.
- May 7 – Management and Presidents Councils updates.
- June 4 – Injury Surveillance Program.

Each webinar will be limited to the first 250 participants. All past webinar [PowerPoints](#) are on the Division III website.

## **Instagram Account**

We are excited to share that the official Division III Instagram account is up and running. This platform will be used primarily throughout Division III championships, DIII Week and the NCAA Convention. Additionally, we intend to use the platform as an alternative to showcase the division's philosophy. Follow us and continue to pass along content for us to share. To access the Division III Instagram homepage, [click here](#).

## **FAR UPDATES**

### **2019 FAR Fellows Institute**

The Division III 2019 FAR Fellows Institute will be conducted Oct. 18-20 at the NCAA national office in Indianapolis. FARs with at least two years experience are invited to apply for a three-day professional development program, inclusive of travel. The program provides a thorough examination of best practices and issues surrounding the role and responsibility of the FAR, helps FAR Fellows develop the leadership skills necessary to carry out their responsibilities on campus and in their conference, and strengthens the network of FARs needed to serve on conference, divisional and Association-wide committees.

Applications will be open in the [Program Hub](#) from April 15 to May 31. Contact [Leah Kareti](#) with any questions. Please note that this program is offered in alternating years with the Division III New FAR Orientation, which will be offered again in fall, 2020 in conjunction with the FARA Annual Meeting.

## **360 PROOF UPDATES**

### **Monthly Prevention Tip**

It's spring break time! Certainly, not everyone goes on a road trip (in fact, the most common destination for spring break is going home), but for those who do, this week can be the single heaviest drinking week of the academic year. What spring break tips can you pass on to students? What are protective behavioral strategies students can use to reduce harms? Re-watch the webinar with national expert Matt Martens (whose Protective Behavioral Strategies survey is the "gold standard") from March 19, 2017 and consider harm reduction strategies that could make a difference during this high-risk time of year. Also check out the Jan. 31, 2018, webinar from national expert Clayton Neighbors on spring break interventions and the role that norm perceptions play. With the end of the academic year coming up, what steps need to be taken as summer approaches? Consider tips for summer planning discussed in the March 27, 2015 webinar.

As you plan for next year and are considering multiple options, re-watch the webinar from Oct. 25, 2017 with Jessica Gonzalez, Jason Kilmer, and Leah Kareti discussing the NCAA Substance Abuse Prevention Toolkit and 360 Proof.

## **NASPA Annual Conference**



Book a one-on-one appointment or come to the 360 Proof user session at the NASPA Convention on March 11-12 in Los Angeles. Email [experthelp@360proof.org](mailto:experthelp@360proof.org) for details.

## Webinar Schedule

360 Proof offers a monthly webinar series to bring current prevention research to a Division III and NASPA Small College and University audience. Remaining sessions for 2019 include:

- March 19, 3 p.m. Eastern: "Pregaming and Drinking Games: Implications for Work with Student-Athletes," Byron Zamboanga, professor of psychology, Smith College.
- April 10, 1 p.m. Eastern: "Looking Back and Looking Forward: Lessons Learned in Evaluating Prevention," David Anderson, director of the Center for the Advancement of Public Health, George Mason.

All 360 Proof account holders will receive an invitation to these webinar sessions. Please contact [Leah Kareti](#) with any questions about 360 Proof.

## CoSIDA UPDATES

### SEEKING NOMINATIONS: CoSIDA Student Program

For the third consecutive year, Division III will support eight women and/or ethnic minority students to attend the annual CoSIDA Convention, including Division III Day, June 10-12, 2019, through the [Division III CoSIDA Student Program](#). The nomination/application process, available on the [NCAA Program Hub](#), closes **March 15**.

Program applicants who meet the following criteria will receive preference:

- Female and/or ethnic minority students,
- Current junior class academic standing;
- Work experience in a campus or conference athletics communication/sports information office; and
- Strong interest in a career in Division III athletics communication (sports information).

At the 2019 CoSIDA Convention in Orlando, Florida the selected students will participate in Division III Day and be exposed to the CoSIDA Convention, its members and the athletics communication profession. Grant recipients will attend welcome and debrief meetings and be assigned a mentor. The goal is to build the pipeline in an effort to diversify the Division III athletics communication landscape.

### Division III and D3SIDA Recognition Award

Congratulations Mike Mancini, assistant director of athletics for communications & compliance at Oberlin College, on receiving the 2019 Winter Division III and Division III College Sports Information Directors of America (D3SIDA) Recognition Award! The selection committee of D3SIDA members chose Mancini's video titled: "Athletes Among Us: Olivia Canning '19." The video was exceptionally well done, and Division III and D3SIDA applaud your work and efforts. Award winners receive a \$1,500 credit to attend Division III Day held in conjunction with the annual 2019 CoSIDA convention. The final submission period for 2018-19 is currently open and closes May 1. For more details on the recognition award, click [here](#).

The Division III and D3SIDA recognition award is a partnership between the Division III governance staff and D3SIDA to recognize the best work by athletics communication directors portraying the Division III identity and student-athlete experience. The recognition program is part of the Division III Identity Initiative. It seeks to honor the best work – including news releases, feature articles, videos, blogs and other materials – produced by Division III campus and conference athletics communication offices.

### 2019 CoSIDA Convention Registration

On-line registration is now open for the [2019 CoSIDA Convention](#), taking place June 9-12 in Orlando, Florida in conjunction with NACDA and Affiliates Convention Week. A day featuring Division III specific programming will occur on Tuesday, June 11. Similar to past years, additional dollars were added to the Division III Conference Grant specifically for campus Athletics Communication Directors and Sports Information Directors to receive funding for this professional development opportunity. Ask your conference commissioner for details. Early bird registration ends **April 2**.

## DIVERSITY SPOTLIGHT INITIATIVE

The University of Transylvania is the recipient of the February Division III Diversity Spotlight Initiative. To celebrate National Girls and Women in Sports Day, the university held a program that allowed current student-athletes to engage with female campus leaders. More than 150 student-athletes participated in the program. Click [here](#) for more information.

The Diversity Spotlight Initiative recognizes and promotes outstanding diversity related projects, programming and initiatives that are occurring on Division III campuses and in conference offices. All selected recipients receive \$500 toward their next diversity initiative. To submit an initiative for consideration for February, email [Louise McCleary](#), with a brief statement (no more than 500 words) as to why your institution or conference office deserves to be the spotlight recipient. Attach a video or photo if applicable. The nomination deadline is **March 21**.

### Diversity Tip of the Month

Have you considered attending the [NCAA Inclusion Forum](#)? Registration is open for the 2019 Forum that will be April 26-28 in Atlanta. The forum, in its eighth year, offers useful knowledge, engaging dialogue, and practical takeaways to empower participants' efforts on equity, diversity and inclusion initiatives on their campuses. Sessions will focus on core identities such as race/ethnicity, women/gender equity, LGBTQ, disability sport, and international students. In addition, to end the first day of programming, the 2019 NCAA Inclusion Forum features a special welcome reception from 6:30 to 9:30 p.m. Friday, April 26 at the [Center for Civil and Human Rights](#), where attendees can explore the fundamental rights of all human beings and leave empowered to join the conversation in their own communities.

## SPECIAL OLYMPICS

### Spotlight Poll

The NCAA Division III Special Olympics Spotlight Poll is a story-telling initiative located on [ncaa.org/D3SpecialOlympics](#). It features new stories each month that highlight a Division III and Special Olympics joint activity or event. The story with the highest number of votes on the 25th day of each month is the winner. That institution or conference receives \$500 to use for its next Special Olympics event. Both written and digital submissions are accepted. Featured stories are selected based on inclusion of the student-athlete perspective and Division III messaging. To submit a story for consideration, please email [d3specialolympics@ncaa.org](#).

### February Winner

After 933 total votes, [Vassar Hosts Special Olympic Volleyball Tournament](#) won the February Special Olympics Spotlight Poll by gathering 42 percent of the total votes! The Brewers will receive \$500 to use for its next Special Olympics event. To submit a story for consideration, please email [d3specialolympics@ncaa.org](#).

### March Nominees

Here are the stories for the March Special Olympics poll:

- [Corsair SAAC Hosts Special Olympics Basketball Community Games](#)
- [MIAA Swimming & Diving Championship to Host Second Annual Special Olympics Unified Sports Experience](#)
- [Becker's SAAC Hosts Special Olympics Massachusetts](#)

Click [here](#) to vote starting Monday, March 4. The winner will be announced March 26, 2019.

## ACADEMIC AND MEMBERSHIP AFFAIRS (AMA)

### Rule of the Month

With increased media attention around fantasy leagues, as well as the upcoming NCAA basketball tournaments, remember that sports wagering is not allowed under NCAA Bylaw 10.3. The Association and its member schools and conferences oppose all forms of legal and illegal sports wagering due to its threat to the well-being of college student-athletes and the integrity of college sports. Student-athletes, coaches, conference staff members, athletics administrators, and nonathletics staff members who have responsibilities within or over athletics departments may not participate in sports wagering or provide information to anyone gambling on sports. NCAA members have defined sports wagering as putting something at risk – such as an entry fee – with the opportunity to win something in return.

Student-athletes risk their eligibility if they participate in a sports wagering of any kind by putting something at risk (i.e., money, entry fee or tangible item) for the opportunity to win something. That would include participation in fantasy leagues; online sports betting; March Madness brackets; Super Bowl pools; and sports parlay cards. The staff would

like to stress the importance of educating individuals on this prohibition. In this regard, the enforcement staff has created a [Sports Wagering Resource page](#) and [Don't Bet On It poster](#) geared towards student-athletes for institutions to display in athletics facilities and on campus.

### Regional Rules Seminars

NCAA Constitution 3.2.4.15 (Convention and Regional Rules Seminar Attendance) requires all Division III institutions to attend an NCAA Regional Rules Seminar (RRS) at least once every three years. Click [here](#) to see if your institution is required to attend this summer. The three-year window for attendance includes attendance at the 2017, 2018 and 2019 RRS. Any institution that did not send a representative in 2017 or 2018 should plan to attend the 2019 RRS. Registration opens March 4. Before the seminars, attendees are encouraged to review the [LSDBi](#) and [RSRO](#) training videos to prepare for on-site learning objectives.

The 2019 dates and locations are May 13-15 in Indianapolis; and June 3-5 in Denver. An updated Regional Rules Seminars webpage, [www.ncaa.org/regionalrules](http://www.ncaa.org/regionalrules), will provide attendees with information and materials prior to seminars to review and download. Any discrepancy between posted materials and presentation materials (such as updates due to recent changes in legislation or interpretations or omitted answer slides) will be highlighted by presenters. Questions about the seminars should be directed to the academic and membership affairs staff at [regionalrules@ncaa.org](mailto:regionalrules@ncaa.org).

### 2019 Institutional Self-Study Guide

NCAA Constitution 6.3.1 requires all Division III institutions to conduct a comprehensive self-study and evaluation of their athletics programs at least once every five years. The next Institutional Self-Study Guide (ISSG) is due **June 1, 2019**. Click [here](#) for a list of institutions that need to complete the ISSG this year. The full ISSG and requirements for supporting documentation must be completed online; fax, hard copy, or email submissions of the ISSG will not be accepted. The ISSG can be accessed via the My Apps link on NCAA.org (if access has been granted by the institution's single-source sign-on administrator). The [manual](#) is designed to assist member institutions in accessing the ISSG. Institutions that need technical assistance are asked to send questions via email to [Corey Berg](#).

## EDUCATIONAL INFORMATION

### NCAA Leadership Development Programming

Applications for several NCAA leadership development programs, to be held this summer, must be submitted by noon Eastern time **March 11**. Visit the program websites to learn more about these professional development opportunities:

- [Effective Facilitation Workshop](#)
- [Pathway Program](#)
- [Dr. Charles Whitcomb Leadership Institute](#)
- [Career in Sports Forum](#)

### DiSC Assessments Available

Use of the DiSC is strongly encouraged on member campuses. Participants gain personalized feedback on their specific leadership style, and student-athletes, coaches and administrators gain valuable understanding of everyone's unique behavioral style. Applying this knowledge can promote effective team dynamics, leadership, and communication.

In 2018-19, each Division III school interested in utilizing the DiSC resource will be provided assessments for up to 50 student-athletes, as well as 30 coaches or administrators, at no cost. Funding is limited, and requests will be allocated on a first-come, first-served basis. Click [here](#), to learn more about the DiSC resource.

## PROP UPDATES

### Men's Basketball Playing Rules

Please note that the Division I Men's Basketball Oversight Committee and the Men's Basketball Rules Committee continue to consider the following four major potential rules changes:

- Extend the three-point line by approximately 1 foot, 5 inches (from 20 feet, 9 inches to 22 feet, 1¾ inches).
- Widen the lane from 12 feet to 16 feet.

- Reset the shot clock after an offensive rebound to 20 seconds (rather than 30 seconds).
- Use four 10-minute quarters instead of two 20-minute halves.

The Men's Basketball Rules Committee is scheduled to meet May 7-10 to decide on these four potential rules changes (as well as other potential changes). The Playing Rules Oversight Panel (PROP) will then review and take final action on any potential rules changes when it meets by teleconference June 13. Please contact [Dan Calandro](#) if you have any questions.

## COMMITTEE UPDATES

Several committees conducted in-person meetings in February.

[Championships Committee](#), February 5-6

Financial Aid Committee, February 11-12

[Interpretations and Legislation Committee](#), February 11-12

Membership Committee, February 20-21

## KEY UPDATES FOR MARCH THROUGH MAY

2019		
Dates	Meeting/Championships	Location
Mar. 8-9	Wrestling Championship	Roanoke, VA
Mar. 8-9	Men and Women's Indoor Track Championship	Boston, MA
Mar. 15-16	Women's Ice Hockey Championship	TBD
Mar. 15-16	Men's Basketball Championship	Ft. Wayne, IN
Mar. 15-16	Women's Basketball Championship	Salem, VA
Mar. 20-23	Men and Women's Swimming and Diving Championship	Greensboro, NC
Mar. 22-23	Men's Ice Hockey Championship	TBD
Apr. 13-14	Student-Athlete Advisory Committee Meeting	Indianapolis, IN
Apr. 15-16	Management Council	Indianapolis, IN
Apr. 24-25	Committee on Women's Athletics	Atlanta, GA
Apr. 24-25	Minority Opportunities and Interest Committee	Atlanta, GA
Apr. 26-27	Men's Volleyball Championship	Union, NJ
Apr. 30-May 1	Presidents Council Meeting	Indianapolis, IN
May 13-15	Regional Rules Seminar	Indianapolis, IN
May 14-17	Men's Golf Championship	Nicholasville, KY
May 14-17	Women's Golf Championship	Houston, TX
May 20-25	Men and Women's Tennis Championship	Kalamazoo, MI
May 23-25	Men and Women's Outdoor Track & Field Championship	Geneva, OH
May 23-28	Softball Championship	Tyler, TX
May 25-26	Women's Lacrosse Championship	Richmond, VA
May 26	Men's Lacrosse Championship	Philadelphia, PA
May 30-Jun. 2	Rowing Championship	Indianapolis, IN
May 31-Jun. 5	Baseball Championship	Cedar Rapid

This email was sent to NCAA Division III presidents and chancellors that serve on Division III committees, directors of athletics, athletics direct report, faculty athletics representatives, senior woman administrators, sports information directors, compliance officers, commissioners, assistant/associate commissioners, provisional/reclass/exploratory members, based on contact information in the [NCAA Directory](#). Contact information changes for NCAA members can be sent to [eirick@ncaa.org](mailto:eirick@ncaa.org).

DIII: Follow your passions and discover your potential

**Proportion**  
Appropriate relation of academics with opportunities to pursue athletics and other passions.

**Comprehensive Learning**  
Opportunity for broad-based education and success.

**Passion**  
Playing for the love of the game, competition, fun and self-improvement.

**Responsibility**  
Development of accountability through personal commitment and choices.

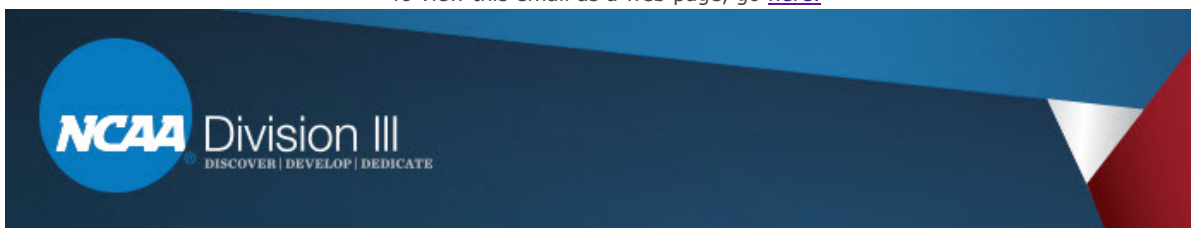
**Sportsmanship**  
Fair and respectful conduct toward all participants and supporters

**Citizenship**  
Dedication to developing responsible leaders and citizens in our communities.

National Collegiate Athletic Association, 700 W. Washington St., Indianapolis, IN 46204 US

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To view this email as a web page, go [here](#).



## MONTHLY UPDATE // ISSUE NO. 160 // APRIL 2019

This update is a tool to enhance communication between the NCAA national office and the Division III membership, with distribution to athletics directors, senior woman administrators, faculty athletics representatives, presidents, national Student-Athlete Advisory Committee, conference commissioners and the National Association of Division III Athletic Administrators (NADIII) electronic mailing list. **We encourage athletics directors to share this communication with their athletics department members.** Please contact [Louise McCleary](#) to include an item or share comments, and remember to check out the Division III governance [homepage](#) for the latest news and information.

### HIGHLIGHTS

[Hot Topics](#)  
[FAR Updates](#)  
[360 Proof Updates](#)  
[CoSIDA Updates](#)  
[Diversity Spotlight](#)  
[Special Olympics](#)  
[AMA Updates](#)  
[Educational Information](#)  
[PROP Updates](#)  
[Committee Updates](#)  
[Key Dates](#)

### HOT TOPICS

#### Division III Week

Join us this week, April 1-7, for the eighth annual celebration of Division III Week by calling attention to the unique student-athlete experience on your campus or in your conference. Division III members are asked to highlight the activities and achievements of current student-athletes by scheduling an academic, athletics, co-curricular or extracurricular/community service activity. The [Division III Week Communications Kit](#) serves as a planning guide, and further information about Division III Week is [available online](#). Please let us know, in advance, all planned Division III Week activities, either by submitting information via the [online form](#) or sending it to [d3identity@ncaa.org](mailto:d3identity@ncaa.org).

Join the social conversation by following us on Twitter (@NCAADIII) and using #d3week and #whyD3. For every new Twitter follower NCAA Division III will donate \$1 to the Special Olympics. Share the excitement with family and friends and don't forget to submit your footage to [d3identity@ncaa.org](mailto:d3identity@ncaa.org) for a chance to win the Division III video contest. For rules and details, click [here](#). Contact [Adam Skaggs](#) with questions.

### ACTION REQUEST: 2019 Graduation Rate Collection

The Academic Portal to report required Federal Graduation Rates data (student-body enrollment and student-body graduation rates) is now open. Data will be entered under the "Graduation Rates" tab. The submission deadline is **June 1**. Institutions can access the site through the NCAA's Single-Source Sign-On system. In addition to the required student-body reporting, Division III members are strongly encouraged to provide the voluntary academic success rate data for the 2012-13 student-athlete cohort. With the adoption of Convention Proposal No. 2019-4, Division III institutions will be required to begin reporting student-athlete graduation data in 2020. Participation in the 2019 reporting cycle provides an excellent opportunity for institutions to become familiar with the reporting process. Contact [Maria DeJulio](#) or [Eric Hartung](#) with any questions.



## REGISTER TODAY: Gameday the DIII Way – Ambassador Training

You are invited to join leaders from Division III and the Disney Institute for a special Gameday the DIII Way ambassador training in Orlando, Florida. The ambassador training helps senior administrators understand how to implement Gameday the DIII Way on their campus. The day and a half training will be conducted by professional facilitators from the Disney Institute. It is valuable training regardless of whether or not you have, experienced the standard 90-minute Gameday the DIII Way training. This program takes a deeper dive into how the Disney service culture can be integrated into Division III events. This training will take place the afternoon of June 12 and all day June 13. The NCAA will cover necessary travel, hotel and per diem expenses for participants.

Click [here](#) to RSVP. Please provide your name, position and institution in the RSVP email. The training is limited to the first 45 participants, so register early. Athletics directors, senior woman administrators and facility/event managers are eligible and preferred.

## Sexual Violence Prevention Policy

In August 2017, the NCAA Board of Governors adopted an [Association-wide policy](#), recommended by the NCAA Commission to Combat Campus Sexual Violence, to reinforce previous Association efforts in addressing campus sexual violence. This form is available on the [NCAA Program Hub](#) and should be signed by the required signatories and uploaded by the director of athletics not later than **May 15**. Click [here](#) for a FAQ on the policy. The names of colleges and universities that complete and do not complete the attestation form will be included in a report delivered to the Board of Governors at its August meeting and both lists will subsequently be published on [ncaa.org](#). Colleges or universities that do not complete the attestation form will be prohibited from hosting any NCAA championship competitions during the next applicable academic year. Direct any questions about the policy or attestation form process to [questions@ncaa.org](mailto:questions@ncaa.org).

## Regional Rules Seminars

The 2019 dates and locations are May 13-15 in Indianapolis and June 3-5 in Denver. An updated Regional Rules Seminars webpage, [www.ncaa.org/regionalrules](http://www.ncaa.org/regionalrules), will provide attendees with information and materials prior to seminars to review and download. Click [here](#) to see if your institution is required to attend this summer. Before the seminars, attendees are encouraged to review the [LSDBi](#) and [RSRO](#) training videos to prepare for on-site learning objectives. Questions about the seminars should be directed to the academic and membership affairs staff at [regionalrules@ncaa.org](mailto:regionalrules@ncaa.org).

## NCAA Division III Webinars

The next Division III webinar will be 1:30 to 2 p.m. Eastern time, **Tuesday, April 2**. The topic will be the NCAA mental health best practices and resources (Part II).

Future webinars will be conducted from 1:30 to 2 p.m. Eastern time on the following dates:

- May 7 – Management and Presidents Councils updates.
- June 4 – Injury Surveillance Program.

Each webinar will be limited to the first 250 participants. All past webinar [PowerPoints](#) are on the Division III website.

## Identity Initiative Purchasing Website

Have you checked out the new items recently added to the Division III purchasing website? Do you still have purchasing website credit remaining? Log in through My Apps and select the Division III Purchasing icon or click [here](#). Access the site by entering the email address of your institution's director of athletics (or for conferences, the commissioner's email address) as the username, and the password you created. For assistance, contact [Amy Byrnes](#) at Source One Digital.

## FAR UPDATES

### 2019 FAR Fellows Institute

The Division III 2019 FAR Fellows Institute will be conducted Oct. 18-20 at the NCAA national office in Indianapolis. Faculty Athletic Representatives with at least two years of experience are eligible to attend this three-day professional development program, inclusive of travel. The program provides a thorough examination of best practices and issues surrounding the role and responsibility of the FAR, helps FAR Fellows develop the leadership skills necessary to carry out their responsibilities on campus and in their conference, and strengthens the network of FARs needed to serve on conference, divisional and Association-wide committees.

Applications for attendance at the Division III FAR Fellows Institute are accessible through the [NCAA Program Hub](#). FARs must be nominated by their commissioner, athletics director, president/chancellor, or athletics direct report. After being nominated, the FAR will complete an on-line application. Contact [Leah Kareti](#) with any questions. Note that this program is offered in alternating years with the Division III New FAR Orientation, which will be offered again in fall 2020 in conjunction with the FARA Annual Meeting.

## 360 PROOF UPDATES

### Monthly Prevention Tip

- Is the end of the year really coming up? What steps need to be taken as summer approaches? Consider tips for summer planning discussed in the March 27, 2015, webinar.
- As you plan for next year and are considering multiple options, rewatch the webinar from Oct. 25, 2017, with Jessica Gonzalez, Jason Kilmer, and Leah Kareti discussing the NCAA Substance Abuse Prevention Toolkit and 360 Proof.

### Webinar Schedule

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All 360 Proof account holders receive an invitation to the webinar sessions. Contact [Leah Kareti](#) with any questions about 360 Proof.

## CoSIDA UPDATES

### 2019 CoSIDA Convention Registration

On-line registration is now open for the [2019 CoSIDA Convention](#), taking place June 9-12 in Orlando, Florida, in conjunction with NACDA and Affiliates Convention Week. A day featuring Division III specific programming will occur Tuesday, June 11. Similar to



past years, additional dollars were added to the Division III Conference Grant specifically for campus athletics communication directors and sports information directors to receive funding for this professional development opportunity. Ask your conference commissioner for details. Early bird registration ends **April 2**.

## DIVERSITY SPOTLIGHT INITIATIVE

The Middle Atlantic Conference is the recipient of the March Division III Diversity Spotlight Initiative for hosting the Mid-Atlantic Regional Commissioner's Association Ethnic Minority Careers in Athletics Symposium. The symposium is for students who are aspiring to or just beginning a career in athletics. The program enriches the participants' skills, expands their network and promotes the recruitment and retention of ethnic minorities within athletics. Click [here](#) for more information.

The Diversity Spotlight Initiative recognizes and promotes outstanding diversity related projects, programming and initiatives occurring on Division III campuses and in conference offices. All selected recipients receive \$500 toward their next diversity initiative. To submit an initiative for consideration for March, email [Louise McCleary](#), with a brief statement (no more than 500 words) as to why your institution or conference office deserves to be the spotlight recipient. Attach a video or photo if applicable. The nomination deadline is **April 21**.

### Diversity Tip of the Month

The NCAA compiles and provides statistical information regarding certain demographic characteristics of various groups within our member institutions and conferences. These data are now provided to the membership in a searchable online database known as the [NCAA Race and Gender Demographics Database](#). The database includes information on student-athletes, coaches, administrators and conference personnel. The information provides a general view of recent and historical trends on racial and ethnic groups by gender, sport, division and position.

## SPECIAL OLYMPICS

### Spotlight Poll

The NCAA Division III Special Olympics Spotlight Poll is a story-telling initiative located on [ncaa.org/D3SpecialOlympics](#). It features new stories each month that highlight a Division III and Special Olympics joint activity or event. The story with the highest number of votes on the 25th day of each month is the winner. That institution or conference receives \$500 to use for its next Special Olympics event. Written and digital submissions are accepted. Featured stories are selected based on inclusion of the student-athlete perspective and Division III messaging. To submit a story for consideration, email [d3specialolympics@ncaa.org](#).

### March Winner

After 1,863 total votes, [Becker's SAAC Hosts Special Olympics Massachusetts](#) won the March Special Olympics Spotlight Poll by gathering 41 percent (762) of the votes. The Hawks will receive \$500 to use for its next Special Olympics event. To submit a story for consideration, please email [d3specialolympics@ncaa.org](#).

### April Nominees

Here are the stories for the April Special Olympics poll:

- [Wells SAAC Sports Carnival Raises Funds For Special Olympics](#)
- [Special Olympics Kicks off At King's](#)
- [Lynchburg SAAC plays host to Special Olympics clinic](#)

Click [here](#) to vote starting Monday, April 1. The winner will be announced April 26, 2019.

## ACADEMIC AND MEMBERSHIP AFFAIRS (AMA)

### Rule of the Month

As you plan for the summer camp season, remember Bylaw 13.11.3.2. Institutions can host or conduct camps and clinics involving prospective student-athletes (PSAs), provided the following conditions are met:

1. The events must be open to the general public;
2. The events do not offer free or reduced admission to PSAs;
3. Any awards or mementos given to attendees are included in the admissions fees; and
4. No athletics department staff member is employed (salaried or volunteer) in any capacity if the events are established, sponsored or conducted by a recruiting and scouting service.

The Division III Interpretations and Legislation Committee recently confirmed that a camp or clinic is considered open to the general public even if participation is limited by number, age, gender and grade level. However, participation limited by other criteria including academic criteria (e.g., grade-point average, standardized test score) is not considered open to the general public. An institution may employ its student-athletes at events involving prospective student-athletes provided the student-athlete performs administrative duties in addition to coaching or officiating. This would allow student-athletes to demonstrate drills in addition to their other duties. Additionally, prospective student-athletes may be employed at an institution's camp, clinic or event provided compensation is for work actually performed at the going rate for that locality. Lastly, it is permissible for your institutional camps, clinics, and other athletics events to provide evaluation results to a PSA, but ONLY to the specific PSA to whom the evaluation pertains.

### Recent Interpretations

#### Official Interpretation: Prospective Student-Athlete's Prospect-Aged Sibling Receiving Benefits While Accompanying the Prospective Student-Athlete on an Official Visit

The NCAA Division III Interpretations and Legislation Committee confirmed that it is permissible for an institution to provide all the benefits a sibling is permitted to receive (e.g., meals, lodging, transportation and/or entertainment) during an official visit to a sibling of a prospective student-athlete who is also prospect-aged and/or being recruited by the institution without the visit constituting an official visit for the prospective student-athlete's sibling, provided no direct recruitment of the sibling occurs during the visit. [References: Bylaws 13.5.2.8 (transportation of prospective student-athletes' relatives, friends, guardian(s), spouse or individual of a comparable relationship), 13.6.5 (entertainment/tickets on an official visit, 13.6.5.1 (general restrictions), 13.6.5.2 (complimentary admissions), 13.6.5.6 (meals on an official visit), 13.6.5.6.2 (meal location) and 13.6.6 (lodging for additional persons)]

#### Official Interpretation: Permissible Limitations for Participation in Camps, Clinics and Other Athletics Events

The Division III Interpretations and Legislation Committee confirmed that a camp, clinic or other athletics event is considered open to the general public even if participation is limited by number, age, gender and grade level. Participation limited by academic criteria (e.g., grade point average, standardized test score) is not considered open to the general public. [Reference: Bylaw 13.11.3.2 (sports camps and clinics and other athletics events)]

Official Interpretation: Definition of Physical Athletically Related Activities. The Division III Legislative and Interpretations Committee confirmed that physical athletically related activities include (but are not limited to) weight training, strength and conditioning and on-field activities. Leadership programs that include physical activity such as rope courses, and SEAL training, etc. also are considered physical athletically related activities. Other leadership programming, film review and team meetings are not considered physical athletically related activities and, therefore, may occur any day of the preseason before classes are in session. Medical treatments, including rehabilitative exercises, are permitted. Furthermore, medical and athletic training staff should exercise professional discretion when determining whether a leadership or team activity would be associated with a typical football practice event and contrary to the intent of facilitating physical and mental rest during that day. [References: NCAA Bylaw 17.10.2 (preseason practice)]

Official Interpretation: Participation on a Major Junior Ice Hockey Team. The NCAA Division III Interpretations and Legislation Committee determined that an individual who participates in a tryout or minimal practice with a Major Junior ice hockey team prior to collegiate enrollment does not constitute participation on a Major Junior ice hockey team. Participation on a Major Junior ice hockey team prior to collegiate enrollment results in the individual using a season of participation for each calendar year in which the participation occurs. Additionally, the individual would have to fulfill an academic year in residence prior to competing in intercollegiate hockey. The following constitutes participation on a Major Junior ice hockey team:

1. Competing with a Major Junior team, including scrimmages and exhibitions. Intra-squad scrimmages are not competitions.
2. Practicing during the regular or post-season in excess of 48-hours.
3. Appearing on a team roster at any time during the regular or post season.

The following would not constitute participation on a Major Junior ice hockey team:

1. Participating in preseason (i.e., period before first regularly scheduled contest) provided no competition against another team occurs.
2. Engaging in a tryout activity not exceeding 48-hours at any time.
3. Participating in spring/development minicamps.

[References: NCAA Bylaws 12.2.3.2.4 (Major Junior Ice Hockey) and 14.2.4.4.3 (Major Junior Ice Hockey)]

Staff Interpretation: Counting Practice Opportunities in Football if First Subvarsity Game is Scheduled to Occur Before First Varsity Game. The academic and membership affairs staff confirmed that the first permissible date for preseason practice for football should be determined based on the member institution's first permissible intercollegiate game, regardless of which team's (e.g., varsity, junior varsity or freshman) game occurs first. Therefore, if the first subvarsity game is scheduled to occur before the first varsity game, the institution may count practice opportunities from the first scheduled subvarsity game to determine the first permissible preseason practice date for all teams (e.g., varsity, junior varsity and freshman). [References: NCAA Division III Bylaws 17.1.1 (playing season), 17.10.2.1 (first practice date) and 17.10.2.1.1 (practice opportunities -- football); and a staff interpretation (08/04/1999, Item No. a), 17.10.3 First Contest. A member institution shall not play its first contest (game) against outside competition in football before the Thursday preceding the weekend that is 11 weeks before the first round of the Division III Football Championship, except as provided in 17.10.3.1. (Revised: 1/11/89, 1/10/91 effective 8/1/92, 1/9/96 effective 8/1/96, 1/14/97, 1/17/15 effective 8/1/15)]

## 2019 Institutional Self-Study Guide

NCAA Constitution 6.3.1 requires all Division III institutions to conduct a comprehensive self-study and evaluation of their athletics programs at least once every five years. The next Institutional Self-Study Guide (ISSG) is due **June 1, 2019**.

Click [here](#) for a list of institutions that need to complete the ISSG this year. The full ISSG and requirements for supporting documentation must be completed online; fax, hard copy, or email submissions of the ISSG will not be accepted. The ISSG can be accessed via the My Apps link on NCAA.org (if access has been granted by the institution's single-source sign-on administrator). The [manual](#) is designed to assist member institutions in accessing the ISSG. Institutions that need technical assistance are asked to send questions via email to [Corey Berg](#).

## SAR Update

Prior to submitting a reinstatement request through Requests/Self-Reports Online (RSRO), an institution should resolve all factual and interpretive issues related to the request. In other words, the institution should have: (1) determined a violation occurred; (2) determined the violation affected a student-athlete's eligibility; and (3) declared the student-athlete ineligible prior to requesting reinstatement. One way to determine whether a violation affects a student-athlete's eligibility is to look for a **[D]** symbol at the end of a particular bylaw, indicating that violations of that bylaw are *de minimis*. *De minimis* violations are institutional violations that must be reported to the NCAA enforcement staff; however, they do not affect the involved student-athlete's eligibility, so there's no need to submit a related student-athlete reinstatement request. As an example, violations of Bylaw 14.1.3.1 (Student-Athlete Statement – Content and Purpose) are *de minimis*. Violations of this bylaw do not affect a student-athlete's eligibility if the violation occurred due to an institutional administrative error or oversight, and the student-athlete subsequently signs the student-athlete statement. If you need assistance with determining whether a violation occurred or whether a violation affects a student-athlete's eligibility, please contact your conference office or submit an interpretation request to the NCAA staff through RSRO.

## EDUCATIONAL INFORMATION

### NCAA Honor Awards

The NCAA Honors awards recognize current and former student-athletes who have brought distinction to themselves, their schools and intercollegiate athletics. The awards will be presented at the Honors Celebration during the 2020 NCAA Convention in Anaheim, California. Submit your nominations for the following awards by 5 p.m. Eastern time **Friday, May 3**, through the "Applications" tab on [NCAA Program Hub](#):

- [Theodore Roosevelt Award](#)
- [Silver Anniversary Award](#)
- [Award of Valor](#)
- [Inspiration Award](#)

Questions about the awards? Contact [Gloria Roseman](#).

### DiSC Assessments Available

Use of the DiSC is strongly encouraged on member campuses. Participants gain personalized feedback on their specific leadership style, and student-athletes, coaches and administrators gain valuable understanding of everyone's behavioral style. Applying this knowledge can promote effective team dynamics, leadership, and communication.

In 2018-19, each Division III school interested in utilizing the DiSC resource will be provided assessments for up to 50 student-athletes, as well as 30 coaches or administrators, at no cost. Funding is limited, and requests will be allocated on a first-come, first-served basis. Click [here](#), to learn more about the DiSC resource.

## PROP UPDATES

### Men's and Women's Basketball Playing Rules – Court Markings

The NCCA Men's and Women's Basketball Rules Committees are meeting May 7-10, when they will decide on potential rules changes involving court markings that they plan to recommend to PROP. The timeline is the following:

- Consideration will be given to moving back the distance of the 3-point line and/or widening the lane (there is more discussion on the men's side on these topics).
- A final decision by PROP will not be made until June 13.
- If either or both are approved, it is likely that the change(s) would not be effective for Divisions II and III until the 2020-21 season. As for an effective date for Division I, there is some discussion that the effective date should be the 2019-20 season, but additional discussion is planned.

If you have any questions, please contact [Dan Calandro](#) or [Rachel Seewald](#).

### Men's and Women's Soccer

To view the men's and women's soccer rules survey report, click [here](#).

## COMMITTEE UPDATES

One committee conducted an in-person meeting in March.


[Strategic Planning and Finance Committee](#), March 5.

## KEY DATES FOR APRIL THROUGH JUNE

2019		
Dates	Meeting/Championships	Location
Apr 13-14	Student-Athlete Advisory Committee Meeting	Indianapolis, IN
Apr 15-16	Management Council Meeting	Indianapolis, IN
Apr 24-25	Committee on Women's Athletics	Atlanta, GA
Apr 24-25	Minority Opportunities and Interest Committee	Atlanta, GA
Apr 26-27	Men's Volleyball Championship	Union, NJ
Apr 30-May 1	Presidents Council Meeting	Indianapolis, IN
May 13-15	Regional Rules Seminar	Indianapolis, IN
May 14-17	Men's Golf Championship	Nicholasville, KY
May 14-17	Women's Golf Championship	Houston, TX
May 20-25	Men's and Women's Tennis Championship	Kalamazoo, MI
May 23-25	Men's and Women's Outdoor Track & Field Championship	Geneva, OH
May 23-28	Softball Championship	Tyler, TX
May 25-26	Women's Lacrosse Championship	Richmond, VA
May 26	Men's Lacrosse Championship	Philadelphia, PA
May 30-Jun 2	Rowing Championship	Indianapolis, IN
May 31-Jun 5	Baseball Championship	Cedar Rapids, IA

Jun 3-5	Regional Rules Seminar	Denver, CO
Jun 11-12	Committee on Student-Athlete Reinstatement	Indianapolis, IN
Jun 17-18	Championships Committee	Indianapolis, IN
Jun 19-20	Membership Committee	Indianapolis, IN
Jun 24-25	Division III Commissioners Meeting	Indianapolis, IN

*This email was sent to NCAA Division III presidents and chancellors that serve on Division III committees, directors of athletics, athletics direct report, faculty athletics representatives, senior woman administrators, sports information directors, compliance officers, commissioners, assistant/associate commissioners, provisional/reclass/exploratory members, based on contact information in the [NCAA Directory](#).*



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**Comprehensive Learning**  
Opportunity for broad-based education and success.

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**NCAA DIVISION III**  
**PRESIDENTS AND MANAGEMENT COUNCILS**  
**SUMMARY OF WINTER 2019**  
**QUARTERLY MEETINGS**

**KEY ACTION/DISCUSSION ITEMS:**

Division III University .....	Page No. 5
Joint Men's and Women's Basketball Championship .....	Page No. 5
Gender Neutral Language .....	Page No. 8
Convention Proposal No. 2019-2 – Playing and Practice Seasons – Football – Establishing Preseason Start Date 23 Days Before the Institution's First Contest .....	Page No. 14
Skyline Conference Proposal .....	Page No. 18
Transfer Portal .....	Page No. 19



<b>Division III Management Council</b> <b>January 23, 2019</b> <b>Orlando, Florida</b>	<b>Division III Presidents Council</b> <b>January 24, 2019</b> <b>Orlando, Florida</b>	<b>Division III Management Council</b> <b>January 26, 2019</b> <b>Orlando, Florida</b>
<p>Stevie Baker-Watson, DePauw University</p> <p>Brad Bankston, Old Dominion Athletic Conference</p> <p>Heather Benning, Midwest Conference</p> <p>Gerard Bryant, John Jay College of Criminal Justice</p> <p>Madison Burns, Randolph-Macon College <i>[SAAC representative]</i></p> <p>Sean Cain, Adrian College <i>[SAAC representative]</i></p> <p>Gail Cummings-Danson, Skidmore College</p> <p>Robert Davis, Jr., University of Scranton</p> <p>Jason Fein, Bates College</p> <p>Shantey Hill-Hanna St. Joseph's College <i>[chair]</i></p> <p>Chris Kimball, California Lutheran University</p> <p>Lori Mazza, Western Connecticut State University</p> <p>Tim Millerick, Austin College</p> <p>Laura Mooney, Massachusetts College of Liberal Arts</p> <p>Kate Roy, North Atlantic Conference <i>[vice chair]</i></p> <p>Kandis Schram, Maryville College (Tennessee)</p> <p>Dennis Shields, University of Wisconsin, Platteville</p> <p>Karen Thompson-Wolfe, Westminster College</p> <p>Denise Udelhofen, Loras College</p> <p>Michael Vienna, Emory University</p> <p>Joseph Walsh, Great Northeast Athletic Conference</p>	<p>Teresa Amott, Knox College</p> <p>Javier Cevallos, Framingham State University</p> <p>Katherine (Kate) Conway-Turner, Buffalo State, State University of New York</p> <p>Mary-Beth Cooper, Springfield College</p> <p>Jeffrey Docking, Adrian College <i>[chair]</i></p> <p>Stuart Dorsey, Texas Lutheran University</p> <p>Margaret Drugovich, Hartwick College</p> <p>Tiffany Franks, Averett University</p> <p>William Fritz, College of Staten Island</p> <p>Sue Henderson, New Jersey City University <i>[vice chair]</i></p> <p>Shantey Hill-Hanna, St. Joseph's College <i>[Management Council chair]</i></p> <p>Sharon Hirsh, Rosemont College</p> <p>Robert Huntington, Heidelberg University</p> <p>Robert Lindgren, Randolph-Macon College</p> <p>Fayneese Miller, Hamline University</p> <p>Tori Murden McClure, Spalding University</p> <p>Kathleen Murray, Whitman College</p> <p>Kate Roy, North Atlantic Conference <i>[Management Council vice chair]</i></p> <p>Kent Trachte, Lycoming College</p>	<p>Stevie Baker-Watson, DePauw University <i>[chair]</i></p> <p>Brad Bankston, Old Dominion Athletic Conference</p> <p>Heather Benning, Midwest Conference <i>[vice chair]</i></p> <p>Stephen Briggs, Berry College</p> <p>Charles (Chuck) Brown, Pennsylvania State University Erie, the Behrend</p> <p>Gerard Bryant, John Jay College of Criminal Justice</p> <p>Steve Cantrell, Delaware Valley University</p> <p>Jason Fein, Bates College</p> <p>Sarah Feyerherm, Washington College (Maryland)</p> <p>Sue Henderson, New Jersey City University <i>[Presidents Council chair]</i></p> <p>Samantha "Sammy" Kastner, Notre Dame of Maryland University <i>[SAAC]</i></p> <p>Lori Mazza, Western Connecticut State University</p> <p>Tim Millerick, Austin College</p> <p>Laura Mooney, Massachusetts College of Liberal Arts</p> <p>Michelle Morgan, John Carroll University</p> <p>Colby Pepper, Covenant College <i>[SAAC]</i></p> <p>Kate Roy, North Atlantic Conference</p> <p>Kandis Schram, Maryville College (Tennessee)</p> <p>Dennis Shields, University of Wisconsin, Platteville</p> <p>Denise Udelhofen, Loras College</p> <p>Michael Vienna, Emory University</p> <p>Joseph Walsh, Great Northeast Athletic Conference</p>
<b>ABSENTEES</b>	<b>ABSENTEES</b>	<b>ABSENTEES</b>
	<p>Elsa Nunez, Eastern Connecticut State University</p>	



OTHER PARTICIPANTS	OTHER PARTICIPANTS	OTHER PARTICIPANTS
Scott Bearby, NCAA Brian Burnsed, NCAA Michael Cioroianu, NCAA Jeff Docking, Adrian College <i>[Presidents Council chair]</i> Dan Dutcher, NCAA Mark Emmert, NCAA Brian Hainline, NCAA Eric Hartung, NCAA Sue Henderson, New Jersey City University <i>[Presidents Council            vice chair]</i> Jay Jones, NCAA Debbie Kresge, NCAA, <i>recording            secretary</i> Louise McCleary, NCAA Lorne McManigle, NCAA Jeff Myers, NCAA John Parsons, NCAA Susan Peal, NCAA Bud Peterson, Georgia Institute of Technology, chair of BOG Bill Regan, NCAA Donald Remy, NCAA Adam Skaggs, NCAA Liz Suscha, NCAA Cari VanSenus, NCAA	Brian Burnsed, NCAA Richard Dunsworth, University of the Ozarks (Arkansas) Dan Dutcher, NCAA Brian Hainline, NCAA Troy Hammond, North Central College Eric Hartung, NCAA Jay Jones, NCAA Debbie Kresge, NCAA, <i>recording            secretary</i> Louise McCleary, NCAA Lorne McManigle, NCAA Jeff Myers, NCAA Troy Paino, University of Mary Washington John Parsons, NCAA Bill Regan, NCAA Adam Skaggs, NCAA Naima Stevenson, NCAA	Dan Dutcher, NCAA Eric Hartung, NCAA Jay Jones, NCAA Debbie Kresge, NCAA, <i>recording            secretary</i> Louise McCleary, NCAA Lorne McManigle, NCAA Jeff Myers, NCAA Bill Regan, NCAA Adam Skaggs, NCAA

**1. WELCOME AND ANNOUNCEMENTS.**

January 23 Management Council. The meeting was called to order at 7:50 a.m. by the chair, Shantey Hill-Hanna. Hill-Hanna welcomed the Council and reviewed the agenda.

Presidents Council. The meeting was called to order at 9:02 a.m. by the chair, President Jeff Docking. The chair welcomed Council members, including incoming 2019 members, Dunsworth, Hammond and Paino, and outlined the agenda.

January 26 Management Council. The meeting was called to order at 11:10 a.m. by the chair Stevie Baker-Watson. The chair welcomed new Council members Stephen Briggs, Chuck Brown, Steve Cantrell, Sarah Feyerherm, Samantha (Sammy) Kastner, Michelle Morgan, Colby Pepper and Presidents Council chair Sue Henderson to the meeting.

**2. REVIEW OF RECORDS OF PREVIOUS MEETINGS.**

**a. Management Council Meetings – October 15-16, 2018.**

January 23 Management Council. The Management Council approved the summary of its October 15-16, 2018, meetings as presented.

Presidents Council. No action necessary.

**b. Presidents Council Meeting – October 23-24, 2018.**

January 23 Management Council. No action necessary.

Presidents Council. The Presidents Council approved the summary of its October 23-24, 2018, meetings as presented.

**c. Administrative Committee Actions.**

January 23 Management Council. The Management Council ratified the minutes of the November 13, 2018, and January 3, 2019, Administrative Committee actions.

Presidents Council. The Presidents Council ratified the minutes of the November 13, 2018, and January 3, 2019, Administrative Committee actions.

**3. COMMITTEE RECOMMENDATIONS AFFECTING DIVISION III.**

**a. Division III Joint Presidents Council/Management Council Committees or Subcommittees.**

**(1) Convention-Planning Subcommittee.**

**a. 2019 Convention.**

January 23 Management Council. The Council reviewed the following documents for the NCAA Convention:

- Division III delegates schedule
- Division III-specific discussion checklist.
- Division III Issues Forum.
- Division III Business Session.

The Council noted the format for the Division III Issues Forum would include the following roundtable discussions regarding the 2018 Division III Membership Survey results: (1) Student-athlete health and safety; and (2) Leveraging athletics enrollment and its impact on budget, personnel and facilities.

Presidents Council. No action was necessary.

**b. Concepts and ideas for future Convention formats.**

January 23 Management Council. The Council discussed a recommendation from the Convention-Planning Subcommittee to shift the Division III NCAA Convention format from Wednesday-Saturday to Tuesday-Friday to allow delegates to return to campus for weekend athletics competition.

Staff Liaisons:  
Brown, McCleary

Council Reps:  
Benning, Franks,  
Hill-Hanna, Mazza,  
Schram, Trachte

Staff noted that this format shift will be discussed in the next Convention bid cycle, slated for this spring, but any changes would not occur until the 2028 Convention and beyond, if approved. The Council also provided feedback on the implementation of rising registration fees, as well as the importance of an annual Division III Business Session.

Presidents Council. No action was necessary.

(2) **Strategic-Planning and Finance Committee (SPFC).**

(a) **Joint Men's and Women's Basketball Championship.**

January 23 Management Council. The Council approved \$250,000 per championship for a future basketball joint championship (with Divisions I and II) for each gender by 2023-24. The funds will be moved from the Division III surplus above and beyond the mandated reserve to the Identity Initiative budget to cover expenses such as facility rentals, marketing, promotion, travel, lodging and per diem.

Presidents Council. The Presidents Council approved the Management Council's recommendation.

(b) **Division III University.**

January 23 Management Council. The Council approved the transfer of \$30,000 from the Injury Surveillance Program budget to the Learning Management System budget to fund the launch of Division III University. Every Division III commissioner, athletics director, senior woman administrator and head coach, approximately 9,500 individuals, now have access to Division III University at a cost of two to three dollars per user. [Also see Page No. 15, 6e]

Presidents Council. The Presidents Council approved the Management Council's recommendation.

(c) **Budget.**

January 23 Management Council. The Council reviewed the preliminary budget-to-actual for 2018-19. The Council also reviewed budget projections through 2023-24, noting the spending down of cash reserves beyond the minimum reserve policy, while maintaining the 75%/25% ratio of championships to non-championships spending through 2024.

Presidents Council. No action was necessary.

Staff Liaisons:  
Dutcher,  
Hartung, Jones,  
Kresge, McCleary,  
Myers, West

Council Reps:  
Cain,  
Cummings-Danson,  
Docking, Dorsey  
Davis, Drugovich,  
Henderson,  
Hill-Hanna,  
Huntington, Roy,  
Shields, Walsh,

**(d) Division III Conference Grant Program.**

January 23 Management Council. The review of the grant impact forms found that seven conferences did not adhere to grant policies, based on the established conference grant policies and procedures. Each conference received a warning letter, with three conferences also selected for a Level II assessment review. While the committee agreed that this assessment should occur, it also noted that it did not assume that funds had been used inappropriately or inconsistently with the grant policies and procedures.

Presidents Council. No action was necessary.

**(3) Joint Legislative Steering Subcommittee.**

January 23 Management Council. The committee had no formal report. No action was necessary.

Presidents Council. No action was necessary.

**b. Management Council Subcommittees.**

**(1) Subcommittee for Legislative Relief.**

January 23 Management Council. The Council agreed to review in April the current waiver criteria for a transfer student-athlete who graduated from a Division I or II institution and would like to be eligible in Division III.

Presidents Council. No action was necessary.

**(2) Playing and Practice Seasons Subcommittee.**

January 23 Management Council. The subcommittee had no formal report. No action was necessary.

Presidents Council. No action was necessary.

**c. Division III Committees.**

**(1) Championships Committee.**

**(a) Women's Lacrosse.**

January 23 Management Council. The Council adopted noncontroversial legislation to increase the composition of the women's lacrosse committee from five to seven members with the addition of two new sport regions. A seven-region alignment would most effectively serve the sport based on sport sponsorship and anticipated growth. The Council noted a \$4,000 budget impact for the two additional committee members.

Presidents Council. No action was necessary.

Staff Liaisons:  
Dutcher,  
McCleary, Myers

Council Reps:  
Cooper, Docking,  
Davis, Fritz,  
Hill-Hanna,  
Kimball,  
Millerick, Shields

Staff Liaisons:  
Purcell, Berg

Council Reps:  
Baker-Watson,  
Fein, Mazza,  
Roy, Udelhofen,  
Tompson-Wolfe

Staff Liaisons:  
Alford, Suscha,  
Romash

Council Reps:  
Bankston, Burns,  
Davis, Mooney,  
Schram, Vienna,  
Walsh

Staff Liaison:  
Peterson-Mylinski,  
Suscha

Council Reps:  
Hill-Hanna,  
Bankston,  
Vienna

**(b) Bench Size Survey.**

January 23 Management Council. The Council received an update on the results of a survey on bench size. The survey gathered the membership's feedback and interest regarding expanding the current national championship bench size to accommodate up to the average roster size, with the institution being responsible for the additional expenses. The survey results indicate support for expanding roster sizes, which the Championships Committee will discuss during its February in-person meeting.

Presidents Council. No action was necessary.

**(c) Regional Alignment Project Update.**

January 23 Management Council. In April, the Council may receive a recommendation to realign existing championship regions. The Division III Commissioners Association (D3CA) is evaluating potential regional alignment alternatives, particularly in light of increased sponsorship in several sports. The Championships Committee will also discuss this issue in February.

Presidents Council. No action was necessary.

**(2) Committee on Infractions.**

January 23 Management Council. The committee had no formal report. No action was necessary.

Presidents Council. No action was necessary.

**(3) Financial Aid Committee.**

• **Financial Aid Reporting Process – Level I and II Reviews.**

January 23 Management Council. The Council received the committee's report that identified 57 Level I reviews this fall, 20 more than last year. The committee took the following actions: (1) Voted to take no action on 24 cases; and (2) Voted to forward 32 Level I cases to a Level II review, nine more than last year.

Presidents Council. No action was necessary.

**(4) Infractions Appeals Committee.**

January 23 Management Council. The committee had no formal report. No action was necessary.

Presidents Council. No action was necessary.

**Staff Liaisons:**

Cooper,  
Elworth

**Council Rep:**

Cummings-Danson

**Staff Liaisons:**

Hartung, Alford

**Council Rep:**

Schram

**Staff Liaison:**

Walters

**Council Rep:**

Fritz, Roy

Staff Liaisons:  
Myers, Regan,  
Purcell

Council Rep:  
Fein

**(5) Interpretations and Legislative Committee (ILC).**

January 23 Management Council. The Council reviewed the committee's report. No action was necessary.

Presidents Council. No action was necessary.

Staff Liaisons:  
Alford, Berg,  
Jones

Council Rep:  
Mooney

**(6) Membership Committee**

January 23 Management Council. The committee had no formal report. No action was necessary.

Presidents Council. No action was necessary.

Staff Liaison:  
Tufano

Council Rep:  
Mazza

**(7) Nominating Committee.**

January 23 Management Council. The committee had no formal report. No action was necessary.

Presidents Council. No action was necessary.

Staff Liaisons:  
Barnhart, Jones,  
Berg

Council Reps:  
Burns, Cain,  
Udelhofen,  
Bryant

**(8) Student-Athlete Advisory Committee (SAAC).**

**(a) Revise all Division III Policies and Procedures to Gender-Neutral Language.**

January 23 Management Council. The Council approved a recommendation from the committee to require all current and future Division III-specific policies, procedures and communications be written – or rewritten – to contain only gender-neutral language. The change mirrors the approach taken by several Division III institutions with their own formal documentation, with several moving away from gender-binary terminology. SAAC brought the proposal forward to further reinforce the division's commitment to inclusivity. Division III is the first NCAA division to adopt this policy.

Presidents Council. No action was necessary.

**(b) SAAC Leadership Elections.**

January 23 Management Council. The Division III SAAC elected its new officers – Madison Burns, Randolph-Macon College, will be the chair and NJ Kim, Emory University, will remain the vice chair. The new Management Council liaisons are Sammy Kastner, Notre Dame of Maryland University and Colby Pepper, Covenant College.

Presidents Council. No action was necessary.

(c) **Update on Division III SAAC Working Group Reports.**

- Communications and Best Practices Working Group.

January 23 Management Council. The Council noted the working group is updating the best practices guide for communication between the National SAAC, conference SAACs and campus SAACs. The working group also discussed adding a template constitution that institutions can use to formally create and codify their SAAC policies.

Presidents Council. No action was necessary.

- Mental Health Working Group.

January 23 Management Council. The Council noted the working group drafted mental health education cards. The group asked all committee members to reach out to their conferences to receive each schools' list of necessary information to include on the mental health education cards. Second, the working group revised a script for the mental health awareness video social media campaign. Each video will feature a student-athlete sharing support of mental health education and awareness. The working group must revise the social media campaign plan further before its release. The working group also discussed ways to include Division I and II SAAC members in this campaign.

Presidents Council. No action was necessary.

- Special Olympics.

January 23 Management Council. The Council noted the working group discussed the current "50 for 50" participation challenge, which requires institutions to have at least 50 student-athletes participation in Special Olympics event(s) between August 2018 and February 2019. Based on feedback from institutions about annual spring Special Olympics events, the working group and full committee approved extending the deadline for the challenge to April 2019, which will be announced on Division III social media. Additionally, the working group discussed ideas for starting an annual challenge in future years to continue to encourage participation.

Presidents Council. No action was necessary.

Staff Liaisons:  
Grace,  
Romash

Council Rep:  
Benning

**(9) Student-Athlete Reinstatement (SAR) Committee.**

**(a) Noncontroversial Legislation – Bylaw 12.4.1 – Amateurism – Criteria Governing Compensation to Student-Athletes.**

January 23 Management Council. The Council adopted noncontroversial legislation to amend Bylaw 12.4.1 (criteria governing compensation to student-athletes) to designate violations as restitution violations, which do not affect eligibility if the value of the benefit is \$200 or less, provided the student-athlete makes restitution to a charity of their choice prior to competing.

Presidents Council. No action was necessary.

**(b) Extension of Eligibility Waivers Involving Student-Athletes with Documented Education-Impacting Disabilities.**

January 23 Management Council. The Council noted the committee reviewed extension requests in which institutions asserted student-athletes were denied participation opportunities, when, due to documented EIDs, the student-athletes chose to attend institutions that did not sponsor their sport. The committee directed the reinstatement staff to consider objective documentation including, but not limited to, the following in determining whether the student-athlete's attendance at an institution that did not sponsor the student's sport was necessitated by the student's EID and outside the student-athlete's control: (1) The student-athlete's individualized education program; (2) Contemporaneous documentation from an educational counselor recommending the student-athlete attend a specific institution; and (3) Objective documentation specific to the severity of the student-athlete's EID from an individual who assessed the student-athlete and is qualified and licensed to diagnose and treat the student-athlete's particular EID.

Presidents Council. No action was necessary.

**d. Association-Wide and Common Committees.**

**(1) Competitive Safeguards and Medical Aspects of Sports (CSMAS).**

**(a) Noncontroversial Legislation – NCAA Bylaw 18.4.1.4.1 – Championships and Postseason Football – Eligibility for Championships – Penalty – Banned Drug Classes Other Than Illicit Drugs.**

January 23 Management Council. The Council did not move a CSMAS noncontroversial legislative request, with the understanding that it will be revisited by CSMAS to address specific Division III issues. The legislation would clarify that a student-athlete who tests positive for use of a

Staff Liaisons:  
Parsons

Council Rep:  
Baker-Watson



substance in a banned drug class other than an illicit drug shall be ineligible for competition until the student-athlete has been withheld from the equivalent of one regular season competition. Further, the student-athlete would be charged with the loss of one season of competition if they test positive during a year which they did not use a season of competition.

Presidents Council. No action was necessary.

- (b) **Noncontroversial Legislation – Bylaws 18.44.1.4.3.1 and 31.2.3.1.1 – Executive Regulations – Eligibility for Championships – Ineligibility for Use of Banned Drugs – Drugs and Procedures Subject to Restrictions – Tampering with and Manipulation of Urine Samples.**

January 23 Management Council. The Council approved noncontroversial legislation in Divisions II and III to clarify that tampering with an NCAA drug-test sample includes urine substitution and related methods; further, to clarify that manipulation of urine samples includes the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing.

Presidents Council. No action was necessary.

Staff Liaisons:  
Brownlee,  
Roxbury, Ziegler

Council Rep:  
Thompson-Wolfe

- (2) **Committee on Sportsmanship and Ethical Conduct.**

January 23 Management Council. The committee had no formal report. No action was necessary.

Presidents Council. No action was necessary.

Staff Liaisons:  
Fasbender,  
Gentry, Wilson

Council Rep:  
Udelhofen

- (3) **Committee on Women's Athletics (CWA).**

January 23 Management Council. The Council reviewed the committee's report. No action was necessary.

Presidents Council. No action was necessary.

Staff Liaison:  
Tufano

Council Rep:  
Benning

- (4) **Honors Committee.**

January 23 Management Council. The Council reviewed the committee's report. No action was necessary.

Presidents Council. No action was necessary.

Staff Liaisons:  
Abdur-Rashid,  
Crawford,  
Robinson

Council Rep:  
Bryant

- (5) **Minority Opportunities and Interests Committee (MOIC).**

- **Athletics Diversity and Inclusion Designation.**

January 23 Management Council. The Council discussed the Minority Opportunities and Interests Committee's legislative concept, possibly

slated for legislation at the 2020 NCAA Convention, to establish an athletics diversity and inclusion designation within each athletics department and conference office. The designee would serve as the primary contact for diversity and inclusion-related information. The Council provided feedback that included the following: (1) The Council supports having an athletics diversity and inclusion designation within conference offices as Division III commissioners want to be included in all communications; (2) The Council believes that there needs to be more information on the role and responsibilities of the designation; and (3) There is value in having a campus designee.

Presidents Council. No action was necessary.

Staff Liaisons:  
Abdur-Rashid,  
Crawford,  
Fasbender,  
Gentry, Robinson,  
Wilson

Council Rep:  
Udelhofen, Bryant

(6) **Joint Committee on Women's Athletics/Minority Opportunities and Interests Committee.**

January 23 Management Council. The Council reviewed the committee's joint report. No action was necessary.

Presidents Council. No action was necessary.

(7) **Olympic Sports Liaison Committee (OSLC).**

January 23 Management Council. The Council reviewed the committee's report. No action was necessary.

Presidents Council. No action was necessary.

Staff Liaisons:  
Smith, Suscha,

Council Rep:  
Walsh

(8) **Playing Rules Oversight Panel.**

January 23 Management Council. Staff reviewed the committee's report and provided an update that two clocks in basketball will be required by 2021. Division III is given a year's notice with rules that have a financial impact. No action was necessary.

Presidents Council. No action was necessary.

Staff Liaisons:  
Calandro, Halpin

(9) **Postgraduate Scholarship Committee.**

- **NCAA Postgraduate Scholarship Committee Public Member Vacancy.**

January 23 Management Council. The Council noted the Administrative Committee [See Page No. 4, 2c] approved this action, and it was ratified by the Council.

Presidents Council. No action was necessary.

Staff Liaison:  
Thomas

Council Rep:  
Cummings-Danson

Staff Liaison:  
Bell

Council Rep:  
Millerick

**(10) Research Committee.**

January 23 Management Council. The Council reviewed the committee's report. No action was necessary.

Presidents Council. No action was necessary.

Staff Liaison:  
Thomas

Council Rep:  
Walsh

**(11) Walter Byers Scholarship Committee.**

January 23 Management Council. The committee had no formal report. However, the Council noted that the committee will meet March 4-5 in Indianapolis. Applications for this year's scholarship were lower than usual, at 76. No action was necessary.

Presidents Council. No action was necessary.

**4. 2019 NCAA CONVENTION LEGISLATION.**

**a. Review of 2019 NCAA Convention Notice and Program.**

Staff Liaisons:  
Meyers, Regan

Council Rep:  
Fein

January 23 Management Council. The Council reviewed the Convention Notice and Program. No action was necessary.

Presidents Council. No action was necessary.

**b. Legislative Proposal Question and Answer Guide.**

January 23 Management Council. The Council reviewed the Legislative Q & A document. No action was necessary.

Presidents Council. No action was necessary.

**c. Review of Parliamentary and Voting Issues.**

January 23 Management Council. The Council approved the parliamentary and voting issues document. It noted that Proposal No. 2019-2 – Playing and Practice Seasons – Football – Establishing Preseason Start Date 23 Days Before the Institution's First Contest, will be moved and seconded, followed by the moving of the amendment-to-amendment Proposal No. 2019-2-1. The membership will then debate and vote on Proposal No. 2019-2-1. If Proposal No. 2019-2-1 is defeated, then the membership will vote on Proposal No. 2019-2 as originally submitted. If the amendment-to-amendment is adopted, the membership will vote on Proposal No. 2019-2 as amended by Proposal No. 2019-2-1.

Presidents Council. The Presidents Council approved the parliamentary and voting issues document.

**d. Review of Position Papers and Speaker Assignments.**

January 23 Management Council. The Council reviewed the position papers and speaker assignments.

Presidents Council. The Presidents Council reviewed the position papers and speaker assignments, noting the three proposals in the Presidential Grouping.

**e. Membership Concerns Related to Proposal No. 2019-2 – Playing and Practice Seasons – Football – Establishing Preseason Start Date 23 Days Before the Institution’s First Contest.**

January 23 Management Council. The Council discussed membership concerns with the effective date of Proposal No. 2019-2. Specifically, institutions that have scheduled their first 2019 contest during the second week of the season, against schools that play during week one noted a potential inequity in preseason practice time and, due to existing contracts, are unable to change the start date. The Council instructed staff to inform the membership at the Division III Issues Forum that the Council discussed these concerns and reaffirmed that the Subcommittee on Legislative Relief waiver process is the appropriate avenue to address these concerns. Due to the variability in academic calendars, as well as other conditions, these waivers are best reviewed on a case-by-case basis.

Presidents Council. No action was necessary.

**5. 2020 NCAA CONVENTION LEGISLATION.**

**a. ADM-2020-1 – Executive Regulations – Eligibility for Championships – Administration of NCAA Championships – Secondary Criteria – Non-Division III Strength of Schedule.**

January 23 Management Council. The Council approved, in legislative format, a proposal to eliminate non-Division III strength of a schedule as a secondary criterion from the ranking and selection process.

Presidents Council. No action was necessary.

**b. NC-2020-1 – Playing and Practice Seasons – Athletically Related Activities – Voluntary Out-of-Season Activities Limited Primarily to Members of the Team.**

January 23 Management Council. The Council approved, in legislative format, a proposal to permit student-athletes to participate in on-court or on-field activities that are limited primarily to members of that team provided those activities are not mandatory and are not organized or involve members of the coaching staff.

Presidents Council. No action was necessary.

**6. DIVISION III INITIATIVES AND UPDATES.**

**a. Diversity and Inclusion Working Group.**

January 23 Management Council. The working group provided key updates to the Council, that included the following: (1) Proposal No. 2019-4: Membership – Conditions and Obligations of Membership – Student-Athlete Graduation Rate Reporting; (2) Diversity tips are included in each Division III Monthly Update; and (3) The Student Immersion Program had 36 participants attending the 2019 Convention. The working group's next steps will include continued promotion of the student-athlete graduation rate reporting. It will also discuss MOIC's 2020 NCAA Convention proposal to create an athletics diversity and inclusion designation [See Page Nos. 11-12 d (5)] and the NCAA office of inclusion's work with the Presidential Pledge to move the membership from a commitment phase to action.

Presidents Council. No action was necessary.

**b. Faculty Athletics Representatives (FAR) Engagement Working Group.**

January 23 Management Council. The Council reviewed three best practice resources developed by the working group. The resources will be distributed to all Convention delegates during the Division III Business Session.

Presidents Council. No action was necessary.

**c. LGBTQ Working Group.**

January 23 Management Council. The working group is creating a train the trainer facilitator program to occur in late May/early June. After the training program, facilitators will be able to lead a 90-minute program on Division III campuses and at conference meetings. The program will teach participants LGBTQ terminology as well as provide tools to create safe and inclusive spaces for student-athletes.

Presidents Council. No action was necessary.

**d. Technology Users Group.**

January 23 Management Council. The Council received an update from the users group noting that the Committee Zone, digital library and the purchasing website for the Division III Identity Initiative are all located on Single Source Sign-On (SSO), providing convenience to the membership.

Presidents Council. No action was necessary.

**e. Division III University.**

January 23 Management Council. Staff provided an update on the official launch of Division III University, an online learning management system for commissioners, athletics directors, senior woman administrators and head coaches. The initial modules have a head coach focus and feature a range of content including an overview of Division III,

student-athlete health and well-being, and compliance. Staff noted that in February, the Interpretations and Legislation Committee will discuss next steps regarding the development of additional compliance modules.

Staff also anticipates the release of Gameday the DIII Way modules via Division III University in the near future.

Presidents Council. No action was necessary.

January 26 Management Council. The Council asked if there was a plan to provide access to Division III University to other constituent groups (e.g., FARs). Staff noted the current modules are head-coach focused. The timing and funding for further constituent groups is under discussion.

**f. Division III Identity Initiative.**

January 23 Management Council. The Council received a status report on the Division III Identity Initiative, including an update on the purchasing website, Division III/D3SIDA Recognition Award, social media including the launching of an Instagram account, Special Olympics 50 for 50 challenge, website content and Division III Week slated for April 1-7, 2019.

Presidents Council. No action was necessary.

**g. Strategic Communications Working Group.**

January 23 Management Council. The Council noted a working group was established to update the strategic communications guide created in 2012. A membership survey was emailed in October 2018, and the working group is currently reviewing each section to provide key best practices. The working group plans to release the updated document at the CoSIDA convention in June 2019.

Presidents Council. No action was necessary.

**h. Conference Business Management Resource Subgroup.**

January 23 Management Council. The Council noted the subgroup, consisting of five conference commissioners and staff, is creating a resource entitled *Conference Office Business Management: Items to Know*. The resource includes the following topic areas: (1) Conference office structure; (2) Risk management; (3) Human resources; (4) Officiating; (5) Financial; and (6) Security systems.

The goal is to distribute the final resource at the Division III commissioners meeting in June.

Presidents Council. No action was necessary.

**i. Feedback from Conference Meetings.**

January 23 Management Council. The Council reviewed reports from conference meetings. No action was necessary.

Presidents Council. No action was necessary.

**j. 360 Proof Update.**

January 23 Management Council. The Council received an update noting that 225 institutions are currently registered for 360 Proof. The operations team is currently revising the 360 Proof messaging document and communications calendar. 360 Proof will have presence at the NASPA Strategies Conference, NCAA Convention and NASPA Annual Conference, and will engage in a social media campaign in early February.

Presidents Council. No action was necessary.

**k. FAR Orientation Report.**

January 23 Management Council. Twenty-nine FARs attended the inaugural Division III New FAR Orientation in Baltimore, October 31 to November 3. The cohort completed pre-work modules and supplemental programming throughout the FARA Annual Meeting, culminating in an action planning session. The program's focus is for FARs to understand and prioritize the duties inherent to the FAR position, understand the Division III model of athletics and build a network of FARs, both peer and mentor.

Presidents Council. No action was necessary.

**l. Injury Surveillance Program (ISP) Subgroup.**

January 23 Management Council. The Council received an update on Division III institutions currently participating in the ISP. During the months of August and September, participation rose from nine to 11 percent. In November, a direct email was sent to athletics trainers and athletics directors inviting them to participate. If every institution that has signed up to participate submits data, participation rates will increase to 23 percent for the 2018-19 academic year.

Presidents Council. No action was necessary.

**m. International Ice Hockey Pilot.**

January 26 Management Council. The Council received an update on the International Ice Hockey Pilot, noting a survey will be sent to conference offices and institutions to gather feedback on the pilot and assist in developing next steps.

Presidents Council. No action was necessary.

**7. *SKYLINE CONFERENCE PROPOSAL.***

January 23 Management Council. The Council discussed a proposal forwarded to all Division III presidents in late December by the Skyline Conference. The proposal contends that Division III is not functioning well and needs to be more federated, and that Division III commissioners should develop a plan for presidents to review that will allow Division III to self-regulate and function in a manner that better fits its mission and values. The Presidents Council chair responded to the proposal noting the following: (1) The 2018 Division III Membership Survey results indicate that Division III is functioning well; (2) Division III is currently federated and has great autonomy to control its bylaws, regulations and policies; and (3) There is a process in place that allows for legislative change, and (4) The membership or governance structure can initiate this legislative process.

The Council took action stating that it didn't support the governance structure discussing the proposal further. The Management Council indicated some confusion over the specific requests and recommendations within the proposal. It noted that the division's legislative standards and policies attempt to emphasize fairness and equity. In addition, recent data and evidence don't align with the proposal's assertions. Pending further discussion by the Presidents Council, the Management Council endorsed writing a consensus statement to officially state its position.

Presidents Council. The Council saw no need to call for a comprehensive review of Division III or legislation that would dramatically restructure the division. In their discussion, the presidents echoed the sentiments expressed by the Management Council, noting that the 2018 membership survey results indicate the division is functioning well; the division's current federated structure allows it autonomy from other divisions to control its bylaws and policies; and there is a process that permits for legislative change, which can be instigated either by the membership or the governance structure.

The Presidents and Management Councils will issue a formal written response in the near future. Council members expressed thanks to President Flynn for his interest in seeking to improve Division III. Because there was no support for the proposal from either Council, correspondence will encourage the Skyline Conference to work with NCAA staff to craft membership-sponsored legislation to address the issues articulated in the proposal.

January 26 Management Council. No action was necessary.

**8. *ASSOCIATION WIDE UPDATES AND ISSUES.***

**a. *Board of Governors Update.***

January 23 Management Council and Presidents Council. The Councils received an update on Board of Governors initiatives including: (1) 2019 Proposal No. 1 to add five independent members to the board; (2) Committee to Promote Cultural Diversity and Equity; (3) Sports wagering; (4) Esports; and (5) Governmental relations.

**b. *Sport Science Institute (SSI) Updates.***

January 23 Management Council and Presidents Council. Dr. Hainline provided an update on the SSI's strategic priorities timeline, including the Interassociation Recommendations: Preventing Catastrophic Injury and Death in College Student-Athletes. Currently, outside



medical organizations are reviewing the recommendations for final endorsement. SSI anticipates seeking endorsement by the Board of Governors at its April meeting, prior to releasing the recommendations to the membership.

SSI noted that the Division III participation in the Injury Surveillance Program has increased from less than 10 percent to approximately 25 percent. SSI appreciates the increased participation, as it relies on the data to make policy decisions.

SSI announced that it is hosting a Sports Wagering and Well-Being Summit in March. In addition to an NCAA staff working group, the Board of Governors recently created an Association-wide working group to address sports wagering. The NCAA is educating the membership regarding the impact of sports wagering on legislation and bylaws as well as providing education on gambling addiction. The summit will discuss the impact of legalized sports wagering on the membership. The outcomes of the summit will provide a framework for how the NCAA will move forward in membership education.

**c. Litigation Update.**

January 23 Management Council and Presidents Council. The Councils accepted the Litigation Report. No action was necessary.

**d. Transfer Portal.**

January 23 Management Council. The Council received an update on the NCAA Transfer Portal. All Division I and II student-athletes seeking to transfer must have their information entered into the portal. While Division III student-athletes are not in the portal, Division III coaches and administrators have a read-only access that allows them to view names and contact information for the Division I and II student-athletes. The portal is not a recruiting tool, but instead is a compliance tool that provides academics and athletics information needed to transfer. The Council discussed the benefits of having Division III fully use the transfer portal (e.g., entering all Division III transfers into the portal and creating a standardized transfer tracer).

Presidents Council. No action was necessary.

January 26 Management Council. No action was necessary.

**e. Compliance Attestation Module for Presidents and Chancellors.**

January 23 Management Council and Presidents Council. The Councils received an update on the creation of a learning management module for presidents and chancellors to attest to athletics compliance. The module will encourage greater cooperation and communication between presidents/chancellors and their athletics departments.

The draft module will be available in April.

**f. Senior Woman Administrator (SWA) Resources.**

January 23 Management Council. The Council reviewed copies of the SWA Resource documents, as a result of the continuation of work by the NCAA office of inclusion. All

the Division III delegates will receive copies of these resources during the Division III Business Session.

Presidents Council. No action was necessary.

**9. 2019 CONVENTION LOGISTICS.**

- **Programming and Logistics.**

January 26 Management Council. The Council discussed the 2019 NCAA Convention and provided feedback regarding future Convention programming and logistics.

**10. OTHER BUSINESS.**

- **Acknowledgement of Departing Council Members.**

January 23 Management Council. Shantey Hill-Hanna acknowledged departing Council members, Madison Burns, Sean Cain, Gail Cummings-Danson, Bobby Davis, Chris Kimball and Karen Tompson-Wolfe, thanking them for their service on behalf of the Association. Vice chair Kate Roy thanked Shantey Hill-Hanna for her service as chair of the Management Council.

Presidents Council. President Docking acknowledged departing Council members, Sharon Hirsh and Bob Huntington, thanking them for their service on behalf of the Association. Vice chair Sue Henderson thanked Jeff Docking for his service as chair of the Presidents Council.

**11. ADJOURNMENT.**

January 23 Management Council. The Management Council meeting adjourned at 2:57 p.m.

Presidents Council. The Presidents Council meeting adjourned at 11:15 a.m.

January 26 Management Council. The Management Council meeting adjourned at 12:55 p.m.



REPORT OF THE NCAA DIVISION III ADMINISTRATIVE COMMITTEE  
FEBRUARY 27, 2019, IN-PERSON MEETING

**ACTION ITEM**

- **NCAA Transfer Portal.**
  - a. Recommendation. Approve the use of the NCAA Transfer Portal for all Division III student-athlete transfers beginning with 2019-20 academic year. [NOTE: See also Supplement Nos. 8c and 8d]
  - b. Rationale. Currently Division III student-athletes are not in the portal. However, Division III coaches and administrators have a read-only access that allows them to view names and contact information for Division I and Division II student-athletes looking to transfer to another institution. The portal is not a recruiting tool, but instead a compliance tool that provides academics and athletics information needed to transfer. The committee noted the key benefit of Division III using the transfer portal was the use a standardized transfer tracer (See Attachment). Further, the Division III self-release would not be impacted as student-athletes wanting to transfer could still use the self-release prior to entering their information in the portal.
  - c. Budget Impact. None.
  - d. Student-Athlete Impact. Allows for compliance directors to easily enter and view information for those students wishing to transfer.

**INFORMATIONAL ITEMS.**

1. **General Discussion.** The meeting, held at New Jersey City University, convened at 8:22 a.m. The Administrative Committee discussed items of importance to the NCAA and those specific to Division III. Staff informed the committee of its three primary functions: (1) To identify the primary issues of interest to the governance structure during the upcoming year; (2) To act on any emergency issues that arise between Council meetings; and (3) To decide routine issues best acted on between the regular quarterly meetings of the Councils.
2. **Leadership Expectations.** The committee reviewed the leadership expectations, the Policies and Procedures documents for both Management and the Presidents Councils, and committee responsibilities including the Board of Governors and Council meetings.
3. **Interpretations and Legislative Committee (ILC) Composition.** The committee, on behalf of the Management Council, voted to waive ILC's composition requirements for one year (Jan. 2019 to Jan. 2020). According to Bylaw 21.9.5.7.1, ILC shall consist of eight members. One member of the Management Council, a student-athlete representative, one faculty athletics representative, one conference administrator and at least one shall be an ethnic minority. At least three positions shall be allocated for men and at least three allocated for women. Currently, the committee only has two men. With two recent female appointments in January 2019, one from Management

Council and the other from the national Student-Athlete Advisory Committee, the committee recommends waiving the composition requirements for one year versus finding a replacement. In January 2020, the committee composition will return to the legislated gender requirements.

#### **4. Key Association-wide Issues.**

##### **a. Board of Governors (BOG).**

- (1) Nomination process to add independent members to BOG. The nomination process to add five independent members to the NCAA Board of Governors closed February 22. The five-member BOG Executive Committee, which serves as the Nominating Committee, will seek a wide variety of backgrounds in new directors to contribute helpful perspectives and experiences. Currently both the Division III Presidents Council chair and vice-chair serve on the BOG Nominating Committee.

The executive search firm Heidrick & Struggles will vet all nominations to ensure an independent, unbiased initial review of candidate applications and lead to a broad consideration of perspectives. The BOG Executive Committee will make its recommendations to the BOG at its April meeting.

- (2) Committee to Promote Cultural Diversity and Equity. The committee reviewed the strategic goals around the Committee to Promote Cultural Diversity and Equity noting the following: (1) Engage and align the NCAA governance structure to achieve inclusive excellence; (2) Use metrics to galvanize accountability to diversify athletics leadership; and (3) Operationalize the NCAA Presidential Pledge and commitment to promoting diversity and gender equity in intercollegiate athletics.

In addition, the committee discussed the Minority and Opportunities Interests Committee (MOIC) recommendation for proposed 2020 Convention legislation to require every institution's athletics department, as well as conference offices, identify an athletics diversity and inclusion designation. Responsibilities include receipt and dissemination of NCAA information related to matters of diversity and inclusion and would provide tangible support to the NCAA's Presidential Pledge initiative.

- (3) Sports Wagering Ad Hoc Committee. The BOG established an Association-wide Sports Wagering Ad Hoc Committee. The committee's charge is to protect student-athlete well-being and ensure the integrity of competition. Specifically, the committee is charged to: (1) Review current NCAA legislation related to sports wagering and explore whether additional legislation is appropriate in an environment that includes legalized sports wagering, but that also adheres to the guiding principles of student-athlete well-being and maintaining the integrity of intercollegiate competition; (2) Examine player availability reporting to determine feasibility and how it could assist the membership in protecting the integrity of college sports and the well-being of student-athletes; and (3) In conjunction with

a sports integrity services provider evaluates the associated risk per sport by division as an increasing number of states are taking action to legalize sports wagering. The committee consists of 12 members with three members from Division III.

A Sports Wagering Summit will be held in March at the NCAA national office around student-athlete health and well-being.

- (4) Esports. The Board of Governors tasked staff to develop a blueprint by which the BOG could evaluate how an NCAA competition or structure in Esports would look within the framework of NCAA values, particularly student-athlete well-being.
  - (5) Officiating. Almost a year ago, staff created an internal working group to review officiating issues identified in a Division II Commissioner Association white paper that also was endorsed by the Division III Commissioner Association. After further review and analysis, staff recognized the membership's concerns, in particular an aging pool of officials and an inefficient pipeline of new officials. Staff is moving forward on several initiatives to recruit more officials and provide leadership and consistency through the NCAA's current programs. Staff also determined it didn't have the resources to take on all of the action items identified by the working group.
  - (6) Coaches credentialing. The committee noted a recommendation from the Knight Commission requesting the NCAA develop minimal professional standards for coaches to assist their role as educators of student-athletes. Currently through the Sports Science Institute (SSI) and Division II and Division III universities, there are several resources that could be part of a coaches' education and credentialing program. Staff anticipates piloting a program for men's and women's basketball coaches in late spring/early summer. This program may be used as a foundation for expansion to other sports.
- b. Sport Science Institute (SSI) Strategic Initiatives Timeline. The committee reviewed the SSI's strategic initiatives timeline. This timeline is a resource to help inform the membership of upcoming initiatives.
- (1) Catastrophic injury prevention interassociation guideline. The committee discussed the interassociation guideline and noted that academic and membership affairs (AMA) will review it in late March to confirm that none of the guidelines are in direct conflict with existing legislation. The Committee on Competitive Safeguards and Medical Aspects of Sports (CSMAS) will review the guidelines during its March teleconference. If endorsed by CSMAS, the guideline will be forwarded to the Councils for review at their April meetings and to the BOG for final approval at its April 30 meeting.
  - (2) Student-athlete mental health services. The committee reviewed a proposal adopted by the Division I Autonomy Five conferences that is being considered by the rest of Division I, as well as Divisions II and III. The proposal would require

an institution to make mental health services and resources available to its student-athletes through the department of athletics and/or the institution's health services or counseling services department. Staff anticipates the Management Council acting on this proposal during its April meeting.

- c. NCAA Strategic Plan. The committee reviewed the strategic plan timeline, noting the final document will be released after the October BOG meeting. The slightly delayed release will allow the new BOG independent members an opportunity to review the document during their first meeting in August.

## **5. Key Division III Initiatives for 2019-20.**

- a. Division III University. Division III University, an on-line learning management system, launched in January 2019. Division III commissioners, athletics directors, senior woman administrators and head coaches have access to the educational modules. The cost per user is a one-time fee of approximately three dollars. To date, the division has budgeted \$30,000. The committee noted it anticipates the Strategic Planning and Finance Committee, at its March meeting, to approve a recommendation for additional funding to develop modules and expand use to other Division III constituent groups. The Management Council will discuss the topic during its April meeting.
- b. International Ice Hockey Pilot. The committee noted a survey was sent to the member participating schools regarding the 2018-19 pilot. The pilot parameters included the NCAA Eligibility Center (EC) reviewing the participation history of all international first year ice hockey players. The survey will help the division determine what this program may look like moving forward (e.g., another pilot, legislation, EC logistics).
- c. Division III Identity Initiative. The eighth annual Division III Week will occur April 1-7, 2019.
- d. Strategic Positioning Platform. The committee reviewed the platform and suggested developing a working group to refresh the document to ensure it reflects the division's current initiatives. The committee also recommended that the review occur after the release of the NCAA strategic plan this fall.

## **6. Working Group Updates.**

- a. Diversity and Inclusion Working Group. The committee reviewed the February 2019 report noting the membership's adoption of legislation to require the annual reporting of student-athlete graduation rates at the 2019 Convention. The first mandatory report is due June 1, 2020.
- b. Faculty Athletics Representative (FAR) and Engagement. The committee reviewed the best practice resources developed by the working group. Staff distributed an electronic version in December and hard copies at the 2019 NCAA Convention.

- c. Gameday the DIII Way. The committee noted training is currently focused on developing ambassadors. Division III is continuing its partnership with the Disney Institute and hosting trainings in different regions of the country. In addition, a survey will be sent to help determine the impact the training has had on the membership.
  - d. LGBTQ Working Group. The committee noted the initial facilitator training that is scheduled for the end of May in Indianapolis. Applications are currently available via Program Hub for approximately 30 interested candidates. The training is designed to train facilitators in the following: (1) Understand the involvement of the NCAA and Division III in LGBTQ issues on the national, regional and local levels; (2) Recognize the importance of LGBTQ inclusion in college athletics; (3) Learn common LGBTQ terms, definitions, and concepts; (4) Identify strategies and best practices for institutions and conferences to ensure all individuals may participate in an athletics climate of respect and inclusion, regardless of sexual orientation, gender identity or gender expression; and (5) To develop facilitation and presentation skills for the ONETEAM program.
7. **Skyline Conference Proposal.** The committee reviewed a letter sent to College of Mount Saint Vincent President Charles Flynn following the 2019 Convention. The letter noted that both the Presidents and Management Councils expressed thanks for his interest in seeking to improve Division III, but due to a lack of support from either Council, the Skyline Conference was encouraged to craft membership-sponsored legislation to address the issues articulated in its proposal.
8. **Potential 2020 Division III Legislation.** The committee discussed possible key legislation for the 2020 Convention: (1) Appropriate number of conferences/institutions to propose membership-sponsored legislation; (2) Championships – no conference opponents in the first round; (3) Membership Committee – let year-three and year-four provisional schools count towards the formation of a conference; (4) Multi-division members and which division's rules to follow; and (5) Drug testing and a proposal by CSMAS to change certain penalties.
9. **Division III Strategic Planning and Finance Committee.**
- a. Division III Strategic Plan. The current Division III Strategic Plan details a two-year budget cycle to align with the 2017-19 budget biennium. The plan is updated yearly to reflect dollar amounts associated with both championship and non-championship initiatives. With the close of the current budget cycle, the Strategic Planning and Finance Committee (SPFC) will forward an updated strategic plan for 2019-21 to the Councils for approval.
  - b. Division III Budget.
    - (1) Budget-to-actual. The committee reviewed the budget-to-actual document noting that as of January 2019, the fall championships were currently within budget, and all nonchampionship initiatives were within budget.

- (2) 2019-2021 proposed nonchampionships Division III budget. The committee reviewed the proposed budget priorities for nonchampionship initiatives.
  - (3) 2019-2021 proposed championships Division III budget. The committee reviewed the proposed budget priorities for championship initiatives.
  - (4) Budget projections. The committee reviewed an updated future budget projection through 2023-24 that included all new proposed initiatives. There will be a 13 percent revenue increase in 2024-25. SPFC will review the proposed initiatives and their impact on the future forecast at its March meeting. The committee subsequently will forward a recommendation to the Councils.
- c. Strategic Planning and Finance Committee in-person meeting. The committee reviewed the draft agenda for the March in-person of SPFC.

**10. Other Communication Initiatives.**

- a. Presidents Council Communication Plan.
  - (1) President's Advisory Group (PAG). The committee reviewed the rationale for the establishment of PAG and discussed ways to better utilize this group within the governance structure.
  - (2) Presidential Quarterly update. The committee noted the current quarterly update is informative.
- b. Management Council Communication Plan. Each Management Council member is assigned two to three conferences for the year. Staff provides a sample letter to use when contacting assigned conferences, an updated Governance PowerPoint and an introduction regarding the program and guidelines for attending conference meetings. Council members complete an on-line meeting recap summary form following the meeting. These recaps are then discussed at the next scheduled Management Council meeting.
- c. Regular Governance Communication. Regular communications include the Monthly Update, a regular email to Division III commissioners, monthly webinars and occasional updates on the NADIII AA listserv. In addition, the governance scorecard is sent each spring to all current committee members provide feedback on the committee liaison's performance.

**11. Adjournment.** The meeting adjourned at 1:33 p.m.



*Committee Chair: Sue Henderson, New Jersey City University, New Jersey Athletic Conference*

*Staff Liaisons: Dan Dutcher, Division III Governance*  
*Jay Jones, Division III Governance*  
*Louise McCleary, Division III Governance*

NCAA Division III Administrative Committee February 27, 2019, Meeting	
<b>Attendees:</b>	
Stevie Baker-Watson, DePauw University	
Heather Benning, Midwest Conference	
Sue Henderson, New Jersey City University.	
Tori Murden McClure, Spalding University	
Dennis Shields, University of Wisconsin, Platteville	
<b>Absentee:</b>	
None.	
<b>NCAA Staff Support in Attendance:</b>	
Dan Dutcher, Jay Jones, Debbie Kresge, Louise McCleary and Jeff Myers.	

## Permission to Contact

Student NCAA ID:

Student First Name:

Student Last Name:

Student Email:

☒ Student wishes to be contacted by other institutions: ()☐ No☒ Sport(s): ()☒ Comments: ()

Date Initiated:

## General Information

Did the student-athlete only attend a summer term or participate in preseason practice prior to initial full-time enrollment?

Yes No

--

### Initial Full-Time Enrollment:

Any institution:

	▼
	▼

This institution:

	▼
	▼

Full-time Terms Complete:

	▼
--	---

Is the student-athlete currently receiving athletically related financial aid?

Yes No



### Did the student-athlete previously transfer from another collegiate institution?

Yes No

NLI Statu

No NLI on file.

## Eligibility

### Eligibility Center Academic Certification

Div I	Div I Waiver	Div II	Div II Waiver
Final Nonqualifier		Final Qualifier	

### Eligibility Center Amateurism Certification

Division I	Division II	Sport
Final: Certified	Final: Certified	Football

Is the student-athlete currently in good academic standing

Yes No

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? Is the student-athlete meeting all progress-toward-degree requirements?

Yes No In Progress

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---

? Student-athlete would be academically eligible if he or she remains at the institution?

Yes No In Progress

---

---

Student-athlete has graduated from the current institution

Yes No

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Participation

Has the student-athlete participated in intercollegiate athletics (practiced and/or competed) beyond a 14 consecutive-day tryout period

Yes No

Sports Participation ⓘ

Sport	Term(s)	Academic Year	Practice?	Season Used?	Hardship Waiver?	Received Athletic Aid?
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Participation has not been entered

## Exceptions

Has the student-athlete been disqualified or suspended for disciplinary reason:

Yes No Unsure

--

Has the student-athlete's sport been discontinued (or publicly announced it will be dropped

Yes No

--

jkjones@ncaa.org 20190228\_170018

Has the student-athlete's academic program been discontinued

Yes No

--

 Does the institution object to granting the one-time transfer exception?

Yes No Not Applicable

--

Does the student-athlete meet the two-year non-participation exception

Yes No

--

Do any other four-year transfer exceptions apply

Yes No

--

REPORT OF THE NCAA DIVISION III ADMINISTRATIVE COMMITTEE  
March 20, 2019, ELECTRONIC MAIL

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

1. **Noncontroversial Legislation – NCAA Bylaw 21.9.6.2 and Figure 21.1 – Committee Membership.** The Administrative Committee, on behalf of the Management Council, approved the adoption of noncontroversial legislation to amend Figure 21.1 as incorporated by Bylaw 21.9.6.2, to increase the Division III Men's and Women's Lacrosse Committee rosters to coincide with the new regional alignment the Division III Championships Committee endorsed as proposed by the Division III Commissioners Association.

Currently the men's lacrosse committee is made up of four members. It will increase to five, with one committee member representing each of the five sport regions. The women's lacrosse committee, currently at five members, will increase to seven. The estimated budget impact is \$10,800. The legislation will increase representation for student-athletes across the regions in both sports.

2. **Division III Management Council Appointment.** The Administrative Committee, on behalf of the Management Council, approved the appointment of Scott McGuinness, director of athletics, Washington and Jefferson College, to fill an immediate vacancy replacing Steve Cantrell, Delaware Valley University, who resigned from the Council.

*Committee Chair: Sue Henderson, New Jersey City University, New Jersey Athletic Conference*

*Staff Liaisons: Dan Dutcher, Division III Governance  
Jay Jones, Division III Governance  
Debbie Kresge, Division III Governance  
Louise McCleary, Division III Governance*

NCAA Division III Administrative Committee March 20, 2019, Electronic Mail	
<b>Attendees:</b>	
Stevie Baker-Watson, DePauw University	
Heather Benning, Midwest Conference	
Sue Henderson, New Jersey City University	
Tori Murden-McClure, Spalding University	
Dennis Shields, University of Wisconsin, Platteville	
<b>NCAA Staff Support in Attendance:</b>	
Dan Dutcher, Jay Jones, Debbie Kresge and Louise McCleary	

### **DIVISION III PHILOSOPHY STATEMENT**

Colleges and universities in Division III place the highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

- (a) Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;
- (b) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
- (c) Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
- (d) Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
- (e) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- (f) Encourage participation by maximizing the number and variety of sport offerings for their students through broad-based athletics programs;
- (g) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- (h) Assure that athletics participants are not treated differently from other members of the student body;
- (i) Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;
- (j) Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;



- (k) Assure that athletics recruitment compiles with established institutional policies and procedures applicable to the admission process;
- (l) Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;
- (m) Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
- (n) Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body.
- (o) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (p) Support ethnic and gender diversity for all constituents;
- (q) Give primary emphasis to regional in-season competition and conference championships; and
- (r) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

NCAA Mission

What the brand wants to accomplish

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

DIII Positioning Statement

Who we are

**Follow your passions and discover your potential.** The college experience is a time of learning and growth – a chance to follow passions and develop potential. For student-athletes in Division III, this happens most importantly in the classroom and through earning an academic degree. The Division III experience provides for passionate participation in a competitive athletics environment, where student-athletes push themselves to excellence and build upon their academic success with new challenges and life skills. And student-athletes are encouraged to pursue the full spectrum of opportunities available during their time in college. In this way, Division III provides an integrated environment for student-athletes to take responsibility for their own paths, follow their passions and find their potential through a comprehensive educational experience.

DIII Attributes

What we stand for

**Proportion:** appropriate relation of academics with opportunities to pursue athletics & other passions.

**Comprehensive Learning:** opportunity for broad-based education and success.

**Passion:** playing for the love of the game, competition, fun and self-improvement.

**Responsibility:** development of accountability through personal commitment and choices.

**Sportsmanship:** fair and respectful conduct toward all participants and supporters.

**Citizenship:** dedication to developing responsible leaders and citizens in our communities.

NCAA Brand Attributes

Balance

Learning

Spirit

Character

Fair Play

Community

Audiences

Who we are addressing

Student-Athletes / Parents

DIII Internal Constituencies

General Public / Media

Audience Benefits

Key benefits of the DIII experience

- Continue to compete in a highly competitive athletics program and retain the full spectrum of college life.
  - Focus on academic achievement while graduating with a comprehensive education that builds skills beyond the classroom.
  - Access financial aid for college without the obligations of an athletics scholarship.
  - Opportunities to play more than one sport.
  - Be responsible for your own path, discover potential through opportunities to pursue many interests.
- Academics are the primary focus for student-athletes. Shorter practice and playing seasons, no red-shirting and regional competition minimize time away from their academic studies and keep student-athletes on a path to graduation.
  - Student-athletes are integrated on campus and treated like all other members of the general student-body, keeping them focused on being a student first.
  - Participation in athletics provides valuable “life lessons” for student-athletes (teamwork, discipline, perseverance, leadership, etc) which often translate into becoming a better student and more responsible citizen.
- Division III institutions develop student-athlete potential through a comprehensive educational approach.
  - Division III institutions offer athletics for the educational value and benefit to the student-athlete, not for the purposes of revenue generation or entertainment.
  - Participation in athletics provides valuable “life lessons” for student-athletes (teamwork, discipline, perseverance, leadership, etc) which often translate into becoming a better student and more responsible citizen.
  - Student-athletes compete in a highly competitive athletics program and retain the full spectrum of college life.
  - Student-athletes do not receive monetary incentive to play sports but rather participate for the love of the game.

Reasons to Believe

Supporting features of DIII

- 1. Comprehensive educational experience.** Division III institutions develop student-athlete potential through a holistic educational approach that includes rigorous academics, competitive athletics and opportunity to pursue other interests and passions.

**2. Integrated campus environment.** 26% of all students at Division III institutions participate in athletics. Those participating in athletics are integrated into the campus culture and educational missions of their colleges or universities:

  - Student-athletes are subject to admission and academic performance standards consistent with the general student body;
  - Student-athletes are not provided any special housing, services or support from their institution different from other students or student groups;
  - Athletics departments are regulated and managed through the same general procedures and practices as other departments of the institution.

This integration of athletics allows the student-athletes to take full advantage of the many opportunities of campus life and their entire collegiate experience.

**3. Academic focus.** Student-athletes most often attend a college or university in Division III because of the excellent academic programs, creating a primary focus on learning and achievement of their degree. The division minimizes the conflicts between athletics and academics through shorter playing and practicing seasons, the number of contests, no red-shirting or out-of-season organized activities and a focus on regional in-season and conference play.
- 4. Available financial aid.** 75% of all student-athletes in Division III receive some form of grant or non-athletics scholarship. Student-athletes have equal opportunity and access to financial aid as the general student body – but are not awarded aid based on athletics leadership, ability, performance or participation.

  - Division III does not award athletics scholarships. Without the obligation of an athletics scholarship, student-athletes can emphasize academics, athletics and other opportunities of college life appropriate to the necessary commitment and their own passions.

**5. Competitive athletics programs.** Student-athletes do not receive any monetary incentive (athletics scholarship) to play sports in college. They play for the love and passion of the game and to push themselves to be their best, creating an intense, competitive athletics environment for all who participate.

**6. National championship opportunities.** Division III has over 190,000 student-athletes competing annually in 37 different national championships. These competitions provide an opportunity for student-athletes to compete at the highest level and fulfill their athletics potential.

**7. Commitment to athletics participation.** Division III institutions are committed to a broad-based program of athletics because of the educational value of participation for the student-athlete. The division has a higher number and wider variety of athletics opportunities on average than any other division in the NCAA, emphasizing both competitive men’s and women’s sports.





**REPORT OF THE  
DIVISION III CONVENTION-PLANNING SUBCOMMITTEE  
MARCH 20, 2019, TELECONFERENCE**

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

1. **Welcome and Roster.** The subcommittee commenced business at noon Eastern time. Lori Mazza, the chair, welcomed the group and conducted a roll call.
2. **Report from December 11, 2018, Teleconference.** The subcommittee reviewed the report and had no changes. The chair highlighted the committee's recommendation to change the Convention format to Tuesday through Friday, instead of Wednesday through Saturday. The current bid cycle is for NCAA Conventions to be held in 2028 to 2037, with the NCAA Convention management staff requesting a Tuesday to Friday format. Staff anticipates finalizing the bids by this fall and will provide an update to the subcommittee in December 2019.
3. **Review of 2019 Convention Feedback.**
  - a. Division III Convention Survey Executive Summary. The subcommittee reviewed the membership feedback survey from the 2019 Convention (379 Division III-specific responses). Notable highlights included the following: 90 percent rated the Convention experience as very good or good (slightly lower than in 2018 at 93 percent) and 97 percent said they would recommend attendance at a future Convention. The subcommittee recommended reviewing the Issues Forum format on its next teleconference.
  - b. Division III Convention Survey. The subcommittee reviewed the raw data survey results and had no additional comments or questions.
  - c. Division III Education Session Survey. The subcommittee reviewed the individual education session survey feedback. Besides noting that all sessions averaged an overall high approval rating, it had no additional comments or questions.
    - (1) Sexual Violence Prevention – Promoting a Safe Culture on Division III Campuses. This session received an 85 percent approval rating with the survey respondents noting it was very good or good.
    - (2) Fundraising – A Roadmap to Success. Eighty-one (81) percent rated the session as very good or good.
    - (3) The Athletics Program in Transition – Adding and Dropping Sports and Other Changes. Seventy-six (76) percent rated this session as very good or good.

4. **Final 2019 Convention Attendance.** The subcommittee reviewed the 2019 final attendance report and noted the attendance, approximately 1,200 delegates, was similar to past years.
5. **Planning for 2020 NCAA Convention – January 22-25, 2020, Anaheim, California.**
  - a. Overall Convention format. The subcommittee briefly discussed the Convention format and did not indicate any concerns. It will review the Issues Forum format on its next teleconference.
  - b. Educational session topic ideas. The subcommittee reviewed the recommendations from the 2019 Convention survey results, as well as last year's suggestions. Each year, Division III has three educational slots, with one of the slots traditionally earmarked for NADIII AA. For the 2020 Convention, in addition to NADIII AA, the Division III Commissioner's Association (D3CA) will have an opportunity to oversee a session. The subcommittee's NADIII AA and D3CA representatives will share these potential educational session topics with its leadership to see if there is interest in presenting any of these topics if ultimately selected on the next teleconference. The subcommittee discussed the following possible session topics for the 2020 Convention:
    - (1) Student-athlete wellness - mental health [sessions in 2018 and 2019].
    - (2) Fundraising [session in 2019].
    - (3) Leadership and mentoring (e.g., associate to director of athletics, mentoring new coaches).
    - (4) Esports.
    - (5) Compliance (e.g., available resources, best practices) [session in 2018].
    - (6) Diversity (e.g., disability, LGBTQ, international, SWA).
    - (7) Game management and sportsmanship.
    - (8) Crisis management.
    - (9) Presidential Panel – Insights on athletics and expectations.

Staff will survey the membership via the May Monthly Update and the NADIII AA and D3CA listservs. The surveys will highlight the subcommittee's recommended educational sessions; indicate a 60- or 90-minute time preference; and denote the preference

for the session to be a workshop; a Division III educational session; an Issues Forum topic or an Association-wide session. During the subcommittee's next teleconference, it will narrow the list of session topics to three.

- c. Issues Forum format/proposed discussion topics. Time didn't permit this discussion. The format will be discussed on the next teleconference.
  - d. Business Session format. The subcommittee will discuss the Business Session format on its next teleconference.
6. **2020 Convention Timeline.** The subcommittee reviewed the timeline leading to the 2020 Convention.
7. **Teleconferences.** Staff will send the subcommittee a doodle poll to schedule the remaining 2019 teleconferences.
8. **Other Business.**
- None.
9. **Adjournment.** The teleconference adjourned at 1 p.m. Eastern time.

*Committee Chair: Lori Mazza, Western Connecticut State University, Little East Conference*  
*Staff Liaisons: Louise McCleary, Division III Governance*  
*Debbie Brown, Division III Governance*

NCAA Division III Convention Planning Subcommittee March 20, 2019, Teleconference	
<b>Attendees:</b>	
Stevie Baker-Watson, DePauw University, North Coast Athletic Conference.	
Tiffany Franks, Averett University, USA South Athletic Conference.	
Joe Hakes, Illinois Institute of Technology, Independents.	
Mariann Ingraham, Elms College, New England Collegiate Conference.	
Greg Johnson, North Central University, Upper Midwest Athletic Conference	
Gregg Kaye, Commonwealth Coast Conference.	
Marcus Manning, Centenary College (Louisiana), Southern Collegiate Athletic Conference.	
Laura Mooney, Massachusetts College of Liberal Arts, Massachusetts Collegiate Athletic Conference.	
Lori Mazza, Western Connecticut State University, Little East Conference.	
Colby Pepper, Covenant College, USA South Athletic Conference.	
Lori Runksmeier, Eastern Connecticut State University, Little East Conference.	
Kandis Schram, Maryville College (Tennessee), USA South Athletic Conference	
William Tsutsui, Hendrix College, Southern Athletic Association.	
Kellen Wells-Mangold, University of Wisconsin-River Falls, Wisconsin Intercollegiate Athletic Conference	
<b>Absentees</b>	
Lisa Melendy, Williams College, New England Small College Athletic Conference.	
Patrick Summers, New England Women's and Men's Athletic Conference.	
<b>Guests in Attendance</b>	
None.	
<b>NCAA Staff Support in Attendance</b>	
Debbie Brown, Jessi Faulk, Mike King, Louise McCleary and Emily Tisdale.	



**REPORT OF THE NCAA DIVISION III STRATEGIC  
PLANNING AND FINANCE COMMITTEE  
MARCH 5, 2019, IN-PERSON MEETING**

**ACTION ITEMS.**

**1. Legislative Item.**

• **Noncontroversial Legislation – NCAA Bylaw 21.9.6.2 and Figure 21.1 – Committee Membership.**

- (1) Recommendation. Adopt noncontroversial legislation to amend Figure 21.1 as incorporated by Bylaw 21.9.6.2, to adjust sport committee rosters to coincide with the Championships Committee's proposed new regional alignment. [NOTE: See March 20 Administrative Committee Report for prior approval of request related to men's and women's lacrosse.]
- (2) Effective date. Immediate for the men's and women's lacrosse committees; September 1, 2020 for the baseball, men's and women's basketball, football, men's golf, men's and women's soccer, softball and women's volleyball committees.
- (3) Rationale. The committee noted that the Championships Committee supported a proposal from the Division III Commissioners Association to create a scale for regional alignment based on sports sponsorship (e.g., sports with sponsorship from 40-149 would have two regions; 150-374, 5-8 regions; 375+, 9-10 regions) and other key principles, including: (1) Maintaining conference members in the same regions; (2) Importance of geographic proximity in regional placement; and (3) Balancing the number of institutions across all regions (optimally, close to 40 per region). The new model provides flexibility based on the number of schools sponsoring the sport in the division (allowing for growth with a prescribed solution for sports that change over time) and recognizing that the "one size fits all" philosophy may not work for regional alignment.

NOTE: Due to the timing of the budget requests, the committee noted that sports committees were not involved in making this recommendation.

- (4) Estimated budget impact. \$10,800 in 2019-20; \$75,600 in 2020-21.
- (5) Estimated student-athlete impact. The new sport committee compositions will increase representation for student-athletes across the regions.

**2. Nonlegislative Items.**

**a. Nonchampionship Budget Initiatives.**

- (1) Recommendation. Approve the nonchampionships budget priority initiatives for the 2019-21 budget cycle.
- (2) Effective date. September 1, 2019.

- (3) Rationale. The committee reviewed the nonchampionships budget initiative priorities for the 2019-21 budget (see Attachment A). Key changes include increases to the Conference Grant Program (5%); increase to the Women & Minority Internship Program (funding 23 internships annually for two years); learning management system (DIII University); 360 Proof work shop (\$85,000 annually); and Division III governance staff (a reclassification and one new FTE).
- (4) Estimated budget impact. Increase of \$252,000 in 2019-20 and \$456,000 in 2020-21.
- (5) Estimated student-athlete impact. The recommendations provide expanded opportunities for student-athletes.

**b. Championships Budget Initiatives.**

- (1) Recommendation. Adopt changes in bracket sizes and incorporate the championship's budget priority initiatives for the 2019-21 budget cycle (See Attachment B).
- (2) Effective date. Various as noted in Attachment B.
- (3) Rationale. The committee reviewed the Championships Committee budget initiative priorities for the 2019-21 budget (see Attachment B). The requests for bracket expansion in baseball, men's soccer, men's volleyball and women's lacrosse are a result of increased sport sponsorship and a commitment to maintaining the 1:6.5 access ratio for team sports. The requests for increases in men's and women's golf and men's tennis are meant to accommodate sponsorship growth within the prescribed ratio.

The request to boost officials' fees in all sports by five percent is a result of an increased emphasis within the division on attracting and retaining quality officials and a commitment to increase fees with every new budget biennium.

The requests to increase stipends and travel/per diem expenses for the national coordinators of officials in men's and women's basketball, football and baseball come from sport committee recommendations to more accurately and consistently compensate those positions for their importance and work performed. The technology fee for men's and women's basketball is for a one-time purchase of equipment to provide those coordinators access to video of more games. The addition of officials' evaluators in men's basketball mirrors the existing protocol for women's basketball. The committee also supported a change to the men's lacrosse championship format that alleviates the quick turnaround teams currently experience immediately after selections and throughout the preliminary rounds.

Additionally, the committee supported providing trophies to regional championships in men's and women's cross country to align with the provision of regional trophies in other sports.



The committee also prioritized a commitment to guarantee that conference opponents do not meet in the first round of championship competition. Currently, the concept is a principle in the bracketing and pairing process by sport committees, but not guaranteed if geographic proximity (i.e., keeping air travel to a minimum) is not maintained. The committee proposes a two-year pilot program after which actual cost and effectiveness, as well as available resources, will be evaluated before any long-term implementation.

For year two of the budget cycles (2020-21), the committee prioritized the following: (1) Reinstate host honorariums for nonpredetermined preliminary rounds hosts; (2) Further increase the host per diem rate to \$40; and (3) Enhance the national champion awards program whereby individual event champions (e.g., track and field event winners, wrestling weight class championships, etc.) receive a watch in addition to a mini-trophy as is currently awarded to members of national champion teams. The committee agreed to propose the awards change to Divisions I and II and coordinate implementation with the overall NCAA awards program.

- (4) Estimate budget impact. The budget impact is noted in Attachment B.
- (5) Estimated student-athlete impact. The recommendations will enhance the championship experience for student-athletes or improve championship administration.

### **INFORMATIONAL ITEMS.**

- 1. **Welcome.** The chair, President Tori Murden McClure, welcomed the committee to the in-person meeting. The meeting began at 7:58 a.m. Eastern time.
- 2. **Report from the November 2018 teleconference.** The committee reviewed and approved its November 2018 report.
- 3. **Division III Budget.** The committee reviewed the 2018-19 budget-to-actual summary as of February 2019. To date, the division is on target with its budget projections and anticipates spending all championships funding, with approximately a \$225,000 surplus in nonchampionships. Future projections indicate the division maintaining an annual balanced operating budget through the 2022-23 academic year. There is a slight overage in the 2023-24 operating budget (\$182K) and the surplus above and beyond the mandated reserve will be \$134,000 in 2023-24. 2023-24 is the last year of the current CBS/Turner broadcast/revenue agreement. In 2024-25, the first year of the new agreement, it includes a 13% increase in revenue.

**4. Division III Initiatives – Budget Impact.**

- a. 2018 Faculty Athletics Representative (FAR) Orientation. The committee reviewed the inaugural 2018 FAR Orientation program expenses. Staff noted that this program will be held again in 2020, alternating with the FAR Institute, which will be held in 2019.
- b. Athletics Direct Report (ADR) Institute. The committee noted the actual expenses from Convention were not available; however, participant feedback was overwhelmingly positive.
- c. Student Immersion Program. The committee noted the actual expenses from Convention were not available; however, it reviewed feedback from both the participants and mentors. The participants noted that mentors were helpful and provided a network opportunity and they would like to extend the program. The program participants received an invitation to attend the 2019 Division III Next Steps program in conjunction with the NCAA Career in Sports Forum in June. The program will take place in Indianapolis and staff anticipates approximately 25 attendees.
- d. International Ice Hockey Pilot. The committee reviewed an International Ice Hockey Pilot Program Survey sent to all athletics directors at institutions, as well as commissioners, that sponsor men's and/or women's ice hockey and participated in this year's pilot. The Management Council will review the survey results during its upcoming meeting in April.
- e. Division III University. Division III University was launched in January 2019 with several modules in the areas of NCAA general information, student-athlete well-being and compliance. The cost is approximately two to three dollars per user license. Currently all Division III head coaches, athletics directors, senior woman administrators and commissioners have access to the modules. With close to 8,000 head coaches and 1,000 administrators staff estimates the initial cost to be \$25-30,000. In November, SPFC approved to fund the initial costs.

The committee noted there is an initial development cost of \$16,635 for a one-day design workshop, minimal learner analysis, creation of a starter design with topics, learning objectives, new program design and branded mockups. After the initial cost, modules are typically eight minutes in length and development costs range from \$3-5,000 per module.

- f. Division III Coaching Enhancement Grant. The committee noted this new diversity grant that is designed to provide financial assistance to member institutions that are committed to enhancing ethnic minority and female representation through newly created assistant coaching positions. The grant helps fund new, full-time assistant coaching positions in all NCAA-sponsored sports during a two-year commitment. The NCAA contributes \$7,500 annually toward the assistant coach's salary, wages and benefits, as well as \$1,500 each year for professional development. Institutions are required to match the salary, wages and benefits for two years (e.g., \$7,500 annually). To be eligible for the grant, institutions must hire a candidate who self identifies as an ethnic minority, as described pursuant to federal guidelines, and/or female.

- b. Diversity and Inclusion Working Group. The committee received an update from the working group's February teleconference. Currently the working group is collaborating with the office of inclusion on two initiatives, a possible 2020 NCAA Convention legislative proposal by MOIC and the NCAA Presidential Pledge. The proposal would require an athletics diversity and inclusion designation. Responsibilities include receipt and dissemination of NCAA information related to matters of diversity and inclusion. The implementation of the designation would provide tangible and practical support to the NCAA's Presidential Pledge initiative.
- c. FAR Engagement Working Group. The committee received an update on resource documents developed by the working group.
- d. LGBTQ Working Group. The committee received an update from the working group's January teleconference noting two upcoming initiatives: (1) ONETeam facilitator training; and (2) Division III LGBTQ recognition event. The inaugural ONETeam facilitator training will be conducted in late May in Indianapolis for approximately 30 participants and is modeled similarly to Gameday the DIII Way. The NCAA has hired Nevin Caple, co-founder and managing partner of LGBT SportSafe, and Dr. Pat Griffin, professor emerita at the University of Massachusetts, Amherst, to develop structure and content for the facilitator training and the ONETeam campus/conference program. In addition, the working group formed a subcommittee to engage in initial program development for an annual LGBTQ recognition event.

## **8. Hot Topics.**

- a. 2019 Legislation Voting Results. The committee reviewed the 2019 legislation voting results around significant legislation for the division. Those reviewed were: (1) Proposal No. 3 – Playing and Practice Seasons – Field Hockey and Soccer Preseason – Establishing a Three-Day Acclimatization Period – noting it was referred back to Management Council and CSMAS to review; and (2) Proposal No. 2019-2 and 2019-2-1 – Playing and Practice Seasons – Football – Establishing Preseason Start Date 23 Days Before the Institution's First Contest – Exception Thursday Contest.
- b. Football Preseason Practice Waivers. Staff noted that several waivers have been received with Proposal No. 2019-2-1, noting the Subcommittee for Legislative Relief will review on its upcoming teleconference.
- c. Interassociation Guidelines on Catastrophic Injury. The committee reviewed the Interassociation Guidelines on Catastrophic Injury noting the document addresses the prevention of catastrophic injury, including traumatic and nontraumatic death, in college student-athletes. Staff is currently reviewing the document regarding if any of the guidelines directly conflict with existing legislation. Staff anticipates the BOG will review and endorse the guidelines during its April meeting.

- d. Attestation of Compliance for Presidents and Chancellors and Athletics Directors. The committee heard an update regarding a recommendation from the Commission on College Basketball that presidents formerly affirm compliance. Management Council approved the presidents/chancellor's attestation as noncontroversial legislation during its January meeting. The Council will discuss the attestation process for athletics directors during its April meeting.
  - e. NCAA Board of Governors (BOG) Updates.
    - (1) Nomination process to add independent members. The committee reviewed a letter addressing the nomination process for adding five independent members to the BOG. The BOG Executive Committee will serve as the Nominating Committee and will seek a variety of backgrounds in new directors to contribute helpful perspectives and experience to the BOG. Division III Presidents Council chair and vice chair, Sue Henderson and Tori Murden McClure, serve on this committee. The goal is to hold interviews in early April with the final selection by the full BOG at its late April meeting.
    - (2) Sports Wagering Working Group. The BOG established an Association-wide Ad Hoc Committee on Sports Wagering to protect student-athlete well-being and ensure the integrity of competition. The committee consists of 12 members, including three from Division III. This Ad Hoc Committee will work with the NCAA internal sports wagering working group to build on the Association's efforts related to legislation, policy, research and education around sports wagering to assist members as they adapt to legalized sports wagering in their states and regions.
    - (3) Esports. The BOG tasked staff with developing a blueprint by which the Board could evaluate how an NCAA competition or structure in esports would look within the framework of NCAA values, particularly student-athlete well-being.
    - (4) NCAA Strategic Plan. The committee reviewed the NCAA Strategic Plan timeline noting that implementation has been moved until October to allow a review by the new BOG independent members.
9. **Other Business.** The committee had no other business.
10. **Future Meeting.** The committee noted its next teleconference will be in June.
11. **Adjournment.** The meeting adjourned at 1:13 p.m.

*Committee Chair: Tori Murden-McClure, Spalding University, St. Louis Intercollegiate Athletic Conference*

*Staff Liaisons:*

*Dan Dutcher, Division III Governance  
Eric Hartung, Research  
Jay Jones, Division III Governance  
Louise McCleary, Division III Governance  
Jeff Myers, Academic and Membership Affairs  
Caryl West, Administrative*

<b>NCAA Division III Strategic Planning and Finance Committee March 5, 2019, Meeting</b>
<b>Attendees:</b>
Stevie Baker-Watson, DePauw University
Angela Baumann, Massachusetts State Collegiate Athletic Conference
Heather Benning, Midwest Conference
Stuart Dorsey, Texas Lutheran University
David Ellis, Becker College
Tori Murden-McClure, Spalding University
Colby Pepper, Covenant College, SAAC
Kate Roy, North Atlantic Conference
Dennis Shields, University of Wisconsin, Platteville
Bill Stiles, Alvernia University, participated via teleconference
Kent Trachte, Lycoming College
Mike Vienna, Emory University
Joe Walsh, Great Northeast Athletic Conference
<b>Absentees:</b>
Margaret Drugovich, Hartwick College
<b>NCAA Staff Support in Attendance:</b>
Dan Dutcher, Jay Jones, Debbie Kresge and Louise McCleary.
<b>Other NCAA Staff Members in Attendance:</b>
Brian Burnsed, Eric Hartung, Lorne McManigle, Jeff Myers, Adam Skaggs, Liz Suscha and Caryl West.

2019-2021 Proposed Nonchamps Division III Budget

	2017-18	2018-19	2019-20	2020-21	Notes
	Budget	Budget	Proposed Budget	Proposed Budget	
<b>Expenses (continued):</b>					
Non-Championship Expenses					
Strategic Initiative Conference Grants	2,795,100	3,042,600	3,194,730	3,194,730	5% increase
Other Division III Strategic Initiatives					
Women & Minority Intern Program	1,130,000	1,209,920	1,300,000	1,300,000	Funding 23 internships each year, more attending orientation
Strategic Alliance Matching Grant	708,600	708,600	708,600	708,600	
Student-Athlete Leadership Conference	365,000	365,000	365,000	365,000	
Division III Identity Program	300,000	300,000	300,000	300,000	
DIII Diversity Initiatives	250,000	250,000	250,000	250,000	
Sportsmanship Initiative	250,000	250,000	200,000	250,000	Regional based, Disney led ambassador training
360 Proof	125,000	125,000	115,000	115,000	
360 Membership Engagement Program				85,000	Delay until 2020-21 to vet SSI involvement
Campus-based Student-Athlete Leadership Programs (DiSC)	80,000	100,000	100,000	100,000	
LGBTQ Inclusion Program	-	100,000	100,000	100,000	
Institute for Coaching Advancement	-	100,000	100,000	100,000	11 matching grants at \$7,500 annually for 2 years plus \$1,500 professional development annually
ADR Institute	90,000	90,000	90,000	90,000	
SAAC April Meeting and Associate Member Travel	25,000	90,000	90,000	90,000	
FAR Institute and Orientation	85,000	85,000	85,000	85,000	
New AD and Commissioner Orientation	85,000	85,000	85,000	85,000	
NADIIIAA Partnership	75,000	75,000	75,000	75,000	
Injury Surveillance and Testing	-	74,500	5,000	5,000	
Annual Convention	70,000	70,000	70,000	70,000	
Co-SIDA Partnership	44,000	44,000	44,000	44,000	
Division III Event Cancellation Insurance	41,000	41,000	41,000	41,000	
Special Olympics Partnership	35,000	35,000	35,000	35,000	
Academic Reporting Honorarium	35,000	35,000	0	0	
SWA Enhancement Grant Program (WLCS)	30,000	30,000	30,000	30,000	
Membership Learning Management System	-	55,000	94,000	94,000	Add FAR, ATC and compliance as users (\$4,000) and develop 15 new modules at \$6,000 each (\$90K)
Conference Commissioners Meeting	20,000	20,000	20,000	20,000	
Other Working Groups	20,000	20,000	20,000	20,000	
Miscellaneous Division III Initiatives	85,300	15,380	18,670	54,670	Monies currently not earmarked moved to misc.
CoSIDA D3 Day	15,000	15,000	15,000	15,000	
Administrator and Commissioner Meeting (NADIIIAA and D3CA)	10,000	10,000	10,000	10,000	
Staff Professional Development	-	7,000	7,000	7,000	
Division III Governance Staff (Reclass and FTEs)			100,000	100,000	AMA FTE to oversee DIII University (\$75K includes benefits) plus money to have asst. director position be full-time and possible relocation of another asst. director
Non-Championships Expense	6,769,000	7,448,000	7,668,000	7,839,000	
Overhead Allocation	1,128,000	1,062,000	1,094,000	1,127,000	
Total Non-Championships Expenses	7,897,000	8,510,000	8,762,000	8,966,000	

**2019-2021 Proposed Championships Budget Initiatives**

 Division III Championships  
 FINAL 2019-21 Budget Priorities

**ATTACHMENT B**

Request Type	Sport	Item	2019-20	2020-21	2021-22	2022-23
Bracket expansion supported by legislation	Baseball	Increase bracket from 58 to 60^	\$ 112,000	\$ 2,000		
	Men's Soccer	Increase bracket from 62 to 64^	\$ 67,000	\$ 1,000		
	Men's Volleyball	Increase bracket from 14 to 16^	\$ 43,000	\$ 1,000		
	Women's Lacrosse	Increase bracket from 42 to 44^	\$ 42,000	\$ 1,000		
	Men's Golf	Increase field from 42 to 43^	\$ 12,100	\$ 200		
	Women's Golf	Increase field from 25 to 29^	\$ 52,400	\$ 700		
	Men's Tennis	Increase bracket from 43 to 44^	\$ 10,400	\$ 200		
Committee Composition	Various - 24 positions	Increase sport committee composition to coincide with regional realignment proposal (note: MLAX and WLAX in year one of budget cycle; remainder of sports in year two); refer to tab "Committee"	\$ 10,800	\$ 75,600		
Officiating	All	Increase officiating fees - by 5% over two years	\$ 31,300			
Sport-specific requests	Men's Basketball	Increase in stipend for national coordinator from \$5,000 to 10,000, and increase travel/per-diem expenses to \$5,000 + \$1,000 Technology Fee	\$ 11,000			
	Men's Basketball	Officials' evaluators at preliminary-round sites	\$ 4,800			
	Women's Basketball	Television broadcast coverage of championship final in conjunction with 2023 joint championship (one-time expense)				\$ 35,000
	Women's Basketball	Increase in stipend for national coordinator from \$5,000 to 10,000, and increase travel/per-diem expenses to \$5,000 + \$1,000 Technology Fee	\$ 8,650			
	Football	Increase in stipend for national coordinator from \$5,000 to 10,000, and fund travel/per-diem expenses up to \$5,000	\$ 10,000			
	Baseball	Increase in stipend for national coordinator from \$5,000 to 10,000, and fund travel/per-diem expenses up to \$5,000	\$ 10,000			
	Men's and Women's XC	Regional trophies	\$ 10,096			
	Men's Lacrosse	Bracket format change	\$ 53,000			
Per Diem	All	Per diem for hosts of nonpredetermined preliminary round (increase by another \$5 to \$40)		\$ 65,000		
Game Operations	All	Reinstate host honorarium for non-predetermined preliminary round hosts		\$ 161,000		
Game Operations	Individual Sports	National champion award watch for individual event champions		\$ 28,130		
Total New Priorities			\$ 488,546	\$ 335,830	\$ -	\$ 35,000
Bracketing	All Team Sports	Guarantee conference opponents do not meet in first round	\$ 336,000	\$ 336,000		
Supplemental Funding - New Priorities			\$ 336,000	\$ 336,000	\$ -	\$ -
Per Diem	Team Sports	Per diem for hosts of nonpredetermined preliminary round (increase by \$5 to \$35)		\$ 62,000		
Per Diem	All	Increase per diem to \$100		\$ 367,000		
Total Previously Approved Priorities			\$ -	\$ 429,000	\$ -	\$ -

**SUPPLEMENT NO. 06b**  
**DIII Mgmt Council 04/19**



FY 2017 - 2018 DIII Budget to Actual (through 08/31/2018) and FY 2018 - 2019 DIII Budget to Actual (through 3/31/2019) unaudited

	FY 2016 - 2017			FY 2017 - 2018			FY 2018 - 2019		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Revenue									
DII/DIII Allocation-Based Revenue	\$32,276,861	\$29,695,153	\$2,581,708	\$31,421,951	\$31,155,829	\$266,122	\$9,847,530	\$32,237,370	(\$22,389,840)
Additional Revenue from Membership Dues Increase							\$530,200	\$519,000	\$11,200
Other Non-DII/DIII Revenue	\$77,485	\$0	\$77,485	\$76,135	\$46,250	\$29,885	\$0	\$0	\$0
Revenue Total	\$32,354,346	\$29,695,153	\$2,659,193	\$31,498,086	\$31,202,079	\$296,007	\$10,377,730	\$32,756,370	(\$22,378,640)

Expenses									
<b>Championship Expenses</b>									
Men's Championships									
DIII Men's Baseball	\$1,654,685	\$1,963,071	\$308,386	\$2,214,380	\$2,218,000	\$3,620	\$10,703	\$2,332,000	\$2,321,297
DIII Men's Basketball	\$1,136,845	\$1,039,241	(\$97,604)	\$1,284,977	\$1,142,000	(\$142,977)	\$638,550	\$1,169,000	\$530,450
DIII Men's Cross Country	\$550,629	\$560,320	\$9,691	\$595,832	\$576,500	(\$19,332)	\$606,625	\$592,350	(\$14,275)
DIII Men's Football	\$1,754,917	\$1,906,585	\$151,668	\$2,305,524	\$1,982,500	(\$323,024)	\$1,812,369	\$2,036,500	\$224,131
DIII Men's Golf	\$536,584	\$563,541	\$26,957	\$602,252	\$607,500	\$5,248	\$15,983	\$621,500	\$605,517
DIII Men's Ice Hockey	\$271,667	\$340,417	\$68,750	\$418,395	\$370,000	(\$48,395)	\$223,484	\$376,000	\$152,516
DIII Men's Lacrosse	\$600,594	\$480,824	(\$119,770)	\$666,333	\$622,000	(\$44,333)	(\$14,510)	\$634,000	\$648,510
DIII Men's Soccer	\$1,251,282	\$1,101,694	(\$149,588)	\$1,248,150	\$1,225,400	(\$22,750)	\$1,103,932	\$1,244,400	\$140,468
DIII Men's Swimming and Diving	\$636,166	\$531,072	(\$105,094)	\$598,095	\$619,000	\$20,905	\$271,235	\$629,000	\$357,765
DIII Men's Tennis	\$584,248	\$631,301	\$47,053	\$691,143	\$680,500	(\$10,643)	(\$108)	\$698,000	\$698,108
DIII Men's Track Indoor	\$515,085	\$625,267	\$110,182	\$774,526	\$682,500	(\$92,026)	\$433,326	\$836,850	\$403,524
DIII Men's Track Outdoor	\$809,508	\$795,214	(\$14,294)	\$922,434	\$907,500	(\$14,934)	\$2,896	\$921,250	\$918,354
DIII Men's Volleyball	\$186,131	\$180,281	(\$5,850)	\$277,130	\$235,000	(\$42,130)	\$1,909	\$315,000	\$313,091
DIII Men's Wrestling	\$387,882	\$391,535	\$3,653	\$434,908	\$440,500	\$5,592	\$322,363	\$451,500	\$129,137
Total	\$10,876,223	\$11,110,363	\$234,140	\$13,034,080	\$12,308,900	(\$725,180)	\$5,428,757	\$12,857,350	\$7,428,593

Women's Championships									
DIII Women's Basketball	\$1,062,826	\$1,350,348	\$287,522	\$1,202,747	\$1,231,000	\$28,253	\$397,814	\$1,253,000	\$855,186
DIII Women's Cross Country	\$581,093	\$581,323	\$230	\$595,000	\$597,000	\$2,000	\$621,561	\$614,150	(\$7,411)
DIII Women's Field Hockey	\$362,313	\$447,830	\$85,517	\$575,621	\$494,000	(\$81,621)	\$450,789	\$504,000	\$53,211
DIII Women's Golf	\$343,523	\$333,377	(\$10,146)	\$417,563	\$389,550	(\$28,013)	\$20,607	\$407,550	\$386,943
DIII Women's Ice Hockey	\$316,469	\$296,004	(\$20,465)	\$219,181	\$271,000	\$51,819	\$130,260	\$314,000	\$183,740
DIII Women's Lacrosse	\$759,179	\$746,444	(\$12,735)	\$914,629	\$834,000	(\$80,629)	\$1,619	\$851,000	\$849,381
DIII Women's Rowing	\$210,989	\$317,709	\$106,720	\$345,238	\$413,000	\$67,762	\$598	\$427,000	\$426,402
DIII Women's Soccer	\$1,146,681	\$1,263,436	\$116,755	\$1,219,224	\$1,305,000	\$85,776	\$1,248,983	\$1,327,000	\$78,017
DIII Women's Softball	\$1,349,031	\$1,453,315	\$104,284	\$1,776,627	\$1,563,000	(\$213,627)	\$813	\$1,597,000	\$1,596,187
DIII Women's Swimming and Diving	\$535,043	\$543,662	\$8,619	\$639,708	\$683,000	\$43,292	\$314,704	\$695,000	\$380,296
DIII Women's Tennis	\$628,389	\$664,143	\$35,754	\$695,575	\$720,500	\$24,925	\$1,301	\$740,000	\$738,699
DIII Women's Track Indoor	\$482,769	\$626,450	\$143,681	\$701,113	\$649,500	(\$51,613)	\$362,026	\$766,150	\$404,124
DIII Women's Track Outdoor	\$762,570	\$823,161	\$60,591	\$922,958	\$915,500	(\$7,458)	\$2,437	\$945,750	\$943,313
DIII Women's Volleyball	\$913,876	\$1,031,544	\$117,668	\$1,096,389	\$1,127,500	\$31,111	\$1,118,922	\$1,153,500	\$34,578
Total	\$9,454,752	\$10,478,746	\$1,023,994	\$11,321,573	\$11,193,550	(\$128,023)	\$4,672,434	\$11,595,100	\$6,922,666

Championship Expenses	\$20,330,975	\$21,589,109	\$1,258,134	\$24,355,653	\$23,502,450	(\$853,203)	\$10,101,191	\$24,452,450	\$14,351,259
Overhead Allocation	\$374,000	\$343,000	(\$31,000)	\$410,000	\$428,000	\$18,000	\$246,167	\$422,000	\$175,833
<b>Total Championship Expense</b>	<b>\$20,704,975</b>	<b>\$21,932,109</b>	<b>\$1,227,134</b>	<b>\$24,765,653</b>	<b>\$23,930,450</b>	<b>(\$835,203)</b>	<b>\$10,347,358</b>	<b>\$24,874,450</b>	<b>\$14,527,092</b>



**SUPPLEMENT NO. 06b**  
**DIII Mgmt Council 04/19**



FY 2017 - 2018 DIII Budget to Actual (through 08/31/2018) and FY 2018 - 2019 DIII Budget to Actual (through 3/31/2019) unaudited

<b>Non-Championship Expenses</b>									
Conference Grants	\$2,537,821	\$2,541,000	\$3,179	\$2,791,532	\$2,795,100	\$3,568	\$3,042,605	\$3,042,600	(\$5)
Intern Program	\$1,088,724	\$1,130,000	\$41,276	\$1,089,884	\$1,130,000	\$40,116	\$1,141,549	\$1,209,920	\$68,371
Strategic Alliance Matching Grant	\$608,420	\$708,600	\$100,180	\$589,725	\$708,600	\$118,875	\$624,150	\$708,600	\$84,450
Leadership Conference	\$344,949	\$365,000	\$20,051	\$366,642	\$365,000	(\$1,642)	\$134,897	\$365,000	\$230,103
Identity Initiative	\$342,743	\$360,000	\$17,257	\$312,697	\$300,000	(\$12,697)	\$131,818	\$300,000	\$168,182
Diversity Initiatives	\$284,742	\$231,000	(\$53,742)	\$255,519	\$250,000	(\$5,519)	\$92,768	\$250,000	\$157,232
Sportsmanship - GameDay the DIII Way	\$523,325	\$50,000	(\$473,325)	\$228,694	\$250,000	\$21,306	\$111,766	\$250,000	\$138,234
360 Proof	\$124,744	\$176,000	\$51,256	\$111,264	\$125,000	\$13,736	\$58,699	\$125,000	\$66,301
Coaches and Administrators Diversity							\$0	\$100,000	\$100,000
Leadership Development Initiatives DiSC	\$80,000	\$80,000	\$0	\$86,662	\$80,000	(\$6,662)	\$72,034	\$100,000	\$27,966
LGBTQ							\$66,933	\$100,000	\$33,067
ADR Institute	\$93,769	\$107,500	\$13,732	\$80,877	\$90,000	\$9,123	\$25,084	\$90,000	\$64,916
SAAC April and Associate Member Meetings	\$15,716	\$15,000	(\$716)	\$16,039	\$25,000	\$8,961	\$24,859	\$90,000	\$65,141
FAR Orientation/Institute	\$91,882	\$86,500	(\$5,382)	\$58,850	\$85,000	\$26,150	\$55,449	\$85,000	\$29,551
AD and Commissioner Orientation	\$71,942	\$60,000	(\$11,942)	\$78,886	\$85,000	\$6,114	\$16,353	\$85,000	\$68,647
Athletics Administrator Partnership (NADIIIAA)	\$52,023	\$52,000	(\$23)	\$75,000	\$75,000	\$0	\$0	\$75,000	\$75,000
Injury Surveillance and Testing							\$0	\$74,500	\$74,500
NCAA Annual Convention	\$37,443	\$70,000	\$32,557	\$72,485	\$70,000	(\$2,485)	\$36,022	\$70,000	\$33,978
Membership Learning Management - DIII University							\$20,107	\$55,000	\$34,893
Academic All-America Program (Co-SIDA)	\$39,500	\$44,000	\$4,500	\$39,500	\$44,000	\$4,500	\$39,500	\$44,000	\$4,500
Insurance	\$48,460	\$41,000	(\$7,460)	\$40,960	\$41,000	\$40	\$40,960	\$41,000	\$40
Special Olympics	\$38,847	\$35,000	(\$3,847)	\$38,341	\$35,000	(\$3,341)	\$1,956	\$35,000	\$33,044
Academic Reporting Honorarium	\$24,994	\$25,000	\$7	\$35,262	\$35,000	(\$262)	\$34,996	\$35,000	\$4
Women Leaders in College Sports	\$28,000	\$28,000	\$0	\$30,000	\$30,000	\$0	\$478	\$30,000	\$29,522
Working Groups	\$16,301	\$16,000	(\$301)	\$14,565	\$35,000	\$20,435	\$11,040	\$20,000	\$8,960
Conference Commissioner Meetings	\$16,237	\$20,000	\$3,763	\$10,497	\$20,000	\$9,503	\$0	\$20,000	\$20,000
NADIIIAA and Commissioner Mtg	\$9,594	\$10,000	\$406	\$19,711	\$10,000	(\$9,711)	\$1,769	\$10,000	\$8,231
Administrative - Misc	\$145	\$4,000	\$3,855	\$49,303	\$85,300	\$35,997	\$17,789	\$15,380	(\$2,409)
CoSIDA DIII Day				\$22,537	\$0	(\$22,537)	\$150	\$15,000	\$14,850
Staff Professional Development							\$6,268	\$7,000	\$732
Exploratory/Provisional Membership				\$9,442	\$0	(\$9,442)	\$2,254	\$0	(\$2,254)
<b>Non-Championship Expenses</b>	<b>\$6,520,320</b>	<b>\$6,255,600</b>	<b>(\$264,720)</b>	<b>\$6,524,876</b>	<b>\$6,769,000</b>	<b>\$244,124</b>	<b>\$5,812,253</b>	<b>\$7,448,000</b>	<b>\$1,635,747</b>
Overhead Allocation	\$944,000	\$1,054,000	\$110,000	\$1,031,000	\$1,128,000	\$97,000	\$619,500	\$1,062,000	\$442,500
<b>Total Non-Championship Expense</b>	<b>\$7,464,320</b>	<b>\$7,309,600</b>	<b>(\$154,720)</b>	<b>\$7,555,876</b>	<b>\$7,897,000</b>	<b>\$341,124</b>	<b>\$6,431,753</b>	<b>\$8,510,000</b>	<b>\$2,078,247</b>
<b>Total Division III Expenses</b>	<b>\$28,169,295</b>	<b>\$29,241,709</b>	<b>\$1,072,414</b>	<b>\$32,321,528</b>	<b>\$31,827,450</b>	<b>(\$494,078)</b>	<b>\$16,779,110</b>	<b>\$33,384,450</b>	<b>\$16,605,340</b>

Surplus (Deficit)	\$4,185,051	\$453,444
Add: Prior Year Reserve Balance	\$25,819,680	\$25,819,680
Estimated Reserve Balance	\$30,004,731	\$26,273,124

(\$823,442)	(\$625,371)
\$30,004,731	\$30,004,731
\$29,181,289	\$29,379,360

(\$6,401,380)	(\$628,080)
\$29,181,289	\$29,181,289
\$22,779,909	\$28,553,209

DIII Future Projections

Assumptions:

- A) Goal is to have the lowest possible positive Cash Reserve Surplus and Net Change in Fund Balance.
- B) Changes in "Policy" could be implemented for fiscal year 2014-2015, but the earliest Changes in "Program funding" could realistically occur is 2015-2016.
- Game Operations increases by X% each fiscal year based on FY2009-10 thru FY2015-16 average increases. Actual growth rate is 4.6% annually.
  - Committee expenses increase by X% each fiscal year based on FY2011-12 thru FY2015-16 average increases. Actual growth rate is -2.1% annually.
  - Team Transportation increases by X% each fiscal year based on cost per traveler analysis for FY2008-09 thru FY2016-17.
  - Projection does not include any increase in per diem rate thru 2020-21 and no increase in bracket size due to sport sponsorship increases (access ratio) other than

1.00%	<a href="#">DIII Champs Assumption Analysis 16-17</a>
0.00%	<a href="#">DIII Champs Assumption Analysis 16-17</a>
4.94%	Presentation to CFO on Travel Models by division

The National Collegiate Athletic Association

Division III Budget Projections

	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Projection	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection
<b>Revenue:</b>								
Division III 3.18% Revenue Allocation	\$ 32,276,861	\$ 31,421,951	\$ 32,237,370	\$ 33,169,370	\$ 33,946,370	\$ 34,629,370	\$ 34,774,370	\$ 34,825,370
Draw from DIII Reserve	\$ -							
Additional Revenue from Membership Dues Increase	\$ -	\$ -	\$ 519,000	\$ 519,000	\$ 519,000	\$ 519,000	\$ 519,000	\$ 519,000
Division III Other Revenue	77,485	76,135	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 32,354,346</b>	<b>\$ 31,498,086</b>	<b>\$ 32,756,370</b>	<b>\$ 33,688,370</b>	<b>\$ 34,465,370</b>	<b>\$ 35,148,370</b>	<b>\$ 35,293,370</b>	<b>\$ 35,344,370</b>
Projected Revenue Increase	7.1%	-2.6%	2.6%	2.9%	2.3%	2.0%	0.4%	0.1%
<b>Expenses:</b>								
Championships Game Operations	4,473,176	4,547,516	4,777,150	4,933,468	5,010,932	5,061,041	5,146,652	5,162,768
Championships Committee	326,753	347,580	401,400	412,200	487,800	487,800	487,800	487,800
Championships Team Transportation	9,419,506	10,666,519	10,089,000	10,691,097	11,219,237	11,773,467	12,355,076	12,965,417
Championships Per Diem	6,111,540	7,014,220	7,257,900	7,523,400	8,184,500	8,184,500	8,184,500	8,184,500
Championships Overhead Allocation <sup>4</sup>	374,000	410,000	422,000	435,000	448,000	461,000	475,000	489,000
<i>Total Championship Expenses</i>	<b>20,704,975</b>	<b>22,985,835</b>	<b>22,947,450</b>	<b>23,995,164</b>	<b>25,350,469</b>	<b>25,967,809</b>	<b>26,649,028</b>	<b>27,289,486</b>
Non-Championships Base Budget	6,520,320	6,458,875	6,929,000	7,188,000	7,360,000	7,496,000	7,498,000	7,474,000
Non-Championships Initiatives	-	-	-	-	-	-	-	-
Non-Championships Overhead Allocation <sup>4</sup>	944,000	1,031,000	1,062,000	1,094,000	1,127,000	1,161,000	1,196,000	1,232,000
<i>Total Non-Championship Expenses</i>	<b>7,464,320</b>	<b>7,489,875</b>	<b>7,991,000</b>	<b>8,282,000</b>	<b>8,487,000</b>	<b>8,657,000</b>	<b>8,694,000</b>	<b>8,706,000</b>
<b>Total Division III Expenses (before supplemental spending)</b>	<b>\$ 28,169,295</b>	<b>\$ 30,475,710</b>	<b>\$ 30,938,450</b>	<b>\$ 32,277,164</b>	<b>\$ 33,837,469</b>	<b>\$ 34,624,809</b>	<b>\$ 35,343,028</b>	<b>\$ 35,995,486</b>
<b>Net Change in Fund Balance (before supplemental spending)</b>	<b>\$ 4,185,051</b>	<b>\$ 1,022,376</b>	<b>\$ 1,817,920</b>	<b>\$ 1,411,206</b>	<b>\$ 627,901</b>	<b>\$ 523,561</b>	<b>\$ (49,658)</b>	<b>\$ (651,116)</b>
<b>Supplemental items:</b>								
Local ground transportation for individual sports	-	580,426	575,000	603,000	633,000	664,000	697,000	731,000
Men's Joint Championship				250,000				
Women's Joint Championship							250,000	
Guarantee first round no conference match-ups				336,000	353,000		-	-
Local ground transportation for team sports	-	493,864	316,000	332,000	348,000	365,000	383,000	402,000
Increase in travel party size for team sports	-	705,528	1,036,000	1,064,000	1,118,000	1,149,000	1,182,000	1,216,000
Supplemental Championships Spending from reserve <sup>2</sup>	-	1,779,818	1,927,000	2,585,000	2,452,000	2,178,000	2,512,000	2,349,000
Supplemental Non-Championships Spending from reserve	-	66,000	519,000	519,000	519,000	519,000	519,000	519,000
<i>Total Supplemental Spending</i>	<b>-</b>	<b>1,845,818</b>	<b>2,446,000</b>	<b>3,104,000</b>	<b>2,971,000</b>	<b>2,697,000</b>	<b>3,031,000</b>	<b>2,868,000</b>
Division III Membership Dues Credit	-	-	-	-	-	-	-	-
<b>Total Division III Expenses (after supplemental spending)</b>	<b>\$ 28,169,295</b>	<b>\$ 32,321,528</b>	<b>\$ 33,384,450</b>	<b>\$ 35,381,164</b>	<b>\$ 36,808,469</b>	<b>\$ 37,321,809</b>	<b>\$ 38,374,028</b>	<b>\$ 38,863,486</b>
<b>Net Change in Fund Balance (after supplemental spending)</b>	<b>\$ 4,185,051</b>	<b>\$ (823,442)</b>	<b>\$ (628,080)</b>	<b>\$ (1,692,794)</b>	<b>\$ (2,343,099)</b>	<b>\$ (2,173,439)</b>	<b>\$ (3,080,658)</b>	<b>\$ (3,519,116)</b>
Projected Expense Increase	7.6%	14.7%	3.3%	6.0%	4.0%	1.4%	2.8%	1.3%
Beginning Fund Balance (Projected Reserve and Unallocated Funds)	\$ 25,819,680	\$ 30,004,731	\$ 29,181,289	\$ 28,553,209	\$ 26,860,415	\$ 24,517,316	\$ 22,343,877	\$ 19,263,219
Less:								
Net Change in Fund Balance	4,185,051	(823,442)	(628,080)	(1,692,794)	(2,343,099)	(2,173,439)	(3,080,658)	(3,519,116)
Ending Fund Balance (Projected Reserve and Unallocated Funds)	\$ 30,004,731	\$ 29,181,289	\$ 28,553,209	\$ 26,860,415	\$ 24,517,316	\$ 22,343,877	\$ 19,263,219	\$ 15,744,103
Mandated Reserve <sup>1</sup>	(16,138,431)	(15,710,976)	(16,118,685)	(16,584,685)	(16,973,185)	(17,314,685)	(17,387,185)	(17,412,685)
<b>Cash available in excess of reserve policy</b>	<b>\$ 13,866,300</b>	<b>\$ 13,470,314</b>	<b>\$ 12,434,524</b>	<b>\$ 10,275,730</b>	<b>\$ 7,544,131</b>	<b>\$ 5,029,192</b>	<b>\$ 1,876,034</b>	<b>\$ (1,668,582)</b>

Notes:

- 1 Mandated reserve is 50% of the annual DIII revenue allocation in cash beginning in fiscal year 2017-18. The division also holds a separate event cancellation insurance policy with a \$5M limit.
- 2 Supplemental championships spending is earmarked for individual/team local ground transportation and returning travel party sizes to 2013-14 levels. This supplemental spending would be evaluated first for elimination in the event of an operating deficit.
- 3 Amount includes inflationary increase from prior year amount (light blue highlight).
- 4 All amounts for 2017-18 are audited amounts. Overhead estimates were updated September 2018 based on current information.

Percentage DIII Spend - Championships	74%	75%	74%	74%	75%	75%	75%	76%
Percentage DIII Spend - Non-Championships	26%	25%	26%	26%	25%	25%	25%	24%

# Division III Strategic Plan

**2019-21 Budget Biennium [Year 1: 2019-20]**

**Vision Statement:** Division III will be a dynamic and engaging group of colleges, universities and conferences of varying sizes and missions committed to an environment that encourages and supports health and safety, diversity, values, fairness, and equity, and places the highest priority on the overall educational experience of its student-athletes in the conduct of intercollegiate athletics.



## INTRODUCTION

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The Division III strategic plan serves many purposes. It begins with the Division III Philosophy Statement to establish the framework from which the division's programs, resource allocations, and regulatory decisions are made. It highlights the Division III Strategic Positioning Platform to clarify the practical impact of the Division III philosophy and summarizes the division's strategic priorities by outlining what must be accomplished in the current budget biennium for the division to be successful.

The plan also serves to highlight the programs and services offered for the division's membership. This list of offerings is arranged in a way that demonstrates the connection of each Division III program to the NCAA Strategic Plan, and explains when a program or initiative is funded from Division III dollars or a different Association budget. To bring further transparency to the division's operations, the plan justifies every line of the Division III budget against the philosophy statement or NCAA Constitution. Finally, the plan includes a note on its history, which tracks the evolution of the division's entire strategic initiatives program.

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### DIVISION III PHILOSOPHY STATEMENT

Colleges and universities in Division III place the highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. To achieve this end, Division III institutions:

- (a) Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;
- (b) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
- (c) Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
- (d) Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
- (e) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;

- (f) Encourage participation by maximizing the number and variety of sport offerings for their students through broad-based athletics programs;
- (g) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- (h) Assure that athletics participants are not treated differently from other members of the student body;
- (i) Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;
- (j) Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
- (k) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
- (l) Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;

- (m) Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
- (n) Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body.
- (o) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (p) Support ethnic and gender diversity for all constituents;
- (q) Give primary emphasis to regional in-season competition and conference championships; and
- (r) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

## Division III Positioning Statement

**Follow your passions and discover your potential.** The college experience is a time of learning and growth – a chance to follow passions and develop potential. For student-athletes in Division III, all of this happens most importantly in the classroom and through earning an academic degree. The Division III experience provides for passionate participation in a competitive athletic environment, where student-athletes push themselves to excellence and build upon their academic success with new challenges and life skills. And student-athletes are encouraged to pursue the full spectrum of opportunities available during their time in college. In this way, Division III provides an integrated environment for student-athletes to take responsibility for their own paths, follow their passions and find their potential through a comprehensive educational experience.

## Division III Attributes

**Proportion:** Appropriate relation of academics with opportunities to pursue athletics & other passions.

**Comprehensive Learning:** Opportunity for broad-based education and success.

**Passion:** Playing for the love of the game, competition, fun and self-improvement.

**Responsibility:** Development of accountability through personal commitment and choices.

**Sportsmanship:** Fair and respectful conduct toward all participants and supporters.

**Citizenship:** Dedication to developing responsible leaders and citizens in our communities.

## Reasons to Believe

1. **Comprehensive educational experience.** Division III institutions develop student-athlete potential through a holistic educational approach that includes rigorous academics, competitive athletics and opportunity to pursue other interests and passions.
2. **Integrated campus environment.** Approximately twenty percent of all students at Division III institutions participate in athletics. Those participating in athletics are integrated into the campus culture and educational missions of their colleges or universities.
3. **Academic focus.** Student-athletes most often attend a college or university in Division III because of the excellent academic programs, creating a primary focus on learning and achievement of their degree.
4. **Available financial aid.** Three-quarters of all student-athletes in Division III receive some form of grant or non-athletic scholarship. Student-athletes have equal opportunity and access to financial aid as the general student body – but are not awarded aid based on athletics leadership, ability, performance or participation.
5. **Competitive athletic programs.** Student-athletes do not receive any monetary incentive (athletics scholarship) to play sports in college. They play for the love and passion of the game and to push themselves to be their best, creating an intense, competitive athletics environment for all who participate.
6. **National championship opportunities.** Division III has over 192,000 student-athletes competing annually in 28 Division III and nine national collegiate championships. These competitions provide an opportunity for student-athletes to compete at the highest level and fulfill their athletic potential.
7. **Commitment to athletics participation.** Division III institutions are committed to a broad-based program of athletics because of the educational value of participation for the student-athlete. The division has a higher number and wider variety of athletic opportunities on average than any other division in the NCAA, emphasizing both competitive men's and women's sports.

**NOTE:** Text in red highlights a new initiative during the 2019-21 biennium. Strategic initiatives are not listed in priority order; all are of equal value.

### **DIVISION III STRATEGIC PRIORITIES FOR 2019-21 BUDGET BIENNIUM [YEAR 1: 2019-20]**

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1. **Clarify the Values of Division III athletics.** The division continues to serve as a conscious alternative to the sport-specialization youth culture, and as an accessible and fulfilling educational and athletics destination. It also emphasizes a fuller, more integrated academic experience in all divisional endeavors. This included communicating the Division III philosophy, attributes, and strategic plan to high school prospective student-athletes, parents and high school admissions counselors, collaborating with the NCAA Eligibility Center (EC), supporting membership activation of the Division III Identity Initiatives and other Division III social media platforms.
  - Communicate the distinct Division III philosophy as articulated in the Strategic Positioning Platform.
    - Create a working group to review, and update accordingly, the current Strategic Positioning Platform.
    - Evaluate and determine next steps regarding the international ice hockey pilot.
    - Continue the strategic partnership with Special Olympics. Maintain the activity reporting program to better tell the partnership's story from a division-wide perspective. Maintain the Monthly Spotlight Poll that recognizes Special Olympic events.
    - Elevate the current part-time assistant director to full-time to more effectively oversee and enhance the division's communication efforts, including social media platforms and website management.
  - Support integration activities that bring together key institutional and/or conference partners to discuss ways each institution (and the conference as a group) might best support the integration of athletics within the campus environment, consistent with the division's unique philosophy, identity and strategic positioning platform.
  - Maintain and enhance the partnership with the College Sports Information Directors Association (CoSIDA) by providing professional development funding and opportunities (e.g. Division III Day at the CoSIDA Convention and CoSIDA Student Program), overseeing a recognition system awarded three times per year, and providing funds to support the Division III-specific Academic All-America program.
  - Strengthen the advocacy of Division III faculty for the values of the athletics experience. The division continues to enhance the Faculty Athletic Representative (FAR) Fellows Institute by offering professional development training and networking opportunities to FARs. Maintain the FAR Orientation at the FARA Fall Meeting for new FARs and hold every other year. Transition the FAR Working Group into a FAR Advisory Group.
  - Emphasize the values of Division III to effectively manage its membership growth. Partner with Divisions I and II to accomplish membership growth management on behalf of the entire Association.
  - Maintain in-person, full-day orientation programs for new athletics directors and commissioners to assist these individuals in understanding and promoting the division.
  - Continue to maintain and enhance Division III University – an on-line learning management system.
    - Create a new full-time position, funded by Division III, in Academic and Membership Affairs to oversee Division III University and assist with other waivers and interpretations.
    - Add approximately ten new division-specific modules by 2019-21.

2. **Appropriately Leverage Presidential and Athletics Direct Reports Leadership in the Division III Governance Structure.** Continue to selectively forward issues of presidential importance to the division's presidents. Improve and pursue full conference participation in the Presidents Advisory Group and significant NCAA Convention attendance. Enhance communication between the NCAA and Athletics Direct Reports on campus to effectively engage and educate as well as leverage these individuals serving in the governance structure (e.g. ADR Institute).
- In partnership with the NCAA Executive Staff and divisional Association-wide governance staffs, enhance Division III specific presidential programming at the NCAA Convention and promote the Chancellors and Presidents Outreach Program to educate and engage all Division III chancellors and presidents.
  - Build external partnerships. Do not rely solely on presidents attending the NCAA Convention; send NCAA representatives to existing higher education meetings for presidents.
  - Continue to inform presidents and chancellors, in a transparent manner of, the Sport Science Institute's efforts, new initiatives and interassociation guidelines.
3. **Ensure the Division is Effectively Managing Diversity and Inclusion Issues.**
- Partner with the Office of Inclusion, Student-Athlete Leadership staff and the Minority Opportunities Athletic Association (MOAA) to review the objectives and establish meaningful goals for the division's programs supporting equity and inclusion. Partner with Division III conferences and institutions to support innovative programs that promote inclusion (e.g. Monthly Diversity Spotlight).
    - Continue professional development and networking opportunities for women and ethnic minorities (e.g. SWA Program, the Institute for Administrative Advancement, Student Immersion Program and Next Steps).
    - **Support an LGBTQ Working Group to develop a facilitator program to educate the membership on ways to create a safe and inclusive environment for LGBTQ individuals and allies. Continue to promote the LGBTQ non-discrimination policy guide and OneTeam identity kit.**
  - Monitor NCAA emerging sports (e.g. women's wrestling, esports, stunt, equestrian).
    - Collaborate with the office of inclusion.
  - Establish strategies to increase and diversify the pool of candidates for Division III committee service and membership job searches.
    - In coordination with the Office of Inclusion and Student-Athlete Leadership, maintain the division's database of all women and ethnic minorities that have participated in an NCAA program. Continue to distribute and promote "The Diverse Workforce", a resource to assist institutions and conference offices to diversify its athletics searches. Continue to send out a quarterly Diversity and Inclusion newsletter.
    - Maintain the Diversity and Inclusion Working Group to evaluate the current diversity and inclusion landscape within Division III.
    - **Monitor and promote institutional/conference commitment to the NCAA Presidential Pledge to support diversity and inclusion.**
    - **Research strategies to promote committee service for women and ethnic minorities within the division.**



**4. Enhance the Well-Being of Prospects, Student-Athletes and Staff.**

- Maintain and enhance 360 Proof, a web-based, evidence-informed and free alcohol and other drug resource, for Division III and NASPA small college institutions. In 2020-21 budget cycle, create a 360 Proof Implementation Workshop that will prepare teams to engage in comprehensive, best practice prevention efforts. Continue to discuss the potential transition of 360 Proof oversight to the Sport Science Institute (SSI).
- Continue to partner with the Sport Science Institute regarding priority health and safety issues, including mental health. Provide Division III representatives for on-going summits. Provide timely and consistent communication to the membership regarding new SSI interassociation guidelines and best practices. Maintain the promotion and use of the Injury Surveillance Program, SSI's data collection system, by the Division III membership.
- Continue to monitor divisional challenges with officiating, including quality and pipeline. Maintain funding, via the conference grant program, to enhance officiating.
- Support Gameday the DIII Way, the Division III sportsmanship and game environment initiative. Promote existing tools and resources (e.g. facilitator training and on-line educational modules). Host two ambassador trainings annually in different regions of the country.
- Maintain the Coaching Enhancement Grant – a two-year, \$7,500 matching grant for new, full-time female and ethnic minority assistant coaches.
- Monitor and promote institutional commitment to BOG pledge on sexual assault violence prevention education.

**5. Promote the Division III Philosophical Principle that Student-Athletes' Academic Performance is consistent with that of the General Student Body.**

- Continue to sponsor a regular and representative academic reporting program to compare the academic success of student-athletes and the general student body. Continue to emphasize the academic success of Division III student-athletes as compared to other students. Focus on graduation rates of teams and demographic groups that are lower than their counterparts who do not participate in intercollegiate athletics. Oversee the inaugural annual student-athlete graduation rate submission in 2020. Develop best practices.

**6. Enhance Formal Accountability of the Governance Structure.**

- Continue to annual distribute a performance scorecard for regular accountability of key Division III programs and committee staff liaisons.
- Continue to monitor the enrollment and related financial challenges within higher education, and the related challenges affecting the Division III membership.
- Work with conference commissioners to plan and implement a Conference Rules Seminar (CRS) in the summer as requested and needed to provide a more regionalized compliance educational opportunity for active Division III member institutions and conferences.
- Address relevant issues identified through evaluation of committee structure.

**7. Maintain Fiscal Integrity.**

- Develop a divisional operating budget for 2019-21 and beyond that presents policy goals and program preferences that are fiscally responsible and sustainable.
- Continue to address the long-term use of the budget's surplus (beyond the mandated reserve), including the Association's 2024-2032 broadcast agreement extension.

## **Appendix A**

### **NCAA Association Wide Goals and Related Division III Programs and Objectives**

**Association Wide Goal 1: Athletics as Integral to Higher Education. Student-athletes will be better educated and prepared for increased and lifelong achievement and success.**

**Objectives**

- Increase support of reform efforts that emerge from the governance structure.
- Increase the number of student-athletes who succeed academically.
- Increase opportunities for student-athletes to integrate their academic, athletics and social interests.
- Enhance the leadership role of athletics administrators and increase the role of coaches as advocates for the values of intercollegiate athletics.

<b><u>Division III Programs and Initiatives</u></b>	<b><u>Desired Outcomes</u></b>	<b><u>Resource Allocation from Division III Budget</u></b>
<b>Conference visits by Presidents Council, Management Council, Student-Athlete Advisory Committee (SAAC) members and staff.</b>	Improve communication between and among governance structure and membership as evidenced by a satisfaction survey.	Association-wide funding
<b>Strategic Initiatives Conference Grant Program: Tier Two Integration activities.</b>	All institutions will access strategic initiative conference grant dollars over a four-year period, and all conferences will optimally use the full allocation of funds each year. The integration activities should bring together key conference partners to discuss ways each school (and the conference as a group) might best support the integration concept, consistent with the division's unique philosophy, identity and Strategic Positioning Platform.	\$320,885
<b>Communication Initiatives: Inform membership of policy issues, governance updates and hot topics.</b>	Conference visits, quarterly presidential updates, monthly athletics updates and periodic educational columns shall be conducted or distributed on a regular schedule.	Overhead
<b>Annual Division III Commissioners meeting.</b>	All conferences will be represented annually; commissioners will be provided with the opportunity to discuss governance issues and Division III hot topics. Additional funding is provided through Tier One of the Strategic Initiative Conference Grant Program to supplement a portion the conference's travel costs.	\$20,000
<b>Student-athlete leadership forums and campus based leadership programming.</b>	At least 80 percent of eligible institutions will participate annually in DIII Student-Athlete Leadership forums, and the participating coaches and administrators will become stronger advocates for the values of Division III intercollegiate athletics.	\$365,000
<b>Strategic Initiatives Conference Grant Program: Tier One-Professional Development and SAAC support, Tier Two-Student-Athlete Well Being Initiatives.</b>	All institutions will access strategic initiative conference grant dollars over a four-year period, and all conferences will optimally use the full allocation of funds each year.	\$1,169,249
<b>National SAAC Outreach.</b>	Celebrate successful campus SAAC community outreach each quarter, engage in community outreach at each National SAAC meeting, and annually educate student-athletes about National Student-Athlete Day and other community initiatives. Support national SAAC's creation of a short video highlighting the Division III student-athlete experience to be shown at annual campus compliance meetings.	Association-wide funding
<b>National student-athlete outreach.</b>	Continue to create specific programming for student-athletes attending the annual Convention to help better engage and educate on the Division III philosophy.	\$20,000
<b>Student-Athlete Graduation Rate Reporting.</b>	Assist the membership in reporting, for the first time in 2020, student-athlete graduation rates. Develop best practices.	NA

**ASSOCIATION-WIDE GOAL 2: The Student-Athlete Experience. Student-athletes will be enriched by a collegiate athletics experience based on fair and reasonable standards and a commitment to sportsmanship.**

**Objectives**

- Increase the applications of fairer regulations that favor student-athletes.
- Increase the opportunities for women and minorities to participate in intercollegiate athletics at all levels.
- Increase sportsmanship in intercollegiate athletics among student-athletes, coaches and fans.

<u>Division III Programs and Initiatives</u>	<u>Desired Outcomes</u>	<u>Resource Allocation from Division III Budget</u>
<b>Women and Minority Internship Program</b>	The division will assess the original goals of this program to understand its legacy and to formulate future, long terms goals related to diversity of the athletics administrative and governance structures.	\$1,300,000
<b>Strategic Alliance Matching Grant</b>	The division will assess the original goals of this program to understand its legacy and to formulate future, long term goals related to diversity of the athletics administrative and governance structures.	\$708,600
<b>Strategic Initiatives Conference Grant Program: Tier Two-Diversity/Gender Equity and Sportsmanship Initiatives</b>	All conferences and at least 50% of institutions will engage in programming related to diversity, gender equity and sportsmanship initiatives within each four-year grant cycle.	\$457,335
<b>The Nominating Committee shall annually review the NCAA's gender and diversity audit and make personal contact with targeted groups to encourage committee service.</b>	Balance membership of Division III committees to ensure the interests of all Division III constituents are represented in the governance structure.	Association-wide funding
<b>Get in the Game Web site; Requests and Secondary Reports Online.</b>	The staff will maintain an online resource to provide consistent and complete compliance information to student-athletes for the certification of eligibility process.	Association-wide funding; Provisional/Reclassifying Membership fees
<b>Committees will exercise fair decision making when making waiver and interpretive decisions.</b>	Student-athletes will benefit from the receipt of more individual consideration of their issues in the waiver and interpretations process.	Association-wide funding
<b>Regional Rules Seminars (national program) and Conference Rules Seminar.</b>	Education sessions on Division III rules and regulations will be offered annually. The Conference Rules Seminar will be held as requested by conference offices.	Association-wide funding
<b>Rules Test.</b>	The Membership Committee shall annually make available a clear and fair rules test that all members can access on-line to comply with the condition and obligation of membership to administer the rules test.	Overhead
<b>Conduct quality championships with fair selection processes and appropriate access.</b>	The Championships Committee will continually assess policies and NCAA legislation related to the championships program including the appropriateness of bracket sizes, regional alignment and select criteria processes.	\$26,580,164
<b>Women Leaders Institute for Administrative Advancement.</b>	The division will fund professional development opportunities for female athletics administrators in a manner most accommodating to applicant individuals.	\$30,000
<b>Sportsmanship and Game Environment Initiatives.</b>	New initiatives based on a partnership with Disney and recommendations from the Division III Sportsmanship and Game Environment working group, with membership endorsement.	\$225,000

<u>Division III Programs and Initiatives</u>	<u>Desired Outcomes</u>	<u>Division III Programs and Initiatives</u>
<b>Examine demographic trends and consider whether Division III or Association-wide programming is appropriate to affect change in the division's student-athlete demographic profile.</b>	The percentage of minority individuals in the student-athlete population should be consistent with the percentage of minority individuals in the general student-body.	Association-wide funding
<b>Conference and Institutional Inclusion and Diversity programming.</b>	Partner with Division III conferences and institutions to support innovative programs that promote inclusion and diversity. (e.g., the NCAA's Institute for Administrative Advancement, ethnic minority student program at NCAA Convention, SWA professional development and the North Coast Conference's Branch Rickey Program). In collaboration with the Office of Inclusion, develop programming for LGBTQ students.	\$250,000
<b>Strategic Initiative Conference Grant Program: Tier III Officiating Improvement.</b>	Provide optional funding to conference offices through the Conference Grant Program and encourage support of officiating improvement.	\$176,855

### ASSOCIATION-WIDE GOAL 3: Informed Governance and Decision-Making.

Member institutions and conferences will have access to data, research and best practices that assist governance and management of intercollegiate athletics.

#### Objectives

- Increase opportunities and support for chief executive officers to participate and make more informed decisions about intercollegiate athletics.
- Increase opportunities for member institutions and conferences to share best practices in support of the Association's core values.
- Increase the number and quality of research initiatives on relevant issues to help member institutions and conferences make informed decisions.
- Increase opportunities for affiliated organizations to provide input for more informed decision-making.
- Enhance hiring practices for administrators, coaches and other athletics personnel, resulting in more inclusive leadership in intercollegiate athletics.

<u>Programs and Initiatives</u>	<u>Desired Outcomes</u>	<u>Resource Allocation from Division III Budget</u>
<b>Strategically engage presidents and athletics direct reports in the Division III governance structure</b>	Continue to promote greater strategic focus and more selective legislative engagement by presidents in the Division III governance structure, led by the Presidents Council in consultation with the Presidents and Chancellors Advisory Group (PAG).	Association-wide funding
<b>Quarterly Presidential Communication.</b>	The chair of the Presidents Council will reach out to all presidents on a quarterly basis via formal correspondence.	Association-wide funding
<b>Division III Governance Outreach to Affiliates.</b>	Governance structure representatives will engage with affiliates on an issue-specific basis (e.g., higher education association meetings, annual sports chairs and championships committee meeting, and FARA annual meeting, etc...).	Overhead
<b>Presidential Programming at the NCAA Convention.</b>	Presidential involvement at the NCAA Convention will be enhanced by presidentially-focused programming.	\$20,000
<b>Best Practices for Presidential-Commissioner Leadership.</b>	Work with the Division III Commissioners Association (D3CA) to develop and distribute best practices to enhance presidential-commissioner leadership at the conference level.	Overhead
<b>Institutional and Conference Self-Studies (ISSG/CSSG).</b>	All institutions and conferences will conduct regular reviews with active participation of campus/conference presidents. Presidential involvement shall promote an understanding of institutional control and the primary compliance role of presidents. Institutional reviews shall assess standards on recruiting, admissions, academic eligibility, student services, student-athlete profiles, personnel and a commitment to Division III philosophical priorities. Conference reviews shall include an assessment of conference alignments, values and priorities to support partnerships between conference members.	Overhead
<b>Sports sponsorship and Institutional Self-Study (ISSG) audits.</b>	The Membership Committee's annual review of member compliance with sports sponsorship requirements and completed Institutional Self-Study instruments to assess compliance with membership criteria and educational needs of the membership. Members placed on probation required to complete an athletics program assessment.	Provisional/Reclassifying membership fees
<b>Playing and Practices Seasons Comprehensive Review.</b>	Continue to implement through Management Council Playing and Practice Seasons Subcommittee a comprehensive review of the football playing and practice seasons.	Overhead
<b>360 Proof.</b>	Maintain and enhance 360 Proof, a web-based, evidence-informed and free alcohol and other drug resource for NCAA Division III and NASPA small college member campuses to reduce consequences of alcohol use.	\$115,000
<b>360 Proof Implementation Workshop</b>	Develop in FY 21 a program to enhance the implementation of 360 Proof on campus.	\$85,000
<b>Continually monitor Division III membership size and related access to championship and other services.</b>	The governance structure shall analyze data and collect feedback from institutions to continually develop a growth management strategy for Division III.	Overhead

<b>Athletics Direct Report (ADR) Institute.</b>	Conduct an annual ADR Institute in conjunction with the annual NCAA Convention. For Division III member institutions that have an ADR reporting structure, ADRs should be consulted for input on key institutional and conference operational and strategic issues facing the athletics program. The Institute will allow for an intentional level of engagement and professional development to assist ADRs in overseeing and managing the athletics department on campus.	\$90,000
<b>Financial Aid Reporting Process.</b>	All institutions will participate in the data-driven reporting process. Greater availability of historical data shall enable increased emphasis on institutional accountability (i.e., enforcement and penalties).	Overhead
<b>Faculty Athletics Representative (FAR) Fellows Institute.</b>	Conduct an FAR Fellows institute to offer professional development training to and provide FARs with tools to communicate the Division III story to their campus peers and enhance the level of engagement of FARs across the division. Re-engage FARs by maintaining a working group that will survey the membership and produce next steps.	\$85,000
<b>Strategic Initiative Conference Grant Program: Tier IV – Third Party Review.</b>	Continue to provide assistance for conference offices to provide documentation of a third-party external review of grant fund usage to the national office annually.	\$16,800
<b>Programming at the NCAA Convention.</b>	Continue to create specific programming for delegates attending the annual Convention (e.g. educational sessions, Issues Forum, and technology to support all sessions) to help better engage and educate the membership.	\$30,000
<b>LGBTQ Facilitator Program</b>	Continue to train facilitators to provide the LGBTQ OneTeam Program on campuses and in conference offices in an effort to provide safe and inclusive environments.	\$100,000
<b>Division III University.</b>	Continue to enhance Division III University – an on-line learning management system. Modules include NCAA overview, student well-being and compliance	\$80,670
<b>CoSIDA Division III Day</b>	Support a day-long professional development program for the division’s athletics communication and sports information directors in conjunction with the annual CoSIDA Convention.	\$15,000



**ASSOCIATION-WIDE GOAL 4: Effective National Office Administration.  
The National Office will be operated in an accountable, efficient manner.**

**Objectives**

- Increase partnership with the membership. Better define the national office's role.
- Increase flexibility, responsiveness and efficiency of interpretations, enforcement and appeals processes.
- Increase the timeliness, clarity, conciseness and effectiveness of membership communication.
- Increase use of technology to improve the effectiveness and efficiencies of Association processes.

<u>Programs and Initiatives</u>	<u>Desired Outcomes</u>	<u>Resource Allocation from Division III Budget</u>
<b>Implement use of available technology to regularly deliver NCAA messages and rules education.</b>	The governance structure will continually assess common needs and available technologies to increase the timeliness, clarity, conciseness and effectiveness of membership communication.	Overhead
<b>Partnership with National Association of Division III Athletics Administrators.</b>	The governance structure will provide financial support to the NADIII AA. National office staff will support this membership-led organization in its professional development offerings.	\$75,000
<b>Educate the membership on the role of the NCAA national office.</b>	Increase membership understanding of the role of the national office by including this information in governance presentations made at Leadership Conferences, Regional Seminars, conference meetings, and other appropriate venues.	Overhead
<b>Conference Contact program.</b>	Continue to service all conferences and ensure new conferences are accommodated according to program guidelines.	Overhead
<b>Strategic Initiative Conference Grant Program: Tier Three - Technology Grants.</b>	Provide funding to conferences offices to upgrade or maintain technical capabilities to access technical platforms used by the NCAA.	\$682,521
<b>New orientation programs to support athletics directors and commissioners.</b>	Create in-person, orientation programs for new athletics directors and commissioners to assist with the knowledge, resources and philosophy of the division.	\$85,000

**ASSOCIATION-WIDE GOAL 5: Perceptions of the Association and Intercollegiate Athletics.**  
**The public will gain a greater understanding of and confidence in the integrity of intercollegiate athletics**  
**and will more readily support its values.**

**Objectives**

- Increase awareness of and advocacy for the positive values of intercollegiate athletics among the media and the public and within the membership.
- Increase the public's confidence in the Association as a whole.

<u>Programs and Initiatives</u>	<u>Desired Outcomes</u>	<u>Resource Allocation from Division III Budget</u>
<b>Strategic Initiative Conference Grant Program: Tier Three-Promotions/Marketing/Division III Identity.</b>	Increase opportunities for promotion and marketing efforts on behalf of Division III institutions and conferences, consistent with the messages of the Strategic Positioning Platform.	\$324,885
<b>Division III Identity Initiative.</b>	Clarify and promote the unique Division III philosophy as articulated in the Division's Strategic Positioning Platform. Enable conferences and institutions to better tell the Division III story to a variety of target audiences. Support the following identity activation initiatives: Division III week, and mobile web site for coaches, national and customizable videos. Re-introduce a recognition award for directors of athletics communication to recognize the most outstanding written or video work that tells the Division III story.	\$300,000
<b>Special Olympics Partnership.</b>	Continue to grow the strategic partnership with Special Olympics. Maintain Special Olympics events as a signature element of the Division III championships program and continue to encourage campus and conference engagement with local Special Olympics chapters.	\$35,000
<b>Academic All-America Partnership with CoSIDA.</b>	Promote academic success of Division III student-athletes through financial support of a Division III Academic All-America Program.	\$44,000
<b>Strategic Initiative Conference Grant Program: Tier One - Professional development support for Sports Information Directors (SIDs).</b>	Continue to identify new ways to support the growth of SIDs as strategic communicators, advance the messages of the Division III platform, and communicate the story of Division III at the local level. Offer professional development support through the Conference Grant Program, and position support through the Strategic Alliance Matching Grant and Internship Program.	\$46,200

**Appendix B**

**Division III Budget Justification**

Projected NCAA Division III 2019-20 Budget Breakdown			Division III Philosophy Statement and Constitutional Principles Justifying Funded Programs	
<b>Revenue:</b>			<i>Division III Institutions....</i>	
Division III 3.18% Revenue	\$33,169,370			
Allocation (ESTIMATE)				
Membership Dues	\$519,000			
<b>Expenses:</b>				
Total Championships Expense (excluding overhead)	\$26,145,164		Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities. (Division III Philosophy Statement – section r))	
Strategic Initiative Conference Grant Program	\$3,194,730		Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs; (Bylaw 20.11-(b))	
NAD3AA Partnership	\$75,000		The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. (Bylaw 20.11)	
Conference Commissioners/SID Meeting	\$20,000		The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. (Bylaw 20.11)	
Conference Rules Seminar		Association-wide	The Association shall assist the institution in its efforts to achieve full compliance with all rules and regulations and shall afford the institution, its staff and student-athletes fair procedures in the consideration of an identified or alleged failure in compliance. (Constitution 2.8.2)	
Women Leaders Enhancement Grants	\$30,000		Support ethnic and gender diversity for all constituents; (Bylaw 20.11-(p))	
Division-wide Sportsmanship Initiative	\$225,000		Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators; (Bylaw 20.11-(e))	
Strategic Alliance Matching Grant	\$708,600		Support ethnic and gender diversity for all constituents; (Bylaw 20.11-(p))	
Women & Minority Intern Program	\$1,300,000		Support ethnic and gender diversity for all constituents; (Bylaw 20.11-(p))	
Student-Athlete Leadership Forum	\$365,000		Seek to establish and maintain an environment in which student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. (Bylaw 20.11)	
Campus Based Student-Athlete Leadership Programming	\$100,000		The purpose is to provide DiSC behavioral assessments to student-athletes, coaches and administrators. The DiSC assessment aids participants with understanding their individual behavioral styles and preferences, a common language when addressing these topics and methods to better relate to others. It also provides additional strategies to build more effective relationships on teams and in the workplace.	
360 Proof	\$115,000		Intercollegiate athletics programs shall be conducted in a manner designed to protect and enhance the physical and educational well-being of student-athletes. (Constitution 2.2)	
FAR Fellows Institute/Orientation	\$85,000		Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience (preamble to philosophy statement)	
Division III Academic All-America (CoSIDA)	\$44,000		Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic program (preamble to philosophy statement).	
Other Working Groups/Task Forces	\$20,000		This initiative exists to provide opportunities for working groups/task forces in the future.	
CoSIDA D3 Day	\$15,000		This initiative supports 175-200 sports information directors to receive professional development.	

Projected NCAA Division III 2019-20 Budget Breakdown		Division III Philosophy Statement and Constitutional Principles Justifying Funded Programs
<b>Expenses, continued:</b>		
Identity Initiatives	\$300,000	This initiative is reflective of the entire Division III Philosophy Statement (Bylaw 20.11).
Special Olympics Partnership	\$35,000	Institutions seek to establish and maintain an environment in which student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience (preamble to philosophy statement).
Inclusion and Diversity Partnership	\$250,000	Support ethnic and gender diversity for all constituents; (Bylaw 20.11-(I))
Division III University	\$ 80,670	Funding to create new modules for Division III University and purchase additional user licenses.
LGBTQ Programming	\$100,000	Funding for a train the trainer and/or programming, and a recognition program. Partner with office of inclusion.
Coaching Enhancement Grant	\$100,000	New grant program for female and ethnic minority asst. coaches. The two-year matching grant provides \$7,500 in salary and benefits and \$1,500 annually in professional development. Partner with Leadership Development.
Division III Cancellation Insurance	\$41,000	Intercollegiate athletics programs shall be administered in keeping with prudent management and fiscal practices to assure the financial stability necessary for providing student-athletes with adequate opportunities for athletics competition as an integral part of a quality educational experience. (Constitution 2.16)
Convention Programming including specific student-athlete programs	\$70,000	Continue to create specific programming for student-athletes attending the annual Convention to help better engage and educate on the Division III philosophy.
Athletics Direct Report (ADR) Institute	\$90,000	Conduct an inaugural ADR Institute in 2016 in conjunction with the annual NCAA Convention. For Division III member institutions that have an ADR reporting structure, ADRs should be consulted for input on key institutional and conference operational and strategic issues facing the athletics program. The Institute will allow for an intentional level of engagement and professional development to assist ADRs in overseeing and managing the athletics department on campus.
New Athletics Director Orientation	\$70,000	Create in-person, orientation programs for new athletics directors to assist with the knowledge, resources and philosophy of the division.
New Commissioner Orientation	\$15,000	Create in-person, orientation programs for new commissioners to assist with the knowledge, resources and philosophy of the division.
Additional SAAC in-person meeting	\$25,000	A planning meeting for the Division III national SAAC committee. At this meeting, SAAC provides an orientation for new members and sets its goals and objectives for the year.
SAAC Associate Members	\$65,000	Provide funds to pay expenses for conference partner liaison to attend NCAA Convention. Provide funds to pay expenses for partner conference liaison to attend the July national SAAC
NADIIIAA and D3CA leadership meeting	\$10,000	The executive leadership groups from NADIIIAA and D3CA come to Indianapolis in Sept. to discuss current hot topics in Division III and plan communication strategies for the upcoming year.
NCAA staff professional development	\$7,000	Allows annual professional development for NCAA Division III staff.
Other Division III Initiatives	\$0	This includes contracting costs, as well as money earmarked to support future initiatives.
Overhead Allocation (including National Office staffing) **	\$1,529,000	Includes request for new AMA FTE and reclass of assistant director of governance to full-time.
<b>Total Division III Expenses</b>	<b>\$35,855,164</b>	

\* The \$5 million event cancellation insurance protects the budget in case of a catastrophic event that would reduce or eliminate, for one year, the division's share of media rights revenue.

\*\*The \$1,529,000 overhead fee covers time and miscellaneous expenses related to Division III staff and programs.

\*\*\*Anticipate a \$1,692,794 draw from the reserve surplus.

**Appendix C**

**History of the**

**Division III Strategic Plan**

## History

The original Division III strategic plan was unveiled in 1998 as the division embarked on its new federated structure. The Division III Management Council Strategic Planning Subcommittee developed the framework for the plan with broad participation of the Presidents Council, Division III and Association-wide committee structure, and the Division III membership. The 2004 version of the Division III Strategic Plan was developed by a joint subcommittee of the Management and Presidents Councils consistent with the Association-wide Strategic Plan adopted by the NCAA Executive Committee in April 2004. The 2004 plan contained many of the existing initiatives and priorities to ensure that the programs and results remain consistent with Division III objectives. However, significant changes occurred as the 2005 and 2006 plans linked the relationship to the Division III philosophy with each Association-wide goal and outlined a series of outcome measures for each goal. Another significant change occurred in 2006-07 as the Division III Strategic Initiatives Grant Program resources were funneled directly to Division III Conferences and the Association of Independents. With this change, many strategic initiatives previously administered at the NCAA national office moved to the local control of conferences and institutions. The localized program encourages collaboration and involvement of all Division III constituent group representatives in the planning, decision-making and accountability of programming and funding to achieve the goals established in the Division's Strategic Plan. Presidential oversight and accountability with the process and budget allocations, consistent with the legislated leadership role of presidents within conference governance, is paramount.

In 2008-09, the strategic plan underwent a format change to create a forward-looking document that highlights the goals and expectations of a budget biennium. Much of the reporting done in previous plans was moved into a Division III Annual Report, and standard committee operations are now reflected in each committee's policy and procedure guide (available on each committee's home page on [ncaa.org](http://ncaa.org)). The plan clearly articulates the division's funding priorities, and explains when an initiative is funded by Division III, and when it is funded by a broader Association-wide budget. The plan also includes an appendix to show the philosophical or constitutional justification for all programs funded with Division III dollars.

In 2009-10, the plan was updated to highlight the division's near-term strategic priorities. Most 2009-10 priorities resulted from a series of presidentially authored white papers on membership growth published in September 2008. For 2010-12, the plan was updated based on the Division's release of a Strategic Positioning Platform, and clearly defined the near- and medium-term goals the division needed to accomplish to be successful in embodying the platform.

For 2012-15, the plan was updated to reflect the Association's move to a three-year budget cycle.

After the 2012-15 budget cycle, the plan returned to a two-year budget cycle and emphasizes budget accountability and management. With the start of the budget cycle in 2021, the division and governance structure will determine if it wants to stay with a two-year cycle or move to a three-year cycle to finish out the current CBS/Turner broadcast agreement that ends in 2023-24 (i.e. 2021-2024 budget cycle).



REPORT OF THE  
NCAA DIVISION III MANAGEMENT COUNCIL  
SUBCOMMITTEE FOR LEGISLATIVE RELIEF  
MARCH 27, 2019, TELECONFERENCE

**ACTION ITEMS.**

1. Legislative Item.

- None.

2. Nonlegislative Item.

- Approve Amended NCAA Division III Management Council Subcommittee for Legislative Relief Graduate Student/Postbaccalaureate Eligibility Directive for Exemplary Academic Success.

- (1) Recommendation. Approve the amended Subcommittee for Legislative Relief graduate student/postbaccalaureate eligibility directive for exemplary academic success, as follows:

a. The student-athlete graduated with an undergraduate degree ~~ahead of schedule (i.e., in less than four academic years)~~ **within four academic years.** Such documentation shall be in the form of the student-athlete's academic transcript and/or a written statement from an appropriate academic official from the previous institution (e.g., registrar);

**b. The student-athlete has seasons of participation remaining. A season of participation shall be determined based on Division III Bylaw 14.2.4.1 (Minimum Amount of Participation), regardless of where (e.g. other NCAA division, NAIA) the participation occurs;**

~~b.c.~~ The student-athlete continued/maintained his or her education as a full-time student rather than having "breaks" (e.g., part time) in enrollment for no reason/circumstances beyond his or her control; and

~~c.d.~~ The student-athlete possesses a minimum 3.000 cumulative grade-point average

- (2) Effective date. Immediate.

- (3) Rationale. The membership's desire to create greater graduate/postbaccalaureate student opportunities was demonstrated as recently as 2018 when legislation passed to allow for participation after graduation from any Division III institution. This opportunity has also been



granted to academically strong students from Division I, Division II and non-NCAA institutions through the waiver process' directive for exemplary academic success. The Subcommittee for Legislative Relief, however, does not believe the current directive is an adequate measure for graduate/postbaccalaureate eligibility. Specifically, the requirement to graduate in less than four academic years is not a proper measure of exemplary academic success, as many strong academic programs make it difficult to graduate early. It also requires considerable forethought on the part of the student-athlete to graduate early for purposes of graduate student eligibility. By relaxing the graduation timeline standard to not more than four years, and by adding the requirement that the student-athlete not have used four seasons of participation per Division III legislation, the revised directive promotes the Division III philosophy of increasing opportunity for participation. The amended directive also provides an alternative solution to historical concerns of "redshirted" student-athletes participating as graduate/postbaccalaureate students at Division III institutions.

- (4) Budget Impact. None.
- (5) Student-Athlete Impact. Greater opportunity for graduate/postbaccalaureate student participation.

#### **INFORMATIONAL ITEMS.**

1. **Welcome and Introductions.** The subcommittee reviewed the roster for accuracy and welcomed new subcommittee member, Scott McGuinness, Washington and Jefferson College.
2. **Approval of August 2018 Report.** The subcommittee reviewed and recommended a minor editorial change to the August 27, 2018 teleconference report. The report was approved subject to the change.
3. **Approval of December 2018 Report.** The subcommittee reviewed and approved the report from its December 6, 2018, teleconference.
4. **Review Cases Decided from August 1, 2018, Through January 31, 2019, by the NCAA Staff and Subcommittee.** From August 1, 2018, through January 31, 2019, the subcommittee and/or staff received a total of 61 Division III waiver requests and made a decision on all. The following is a summary of the decisions made by the staff and subcommittee:

- a. Staff approved 49 waivers, 14 of which were approved with conditions. Of the 49 waivers approved, 11 waivers were approved based on totality of circumstances and/or student-athlete well-being and the remaining waivers were approved based on the Subcommittee for Legislative Relief Information Standards, Guidelines and Directives.
  - b. Staff denied 11 waivers. An institution appealed one of the staff denials to the subcommittee, and the subcommittee affirmed the staff position.
  - c. No waivers were cancelled or withdrawn.
  - d. One waiver was directly reviewed and approved by the subcommittee.
5. **Review of Division III Previously Approved Waivers List.** The subcommittee reviewed the Division III Subcommittee for Legislative Relief Previously Approved Waivers Checklist [Reference: October 5, 2016, Item Ref: 2 Educational Column], which provides flexibility for an institution to grant relief of NCAA legislation and submit a report to its conference office rather than filing a formal legislative relief waiver request. The subcommittee took no action.
6. **Review of Subcommittee for Legislative Relief Guidelines and Policies and Procedures.** The NCAA staff provided the subcommittee with its guidelines and policies and procedures for review. The committee reviewed the documents and approved the edits reflecting gender neutral language.
7. **Central Intercollegiate Bowling Conference Waiver from NCAA Division III Membership Committee.** The subcommittee reviewed a request for a waiver of Bylaw 3.3.1.2.2 submitted by the NCAA Division III Membership Committee on behalf of the Central Intercollegiate Bowling Conference. At its February 2019 in-person meeting, the Membership Committee granted single-sport conference status to the CIBC, with the condition that a waiver of the seven-member requirement for a NCAA national collegiate single sport conference be approved by the subcommittee.

The subcommittee approved the waiver, citing that because bowling is a National Collegiate Championship sport, the minimum number of active institutions to create a single-sport conference (i.e., six) should be the same as the minimum number necessary to receive an automatic qualification for a National Collegiate Championship.

- 8. Continuous Full-Time Enrollment Waivers Asserting Education-Impacting Disability.** The subcommittee reviewed the current staff position on providing conditioned approvals for waivers of Bylaw 14.1.8.1 (full-time enrollment – requirement for practice or competition), in which the student-athlete has a documented education-impacting disability and is receiving the accommodation of less-than-full-time enrollment from their institution. The subcommittee determined that waivers of this type may be granted in perpetuity, provided: (1) The student-athlete continues to receive the less-than-full-time enrollment accommodation from their institution; and (2) The institution maintains documentation of the student-athlete's accommodation from the institution.
- 9. Waiver Education Initiatives.** The subcommittee reviewed the 2019 NCAA Regional Rules Seminars presentation materials addressing legislative relief waivers.
- 10. Future Meetings.** The chair, Kate Roy, reminded the subcommittee of the upcoming August 2019 meeting.
- 11. Other Business.** None.
- 12. Adjournment.** The subcommittee adjourned at 2:43 p.m. Eastern time.

*Subcommittee Chair: Kate Roy, North Atlantic Conference*

*Staff Liaisons: Kaitlyn Purcell, Academic and Membership Affairs  
Corey Berg, Academic and Membership Affairs*

<b>NCAA Division III Management Council Subcommittee for Legislative Relief March 27, 2019, Teleconference</b>	
<b>Attendees:</b>	
Jason Fein, Bates College.	
Lori Mazza, Western Connecticut State University.	
Scott McGuinness, William and Jefferson College.	
Kate Roy, North Atlantic Conference.	
Denise Udelhofen, Loras College.	
Mike Vienna, Emory University.	
<b>Absentees:</b>	
None.	
<b>NCAA Staff Support in Attendance:</b>	
Corey Berg and Kaitlyn Purcell.	
<b>Other NCAA Staff Members in Attendance:</b>	
Shannon Blevins, Louise McCleary, Jeff Myers and Bill Regan.	



**REPORT OF THE  
NCAA DIVISION III MANAGEMENT COUNCIL  
PLAYING AND PRACTICE SEASONS SUBCOMMITTEE  
APRIL 14, 2019, MEETING**

**ACTION ITEMS.**

1. **Legislative Items.**
  - **None.**
2. **Nonlegislative Items.**
  - **None.**

**INFORMATIONAL ITEMS.**

1. **Welcome and Announcements.** Brad Bankston welcomed the subcommittee members.
2. **Review NCAA Division III Management Council Playing and Practice Seasons Subcommittee October 2018, Report.** The subcommittee reviewed and approved the report from its October 10, 2018, in-person meeting.
3. **Review of NCAA Interassociation Recommendations: Preventing Catastrophic Injury and Death in College Student-Athletes.** The subcommittee reviewed the NCAA interassociation recommendations related to transitioning periods and strength and conditioning sessions relative to Division III legislative provisions. The subcommittee stressed the importance of education for the membership to foster successful implementation of the recommendations.
4. **Review of NCAA Division III Proposal 2019-3 – Field Hockey and Soccer Preseason – Establishing a Three-Day Acclimatization Period.** The staff provided the subcommittee with an update on the status of NCAA Division III Proposal 2019-3. The proposal was referred back to the NCAA Division III Management Council and the Committee on Competitive Safeguards and Medical Aspects of Sport (CSMAS) for further review. The subcommittee noted there is value in the proposal; however, the subcommittee recommended CSMAS review the issue of acclimatization for all fall sports, including defining the appropriate number of days and practice limitations. The subcommittee will review that feedback during its July meeting.
5. **Football Playing and Practice Seasons Waivers Update.** The staff provided the subcommittee with an update on football playing and practice seasons waivers in which applicant institutions requested relief from the 2019 preseason football practice legislation.
6. **Review of Captain's Practices Educational Column.** The subcommittee reviewed an educational column related to recent changes in the captain's practices legislation. The subcommittee recommended the educational column provide further clarification on athletics staff's involvement in reservation of facilities on a student-athlete's behalf.

7. **Review of 2019 Convention Issues Forum Feedback – Starting and Ending Dates for Sports Seasons.** The subcommittee discussed the feedback from the 2019 Convention issues forum. The results of the Issues Forum survey indicated support for further research and development on the concept of adjusting the beginning and ending dates of the playing seasons. The subcommittee determined that it would revisit the issue after CSMAS's review of fall sport acclimatization.
8. **Soccer Season Review Update.** The staff provided the subcommittee with an update on the Division I men's soccer coaches proposal to make men's soccer a two-season sport.
9. **Future Meetings.** The subcommittee determined that an in-person meeting at the July Management Council meeting is necessary to review the feedback from CSMAS and determine next steps for review of preseason legislation.
10. **Adjournment.** The subcommittee adjourned at 5:08 p.m. Eastern time.

*Committee Chair: Brad Bankston, Old Dominion Athletic Conference*

*Staff Liaisons: Tiffany Alford, Academic and Membership Affairs*

*Laura Peterson, Championships and Corporate Alliances*

*Zach Romash, Academic and Membership Affairs*

NCAA Division III Management Council Playing and Practice Seasons Subcommittee April 14, 2019, Meeting	
<b>Attendees:</b>	
Brad Bankston, chair; Old Dominion Athletic Conference	
Samantha Kastner, Notre Dame of Maryland University	
Laura Mooney, Massachusetts College of Liberal Arts (Teleconference)	
Michelle Morgan, John Carroll University	
Kandis Schram, Maryville College (Tennessee)	
Michael Vienna, Emory University	
<b>Absentee:</b>	
Joseph Walsh, Great Northeast Athletic Conference	
<b>Guest in Attendance</b>	
Stevie Baker-Watson, DePauw University	
<b>Other NCAA Staff Members in Attendance:</b>	
Louise McCleary; Jeff Myers	



**REPORT OF THE  
NCAA DIVISION III CHAMPIONSHIPS COMMITTEE  
FEBRUARY 5-6, 2019, MEETING**

**ACTION ITEMS.**

**1. Legislative items.**

**a. Noncontroversial legislation – NCAA Bylaw 21.9.6.2 and Figure 21.1 – Committee Membership.**

- (1) Recommendation. Adopt noncontroversial legislation to amend Figure 21.1 as incorporated by Bylaw 21.9.6.2, to adjust sport committee rosters to coincide with the new regional alignment the championships committee endorsed in Informational Item 11. [NOTE: See March 20 Administrative Committee report on subsequent approval of requests related to men's and women's lacrosse. See also Supplement No. 03a, Strategic Planning and Finance Committee, for recommendation related to other sports.]
- (2) Effective date. Immediate for the men's and women's lacrosse committees; September 1, 2020 for the baseball, men's and women's basketball, football, men's golf, men's and women's soccer, softball, and women's volleyball committees.
- (3) Rationale. The championships committee supported a proposal from the Division III Commissioners Association to create a scale for regional alignment based on sports sponsorship (e.g., sports with sponsorship from 40-149 would have two regions; 150-374, 5-8 regions; 375+, 9-10 regions) and other key principles, including: 1) maintaining conference members in the same regions; 2) importance of geographic proximity in regional placement; and 3) balancing the number of institutions across all regions (optimally, close to 40 per region). The new model provides flexibility based on the number of schools sponsoring the sport in the division (allowing for growth with a prescribed solution for sports that change over time), recognizing that the "one size fits all" philosophy may not work for regional alignment.
- (4) Estimated budget impact. \$10,800 in 2019-20; \$75,600 in 2020-21.
- (5) Estimated student-athlete impact. The new sport committee compositions will increase representation for student-athletes across the regions.

**b. Administrative regulation – NCAA Bylaw 31.1.6 – Executive Regulations – Administration of NCAA Championships – Playing Rules – Non-NCAA Rules.**

- (1) Recommendation. Adopt an administrative regulation to amend Bylaw 31.1.6 (executive regulations – administration of NCAA championships – playing rules – non-NCAA rules) to specify that rules modifications for sports in which the Association does not publish rules must be consistent among divisions.
- (2) Effective date. Immediate.

- (3) Rationale. Several NCAA sports follow playing rules maintained by external organizations (e.g., golf, tennis, field hockey, men's volleyball). The Association does not publish rules in these sports, but the legislation does permit governing sport committees to establish rules modifications that would supersede the external organization's rules. Recent discussions about the regular-season and championship format in tennis raised the question of whether rules modification in these sports must be consistent among divisions just as they are in sports for which the NCAA maintains and publishes playing rules. NCAA governing bodies, including the Playing Rules Oversight Panel (PROP), have indicated in the past a preference for all playing rules to be consistent among divisions. Accordingly, the bylaw should be amended to reflect that intent. The NCAA staff conducted a legislative history which clearly demonstrated that NCAA governing bodies and PROP intended for all playing rules and modifications to be consistent among divisions.
- (4) Estimated budget impact. None.
- (5) Student-athlete impact. None.

## 2. Nonlegislative items.

- **Bracket size and championship administrative changes.**

- (1) Recommendation. Adopt the changes [NOTE: See Supplement No. 03a, action item 2g, for subsequent recommendation from the Strategic Planning and Finance Committee] to bracket sizes and championship administration as outlined in Attachment.
- (2) Effective date. Various as noted in Attachment.
- (3) Rationale. The requests for bracket expansion in baseball, men's soccer, men's volleyball and women's lacrosse are a result of increased sport sponsorship and a commitment to maintaining the 1:6.5 access ratio for team sports. The requests for increases in men's and women's golf and men's tennis are meant to accommodate sponsorship growth within the prescribed ratio (note the championships committee did not support requests from those sport committees and women's tennis to adjust their respective ratios).

The request regarding sport committee composition is a result of the championships committee's support of the proposal to realign regions based on sponsorship per sport (see Action Item 1 above and Informational Item 11). The estimated budget impact includes an allocation for men's and women's tennis to increase the number of committee members if those committees propose a change to sport regions. The request to boost officials' fees in all sports by 5 percent is a result of an increased emphasis within the division on attracting and retaining quality officials.

The requests to increase stipends and travel/per diem expenses for the national coordinators of officials in men's and women's basketball, football and baseball come from sport committee recommendations to more accurately and consistently compensate those positions for their importance and work performed. The technology fee for men's and women's basketball is for a one-time purchase of equipment to provide those coordinators access to video of more games. The addition of officials' evaluators in men's basketball mirrors the existing protocol for women's basketball (see Informational Item 13-a).

The committee also supported a change to the men's lacrosse championship format that alleviates the quick turnaround teams currently experience immediately after selections and throughout the preliminary rounds (see Informational Item 13-d for details).

Additionally, the committee supported providing trophies to regional champions in men's and women's cross country to align with the provision of regional trophies in other sports.

For year two of the budget cycle, the committee prioritized the following: reinstate host honorariums for nonpredetermined preliminary round hosts; further increase the host per diem rate to \$40; and enhance the national champion awards program whereby individual event champions (e.g., track and field event winners, wrestling weight class champions, etc.) receive a watch in addition to a mini-trophy as is currently awarded to members of national champion teams. The committee agreed to propose the awards change to Divisions I and II and coordinate implementation with the overall NCAA awards program.

With feedback from the women's basketball committee and four conferences in the West region (see Informational Item 12b), the committee also prioritized a commitment to guarantee that conference opponents do not meet in the first round of championship competition. Currently, the concept is a principle in the bracketing and pairing process by sport committees, but not guaranteed if geographic proximity (i.e., keeping air travel to a minimum) is not maintained. The committee proposes a two-year pilot program after which actual cost and effectiveness will be evaluated before long-term implementation.

The committee also evaluated several other concepts for budget consideration, but did not consider them priorities for the 2019-21 budget cycle: men's swimming and diving field size increase (the current access ratio for the sport is within the acceptable range of 1:16 to 1:24 participants in the sport); increases to travel party sizes or the per diem rate (the committee preferred to focus on possible changes to bench size policies – see Informational Item 10 – and noted that per diem is scheduled to increase in 2020-21); day of rest between rounds at the finals site (concerns raised about missed class time and general impact on regular season and conference tournament scheduling habits); and women's lacrosse squad size increase (as noted above, the committee prioritized possible changes to bench size policies over



expanding travel party sizes or, in this case, a squad size increase that would increase the travel party).

Finally, it should be noted that the line item of \$35,000 for 2022-23, while outside of this current budget cycle, was necessary for the championships committee to address at this time because of the nature of the request. The allocation is a one-time expense to cover broadcast costs for the 2023 Division III Women's Basketball Championship that is being conducted in conjunction with the 2023 Women's Final Four. Because negotiations regarding coverage of the joint championships that year are going on now, the championships committee needed to note its support in advance.

- (4) Estimated budget impact. The budget impact is noted in Attachment A.
- (5) Estimated student-athlete impact. In almost all instances, the recommendations provide for expanded opportunities for student-athletes. With the remaining recommendations, the changes will enhance the championship experience for student-athletes or improve championship administration.

### **INFORMATIONAL ITEMS.**

1. **Opening remarks and review of schedule and agenda.** Division III Championships Committee Chair Bill Stiles welcomed new members Stevie Baker-Watson, Jason Fein, Kiki Jacobs, Brian Jamros, Jake Santellanos and Penny Siqueiros and reviewed the meeting schedule and key discussion items.
2. **Committee roster and liaison assignments.** The committee reviewed the committee roster and available sport liaison assignments as a result of committee turnover. As a liaison to a sport committee, championships committee members are expected to remain apprised of sport-specific issues and concerns. Members agreed on several changes to the sport liaison assignments.
3. **Recent committee reports.** The committee reviewed and approved its November and December teleconference reports as presented.
4. **Governance update.** NCAA governance staff reviewed the following key items with the committee: 1) Nomination procedures resulting from the Association-wide vote at the recent NCAA Convention to approve the addition of five independent members to the NCAA Board of Governors; 2) Review of ramifications resulting from the U.S. Supreme Court ruling to allow state-by-state sports wagering; 3) Ongoing discussion within the Board of Governors about the emergence/evolution of esports; 4) A significant increase in participation from Division III institutions in the Injury Surveillance Program (from 8 percent to 23 percent of division membership); 5) Transfer portal usage in Divisions I and II; 6) Preliminary results from the International Ice Hockey Pilot Program; 7) LGBTQ Working Group deliverables provided at the recent NCAA Convention; 8) New resources from the FAR Working Group; and 9) Appointment of an Association-wide working group to develop ways to grow the pool of qualified officials in several sports.

5. **NCAA Division III Management Council/Presidents Council updates.** No additional updates were provided from the recent Management Council and Presidents Council meetings.
6. **NCAA Division III Student-Athlete Advisory Committee update.** The SAAC liaison provided an update on behalf of the Division III SAAC from the NCAA Convention.
7. **Playing Rules Oversight Panel.**
  - a. Recent reports. An NCAA playing rules staff member updated the committee on the panel's most recent reports.
  - b. Championships Committee representative. The committee appointed Brad Bankston as its representative on the panel.
8. **Academic and membership affairs update and action.**
  - a. Skyline Conference – exception for automatic qualification requirements (men's volleyball). The committee did not support the Skyline Conference's request to extend the AQ grace period for men's volleyball. The committee did not believe the circumstances were compelling enough to warrant deviating from strictly applying the bylaw in question.
  - b. Wisconsin Intercollegiate Athletic Conference – exception for automatic qualification requirements (baseball). The committee did not support a request for a waiver reinstating the WIAC as an automatic qualifying conference in baseball effective with the 2019-20 academic year. The committee did not believe the circumstances were compelling enough to warrant deviating from strictly applying the bylaw in question.
  - c. Common playing rules across divisions (See Action Item 1b). In addition to the action presented, the committee indicated to the Playing Rules Oversight Panel that it would support the current differences in tennis and men's volleyball being grandfathered as acceptable given they were the result of circumstances that occurred under the legislation the amendment is intended to clarify.
  - d. Emory and Henry College – deadline waiver. The committee approved a waiver for sport sponsorship declaration requirements in order to allow Emory and Henry to officially sponsor indoor track and field for the 2018-19 season.
9. **Championships and alliances updates.**
  - a. Host site selection. NCAA staff provided an overview of the anticipated timeline and process for selecting hosts for championships from the fall of 2022 through the spring of 2026.
  - b. Championship access ratios by sport. The committee reviewed a comparison of the number of championship participants to the total number of student-athletes based on 2017-18 participation rates data and championship opportunities. The summary showed that 8.7

percent of Division III male student-athletes and 11.6 percent of Division III female student-athletes have access to championships.

**10. Bench size policies.** The committee reviewed results of a survey sent to athletics directors to gauge interest in expanding bench size policies to accommodate additional student-athletes (at the institution's expense, and without corresponding increases to the travel party size). The survey results indicate support for expansion and include reaction to ideas of how to manage it (e.g., place limits, allow schools to decide, etc.). While the survey targeted broad-based application, the committee acknowledged that recommendations for change may require sport-specific consideration. Accordingly, the committee endorsed the concept of a to-be-determined increase in bench size by sport and agreed to ask sport committees for feedback on the following:

- The appropriate increase for their sport, understanding that the goal is to provide for additional student-athletes (not other personnel) in order to enhance their experience at the championship. (Note: As a starting point, more than half of the respondents in the survey who said they favored an increase agreed with the idea of basing it on the average squad size for a given sport.)
- In which of the following the additional student-athletes should be allowed to participate:
  - Sitting on the bench with teammates.
  - Attending the championship banquet.
  - Participating in team practices.
  - Participating in pregame warm-ups.
  - Dressing for competition.
- Whether the increase would have unintended consequences on competitive equity among teams participating in the championship.

The committee reiterated that the request regards bench size only, and not an increase in squad size or travel party size, and that any increase in bench size would come at the institution's expense. The committee expects to deliberate further on this issue at a future meeting.

**11. Sport region realignment.** The committee discussed and ultimately supported a proposal from the Division III Commissioners Association to create a scale for regional alignment based on sports sponsorship (e.g., sports with sponsorship from 40-149 would have two regions; 150-374, 5-8 regions; 375+, 9-10 regions). Other key principles for the proposal include: 1) maintaining conference members in the same regions; 2) importance of geographic proximity in regional placement; and 3) balancing the number of institutions across all regions (optimally, close to 40 per region). The proposal comes from the commissioners after ratification at their recent meeting at the NCAA Convention. The commissioners initiated the sport region review after communication with and support from the championships committee. The committee member changes by sport are:

<b>Sport</b>	<b>Current Members</b>	<b>Proposed Members/Regions</b>
Baseball	8	10
Men's Basketball	8	10
Women's Basketball	8	10
Men's Golf	6	7
Football	8	6
Men's Lacrosse	4	5
Women's Lacrosse	5	7
Men's Soccer	8	10
Women's Soccer	8	10
Softball	8	10
Women's Volleyball	8	10

The committee supported the proposed model because it provides flexibility based on the number of schools sponsoring the sport in the division (allowing for growth with a prescribed solution for sports that change over time). In addition, it does not change the national committee sizes in all sports, recognizing that the “one size fits all” philosophy may not work for regional alignment (see Action Item 1 above for the legislative recommendation regarding committee composition; see Action Item 2 for the budget impact). In field hockey, region alignments by teams/conferences were adjusted consistent with the noted principles, but no changes were proposed to the number of regions or committee members.

The championships committee noted that the women's golf and men's lacrosse committees – after discussing the proposal with the commissioners – opted for different alignments based on their unique circumstances. Refer to Informational Items 13-c and 13-d for details.

Men's and women's tennis and men's and women's cross country were not included in the final recommendation as the championships committee recognized that some components of their championship selections are based on regional allocations. Regions for men's and women's ice hockey, men's volleyball, and rowing were not adjusted given that their existing alignments satisfy the noted principles. The championships committee also made a point to acknowledge its appreciation for the commitment, effort and collaboration the commissioners devoted to the proposal.

## **12. Championships budget.**

- a. Fall budget recap. NCAA staff reviewed game operations, team transportation and per diem expense for the 2018 fall championships and noted that several charges are still outstanding. The committee will review final budget numbers from the 2018 fall championships during an upcoming teleconference.
- b. Budget priorities and recommendations for Strategic Planning and Finance Committee. The committee prioritized initiatives for the Division III Strategic Planning and Finance Committee (SPFC) to consider for the upcoming two-year budget cycle (2019-21). See Action Item 2 for committee recommendations.

- Bracketing – West region conferences request. The committee reviewed correspondence from the four conferences in the West region regarding how current bracketing principles uniquely affect their institutions participating in Division III team sport championships. Specifically, those conferences are concerned that west region institutions from the same conference are paired in preliminary rounds more often than institutions from other conferences in other regions. The championships committee studied the report, acknowledged the concern and evaluated options for action. Ultimately, the championships committee agreed to take an initial step within the parameters of the existing bylaws to recommend a two-year pilot program to guarantee that conference opponents do not meet in the first round of championship competition. Given that the recommendation calls for a guaranteed separation of conference opponents in the first round of competition, the championships committee acknowledged that it will be necessary to seek a waiver of NCAA Bylaw 31.3.5.1 for two years if the pilot program is approved.

### **13. Sport committee reports.**

#### **a. Men's basketball.**

- Increased stipend and expenses for the national coordinator of officials. The committee supported the men's basketball committee's request to increase the stipend allocated to the national coordinator of officials from \$5,000 to \$10,000 and to increase the position's travel/per diem to \$5,000 (see Action Item 2 above). (The men's basketball committee had requested an increase for travel/per diem to \$10,000, but the championships committee thought the increase to \$5,000 was adequate, and it aligned with the allocations for other national coordinators.)
- Officials' evaluators at preliminary-round sites. The committee supported the request to provide a fee and mileage reimbursement for individuals to evaluate the performance of officials in the preliminary rounds of the championships. The evaluators will assist the committee and national coordinator by providing real-time feedback from a knowledgeable source. Such feedback is critical for evaluating the officials to advance to the sectional round, assigning the selected crews to the semifinals and finals, and developing a pool of officials for the future. The request matches up with the evaluator program for women's basketball.
- Regional advisors. The committee did not support the request to establish four regional advisors to assist the national coordinator by remotely evaluating officials throughout the season and championship, and to help manage the 24 conference coordinators. The committee preferred to prioritize an increase to the national coordinator's fee and travel stipend (see first item listed above).
- DVSPORT official reviews at final site. The committee did not support an officials' monitor and replay system for the Division III Men's Basketball Championship final site given that the current broadcast set-up provides such a replay system.

b. Women's basketball.

- Increased stipend and expenses for the national coordinator of officials. The committee supported the women's basketball committee's request to increase the stipend allocated to the national coordinator of officials from \$5,000 to \$10,000 and to increase the position's travel/per diem to \$5,000 (see Action Item 2 above).
- Strategic plan. Lynn Holzman, NCAA vice president for women's basketball, updated the committee on the development of a cross-divisional, five-year strategic plan for NCAA Women's Basketball that will launch this spring.
- Broadcast expenses for the 2023 championship. The committee endorsed a one-time expense of \$35,000 to cover production costs associated with the 2023 Division III Women's Basketball Championship, which will be conducted in conjunction with the Division I Women's Final Four (see Action Item 2 above).

c. Women's golf. The committee approved a request from the Division III Women's Golf Committee to realign the sport's five regions based on sponsorship growth to more evenly distribute institutions across regions, effective with the 2019-20 season. (Note: The regional realignment proposal from the Division III Commissioners Association noted in Informational Item No. 11 recommended that women's golf expand to six regions based on total sponsorship, but the golf committee prefers to base the number of regions only on the sponsorship that is eligible for championship selection.)

d. Men's lacrosse.

- Regional alignment. The committee approved a request from the Division III Men's Lacrosse Committee to expand the current two regions to five based on sponsorship growth, effective September 1, 2019. (Note: The regional realignment proposal from the Division III Commissioners Association in Informational Item No. 11 suggested that men's lacrosse could expand to seven regions. The men's lacrosse committee discussed that recommendation with the commissioners but ultimately was more comfortable with expansion from two to five regions at this point in time. The championships committee supported that decision.)
- Bracket format change. The committee supported the following changes to the men's lacrosse championship format, effective with the 2019-20 season, to alleviate the quick turnaround teams currently experience immediately after selections and throughout the preliminary rounds (see Action Item 2 above):
  - First Round: Four sites (two teams per site) with competition on Wednesday.
  - Second/Third Round: Eight sites (four teams per site) with competition on Saturday and the winners advancing to games on Sunday at the same site.
  - Quarterfinals/Semifinals: Two sites (four teams per site) with competition on Saturday and the winners advancing to games on Sunday at the same site.
  - Championship: One site (two teams) with competition on Sunday.

- e. Men's and women's track and field. The committee approved the following regional hosts for the 2019 Division III Men's and Women's Cross-Country Championships:

Region*	Institution/Conference Host	Location
Atlantic	St. Lawrence University	Ronald C. Hoffman Cross Country Course; Canton, New York
Central	Wartburg College	Max Cross Country Course; Waverly, Iowa
Mideast	Muhlenberg College	Muhlenberg College Scotty Wood Stadium; Allentown, Pennsylvania
New England	Bowdoin College	Pickard Fields; Brunswick, Maine
South/Southeast	Rhodes College	Shelby Farms Park; Memphis, Tennessee
West	Pomona-Pitzer Colleges	Pomona-Pitzer Cross Country Course; Claremont, California

*\* Hosts for the Great Lakes and Midwest regions were approved previously.*

- 14. In-region competition requirement waiver requests.** The committee approved the following in-region competition waiver requests for the 2019-20 academic year:

- a. Colorado College – men's lacrosse.
- b. University of Maine at Presque Isle – men's soccer, women's soccer, women's volleyball, men's basketball, women's basketball, baseball and softball.
- c. Mills College – women's rowing, women's soccer, women's tennis and women's volleyball.
- d. Trinity University (Texas) – baseball. (Note: While the committee granted the waiver for the 2018-19 academic year, members believe additional efforts in scheduling could have been made to meet the requirements. As such, the committee agreed to inform the institution that it must meet the in-region competition requirement during the 2019-20 academic year and beyond, as future requests of this same nature would likely be denied.)

- 15. Conference requirements for AQ eligibility.** Committee members Kiki Jacobs and Brian Jamros agreed to serve on a working group with representatives of the Division III Conference Commissioners Association. NCAA staff will help administer the work of the group to explore establishing requirements for a conference to be eligible to earn automatic qualification to Division III championships.

- 16. 2018 fall championships reports.**

- a. General reports and enhancements. The committee reviewed reports from the 2018 fall championships.

- b. Broadcast metrics. The committee reviewed the fall championships live video streaming report.

**17. Future meetings dates and sites.**

- a. June 17-18, 2019 (Indianapolis).
- b. September 9-10, 2019 (Indianapolis).
- c. February 4-5, 2020 (Indianapolis).

*Committee Chair:* Bill Stiles, Alvernia University  
*Staff Liaisons:* Liz Turner Suscha, Championships and Alliances  
Laura Peterson-Mlynski, Championships and Alliances  
Julie Sargent, Academic and Membership Affairs

Division III Championships Committee February 5-6, 2019, Meeting	
<b>Attendees:</b>	
Stevie Baker-Watson, DePauw University.	
Brad Bankston, Old Dominion Athletic Conference.	
Jason Fein, Bates College.	
Susan Fumagalli, Gettysburg College (via teleconference).	
Kiki Jacobs, Roger Williams University.	
Brian Jamros, The College of St. Scholastica.	
Jake Santellano, University of Wisconsin-Whitewater.	
Penny Siqueiros, Wesleyan College (Georgia).	
Bill Stiles, Alvernia University.	
<b>Absentees:</b>	
None.	
<b>Guests in Attendance:</b>	
Gary Brown, NCAA Contractor.	
<b>NCAA Staff Support in Attendance:</b>	
Laura Peterson-Mlynski, Championships and Alliances.	
Liz Turner Suscha, Championships and Alliances.	
<b>Other NCAA Staff Members in Attendance:</b>	
Brian Burnsed, Dan Calandro, Dan Dutcher, Lynn Holzman, Will Hopkins, Alaina Keller, Laura Klee, Jay Jones, Louise McCleary, Michael Miranda, Jeff Myers, Alex Mortillaro, Melissa Piening, Anjellica Rospond, Julie Sargent, Micki Spears, Caryl West, Kelly Whitaker.	



Division III Championships  
Final 2019-21 Budget Priorities

**ATTACHMENT  
Supplement No. 09a**

Request Type	Sport	Item	2019-20	2020-21	2021-22	2022-23
Bracket expansion supported by legislation	Baseball	Increase bracket from 58 to 60^	\$ 112,000	\$ 2,000		
	Men's Soccer	Increase bracket from 62 to 64^	\$ 67,000	\$ 1,000		
	Men's Volleyball	Increase bracket from 14 to 16^	\$ 43,000	\$ 1,000		
	Women's Lacrosse	Increase bracket from 42 to 44^	\$ 42,000	\$ 1,000		
	Men's Golf	Increase field from 42 to 43^	\$ 12,100	\$ 200		
	Women's Golf	Increase field from 25 to 29^	\$ 52,400	\$ 700		
	Men's Tennis	Increase bracket from 43 to 44^	\$ 10,400	\$ 200		
Committee Composition	Various - 24 positions	Increase sport committee composition to coincide with regional realignment proposal (note: MLAX and WLAX in year one of budget cycle; remainder of sports in year two); refer to tab "Committee"	\$ 10,800	\$ 75,600		
Officiating	All	Increase officiating fees - by 5% over two years	\$ 31,300			
Sport-specific requests	Men's Basketball	Increase in stipend for national coordinator from \$5,000 to 10,000, and increase travel/per-diem expenses to \$5,000 + \$1,000 Technology Fee	\$ 11,000			
	Men's Basketball	Officials' evaluators at preliminary-round sites	\$ 4,800			
	Women's Basketball	Television broadcast coverage of championship final in conjunction with 2023 joint championship (one-time expense)				\$ 35,000
	Women's Basketball	Increase in stipend for national coordinator from \$5,000 to 10,000, and increase travel/per-diem expenses to \$5,000 + \$1,000 Technology Fee	\$ 8,650			
	Football	Increase in stipend for national coordinator from \$5,000 to 10,000, and fund travel/per-diem expenses up to \$5,000	\$ 10,000			
	Baseball	Increase in stipend for national coordinator from \$5,000 to 10,000, and fund travel/per-diem expenses up to \$5,000	\$ 10,000			
	Men's and Women's XC	Regional trophies	\$ 10,096			
	Men's Lacrosse	Bracket format change	\$ 53,000			
Per Diem	All	Per diem for hosts of nonpredetermined preliminary round (increase by another \$5 to \$40)		\$ 65,000		
Game Operations	All	Reinstate host honorarium for non-predetermined preliminary round hosts		\$ 161,000		
Game Operations	Individual Sports	National champion award watch for individual event champions (pending coordination with DI/II)		\$ 28,130		
<b>Total New Priorities</b>			<b>\$ 488,546</b>	<b>\$ 335,830</b>	<b>\$ -</b>	<b>\$ 35,000</b>
Bracketing	All Team Sports	Guarantee conference opponents do not meet in first round	\$ 336,000	\$ 336,000		
<b>Supplemental Funding - New Priorities</b>			<b>\$ 336,000</b>	<b>\$ 336,000</b>	<b>\$ -</b>	<b>\$ -</b>
Per Diem	Team Sports	Per diem for hosts of nonpredetermined preliminary round (increase by \$5 to \$35)		\$ 62,000		
Per Diem	All	Increase per diem to \$100		\$ 367,000		
<b>Total Previously Approved Priorities</b>			<b>\$ -</b>	<b>\$ 429,000</b>	<b>\$ -</b>	<b>\$ -</b>

^ Year 2 reflects incremental increase to go to \$100 per diem



**REPORT OF THE  
NCAA DIVISION III CHAMPIONSHIPS COMMITTEE  
MARCH 5, 2019, TELECONFERENCE**

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

- 1. Medgar Evers College Indoor Track and Field.** The Division III Championships Committee voted to accept a school's late entry for a track and field student-athlete to be considered for the 2019 NCAA Division III Men's Indoor Track and Field Championships. Due to the disruption to the entry and selection process and resulting impact on the consideration for other student-athletes, Medgar Evers College will be responsible for all travel and per diem expenses associated with participation in the championships. The committee emphasizes adherence to championship entry deadlines in the future.
- 2. Franciscan University of Steubenville.** The committee denied a waiver request to allow Franciscan University of Steubenville to include men's and women's indoor track and field in its sport sponsorship for the 2018-19 season to make its student-athletes eligible for the championships. The committee noted that the institution had multiple chances to declare sport sponsorship prior to the indoor track and field declaration window closing for selection to the championships. The committee encourages the institution to become more aware of the process and procedures associated with sport sponsorship and championships declaration.

*Committee Chair:* Bill Stiles, Alvernia University  
*Staff Liaisons:* Liz Turner Suscha, Championships and Alliances  
Laura Peterson-Mlynski, Championships and Alliances  
Julie Sargent, Academic and Membership Affairs

Division III Championships Committee March 5, 2019, Teleconference	
<b>Attendees:</b>	
Stevie Baker-Watson, DePauw University.	
Brad Bankston, Old Dominion Athletic Conference.	
Jason Fein, Bates College.	
Susan Fumagalli, Gettysburg College (via teleconference).	
Kiki Jacobs, Roger Williams University.	
Brian Jamros, The College of St. Scholastica.	
Penny Siqueiros, Wesleyan College (Georgia).	

<b>Absentees:</b>
Bill Stiles, Alvernia University.
Jake Santellano, University of Wisconsin-Whitewater.
<b>Guests in Attendance:</b>
None.
<b>NCAA Staff Support in Attendance:</b>
Laura Peterson-Mlynski, Championships and Alliances.
Julie Sargent, Academic and Membership Affairs.
Liz Turner Suscha, Championships and Alliances.
<b>Other NCAA Staff Members in Attendance:</b>
None.



**REPORT OF THE  
NCAA DIVISION III CHAMPIONSHIPS COMMITTEE  
MARCH 19, 2019, TELECONFERENCE**

**ACTION ITEMS.**

- **None.**

**INFORMATIONAL ITEMS.**

- 1. Sport and rules committee appointments.** The championships committee approved the following sport and sport rules committee reappointments (effective September 1, 2019, unless noted otherwise):
  - Division III Men's Basketball Committee (reappointment) – Richard Ferry, director of athletics/head men's basketball coach, Albright College, Middle Atlantic Conferences.
  - Men's Basketball Rules Committee – Steve Schweer, head men's basketball coach, Illinois College, Midwest Conference.
  - Division III Women's Basketball Committee (immediate appointment) – Mary Lynn Skarzenski, assistant director of athletics/head women's basketball coach, Nichols College, Commonwealth Coast Conference.
  - Division III Football Committee – J.J. Nekoloff, associate commissioner, Old Dominion Athletic Conference.
  - Women's Gymnastics Committee – Jon Santer, coordinator of media relations, Springfield College, New England Women's and Men's Athletic Conference.
  - Women's Lacrosse Rules Committee – Marushka Eddy, assistant director of athletics/senior woman administrator, Massachusetts Maritime Academy, Massachusetts State Collegiate Athletic Conference.
  - Men's and Women's Skiing Committee – Kim Monika Bownes, director of athletics, Plymouth State University, Little East Conference.
  - Division III Women's Soccer Committee – Nicole Wood, associate director of athletics/head soccer coach/senior woman administrator, Salem State University, Massachusetts State Collegiate Athletic Conference.
  - Division III Men's and Women's Swimming and Diving Committee – Andy Hendricks, head men's and women's swimming and diving coach, Franklin College, Heartland Collegiate Athletic Conference; and Peter Casares, head men's and women's swimming coach, Bates College, New England Small College Athletic Conference.

- Division III Men's Tennis Committee – William Porter, head tennis coach, Southwestern University (Texas), Southern Collegiate Athletic Conference.
  - Division III Men's and Women's Track and Field and Cross-Country Committee – Greg Cooper, head cross country/track and field coach, Pennsylvania State University Erie, the Behrend College, Allegheny Mountain Collegiate Conference.
  - Men's and Women's Track and Field Rules Committee – Dana Freeman, head women's track and field coach, Washington and Lee University, Old Dominion Athletic Conference.
  - Division III Women's Volleyball Committee – Sabrina Bingham, head volleyball coach/senior woman administrator, Hardin-Simmons University, American Southwest Conference; and Paul Schlomer, head women's volleyball coach, Edgewood College, Northern Athletics Collegiate Conference.
  - Division III Wrestling Committee – Bob Patnesky, head wrestling coach, Pennsylvania State University Erie, the Behrend College, Allegheny Mountain Collegiate Conference.
2. **Men's and women's golf date formula survey.** The committee approved a draft survey the Division III Men's and Women's Golf Committees want to send to their memberships regarding whether institutions would prefer to have the date formulas structured so that the championships fall on different weeks.
  3. **UC Santa Cruz – in-region competition waiver request.** The committee approved in-region competition waivers for men's basketball, women's basketball, women's golf, men's soccer, women's soccer, men's tennis, women's tennis, men's volleyball and women's volleyball. The committee did raise some concern about the request having been submitted well past the legislated December deadline and urged the institution to correct this in the event that future waiver requests of this nature are submitted.
  4. **Strategic Planning and Finance Committee update.** Committee members noted that the SPFC during its March meeting supported resource allocations for the championships initiatives that the championships committee recommended in February and will forward those to the Division III Management Council for review in April.
  5. **Regional alignment project.** The committee revisited a concept it supported during its February in-person meeting from the Division III Commissioners Association to create a scale for regional alignment based on sports sponsorship. After the meeting a few sport committees expressed concerns that ranged from wanting to adjust one or two conferences within the proposed alignment to significant concerns about how the proposed model would affect competitive balance overall. Committee members noted that the proposal was based on guidelines that: (1) balance the number of institutions across all regions; (2) prioritize geographic proximity in regional placement; and (3) maintain conference members in the same regions, and that some of

the alternatives sport committees are recommending fall outside of those guidelines. However, the committee agreed that it was prudent to seek more uniform input from all sport committees to determine whether they support the proposed model, and if not, whether their alternatives fit the guiding principles. Championships committee members agreed the goal is to address relevant loose ends and make minor adjustments as necessary by their June in-person meeting and then submit a formal recommendation to the Division III Management Council in July. The committee also asked staff to determine whether the proposal – because of its potential effect on sport committee composition – would need to be handled as Convention legislation.

**6. Other business.** None.

*Committee Chair:* Bill Stiles, Alvernia University  
*Staff Liaisons:* Liz Turner Suscha, Championships and Alliances  
 Laura Peterson-Mlynski, Championships and Alliances  
 Julie Sargent, Academic and Membership Affairs

Division III Championships Committee March 19, 2019, Teleconference	
<b>Attendees:</b>	
Stevie Baker-Watson, DePauw University.	
Brad Bankston, Old Dominion Athletic Conference.	
Jason Fein, Bates College.	
Susan Fumagalli, Gettysburg College.	
Kiki Jacobs, Roger Williams University.	
Brian Jamros, The College of St. Scholastica.	
Penny Siqueiros, Wesleyan College (Georgia).	
<b>Absentees:</b>	
Jake Santellano, University of Wisconsin-Whitewater.	
Bill Stiles, Alvernia University.	
<b>Guests in Attendance:</b>	
Gary Brown, NCAA Contractor.	
<b>NCAA Staff Support in Attendance:</b>	
Laura Peterson-Mlynski, Championships and Alliances.	
Julie Sargent, Academic and Membership Affairs.	
Liz Turner Suscha, Championships and Alliances.	
<b>Other NCAA Staff Members in Attendance:</b>	
Morgan DeSpain, Laura Klee, John Kuzio, Louise McCleary, Nancy O'Hara, J.P. Williams.	



**REPORT OF THE  
NCAA DIVISION III FINANCIAL AID COMMITTEE  
FEBRUARY 11-12, 2019 MEETING**

**ACTION ITEMS.**

**1. Legislative items.**

**a. Noncontroversial Legislation – Financial Aid – Elements of Financial Aid – Government Grants -- NCAA Bylaw 15.2.2.**

- (1) Recommendation. Sponsor noncontroversial legislation to replace the current government grants legislation in Bylaw 15.2.2 and the list of exempted government grants in Bylaw 15.2.2.1 with legislation entitled “Estimated Financial Assistance,” which will utilize the Department of Education definition of “overaward” for purposes of determining whether financial aid has exceeded the student-athlete’s cost of attendance.
- (2) Effective date. Immediate.
- (3) Rationale. The financial aid landscape is ever-changing and maintaining an accurate list of what constitutes financial assistance can be cumbersome. While the current legislation accounts for government grants, it does not account for other forms of aid that an institution’s financial aid office factor into a student’s estimated financial assistance. Additionally, the current list of exempted government grants includes some programs that are obsolete or outdated, while ignoring newer government grants that would also qualify for exemption. The committee believes that redefining the bylaw to be consistent with the language used by the Department of Education both in its federal statute and in the financial aid handbook utilized by financial aid professionals, will eliminate the need to revise the legislation each time a grant or other form of aid is added or removed. Furthermore, by including a reference to the electronic Code of Federal Regulations, anyone can readily access the most up-to-date federal statute.
- (4) Estimated budget impact. None.
- (5) Student-athlete impact. None.

**2. Non-legislative items.**

- None.

**INFORMATIONAL ITEMS.**

1. **Review November report.** The committee reviewed and approved the report from its November 12-13, 2018, meeting.
2. **Level II reviews.** The committee reviewed 33 Level II financial aid reporting cases. During the deliberations, members of the committee recused themselves as necessary in accordance with the NCAA conflict of interest policy. On review, the committee took the following actions:
  - a. Voted to take no action on the following 28 Level II review cases:
    - (1) 2005-1-02;
    - (2) 2005-1-14;
    - (3) 2005-2-12;
    - (4) 2005-2-16;
    - (5) 2005-3-13;
    - (6) 2006-1-08;
    - (7) 2006-1-17;
    - (8) 2006-1-23;
    - (9) 2008-1-07;
    - (10) 2008-2-01;
    - (11) 2009-1-05;
    - (12) 2009-2-01;
    - (13) 2011-3-02;
    - (14) 2011-3-04;
    - (15) 2013-2-01;
    - (16) 2013-4-02;
    - (17) 2013-4-03;
    - (18) 2013-4-04;
    - (19) 2014-2-03;
    - (20) 2016-1-05;
    - (21) 2016-1-07;
    - (22) 2016-4-01;
    - (23) 2018-1-01;
    - (24) 2018-1-05;
    - (25) 2018-1-06;
    - (26) 2018-1-09;
    - (27) 2018-4-02; and
    - (28) 2018-4-03.



- b. Voted to refer the following four Level II review cases to NCAA enforcement with recommended actions:
    - (1) 2007-2-02;
    - (2) 2008-1-04;
    - (3) 2013-4-01; and
    - (4) 2018-1-04.
  - c. Voted to refer Level II review case 2018-4-01 to the Division III Membership Committee.
3. **Update on the review of financial aid interpretive requests.** Staff reported the Division III Interpretations and Legislation Committee completed its review of revisions to the official interpretation of Bylaw 15.4.5 as requested by the Financial Aid Committee. Revisions to the official interpretation were approved by the Interpretations and Legislation Committee and action by the Division III Management Council has been recommended. The Management Council will review this topic at its April meeting.
- Staff also shared the Interpretations and Legislation Committee's position related to Division III financial aid regulations and e-sports.
4. **Data collection model for graduate transfer student-athletes.** The committee reviewed a staff proposal to collect data for graduate transfer student-athletes. These student-athletes fit the definition of the cohort as established by Division III Financial Aid Reporting Program policy and staff proposed a method to collect the data. The committee proposed a series of revisions and will review the proposal in final format on a teleconference to be held in the coming weeks.
5. **Review of updates to the financial aid reporting program users' guide.** The committee proposed several edits to the users' guide and will review the guide as amended at a teleconference in the coming weeks. The amended guide will then be forwarded to the Division III Management Council for approval.
6. **Division III governance update.** Governance staff provided an update on several items including the NCAA Transfer Portal, Division III University, e-sports, sports wagering and officiating.
7. **Adjournment.** The committee adjourned 11:17 a.m. Eastern time, February 12, 2019.

*Committee Chair:*      *Angel Mason, Pomona-Pitzer Colleges; Southern California Intercollegiate Athletic Conference*  
*Staff Liaisons:*      *Eric Hartung, Research*  
                                 *Tiffany Alford, Academic and Membership Affairs*

<b>NCAA Division III Financial Aid Committee February 11-12, 2019 Meeting</b>	
<b>Attendees:</b>	
Stephanie Alford, Goucher College; Landmark Conference.	
Greg Carroll, Morrisville State College, North Eastern Athletic Conference.	
Marybeth Lamb, Bridgewater State University; Massachusetts State Collegiate Athletic Conference	
Paula Lehrberger, Widener University, Middle Atlantic Conferences	
Angel Mason, Pomona-Pitzer Colleges; Southern California Intercollegiate Athletic Conference.	
Todd Moravec, Plattsburgh State University of New York; State University of New York Athletic Conference.	
Ron Noborikawa, Pacific Lutheran University; Northwest Conference.	
Charlyn Robert, Nichols College; Commonwealth Coast Conference.	
Larry Scheiderer, Denison University; North Coast Conference.	
James Schmidt, University of Wisconsin – Eau Claire; Wisconsin Intercollegiate Athletic Conference	
Kandis Schram, Maryville College; USA South.	
Steve Taylor, Concordia University (WI); Northern Athletics Conference.	
<b>NCAA Staff Support in Attendance:</b>	
Eric Hartung and Tiffany Alford.	
<b>Other NCAA Staff Members in Attendance:</b>	
Jay Jones.	

REPORT OF THE  
NCAA DIVISION III FINANCIAL AID COMMITTEE  
MARCH 14, 2019 TELECONFERENCE

**ACTION ITEMS.**

**1. Legislative items.**

- None.

**2. Non-legislative items.**

- **Approval of the Division III Financial Aid Reporting Program Users' Manual.**
  - (1) Recommendation. Approve the Financial Aid Reporting Program Users' Manual as revised.
  - (2) Effective date. June 1, 2019.
  - (3) Rationale. The committee determined with the adoption of Bylaw 14.1.9 (Graduate Student/Postbaccalaureate Participation) in January 2018, institutions would be required to report student financial aid information for graduate/postbaccalaureate student-athletes as part of the Financial Aid Reporting Program beginning in 2019. These student-athletes meet the definition for inclusion in the required cohort as they are full-time student-athletes enrolling at the Division III institution for the first time. The committee noted the unique financial aid packaging for graduate/postbaccalaureate students. In order to properly capture the financial aid information for these student-athletes, the committee developed a parallel data collection procedure. This procedure appears on page 5 of the manual (See Attachment). Additional reporting information is contained in Appendix 1 on page 21. The revised manual will be posted to the Financial Aid Data Management System and communicated to the membership via memorandum ahead of the June 1, 2019, launch of the 2019 reporting cycle.

**INFORMATIONAL ITEMS.**

- 1. Review February report.** The committee reviewed and approved the report from its February 11-12, 2019, meeting.
- 2. Level II review.** The committee reviewed one Level II financial aid reporting case and voted to refer case 2018-1-02 to enforcement with recommended actions.

3. **Approval of updates to the financial aid reporting program users' manual.** The committee reviewed and approved the revised users' manual. Special attention was given to the instructions for submitting data on the Graduate/Post-Baccalaureate Transfer Student-Athlete Cohort. [See Attachment]
  
4. **Adjournment.** The committee adjourned 11:25 a.m. Eastern time, March 14, 2019.

*Acting Committee Chair: Todd Moravec, Plattsburgh State University of New York; State University of New York Athletic Conference*

*Staff Liaisons: Eric Hartung, Research  
Tiffany Alford, Academic and Membership Affairs*

<b>NCAA Division III Financial Aid Committee March 14, 2019 Teleconference</b>	
<b>Attendees:</b>	
Stephanie Alford, Goucher College; Landmark Conference.	
Greg Carroll, Morrisville State College, North Eastern Athletic Conference.	
Paula Lehrberger, Widener University, Middle Atlantic Conferences	
Todd Moravec, Plattsburgh State University of New York; State University of New York Athletic Conference	
Larry Scheiderer, Denison University; North Coast Conference.	
James Schmidt, University of Wisconsin – Eau Claire; Wisconsin Intercollegiate Athletic Conference	
Kandis Schram, Maryville College; USA South.	
<b>Absentees:</b>	
Marybeth Lamb, Bridgewater State University; Massachusetts State Collegiate Athletic Conference	
Angel Mason, Pomona-Pitzer Colleges; Southern California Intercollegiate Athletic Conference	
Ron Noborikawa, Pacific Lutheran University; Northwest Conference.	
Charlyn Robert, Nichols College; Commonwealth Coast Conference	
Steve Taylor, Concordia University (WI); Northern Athletics Conference	
<b>NCAA Staff Support in Attendance:</b>	
Eric Hartung and Tiffany Alford.	



**DIVISION III FINANCIAL AID  
ANNUAL REPORTING PROCESS  
AND  
FINANCIAL AID DATA MANAGEMENT SYSTEM  
(FADMS)  
  
USER'S MANUAL  
  
JUNE 1, 2019**

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## 1. INTRODUCTION.

### a. NCAA Governing Legislation.

Legislative Language: 15.4.1 Consistent Financial Aid Package.

The composition of the financial aid package offered to a student-athlete shall be consistent with the established policy of the institution's financial aid office for all students and shall meet all of the following criteria:

- (1) A member institution shall not consider athletics leadership, ability, participation or performance as a criterion in the formulation of the financial aid package;
- (2) The financial aid procedures used for a student-athlete are the same as the existing official financial aid policies of the institution;
- (3) The financial aid package for a particular student-athlete, group of student-athletes or team of student-athletes cannot be clearly distinguishable from the general pattern of all financial aid for all recipients at the institution; and
- (4) The percentage of the total dollar value of institutionally administered grants awarded to student-athletes shall be closely equivalent to the percentage of student-athletes within the student body. A differential is defensible if it can be demonstrated that the average need of the student-athletes at the institution is equivalently greater than the average need of other students.

#### 15.4.1.1 Annual Electronic Report **Effective Date: August 1, 2005:**

An institution shall submit an annual electronic report which includes data regarding the financial aid packages awarded by the institution to freshman and incoming transfer student-athletes and to other incoming students. The policies and procedures of the financial aid reporting process shall be established by the Financial Aid Committee and subject to approval by the Management Council. *(Adopted: 1/12/04 effective 8/1/05 revised 4/14/08)*

**Committee Composition:** 12 members, four members shall be financial aid administrators, one shall be a member of the Management Council, one shall be a president or chancellor and at least one shall be a member of ethnic minority. At least four positions shall be allocated for men and at least four allocated for women.

If you have questions regarding interpretation of this legislation, please contact Jeff Myers, 317/917-6222, [jmyers@ncaa.org](mailto:jmyers@ncaa.org).



b. Description of the Process.

The Division III membership adopted 2004 NCAA Convention Proposal No. 56, which established an annual electronic reporting process that requires all institutions to compare the financial aid packages of freshmen and transfer student-athletes with the aid packages of other freshmen and transfers. The delayed effective date of August 1, 2005 allowed for the modification of reporting criteria and establishment of report review parameters and program procedures by the Financial Aid Committee prior to full implementation in 2005.

As suggested at the 2004 Convention and confirmed by the Financial Aid Committee and the Division III Management and Presidents Councils, the annual reporting process will provide institutions with an educational tool for self-assessment of compliance with Bylaw 15.

c. An overview of the process.

- (1) The Financial Aid Data Management System (FADMS), a web-based software package, will facilitate the process.
- (2) Institutional self-assessment is possible through the generation of a date-stamped interim school profile report.
- (3) To meet NCAA requirements, a data file containing the required information will be submitted electronically to the NCAA for a systematic review.
- (4) Each institution will receive notification that a date-stamped school profile report is available for download from the FADMS.
- (5) The Financial Aid Committee will review school profile reports where one or more review triggers are present and communicate a request for justification of the perceived non-compliance with financial aid legislation.
- (6) The institution that has received a request for justification of perceived non-compliance with financial aid legislation is required to respond to the Financial Aid Committee.
- (7) All justifications of perceived non-compliance with financial aid legislation will be reviewed at the February meeting of the Financial Aid Committee followed by correspondence with the institution.
- (8) When evidence of non-compliance is found, the Financial Aid Committee will forward the case to NCAA enforcement for processing.

d. Deadline.

Official submission of the institution's data file to generate the final report and satisfy the requirements for the Division III Financial Aid Annual Electronic Reporting Process is required by Monday September 16, 2019. Submission of data files will be accepted any time prior to September 16. A report review period will ensue, including the posting of a date-stamped school profile report following submission of data on the FADMS. The president/chancellor, designated financial aid officer and the athletics director will receive e-mail notification that the report is available for download.

For the 2019-20 reporting cycle, participating institutions will have a three-month timeframe, June 3 through September 16, to submit their 2018-19 academic year financial aid data file. The final submission deadline for the 2019-20 reporting cycle is September 16, 2019.

e. Contact Information.

For technical questions such as file layout, variable definitions, or functionality of the FADMS as well as questions pertaining to the interpretation of reports or other general issues, please contact: **Eric Hartung, 317/917-6306, [ehartung@ncaa.org](mailto:ehartung@ncaa.org)**.

For questions concerning the committee review process or interpretation of NCAA legislation, please contact **Jeff Myers, 317/917-6222, [jmyers@ncaa.org](mailto:jmyers@ncaa.org)**.

2. DATA COLLECTION.

a. The Financial Aid Data Management System (FADMS)

The Financial Aid Data Management System (FADMS) has been established to facilitate the Division III Financial Aid reporting Process. The FADMS is a Web-based software program with three primary functions: 1) data file upload; 2) data file submission and 3) report generation. The FADMS allows for member institutions to perform a self-analysis, which is one of the basic tenets of the overall process. It also allows the NCAA to gather the necessary data to maintain the parameters of a comprehensive review process and, in turn, to assess compliance with relevant NCAA financial aid bylaws. The FADMS can be accessed through the single-source sign-on program (SSO).

(1) Accessing the FADMS via SSO

FADMS users must have an individual NCAA.org account (user ID and password). If one doesn't already exist, please contact your institution's SSO administrator (typically the Director of Athletics). Once access has been assigned and users have logged back into NCAA.org/My Apps, users may then access FADMS by clicking the appropriate link located on the screen.

(2) Submission of Data

Data files can be uploaded via the upload function in the FADMS in order to generate a school profile report and to perform the final submission. If an alternate final submission method is desired, please contact Eric Hartung at the national office.

(3) Submission Deadline

The Financial Aid Committee agreed that institutions will have a three-month timeframe, June 3 through September 16, to submit their financial aid data file. The final submission deadline for the 2019-20 reporting cycle (data from the 2018-19 academic year) is Monday September 16, 2019.

An institution may submit a formal request to the Financial Aid Committee through Eric Hartung, committee liaison ([ehartung@ncaa.org](mailto:ehartung@ncaa.org)) for an extension to the reporting deadline. The Financial Aid Committee may extend an institution's deadline if the institution is able to provide adequate explanation for not being able to meet the established deadline. The length of the extension will depend on the institution's circumstances.

b. The Cohort

(1) Cohort Definitions

a. The Undergraduate Cohort

The final submission file for the Undergraduate Cohort will contain final financial aid package data on **ALL FULL-TIME, FIRST-TIME STUDENTS ENTERING YOUR INSTITUTION IN THE ACADEMIC YEAR REQUESTED**. For example, the data file submitted for the 2019-20 reporting cycle will include all freshmen, transfers and mid-year enrollees who entered your institution in the 2018-2019 academic year as full-time students. This group includes athletes and non-athletes, international students who enrolled full time during the academic year in question and students who DID NOT receive a financial aid award as well as those who DID receive an award.

Institutions are asked to ensure that the additional criteria of “degree-seeking at your institution” be implemented when applying this definition.

It should be noted that when applying this cohort definition, “traditional” and “non-traditional” students may be captured. If a school policy exists that deems non-traditional students “ineligible” to participate in intercollegiate athletics, please contact Eric Hartung ([ehartung@ncaa.org](mailto:ehartung@ncaa.org)) for guidance concerning the application of the cohort definition. Also be reminded that the established review process is available for any institution that is requested to provide justification for their perceived non-compliance and believes the elevated review indicator(s) have been caused by this broad application of the cohort definition.

b. Graduate/Post-Baccalaureate Transfer Student-Athlete Cohort

The final submission file for the Graduate/Post-Baccalaureate Transfer Student-Athlete Cohort will contain final financial aid package data on **ALL FULL-TIME, FIRST-TIME STUDENT-ATHLETES ENTERING YOUR INSTITUTION AS GRADUATE/POST-BACCALAUREATE STUDENTS IN THE ACADEMIC YEAR REQUESTED**. For example, the data file submitted for the 2019-20 reporting cycle will include all transfer student-athletes that enrolled in a graduate/post-baccalaureate studies program at your institution in the 2018-2019 academic year as first time, full-time students.

Division III rules, effective with the 2018-19 academic year, allow students who enrolled in a different Division III institution from where they completed their undergraduate degree to complete their available years of athletics eligibility at the new school while enrolled full-time in a graduate/post-baccalaureate studies program.

This data file will contain student-athletes only that meet the Graduate/Post-Baccalaureate Transfer Student-Athlete Cohort. Unlike the Undergraduate Cohort file, this file will contain student-athletes **ONLY**.

Financial Aid Administrators are instructed to contact the Athletics Department to determine which student-athletes, if any, meet the definition and therefore be included in the data file. If no student-athletes meet the cohort definition, no data file is submitted.

(2) Student-Athlete Definition

A student-athlete is an individual listed on the institution's official roster on or after the first scheduled contest or date of competition in the NCAA championship segment. Only NCAA-sponsored sports are required for file upload. The NCAA three-letter sport code will be included in the uploaded data file to identify the sport in which the student-athlete participated. A comprehensive list of NCAA-sponsored sports and the associated three-letter code for each sport can be found in the FADMS, as well as on pages 6 and 7 of the manual. Athletics departments are strongly encouraged to establish an electronic system to identify student-athletes by the year they entered the institution and forward this information to the necessary institutional personnel for inclusion in the data file.

For multi-sport athletes, each sport in which the student-athlete meets the prescribed definition of a student-athlete will be included in the uploaded data file. Three columns (SPORT1, SPORT2 and SPORT3) must be built into the data file to enable the capturing of up to three sports for an individual student-athlete.

### (3) NCAA-Sponsored Sport

An NCAA-sponsored sport is a sport in which the NCAA sponsors a championship, an emerging sport for women, or one in which your institution has received a waiver from the Division III Membership Committee to count as a sport for sponsorship purposes.

Each institution's list of the sports required for inclusion in the data file is available through the link provided in the file upload module of the FADMS.

#### **MEN'S SPORTS**

MBA	Baseball
MBB	Men's Basketball
MCC	Men's Cross Country
MFB	Football
MFE	Men's Fencing
MGO	Men's Golf
MGY	Men's Gymnastics
MIH	Men's Ice Hockey
MLA	Men's Lacrosse
MRI	Men's Rifle
MSK	Men's Skiing
MSO	Men's Soccer
MSW	Men's Swimming
MTE	Men's Tennis
MTI	Men's Track, Indoor
MTO	Men's Track, Outdoor
MVB	Men's Volleyball
MWP	Men's Water Polo
MWR	Men's Wrestling

#### **WOMEN'S SPORTS**

WBB	Women's Basketball
WBW	Women's Bowling
WCC	Women's Cross Country
WCR	Women's Rowing
WFE	Women's Fencing
WFH	Field Hockey
WGO	Women's Golf
WGY	Women's Gymnastics
WIH	Women's Ice Hockey
WLA	Women's Lacrosse
WRI	Women's Rifle
WRU	Women's Rugby
WSB	Softball
WSK	Women's Skiing
WSO	Women's Soccer
WSV	Women's Beach Volleyball
WSW	Women's Swimming
WTE	Women's Tennis
WTI	Women's Track, Indoor
WTO	Women's Track, Outdoor
WTL	Women's Triathlon
WVB	Women's Volleyball
WWP	Women's Water Polo

#### **CO-ED SPORTS**

XCC	Mixed Cross Country
XFE	Mixed Fencing
XGO	Mixed Golf
XGY	Mixed Gymnastics
XRI	Mixed Rifle
XSK	Mixed Skiing
XSW	Mixed Swimming
XTE	Mixed Tennis
XTI	Mixed Track, Indoor
XTO	Mixed Track, Outdoor

- c. What is the role of the athletics department in the reporting process?

If the institution does not currently maintain a central system, athletics departments are strongly encouraged to establish and maintain an electronic system to identify student-athletes who meet the definition of a student-athlete with the appropriate three-letter sport code by the year they entered the institution. This will allow for the merging of the sport codes into the data file compiled by the institution.

- d. How does the process account for Division I student-athletes on a Division III campus?

Division I student-athletes who receive athletics grants-in-aid are NOT required to be included in the submitted data file. If the Division I sport does not provide athletics grants-in-aid, the institution IS required to include those records in the submitted data file.

- e. How do multi-division institutions report NCAA Division I student-athletes' financial aid data?

There are 10 Division III institutions that sponsored a Division I sport(s) in 2018-19. Those schools are:

<b>School</b>	<b>Sport</b>
Clarkson University*	Men's Ice Hockey Women's Ice Hockey
Colorado College*	Men's Ice Hockey Women's Soccer
Franklin & Marshall College	Men's Wrestling
Hobart College	Men's Lacrosse
Johns Hopkins University*	Men's Lacrosse Women's Lacrosse
Massachusetts Institute of Technology	Women's Rowing
Rensselaer Polytechnic Institute*	Men's Ice Hockey Women's Ice Hockey
Rochester Institute of Technology	Men's Ice Hockey Women's Ice Hockey
St. Lawrence University*	Men's Ice Hockey Women's Ice Hockey
Union College (New York)	Men's Ice Hockey Women's Ice Hockey

\* May provide athletics grant-in-aid for participants in the specified Division I sport.

For those institutions that DO provide athletics grant-in-aid for their Division I sport, DO NOT IDENTIFY AS STUDENT-ATHLETES in the submitted data file those who participated in that sport and met the cohort definition. These individuals who were participants in the Division I sport and met the cohort definition must be included in the submitted data file, but simply not identified by the sport code associated with the Division I sport for which you provide athletics grant-in-aid.

For those institutions that DO NOT provide athletics grant-in-aid for their Division I sport, IDENTIFY the student-athletes in the submitted data file who participated in that sport and met the cohort definition by indicating the sport code associated with the Division I sport.

f. How are international students or students who do not complete a FAFSA accounted for?

The institution must include the financial need calculation used to determine the financial aid award for every student in the uploaded data file.

In the event the student has not submitted a FAFSA, yet need-based financial aid has been awarded, the institution shall provide the financial need calculation used in the determination of the financial aid package based on other official documentation (e.g., The College Board's International Student Financial Aid Application). The financial need field in the uploaded data file cannot be left incomplete, or “missing.” If a student is considered as “no need” a zero must be included in the field.

A cost of attendance must be included for each student in the data file. If a cost of attendance has not been calculated because the student has not submitted a FAFSA, a cost of attendance figure must still be included, using the institution’s standard budget for that particular student-type. This will facilitate accurate calculations in the institution's report.

If a student has not submitted a FAFSA, an estimated family contribution figure is not required in the submitted dataset (i.e., the estimated family contribution field should be left blank, or missing). A “missing” estimated family contribution will be used to identify students who have not submitted a FAFSA or where a financial need analysis has not been conducted.

g. Why is it required to input a zero (0) in the Financial Need field for individuals who did not have a Financial Need calculation conducted?

Whether a student had a financial need calculation conducted resulting in a zero or a financial need calculation was not conducted, the data analysis will treat both cases as “no need.” The input of a zero (0) in the Financial Need field has been made a requirement to ensure that the reporting institution understands clearly how this situation will be handled. For example, an institution that has a strict “need-based only” policy will not award financial aid to those students who did not have a calculated need or who did not file. An institution, however, that does award non-need-based aid (i.e. merit aid),

may award aid to those students who did not have a calculated need or who did not file. The requirement of the zero has been implemented to ensure that institutions that offer non-need-based awards are clear that a financial need calculated as zero will be treated the same as a “missing” financial need.

- h. With the requirement to input a zero (0) in the Financial Need field, how will the analysis distinguish between those who have a calculated financial need of zero and those who do not have a financial need calculated, therefore having a “missing” financial need?

In terms of the analysis to detect bias in the awarding of gift aid to student-athletes versus other students, this distinction is not a factor. The statistical models employed will carefully account for zero need, or no need, as well as zero awards.

- i. Is this distinction important when evaluating potential bias in packaging between student-athletes and other students?

The distinction between these groups of individuals – those with a calculated zero need and those with a “missing” need – may be important during the evaluation of potential bias during the review process. It may have a significant effect on the information presented in the sport-by-sport breakdown field where the two groups are mixed. By cross-referencing Estimated Family Contribution, which would be input as missing when no need-analysis was conducted, and the Financial Need field, the analysis can distinguish between those who had a need analysis conducted and those who did not. Therefore these two groups can be identified.

- j. At what point in time should the Financial Aid Award be “captured?” The Financial Aid Award may change throughout the course of the awarding process. Should the Financial Aid Award reported be the award “offered” or the award “accepted” by the individual?

Due to the fact that the Financial Aid Award may change throughout the awarding process and that institutions may not have a standard means of “capturing” the amount at the point of “offer”, the Financial Aid Award that will be reported is the award “accepted” by the individual.

- k. How will the reporting account for students who receive aid for a portion of the academic year? Will the aid totals be “annualized?”

The aid totals, as well as the other corresponding data points (e.g., Cost of Attendance, Expected Family Contribution, Financial Need, etc.) should not be annualized. Reported totals should reflect only the term(s) for which the student was enrolled. If, however, you cannot provide “clean” amounts for the enrolled term but can provide accurate “annual” data for these students, this will be acceptable. The intent is to capture the Cost of Attendance, Expected Family Contribution, Financial Need, and gift aid the student



received while enrolled at the institution. We realize that institutions may have varying procedures for one-term students depending on when the students enter the institution and when they terminate their attendance. Every effort should be made to provide accurate amounts for the actual terms of enrollment.

l. Why does the process focus on the gift aid portion of the financial aid award?

The Financial Aid Committee concluded: 1) the gift aid portion of the award is most likely where any inequitable packaging between student-athletes and other students is taking place; 2) NCAA bylaws specifically identify the gift aid portion of the award; and 3) focusing on the gift aid portion only will assist in decreasing the burden associated with the reporting process.

m. How does an institution conduct a “self-assessment?”

An interim school profile report can be generated at any time following the upload of a data file. These “instant” reports are a valuable self-assessment tool. The report is comprised of four sections: 1) Introduction; 2) Key Financial Aid Indicators; 3) Summary Tables, and 4) Summary Figure.

A self-assessment will ensure that the data being submitted in the Final Data Submission is accurate. When conducting an assessment, please carefully review each of the tables and note, among other things, the number of student-athletes and other students in the incoming class, average Cost of Attendance, the number of student-athletes in each of the sports, and the total Institutional Gift Aid awarded. If any of these figures appears inconsistent with what would be expected, please review your data file before final submission. Once a final submission occurs, data can only be corrected through an appeal to NCAA staff.

Additionally, the Policies and Procedures Worksheet included in Appendix 3 can be used to guide you through a self-assessment of your policies and procedures for administering student financial aid, as well as the impact of those policies and procedures. This is the same tool used by the Division III Financial Aid Committee when conducting the Level II Review.

[“Staying Compliant with NCAA Division III Financial Aid Requirements”](#) is an additional resource to guide a self-assessment.

n. What is a sport outlier?

A sport outlier occurs when a significant number of institutional gift aid awards in a given cohort are clustered in a particular sport. An institutional gift aid award outlier is defined as an award amount two or more standard deviations above the mean difference between the statistically predicted institutional gift aid award based on financial need and the actual institutional gift aid award for all students in the cohort. The number of outliers in a particular sport required to trigger sport outlier status is determined using the thresholds established by the Division III Financial Aid Committee.

*Details of the sport outlier can be found in Appendix 5.*

o. What is the estimated variance?

The estimated variance is the result of a statistical model that tests for the dollar impact of student-athlete status (yes or no, i.e. aid received by student-athletes versus aid received by other students) on the amount of gift aid as a function of financial need. The statistical model accounts for the potential situations of students with zero need receiving zero gift aid awards and students with greater than zero need receiving zero gift aid. These estimated variances are reported with 95 percent statistical confidence. Therefore, an upper and lower boundary of confidence is reported. The lower boundary represents the lowest estimate of bias in gift aid for student-athletes at the institution and the higher boundary represents the highest estimate of bias in gift aid for student-athletes at the institution. To calculate the lower confidence boundary of the variance estimate as a proportion, the lower confidence boundary in dollars is divided by the average financial need of the student-athletes. Keep in mind that that variance estimate calculation does not account for the degree to which your institution engages in non-need-based student financial aid packaging.

*See Appendix 4 for a technical paper concerning the calculation and interpretation of the variance estimate.*

p. When will the school profile report be distributed?

A date-stamped school profile report will be available to the institution soon after the final submission of data.

q. Who will receive notice of the report posting?

An e-mail will be sent to the institution's president/chancellor, primary financial aid contact, athletics director, senior woman administrator and faculty athletics representative notifying them that the post-submission school profile report is available for download from the FADMS.

r. What are the review policies and procedures?

For a Level I Review to be initiated, the institution's case must meet one of the following conditions:

1. The identification of statistical outliers on these two measures:
  - a. The difference in the proportion of financial need met by institutional gift aid between student-athletes and other students (see Key Financial Aid Indicators in school profile report).
  - b. The proportionality test comparing the proportion of student-athletes in the cohort to the proportion of overall institutional gift aid awarded to them (see Key Financial Aid Indicators in school profile report).
2. A significant number of outliers are present in a sport in the current reporting cycle (see Key Financial Aid Indicators in school profile report).
3. There was no action taken on the case with the condition of continuing review in a prior reporting cycle.
4. The case had been referred to enforcement for processing of a violation in the previous reporting cycle.
5. The institution is a provisional or reclassifying member of Division III. Provisional and reclassifying institutions will initially be reviewed in the second year of the membership process pursuant to Division III Bylaws 20.3.4.1 and 20.6.5.1 which details the requirement of these institutions to participate in the financial aid reporting program beginning in the second year.

Beginning with the 2008-09 reporting cycle, an expedited review process was implemented as a precursor for the Level I review for cases where no action was taken at the Level I or Level II reviews in prior reporting cycles but have met one of the Level I triggers regardless. The process is:

1. The review triggers are used to determine which cases will be subject to a Level I Review.
2. From this group, NCAA staff will identify which cases were reviewed at Level I or Level II in the previous reporting cycle and no action was taken.
3. NCAA staff will also identify cases where no action was taken at the Level I or Level II review in any past reporting cycle provided the case was not processed with any conditions or referred to enforcement during any of the reporting cycles between the no action decision and the most current cycle. These would be cases that did not trigger a review each cycle but where no action was taken at some point.
4. A subcommittee of the Financial Aid Committee will be forwarded the cases for review.
5. This subcommittee will convene and will, with the assistance of NCAA staff, review each case.
6. The subcommittee has two possible review outcomes:

- a. Take no action; or
  - b. Forward to Level I for full committee review.
7. For those cases where no action was taken, the institutions will be notified on the same timeline that all other pre-Level I case decisions are distributed.
  8. The full committee will receive an expedited review report.

The criteria used in the Level I review include, but are not limited to, statistical considerations (e.g., sample size, confidence interval), the proportion of student-athletes in incoming class, the gift aid as a proportion of cost of attendance, packaging methodology, the bylaw proportionality test (proportion of student-athletes of entering class compared to proportion of total institutional gift aid awarded to student-athletes), the financial need bracket assessment, the sport-by-sport breakdown assessment and an historical review.

A possible outcome of the Level I review is a request for justification of an institution's perceived non-compliance with financial aid legislation, related questions concerning the institution's financial aid report and other statistical outliers present in the report. A guide has been developed to help the institution compile the justification. The Policies and Procedures Worksheet can be found in Appendix 3.

Within the letter requesting justification the Committee will ask specific questions. The Committee would like direct answers to those questions. The institution is requested to use the questions put forth in the Policies and Procedures Worksheet to help shape the justification. An adequate justification is one that has considered each of the questions in the worksheet. It is important to be clear, complete, and concise in the justification. To ensure that all relevant information is included, it also is important to include all key personnel on campus when drafting the justification, including presidents and chancellors, and those who hold leadership positions in financial aid, student recruitment, and athletics.

Following the receipt of the justification, a Level II review ensues, conducted by the Financial Aid Committee at their in-person February meeting. There are four possible outcomes:

- (1) No action.
- (2) No action with a conditional review in the subsequent reporting cycle.
- (3) A request for additional information from the institution.
- (4) Refer the case to NCAA enforcement for the finding of non-compliance with the NCAA Bylaw 15.

- r. If an institution's justification is not accepted, how will enforcement be involved?

If the Financial Aid Committee finds evidence of non-compliance with Bylaw 15 for active Division III members at the Level II Review, that institution's case will be forwarded to enforcement for processing. The Financial Aid Committee referral will include a detailed account of the evidence of a potential violation found through the reporting process as well as recommendations for sanctioning and/or further investigation. Enforcement will take the committee's recommendation into account as they process the finding, yet the ultimate decision concerning imposition of sanctions will be made by enforcement and the Committee on Infractions. Enforcement will correspond with the school directly throughout the enforcement process.

- s. What penalties may an institution with an unacceptable justification be subject to?

Upon referral to enforcement for active Division III members found to be in violation of Division III Financial Aid bylaws, the Financial Aid Committee will recommend sanctions singly or in combination. Among the disciplinary measures identified by the committee as appropriate and reasonable are:

- a) Completion of a comprehensive athletics compliance assessment;
- b) Public reprimand;
- c) An institutional fine;
- d) Ineligibility for access to NCAA benefits and services;
- e) Ineligibility of the member institution to vote or its personnel to serve on committees of the association, or both;
- f) Ineligibility for NCAA championship events;
- g) Prohibition against an intercollegiate sports team or teams participating against outside competition for a specified period;
- h) Loss of institutional NCAA active membership status; and
- i) Other disciplinary action recommended by the committee.

The ultimate decision concerning the imposition of sanctions will be made by NCAA enforcement and the Division III Committee on Infractions.

- t. How will confidentiality and anonymity be maintained throughout the process?

Confidentiality and anonymity of students, as well as confidentiality of the institution, are of paramount importance to the NCAA.

Access to the FADMS is limited to the institution's single-source sign-on administrator and any other institution employee given access by the administrator.

All data will be secured and stored on NCAA servers with data access limited to the NCAA research staff through a password protected data management system.

Individual record confidentiality will be accomplished through the use of a unique identification code (e.g., a code other than the student's Social Security Number) established by the institution prior to data file submission. To ensure anonymity of the student during the analysis of data, the unique identifiers will be removed from the copy of the submitted dataset that will be used for analysis by NCAA research staff.

Confidentiality of the institution during the analysis and review process will be maintained through the use of a unique identification code established by the NCAA research staff. Only NCAA staff will know the identity of the institutions under review.

To maintain and ensure the confidentiality and anonymity of individuals and institutions through the reporting phases, the data will be aggregated to an appropriate level. Reporting will be suppressed if the individual record level falls below three (3) in the need-bracket or sport-by-sport breakdown.

### 3. COMPILATION OF THE DATA FILE.

#### a. General Formatting.

The submission files should be formatted to the sequenced data element layout in a variable length "flat" file, using tab as the delimiter and ".txt" as the three-letter file extension. Each field must be separated with this delimiter, including fields left blank. Carriage returns or line feeds act as the record separator.

A file created in Microsoft Excel (\*.xlsx) can be converted into the tab-delimited \*.txt format by clicking the "File" menu in the upper left corner of the program followed by the "Save As" command. Use the pull-down menu next to "Save as type:" and choose "Text" (Tab delimited) (\*.txt). Finally, click "Save".

General formatting requirements:

- (1) Fields containing missing sport codes will be tab-filled.
- (2) Do not include dollar signs, commas or decimal places.
- (3) Round all dollar amounts to the nearest dollar.
- (4) Zeroes should replace missing numerical data elements where applicable. The exception to this requirement is the estimated family contribution field where a missing EFC field will be tab-filled.
- (5) Do not include variable names in the first row of the file.

A detailed file layout guide can be found in Appendix 1 and a sample file can be found in Appendix 2.

b. Definitions of Data Elements.

- (1) Unique Identification Number (ID): This unique identification number will be used to protect the identity of individuals included in the report. It is requested that the institution retain the ability to link this unique identifier to the actual student financial aid record. This is necessary because of the justification phase of the review process where the institution could be required to provide justification for financial aid records.
- (2) Sport (SPORT): The official three-letter NCAA sport code will be included in the uploaded data file to identify student-athletes and their sport. A student-athlete is an individual listed on the institution's official roster on or after the first scheduled contest or date of competition in the NCAA championship segment of the academic year requested. It will be the responsibility of the institution's athletics department to compile the necessary information and provide it to the financial aid office to include in the data file. A complete list of NCAA-sponsored sports and the associated three-letter code for your institution can be found on the FADMS file upload page.
- (3) Cost of Attendance (COA): The cost of attendance includes tuition, fees, living expenses, books, personal and travel allowance. There may be multiple COAs for an individual institution (e.g., in-state and out-of-state tuition, dormitory and off-campus living). Provide the COA used to determine the financial aid package. A COA (greater than zero) must be supplied for each student even if a needs analysis is not conducted. If a COA was not calculated, please include a general COA based on the institution's standard budget.
- (4) Expected Family Contribution (EFC): The expected family contribution includes the parent contribution, student contribution from work income, and the student contribution from assets. If an EFC cannot be calculated for a student, leave the field missing. A missing EFC will be used to identify students where a need analysis was not conducted.
- (5) Financial Need (FN): The financial need is generally calculated by subtracting expected family contribution (EFC) from the institutional cost of attendance (COA). FN is calculated for each student through federal methodology or institutional methodology. The institution will include the FN used in determination of the financial aid award for each student in the uploaded data file.

In the event the student has not submitted a FAFSA, yet need-based financial aid has been awarded, the institution shall provide the financial need calculation used in the determination of the financial aid package based on other official documentation, (e.g., The College Board's International Student Financial Aid Application). The FN field in the uploaded data file cannot be left incomplete, or "missing". In this case a zero must be entered and the student will be considered as having "no need".

(6) Federal Pell Grant (PELL): This grant for the most needy of students is determined by the U.S. Department of Education's calculation of the EFC versus the COA at the school. They may be credited either to school accounts or paid directly to students. The total Pell Grant will be included in the data file.

(7) Federal Supplemental Opportunity Grant (FSEOG): This grant is administered by the institution's financial aid office and is based on need. It is intended for students with the lowest EFC's, typically Pell Grant recipients. The total FSEOG will be included in the data file.

(8) State gift aid (SGA): This gift aid is awarded by state governments and agencies and is based on various criteria (e.g., financial need, academic achievement, or special status). The total SGA will be included in the data file.

(9) Institutional gift aid (IGA): Individual institutions award this gift aid to students based on various criteria (e.g., financial need, academic achievement, special status). Institutional merit scholarships are included in this category. The total IGA will be included in the data file. DO NOT include tuition remission, tuition exchange or similar employee benefits in this category.

(10) Private/Outside gift aid (POGA): This gift aid is awarded to students by private entities based on various criteria (e.g., financial need, academic achievement, special status). The total POGA will be included in the data file.

(11) Other gift aid (OGA): This category may include items such as tuition remission, tuition exchange and similar employee benefits. The total OGA will be included in the data file.

(12) Federal or State Work Study (WS): The federal or state work study program is administered by the institution's financial aid office and is based on need. It provides minimum wage, or greater, jobs on- and off-campus. The institution will indicate for each student whether (yes or no) federal or state work study was included as part of the financial aid award.

If Federal or State Work Study was offered to the student as part of a financial aid package, please indicate this as a 1, regardless if the student actually accepted the offer or worked in a position. If the student was not offered a position through a financial aid package, please assign a 2 to this student.

(13) Campus Employment Program (CEP): The campus employment program is an institutional level program and is separate from federal work study. It may be administered by offices other than the financial aid office. The institution will indicate for each student whether (yes or no) a campus employment program was included as part of the financial aid award.



If Campus Employment was offered to the student as part of a financial aid package, please indicate this as a 1, regardless if the student actually accepted the offer or worked in a position. If the student was not offered a position through a financial aid package, please assign a 2 to this student.

- (14) File Version Number (VERSION): This field applies to the Graduate/Post-Baccalaureate Transfer Student-Athlete Cohort File ONLY. Populate this field with the number 1 on each record line of the data file.

#### 4. FINANCIAL AID DATA MANAGEMENT SYSTEM TECHNICAL INSTRUCTIONS.

a. Login.

- (1) Access the program via the single-source sign-on program.

b. Main Page.

- (1) Links to all FADMS functions can be found in the “Account Links” box that appears in the upper left corner of the screen.
- (2) Dated communications from NCAA staff will appear in the center portion of the screen with the most recent communication listed first.
- (3) NCAA contact information is available on this page as well as every page of the FADMS.

**The Data File Upload and Final Data Submission process outlined below is the same for both the Undergraduate Cohort File and the Graduate/Post-Baccalaureate Transfer Student-Athlete Cohort File. The upload and submission processes must be performed twice and in order of Undergraduate Cohort File FIRST and Graduate/Post-Baccalaureate Transfer Student-Athlete Cohort File SECOND to successfully submit both files.**

c. Data File Upload.

- (1) Click the “File Upload” link in the “Account Links” box.
- (2) Click the “Browse” button and locate the desired upload data file. Click “OK”.
- (3) Click “Upload”. The “Data File Upload” process may take a few moments to complete. When the process is complete, a message will appear indicating that the

upload was successful. If the uploaded data file did not meet the required specifications, a box will appear detailing any warnings or errors.

- (4) An error message may appear following the upload process if sport codes were included in the uploaded file that could not be found in the official sports sponsorship list on file with the NCAA. A “be advised” message may also appear if the uploaded file did not include sport codes that appear on that same list. At this point you will be given the opportunity to return to the data file, make any adjustments and upload the file again, or you may proceed with the Interim Report generation or the final submission process. **Please note** that a “be advised” message does not preclude final submission. It is merely intended to alert you to data that may be erroneously missing.
- (5) An error message may appear following the upload process if the specifications of the file do not meet the upload requirements. For example, missing data may have been detected, values exceeded the allowable limits or unacceptable formatting existed in the data file. The record line and a description of the error will appear on the screen. At this point, it will be necessary for you to return to the data file, make the required adjustments and upload the file again.
- (6) Access the school profile report upon initial upload of the file. This report allows you to conduct a self-assessment of the data that will be submitted in the Final Data Submission process to check for accuracy. Please review the tables in the report to ensure that the appropriate cohorts and data points were included. This report is not saved in the FADMS. If you would like to save a copy, please print the .pdf or save a copy to your computer.

d. Final Data Submission.

- (1) Once the data file you have designated for final submission has been uploaded, click the “Final Data Submission” link in the “Account Links” box.
- (2) By using the available pull-down menu, indicate the primary packaging methodology (federal, institutional or both) that was used by your institution to determine the financial aid awards for the students in the cohort requested.
- (3) Provide the contact information for the individual who conducted the final submission of your institution’s data file.
- (4) Provide the contact information for the designated Primary Financial Aid contact for the institution (if different from the person conducting the final submission). This person will most likely be the Director of Financial Aid, but may have a different designation. This person may be the same person designated in step 3 above.

- (5) Click “Submit Data”. A message will appear confirming the receipt of your final data submission.

e. School Profile Reports.

(1) Interim School Profile Report.

- (a) Once a data file has been successfully uploaded, click “Interim School Profile Report”.
- (b) Click “View Interim School Profile Report”. An Adobe Acrobat document (.pdf) will be generated and appear in a new window. This document can be saved to your personal computer or printed.
- (c) These reports can be generated as many times as you wish following a successful data file upload.
- (d) These reports are strictly intended for institutional self-assessment and will never be used by the NCAA in the program’s full review process.
- (e) An Interim School Profile Report will not be generated for the Graduate/Post-Baccalaureate Transfer Student-Athlete Cohort.

(2) School Profile Report.

- (a) Shortly following the final submission of the data file, you will be notified that the school profile report is available for download.
- (b) Click “School Profile Report” in the “Reports” box.
- (c) An Adobe Acrobat document (.pdf) will be generated and appear in a new window. This document can be saved to your personal computer or printed.
- (d) The post-submission school profile report will be reviewed as part of the comprehensive Division III Financial Aid Annual Electronic Reporting Process.
- (e) A School Profile Report WILL NOT be published for the Graduate/Post-Baccalaureate Transfer Student-Athlete Cohort.

## APPENDIX 1

Order	Name	Format	Description	Validations	
				Undergraduate Cohort File	Graduate/Post-Baccalaureate Transfer Student-Athlete Cohort File
1.	ID	alpha-numeric	Provided by the institution.	≤ 10 numbers and/or letters no punctuation	≤ 10 numbers and/or letters no punctuation
2.	SPORT1	alpha	Official NCAA 3-letter sport code. This code will be confirmed against sports listed in membership database for the institution.	NCAA 3-letter sport code missing permitted	NCAA 3-letter sport code
3.	SPORT2	alpha	Same as above	Same as above	Same as above
4.	SPORT3	alpha	Same as above	Same as above	Same as above
5.	COA	numeric	Cost of Attendance	<ul style="list-style-type: none"> <li>• ≥\$1, ≤ \$999,999</li> <li>• no commas rounded to nearest dollar</li> </ul>	<ul style="list-style-type: none"> <li>• ≥\$1, ≤ \$999,999</li> <li>• no commas rounded to nearest dollar</li> </ul>
6.	EFC	numeric	Expected Family Contribution	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$999,999</li> <li>• no commas rounded to nearest dollar</li> <li>• missing permitted</li> </ul>	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$999,999</li> <li>• no commas rounded to nearest dollar</li> <li>• missing permitted</li> </ul>
7.	FN	numeric	Financial Need	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$999,999</li> <li>• no commas rounded to nearest dollar</li> </ul>	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$999,999</li> <li>• no commas rounded to nearest dollar</li> </ul>
8.	PELL	numeric	Federal Pell Grant	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$99,999</li> <li>• no commas rounded to nearest dollar</li> </ul>	= 0
9.	FSEOG	numeric	Federal Supplemental Educational Opportunity Grant	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$99,999</li> <li>• no commas rounded to nearest dollar</li> </ul>	= 0
10.	SGA	numeric	Total State gift aid	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$99,999</li> <li>• no commas rounded to nearest dollar</li> </ul>	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$99,999</li> <li>• no commas rounded to nearest dollar</li> </ul>
11.	IGA	numeric	Total Institutional gift aid (DO NOT include tuition remission, tuition exchange or similar employee benefits)	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$99,999</li> <li>• no commas rounded to nearest dollar</li> </ul>	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$99,999</li> <li>• no commas rounded to nearest dollar</li> </ul>
12.	POGA	numeric	Total Private/Outside gift aid	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$99,999</li> <li>• no commas rounded to nearest dollar</li> </ul>	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$99,999</li> <li>• no commas rounded to nearest dollar</li> </ul>
13.	OGA	numeric	Total Other gift aid (Include tuition remission, tuition exchange or similar employee benefits)	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$99,999</li> <li>• no commas rounded to nearest dollar</li> </ul>	<ul style="list-style-type: none"> <li>• ≥\$0, ≤ \$99,999</li> <li>• no commas rounded to nearest dollar</li> </ul>
14.	WS	numeric	Was federal or state work study included in the financial aid award package accepted by the student?	1=Yes 2=No	= 2 (No)
15.	CEP	numeric	Was campus employment included in the financial aid award package accepted by the student?	1=Yes 2=No	= 2 (No)
16.	VERSION	numeric	This field is required to distinguish between the two required data files if two files are submitted. If the institution is submitting the Undergraduate Cohort file only, the Version field is not required.	= 0	= 1

## APPENDIX 2

### Undergraduate Cohort

1234567890			37725	0	0	0	0	6000	0	0	1	2	0	
2345678901	WVB		37865	8600	29265	4000	2000	0	18600	0	0	2	2	0
3456789012			38815	4625	34190	1150	2000	0	26375	0	0	2	1	0
4567890123			38504	9935	28569	0	0	0	23904	2000	0	1	2	0
5678901234	MSO	MLA	37655	23194	14461	0	0	1686	3210	0	5400	1	2	0
6789012345	MFB		37655	38007	0	0	0	0	7500	0	0	2	2	0
7890123456			37725	9822	28903	0	0	500	24863	0	0	2	2	0
8901234567			37725	8311	29414	4000	0	0	19749	500	0	2	1	0
9012345678	WSB		38215	4780	33435	950	2000	0	24820	2000	0	1	2	0

### Graduate/Post-Baccalaureate Transfer Student-Athlete Cohort File

2345678901	WVB		37865	8600	29265	0	0	0	18600	0	0	2	2	1
5678901234	MSO	MLA	37655	23194	14461	0	0	1686	3210	0	5400	2	2	1
6789012345	MFB		37655	38007	0	0	0	0	7500	0	0	2	2	1
9012345678	WSB		38215	4780	33435	0	0	0	24820	2000	0	2	2	1

## **APPENDIX 3**

### **NCAA DIVISION III FINANCIAL AID REPORTING PROGRAM: POLICIES AND PROCEDURES WORKSHEET**

This worksheet has been designed as a guide for the clear, complete, and concise compilation and presentation of the institution's policies and procedures for administering student financial aid as it relates to Division III financial aid bylaws. To ensure that all relevant information is included, it is important to involve all key personnel on campus when compiling the responses, including presidents and chancellors, and all those who hold leadership positions in financial aid, student recruitment, admissions, enrollment, and athletics.

If you have any questions, please contact Eric Hartung, Division III Financial Aid Committee Liaison, at (317) 917-6306 or [ehartung@ncaa.org](mailto:ehartung@ncaa.org).

#### **I. INSTITUTIONAL GIFT AID**

##### **Need-Based Awards**

1. What methodology (federal, institutional, or both) is used to determine financial need for purposes of awarding need-based institutional gift aid?
2. Is there a policy directing the proportion of financial need that will be met by institutional gift aid?
3. What is that policy? In addressing this, please consider the following: 1) criteria beyond financial need that determines the proportion of financial need to be met by institutional gift aid (e.g., student type, demographics, academic rating, enrollment in targeted programs, residential status, etc.) and 2) a policy calling for differential need-based awarding based on the level of financial need (e.g., individuals with lower financial need have a higher proportion of their need met than do individuals with higher financial need).

##### **Non-Need-Based Awards**

1. Is non-need based aid awarded?
2. Compile a description, criteria and awarding policies for all non-need-based institutional gift aid awards available to full-time, first-time enrollees. This includes merit, leadership and all other scholarships awarded by admissions, financial aid or any other campus entity. Include criteria for endowed scholarship and grants, regardless of how those endowed grants are used in the awarding process. Compile blank copies of any ratings or evaluation forms used in the awarding process and any written policies that guide the

individuals making these award decisions and any marketing materials related to these awards. Ensure that the materials provided will allow for the understanding of how awards are made.

- a. If the criteria for non-need based aid includes consideration of academic performance that will qualify the student for a set amount of aid, include a copy of the awarding grid used.
3. Is there an application process for the non-need-based awards?
  - a. How is the process communicated to incoming and returning students?
  - b. Include a copy of the application(s).
4. Who makes non-need based award decisions? (Please indicate all parties are responsible depending on the award. For example, faculty award department aid and admission awards merit aid, etc.)
  - a. Whether it is the admission department, financial aid department or an awards committee comprised of individuals from various departments that determines the recipients and award amounts of non-need based aid, provide details of those policies and any documentation employed in the decision-making process (e.g., written rating instructions and blank rating forms).
  - b. Are athletics personnel or individuals representing athletics (e.g., Board or Foundation members representing athletics interests) currently involved in the award decisions at any level (e.g., sit on an interview committee for an award)? Explain.
  - c. Could athletics personnel or individuals representing athletics (e.g., Board or Foundation members representing athletics interests) potentially be involved in the award decisions at any level (e.g., sit on an interview committee for an award)? Explain.
5. Is participation in high school or college extra-curricular activities, whether as a stated criterion or as part of a list of acceptable activities, considered for any non-need-based awards?
  - a. Is participation or ability in high school or college athletics included as a criterion or consideration in published financial aid materials?
  - b. Is participation or ability in high school or college athletics considered in the award decision?
6. Are leadership positions held in high school or college extra-curricular activities, whether as a stated criterion or as part of a list of acceptable activities, considered for any non-need-based awards?

- a. Is team captain in high school or college athletics included as a criterion or consideration in published financial aid materials?
- b. Is team captain in high school or college athletics considered an acceptable leadership position in the award decision?

## **II. SPECIAL STUDENT POPULATIONS**

### **Student Sub-Populations**

If your institution has different awarding policies for various sub-populations of students, describe those differences. Are student-athletes disproportionately represented in any of these groups in comparison to the proportion of student-athletes at the institution overall? If so, include the proportion of student-athletes and other students for each sub-population. The six sub-populations listed are examples of such groups. If there are others, include them in this section as well.

1. Transfers;
2. Residential and Commuter Students;
3. Geographic sub-populations (for example; in-state/out-of-state, specific cities)
4. International Students: If need-based institutional gift aid is awarded to international students, the procedure for determining the financial need must be included.
5. Non-Traditional Students;
6. First Generation and/or Ethnic Minority Students

## **III. OTHER POLICIES**

### **Financial Aid Awarding Matrices**

Does your institution use an awarding matrix, such as one developed with the help of an outside consultant where various need-based and non-need-based factors are accounted for in the determination of an award amount?

1. Include a copy of the matrix used for award level determinations.
2. Describe the process.
3. What factors are accounted for and how are they weighted in the matrix?



4. Is participation in extra-curricular activities in high school or college a factor in the matrix?
  - a. Is athletics participation or ability in high school or college part of that factor?
5. Is leadership in high school or college activities a factor in the matrix?
  - a. Is athletics leadership (e.g., team captain) part of that factor?
6. Does the matrix include a factor related to the desire of the student to attend the institution or the desire of the institution to enroll the student?
  - a. Is athletics participation, ability or leadership part of that factor?

### **Targeted Awarding**

Do your awarding policies target any individuals or specific groups of students?

1. Identify those individuals or groups and describe those policies here.
2. Are student-athletes disproportionately represented in any targeted group as compared to the proportion of student-athletes at the institution overall? If so, include the proportions of student-athletes and other students for each targeted group.

### **Financial Aid Award Appeals**

Does your institution have a financial aid package appeals process?

1. Provide a description of the process and include any specific policies in place used to determine appeal outcomes and any award amount adjustments that result from an appeal approval.
2. Indicate how the process is communicated to students and the campus community.
3. Describe the role of advocates (e.g. families, coaches, teachers) in the process.
4. In the previously completed awarding cycle, how many appeals requests did you receive?
  - a. How many were from student-athletes and in which sports?
5. In the previously completed awarding cycle, how many appeals requests did you grant?
  - a. How many were for student-athletes and for which sports?

## **Tuition Remission/Exchange Programs**

Does your institution have a tuition remission or exchange program?

1. Describe each program in detail.
2. How is the program communicated?
3. Is it a competitive program? If so, describe how.
4. What are the factors used to make the award decision for a competitive program?
5. Who is responsible for the award decision?
6. In the previously completed awarding cycle, how many tuition remission/exchange grants did you process?
  - a. How many were for student-athletes and for which sports?

## **IV. ASSESSMENT OF POLICIES AND PROCEDURES**

The Division III Financial Aid Committee believes self-assessment is a valuable process to assess compliance with Bylaw 15. Resources, such as [“Staying Compliant with NCAA Division III Financial Aid Requirements,”](#) are available to provide guidance.

Does a representative(s) of the athletics department meet on a regular and periodic basis with the various campus constituents involved in the administration of student financial aid (e.g. enrollment, financial aid, admissions, development) to assess the institution’s compliance with NCAA Division III Bylaw 15?

1. Who on your campus engages in the assessment? Which departments are represented? Who represents the various departments?
2. How often does your institution conduct this type of assessment?
3. Describe the content of this assessment. What are you assessing and how?

## APPENDIX 4

### NCAA Division III Financial Aid Reporting Program: Calculating and Interpreting the Variance Estimate (Prepared by NCAA Research Staff – June 1, 2015)

#### Summary

A key piece of information used by member institutions and the NCAA Division III Financial Aid Committee in their assessment of compliance to NCAA financial aid bylaws is the variance estimate. The variance estimate is derived from a statistical model that tests for the dollar impact associated with being a student-athlete on the amount of institutional gift aid received, as compared to other students with similar financial need. Institutional gift aid refers to the institution's discretionary funds.

#### Formula for Calculating the Variance Estimate

A simple regression model is used where the independent variables are the dollar amount of financial need and student-athlete status (athlete vs. non-athlete). The dependent variable is the dollar amount of institutional gift aid.

Because the independent variable, institutional gift aid, is left-censored (e.g., the variable distribution looks truncated at an aid value of zero), a censored regression model is used to detect potential bias related to student-athlete status. To calculate the variance estimate, the Tobit regression model for limited dependent variables is used.

#### Variable Definitions

Variable Name	Description
Status (SA)	= 1 if individual is a student-athlete = 0 otherwise
Financial Need (FN)	= result of financial need calculation used by institution to determine financial aid award package
Institutional Gift Aid (IGA)	= total institutional gift aid included in the financial aid award package

The Tobit model is based on a person (n) at an institution (i):

$$IGA_{(n,i)} = \beta_0 + \beta_1 FN_{(n,i)} + \beta_2 SA_{(n,i)} + e_{(n,i)}$$

where  $IGA > 0$ ,

$\beta_0$  = IGA when the  $FN=0$  and the  $SA=0$ ,

$\beta_1$  = increment in IGA for each \$1 in  $FN$ , controlling for student status

$\beta_2$  = increment in IGA if  $SA=1$ , controlling for financial need.

The variance estimate ( $\beta_2$ ) is reported with 95 percent statistical confidence. Therefore, an upper and lower boundary of confidence is reported around that parameter estimate. The lower boundary represents the lowest estimate of bias in institutional gift aid for student-athletes at the institution and the higher boundary represents the highest estimate of bias in institutional gift aid for student-athletes at the institution. To calculate the variance estimate as a proportion, the estimate in dollars is divided by the average financial need of the student-athletes.

While the accuracy of the prediction may increase with the addition of independent variables, such as secondary school academic performance indicators, these variables are currently difficult to collect from institutions in a reliable and standardized fashion.

## APPENDIX 5

### Implementation of the Sport Filter

The “residual” from the overall Tobit regression model without the “athlete-status” coefficient is calculated for each individual record at the institution level. This capitalizes on the strength of the overall size of the dataset, and avoids the adverse effect of small sample size at the team level. The residual is the difference between the statistically predicted institutional gift aid award based on financial need and the actual institutional gift aid award. The residual is then standardized and the outliers identified for each institution. An individual is considered an outlier if s/he has a calculated residual that is two or more standard deviations above the mean for all students at the institution. At the institution-level, the student-athlete outlier cases are then grouped by sport. In other words, we have isolated all outliers at each institution, student-athletes and other students, and then, after removing the other students, have grouped the student-athletes by sport group.

We then determine whether there are sufficient student-athlete outliers to trigger further review. To enact this trigger, the following condition must be met.

Based on its overall cohort size, a team must meet a minimum threshold of outliers. A cut-point was determined by a combination of the number of outliers per sport group and the number of student-athletes in the overall sport group for each institution. This approach will allow for the identification of very small sport groups (i.e., two, three, or four) and very large ones (i.e., 20 or greater).

Overall Sport Group Size	Minimum Number of Outliers Required
1	Exempt
2	Exempt
3	2
4	2
5	2
6	2
7	2
8	2
9 and above	3



**REPORT OF THE  
NCAA DIVISION III INTERPRETATIONS AND LEGISLATION COMMITTEE  
FEBRUARY 11-12, 2019, MEETING**

**ACTION ITEMS.**

**1. Legislative items.**

**a. Noncontroversial Legislation – NCAA Division III Bylaw 17.29.1.9.1 – Playing and Practice Seasons – Institutionally Certified Foreign Tours – Increase Incidental Expense Per Diem to \$30.**

- (1) Recommendation. Approve in concept noncontroversial legislation increasing, from \$20 to \$30, the amount of cash an institution may provide a student-athlete per day to cover unitemized incidental expenses incurred in connection with an institutional foreign tour.
- (2) Effective date. Immediate.
- (3) Rationale. Current legislation permits an institution to provide up to a \$20 per diem for incidental expenses associated with an institutional foreign tour. Increasing the per diem for incidental expenses reflects a more realistic understanding of the actual incidental expenses a student-athlete will incur while on a foreign tour. It will also provide the opportunity for all student-athletes to maximize the foreign tour experience. Finally, the foreign tour incidental expense allowance has not been adjusted since 1996 when it increased from \$10 to \$20. [See Informational Item No. 10, Division I Proposal No. 2018-82].
- (4) Budget impact. Potential for increased costs associated with foreign tours.
- (5) Student-athlete impact. Potential greater expense allowance for a foreign tour.

**b. Noncontroversial Legislation – Bylaw 13.1.4.1 – Contact Restrictions at Prospective Student-Athlete's Educational Institution – Elimination of Required Permission from Institution's Executive Officer.**

- (1) Recommendation. Approve in concept noncontroversial legislation eliminating the requirement that an institutional staff member or any representative of the institution's athletics interests seeks permission from the executive officer (or designee) of a prospective student-athlete's educational institution prior to contacting that prospective student-athlete during the portion of the day when classes are being conducted.

- (2) Effective date. Immediate.
- (3) Rationale. Current legislation specifies that a visit by an institutional staff member or representative of the institution's athletics interests to a prospective student-athlete's educational institution during the portion of the day when classes are being conducted for all students for the purpose of contacting the prospective student-athlete requires the approval of the executive officer (or designee) of the prospective student-athlete's educational institution. The legislation is difficult to monitor and unnecessary given that prospective student-athletes' educational institutions typically have policies and procedures in place for admitting and monitoring visitors.
- (4) Budget impact. None.
- (5) Student-athlete impact. None.

**c. Modification of Wording – Bylaw 17.1.1.2 – Playing and Practice Seasons – Clarifying that Winter Sports Do Not Have Segment Limitations.**

- (1) Recommendation. Approve in concept a modification of wording clarifying that sports with a winter championship do not have a nontraditional segment.
- (2) Effective date. Immediate.
- (3) Rationale. The modification of wording to Bylaw 17.1.1.2 clarifies that segment limitations do not apply to sports with a winter championship. The reorganization of Bylaw 17 (Proposal No. NC-2012-11) eliminated segments for sports with a winter championship to define "the playing season in more relevant and consistent terms." However, Bylaw 17.1.1.2, which indicates that all sports are subject to segment limitations (with some exceptions), was not amended at that time and now should be changed to properly reflect the intent set forth in Proposal No. NC-2012-11.
- (4) Budget impact. None.
- (5) Student-athlete impact. None.

**d. Noncontroversial Legislation – Bylaw 14.2.5 – Hardship Waiver – Exempted Exhibitions.**

- (1) Recommendation. Approve in concept noncontroversial legislation clarifying that participation in an exempted scrimmage, exhibition or joint practice (before or after the first regularly scheduled contest) does not count as a competition when determining the first half of the playing season or whether the student-athlete participated in more than one-third of the standard number of contest/dates of competition for purpose of the hardship waiver analysis.
- (2) Effective date. Immediate.
- (3) Rationale. Current hardship waiver legislation states that if a student-athlete participates in an exhibition/scrimmage after the first regularly scheduled contest, that exhibition/scrimmage counts towards determining whether the student-athlete participated in less than one-third of the number of contests. The same legislation, however, is silent as to whether that exhibition/scrimmage should be counted in determining the first half of the season. Part of the rationale for the current hardship waiver legislation, adopted in 2010, was to foster student-athlete well-being by providing for a consistent denominator that was based on the maximum number of contests. Excluding participation in an exempted scrimmage, exhibition or joint practice regardless of when it occurs, will further enhance student-athlete well-being by providing student-athletes with the maximum opportunity to qualify for a hardship waiver. Additionally, with the increase in the number of exempted scrimmages and exhibitions, institutions are regularly scheduling those exempted contests after the first regularly scheduled contest. Adopting this proposal will ensure the equitable treatment of those exempted contents in the calculation for a hardship and will create equity in the application of the hardship waiver legislation for student-athletes who participate in the same number of exempted contests.
- (4) Budget impact. None.
- (5) Student-athlete impact. Will enhance student-athlete well-being by providing the greatest opportunity for satisfying the requirements for a hardship waiver.

**2. Nonlegislative items.**

**a. Division III Health and Safety Survey Pilot.**



- (1) Recommendation. Administer the attached health and safety survey (See Attachment A) as a pilot for 2019.
- (2) Effective date. August 1, 2019.
- (3) Rationale. The committee believes there is merit in having a better understanding of the care that is provided to student-athletes. However, the committee noted concerns with using an instrument that was developed for gathering data from non-Division III institutions and the applicability of the data gathered using such an instrument. The committee believes that administering the health and safety survey as a pilot would be useful in determining whether the survey instrument was suitable for Division III and whether the data collected via the survey would aid Division III institutions in assessing the medical care they provide to their student-athletes.
- (4) Budget impact. None.
- (5) Student-athlete impact. None.

**b. Division III University.**

- (1) Recommendation. Expand Division III University to include 10 compliance modules for educating Division III coaches and institutional staff members and allocate \$50,000 for the development and maintenance of those modules. [NOTE: See Supplement No. 03a, Nonlegislative Item No. 2a regarding funding recommendations.]
- (2) Effective date. August 1, 2019.
- (3) Rationale. The committee continued its discussion of using the Division III University online learning management system to provide rules compliance education to institutional coaches and athletics staff members. Currently, Division III University offers modules with information on how the NCAA functions, the student-athlete reinstatement process and vital health and safety topics. Noting the success of Division II University's training modules, the committee believed that initially focusing Division III University on coaches' compliance education would have the greatest impact. The committee recommended the program focus on the following topics with the potential to expand in the future: outside competition, voluntary athletically related activities, camps and clinics, meals, crowdfunding, social media and publicity, medical hardships, extra

benefits, official and unofficial visits and involvement with local sports clubs.

(4) Budget impact. Approximately \$50,000 to develop 10 modules based on an estimated cost of \$5,000 to develop and maintain each module.

(5) Student-athlete impact. None.

**c. Approve Official Interpretation – Prospective Student-Athlete's Prospect-Aged Sibling Receiving Benefits While Accompanying the Prospective Student-Athlete on an Official Visit.**

(1) Recommendation. Approve the following official interpretation:

Prospective Student-Athlete's Prospect-Aged Sibling Receiving Benefits While Accompanying the Prospective Student-Athlete on an Official Visit. The committee confirmed that it is permissible for an institution to provide all the benefits a sibling is permitted to receive (e.g., meals, lodging, transportation and/or entertainment) during an official visit to a sibling of a prospective student-athlete who is also prospect-aged and/or being recruited by the institution without the visit constituting an official visit for the prospective student-athlete's sibling, provided no direct recruitment of the sibling occurs during the visit.

[References: Bylaws 13.5.2.8 (transportation of prospective student-athletes' relatives, friends, guardian(s), spouse or individual of a comparable relationship), 13.6.5 (entertainment/tickets on an official visit, 13.6.5.1 (general restrictions), 13.6.5.2 (complimentary admissions), 13.6.5.6 (meals on an official visit), 13.6.5.6.2 (meal location) and 13.6.6 (lodging for additional persons)]

(2) Rationale. During its September 2018 meeting, the committee initially reviewed and considered the application of a Division I official interpretation that permitted an institution to provide permissible benefits to a prospect who is accompanying a sibling on an official visit for Division III. The committee also considered current Division III staff interpretations [References: 5/8/92, Item Ref. a (to be archived) and 10/14/88, Item Ref. f] which indicated that Division III has recognized the need to extend benefits to siblings that accompany a prospective student-athlete on an official visit.

(3) Estimated budget impact. Will vary among institutions.

(4) Student-athlete impact. None.

**d. Amend Official Interpretation – Athletics Department Staff Involvement with Financial Aid Offices (III).**

(1) Recommendation. Approve the amendments to the official interpretation [Reference: 1/7/13, Item Ref. 2-a] as reflected in Attachment B.

(2) Rationale. During its February 2019 meeting, the NCAA Division III Financial Aid Committee reviewed the January 7, 2013, official interpretation. As a result of its review, the committee recommended changes reflecting more inclusive language encompassing the variety of individuals and committees currently involved with financial aid on member campuses.

(3) Estimated budget impact. None.

(4) Student-athlete impact. None.

**INFORMATIONAL ITEMS.**

1. **Welcome and announcements.** The chair, Angie Morenz, welcomed new committee members Annabelle Feist, Michelle Morgan and Mila C. Su.
2. **Committee roster.** The committee reviewed its roster and agreed to submit any corrections to NCAA staff.
3. **Review November report.** The committee reviewed and approved the report from its November 15, 2018, teleconference.
4. **Review strategic positioning platform.** The committee reviewed the NCAA Division III Strategic Positioning Platform.
5. **Policies and procedures.** The committee approved revisions that would ensure its committee's policies reflect gender neutral language.
6. **Update on governance issues.** The Division III governance staff provided the committee an update on the primary topics currently within the Division III governance structure.

7. **Review NCAA Divisions I, II and III staff interpretations.** The committee reviewed staff interpretations issued in Division I between September 1, 2018, and January 31, 2019. There were no staff interpretations issued for Divisions II or III during this period.
8. **Review Division III official interpretations.** The committee reviewed official interpretations issued in Division III between September 1, 2018, and January 31, 2019.
9. **Review Divisions I and II official interpretations.** The committee reviewed official interpretations issued in Divisions I and II between September 1, 2018, and January 31, 2019.
10. **Review Divisions I and II legislative actions.** The committee reviewed legislative actions in Divisions I and II between September 1, 2018, and January 31, 2019, and requested the following:
  - a. Division I Proposal No. 2018-48: Requested staff review with the committee at a future meeting the concept of providing an award that is not more than \$50 to a prospective student-athlete at an open event conducted by an institution or held on its campus.
  - b. Division I Proposal No. 2018-66: Requested the NCAA Student Athlete Advisory Committee review a Division I legislative proposal that would allow a student-athlete to compete while enrolled less than full time in their final semester or quarter of a minor or certificate program.
  - c. Division I Proposal No. 2018-82: [See Action Item 1a].
  - d. Division II Proposal No. NC-2019-34: [See Action Item 1b].
11. **Review Division III educational columns.** The committee reviewed educational columns issued between September 1, 2018, and January 31, 2019, and took no action.
12. **Review of 2019 NCAA Convention Division III legislation and post-Convention business.**
  - Question and answer document. The committee reviewed the question and answer document for the 2019 legislative proposals and instructed staff to do the following:
    - a. Draft question No. 7 for Proposal No. 2019-2 as an official interpretation to clarify what is considered physical athletically related activity.

- b. Editorially revise the title of Bylaw 14.1.8.1.6.4 from "Cooperative Educational Work Experience Program – Practice or Competition" to "Experiential Learning Program – Practice or Competition" to provide consistent language with Proposal No. 2019-6.
- c. Create educational materials that utilize the chart included in question No. 3 for Proposal No. 2019-7.

**13. Division III interpretative issues.**

- a. Letters of recommendation for student-athletes. As a continued discussion from its September 2018 meeting, the committee reviewed a potential interpretation addressing athletics staff providing letters of recommendation for student-athletes, including when the recommendation is for an award that constitutes institutional financial aid. The committee maintained its position that athletics staff may provide letters of recommendation generally but could not do so when the recommendation was for an award that constituted institutional financial aid. However, the committee did not approve the interpretation. Rather, the committee recognized that there are many instances in which a coach may be asked to provide a recommendation for a student-athlete and that an educational column would be more effective at addressing these situations. Consequently, the committee requested staff draft an educational column for the committee to review.
- b. Appeal of RSRO Case No. 1042745. The committee reviewed whether a swimming and diving team may practice or compete in the five weekdays prior to the start of fall final exams and during all final exam weeks. The committee affirmed staff's decision that winter sports, including swimming and diving, are not legislatively required to refrain from practice during an exam period. Additionally, the committee noted that institutions are permitted to restrict the team's practice and competition schedule during this period.
- c. Issues related to crowdfunding educational column. The committee reviewed its October 2, 2015, educational column regarding crowdfunding to determine the proper interpretive position regarding common interpretative requests the staff receives. The committee clarified the following:
  - (1) It is not permissible for a student-athlete to use permissibly raised crowdfunding money to pay for tuition and fees to attend an institution, since using crowdfunding for tuition and fees would constitute impermissible financial aid because it is not coming from any of the permissible financial aid sources outlined in Bylaw 15;

- (2) If athletics is mentioned initially or at any point after the crowdfunding effort's creation, the student-athlete is not permitted to accept any funds that were raised while the site referenced the student-athlete's athletics involvement. Receiving new donations would be permissible after the athletics information is removed and any funds donated while athletics was involved are refunded; and
  - (3) Permissible crowdfunding efforts by prospective student-athletes and enrolled student-athletes may not be promoted by an institutional athletics staff member or representative of an institution's athletics interest.
- d. Major junior ice hockey. The committee reviewed how to interpret "participation on a team" for purposes of determining if a prospective student-athlete has used a season of participation per major junior hockey legislation (Bylaw 14.2.4.4.3). The committee reviewed the major junior model and the numerous ways an individual may participate on or with a major junior team. The committee requested staff continue to review this model, develop options clarifying the level of participation that constitutes a use of a season per Bylaw 14.2.4.4.3 for future review by the committee.
- e. Sports camps and clinics and other athletics events. The committee reviewed whether participation in a camp, clinic or athletics event is considered open to the general public if participation in the camp, clinic or event is limited to individuals who meet a specific academic requirement. The committee determined the camp, clinic or athletics event would not be considered open to the general public and requested staff draft an interpretation reflecting the position for the committee's review at a future meeting.
- f. Mission/service trip as foreign tours. The committee reviewed whether an institution may conduct a mission/service trip involving student-athletes and their coach engaging in athletically related activities and agreed that this would not be permissible outside the season. Further, the committee advised staff to consider participation of nonstudent-athletes and the purpose of the trip as guidance for evaluating whether these types of programs are permissible or constitute impermissible out-of-season athletically related activity. If such factors indicate that it is athletically related activity, then the event would need to be classified as a foreign tour and, consistent with the intent of the foreign tour legislation, the student-athletes would be required to participate in competition on the foreign tour.
- g. College coach accompanying prospective student-athlete on visits to other intercollegiate institutions. The committee reviewed whether a prospective

student-athletes club coach, who is also a Division III coach, could accompany a prospective student-athlete on recruiting visits to other collegiate institutions. The committee determined this arrangement would not be permissible as it creates an impermissible recruiting advantage. If circumstances warrant, an institution could address through the legislative relief waiver process.

- h. Letters accompanying a celebratory signing form. The committee reviewed whether a cover letter that accompanies the nonbinding athletics celebratory signing form is a permissible recruiting material. The committee agreed that cover letters are a permissible recruiting material provided it is produced by the institution and does not include any form of a commitment by the prospective student-athlete. Consequently, the letters may be personalized and offer a prospective student-athlete a roster spot or other similar language, but the prospective student-athlete may not be required/asked to sign such a letter.
- i. Student-athlete eligibility to compete on outside teams in different or non-NCAA sponsored sports. The committee reviewed whether Bylaw 14.7.1 (outside competition) prohibits a student-athlete during the defined playing season from competing on any outside team or just teams in the same sport. The committee confirmed that the legislative prohibitions only apply to outside teams in the same sport. Additionally, the staff reviewed an Official Interpretation (Reference: 1/6/92, Item No. 3) that prohibited student-athletes who participate in sports not sponsored by the NCAA from competing on outside teams in a sport during the institution's playing season. The committee confirmed that the application for this interpretation was limited to student-athletes that participate in sports not sponsored by the NCAA but were used for sports-sponsorship purposes and directed staff to revise the January 6, 1992, official interpretation to clarify the intent of the outside competition legislation for future review by the committee.
- j. Esports and financial aid. The committee reviewed the application of current Division III legislation regarding esports being offered by member institutions.

Specifically, the committee considered whether institutions are permitted to offer financial aid based on esports participation. The committee instructed staff to provide the following guidance:

- (1) Such aid is not considered aid based on athletics leadership, ability, participation or performance and consequently a Division III student-athlete may receive such aid unless the esports program is also part of the athletics department;

- (2) If the esports program is part of the athletics department, then the esports coach is considered a member of the athletics staff. Athletics department staff members may not be involved in the awarding of aid per Bylaw 15.4.5 (athletics staff involvement). This does not result in institutions being precluded from housing esports under athletics and providing esports aid. Rather, it would be akin to a Division III program that sponsors a Division I sport and provides athletics aid. Those students may receive the athletics aid but may not participate in a Division III sport. Similarly, if esports is housed in athletics, students may receive aid for their esports participation but may not also participate in a Division III sport; and
- (3) Division III student-athlete may receive an outside award based on esports participation and not have it impact the ability to also participate as a Division III student-athlete as this outside award would not be considered aid based on athletics leadership, ability, participation or performance.

- 14. **Requests/Self-Reports Online update.** The committee reviewed Division III interpretive requests that have been submitted to staff using RSRO, including response time, bylaw cites and urgency status.
- 15. **2019 NCAA Regional Rules update.** The committee reviewed the Division III proposed schedule and content for the 2019 NCAA Regional Rules Seminar.
- 16. **Future meetings.** The committee reviewed its future meeting schedule.
- 17. **Other business.**
  - a. The committee recommends as a future agenda item the certification process for international student-athletes; specifically, with the increase in international student enrollment, whether the NCAA Eligibility Center should be certifying these student-athletes.
  - b. The committee received a brief update regarding SAAC's review of further deregulation of social media.
- 18. **Adjournment.**



*Committee Chair: Angie Morenz, Blackburn College*

*Staff Liaisons: Jeff Myers, Academic and Membership Affairs  
Kaitlyn Purcell, Academic and Membership Affairs  
Bill Regan, Academic and Membership Affairs*

NCAA Division III Interpretations and Legislation Committee February 11-12, 2019, Meeting	
<b>Attendees:</b>	
Amy Backus, Case Western Reserve University.	
Jim Cranmer, St. Mary's College of Maryland.	
Annabelle Feist, Williams College (student-athlete).	
Allie Littlefox, Mills College.	
Gregg Kaye, Commonwealth Coast Conference.	
Angie Morenz, Blackburn College.	
Michelle Morgan, John Carroll University.	
Mila C. Su, Plattsburgh State University of New York.	
<b>Absentee:</b>	
None.	
<b>NCAA Staff Liaisons in Attendance:</b>	
Jeff Myers, Kaitlyn Purcell and Bill Regan.	
<b>Other NCAA Staff Members in Attendance:</b>	
Tiffany Alford, Corey Berg, Shannon Blevins, Louise McCleary, John Parsons and Paul Wasilchak.	

## 2018 Division I Health and Safety Survey

### Physician & Other Medical Services

1. What is the medical specialty of your institution's designated head team physician?

- ☐ Cardiology
- ☐ Dentistry
- ☐ Dermatology
- ☐ Emergency medicine / sports medicine
- ☐ Family medicine / sports medicine
- ☐ Internal medicine / sports medicine
- ☐ Neurology
- ☐ Neurosurgery
- ☐ Ophthalmology
- ☐ Orthopaedic, other
- ☐ Orthopaedic, surgery
- ☐ Otolaryngology
- ☐ Pediatrics / sports medicine
- ☐ Physical medicine & rehabilitation / sports medicine
- ☐ Podiatry
- ☐ Psychiatry
- ☐ Radiology
- ☐ Other, please specify: \_\_\_\_\_

q2 Including your head team physician, how many team physicians have been formally designated by your institution? \_\_\_\_\_

q3 What are the medical specialties of your other team physicians? (Select all that apply)

- ☐ Cardiology
- ☐ Dentistry
- ☐ Dermatology
- ☐ Emergency medicine / sports medicine
- ☐ Family medicine / sports medicine
- ☐ Internal medicine / sports medicine
- ☐ Neurology
- ☐ Neurosurgery
- ☐ Ophthalmology
- ☐ Orthopaedic, other
- ☐ Orthopaedic, surgery
- ☐ Otolaryngology
- ☐ Pediatrics / sports medicine
- ☐ Physical medicine & rehabilitation / sports medicine
- ☐ Podiatry
- ☐ Psychiatry
- ☐ Radiology
- ☐ Other, please specify: \_\_\_\_\_

q4 What is the nature of your institution's arrangement with your head team physician?

- ☐ No formal contractual arrangement
- ☐ Employed full-time by institution

- ☐ Employed part-time by institution
- ☐ Contracted full-time with financial compensation
- ☐ Contracted part-time with financial compensation
- ☐ Contracted full-time without financial compensation
- ☐ Contracted part-time without financial compensation
- ☐ Other, please specify: \_\_\_\_\_

q5 By which department is the head team physician primarily employed/contracted? (Select all that apply)

- ☐ Student health center
- ☐ Athletic department
- ☐ School medical center

**ATTACHMENT A**  
**Supplement No. 11a**

q6 Which of the following physician-based medical specialties and/or sub-specialties are available to your student-athletes through arrangements made by your institution? (Select all that apply)

- ☐ Cardiology
- ☐ Dentistry
- ☐ Dermatology
- ☐ Emergency medicine / sports medicine
- ☐ Family medicine / sports medicine
- ☐ Internal medicine / sports medicine
- ☐ Neurology
- ☐ Neurosurgery
- ☐ Ophthalmology
- ☐ Orthopaedic / sports medicine
- ☐ Orthopaedic, surgery
- ☐ Orthopaedic, foot / ankle
- ☐ Orthopaedic, hand / wrist
- ☐ Orthopaedic, spine
- ☐ Otolaryngology
- ☐ Pediatrics
- ☐ Pediatrics / sports medicine
- ☐ Physical medicine & rehabilitation / sports medicine
- ☐ Psychiatry
- ☐ Radiology

☐ Other, please specify: \_\_\_\_\_

☐ We do not offer any of these services.

q7 Which of the following non-physician health care services are available to your student-athletes by your institution? (Select all that apply)

☐ Acupuncture

☐ Athletic training

☐ Chiropractic

☐ Dentistry

☐ Dietetics

☐ Massage therapy

☐ Mental performance coaching

☐ Nursing / nurse practitioner

☐ Occupational therapy

☐ Pharmacy

☐ Physical therapy

☐ Physician assistant

☐ Podiatry

☐ Radiology technician

☐ Sport psychology (offered by licensed mental health provider that specializes in sport)

☐ Other, please specify: \_\_\_\_\_

☐ We do not offer any of these services.

q8 From which certifying agency does the Head Strength and Conditioning Coach (or equivalent position) within the athletic department have his/her certification? (Select all that apply, as some coaches have multiple certifications)

- ☐ National Strength and Conditioning Association (NSCA)
- ☐ Collegiate Strength and Conditioning Coaches Association (CSCCA)
- ☐ USA Weightlifting Sports Performance Coach (USAW)
- ☐ American College of Sports Medicine (ACSM)
- ☐ International Sports Sciences Association (ISSA)
- ☐ American Council on Exercise (ACE)
- ☐ USA Track and Field (USATF)
- ☐ Head Strength and Conditioning Coach does not have his/her certification.
- ☐ Other, please specify: \_\_\_\_\_

q9 How many athletic trainers are utilized by your institution to deliver care to student-athletes?

Full-Time Employees : \_\_\_\_\_

Part-Time Employees : \_\_\_\_\_

Graduate Assistants : \_\_\_\_\_

Interns : \_\_\_\_\_

Residents : \_\_\_\_\_

Fellows : \_\_\_\_\_

Total : \_\_\_\_\_

q10 How many of your athletic training staff serve as clinical preceptors for athletic training students from a CAATE-accredited athletic training program at either your own or another institution?

▼ We do not have any athletic training staff serving as clinical preceptors. ... 20

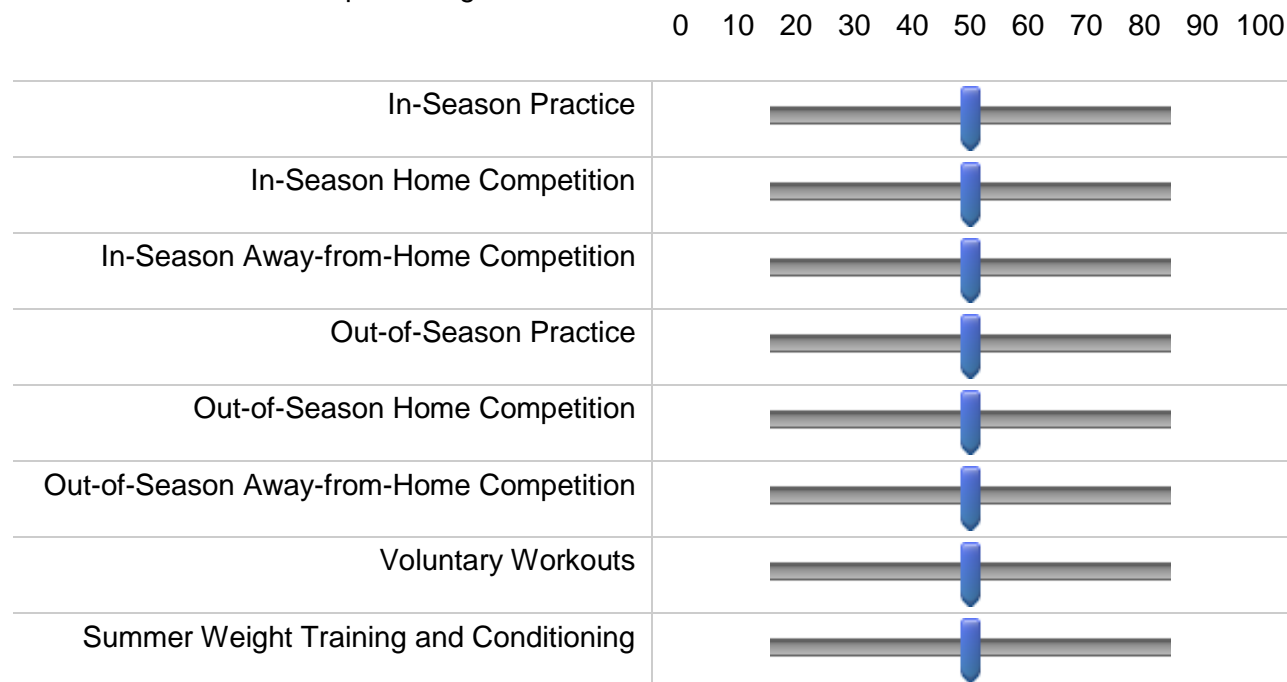
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q11 Indicate the percentage of NCAA sports your campus sponsors that have an **athletic trainer present** in the following scenarios:

**ATTACHMENT A**  
**Supplement No. 11a**

Calculation: Take the number of NCAA sports that have an athletic trainer present and divide that by the number of NCAA sports you sponsor. (i.e., 15 sports with athletic trainers present / 25 NCAA sponsored sports = 60 percent).

Note: Slide bar to correct percentage below.



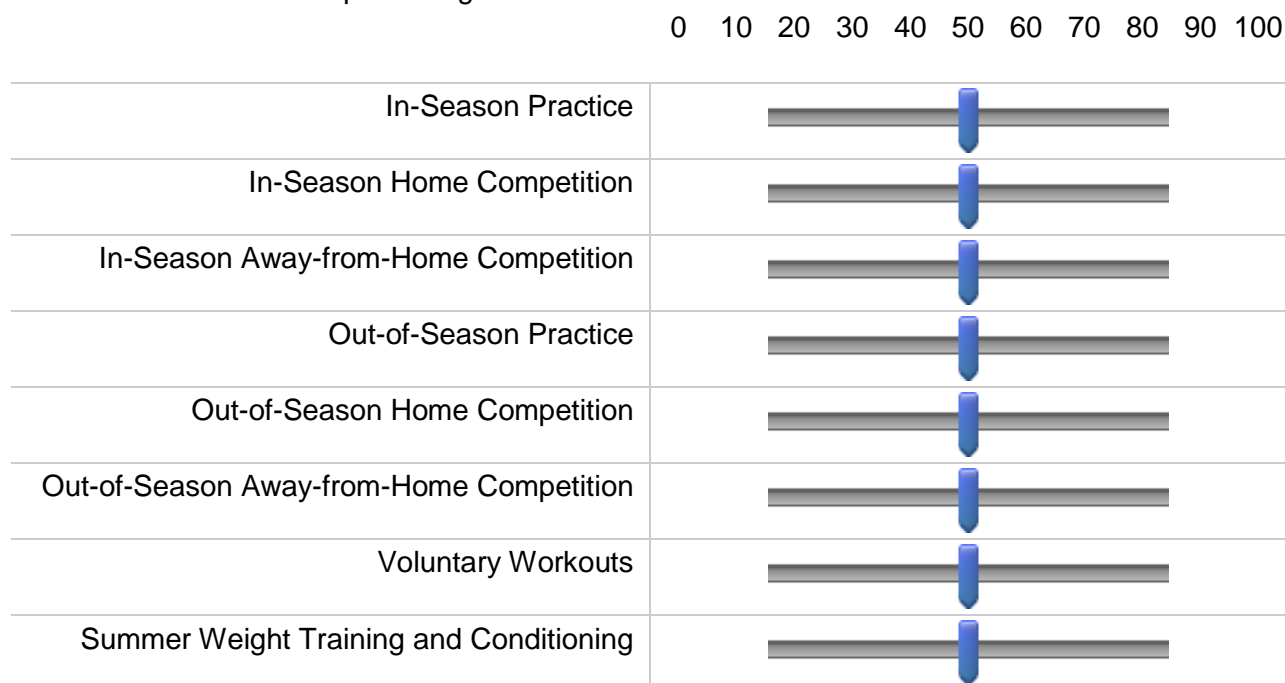


**ATTACHMENT A**  
**Supplement No. 11a**

q12 Indicate the percentage of NCAA sports your campus sponsors that have an **athletic trainer available** (e.g., reachable by phone; on campus) in the following scenarios:

Calculation: Take the number of NCAA sports that have an athletic trainer available and divide that by the number of NCAA sports you sponsor. (i.e., 15 sports with athletic trainers available / 25 NCAA sponsored sports = 60 percent).

Note: Slide bar to correct percentage below.



q13 Is there an athletic trainer on-site for men's summer basketball practice?

- ☐ Yes, present
- ☐ Yes, available
- ☐ No, an athletic trainer(s) is not present or available for men's summer basketball practice.
- ☐ N/A

q14 Is there an athletic trainer on-site for women's summer basketball practice?

- ☐ Yes, present
- ☐ Yes, available
- ☐ No, an athletic trainer(s) is not present or available for women's summer basketball practice.
- ☐ N/A

**Administration and Management**

q15 Does your institution have a written policy that ensures the following:

	Yes	No
The designated head team physician is ultimately responsible for the clearance to participate and the return-to-play decisions for the institution's student-athletes.	<input type="radio"/>	<input type="radio"/>
The medical competence of the primary athletics health care providers (AT and Physician) is evaluated by a person qualified to evaluate the quality of health care delivery.	<input type="radio"/>	<input type="radio"/>
The administrative responsibilities of the primary athletics health care providers are evaluated by a person qualified to evaluate the quality of administrative services.	<input type="radio"/>	<input type="radio"/>
Primary athletics health care providers with academic duties are evaluated by a person qualified to evaluate the quality of academic services.	<input type="radio"/>	<input type="radio"/>
Primary athletics health care providers at your institution have the autonomous, unchallengeable authority to make decisions about the medical management and return-to-play of student-athletes.	<input type="radio"/>	<input type="radio"/>
A coach at your institution does not have a primary hiring or firing role in determining employment of primary athletics health care providers.	<input type="radio"/>	<input type="radio"/>

q16 Which one of the following positions is currently designated as your institution's Athletics Health Care Administrator?

- ☐ Head team physician
  - ☐ Head athletic trainer
  - ☐ Staff team physician
  - ☐ Staff athletic trainer
  - ☐ Other health care provider (e.g., licensed psychologist; dietitian)
  - ☐ Athletics director
  - ☐ Senior woman administrator
  - ☐ Compliance officer
  - ☐ Other athletics administrator
  - ☐ Faculty athletics representative (FAR)
  - ☐ Sport coach
  - ☐ Other, please specify: \_\_\_\_\_
-

**Facilities**

q17 Please respond for your institution's full-service facilities information below:

Note: Full-service is defined as capable of hosting a full complement of services, including private physical examination and most orthopaedic rehabilitation interventions.

- ☐ How many full-service athletic training clinics exist on your campus?  
\_\_\_\_\_
  - ☐ What is the average total square feet of your full-service athletic training clinics?  
\_\_\_\_\_
  - ☐ Approximately, how many student-athletes are treated at your full-service athletic training clinics on a weekly basis? \_\_\_\_\_
  - ☐ Approximately, how many full-time, professional (non-GA) staff are assigned to your full-service athletic training clinics in a typical week?  
\_\_\_\_\_
- 

q18 Please respond for your institution's "satellite" athletic training clinics information below:

Note: Satellite is defined as a facility capable of only preparatory and urgent / emergency treatment interventions.

- ☐ How many "satellite" athletic training clinics exist on your campus?  
\_\_\_\_\_
- ☐ What is the average total square feet of your satellite clinics?  
\_\_\_\_\_
- ☐ Approximately, how many student-athletes are treated at your satellite clinics on a weekly basis? \_\_\_\_\_
- ☐ Approximately, how many full-time, professional (non-GA) staff are assigned to your satellite clinics in a typical week? \_\_\_\_\_

q19 Which (if any) facility standards do you use to guide the operation of athletic training clinic facilities? (Select all that apply)

☐

Board of Certifications (BOC), Inc.

☐

Centers for Medicare / Medicaid (CMS)

☐

Accreditation Association of Ambulatory Health Care (AAAHC)

☐

Insurer-specific standards (e.g., Blue Cross Blue Shield)

☐

State-based standards

☐

Affiliated hospital / medical center standards

☐

We have created our own unique standards to guide the operation of any of the athletic training clinic facilities identified above.

☐

We do not use any organized standards to guide the operation of any of the athletic training clinic facilities identified above.

☐

Other, please specify: \_\_\_\_\_

**Medical Documentation**

[For purposes of this section, electronic medical records (EMRs) and electronic health records (EHRs) are used interchangeably, and generally refer to software systems that allow sports medicine providers to capture and access medical documentation in electronic form, potentially from multiple locations and/or multiple devices].

q20 Does institutional policy require that all athletic health care services are documented in a manner consistent with state law?

☐ Yes

☐ No

q21 Does institutional policy require that all athletic health care services are documented in a manner consistent with federal law?

☐ Yes

☐ No

q22 What percentage of athletic health care services are recorded electronically?

▼ We do not employ an electronic medical record to document the delivery of athletic health care services. ... 96-100%

*Display This Question:*

*If What percentage of athletic health care services are recorded electronically? != We do not employ an electronic medical record to document the delivery of athletic health care services.*

q23 Which of the following EMR systems do you use to document athletic health care services? (Select all that apply)

- ☐ Athletic Training Systems (ATS; Keffer Development)
- ☐ Athletica Online
- ☐ Datalys IST (Arivium)
- ☐ EPIC
- ☐ HealtheAthlete
- ☐ Magnus Health
- ☐ Medicat
- ☐ Players Health
- ☐ Point and Click
- ☐ Presagia Sports (Presagia)
- ☐ Pyramed
- ☐ Rank One Sports
- ☐ SIMS (FlanTech)
- ☐ SportsWare Online (CSMi)
- ☐ Vivature (NExTT Solutions)
- ☐ Other, please specify: \_\_\_\_\_



q24 Are you currently considering the purchase of a new electronic medical record system?

☐ Yes

☐ No

---

*Display This Question:*

*If Are you currently considering the purchase of a new electronic medical record system? = Yes*

q25 In what time frame are you likely to have it in place?

☐ Less than a year

☐ 1-2 years

☐ 3-5 years

☐ 6+ years

---

q26 Do policies and procedures regarding the confidentiality and privacy of student-athlete health information exist at your institution?

☐ Yes

☐ No

---

q27 Has your department identified a "privacy officer" or someone with primary administrative responsibility for the privacy and confidentiality of student-athlete medical information?

☐ Yes

☐ No

---

**Emergency Care**

q28 How many different locations / venues are used for athletic practice or competition at your institution?

▼ 1 ... 20

q29 Do you have an emergency action plan (EAP) customized for each of the venues at which your student-athletes practice or compete?

☐ Yes

☐ No

*Display This Question:*

*If Do you have an emergency action plan (EAP) customized for each of the venues at which your student-athletes practice or compete? = Yes*

q30 How often is the EAP(s) reviewed and/or modified?

☐ More than once a year

☐ Once a year

☐ Once every two years

☐ Less often than once every two years

q31 How often is the EAP(s) practiced and/or rehearsed?

☐ Less than once a year

☐ Once a year

☐ Twice a year

☐ More than twice a year

**ATTACHMENT A**  
**Supplement No. 11a**

q32 Does your EAP(s) account for a mass casualty event (e.g., facility collapse; domestic terrorism) at an athletic contest?

- ☐ Yes
- ☐ No
- ☐ I don't know

---

q33 Which of the following certifications does the department of athletics require coaches to maintain? (Select all that apply)

	First Aid	CPR	AED
Head Coaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistant Coaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part-time/Volunteer Coaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strength Coaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

q34 Are Automated External Defibrillators (AEDs) accessible within 3 minutes of each athletic facility?

- ☐ Yes
- ☐ No

---

q35 Do you have the equipment necessary to treat an exertional heat illness patient with full body cold water immersion?

- ☐ Yes
- ☐ No
-

q36 During warm weather months, do you monitor the wet bulb globe temperature (WBGT) on a daily basis?

☐ Yes

☐ No

---

q37 During cold weather months, do you monitor the temperature, wind chill, etc. on a daily basis?

☐ Yes

☐ No

---

q38 Does your athletics department have a written EAP to address mental health emergencies, such as drug overdose, suicide ideation/attempt, psychosis?

☐ Yes

☐ No

---

*Display This Question:*

*If Does your athletics department have a written EAP to address mental health emergencies, such as d... =*  
Yes

q39 How often is that mental health emergency action plan practiced and/or rehearsed?

☐ Less than once a year

☐ Once a year

☐ Twice a year

☐ More than twice a year

---

**Mental Health**

q40 Does your institution provide the full-time clinical services of a licensed mental health professional who is dedicated solely to student-athletes?

- ☐ Yes
- ☐ No

q41 Please identify if you offer the following mental health resources:

	Yes	No
Campus counseling services for student-athlete mental health needs	<input type="radio"/>	<input type="radio"/>
Community mental health services	<input type="radio"/>	<input type="radio"/>
Other resources for student-athlete mental health needs	<input type="radio"/>	<input type="radio"/>

**ATTACHMENT A**  
**Supplement No. 11a**

q42 Please indicate which clinical mental health professionals are available to student-athletes:  
(Select all that apply)

	Full-time	Part-time
Clinical or counseling psychologists	<input type="checkbox"/>	<input type="checkbox"/>
Psychiatrists	<input type="checkbox"/>	<input type="checkbox"/>
Licensed clinical social workers	<input type="checkbox"/>	<input type="checkbox"/>
Psychiatric mental health nurses	<input type="checkbox"/>	<input type="checkbox"/>
Licensed mental health counselors	<input type="checkbox"/>	<input type="checkbox"/>
Primary care physicians with core competencies to treat mental health disorders	<input type="checkbox"/>	<input type="checkbox"/>
Other, please specify:	<input type="checkbox"/>	<input type="checkbox"/>

q43 Has your institution established a written protocol to assist athletics staff in recognizing and referring student-athletes with psychological concerns?

☐ Yes

☐ No

*Display This Question:*

*If Has your institution established a written protocol to assist athletics staff in recognizing and... = Yes*

**ATTACHMENT A**  
**Supplement No. 11a**

q44 Has the written protocol been shared with the following institutional stakeholders for review?

	Yes	No
All athletics department administrators	<input type="radio"/>	<input type="radio"/>
Counseling center	<input type="radio"/>	<input type="radio"/>
Health services	<input type="radio"/>	<input type="radio"/>
Risk management	<input type="radio"/>	<input type="radio"/>
Office of student affairs	<input type="radio"/>	<input type="radio"/>
General counsel	<input type="radio"/>	<input type="radio"/>

q45 Do you conduct an annual review / update of your mental health written protocol?

☐ Yes

☐ No

**Sleep**

q46 Do you routinely evaluate student-athlete sleep as part of the pre-participation physical exam or other pre-screening?

☐ Yes

☐ No

---

q47 Do you provide sleep education as part of orientation or team meetings?

☐ Yes

☐ No

---

q48 Do you monitor the sleep habits and/or sleep quantity of the student-athletes on your team(s)?

☐ Yes

☐ No

---

q49 Is student-athlete sleep (quantity and/or quality) a factor that is typically considered when scheduling athletic activities at your institution?

☐ Yes

☐ No

---

q50 Has your athletics department formally proposed or enacted policies to address barriers to good sleep habits among student-athletes?

☐ Yes

☐ No

---



**ATTACHMENT A**  
**Supplement No. 11a**

q51 Do any of your athletics teams have a curfew policy for student-athletes during the competitive season?

☐ Yes

☐ No

---

**Concussions**

q52 Does your institution have a formal process to ensure that a student-athlete who is exhibiting signs, symptoms, and behaviors consistent with a concussion is removed from activity and evaluated by a medical staff member?

☐ Yes

☐ No

---

q53 Does your institution have a written policy that precludes a student-athlete diagnosed with a concussion from returning to athletic activity for at least the remainder of that calendar day?

☐ Yes

☐ No

---

q54 Does your institution have a written policy that requires medical clearance of student-athletes diagnosed with a concussion for return to activity as determined by a physician or his/her designee?

☐ Yes

☐ No

---

q55 Has the team physician designated another individual beside himself/ herself to make return-to-play decisions for a student-athlete with a diagnosed concussion?

☐ Yes

☐ No

---

q56 Does your institution have a written policy for identifying and re-evaluating a student-athlete with concussion symptoms lasting longer than two weeks from the time of the original injury?

☐ Yes

☐ No

---

q57 Please indicate which of the following staff members is part of the concussion management team:  
(Select all that apply)

- ☐ We do not have a concussion management team.
- ☐ Athletic trainer
- ☐ Mental performance coach
- ☐ Neurologist
- ☐ Neuropsychologist
- ☐ Nurse/ nurse practitioner
- ☐ Nutritionist/ dietician
- ☐ Physical therapist
- ☐ Physician assistant
- ☐ Psychiatrist
- ☐ Sports psychologist (licensed mental health provider that specializes in sport)
- ☐ Team physician

---

q58 Does your institution have a written policy for returning a student-athlete to the classroom following concussion (i.e., a return-to-learn policy)?

- ☐ Yes
  - ☐ No
-

q59 Does your institution perform a concussion baseline assessment for **all** sponsored sports?

- ☐ Yes
- ☐ No
- ☐ Our institution does not perform concussion baseline assessments.

---

*Display This Question:*

*If Does your institution perform a concussion baseline assessment for all sponsored sports? = No*

q60 For which of the following sponsored sports does your institution **not** perform a concussion baseline assessment?

- ☐ Baseball
- ☐ Basketball
- ☐ Beach volleyball
- ☐ Bowling
- ☐ Cross country
- ☐ Equestrian
- ☐ Fencing
- ☐ Field hockey
- ☐ Football
- ☐ Golf

- ☐ Gymnastics
- ☐ Ice hockey
- ☐ Lacrosse
- ☐ Rifle
- ☐ Rowing
- ☐ Skiing
- ☐ Soccer
- ☐ Softball
- ☐ Swimming and diving
- ☐ Tennis
- ☐ Track and Field (Indoor)
- ☐ Track and Field (Outdoor)
- ☐ Volleyball
- ☐ Water polo
- ☐ Wrestling

---

q61 Do you employ computerized neuropsychological testing services?

- ☐ Yes
  - ☐ No
-

q62 Do you use sideline video to support or augment the evaluation of possible sport-related concussions?

- ☐ Yes
- ☐ No

q63 Does your school or your athletic conference use a booth observer (i.e., “eye in the sky”) to help identify student-athletes with possible head injuries, including sport-related concussion?

- ☐ Yes
- ☐ No

*Display This Question:*

*If Does your school or your athletic conference use a booth observer (i.e., “eye in the sky”) to help... = Yes*

q64 Is the booth observer unaffiliated (i.e., neutral) from the institution hosting the competition?

- ☐ Yes
- ☐ No

q65 Which comprehensive sport concussion evaluation tool are you currently using in your diagnosis and/or management of sport-related concussion?

- ☐ We do not use a comprehensive sport concussion evaluation tool.
- ☐ Sport Concussion Assessment Tool (SCAT)
- ☐ Sport Concussion Assessment Tool 2 (SCAT2)
- ☐ Sport Concussion Assessment Tool 3 (SCAT3)
- ☐ Sport Concussion Assessment Tool 5 (SCAT5)
- ☐ Other, please specify: \_\_\_\_\_

**Nutrition**

q66 Are the services of a sports registered dietitian provided to student-athletes at your institution?

☐ Yes

☐ No

---

q67 Do you contract with local sports dietitians?

☐ Yes

☐ No

---

q68 Are nutritional information resources available to your student-athletes?

☐ Yes

☐ No

---

q69 Do you utilize campus health/student recreation services or an academic department for student-athlete nutrition education?

☐ Yes

☐ No

---

q70 Has your institution designated an individual to answer student-athletes' questions about nutritional supplements?

☐ Yes

☐ No

---

q71 How do you provide nutrition education and/or training to sports coaches and strength and conditioning coaches?

- ☐ Do not provide
- ☐ Formal programming
- ☐ Upon request
- ☐ Formal programming and upon request

---

q72 Which of the following nutrition services are most frequently utilized by student-athletes at your institution? (Select all that apply)

- ☐ Nutrition seminars
- ☐ Other provider nutrition education resources
- ☐ One-on-one consultations with a sports dietitian
- ☐ Sport or team-based consultations with a sports dietitian
- ☐ Other, please specify: \_\_\_\_\_

---

q73 How many campus-based dining halls are available for student-athletes?

▼ 1 ... More than 10

---

q74 Approximately how many hours is **your most available** campus-based dining hall open in a 24 hour period?

▼ 1 ... 24



q75 Indicate your level of agreement with the following statement:

Campus-based dining halls are open and available for those student-athletes who practice during traditional meal times.

- ☐ Agree
- ☐ Disagree

---

q76 How many fueling stations are available for student-athletes to receive pre- and post-exercise nutrition and hydration?

▼ 1 ... 10

**Equipment**

---

q77 Please indicate the number of equipment managers at your institution.

Full-Time Equipment Manager : \_\_\_\_\_

FTEs (minus the Full-Time Equipment Manager) : \_\_\_\_\_

PTE : \_\_\_\_\_

Student/Graduate Student : \_\_\_\_\_

Total : \_\_\_\_\_

---

q78 Does your institution require that your equipment manager(s) hold a national certification (e.g., Certified Equipment Manager credential)?

- ☐ Yes, all equipment managers
  - ☐ Yes, some equipment managers
  - ☐ No
-

**ATTACHMENT A**  
**Supplement No. 11a**

q79 Who is responsible for the following safety equipment-related and non-equipment-related tasks services? (Select all that apply)

	Ordering	Fitting	Repair	Sanitizing/ Cleaning/ Disinfecting	Re- certification	Main- tenance	Facility Main- tenance	Event Support	Maintaining Turf and/or Fields
Full-time equipment manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sport level equipment manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part-time/ student equipment manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Athletics administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head coach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistant coach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strength and conditioning coach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Athletic trainer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

**THIS IS THE END OF THE SURVEY!**  
**ONLY CLICK THE ARROWS BELOW [>>] IF YOU ARE READY TO SUBMIT YOUR FEEDBACK.**  
**THANK YOU FOR YOUR PARTICIPATION!**

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**Official Interpretation – Athletics Department Staff Involvement with Financial Aid Offices (III).**

The committee confirmed that institutional athletics staff members (e.g., athletics directors, coaches, senior woman administrators, etc.) are precluded from being involved, in any manner, in the review of the institutional financial aid to be awarded to a student-athlete per Bylaw 15.4.5 (athletics staff involvement) and Bylaw 15.4.6 (matrix-rating system). Specifically, institutional athletics staff shall not influence a student-athlete's financial aid package (as assembled by the financial aid officer or financial aid committee) directly or indirectly.

Athletics department staff members' involvement in or interaction with its institution's financial aid office should be directed by the following:

- a. The athletics department may communicate with ~~the clerical/support~~ staff in the financial aid office in order to determine whether a particular prospective student-athlete's financial aid forms have been submitted;
- b. The athletics department may send a list of names of student-athletes to the financial aid office solely for the purpose of facilitating the annual Division III financial aid reporting process;
- c. The initial communication of a student-athlete's financial aid package amount should occur between the student-athlete or his or her parents or guardian and the institution's financial aid office, **admissions office, or enrollment management services department**;
- d. Athletics staff shall not serve on a member institution's financial aid committee;
- e. A faculty member (e.g., chemistry professor) would not be precluded from serving on both an institutional faculty athletics committee (e.g., faculty athletics representative) and any institutional financial aid committee as long as they are not a coach or athletics department staff member; and
- f. An athletics department staff member who also works in the financial aid office may continue to work in the financial aid office only if the individual clearly is not involved in the financial aid decision-making process or in the packaging of financial aid for students.

**Athletics Department Staff Involvement with Admissions Office and Role of Admissions Office with Financial Aid Packaging.**

The committee confirmed that athletics department staff involved in any capacity with the institutional admissions office shall not administer, oversee or otherwise influence any admissions matrix system or other admissions rating formula that directly or indirectly impacts institutional financial aid packaging decisions. For example, an institution that uses an admissions matrix-rating system to evaluate and rank incoming student applicants shall not allow athletics department

staff to score, rank, or otherwise influence any admissions rating of any student, including student-athletes, if the admissions matrix-rating score is used in any way to determine the financial aid package of any student, including student-athletes.

Permissible involvement of athletics department staff with its institution's admissions office should be directed by the following:

- a. Enrollment management personnel, including admissions office staff, are permitted to be employed by the athletics department provided those individuals have no role in the administration of financial aid (e.g., need analysis, aid packaging);
- b. It is permissible for an athletics department staff member who is working in the admissions office to be involved in off-campus admissions programs directed at prospective students in general, provided any contact made with prospective student-athletes prior to the completion of the prospective student-athletes sophomore year in high school is not for the purpose of athletics recruitment (e.g., athletics recruiting presentation);
- c. An athletics department staff member who also serves as an admissions officer is precluded from having any input regarding the recipients of any institutionally administered grants or scholarships (e.g., presidential, merit, academic, leadership, etc.); and
- d. Any factors of athletics ability or participation (e.g., high school athletics participation, outside club MVP awards, all-tournament honor, high school letter winner, all-state/all-conference selection, athletics ability of any kind, etc.) that are considered in the admissions matrix-rating system shall be removed from the rating system prior to the review of the student-athlete's application by the financial aid office.

[References: NCAA Division III Bylaws 13.1.1.1 (high school prospects), 15.4.1 (consistent financial aid package), 15.4.3 (written offer of aid), 15.4.5 (athletics staff involvement) and 15.4.6 (matrix-rating system) and official interpretations (10/10/88, Item No. ) and (9/19/05, Item No. ), which have been archived]



**REPORT OF THE  
NCAA DIVISION III INTERPRETATIONS AND LEGISLATION COMMITTEE  
MARCH 21, 2019, TELECONFERENCE**

**ACTION ITEMS.**

**1. Legislative items.**

**a. Noncontroversial Legislation -- NCAA Division III Constitution 2.1 -- Institutional Control and Responsibility -- Constitution 2.8 -- Attestation and Certification of Rules Compliance.**

- (1) Recommendation. Approve in concept and in final form noncontroversial legislation amending Constitution 3.3.4 (conditions and obligation of membership) and Bylaw 31.2.1 (institutional eligibility) clarifying that: (1) an institution's chancellor or president shall attest, annually by October 15, to understanding the institutional obligations and personal responsibilities imposed by Constitution 2.1 (principle of institutional control and responsibility) and Constitution 2.8 (principle of rules compliance); and (2) An institution's director of athletics shall certify, annually by October 15, that specified conditions for entry of individuals and teams in NCAA championship competition have been satisfied, including an attestation of understanding the institutional obligations and personal responsibilities imposed by Constitution 2.1 and Constitution 2.8 and that all athletics department staff members (full-time, part-time, clerical, and volunteer) are aware of the institutional obligations and personal responsibilities imposed by Constitution 2.1 and Constitution 2.8. (See Attachment.)
- (2) Effective date. August 1, 2019.
- (3) Rationale. In August 2018, in response to a recommendation from the Commission on College Basketball and the Board of Governors the Division III Presidents Council, along with the leadership from Divisions I and II endorsed a noncontroversial proposal to require each chancellor or president to join all athletics staff members in personally affirming that the athletics program meets the NCAA membership obligations for institutional control and rules compliance. While this was already a Division III requirement the proposal also includes a penalty for failure to make this affirmation. The penalty would preclude institutional teams and individuals from participating in NCAA championships and prohibit institutional staff from serving on NCAA committees or councils. After adoption of this proposal, additional review resulted in the need to further refine the appropriate accountability and responsibilities of chancellors and president and director of athletics. Specifically, the proposal shifts some compliance certification requirements related to the athletics program from the

chancellor or president to the athletics director while maintaining that the chancellor or president affirms understanding the institutional and personal obligations. Additionally, this proposal relieves athletics staff from the undue administrative requirement of having each staff member provide a written attestation of rules compliance. Institutions must still inform staff of their obligations but will have the discretion to determine the best way to ensure this is completed. The changes reflected in this proposal more appropriately clarify the roles and responsibilities of chancellors, presidents and athletics directors with respect to rules compliance.

- (4) Budget impact. None.
- (5) Student-athlete impact. None.

## 2. Nonlegislative items.

### a. **Approve Official Interpretation -- Definition of Physical Athletically Related Activities.**

- (1) Recommendation. Approve the following official interpretation:

Definition of Physical Athletically Related Activities. The Division III Legislative and Interpretations Committee confirmed that physical athletically related activities include (but are not limited to) weight training, strength and conditioning and on-field activities. Leadership programs that include physical activity such as rope course, SEAL training, etc. are also considered physical athletically related activities. Other leadership programming, film review and team meetings are not considered physical athletically related activities and, therefore, may occur any day of the preseason before classes are in session. Medical treatments, including rehabilitative exercises, are permitted.

Furthermore, medical and athletic training staff should exercise professional discretion when determining whether a leadership or team activity would be associated with a typical football practice event and contrary to the intent of facilitating physical and mental rest during that day.

[References: NCAA Division III Bylaw 17.10.2 (preseason practice)]

- (2) Effective date. Immediate.
- (3) Rationale. During its February 2019 meeting, the committee reviewed the 2019 NCAA Convention Division III question and answer document. The

committee requested the staff prepare an official interpretation based on a question within that document explaining what is considered a physical athletically related activity for purposes of determining permissible activities on days off during the preseason practice period. The committee believes that elevating this to an official interpretation will help institutions appropriately apply the legislation

- (4) Budget impact. None.
- (5) Student-athlete impact. Promotes student-athlete health and safety.

**b. Approve Official Interpretation -- Permissible Limitations for Participation in Camps, Clinics and Other Athletics Events.**

- (1) Recommendation. Approve the following official interpretation:

Permissible Limitations for Participation in Camps, Clinics and Other Athletics Events. The Division III Interpretations and Legislation Committee confirmed that a camp, clinic or other athletics event is considered open to the general public even if participation is limited by number, age, gender and grade level. Participation limited by academic criteria (e.g., grade-point average, standardized test score) is not considered open to the general public.

[References: NCAA Division III Bylaw 13.11.3.2 (sports camps and clinics and other athletics events)]

- (2) Effective date. Immediate.
- (3) Rationale. During its February 2019 meeting, the committee reviewed whether a camp, clinic or event was limited to individuals who met a specific academic requirement. The committee determined that a specific academic requirement (e.g., grade-point average minimum) is not a permissible criterion and consequently, the event would not be considered open to any and all entrants. This official interpretation addresses the permissible limitations on participation for camps, clinics and athletics events and notes the academic-requirement distinction.
- (4) Budget impact. None.
- (5) Student-athlete impact. None.



**c. Approve Official Interpretation -- Participation on a Major Junior Ice Hockey Team**

- (1) Recommendation. Approve the following official interpretation:

Participation on a Major Junior Ice Hockey Team. The NCAA Division III Interpretations and Legislation Committee determined that an individual that participates in a tryout or minimal practice with a Major Junior ice hockey team prior to collegiate enrollment does not constitute participation on a Major Junior ice hockey team. Participation on a Major Junior ice hockey team prior to collegiate enrollment results in the individual using a season of participation for each calendar year in which the participation occurs. Additionally, the individual would have to fulfill an academic year in residence prior to competing in intercollegiate hockey.

The following constitutes participation on a Major Junior ice hockey team:

- (a) Competing with a Major Junior team, including scrimmages and exhibitions. Intra-squad scrimmages are not competitions.
- (b) Practicing during the regular or post-season in excess of 48-hours.
- (c) Appearing on a team roster at any time during the regular or post season.

The following would not constitute participation on a Major Junior ice hockey team:

- (d) Participating in preseason (i.e., period before first regularly scheduled contest) provided no competition against another team occurs.
- (e) Engaging in a tryout activity not exceeding 48-hours at any time.
- (f) Participating in spring/development minicamps.

[References: NCAA Division III Bylaws 12.2.3.2.4 (major junior ice hockey) and 14.2.4.4.3 (major junior ice hockey)]

- (2) Effective date. Immediate.
- (3) Rationale. At its February 2019, meeting, the NCAA Division III Interpretations and Legislation Committee reviewed how to interpret

"participation on a team" for purposes of determining if a prospective student-athlete has used a season of participation per Bylaw 14.2.4.4.3 (major junior ice hockey). The committee reviewed the Major Junior model and the numerous ways an individual may participate on or with a Major Junior team. This interpretation represents the committee's determination clarifying the level of participation that constitutes a use of a season per Bylaw 14.2.4.4.3.

- (4) Budget impact. None.
- (5) Student-athlete impact. None.

### **INFORMATIONAL ITEMS.**

1. **Review of February report.** The committee reviewed and approved the report from its February 11-12 in-person meeting.
2. **Review appeal of RSRO staff interpretation.** The committee reviewed an appeal of a staff interpretation and upheld staff's decision.
3. **Future meetings.** The committee reviewed dates and times for upcoming meetings and teleconferences.
4. **Other business.** None.
5. **Adjournment.** The committee adjourned at 1:03 p.m. Eastern time.

*Committee Chair:* Angie Morenz, Blackburn College

*Staff Liaisons:* Jeff Myers, Academic and Membership Affairs

Kaitlyn Purcell, Academic and Membership Affairs

Bill Regan, Academic and Membership Affairs

<b>NCAA Division III Interpretations and Legislation Committee February 11-12, 2019, Meeting</b>
<b>Attendees:</b>
Amy Backus, Case Western Reserve University.
Allie Littlefox, Mills College.
Gregg Kaye, Commonwealth Coast Conference.
Angie Morenz, Blackburn College.
Michelle Morgan, John Carroll University.
Mila C. Su, Plattsburgh State University of New York.

<b>Absentee:</b>
Jim Cranmer, St. Mary's College of Maryland.
Annabelle Feist, Williams College (student-athlete).
<b>NCAA Staff Liaisons in Attendance:</b>
Jeff Myers, Kaitlyn Purcell and Bill Regan.
<b>Other NCAA Staff Members in Attendance:</b>
Shannon Blevins and Louise McCleary.

**Division:** III

**Proposal Number:** NC-2020-5

**Title:** MEMBERSHIP AND CHAMPIONSHIPS -- CONDITIONS AND OBLIGATIONS OF MEMBERSHIP -- ELIGIBILITY FOR CHAMPIONSHIPS -- ATTESTATION AND CERTIFICATION OF COMPLIANCE OBLIGATIONS

**Convention Year:** 2020

**Date Submitted:** March 14, 2019

**Status:** Ready for Consideration by Management Council

**Effective Date:** August 1, 2019

**IPOPL Number:**

**SPOPL Number:**

**Source:** NCAA Division III Management Council (Interpretations and Legislation Committee).

**Category:** Noncontroversial

**Topical Area:** Membership

**Intent:** To specify that (a) An institution's chancellor or president shall attest, annually by October 15, to understanding the institutional obligations and personal responsibilities imposed by Constitution 2.1 (Principles of Institutional Control and Responsibility) and Constitution 2.8 (Principle of Rules Compliance); and (b) An institution's director of athletics shall certify, annually by October 15, that specified conditions for entry of individuals and teams in NCAA championship competition have been satisfied, including an attestation of understanding the institutional obligations and personal responsibilities imposed by Constitution 2.1 and Constitution 2.8 and that all athletics department staff members (full-time, part-time, clerical, volunteer) are aware of the institutional obligations and personal responsibilities imposed by Constitution 2.1 and Constitution 2.8.

**A. Constitution:** Amend 3.2, as follows:

3.2 Active Membership.

[3.2.1 through 3.2.3 unchanged.]

3.2.4 Conditions and Obligations of Membership.

3.2.4.1 General. The active members of this Association agree to administer their athletics programs in accordance with the constitution, bylaws and other legislation of the Association.

[3.2.4.2 through 3.2.4.12 unchanged.]

**3.2.4.13 Chancellor or President Attestation of Compliance Obligations. An active member institution shall not be eligible to enter a team or individual competitors in an NCAA championship and shall be subject to removal from and/or ineligibility of individuals to serve on an NCAA board, council or committee unless its president or chancellor attests to understanding the institutional obligations and personal responsibilities imposed by Constitution 2.1 (Principle of Institutional Control and Responsibility) and Constitution 2.8 (Principle of Rules Compliance) annually by October 15. [See Bylaw 31.2.1-(d)].**

~~3.2.4.13~~ **3.2.4.14** Compliance-Related Certification. A member institution shall not be eligible to enter a team or individual competitors in an NCAA championship and shall be subject to removal from and/or ineligibility of individuals to serve on an NCAA board, council or committee unless ~~its president or chancellor makes~~

~~an annual institutional eligibility certification~~ **it certifies** [see Bylaw 31.2.1-(d)] attesting that the conditions specified **of Bylaw 31.2.1.7** have been satisfied.

[3.2.4.14 through 3.2.4.21 renumbered as 3.2.4.15 through 3.2.4.22, unchanged.]

[3.2.5 through 3.2.6 unchanged.]

**B. Administrative:** Amend 31.2, as follows:

31.2 Eligibility for Championships.

31.2.1 Institutional Eligibility. To be eligible to enter a team or an individual in NCAA championship competition, an institution shall recognize the sport involved as a varsity intercollegiate sport (see Bylaw 17.02.13) and shall:

[31.2.1-(a) through 31.2.1-(c) unchanged.]

**(d) The institution's chancellor or president shall attest to understanding the institutional obligations and personal responsibilities imposed by Constitution 2.1 (Principle of Institutional Control and Responsibility) and Constitution 2.8 (Principle of Rules Compliance) annually by October 15;**

~~(e) Certify through its president or chancellor on a form approved by the Management Council, the~~ **The institution's director of athletics shall certify, annually by October 15, the** institution's compliance with NCAA legislation. ~~The certification of compliance shall be completed not later than September 15, shall be kept on file at the institution, and shall adhere to the requirements set forth in~~ Bylaw 31.2.1.7;

[31.2.1-(e) through 31.2.1-(h) relettered as 31.2.1-(f) through 31.2.1-(i), unchanged.]

[31.2.1.1 through 31.2.1.6 unchanged.]

31.2.1.7 Certification of Compliance -- Requirements. The **institution's director of athletics shall certify that the** following conditions ~~shall be~~ **have been** satisfied. **(See Constitution 3.2.4.14)**

31.2.1.7.1 NCAA Rules Review. The ~~president or chancellor,~~ **director of athletics** or a designated representative, has reviewed with all athletics department staff members the rules and regulations of the NCAA as they apply to the administration and conduct of intercollegiate athletics.

31.2.1.7.2 Attestation of Compliance Obligations. The ~~president or chancellor and all athletics department staff members (full time, part time, clerical, volunteer) shall attest that the obligations in~~ **director of athletics attests to understanding the institutional obligations and personal responsibilities imposed by** Constitution 2.1 (Principle of Institutional Control and Responsibility) and Constitution 2.8 (Principle of Rules Compliance) ~~have been met. (See Constitution 3.2.4.13.)~~ **and that all athletics department staff members (full-time, part-time, clerical, volunteer) are aware of the institutional obligations and personal responsibilities imposed by Constitution 2.1 and Constitution 2.8 annually by October 15.**

31.2.1.7.3 Coaching Staff Disciplinary Actions. At the time of such certification, and as a result of involvement in a violation of the Association's legislation as determined by the Committee on Infractions or the Management Council, no current member of the institution's coaching staff:

[31.2.1.7.3-(a) through 31.2.1.7.3-(c) unchanged.]

31.2.1.7.3.1 Period of Suspension or Prohibition. The period of suspension or prohibition established by the Committee on Infractions or the Management Council must be in effect for the provisions set forth in Bylaw 31.2.1.7.3 to apply.

31.2.1.7.3.2 Due-Process Requirement. The affected coaching staff member must be given through the appropriate institution notice of an opportunity to be heard at both the NCAA hearing resulting in the finding of involvement in the violation and the institutional hearing resulting in suspension or prohibition.

31.2.1.7.4 Certification of Policies, Procedures and Practices. The policies, procedures and practices of the institution, its staff members and representatives of its athletics interests are in compliance at the

present time with the Association's legislation insofar as the ~~president or chancellor~~ **director of athletics** can determine.

[31.2.1.7.5 through 31.2.1.7.6 unchanged.]

[31.2.1.8 through 31.2.1.10 unchanged.]

[31.2.2 through 31.2.3 unchanged.]

**Budget Impact:** None.

**Co-sponsorship - Conference:**

None

**Co-sponsorship - Institution:**

None

**Additional Information:**

In August 2018, in response to a recommendation from the Commission on College Basketball and the Board of Governors, the Division III Presidents Council approved Noncontroversial Proposal No. NC-2019-13. After adoption of this proposal, additional review resulted in the need to further refine the appropriate accountability and responsibilities of chancellor and president and director of athletics. Specifically, the proposal shifts some compliance certification requirements related to the athletics program from the chancellor or president to the athletics director while maintaining that the chancellor or president affirms understanding the institutional and personal obligations. Additionally, this proposal relieves athletics staff from the administrative requirement of having each staff member provide a written attestation of rules compliance. Institutions must still inform staff of their obligations but will have the discretion to determine the best way to ensure this is completed. The changes reflected in this proposal more appropriately clarify the roles and responsibilities of chancellors, presidents and athletics directors with respect to rules compliance.

**Legislative References**

Legislative Cite	Title
3.2	Active Membership.
3.2.4	Conditions and Obligations of Membership.
3.2.4.1	General.
3.2.4.13	Compliance-Related Certification.
31.2	Eligibility for Championships.
31.2.1	Institutional Eligibility.
31.2.1.7	Certification of Compliance -- Requirements.
31.2.1.7.1	NCAA Rules Review.
31.2.1.7.2	
31.2.1.7.3	Coaching Staff Disciplinary Actions.
31.2.1.7.3.1	Period of Suspension or Prohibition.
31.2.1.7.3.2	Due-Process Requirement.
31.2.1.7.4	Certification of Policies, Procedures and Practices.



**REPORT OF THE  
NCAA DIVISION III INTERPRETATIONS AND LEGISLATION COMMITTEE  
APRIL 1, 2019, EMAIL FEEDBACK**

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

- **Review of Transfer Portal.** The committee reviewed whether Division III student-athletes should be included in the NCAA transfer portal, and if so whether this should be a requirement. The committee agreed that Division III institutions should be permitted to add any Division III student-athlete to the transfer portal upon request, but that it should not be mandatory to do so.

The committee recognized that the transfer portal would be a good mechanism for interested DIII student-athletes to “announce” their interest in a potential transfer to another NCAA institution. This would help them let potential institutions know they are interested in other opportunities and could potentially result in a better destination for a student-athlete. Making it mandatory, however, could result in potential unnecessary additional work for the institution. At this time, mirroring the Division II model (encouraged but not mandatory) is preferable over the Division I (mandatory) model.

*Committee Chair: Angie Morenz, Blackburn College*

*Staff Liaisons: Jeff Myers, Academic and Membership Affairs  
Kaitlyn Purcell, Academic and Membership Affairs  
Bill Regan, Academic and Membership Affairs*

<b>NCAA Division III Interpretations and Legislation Committee April 1, 2019, Email Feedback</b>	
<b>Attendees:</b>	
Amy Backus, Case Western Reserve University.	
Jim Cranmer, St. Mary's College of Maryland.	
Annabelle Feist, Williams College (student-athlete).	
Gregg Kaye, Commonwealth Coast Conference.	
Angie Morenz, Blackburn College.	
Michelle Morgan, John Carroll University.	
Mila C. Su, Plattsburgh State University of New York.	
<b>Absentee:</b>	
Allie Littlefox, Mills College.	
<b>NCAA Staff Liaisons in Attendance:</b>	
Jeff Myers, Kaitlyn Purcell and Bill Regan.	
<b>Other NCAA Staff Members in Attendance:</b>	
Shannon Blevins, Jay K. Jones, and Louise McCleary.	



**NCAA DIVISION III ADVISORY GROUP  
TRANSFER PORTAL AND TRACER FORM REVIEW  
APRIL 1, 2019, TELECONFERENCE**

**Discussion of Division III use of the NCAA transfer portal and the transfer tracer form.** NCAA academic and membership affairs staff and the Division III Advisory Group discussed application of the NCAA transfer portal as well as whether the transfer tracer currently being used on the portal is sufficient for Division III.

**1. Should Division III student-athletes be in the portal?**

a. The following statements were made in support of using the portal:

- (1) My coaches (except for one) said they would like Division III to use the transfer portal in the future but then the self-release option should go away. They don't like the self-release now because they would like to have a conversation with a student-athlete before they try to leave, rather than after the student-athlete has shopped themselves around to other schools.
- (2) If our institution is not right for a student-athlete, then the portal could help the student-athlete find a better fit athletically or academically.
- (3) It saves the coaches finding out after the student-athlete has already moved on, which is awkward.

b. The following statements were made to oppose inclusion in the transfer portal:

- (1) The self-release is the preferred option as it implies that a student-athlete is interested in your school, specifically, not just any random school that may find them.
- (2) Coaches would try and use it as a recruiting tool.
- (3) We should be teaching the student-athletes to have open and honest conversations anyway.
- (4) Burden for compliance officers, especially if they must continually update information on the portal.

**2. Does the portal's transfer tracer form provide the necessary information?**

- Generally, yes, but it could be more Division III focused. Specifically, the tracer form does not explicitly provide for the institution to declare that the student-athlete is athletically eligible. It can be inferred from the following question on the form under the "Exceptions" section, "Do any other four-year transfer exceptions apply?"



If the institution clicks 'yes' then you can assume athletic eligibility, but it would be clearer to explicitly state the question.

**3. What would you like to see on the portal tracer form?**

- The Advisory Group provided the following "wish list" for the form if it could be amended.
  - The years of eligibility the student has remaining.
  - Add a phone number.
  - Is there an intra-conference transfer rule?
  - Can the student-athlete add their divisional/school/major/other preferences?

<b>NCAA Division III Advisory Group April 01, 2019, Teleconference</b>	
<b>Attendees:</b>	
Dave King, Eastern Mennonite University.	
Brian Miller, Hobart and William Smith Colleges.	
Rachel Roche, University of Redlands.	
Vicci Stimac, University of Wisconsin Oshkosh.	
Jamey Ventura, Northern Vermont University – Johnson.	
<b>Absentees:</b>	
Kellen Wells-Mangold, University of Wisconsin River Falls.	
<b>NCAA Staff Support in Attendance:</b>	
Corey Berg and Bill Regan.	
<b>Other NCAA Staff Members in Attendance:</b>	
Eric Hartung.	



**REPORT OF THE  
NCAA DIVISION III MEMBERSHIP COMMITTEE  
FEBRUARY 20-21, 2019, IN-PERSON MEETING**

**ACTION ITEMS.**

**1. Legislative Items.**

**a. Noncontroversial Legislation – NCAA Constitution 3.3.1.2.2 – NCAA Membership – Member Conference – Eligibility– Composition of Conference – Single-Sport Conference.**

- (1) Recommendation. Approve noncontroversial legislation to indicate that in National Collegiate Championship sports, the number of active member institutions needed to be granted single-sport conference status is controlled by the National Collegiate automatic qualification number.
- (2) Effective Date. Immediate.
- (3) Rationale. The current legislation which permits conference status to be granted to a single-sport conference provided it has seven active NCAA member institutions, is in conflict with Bylaw 18.5.2 (automatic qualification by conference – National Collegiate Championship), which permits conferences to be eligible for automatic qualification into any National Collegiate Championship by having at least six active members.
- (4) Budget Impact. None.
- (5) Student-Athlete Impact. Potential greater opportunity to participate in National Collegiate Championships.

**b. Convention Legislation – Constitution 3.3.1.2 – NCAA Membership – Member Conference – Eligibility– Composition of Conference.**

- (1) Recommendation. Sponsor 2020 Convention legislation to allow the use of provisional institutions in years three and four of the new member process to establish the seven institutions required to comprise a conference. Of the minimum seven institutions necessary to be granted conference status, at least four shall be active Division III member institutions.
- (2) Effective Date. August 1, 2020.
- (3) Rationale. Proposal No. 2016-9 modified how provisional schools can be utilized towards earning a conference's automatic qualification bid. That proposal was narrowly focused and did not modify the language related to

years three and four provisionals in Constitution 3.3.1.2 (composition of conference). The result is that a provisional/reclass school in year three or year four of the new member process can count for the automatic qualification waiting period, but not for the seven core members needed to form a conference from the start. Conference instability may be lessened if provisional schools are able to be used by a conference in meeting its minimum number of member institutions.

- (4) Budget Impact. None.
- (5) Student-Athlete Impact. Provide the opportunity for provisional institutions and their student-athletes to participate in conference competition prior to active member status.

**c. Convention Legislation – Bylaw 20.7.1.1 – Multi-Division Membership – Applying Division I Legislation for Division I Sports.**

- (1) Recommendation. Sponsor 2020 Convention legislation to allow Division III institutions with Division I sports to apply Division I legislation in all areas, except Bylaw 15 (financial aid). Bylaws 20.7.1.1.1 and 20.7.1.1.1.1 remain unchanged.
- (2) Effective Date. Immediate.
- (3) Rationale. The current legislation requires Division III member institutions with Division I sports to apply the rules of both divisions, or the more stringent rule if both divisions have a rule concerning the same issue. It is often difficult for institutions to distinguish which of the rules is more stringent and tracking the bylaws for two divisions can burden administrative staff. The number of affected schools will not increase, as Division I legislation currently prohibits additional institutions from becoming multidivisional. Currently, 10 Division III institutions sponsor a Division I sport.
- (4) Budget Impact. None.
- (5) Student-Athlete Impact. Student-athletes at Division III institutions will be treated equally to the Division I student-athletes with whom they compete, in all areas except financial aid.

**2. Nonlegislative Items.**

- None.

**INFORMATIONAL ITEMS.**

1. **Welcome and Announcements.** The chair commenced business at 9:01 a.m. Eastern time Wednesday, February 20, 2019. The chair welcomed the following new members of the committee to their first in-person meeting: Charley Jacobs, St. Norbert College, and Megan Valentine, Hilbert College.
2. **Roster and Conflict of Interest.** Committee members were reminded of the NCAA Conflict of Interest Policy and proper procedures for recusal if a conflict of interest might arise. Committee members reviewed the conflict of interest document and updated any conflicts as necessary. Committee members followed the recusal procedures during all deliberations.
3. **Policies and Procedures.** The NCAA staff provided the committee with its policies and procedures for review. The committee reviewed the document and instructed the staff to edit four areas to reflect gender neutral language.
4. **Division III Provisional and Reclassifying Membership.**
  - a. Applications for exploratory membership. The committee reviewed and approved exploratory applications from the following institutions:
    - (1) Bob Jones University (South Carolina);
    - (2) Lindenwood University – Belleville (Illinois); and
    - (3) Warren Wilson College (North Carolina).

In its review, the committee found that the institutions met the conditions and obligations for application to explore Division III and determined that NCAA staff and a representative from the committee should conduct a visit to each campus during the exploratory year.
  - b. Applications for provisional and reclassifying membership. The committee reviewed and approved provisional and reclassifying membership applications from the following institutions:
    - (1) St. Thomas University (Texas) – provisional;
    - (2) Pratt University (New York) – provisional; and
    - (3) Mississippi University for Women – provisional.

In its review, the Membership Committee found that the institutions met the conditions and obligations for application to begin year one of the Division III provisional membership process.

- c. Year one campus visit. In its review of the Mississippi University for Women application for provisional membership, the committee discussed whether the institution should return to Indianapolis in year one, after having visited Indianapolis and having a campus visit in each of its exploratory years. The committee decided that a videoconference is most appropriate, so as not to be repetitive from the previous visits.
- d. Provisional/Reclassifying/Exploratory chart and mentor assignments. The committee reviewed the provisional/reclassifying/exploratory member chart and assigned committee mentors to each of the institutions accepted into the exploratory process:

- (1) Bob Jones University (South Carolina) – William Fell;
- (2) Lindenwood University – Belleville (Illinois) – Kristyn King and Charley Jacobs; and
- (3) Warren Wilson College (North Carolina) – Charles Harris.

The committee also reviewed the provisional/reclassifying/exploratory member chart and assigned committee mentors to institutions whose previous mentors are no longer serving on the committee.

- (1) Dean College (Massachusetts) – Laura Mooney;
- (2) Johnson and Wales University, Denver (Colorado) – Steven Rackley; and
- (3) Pfeiffer University (North Carolina) – Jessica Huntley.

- e. Convention attendance for provisional and reclassifying members. The committee discussed the provisional and reclassifying member institutions and noted that all had representation at the 2019 NCAA Convention Division III Business Session. The committee also noted that years two and three and our presidents were appreciative of the amended policy not requiring presidents to attend all Convention events.
- f. NCAA research data within the new and active membership processes. Eric Hartung, Associate Director of Research for Division III, provided the committee with an update on the data tools and information that are available for the committee's use. The committee noted the usefulness of the available data and feel that it can be used by the committee when evaluating the viability of institutions

looking to apply for Division III membership. If access to the data and training on how to use the IPP platform is given to institutions during the provisional process, the committee noted, it will help applicants compare themselves to other Division III institutions. Staff will continue to work with Mr. Hartung and report back to the committee during a future teleconference.

- g. Potential year four waiver for reclassifying institutions. The committee discussed the possibility of a year four waiver for reclassifying institutions. Staff was asked to draft what such a waiver would look like, given the parameters suggested by the committee. The committee will review the staff concept during its March teleconference and potentially recommend legislation to the Division III Management Council for the 2020 NCAA Convention.
5. **Review of Recommended Changes to Exploratory Application.** The committee reviewed the exploratory application and directed staff to amend the document to reflect the staff's and committee's suggestions.
  6. **Review of Recommended Changes to the Provisional/Reclassifying Membership Application.** The committee reviewed the provisional/reclassifying membership application and directed staff to amend the document to reflect the staff's and committee's suggestions.
  7. **Review of Recommended Changes to the Athletics Program Assessment.** The committee reviewed the Athletics Program Assessment and directed staff to amend the document to reflect the staff's and committee's suggestions.
  8. **Review of Recommended Changes to the Annual Report.** The committee reviewed the provisional/reclassifying member annual report and directed staff to amend the document to reflect the staff's and committee's suggestions.
  9. **Review of Recommended Changes to the New Membership FAQ Document.** The committee reviewed the New Membership FAQ Document and directed staff to amend the document to reflect the staff's and committee's suggestions.
  10. **Review of Recommended Changes to Conference Guidelines and Applications.** The committee reviewed the single- and multisport conference applications and noted that if the legislation surrounding a single-sport conference changes (see Legislative Action Item 1a), there will need to be changes to the single-sport conference guidelines and application.

**11. Review Single-Sport Conference Application – Northeast Women’s Golf Conference.**

The committee reviewed the application for the creation of the Northeast Women’s Golf Conference. The committee approved the application. The 10 member schools are:

- a. Husson University;
- b. Johnson and Wales University (Providence);
- c. Keuka College;
- d. Nazareth College;
- e. St. John Fisher College;
- f. State University of New York at Canton;
- g. State University of New York at Cortland;
- h. Suffolk University;
- i. Utica College; and
- j. Westfield State University.

**12. Review Single-Sport Conference Application – Central Intercollegiate Bowling Conference.** The committee reviewed the application for the creation of the Central Intercollegiate Bowling Conference. The committee approved the application conditioned upon waiver approval by the NCAA Division III Management Council Subcommittee for Legislative relief. The six member schools are:

- a. Aurora University;
- b. Augustana College;
- c. Elmhurst College;
- d. Marian University;
- e. North Central College; and
- f. University of Wisconsin – Whitewater.

It was voted to request a waiver of Bylaw 3.3.1.2.2 (composition of conference – single-sport conference). The approval of the conference application resulted in two additional actions. The Subcommittee for Legislative Relief now must provide a waiver of Bylaw 3.3.1.2.2 (composition of conference – single-sport conference), which requires a single-sport conference to be comprised of at least seven active NCAA institutions. The committee voted to recommend noncontroversial legislation to Management Council to amend Bylaw 3.3.1.2.2 (composition of conference – single-sport conference) to state that the minimum number of active institutions to create a single-sport conference in a National Collegiate Championship sport is controlled by the National Collegiate automatic qualifier number. [See Legislative Action Item 1a]

### **13. Division III Active Membership.**

- a. Overview of the 2017-18 sports-sponsorship audit. The staff informed the committee that 10 institutions were randomly audited for minimum sports sponsorship during the 2017-18 academic year. Of the 10, nine were found to be in compliance. The tenth institution, Massachusetts Maritime Academy, was also selected for a “for cause” audit and ultimately found to be in compliance. Seven additional institutions were audited "for cause" based on information submitted in their respective sports-sponsorship and demographic form. Marantha Baptist University and SUNY Polytechnic Institute were granted waivers. Two institutions—Mount Aloysius College and La Roche College—were placed on probation without pursuing a waiver. The remaining three institutions were revealed to have successfully satisfied all sports-sponsorship requirements.
- b. 2019 NCAA Convention attendance – Constitution 3.2.4.15. The committee reviewed details regarding the following institution’s failure to cast a vote at the business session for the 2019 Convention:
  - (1) University of Dubuque. The committee approved the request from Dubuque, noting the institution notified the NCAA staff of the death of the director of athletics’ father in advance of Convention and detailed why alternate staff members were unable to attend.
  - (2) Massachusetts Maritime Academy. The committee approved the request from Massachusetts Maritime, noting the institution attended Convention, and that the lack of a recorded vote appeared to be an issue with the voting unit.
  - (3) Northland College. The committee approved the request from Northland, noting the institution attended Convention and a communication issue prevented the athletics direct report from being given the opportunity to cast a vote.



- (4) U.S. Merchant Marine Academy. The committee approved the request from Merchant Marine, noting the institution notified NCAA staff ahead of Convention about the inability to obtain travel authorization due to a federal government shutdown.
- c. Departing Division III institutions. Staff notified the committee that the College of Staten Island and Frostburg State University submitted applications to transition their membership to Division II. If approved, the institutions would begin the Division II membership process in fall 2019. The committee also noted that Thomas More College announced that it is departing the NCAA for the NAIA and Newbury College will no longer operate a Division III athletics program after this academic year due to institutional closure. As a result, it is anticipated that overall Division III membership will decrease for the 2019-20 academic year.
- d. Council of Independent Colleges on trends in intercollegiate athletics. NCAA staff provided the committee with a white paper summary from the Council of Independent Colleges that details information on current trends in collegiate athletics.
- e. Membership trends and discussion regarding philosophical approach to mergers. NCAA staff provided the committee with information on merging institutions. The committee discussed, and agreed with, the current staff position that Division III should not be concerned if the two institutions looking to merge can show a distinction between athletics departments and separately submit data for research purposes. The committee noted that it would have concerns with two athletics departments being run by an institution that have a shared Office of Postsecondary Education Identification number (OPEID).

#### **14. Educational Initiatives.**

- a. 2019 NCAA Regional Rules Seminars. Staff provided the committee with a list of institutions that are required to attend the 2019 Regional Rules Seminars in either Indianapolis or Denver, Colorado. Staff noted that institutions are provided regular reminders to encourage them to register as early as possible.
- b. Conference Rules Seminar Application. Staff notified the committee that there is not a Conference Rules Seminar scheduled for 2019. Conferences in the Boston, Massachusetts, area have been approved to host and submitted dates for a seminar to be conducted in 2020.
- c. NCAA Inclusion Forum. NCAA staff reminded the committee that the 2019 NCAA Inclusion Forum will be held April 26-28 in Atlanta, Georgia. Committee members were encouraged to remind their mentee provisional/reclassifying

institutions the Inclusion Forum satisfies the provisional/reclassifying educational requirement for FAR and SWA professional development. Additionally, at least one senior-level administrator (e.g., chancellor or president, athletics direct report, Title IX officer, dean of students) that does not work in an athletics department at a provisional or reclassifying must attend the Inclusion Forum at least once during the membership process.

15. **Feedback and Discussion of Timing for Annual Reception at Convention.** The committee provided NCAA staff with feedback on the timing of the annual provisional and reclassifying member reception at the Convention. Committee members agreed that the reception is a vital part of the membership process and a welcomed casual event in an otherwise structured Convention. The committee noted that the reception is more engaging than a slideshow presentation and that the provisional and reclassifying members get more out of the event now than in previous years.
16. **Annual Review of Provisional Fee Accounting Summary.** NCAA staff presented the committee with information regarding the annual review of the provisional fee amount. After raising the fee for the 2018-19 year, the committee agreed to keep the fee the same for 2019-20 and will monitor its appropriateness moving forward.
17. **2020 In-Person Meeting Dates.** The committee agreed to conduct its 2020 in-person meetings February 18-19, 2020, and June 24-25, 2020.
18. **Division III Governance Update.** Louise McCleary, Managing Director of Division III, provided the committee with updates from the 2019 NCAA Convention and other pertinent items being discussed by the division.
19. **Division III University.** Jay Jones, Associate Director of Division III, provided the committee with an update on Division III University and discussed the modules that are available to member institutions.
20. **Other Business.**
  - a. Paul Smith's College request for early membership. The committee reviewed a waiver request from Paul Smith's College to allow for Nordic skiing to become a NCAA sport ahead of the 2023 World University Games in Lake Placid, New York. The committee denied the application.

- b. Discussion of minimum contest requirements. The committee discussed the issue of using nontraditional segment contests for sports sponsorship minimums in the sport of cross country. The committee noted that as long as the competition meets the definition of a contest, it may be used for sports sponsorship minimums if it falls in either the traditional or nontraditional segment of the playing season.

**21. Adjournment.** The committee concluded its business and adjourned at 10:29 a.m. Eastern time February 21, 2019.

*Committee Chair: Laura Mooney, Massachusetts College of Liberal Arts, Massachusetts State Collegiate Athletic Conference*

*Staff Liaisons: Jay Jones, Division III Governance  
Tiffany Alford, Academic and Membership Affairs  
Corey Berg, Academic and Membership Affairs*

<b>NCAA Division III Membership Committee February 20-21, 2019, In-Person Meeting</b>	
<b>Attendees:</b>	
William Fell, United States Merchant Marine Academy.	
Jonathan Harper, Newbury College (via teleconference).	
Charles Harris, Averett University.	
Jessica Huntley, Centennial Conference (via teleconference).	
Charley Jacobs, St. Norbert College.	
Kristyn King, Rockford University.	
Laura Mooney, Massachusetts College of Liberal Arts.	
Steven Rackley, Alma College.	
Susan D. Stuebner, Colby-Sawyer College (via teleconference).	
Megan Valentine, Hilbert College.	
<b>Absentees</b>	
None.	
<b>Guests in Attendance</b>	
Eric Hartung, Louise McCleary and Jeff Myers.	
<b>NCAA Staff Support in Attendance</b>	
Tiffany Alford, Corey Berg, Shannon Blevins, Debbie Brown and Jay Jones.	



**REPORT OF THE  
NCAA DIVISION III MEMBERSHIP COMMITTEE  
MARCH 21, 2019, TELECONFERENCE**

**ACTION ITEMS.**

- None.

**LEGISLATIVE ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

1. **Welcome and Announcements.** The chair commenced business at 1:03 p.m. Eastern time Thursday, March 21, 2019. Jay Jones announced that Eric Hartung will serve as primary liaison to the committee beginning with the June 2019 in-person meeting.
2. **Roster and Conflict of Interest.** Committee members were reminded of the NCAA Conflict of Interest Policy and proper procedures for recusal if a conflict of interest might arise. Committee members followed the recusal procedures during all deliberations.
3. **Review February 2019 Meeting Report.** The committee reviewed and recommended a nonsubstantive editorial change. The report was approved subject to the change.
4. **Review Potential Legislative Proposal for Reclassifying Schools.** As a result of discussions during the February 2019 meeting, staff outlined potential legislative options for a year-four waiver for reclassifying schools. The committee reviewed the legislative proposal options and after discussing the options and the differences in the reclassification timelines for Divisions I, II, and III the committee took no action.
5. **Review Plans to Better use NCAA Research Data Tools.** As a result of discussions during the February 2019 meeting, staff devised a plan for data usage by the committee for the new member process and for active members seeking sports-sponsorship waivers. The committee reviewed the plan and recommended that it be added to the committee's policies and procedures.
6. **Financial Aid Review – Brevard College.** The committee reviewed the Division III Financial Aid Committee's notice to Brevard College of a violation of NCAA Bylaw 15.4.1 (consistent financial aid package) along with Brevard's response. The committee recommended that Brevard receive financial aid training via videoconference with the Financial Aid Committee staff liaisons and that Brevard include an action plan to correct its financial aid deficiencies when submitting its annual report in June.

7. **Update on Institutional Closures.** Staff provided information regarding the recently announced closures of the College of New Rochelle and Southern Vermont University.
8. **Other Business.** None.
9. **Adjournment.** The committee concluded its business and adjourned at 1:59 p.m. Eastern time.

*Committee Chair: Laura Mooney, Massachusetts College of Liberal Arts, Massachusetts State Collegiate Athletic Conference*

*Staff Liaisons: Jay Jones, Division III Governance  
Tiffany Alford, Academic and Membership Affairs  
Corey Berg, Academic and Membership Affairs*

March 21, 2019, Teleconference	
<b>Attendees:</b>	
Jonathan Harper, Newbury College.	
Jessica Huntley, Centennial Conference.	
Charles Jacobs, St. Norbert College	
Kristyn King, Rockford University.	
Laura Mooney, Massachusetts College of Liberal Arts.	
Steven Rackley, Alma College.	
Megan Valentine, Hilbert College	
<b>Absentees:</b>	
William Fell, United States Merchant Marine Academy.	
Charles Harris, Averett University.	
Susan Stuebner, Colby-Sawyer College.	
<b>Guests in Attendance:</b>	
None.	
<b>NCAA Staff Support in Attendance:</b>	
Tiffany Alford, Corey Berg and Jay Jones.	
<b>Other NCAA Staff Members in Attendance:</b>	
Eric Hartung	



REPORT OF THE  
NCAA DIVISION III STUDENT-ATHLETE ADVISORY COMMITTEE  
JANUARY 22-23, 2019, MEETING

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

- 1. Welcome SAAC Associate Members.** On Wednesday, the committee welcomed 22 new SAAC associate members to its meeting. This is the first time that the associate member structure has been in place. Associate members sat with their aligned primary committee members during the meeting discussions throughout Wednesday and took part in all remaining Convention activities through the week.
- 2. Review and Discuss 2019 NCAA Convention Schedule.** The committee reviewed the Convention schedule for Division III National SAAC.
- 3. Administrative Items.**
  - a. Roster.** The committee reviewed and updated its current roster.
  - b. November 2018 report.** The committee reviewed and approved its November meeting report.
  - c. Policies and procedures.** The committee reviewed its policies and procedures and noted no changes as currently presented.
  - d. Expectations of a SAAC member.** The committee reviewed the expectations of a SAAC member.
  - e. Associates member overview.** The committee reviewed the associate member overview.
  - f. Robert Rules of Order.** The committee reviewed the Roberts Rules of Order guidelines document.
  - g. Election/appointment of committee liaisons.** The committee elected liaisons to Division III and Association-wide committees and working groups as follows. The new liaisons terms will become effective immediately following the 2019 Convention:

- (1) Division III Convention-Planning Subcommittee – Colby Pepper, a soccer student-athlete from Covenant College (as assigned through Division III Management Council).
- (2) Division III Diversity and Inclusion Working Group – Catherine Lanigan, a field hockey student-athlete at Juniata College.
- (3) Division III Interpretations and Legislative (ILC) Committee – Annabelle Feist, a rowing student-athlete at Williams College.
- (4) Division III Committee on Student-Athlete Reinstatement (SAR) – Jake Santellano, a soccer student-athlete at University of Wisconsin, Whitewater.
- (5) NCAA Committee on Sportsmanship and Ethical Conduct – Emily Goodwin, a softball student-athlete at Massachusetts Maritime Academy.
- (6) NCAA Minority Opportunities and Interest Committee (MOIC) – Anthony Francois, a volleyball student-athlete at John Jay College of Criminal Justice.
- (7) NCAA Olympic Sports Liaison Committee (OSLC) – Mika Costello, a swimming and diving student-athlete at Willamette University.

#### **4. Division III SAAC Working Group Report Outs.**

- a. Best Practices/Communications Working Group. The working group continues to craft a best practices document for campus and conference SAACs. The document will include guidance to be applied in building stronger relationships and communications channels between institutional, conference and Division III SAAC. The document also will include a “frequently asked questions” section. The working group aims to complete a draft of the document for NCAA staff by February 28; receive staff edits by March 18; and distribute the final document to institutions following the committee’s April meeting.
- b. Mental Health Working Group. The working group gave an update on its mental health cards project. Thus far, 96 institutions have filled out the form with information to be included on the personalized mental health cards. The cards will be titled “wellness watch.” The working group discussed sending a generic card template to institutions who do not respond to the survey, which will allow those institutions to input information and print the cards themselves.

- c. Special Olympics Working Group. The working group gave an update that Special Olympics 50 for 50<sup>th</sup> profile articles are currently coming out on a weekly basis. The working group would like to continue releasing those articles after the 50 for 50th challenge ends, noting it would likely occur on a quarterly basis. Similarly, the working group hopes that the competition will continue on an annual basis. This year the winning institution will receive a banner that reads “Special Olympics Challenge winner.” The working group is discussing the possibility of awarding individual gifts to all participating student-athletes. SAAC members are to remind their conferences that they must report their Special Olympics 50 for 50<sup>th</sup> challenge participation by April 30.
5. **NCAA Committee Reports.** Committee members provided updates and items that directly impact student-athletes from their recent attendance at Division III and Association-wide committee meetings.
6. **Student Selection for Attendance at 2019 CoSIDA Meeting.** Colby Pepper, a soccer student-athlete at Covenant College was chosen to attend the CoSIDA meeting on June 9-12 in Orlando, Florida. Julia Higgins and Samantha Kastner will serve as alternates in the case that Mr. Pepper is unable to attend the meeting.
7. **Update on NCAA Gender Neutral Language Efforts.** The committee received an update on the Division III gender neutral language efforts. At this point, all committee liaisons were asked to update all policies and procedures with gender-neutral language. Division III has approached the office of inclusion for help on this matter. Division III sees this as a priority, has made changes where it can, and will continue to push the other divisions to move towards gender-neutral language. The committee members agreed to use gender-neutral language during their personal introductions at Convention. The verbal language used during Convention will be impactful on the division and the Convention attendees.
8. **Meeting with Leah Kareti.** Leah Kareti met with the committee to discuss 360 Proof and the impact it can have on student-athletes on campus.



9. **Meeting with NCAA President Emmert and NCAA Executive Vice President of Law, Policy & Governance and Chief Legal Officer Donald Remy and NCAA Chief of Staff Cari Van Senus.** Mark Emmert, NCAA President, Donald Remy and Cari Van Senus met with the committee to discuss the current state of collegiate athletics and answer questions regarding issues impacting Division III.
10. **Division III Governance Updates.** The committee met with Dan Dutcher, vice president for Division III, and Louise McCleary, managing director of Division III. The committee reviewed Convention activities and the 2019 legislative proposals to be voted on at the Business Session. In addition, the committee provided feedback on a Division III student-athlete time demands resource to be provided to the membership.
11. **Conference and Partner Conference Meetings.** The committee members prepared for conference and partner conference meetings by reviewing talking points and sharing helpful hints with members who have not visited with their conference in the past. The committee also discussed its positions on proposed legislation.
12. **2019 NCAA Division III Legislative Proposals and Position Papers.** The committee conducted a final review of the 2019 legislative proposals and discussed any additional feedback received from conferences and partner conferences since its fall committee meeting and conference calls. The committee reviewed its previously drafted position papers on select proposals.
13. **Special Olympics.**
  - a. Special Olympics unified sports event. The committee members participated with approximately 30 Special Olympics Florida athletes and another 80 Division III student-athletes in bocce and soccer unified sports events.
  - b. Special Olympics international presentation. Scott George, manager for unified champion schools and university engagement at Special Olympics North America, and Ryland Towne, university growth fellow at Special Olympics, presented to the committee on the history behind Special Olympics and the Special Olympics and Division III partnership. Mr. George and Mr. Towne led the committee in a small group activity where they developed elevator speeches to bring back to campus to encourage participation in Special Olympics and unified sports.

- c. Division III Special Olympics activity update. The committee reviewed the most recent Special Olympics activity update from Division III institutions. The committee members were encouraged to continue reminding their conferences and partner conferences of the importance of reporting Special Olympics activities through the Special Olympics partnership page on the Division III website.
  
- 14. Joint Breakfast with Presidents Council and Management Council.** The committee conducted a joint breakfast with Presidents and Management Councils. During the breakfast, committee members provided an update on Division III National SAAC Convention activities and an update on its current initiatives. The committees reviewed legislation and then discussed hot topics including inclusion and identity efforts for student-athletes and missed class time issues.
  
- 15. Division III National SAAC and Students Luncheon.** The committee hosted an open forum for approximately 150 Division III students in attendance at the Convention. During the session, committee members provided information on National SAAC, where it fits within the governance structure and an in-depth look at the duties of National SAAC members. Committee members also provided attendees information on student-athlete leadership opportunities provided through the NCAA national office.
  
- 16. Future meetings.**
  - a. April 13-14, 2019; Indianapolis.
  - b. July 20-21, 2019; Indianapolis.
  - c. November 10-11, 2019; Indianapolis.
  - d. January 21-25, 2020; NCAA Convention, Anaheim, California.
  
- 17. Adjournment.**

*Committee Chair: Parker Hammel, Wartburg College; Iowa Intercollegiate Athletic Conference.*

*Staff Liaisons: Jay Jones, Division III Governance*

*Brynna Barnhart, Enforcement*

*Corey Berg, Academic and Membership Affairs*

<b>NCAA Division III Student-Athlete Advisory Committee  January 22-23, 2019, Meeting</b>	
<b>Attendees – Primary Members:</b>	
Gerard Bryant, John Jay College of Criminal Justice; ex officio Management Council attendee.	
Madison Burns, Randolph-Macon College; Old Dominion Athletic Conference.	
Sean Cain, Adrian College; Michigan Intercollegiate Athletic Conference.	
Fran Capaldi, Bethany College; Presidents’ Athletic Conference.	
Mika Costello, Willamette University; Northwest Conference.	
Annabelle Feist, Williams College; New England Small College Athletic Conference.	
Anthony Francois, John Jay College of Criminal Justice; City University of New York Athletic Conference.	
Cameron Gardner-Nicholson, Penn State University, Altoona; Allegheny Mountain Collegiate Conference.	
Matthew Gillette, Texas Lutheran University; Southern Collegiate Athletic Conference.	
Emily Goodwin, Massachusetts Maritime Academy, Massachusetts State Collegiate Athletic Conference.	
Mikayla Greenwood, Illinois College; Midwest Conference.	
Parker Hammel, Wartburg College; Iowa Intercollegiate Athletic Conference.	
Julia Higgins, The College of Wooster; North Coast Athletic Conference.	
Samantha Kastner, Notre Dame of Maryland University; Colonial States Athletic Conference.	
NJ Kim, Emory University; University Athletic Association.	
Catherine Lanigan, Juniata College; Landmark Conference.	
Nicole Monick, Johnson State College; North Atlantic Conference.	
Kelsey Morrison, University of Valley Forge; American Collegiate Athletic Association.	
Colby Pepper, Covenant College; USA South Athletic Conference.	
Jake Santellano, University of Wisconsin, Whitewater; Wisconsin Intercollegiate Athletic Conference.	
Isaiah Swann, University of Texas at Dallas; American Southwest Conference.	
Denise Udelhofen, Loras College; ex officio Management Council attendee.	
Kiana Verdugo, Hamline University; Minnesota Intercollegiate Athletic Conference.	
<b>Attendees – Associate Members:</b>	
Ireland Clare Kennedy, Mount Holyoke College; New England Women’s and Men’s Athletic Conference.	
Hannah Durst, Baldwin-Wallace University; Ohio Athletic Conference.	
Charlotte Ellis, Crown College (Minnesota); Upper Midwest Athletic Conference.	
Braly Jay Keller, Nebraska Wesleyan University; American Rivers Conference.	
Grainne Kelly, Illinois Wesleyan University; College Conference of Illinois and Wisconsin.	
JT Klopac, Stevenson University; Middle Atlantic Conference.	

Alyssa Leventer; St. Mary's College (Maryland); Capital Athletic Conference.
Michael Litz; Penn State University, Abington; North Eastern Athletic Conference.
Tyler Lozano; California Lutheran University; Southern California Intercollegiate Athletic Conference.
Annie MacMillan; Vassar College; Liberty League.
Mckenzie Maneggia; Eastern Connecticut State University; Little East Conference.
Christine Mayorga; Montclair State University; New Jersey Athletic Conference.
Mikala McCartney; Alfred University; Empire 8.
Michael McMahon; Becker College; New England Collegiate Conference.
Arcel Ngoy; Western New England University; Commonwealth Coast Conference.
Sydney Rainey; Concordia University (Chicago); Northern Athletics Collegiate Conference.
Mason Rapp; Defiance College; Heartland Collegiate Athletic Conference.
Isaiah Swann, University of Texas at Dallas, American Southwest Conference.
Mary Treuting; Marymount University; Atlantic East Conference.
<b>Absentees:</b>
Ryan Booth, Norwich University; Great Northeast Athletic Conference.
Zachary Cook, College at Brockport, State University of New York; State University of New York Athletic Conference.
CJ Pakeltis, MacMurry College; St. Louis Intercollegiate Athletic Conference.
Megan Radasta, Berry College, Southern Athletic Conference.
Diamond Umunna, Mount Saint Mary College (New York), Skyline Conference.
<b>Guests in Attendance:</b>
<b>NCAA Staff Support in Attendance:</b>
Brynna Barnhart, Enforcement.
Corey Berg, Division III Academic and Membership Affairs.
Jay Jones, Division III Governance.
Lorne McManigle, Division III Governance.
<b>Other NCAA Staff Members in Attendance:</b>
Michael Cioroianu, Executive.
Dan Dutcher, Division III Governance.
President Mark Emmert, Executive.
Kimberly Fort, Executive.
Leah Kareti, Contractor.
Louise McCleary, Division III Governance.
Donald Remy, Executive.
Cari Van Senus, Executive.

**REPORT OF THE  
NCAA COMMITTEE ON COMPETITIVE SAFEGUARDS AND MEDICAL ASPECTS  
OF SPORTS  
DECEMBER 10-11, 2018, MEETING**

**ACTION ITEMS.**

**1. Legislative items.**

**a. Noncontroversial Legislation - NCAA Bylaw 18.4.1.4.1 - Championships and Postseason Football - Eligibility for Championships - Penalty - Banned Drug Classes Other Than Illicit Drugs.**

- (1) Recommendation. Recommend noncontroversial legislation to clarify that a student-athlete who tests positive for use of a substance in a banned drug class other than illicit drugs shall:
  - a. Be ineligible for competition in all sports until he or she has been withheld from the equivalent of one season (the maximum number of championship segment regular-season contests or dates of competition in the applicable sport per Bylaw 17) of regular-season competition;
  - b. Be charged with the loss of one season of competition in all sports if the student-athlete tests positive during a year in which he or she did not use a season of competition. A student-athlete who tests positive during a year in which he or she used a season of competition, shall be charged with the loss of one additional season of competition in all sports (additional to the season used) unless he or she uses a season of competition in the next academic year; and
  - c. Be ineligible for intercollegiate competition for 365 consecutive days after the collection of the student-athlete's positive drug-test specimen and until he or she tests negative pursuant to the NCAA Drug-Testing Program's policies and procedures.

Additionally, a transfer student-athlete may fulfill a transfer residence requirement and a drug-testing penalty concurrently if he or she meets all other eligibility requirements.

- (2) Effective date. Immediate; may be applied retroactively to a student-athlete with eligibility remaining.
- (3) Rationale. The current rules related to drug-testing penalties for banned drug classes other than illicit drugs can be confusing and have unintended consequences for certain fact scenarios. This recommendation would update the legislation to reflect the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports' recommendation from

December 2013. The updated penalty ensures a more consistent and equitable application to all student-athletes, regardless of participation status in the year in which they test positive. Due to variations in facts and timing of positive drug tests, there will be some variation in application. However, this recommendation ensures the drug-testing penalty for banned drug classes other than illicit drugs is applied more consistently and equitably to all student-athletes, regardless of transfer or enrollment status.

- (4) Estimated budget impact. None.
- (5) Student-athlete impact. Ensures consistent and equitable application of the drug-testing penalty for all student-athletes, regardless of transfer or enrollment status.

**b. Noncontroversial Legislation - NCAA Bylaws 18.4.1.4.3.1 and 31.2.3.1.1 - Executive Regulations -- Eligibility for Championships -- Ineligibility for Use of Banned Drugs -- Drugs and Procedures Subject to Restrictions -- Tampering with and Manipulation of Urine Samples.**

- (1) Recommendation. Recommend noncontroversial legislation in Divisions II and III to clarify that tampering with an NCAA drug-test sample includes urine substitution and related methods; further, to clarify that manipulation of urine samples includes the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing.
- (2) Effective date. Immediate.
- (3) Rationale. Due to changes made to drug-testing legislation in 2012, NCAA legislation surrounding tampering and manipulation is unclear. This recommendation would make clear that urine substitution (and related methods) is tampering and carries a more significant penalty. This recommendation is consistent with the original intent of tampering legislation, as recommended by the Committee on Competitive Safeguards and Medical Aspects of Sports. In October 2018, the NCAA Division I Council adopted NCAA Division I Proposal M-2018-1 to address this recommendation. The committee requests that the NCAA Divisions II and III take similar action to clarify this issue.
- (4) Estimated budget impact. None.
- (5) Student-athlete impact. None.

**2. Nonlegislative items.**

**a. Playing Rules Recommendation – Men’s and Women’s Soccer – Mandatory Hydration Breaks in Hot Weather Conditions.**

- (1) Recommendation. Recommend to the NCAA Men’s and Women’s Soccer Rules Committee the adoption of a rule requiring hydration breaks at a set time during each half of competition in environmental conditions of wet bulb globe temperatures of  $\geq 30.1$ -degree Celsius, for no less than two minutes. The breaks should occur at the 30- and 75-minute marks of the first and second halves.
- (2) Effective date. Prior to start of 2019 competitive season.
- (3) Rationale. Similar policies are in place for soccer competition at both the international (i.e., Federation Internationale de Football Association) and United States national (i.e., United States Soccer) level. Additionally, some individual member schools and conferences have established similar policies, which in the absence of established playing rules, have led to confusion for officials and administrators. In hot and humid temperatures, such breaks can help increase player hydration while mitigating the chances of heat-related injury.
- (4) Estimated budget impact. None.
- (5) Student-athlete impact. Potential for enhanced health and wellbeing of soccer athletes competing in hot environmental conditions.

**b. Playing Rules Recommendation – Men’s and Women’s Lacrosse, Baseball – Implementation of National Operating Committee on Standards for Athletic Equipment Chest Protector Standard.**

- (1) Recommendation. Recommend to the NCAA Men’s Lacrosse Rules Committee, the NCAA Women’s Lacrosse Rules Committee, and the NCAA Baseball Rules Committee the creation of rules in the sports of men’s lacrosse, women’s lacrosse, and baseball that require chest protectors to be certified to the NOCSAE ND200 standard at the time of manufacturing and contain the SEI certification mark to be legal for play in all three sports.
- (2) Effective date. Lacrosse goalkeepers, beginning in 2021. Baseball catchers, beginning in 2020. These effective dates are identified to ensure adequate supply of certified equipment and reflect guidance provided by equipment manufacturers.

- (3) Rationale. Commotio cordis, though rare, is a typically fatal condition caused by the impact of a high velocity object (e.g., lacrosse ball; baseball) to the anterior chest causing cardiac arrest and death. Newly developed performance standards for chest protectors can mitigate or eliminate the risk of this preventable condition.
- (4) Estimated budget impact. Limited to the cost of replacement equipment. The delayed effective date will assist with financial planning.
- (5) Student-athlete impact. Student-athletes in lacrosse and baseball will benefit from protective equipment that will more effectively protect from this traumatic, and often fatal preventable condition.

**c. Playing Rules Recommendation – Football – Team area and coaching box restrictions and medical personnel.**

- (1) Recommendation. Recommend to the NCAA Football Rules Committee that a formal exception be made for athletics health care providers (i.e., physicians and athletic trainers) to current football rules limiting to 60 the number of people allowed in the team area of a football sideline. The intent of this recommendation is that the football playing rules not restrict the number of athletics health care providers allowed in the team area, and that any athletic health care providers present in the team area do not count against the 60-person limit imposed on other sideline personnel.
- (2) Effective date. Prior to the start of the 2019 competitive football season.
- (3) Rationale. The committee has heard concerns from athletics health care providers that this rule represents an unnecessary and problematic limitation on the number of athletic health care personnel that can interfere with the provision of necessary athletic health care during competition.
- (4) Estimated budget impact. None.
- (5) Student-athlete impact. Ensures that schools can provide athletics health care provider staffing at levels deemed necessary to deliver appropriate athletic health care.

**INFORMATIONAL ITEMS.**

- 1. Report of the September 19, 2018, CSMAS teleconference.** The committee approved the report of its September teleconference.



2. **Biannual report from the NCAA chief medical officer.** The committee received an update on the broader health and safety landscape since the committee's June 2018 meeting. The update addressed the status of the interassociation document on catastrophic injury prevention, as well as continued collaborations with the Department of Defense and the International Olympic Committee on concussion, mental health and pain management.
3. **NCAA governance update.** The committee received updates from the three divisional governance representatives. The committee reviewed the new Division I process to identify and act on autonomy health and safety/wellness legislation for nonautonomy conferences. This process requires review by Association legal counsel, who will determine if the autonomy concept satisfies one or more threshold criteria. If so, the concept will be reviewed by additional and relevant standing committees of the Division I Council. The Council consideration may then result in a vote by a subset of the full Council to forward the concept to the NCAA Division I Board of Directors for additional consideration. If the Board adopts the proposal, the legislation shall be binding on all Division I members.

The committee also reviewed the 2018-19 Division II priorities with an emphasis on health and safety priorities, including increasing divisional participation in the NCAA Injury Surveillance Program and continuation of the Division II APPLE Training Institute scheduled for March 2019. Division II University also was highlighted.

In addition, the committee received an update on upcoming divisional webinars on mental health to be offered in February and March 2019. Ongoing efforts to increase Division III participation in the NCAA ISP also was discussed.

4. **Seasons of competition model.** The committee was asked to review NCAA Bylaw 12.8.3.1.6 (Exception – Football) and determine what health and safety factors, including data, can be used in determining the applicability of the use of the season of competition exception to sports other than football. Bylaw 12.8.3.1.6, adopted by the Division I Council in June 2018, allows football student-athletes to compete in up to four contests without using a season of competition. The committee noted that there may be a health and safety aspect of this issue, but acknowledged additional deliberation is important, especially given that relevant research data do not exist. The committee created a subcommittee to address this issue further and to explore available data and/or strategies for generating relevant data. The subcommittee is expected to report its initial findings to the full committee at its June 2019 meeting.
5. **Review of NCAA Division I Council legislative proposals.** The committee reviewed the proposals included in the 2018 Division I Council-Governance Official Notice and developed positions and noted comments, concerns and procedural issues [Attachment A].

The committee also noted that it continues to be challenged to provide timely input to the membership on legislative proposals because its established meeting schedule is incongruous with established legislative timelines in all three divisions. The committee

requested that staff explore alternative meeting schedules that would facilitate more timely and effective feedback to the membership on legislative proposals with relevance to student-athlete health and safety.

6. **Review of Division I conferences with autonomy legislative proposal.** The committee reviewed the proposals included in the 2018 Division I Council Governance Official Notice and developed positions and noted comments, concerns and procedural issues [Attachment B].
7. **CSMAS air quality statement update.** The committee revisited its air quality statement that was last updated in September 2018 and approved several changes. The committee clarified the statement's role as guidance and not a mandate. The committee also added language that acknowledges that member schools are free to set air quality policies that are more restrictive than the guidance included in this statement. Several editorial changes to improve readability also were made. The committee's air quality statement can be found at [www.ncaa.org/sport-science-institute/air-quality](http://www.ncaa.org/sport-science-institute/air-quality).
8. **Independent medical care – update from the independent medical care working group on athletic team travel without primary athletic health care providers.** The committee was asked to consider adoption of a draft document referred to it by the IMC working group. However, the committee noted that the draft document did not provide adequate guidance to the membership on the provision of health care to visiting teams traveling without primary athletics health care providers. The committee referred the document back to the IMC working group for additional consideration and development.
9. **Office of legal affairs update.** The committee received a privileged and confidential update on several legal issues from the NCAA office of legal affairs.
10. **Government relations update.** The committee reviewed a written report submitted by the NCAA government relations office.
11. **Concussion.**
  - a. **CARE consortium research study.** The committee received an update on the CARE Consortium study, which has now moved into its second phase. To date, the study includes 30 clinical sites, over 45,000 study participants, making it the largest ever study of concussion. The second phases of the study will focus on both the cumulative and persistent effects of concussion.
  - b. **Concussion Safety Advisory Group.** The committee was informed that the roster for the newly created Concussion Safety Advisory Group has been set and includes representatives from all partner scientific and medical organizations. This group, with the oversight of CSMAS, will advise the Association on emerging

developments in concussion science and policy, and will recommend modifications to the NCAA Concussion Safety Protocol checklist as needed.

- c. **Concussion Safety Education and Research Summit.** The committee was updated on the 2019 Mind Matters Concussion Safety Education and Research Summit, which will bring together investigators from both the NCAA-Department of Defense Grand Alliance Mind Matters and CARE Consortium studies for information-sharing and collaboration across the two programs. The meeting is scheduled for June 10, 2019, at the NCAA national office in Indianapolis.
- d. **2018 Concussion Safety Protocol Review Process.** The committee received a summary report of the 2018 concussion safety protocol review process. A total of 252 Division I schools and 11 Division II and III schools with Division I sports submitted protocols during the 2018 review cycle. This compares to 259 and 16 protocols respectively submitted in 2017. The committee was reminded that the new concussion safety protocol template is now available for use by all three divisions.

## 12. **Football issues.**

- a. **Targeting penalty.** The committee received an update on the targeting penalty from the 2018 football regular season from the NCAA football staff.
- b. **Representative to NCAA Division I Football Competition Committee.** The chair informed the committee that the Division I Football Competition Committee has requested an official representative from CSMAS to serve on that committee. He asked members to inform him of their interest and that a CSMAS representative would be appointed in the following weeks.
- c. **2019 Football Concussion Data Task Force.** The committee reviewed a draft agenda for the 2019 Football Concussion Data Task Force scheduled for February 26, 2019 at the NCAA national office in Indianapolis. The purpose of the meeting is to review emerging information about concussion from the CARE consortium and the NCAA Injury Surveillance Program.

- 13. **NCAA Injury Surveillance Program.** The committee received an operational briefing on the NCAA ISP from Datalys Center staff. It also received an update on efforts to increase membership participation in the ISP. Two hundred fifty-three schools (approximately 23 percent of the membership) have made at least one submission of data to the ISP. Twenty-eight percent of Division II schools have made at least one submission of data during the current academic year, while 26 percent of Division I schools and 16 percent of Division III schools have done the same. From the beginning of 2018, Division II has increased participation 187 percent, while Division I and Division III have increased participation 79 percent and 82 percent respectively.

**14. Update on sports wagering initiatives.**

- a. The committee received an update on current sports wagering initiatives from NCAA championships and office of legal affairs staff.** Staff reported on the efforts of the staff-led Internal Sports Wagering Working Group, as well as the NCAA Board of Governors Ad Hoc Committee on Sports Wagering. A summary of activities across each of the six strategic areas of education, competition integrity, NCAA legislation and policy, information/data management, officiating, and the state and federal political landscape was provided. The committee also heard an update on the relationship between Esports and sports wagering from the NCAA chief medical officer, who informed the committee of this emerging area and the interest expressed in the topic by the NCAA Board of Governors during its October meeting. The committee was told to expect that the topic would be the focus of attention at future committee meetings.
- b. 2019 Sports Wagering and Wellbeing Summit.** The committee endorsed the planned Summit on Sports Wagering and Wellbeing scheduled for March 12-13, 2019, at the NCAA national office in Indianapolis. The summit is being organized by SSI and the NCAA research staff and was approved by the Board of Governors at its October 2018 meeting.

**15. Drug Free Sport update.** Mark Bockelman and Michelle Dorsey from Drug Free Sport briefed the committee on results from NCAA year-round and championships drug testing efforts. Specifically, the upward trend of positive tests due to selective androgen receptor modulators, or SARMS, and selective estrogen receptor modulators, or SERMS, identified in past briefings continues. The committee also received an update on DFS staffing changes.

**16. Review of data from the 2017-18 NCAA Institutional Performance Program health and safety survey.** For the first time, the committee examined results from the 2017-18 Division I health and safety survey. The purpose of this initial review was to familiarize the committee with the data, and to begin the process of determining how the results can inform future policy decisions. The committee created a subcommittee and charged it with performing further in-depth review of the data and to make recommendations to the full committee on strategic and/or policy implications by the June 2019 meeting.

**17. Emerging personnel trends.**

- a. Hiring trends for strength and condition professionals.** The committee discussed an emerging personnel trend within the Division I membership that includes the hiring of individuals with strength and conditioning certification to perform “applied sport scientist” duties in support of football teams. Schools are now inquiring NCAA staff about whether these individuals can perform strength

and conditioning activities but not be counted as one of the five permissible strength and conditioning coaches currently allowed by NCAA legislation. The committee recognized that this issue provides an opportunity for broader consideration of the role of strength and conditioning professionals, and created a subcommittee to explore this issue and charged it to recommend to the full committee 1) a statement on the role of strength and conditioning professionals on campus, and 2) a statement on the value of a newly available national registry that may assist member schools in identifying individuals with appropriate strength and conditioning credentials. The subcommittee will report back to the full committee by the June 2019 meeting.

- b. Athletics Health Care Administrator survey.** The committee received the results of a recent survey conducted by the SSI staff of AHCAs for the purpose of assessing educational needs, awareness of existing health and safety resources, and effectiveness of SSI communication strategies about health and safety issues.
- 18. National Federation of State High School Associations sports medicine advisory committee update.** The committee received a report on health and safety initiatives at the National Federation of State High School Associations by Bob Colgate, director of sports and sports medicine.
- 19. Drug testing issues.**
  - a. ADHD documentation form.** The committee reviewed an updated form that had been amended according to recommendations from the physician review panel.
  - b. Partial samples during drug testing.** The committee approved a change in NCAA championship drug testing policy for individual sports (e.g., track and field) to include an already-established partial specimen collection protocol that allows student-athletes to temporarily leave an active testing session to attend an awards ceremony when they are unable to produce a complete urine sample prior to the start of that ceremony.
- 20. Initiatives update.** NCAA staff provided updates on several active initiatives.
  - a. Update on outcomes from the 2017 Task Force on Sleep and Wellness.** Final recommendations on foundational statements have been made and will be included in the final draft of the scientific publication on sleep and wellness. The next step is for the manuscript to be submitted to a scientific publication for review.
  - b. NCAA CHOICES alcohol education grant.** Anheuser Busch informed the NCAA that it will not renew funding for the CHOICES program. This means that awards made in 2019 will be the last, unless a new source of funding can be identified. Since 1991, 336 grants have been awarded through the CHOICES program.

- c. **Sexual Violence Prevention Tool Kit update.** Staff continues to work with the NCAA Commission to Combat Campus Sexual Violence to update the tool kit to reflect changes in both the language of sexual violence prevention and in the legal landscape around the issue. The updated tool kit is slated to be released to the membership during the 2019 NCAA Convention.
- d. **myPlaybook initiatives update.** Staff is working on a possible agreement with the Institute to Promote Athlete Health and Wellness at the University of North Carolina Greensboro to bring the myPlaybook Freshman Experience curriculum to NCAA first year and transfer student-athletes. This offering would serve as the cornerstone of prevention and health promotion education efforts.
- e. **Mobile publishing platform update.** The committee was informed that the launch date of a mobile publishing platform, which includes both a mobile and website application, has been postponed due to operational issues. The timeline will be updated in the new year.

*Committee Chair: Doug Ramos, Creighton University, Big East Conference*

*Staff Liaisons: John Parsons, Sport Science Institute*

*Anne Rohlman, Academic and Membership Affairs*

*Jessica Wagner, Sport Science Institute*

NCAA Committee on Competitive Safeguards and Medical Aspects of Sports December 10-11, 2018, Meeting	
<b>Attendees:</b>	
Shawn Arent, Rutgers University.	
Randy Bird, University of Virginia.	
Grace Calhoun, University of Pennsylvania.	
Stephanie Chu, University of Colorado, Boulder.	
Bob Colgate, National Federation of State High School Associations.	
Jeffrey Dugas, Troy University.	
Dave Eavenson, Methodist University.	
Josh Elbow, Swarthmore College.	
Gabe Feldman, Tulane University.	
R.T. Floyd, West Alabama University.	
Julia Higgins, The College of Wooster. (on behalf of Samantha Kastner)	
Jessica Mohler, United States Naval Academy.	
Steve Murray, Pennsylvania State Athletic Conference.	
Douglas Ramos, Creighton University.	

Kate Roy, North Atlantic Conference. (on behalf of Stevie Baker-Watson)
Enna Selmanovic, Thiel College.
Mark Stovak, University of Nevada, Reno.
Buddy Teevens, Dartmouth College.
Kim Terrell, University of Oregon.
Jeff Williams, East Central University.
Maureen White, United States Merchant Marine Academy.
<b>Absentees:</b>
Steve Baker-Watson, DePauw University.
Joseph Hannant, University of North Carolina at Pembroke.
Aja Grant, Winston-Salem State University.
Samantha Kastner, Notre Dame of Maryland University.
<b>Guests in Attendance:</b>
Mark Bockelman, Drug Free Sport.
Christy Collins, The Datalys Center
Michelle Dorsey, Drug Free Sport.
Erin Wasserman, The Datalys Center.
<b>NCAA Staff Liaison in Attendance:</b>
John Parsons, Anne Rohlman and Jessica Wagner.
<b>Other NCAA Staff Members in Attendance:</b>
Scott Bearby, Randy Buhr, Jackie Campbell, Jenn Fraser, Brian Hainline, Ty Halpin, Brian Hendrickson, Maritza Jones, Louise McCleary, Tom Paskus, Naima Stevenson and Jared Tidemann.

**NCAA Committee on Competitive Safeguards and Medical Aspects of Sports**  
**Positions, Feedback and Recommendations Related to 2018-19 NCAA Division I Council-Governance Proposals**

This attachment describes the details of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports' positions, feedback and recommendations related to 2018-19 NCAA Division I Council-Governance legislation.

<b>Proposal Number</b>	<b>Title</b>	<b>Intent</b>	<b>Positions / Consent/Points to Consider / Comments</b>
2018-41	ATHLETICS ELIGIBILITY -- SEASONS OF COMPETITION -- HARDSHIP WAIVER -- ELIMINATE FIRST HALF OF SEASON REQUIREMENT	To eliminate the hardship waiver requirement that an injury or illness must occur prior to the first competition of the second half of the playing season that concludes with the NCAA championship, as specified.	The committee requests that this proposal be tabled until appropriate consideration can be given by the committee to the seasons of competition issue.
2018-53	RECRUITING -- ON-CAMPUS EVALUATIONS -- SPORTS OTHER THAN BASKETBALL AND FOOTBALL	In sports other than basketball and football, to permit an institution to conduct an evaluation of a prospective student-athlete on its campus, as specified.	The committee opposes this proposal, noting that it creates an additional burden on sports medicine personnel, creates an unnecessary opportunity for injury, and raises concerns about the ability regulated clearances from external providers.
2018-54	RECRUITING -- TRYOUTS -- PERMISSIBLE ACTIVITIES -- RECREATIONAL ACTIVITIES -- ORGANIZATION BY COACHING STAFF	To permit a coach to organize physical workouts or other recreational activities in which a prospective student-athlete visiting an institution may participate, provided a student-athlete or prospective student-athlete does not report information related to the activities to an athletics department staff member and no staff member reports information related to the activities to a coach, as specified.	The committee opposes this proposal, noting that it creates an additional burden on sports medicine personnel, creates an unnecessary opportunity for injury, and raises concerns about the ability regulated clearances from external providers.
2018-56	RECRUITING -- TRYOUTS -- MEDICAL EXAMINATIONS -- MEDICAL SCREENING EXAMINATION -- INSTITUTIONAL MEDICAL STAFF	To permit, during a prospective student-athlete's official or unofficial visit to campus, an institution's medical staff member (e.g., athletic trainer) to conduct a medical screening examination to determine the prospective student-athlete's medical qualifications to participate in intercollegiate athletics, as specified.	The committee supports this proposal, noting that team physicians are not always available to perform an evaluation, and that athletic trainers are typically more available and trained to do such an evaluation.
2018-57	RECRUITING AND PLAYING AND PRACTICE SEASONS -- SUMMER ATHLETIC ACTIVITIES -- SPORTS	In sports other than basketball and football, to permit a student-athlete or prospective student-athlete who is enrolled in summer school to engage in required	The committee opposes this proposal, noting that it creates further demands on student-athlete time and additional



<b>Proposal Number</b>	<b>Title</b>	<b>Intent</b>	<b>Positions / Consent/Points to Consider / Comments</b>
	OTHER THAN BASKETBALL AND FOOTBALL	weight-training, conditioning and skill-related instruction for up to eight weeks, as specified.	burden on the sports medicine staff. It also has the potential to alter the onboarding process.
2018-77	PLAYING AND PRACTICE SEASONS -- DAILY AND WEEKLY HOUR LIMITATIONS -- PLAYING SEASON -- EXCEPTION -- GOLF PRACTICE ROUND -- FIVE HOURS OF COUNTABLE ATHLETICALLY RELATED ACTIVITY	In golf, to specify that other countable athletically related activities may occur on the same day as a practice round, provided the total countable athletically related activities that occur on that day do not exceed five hours.	The committee supports this proposal.
2018-81	PLAYING AND PRACTICE SEASONS -- GOLF -- PRESEASON PRACTICE AND FIRST DATE OF COMPETITION -- EXCEPTION -- INSTITUTIONS THAT BEGIN CLASSES AFTER LABOR DAY	In golf, to specify that an institution that begins classes for the fall term after Labor Day may commence practice sessions and engage in its first date of competition with outside competition seven days before the first day of classes for the fall term.	The committee supports this proposal.

**NCAA Committee on Competitive Safeguards and Medical Aspects of Sports  
Feedback and Recommendations Related to 2018-19 NCAA Division I Autonomy Proposals.**

This attachment describes the details of the Committee on Competitive Safeguards and Medical Aspects of Sports' recommendations related to NCAA Division I Autonomy proposals scheduled for consideration in January 2019.

<b>Proposal Number</b>	<b>Title</b>	<b>Intent</b>	<b>Positions / Consent/Points to Consider / Comments</b>
2018-118	AUTONOMY PROPOSAL -- AWARDS, BENEFITS AND EXPENSES -- MEDICAL EXPENSES -- MENTAL HEALTH SERVICES AND RESOURCES	To require an institution to make mental health services and resources available to its student-athletes through the department of athletics and/or the institution's health services or counseling services department, consistent with the Interassociation Consensus: Mental Health Best Practices, as specified.	The committee opposes this proposal in its current form and recommended that the proposal be referred to CSMAS for additional consideration, noting that it is too prescriptive and detailed in its requirements, which would hinder the divisions ability to be responsive to future changes in emerging mental health recommendations. <sup>1</sup>
2018-119	AUTONOMY PROPOSAL -- AWARDS, BENEFITS AND EXPENSES -- NUTRITIONAL SUPPLEMENTS -- OMEGA-3 FATTY ACIDS	To specify that omega-3 fatty acids is a class of permissible nutritional supplements that may be provided to student-athletes.	<p>The committee opposes this proposal, noting its continued commitment to a food first philosophy and discomfort with a reliance on supplements, especially given the risk of contamination.</p> <p>The committee also notes that the use of omega-3 fatty acids as a medical treatment is already available to student-athletes through a physician prescription in cases where there is a clear medical indication for such treatment.</p>

<sup>1</sup> Proposal 2018-118 was modified based on committee feedback.



REPORT OF THE  
NCAA COMMITTEE ON COMPETITIVE SAFEGUARDS AND MEDICAL  
ASPECTS OF SPORTS  
MARCH 20, 2019, TELECONFERENCE

**ACTION ITEMS.**

**1. Legislative items.**

- **Noncontroversial Legislation - NCAA Bylaw 16.4 - Awards and Benefits - Medical Services - Mental Health Services and Resources - Division II and Division III.**

- (1) Recommendation. Recommend NCAA Division II and Division III Management Councils adopt noncontroversial legislation to require that an institution shall make mental health services and resources available to its student-athletes. Such services and resources may be provided by the department of athletics and/or the institution's health services or counseling services department. Provision of services and resources should be consistent with the Interassociation Consensus: Mental Health Best Practices. In addition, an institution must distribute mental health educational materials and resources to student-athletes, including those transitioning out of their sport, coaches, athletics administrators and other athletics personnel throughout the year. Such educational materials and resources must include a guide to the mental health services and resources available at the institution and information regarding how to access them.
- (2) Effective date. August 1, 2019.
- (3) Rationale. The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports acknowledges the legislative action taken by the autonomy conferences in Division I; however, it notes that mental health is an issue that impacts student-athletes across all divisions. Therefore, the committee recommends that Divisions II and III act to ensure mental health services and resources are available to all student-athletes, regardless of division. Further, the proposal permits such services and resources to be made available through the institution's health services or counseling department, which mitigates additional financial or resource burden within the athletics department.
- (4) Estimated budget impact. Will vary depending on existing mental health services and resources.
- (5) Student-athlete impact. A commitment to provide mental health services and resources, as well as educational materials and information regarding how to access them, will ensure student-athletes are informed of the support their institutions offer regarding the unique pressures and difficulties they face as student-athletes.

**2. Nonlegislative items.**

**a. NCAA Division I Process to Identify and Act on Autonomy Health and Safety/Wellness Legislation for Nonautonomy Conferences - Mental Health Services and Resources.**

(1) Recommendation. The Committee respectfully recommends that the NCAA Division I Strategic Vision and Planning Committee recommend the NCAA Division I Council to review Autonomy Proposal No. 2018-118 (mental health services and resources) and consider a recommendation to the NCAA Division I Board of Directors to adopt the legislation for the 27 nonautonomy conferences.

(2) Effective date. April 2019.

(3) Rationale. The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports acknowledges the legislative action taken by the autonomy conferences in Division I; however, it notes that mental health is an issue that impacts student-athletes across all of Division I. Therefore, the committee recommends that Division I act to ensure mental health services and resources are available to all student-athletes, regardless of subdivision. Finally, this recommendation supports the committee's recommendation that the provisions of the autonomy mental health legislation should be made available to all three divisions.

(4) Estimated budget impact. Should the Division I Board of Directors adopt the legislation for the 27 nonautonomy conferences, the impact will vary depending on existing mental health services and resources.

(5) Student-athlete impact. A commitment to provide mental health services and resources, as well as educational materials and information regarding how to access them, will ensure student-athletes are informed of the support their institutions offer regarding the unique pressures and difficulties they face as student-athletes.

**b. Uniform Standards of Care - NCAA Interassociation Recommendations: Preventing Catastrophic Injury and Death in College Student-Athletes.**

(1) Recommendation. The committee asks the NCAA Board of Governors to review the Interassociation Recommendations: Preventing Catastrophic Injury and Death in College Student-Athletes and consider adopting them as Association-wide policy.

(2) Effective date. May 2019

- (3) Rationale. Under the Uniform Standard of Care procedures, the committee has overseen a lengthy process of membership and external organizational review, resulting in a document endorsed by 13 external scientific and medical organizations. Board of Governors review is the last step in those procedures.
- (4) Estimated budget impact. The impact will vary depending on existing campus-based services and resources.
- (5) Student-athlete impact. These recommendations are intended to assist the membership in implementing policies and procedures aimed at decreasing the probability of catastrophic injury and death in student-athletes.

#### **INFORMATIONAL ITEMS.**

1. **Approval of report of December 10-11, 2018, meeting.** The committee approved the report of its December 2018 meeting.
2. **NCAA Interassociation Recommendations: Preventing Catastrophic Injury and Death in College Student-Athletes document.** See Action Item 2b. The committee reviewed and accepted a recommended package of edits on the NCAA Interassociation Recommendations: Preventing Catastrophic Injury and Death in College Student-Athletes document, as provided by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports Review Subcommittee. Specifically, the subcommittee reviewed feedback provided by external organizations and created a package of edits for the committee's consideration. The committee accepted the package of edits and endorsed the final document. In its endorsement of the document, the committee noted the endorsement or affirmation of value from 13 external scientific and medical organizations and thorough feedback received from the NCAA membership through the Uniform Standards of Care process. The final, endorsed document will be presented to the NCAA Board of Governors in April.
3. **Drug-testing penalty for banned drug classes other than illicit drugs --impact on Division III and use of postseason contents to satisfy penalty.** The committee discussed two issues related to drug-testing penalties:
  - a. Impact of drug testing penalty recommendation on Division III. The committee reviewed its recommended changes to the drug-testing penalty for banned drug classes other than illicit drugs to consider the impact on Division III student-athletes. In December 2019, the committee recommended clarification of the drug-testing penalty for banned drug classes other than illicit drugs to all three Divisions to limit inconsistent application of the legislation for transfer scenarios and for student-athletes that test

- positive during the playing season. In January 2019, the NCAA Division III Management Council reviewed the recommendation, noted several issues related to Division III and elected not to move the recommendation. The committee discussed the issues noted by the Division III Management Council, including timing of testing (only championship testing occurs in Division III), scheduling concerns and season of competition legislation in Division III. After review, the committee agreed that a change to the drug-testing penalty for banned drug classes other than illicit drugs is not necessary in Division III. As the Division III Management Council did not move the committee's original recommendation, no additional action was necessary.
- b. Use of postseason contests to satisfy penalty. The committee confirmed that postseason contests may be used to satisfy a drug-testing penalty. Specifically, the committee updated language in the educational column it recommended accompany its drug-testing penalty recommendation from December 2018. The committee noted that this outcome ensures consistency in application for all drug-testing penalties, aligns with current guidance provided to the membership, maintains the intent of the drug-testing penalty and would best support the student-athlete experience.
4. **Update on athletic team travel without primary athletic health care providers - whitepaper.** The committee received an update on the progress of a white paper recommended by the CSMAS ad hoc working group to address the issues related to the provision of athletic health care services to visiting teams when they travel without a primary athletics health care provider. The issue will be discussed with the Board of Governors during its April 2019 meeting. Results of that discussion will inform the completion of the document.
5. **CSMAS election update.** The committee reviewed its election policy. At the June 2019 meeting, the committee will elect a new vice-chair. Staff will release a timeline and nominating and election procedures by mid-April.

*Committee Chair: Doug Ramos, Creighton University, Big East Conference*

*Staff Liaisons: John Parsons, NCAA Sport Science Institute*

*Anne Rohlman, NCAA Academic and Membership Affairs*

*Jessica Wagner, NCAA Sport Science Institute*

<b>Committee on Competitive Safeguards and Medical Aspects of Sports March 20, 2019, Teleconference</b>	
<b>Attendees:</b>	
Shawn Arent, Rutgers, The State University of New Jersey, New Brunswick.	
Stevie Baker-Watson, DePauw University.	

Randy Bird, University of Virginia.
John Chandler, Coe College.
Stephanie Chu, University of Colorado, Boulder.
Jeff Dugas, Troy University.
Joshua Ellow, Swarthmore College.
Dave Eavenson, USA South Athletic Association.
Gabe Feldman, Tulane University.
R.T. Floyd, University of West Alabama.
Samantha Kastner, Bloomfield College.
Jessica Mohler, U.S. Naval Academy.
Steve Murray, Pennsylvania State Athletic Conference.
Doug Ramos, Creighton University.
Enna Selmanovic, University of Cincinnati.
LaRee Sugg, University of Richmond.
Buddy Teevens, Dartmouth College.
Kim Terrell, University of Oregon.
Mark Stovak, University of Nevada, Reno.
Mo White, U.S. Merchant Marine Academy.
Jeff Williams, East Central University.
Mariah Wysocki, Bloomfield College.
<b>Absentees:</b>
Samantha Kastner, Bloomfield College.
<b>Guests in Attendance:</b>
None
<b>NCAA Staff Liaison in Attendance:</b>
John Parson, Anne Rohlman and Jessica Wagner.
<b>Other NCAA Staff Members in Attendance:</b>
Amanda Dickey, LaGwyn Durden, Kimberly Shea and Jared Tidemann.



**REPORT OF THE  
NCAA COMMITTEE ON SPORTSMANSHIP AND ETHICAL CONDUCT  
NOVEMBER 13, 2018, TELECONFERENCE**

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

1. **Welcome.** Sherene Brantley, committee chair, welcomed the committee and reviewed the agenda.
2. **Selection of NCAA Sportsmanship Award recipients.** The committee discussed the nominees for the Student-Athlete Sportsmanship Award and the Bob Frederick Award. The committee selected four individual student-athlete award recipients, one team recipient and the Bob Frederick recipient (listed below). There were no nominees for the Division III female student-athlete award. The committee selected Janelle Perry, Ursuline College track and field student-athlete as the overall NCAA Student-Athlete Sportsmanship Award recipient.
  - Division I Female – Fiona Caufield, American University.
  - Division I Male – Western Michigan University Football Team.
  - Division II Female – Janelle Perry, Ursuline College.
  - Division II Male – Bryant Christian, American International College.
  - Division III Male – Zach Parisella, Eastern Connecticut State University.
  - Bob Frederick Award – Jeff Wettach, Luther College.
3. **2018-19 nomination process.** The committee confirmed its intention to solicit nominations for the Student-Athlete Sportsmanship Award through the conference office, rather than directly from institutions. The committee noted this change to the nomination process is intended to increase the nomination pool and encourage more viable nominees for all genders and divisions. Information regarding the nomination process will be released later in the 2018-19 academic year.

*Committee Chair:* Sherene Brantley, Duquesne University.  
*Staff Liaisons:* Ben Brownlee, Championships and Alliances.  
Tiese Roxbury, Research, Assessment, and Academic Success.  
Geoff Ziegler, Administrative Services.



<b>Committee on Sportsmanship and Ethical Conduct November 13, 2018, Teleconference</b>	
<b>Attendees:</b>	
Sherene Brantley, Duquesne University.	
Brian Cavanaugh, D'Youville College.	
Jud Damon, Flagler College.	
David Diles, Virginia Military Institute.	
Jeremy Jordan, Temple University.	
Krissy Ortiz, Lynn University.	
<b>Absentees:</b>	
J. Lin Dawson, Clark Atlanta University.	
Matthew Gillette, Texas Lutheran University.	
Marilyn McNeil, Monmouth University.	
Karen Thompson-Wolf, Westminster College (Missouri).	
<b>NCAA Staff Support in Attendance:</b>	
Ben Brownlee, Tiese Roxbury and Geoff Ziegler.	



**REPORT OF THE  
NCAA COMMITTEE ON WOMEN'S ATHLETICS  
FEBRUARY 26, 2019, TELECONFERENCE**

**KEY ITEMS.**

- **NCAA Emerging Sports for Women proposals.** The committee determined that the proposals to add acrobatics and tumbling, STUNT, and women's wrestling as emerging sports for women meet the objective requirements outlined in the NCAA Emerging Sports for Women Process Guide. The committee will invite leaders representing each sport to engage in further discussion via videoconference during the Committee on Women's Athletics April 24-25 meeting.

**ACTION ITEMS.**

- **None.**

**INFORMATIONAL ITEMS.**

1. **Welcome and announcements.** The committee chair Julie Cromer Peoples welcomed committee members and staff, including the following new members: David Kuhlmeier, Valencia Jordan and Sharod Williams.
2. **Review and approve September 5-6, 2018, meeting report.** The committee reviewed and approved the report of its September 5-6, 2018, meeting.
3. **Process to review NCAA Emerging Sports for Women proposals.** The committee discussed the purpose of the NCAA Emerging Sports for Women Program, which is to grow meaningful intercollegiate sport participation opportunities for female student-athletes in sports that have the potential to reach the required number of varsity teams to be considered for NCAA championship status. The committee reviewed distinctions between criteria used in the 2017-18 NCAA Emerging Sports for Women Process Guide and the updated 2018-19 Guide. The 2018-19 Guide was not available at the time sport proposals were submitted for review during the current year.
4. **Update from 2019 NCAA Convention.** The committee discussed the engagement of leaders representing current NCAA Emerging Sports for Women at the 2019 NCAA Convention.
5. **Report from the Women's Enhancement Scholarship selection committee.** The committee received a report from the Women's Enhancement Scholarship selection committee and appointed two members to serve on the committee.
6. **Future meetings.** The committee reviewed its future meeting schedule.
  - a. April 24-25, 2019, in conjunction with the 2019 NCAA Inclusion Forum in Atlanta.
  - b. September 11-12, 2019, in Indianapolis.

*Committee Chair: Julie Cromer Peoples, University of Arkansas, Fayetteville*  
*Staff Liaisons: Kristin Fasbender, Championships and Alliances*  
*Jan Gentry, Championships and Alliances*  
*Jean Merrill, Office of Inclusion*  
*Karen Metzger, Academic and Membership Affairs*

NCAA Committee on Women's Athletics February 26, 2019, Teleconference	
<b>Attendees:</b>	
Karen Baebler, University of Washington.	
Julie Cromer Peoples, University of Arkansas, Fayetteville.	
James Donovan, California State University, Fullerton.	
Jason Doviak, Alfred State.	
Marjorie Hass, Rhodes College.	
Valencia Jordan, Tennessee State University.	
Samantha Kastner, Notre Dame of Maryland University.	
John Kietzmann, Metropolitan State University of Denver.	
Donna Ledwin, Allegheny Mountain Collegiate Conference.	
Denise Udelhofen, Loras College.	
Sharod Williams, Conference Carolinas.	
<b>Absentees:</b>	
Anne Blackhurst, Minnesota State University Moorhead.	
Josh Hess, Mount St. Joseph University.	
Marc Johnson, University of Nevada, Reno	
Suzette McQueen, Central Intercollegiate Athletic Association.	
<b>NCAA Staff Liaison (or Staff Support if subcommittee) in Attendance:</b>	
Jan Gentry, Kristin Fasbender, Jean Merrill and Karen Metzger.	
<b>Other NCAA Staff Members in Attendance:</b>	
Craig Malveaux, Sonja Robinson and Amy Wilson.	

**REPORT OF THE  
NCAA MINORITY OPPORTUNITIES AND INTERESTS COMMITTEE  
FEBRUARY 14, 2019, TELECONFERENCE**

**ACTION ITEMS:**

**1. Legislative items.**

- **Athletics Diversity and Inclusion Designation for member institutions and conferences.**
  - (1) Recommendation. Sponsor legislation for the 2019-20 NCAA legislative cycle in all three divisions to amend NCAA Constitution 3.3.4 (Conditions and Obligations of Membership) to specify that all active member institutions and conference offices shall designate an Athletics Diversity and Inclusion Designee to be the primary contact and conduit for diversity and inclusion-related information. (See Attachment)
  - (2) Effective date. August 1, 2020.
  - (3) Rationale. The designation symbolically and practically represents the Association's recognition of inclusion as a core value. It supports the 2016 NCAA Board of Governors Presidential Pledge and Commitment to Promoting Diversity and Gender Equity in Intercollegiate Athletics. It also is the responsibility of each member institution to establish and maintain an environment that values cultural diversity and gender equity as acknowledged in Constitution 2.2.2 (Cultural Diversity and Gender Equity). While the NCAA national office provides valuable resources and programming to support the membership's efforts toward creating and maintaining inclusive environments, a constant complaint received is that institution and conference personnel are not aware of available resources or opportunities. This proposal seeks to create a network of colleagues who will serve as the conduit for consistent and thorough dissemination of diversity and inclusion-related information between conference offices, campuses, the athletics departments and the NCAA. The proposal suggests that the designation be given to an existing staff member who, at minimum, would be responsible for receiving periodic informational digests and sharing the information with the necessary parties within the athletics department, the campus or conference office. The staff member given the designation may be either internal or external to the athletics department, as determined by the president/chancellor/commissioner or their proxy. Specifically, this recommendation requests that the contact information for the designated staff member be entered on each member's NCAA Sports Sponsorship and Demographics Form.
  - (4) Estimated budget impact. None. (Would not require hiring an additional staff member).

- (5) Student-athlete impact. This legislation will enhance the student-athlete experience by affirming that diversity and inclusion issues and initiatives are being communicated and considered in a consistent and regular manner.

**2. Non-Legislative Items.**

- None.

**INFORMATIONAL ITEMS:**

- 1. Welcome and announcements.** The meeting was called to order by Anthony Grant, chair of the NCAA Minority Opportunities and Interests Committee. Grant welcomed members of the committee to the call and recognized the committee members who were joining in either their first or final meeting. Lastly, he acknowledged the passing of David Williams, current MOIC member and former Vanderbilt University director of athletics.
- 2. Review mission and duties.** Committee members reviewed the mission and duties of the committee.
- 3. September 5-6, 2018, Minority Opportunities and Interests Committee meeting report.** The committee reviewed and approved its September 5-6, 2018, meeting report.
- 4. September 5-6, 2010, NCAA Committee on Women's Athletics meeting report.** The committee reviewed the Committee on Women's Athletics September 5-6, 2018, meeting report.
- 5. September 6, 2018, CWA/MOIC joint meeting report.** The committee reviewed the CWA and MOIC September 6, 2018, joint meeting report.
- 6. Discussion of current issues and impact on intercollegiate athletics.** The committee discussed current national, campus and conference matters related to the mission and duties of the MOIC.
  - a. Esports.** The committee discussed the popularity and growth of esports while considering challenges of gender equity, violence and sexual exploitation in relation to participation rates and game content. Committee members suggested collaborating with CWA on this issue for continued monitoring and discussion.
  - b. Campus yearbooks and historical incidents.** The group discussed the challenges campuses currently are facing with queries from the media to access yearbook and photo archives considering recent blackface and racial conflict incidents. It was noted that the

University of Richmond's fully digitized collection of yearbooks could be used as a model of transparency and open access.

- c. Campus and community engagement. Committee members shared positive examples of campus stakeholders, including athletics department staff and student-athletes, leading efforts toward awareness, reconciliation and community engagement. Ken Gormley, president of Duquesne University, praised the efforts of his student-athletes and coaches for their service during this year's Martin Luther King, Jr. Day recognition. The committee discussed the importance of empowering and encouraging student-athletes to take leadership roles on campus and within the community.

## **7. Update on committee initiatives.**

- a. Athletics Diversity and Inclusion Designation legislative proposal. Members of the ADID Working Group discussed feedback received from the NCAA Division I Strategic Vision and Planning Committee, and the NCAA Division II and Division III Management Councils about the committee's proposal. Members of the working group shared that overall the feedback was positive, stating that the benefits outweighed any negatives, and indicating support for the designee to be implemented in both the athletics department and conference offices. Some points of consideration/clarification highlighted included: the potential impact of a new designation on the department's/conference office's capacity and workload, desire for more information about the designee's responsibilities, and questions about the designation's alignment with the campus chief diversity officer.

Committee members remarked that the raised concerns were addressed in the ADID briefing document and acknowledged that future educational materials would need to be as clear and concise as possible. The committee discussed the designation's connection to the campus chief diversity officer role and underscored that a school could designate the CDO as the ADID, if desired. The committee noted, however, that the designation should not only be considered for a CDO, citing statistics shared by staff that revealed only 438 (39 percent) member schools listed a CDO on their NCAA Sports Sponsorship, Participation and Demographics Form. The working group agreed to develop a brief document with talking points about the ADID proposal that committee members and liaisons can use for education and communication purposes (see Attachment).

- b. Research initiatives. Staff provided a brief update on the committee's research initiatives, sharing that the Research Agenda Working Group would have additional information to report at the April 2019 meeting.
- c. Champion of Diversity and Inclusion. José Rodriguez provided a review of the nomination process for the Champion of Diversity and Inclusion recognition and announced that the current honoree, Jim Phillips, director of athletics at Northwestern

University, would be profiled on the NCAA website in February. The committee reviewed and approved the nomination process for the next recipient.

**8. Updates from NCAA national office staff.**

- a. NCAA Board of Governors Committee to Promote Cultural Diversity and Equity goals. Staff updated MOIC on the NCAA Board of Governors Committee to Promote Cultural Diversity and Equity's goals, reminding the group that the CPCDE was previously an ad-hoc committee created by the NCAA Board of Governors, and which fostered the Presidential Pledge. Now a standing committee, the CPCDE is focusing on efforts to operationalize the Association's commitment to inclusion in the governance structure, guide accountability for diversifying athletics leadership, and advance the Presidential Pledge initiative. The chair acknowledged that MOIC will work to ensure the committee's strategic plan and projects align with CPCDE's priorities moving forward.
- b. Resource for student-athlete voice and expression. Staff provided an update on the resource the NCAA office of inclusion is developing surrounding student-athlete expression, voice, activism and advocacy.
- c. International student-athletes. Staff shared an overview about the office of inclusion's work in the international space, which includes programming at the NCAA Inclusion Forum and networking with administrators across the Association to develop strategies to promote, highlight and showcase the experiences of international student-athletes.
- d. 2019 NCAA Inclusion Forum April 26-28 in Atlanta. Staff reminded the committee about the Inclusion Forum and alerted the group of the Regional Student-Athlete Engagement Program. The program is an initiative that seeks participation of student-athletes that reside within a certain mileage to the city that will host the annual Inclusion Forum.

**9. Future meeting dates.**

- a. April 24-25, 2019, Atlanta (in conjunction with the 2019 NCAA Inclusion Forum).
- b. September 11-12, 2019, Indianapolis.

**10. Adjournment.** The teleconference was adjourned at 3:49 p.m.

*Committee Chair:* G. Anthony Grant, Metropolitan State University of Denver  
*Staff Liaison(s):* Sonja Robinson, Office of Inclusion  
Sahar Abdur-Rashid, Championships and Alliances

NCAA Minority Opportunities and Interests Committee February 14, 2019, Teleconference	
<b>Attendees:</b>	
Alisse Ali-Joseph, Northern Arizona University	
Mark Brown, Pace University	
Roy Brown, University of Illinois at Springfield.	
Gerard Bryant, John Jay College of Criminal Justice.	
Soraya Coley, California State Polytechnic University, Pomona.	
Dena Freeman-Patton, California State University, Bakersfield.	
Kenneth Gormley, Duquesne University.	
G. Anthony Grant, Metropolitan State University of Denver.	
Ashley Hodges, Rosemont College.	
John Lewis, Bluefield State University	
José Rodriguez, Cabrini University.	
William Tsutsui, Hendrix College.	
Alisa White, Austin Peay State University.	
<b>Absentees:</b>	
Anthony Francois, John Jay College of Criminal Justice.	
Dylan Gladney, Prairie View A&M University	
<b>Guest in Attendance:</b>	
None.	
<b>NCAA Staff Liaisons in Attendance:</b>	
Sahar Abdur-Rashid and Sonja Robinson.	
<b>Other NCAA Staff Members in Attendance:</b>	
Kina Davis, Gail Dent, Yannick Kluch, Craig Malveaux, Jean Merrill, and Amy Wilson.	



**NCAA Minority Opportunities and Interests Committee  
Briefing Document Supporting the Committee's Recommendation  
for an Athletics Diversity and Inclusion Designation**

The Minority Opportunities and Interests Committee recommends legislation to mandate the designation of a named contact for diversity and inclusion for each athletics department and conference office. This document provides the context and clarifying information for this recommendation.

**Questions & Answers:**

1. What is the “Athletics Diversity and Inclusion Designation?”
  - The ADID would be a designation appointed by the chancellor/president or commissioner (or their proxy). At the minimum, the designee will have the responsibility of serving as the department’s/office’s conduit for information related to national, local and campus-level issues of diversity and inclusion; and supporting the department’s/office’s promoter of diverse and inclusive practices related to athletics. For example:
    - a) (At the local level) The ADID could share regular data reports reflecting the representation of minorities and women in the athletics department and campus at-large.
    - b) (From a national perspective) The ADID could receive extensive information about the recent “Optimizing the SWA” report and share relevant strategies with campus officials.
2. Who can serve as the ADID? May the designee be outside of the athletics department?
  - As appointed by the chancellor/president or commissioner or their proxy, each campus or conference office is free to determine which staff member will assume this designation.
  - The individual given the designation does not have to be employed within the athletics department but must be an employee of the institution or conference office. For example, a member school may decide to make the institution’s Chief Diversity Officer the ADID.
3. What qualifications must the individual have to be named the ADID?
  - The ADID must be an employee of the institution or conference office.
  - Other suggested qualifications are that the individual:
    - a) Have access to student-athletes, coaches, and athletics administrators;
    - b) Have regular meetings and/or regular correspondence with the director of athletics or members of senior staff within the department of athletics; and
    - c) Is cleared to receive reports related to institutional demographics and diversity and inclusion metrics.
4. Would this designation require a new staff member?
  - No, the role of the designee can be an added responsibility to an existing position, similar to a staff member acting as a liaison to a committee.



**REPORT OF THE  
NCAA PLAYING RULES OVERSIGHT PANEL  
JANUARY 23, 2019, MEETING**

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

- 1. Welcome and opening remarks.** The chair welcomed the panel and had all attendees introduce themselves and reviewed the schedule.
- 2. Approval of Sept. 12, 2018, teleconference report and Sept. 20, 2018, email vote report.** The panel approved the reports as written.
- 3. Review of the NCAA Playing Rules Oversight Panel policies and procedures manual.**
  - a. Duties.** The panel reviewed the list of duties, noting the specific responsibilities of reviewing rule recommendations pertaining to safety, finances and image of the game. The panel was reminded of the importance of reviewing rules proposals from rules committees from a big picture perspective.
  - b. Conflict of interest.** The panel also reviewed the standard NCAA Committee Conflict of Interest Statement.
  - c. Review of PROP February 2014 directive regarding financial/facility rules changes.** The panel reviewed the Feb. 21, 2014, memorandum that PROP sent to all NCAA playing rules committees directing the committees to strongly consider providing at least a one-year delay before implementing any rules changes that have financial or facility implications to provide institutions with notice and the opportunity to comply.
- 4. Review of significant, historical PROP actions.** The panel reviewed a document summarizing significant actions the panel has taken since 2003.
- 5. Review of summary of waivers issued by rules committees.** The panel reviewed a document summarizing the waivers (e.g., equipment, uniforms, accommodations for student-athletes with disabilities) approved during the 2017-18 academic year as well as a chart listing the waivers for student-athletes with disabilities approved between 2013-2018.
- 6. Review of technology trends.** The panel reviewed a supplement that detailed several areas where technology and the playing rules intersect, including wearable technology and instant replay/video review. The panel agreed this is an area to continue to monitor globally.

- 7. Report from the NCAA office of legal affairs.** NCAA general counsel updated the panel on several NCAA-related legal issues.
- 8. Report from the NCAA chief medical officer and NCAA Sports Science Institute.** The NCAA chief medical officer provided an update on recent research developments on concussions as well as several other updates from the December 2018 meeting of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports.
- 9. Review summary of sports with and without NCAA playing rules committees.** The panel reviewed a summary of sports that do not have an NCAA published playing rules book and/or an NCAA playing rules committee to determine if any changes should be considered in this regard. In general, the panel agreed to evaluate sports on the basis of sport sponsorship, the number of current rule modifications compared to the playing rules of the national governing body (or applicable organization), gender equity, size of the sport committee and general issues facing the sport. In doing so, the panel requested that the sports of field hockey, tennis and men's volleyball explore (and report back to the panel within the next year) whether the sport would benefit from having either an NCAA playing rules book and/or an NCAA playing rules committee. If a sport committee supports the establishment of a playing rules committee, the committee should also consider the option of initially appointing a playing rules subcommittee of the sport committee for the first two-three years to determine if a separate playing rules committee is warranted. A subcommittee was appointed to assist the staff in implementing this review.
- 10. Review playing rules process.** The panel reviewed the current process, timeline and procedures used for approving playing rules changes. It was noted that the annual meeting report and comment period report, including the qualitative feedback, is sufficient for enabling the panel to fulfill its duties. The panel agreed that it would be beneficial to have the respective PROP liaison attend a portion of the rules committee's annual meeting, receive copies of pertinent correspondence during the season, as well as be included on the teleconference with the rules committee to review the comment period feedback. During this teleconference, the rules committee will determine which proposals will be condensed as part of the "consent package" for the panel. Further, the panel agreed to continue the policy of having the committee chair and/or the secretary-rules editor participate in the panel's teleconference when deemed appropriate.
- 11. Non-profit organizations' logos on uniforms.** The panel reviewed a memorandum from 2009 that was issued to clarify the use of non-profit logos on game uniforms. The panel reaffirmed this guidance and instructed staff to continue to provide this feedback to the membership when requested.

**12. Planning for 2019.** The panel reviewed the teleconference schedule for 2019, the playing rules committees' annual meeting dates and the sport assignments for each panel member. The chair specifically thanked those committee members who are serving the final year of their term.

*Committee Chair:* Jeff Hurd, Western Athletic Conference

*Staff Liaisons:* Ben Brownlee, Championships and Alliances, Playing Rules and Officiating  
Dan Calandro, Championships and Alliances, Playing Rules and Officiating  
Ashlee Follis, Championships and Alliances, Playing Rules and Officiating  
Barb Hallam, Championships and Alliances, Playing Rules and Officiating  
Ty Halpin, Championships and Alliances, Playing Rules and Officiating  
Rachel Seewald, Championships and Alliances, Playing Rules and Officiating  
Andy Supergan, Championships and Alliances, Playing Rules and Officiating

<b>Playing Rules Oversight Panel January 23, 2019, Meeting</b>	
<b>Attendees:</b>	
Pat Britz, South Atlantic Conference.	
Jeff Hurd, Western Athletic Conference.	
Julie Johnson, Ripon College.	
Dave Roach, Fordham University.	
Chris Schneider, Big East Conference.	
Larry Scott, Pac-12 Conference.	
Ronda Seagraves, Concordia University Texas.	
Angie Torain, University of Notre Dame.	
Kevin White, Truman State University.	
Gary Williams, Wittenberg University.	
Matt Wilson, Gulf South Conference.	
<b>Absentees:</b>	
Jen Heppel, Patriot League.	
<b>NCAA Staff Support in Attendance:</b>	
Ben Brownlee, Dan Calandro, Jay Fitzwater, Ashlee Follis, Barb Hallam, Ty Halpin, Rachel Seewald and Andy Supergan.	
<b>Other NCAA Staff Members in Attendance:</b>	
Brian Hainline, Anthony Holman, Greg Johnson, John Parsons and Jared Tidemann.	



**REPORT OF THE  
NCAA PLAYING RULES OVERSIGHT PANEL  
FEBRUARY 25, 2019, TELECONFERENCE**

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

1. **Welcome and announcements.** The chair welcomed those on the call and thanked everyone for their time.
2. **Duties and conflict of interest.** The panel reviewed the panel duties and the Conflict of Interest Policy from the Playing Rules Oversight Panel Policies and Procedures Manual.
3. **Review of the PROP Jan. 23, 2019, meeting report.** The panel approved the Jan. 23 annual meeting report.
4. **NCAA Women's Volleyball Rules Committee annual meeting report.** The panel reviewed the Women's Volleyball Rules Committee's Jan. 8-10 annual meeting report. Statistics regarding the challenge review system were discussed.
5. **NCAA Men's and Women's Water Polo Rules Subcommittee annual meeting report.** The panel reviewed the Men's and Women's Water Polo Rules Subcommittee's Dec. 2, 2018, annual meeting report.
6. **Soccer update.** The panel was advised that the NCAA Men's and Women's Soccer Rules Committee will be discussing the forfeit rule issue during its March 12-13 annual meeting. The panel was reminded that although this is a non-rules change year for soccer, the forfeit discussion was tabled last year in order to gather feedback from various other NCAA committees.
7. **Future meeting dates and times.** The panel was reminded of the teleconference schedule for 2019, with the next teleconference scheduled for Wednesday, April 17, at 1 p.m. Eastern time.
8. **Other business.** The panel was informed that field hockey is currently conducting its two-week comment period for two proposed rules modifications. Since the next PROP call is not until April 17, which is after the field hockey nonchampionship season, the panel was requested to consider an email vote if the proposals are supported by the membership. This timing will allow the membership the opportunity to use the new rules modifications during the nonchampionship season.

*Committee Chair: Jeff Hurd, Western Athletic Conference*  
*Staff Liaisons: Ben Brownlee, Championships and Alliances, Playing Rules and Officiating*  
*Dan Calandro, Championships and Alliances, Playing Rules and Officiating*  
*Ashlee Follis, Championships and Alliances, Playing Rules and Officiating*  
*Barb Hallam, Championships and Alliances, Playing Rules and Officiating*  
*Ty Halpin, Championships and Alliances, Playing Rules and Officiating*  
*Rachel Seewald, Championships and Alliances, Playing Rules and Officiating*  
*Andy Supergan, Championships and Alliances, Playing Rules and Officiating*

NCAA Playing Rules Oversight Panel February 25, 2019 Teleconference	
<b>Attendees:</b>	
Brad Bankston, Old Dominion Athletic Conference.	
Pat Britz, South Atlantic Conference.	
Jennifer Heppel, Patriot League.	
Jeff Hurd, Western Athletic Conference.	
Dave Roach, Fordham University.	
Ronda Seagraves, Concordia University Texas.	
Angie Torain, University of Notre Dame.	
Gary Williams, Wittenberg University.	
Matt Wilson, Gulf South Conference.	
<b>Absentees:</b>	
Chris Schneider, Big East Conference.	
Larry Scott, Pac-12 Conference.	
Kevin White, Truman State University.	
<b>NCAA Staff Liaisons in Attendance:</b>	
Ben Brownlee, Dan Calandro, Ashlee Follis, Barb Hallam, Ty Halpin, Rachel Seewald and Andy Supergan.	
<b>Other NCAA Staff Members in Attendance:</b>	
Jay Fitzwater and Greg Johnson.	

**NCAA Division III Management Council Meeting**  
**Noncontroversial Legislation for 2020 NCAA Convention**

Noncontroversial Proposals. These proposals are considered noncontroversial and necessary in the normal and orderly administration of the Association's legislation. They become effective when approved in legislative format by a three-fourths majority of the NCAA Division III Management Council and are ratified at the annual Convention business session.

Note. In the following proposals:

- Those letters and words that appear in ~~*italics and strikethrough*~~ are to be deleted;
- Those letters and words that appear in **bold and underlined** are to be added; and
- Those letters and words that appear in normal text are unchanged from the current Division III legislation.

Proposal Number	Title	Status	Source	Effective Date	Intent	Budget Impact
NC-2020-1	PLAYING AND PRACTICE SEASONS -- ATHLETICALLY RELATED ACTIVITIES -- VOLUNTARY OUT-OF-SEASON ACTIVITIES LIMITED PRIMARILY TO MEMBERS OF THE TEAM	Ready for Ratification Convention Vote.	NCAA Division III Management Council (Interpretations and Legislation Committee).	Immediate.	To permit student-athletes to participate in on-court or on-field activities that are limited primarily to members of that team provided those activities are not mandatory and are not organized or involve members of the coaching staff.	None.
NC-2020-2	COMMITTEE MEMBERSHIP -- WOMEN'S LACROSSE -- INCREASE FROM FIVE TO SEVEN MEMBERS	Ready for Consideration by Management Council.	NCAA Division III Management Council (Championships Committee).	August 1, 2019.	To increase the composition of the women's lacrosse committee from five to seven. The additional committee members will represent each of the two new sport regions.	\$4,000 for two additional committee members (travel, per diem, etc.).

<b>Proposal Number</b>	<b>Title</b>	<b>Status</b>	<b>Source</b>	<b>Effective Date</b>	<b>Intent</b>	<b>Budget Impact</b>
NC-2020-3	AMATEURISM -- EMPLOYMENT -- CRITERIA GOVERNING COMPENSATION TO STUDENT- ATHLETES-- RESTITUTION	Ready for Consideration by Management Council	NCAA Division III Management Council (Committee on Student-Athlete Reinstatement).	Immediate.	To amend Bylaw 14.2.1 to designate violations as restitution violations, which do not affect eligibility if the value of the benefit is \$200 or less, provided the student-athlete makes restitution to a charity of their choice prior to competing.	None.
NC-2020-4	EXECUTIVE REGULATIONS -- ELIGIBILITY FOR CHAMPIONSHIPS -- INELIGIBILITY FOR USE OF BANNED DRUGS -- DRUGS AND PROCEDURES SUBJECT TO RESTRICTIONS -- TAMPERING WITH AND MANIPULATION OF URINE SAMPLES	Ready for Consideration by Management Council.	NCAA Division III Management Council (Committee on Competitive Safeguards and Medical Aspects of Sports).	Immediate.	To clarify that tampering with an NCAA drug-test sample includes urine substitution and related methods; further, to clarify that manipulation of urine samples includes the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing.	None.



Proposal Number	Title	Status	Source	Effective Date	Intent	Budget Impact
NC-2020-5	MEMBERSHIP AND CHAMPIONSHIP -- CONDITIONS AND OBLIGATIONS OF MEMBERSHIP -- ELIGIBILITY FOR CHAMPIONSHIPS -- ATTESTATION AND CERIFICATION OF COMPLIANCE OBLIGATIONS	Ready for Consideration by Management Council.	NCAA Division III Management Council (Interpretations and Legislation Committee).	August 1, 2019	To specify that (a) An institution's chancellor or president shall attest, annually by October 15, to understanding the institutional obligations and personal responsibilities imposed by Constitution 2.1 (Principles of Institutional Control and Responsibility) and Constitution 2.8 (Principle of Rules Compliance); and (b) An institution's director of athletics shall certify, annually by October 15, that specified conditions for entry of individuals and teams in NCAA championship competition have been satisfied, including an attestation of understanding the institutional obligations and personal responsibilities imposed by Constitution 2.1. and Constitution 2.8 and that all athletics department staff members (full-time, part-time, clerical, volunteer) are aware of the institutional obligations and personal responsibilities imposed by Constitution 2.1 and Constitution 2.8.	None.

# Noncontroversial Legislation

**Division:** III

**Proposal Number:** NC-2020-1

**Title:** PLAYING AND PRACTICE SEASONS -- ATHLETICALLY RELATED ACTIVITIES -- VOLUNTARY OUT-OF-SEASON ACTIVITIES LIMITED PRIMARILY TO MEMBERS OF THE TEAM

**Convention Year:** 2020

**Date Submitted:** October 16, 2018

**Status:** Ready for Consideration by Management Council

**Effective Date:** Immediate

**IPOPL Number:**

**SPOPL Number:**

**Source:** NCAA Division III Management Council (Interpretations and Legislation Committee).

**Category:** Noncontroversial

**Topical Area:** Playing and Practice Seasons

**Intent:** To permit student-athletes to participate in on-court or on-field activities that are limited primarily to members of that team provided those activities are not mandatory and are not organized or involve members of the coaching staff.

**Bylaws:** Amend 17.02.1.1, as follows:

17.02.1.1 Athletically Related Activities. The following are considered athletically related activities:

[17.02.1.1-(a) through 17.02.1.1-(f) unchanged.]

(g) On-court or on-field activities called by any member(s) of a team ~~and confined primarily to members of that team~~ that are considered requisite for participation in that sport (e.g., captain's practices);

[17.02.1.1-(h) through 17.02.1.1-(k) unchanged.]

[17.02.1.1.1 unchanged.]

**Budget Impact:** None

**Co-sponsorship - Conference:**

None

**Co-sponsorship - Institution:**

None

**Position Statements:**

**Review History:**

Oct 16, 2018: Approved in Concept - Management Council and Interpretations and Legislation Committee

MC Supplement No. 8b, 1-(a)

**Additional Information:**

It is common for student-athletes to voluntarily engage in sport-specific activities with their teammates outside the declared playing season. However, current legislation requires these activities be open to individuals that are not part of the team, or the activity will constitute an impermissible captain's practice. The legislation should not unnecessarily limit opportunities for student-athletes to engage with each other in their sport. Rather, the legislation should focus on limiting coach involvement and mandatory activity outside the playing season so that the proper balance of athletics, academics and other interests may be maintained. This proposal clarifies that student-athletes could participate in activities limited to members of that team provided there is no athletics staff member involvement and the activity is voluntary.

### Legislative References

Legislative Cite	Title
17.02.1.1	Athletically Related Activities.

---

**Division:** III

**Proposal Number:** NC-2020-2

**Title:** COMMITTEE MEMBERSHIP -- WOMEN'S LACROSSE -- INCREASE FROM 5 TO 7 MEMBERS

**Convention Year:** 2020

**Date Submitted:** February 15, 2019

**Status:** Ready for Consideration by Management Council

**Effective Date:** August 1, 2019

**IPOPL Number:**

**SPOPL Number:**

**Source:** NCAA Division III Management Council (Championships Committee).

**Category:** Noncontroversial

**Topical Area:** Committees

**Intent:** To increase the composition of the women's lacrosse committee from five to seven. The additional committee members will represent each of the two new sport regions.

**Bylaws:** Amend Figure 21-1, as follows:

[Roll Call]

Figure 21-1 Committee Membership

**FIGURE 21-1**  
**Committee Membership**

<b>Committee</b>	<b>Number of Members</b>
Baseball Committee	8, including one member from each region.
Basketball Committee, Men's	8, including one member from each region.
Basketball Committee, Women's	8, including one member from each region.
Field Hockey Committee	6, including one member from each region.
Football Committee	8, consisting of two representatives from each of the four Division III football regions.
Golf Committee, Men's	6, including one member from each region.
Golf Committee, Women's	5, including one member from each region.
Ice Hockey Committee, Men's	4, including two members from both the East and West Regions (one administrator and one coach).
Ice Hockey Committee, Women's ( <i>Revised: 1/17/18 effective 8/1/19</i> )	5, including three members from the East Region and two members from the West Region/Independents (one coach from each region).
Lacrosse Committee, Men's	4, including two members from each of the North and South Regions (one administrator and one coach). Two representatives serving on the committee shall be athletics administrators, and two shall be coaching-staff members.
Lacrosse Committee, Women's ( <b><u>Revised: 1/23/19 effective 8/1/19</u></b> )	5 <b><u>7</u></b> , including one member from each region.
Rowing Committee, Women's	6, including one member from each region.
Soccer Committee, Men's	8, including one member from each region.
Soccer Committee, Women's	8, including one member from each region.
Softball Committee, Women's	8, including one member from each region.
Swimming and Diving Committee, Men's and Women's ( <i>Revised: 1/14/12 effective 8/1/12</i> )	8, three members shall represent men's swimming and diving interests and four members shall represent women's swimming and diving interests with two positions allocated for a man and three allocated for a woman and two unallocated with one additional member representing diving interests.
Tennis Committee, Men's	4, including one member from each region.
Tennis Committee, Women's	4, including one member from each region.
Track and Field and Cross Country Committee, Men's and Women's ( <i>Revised: 1/14/12 effective 8/1/12</i> )	8, four members shall represent men's track and field interests and four members shall represent women's track and field interests with four positions allocated for men and four allocated for women. There shall be one representative elected from each of the Division III track and field regions.*
Volleyball Committee, Men's	4, including two members from each region.
Volleyball Committee, Women's	8, including one member from each region.
Wrestling Committee ( <i>Revised: 1/14/12 effective 8/1/12</i> )	6, including one member from each region.

\* The Men's and Women's Track and Field and Cross Country Committee shall be responsible for the Division III cross country, indoor track and field, and outdoor track and field championships.

[Figure 21-1 unchanged.]

**Budget Impact:** \$4,000 for two additional committee members (travel, per diem, etc.).

**Co-sponsorship - Conference:**  
None

**Co-sponsorship - Institution:**  
None

**Position Statements:**

**Review History:**

Jan 23, 2019: Approved in Concept - Management Council Supplement No. 5.b, Item No. 1

**Additional Information:**

With continued sponsorship growth to more than 290 programs, regional realignment with a corresponding increase to the committee composition would provide several improvements for the sport, including balance of teams among regions. Currently, the regions vary from as high as 70 programs to a low of 44. A seven-region alignment would most effectively serve the sport based on sport sponsorship and anticipated growth. The two new committee members would contribute to the work of the women's lacrosse committee and provide leadership and oversight as teams are evaluated and ranked in their respective regions.

**Legislative References**

Legislative Cite	Title
Figure 21-1	Committee Membership

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**Division:** III

**Proposal Number:** NC-2020-3

**Title:** AMATEURISM -- EMPLOYMENT -- CRITERIA GOVERNING COMPENSATION TO STUDENT-ATHLETES--RESTITUTION

**Convention Year:** 2020

**Date Submitted:** February 15, 2019

**Status:** Ready for Consideration by Management Council

**Effective Date:** Immediate

**IPOPL Number:**

**SPOPL Number:**

**Source:** NCAA Division III Management Council (Committee on Student-Athlete Reinstatement).

**Category:** Noncontroversial

**Topical Area:** Amateurism

**Intent:** To amend Bylaw 14.2.1 to designate violations as restitution violations, which do not affect eligibility if the value of the benefit is \$200 or less, provided the student-athlete makes restitution to a charity of their choice prior to competing.

**Bylaws:** Amend 12.4, as follows:

12.4.1 Criteria Governing Compensation to Student-Athletes. All compensation received by a student-athlete must be consistent with the limitations on financial aid set forth in Bylaw 15. Compensation may be paid to a student-athlete: **[R]**

(a) Only for work actually performed; and

(b) At a rate commensurate with the going rate in that locality for similar services.

**Budget Impact:** None.

**Co-sponsorship - Conference:**  
None

**Co-sponsorship - Institution:**  
None

**Position Statements:**

**Review History:**

Jan 23, 2019:	Approved in Concept - Management Council , Committee on Student-Athlete Reinstatement	Supplement No. 9, item no. 1
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**Additional Information:**

Currently, violations of Bylaw 12.4.1 require an institution to file a student-athlete reinstatement request for the involved student-athlete regardless of the amount of impermissible compensation. The NCAA Division III Committee on Student-Athlete Reinstatement noted the NCAA student-athlete reinstatement staff typically reinstates the eligibility of the involved student-athlete based on repayment of the value of the

impermissible compensation to charity when the amount is \$200 or less. The committee agreed this proposal will reduce bureaucracy and increase efficiency for Division III institutions and align Bylaw 12.4.1 with other restitution bylaws in the amateurism legislation. Impermissible compensation to student-athletes in any amount remains an institutional violation that must be reported to the NCAA enforcement staff.

#### **Legislative References**

<b>Legislative Cite</b>	<b>Title</b>
12.4.1	Criteria Governing Compensation to Student-Athletes.

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**Division:** III

**Proposal Number:** NC-2020-4

**Title:** EXECUTIVE REGULATIONS -- ELIGIBILITY FOR CHAMPIONSHIPS -- INELIGIBILITY FOR USE OF BANNED DRUGS -- DRUGS AND PROCEDURES SUBJECT TO RESTRICTIONS -- TAMPERING WITH AND MANIPULATION OF URINE SAMPLES

**Convention Year:** 2020

**Date Submitted:** February 15, 2019

**Status:** Ready for Consideration by Management Council

**Effective Date:** Immediate

**IPOPL Number:**

**SPOPL Number:**

**Source:** NCAA Division III Management Council (Committee on Competitive Safeguards and Medical Aspects of Sports).

**Category:** Noncontroversial

**Topical Area:** Executive Regulations

**Intent:** To clarify that tampering with an NCAA drug-test sample includes urine substitution and related methods; further, to clarify that manipulation of urine samples includes the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing.

**A. Bylaws:** Amend 18.4, as follows:

18.4 Eligibility for Championships.

[18.4.1 unchanged.]

18.4.1.5.3 Breach of NCAA Drug-Testing Program Protocol. A student-athlete who is in breach of the NCAA drug-testing program protocol (e.g., no show) shall be considered to have tested positive for the use of a substance in a banned drug class other than "illicit drugs."

18.4.1.5.3.1 Tampering With a Drug-Test Sample. A student-athlete who is involved in a case of clearly observed tampering with an NCAA drug test sample (**e.g., urine substitution and related methods**), as documented per NCAA drug-testing protocol by a drug-testing crew member, shall be charged with the loss of two seasons of participation in all sports if the season of competition has not yet begun for that student-athlete or the equivalent of two full seasons of participation in all sports if the student-athlete is involved in tampering with a drug-test sample during his or her season of participation (the remainder of contests in the current season and contests in the following two seasons up to the period of time in the initial season in which the student-athlete was declared ineligible). The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending two calendar years (i.e., 730 days) after the student-athlete was involved in the tampering with a drug test sample and until he or she tests negative (in accordance with the testing methods authorized by the Board of Governors.

[18.4.1.5.4 through 18.4.1.5.7 unchanged.]

[18.4.2 unchanged.]

**B. Administrative:** Amend 31.2, as follows:

## 31.2 Eligibility for Championships.

[31.2.1 through 31.2.2 unchanged.]

31.2.3 Ineligibility for Use of Banned Drugs. See Bylaw 18.4.1.5 for the details related to ineligibility for use of banned drugs.

[31.2.3.1 unchanged.]

31.2.3.1.1 Drugs and Procedures Subject to Restrictions. The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:

[31.2.3.1.1-(a) through 31.2.3.1.1-(c) unchanged.]

(d) Manipulation of Urine Sample. The Board of Governors bans the use of substances and methods **(e.g., diuretics, probenecid, bromantan or related compounds, epitesterone)** that alter the integrity and/or validity of urine samples provided during NCAA drug testing. ~~Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration.~~

[31.2.3.1.1-(e) through 31.2.3.1.1-(f) unchanged.]

[31.2.3.1.2 unchanged.]

[31.2.3.2 through 31.2.3.5 unchanged.]

**Budget Impact: None.**

**Co-sponsorship - Conference:**

None

**Co-sponsorship - Institution:**

None

**Position Statements:**

**Review History:**

Jan 23, 2019: Approved in Concept - Management Council Supplement No. 10.b, Item No. 1.b

### Additional Information:

Due to changes made to drug-testing legislation in 2012, NCAA legislation surrounding tampering and manipulation is unclear. This recommendation would clarify that urine substitution (and related methods) is tampering and carries a more significant penalty. This recommendation is consistent with the original intent of tampering legislation, as recommended by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sport. In October 2018, the NCAA Division I Council adopted NCAA Division I Proposal No. M-2018-1 to address this recommendation. The committee requested that NCAA Division II and III take similar action to clarify this issue.

### Legislative References

Legislative Cite	Title
18.4	Eligibility for Championships.
18.4.1.5.3	Breach of NCAA Drug-Testing Program Protocol.
18.4.1.5.3.1	Tampering With a Drug-Test Sample.

Legislative Cite	Title
31.2	Eligibility for Championships.
31.2.3	Ineligibility for Use of Banned Drugs.
31.2.3.1.1	Drugs and Procedures Subject to Restrictions.

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**Division:** III

**Proposal Number:** NC-2020-5

**Title:** MEMBERSHIP AND CHAMPIONSHIPS -- CONDITIONS AND OBLIGATIONS OF MEMBERSHIP -- ELIGIBILITY FOR CHAMPIONSHIPS -- ATTESTATION AND CERTIFICATION OF COMPLIANCE OBLIGATIONS

**Convention Year:** 2020

**Date Submitted:** March 14, 2019

**Status:** Ready for Consideration by Management Council

**Effective Date:** August 1, 2019

**IPOPL Number:**

**SPOPL Number:**

**Source:** NCAA Division III Management Council (Interpretations and Legislation Committee).

**Category:** Noncontroversial

**Topical Area:** Membership

**Intent:** To specify that (a) An institution's chancellor or president shall attest, annually by October 15, to understanding the institutional obligations and personal responsibilities imposed by Constitution 2.1 (Principles of Institutional Control and Responsibility) and Constitution 2.8 (Principle of Rules Compliance); and (b) An institution's director of athletics shall certify, annually by October 15, that specified conditions for entry of individuals and teams in NCAA championship competition have been satisfied, including an attestation of understanding the institutional obligations and personal responsibilities imposed by Constitution 2.1 and Constitution 2.8 and that all athletics department staff members (full-time, part-time, clerical, volunteer) are aware of the institutional obligations and personal responsibilities imposed by Constitution 2.1 and Constitution 2.8.

**A. Constitution:** Amend 3.2, as follows:

3.2 Active Membership.

[3.2.1 through 3.2.3 unchanged.]

3.2.4 Conditions and Obligations of Membership.

3.2.4.1 General. The active members of this Association agree to administer their athletics programs in accordance with the constitution, bylaws and other legislation of the Association.

[3.2.4.2 through 3.2.4.12 unchanged.]

**3.2.4.13 Chancellor or President Attestation of Compliance Obligations. An active member institution shall not be eligible to enter a team or individual competitors in an NCAA championship and shall be subject to removal from and/or ineligibility of individuals to serve on an NCAA board, council or committee unless its president or chancellor attests to understanding the institutional obligations and personal responsibilities imposed by Constitution 2.1 (Principle of Institutional Control and Responsibility) and Constitution 2.8 (Principle of Rules Compliance) annually by October 15. [See Bylaw 31.2.1-(d)].**

3.2.4.14 Compliance-Related Certification. A member institution shall not be eligible to enter a team or individual competitors in an NCAA championship and shall be subject to removal from and/or ineligibility of individuals to serve on an NCAA board, council or committee unless *its president or chancellor makes*

~~an annual institutional eligibility certification~~ **it certifies** [see Bylaw 31.2.1-(d)] attesting that the conditions specified **of Bylaw 31.2.1.7** have been satisfied.

[3.2.4.14 through 3.2.4.21 renumbered as 3.2.4.15 through 3.2.4.22, unchanged.]

[3.2.5 through 3.2.6 unchanged.]

**B. Administrative:** Amend 31.2, as follows:

31.2 Eligibility for Championships.

31.2.1 Institutional Eligibility. To be eligible to enter a team or an individual in NCAA championship competition, an institution shall recognize the sport involved as a varsity intercollegiate sport (see Bylaw 17.02.13) and shall:

[31.2.1-(a) through 31.2.1-(c) unchanged.]

**(d) The institution's chancellor or president shall attest to understanding the institutional obligations and personal responsibilities imposed by Constitution 2.1 (Principle of Institutional Control and Responsibility) and Constitution 2.8 (Principle of Rules Compliance) annually by October 15;**

~~(d) e) Certify through its president or chancellor on a form approved by the Management Council, the~~ **The institution's director of athletics shall certify, annually by October 15, the** institution's compliance with NCAA legislation. ~~The certification of compliance shall be completed not later than September 15, shall be kept on file at the institution, and shall adhere to the requirements set forth in~~ Bylaw 31.2.1.7;

[31.2.1-(e) through 31.2.1-(h) relettered as 31.2.1-(f) through 31.2.1-(i), unchanged.]

[31.2.1.1 through 31.2.1.6 unchanged.]

31.2.1.7 Certification of Compliance -- Requirements. The **institution's director of athletics shall certify that the** following conditions ~~shall be~~ **have been** satisfied. **(See Constitution 3.2.4.14)**

31.2.1.7.1 NCAA Rules Review. The ~~president or chancellor,~~ **director of athletics** or a designated representative, has reviewed with all athletics department staff members the rules and regulations of the NCAA as they apply to the administration and conduct of intercollegiate athletics.

31.2.1.7.2 Attestation of Compliance Obligations. The ~~president or chancellor and all athletics department staff members (full time, part time, clerical, volunteer) shall attest that the obligations in~~ **director of athletics attests to understanding the institutional obligations and personal responsibilities imposed by** Constitution 2.1 (Principle of Institutional Control and Responsibility) and Constitution 2.8 (Principle of Rules Compliance) ~~have been met. (See Constitution 3.2.4.13.)~~ **and that all athletics department staff members (full-time, part-time, clerical, volunteer) are aware of the institutional obligations and personal responsibilities imposed by Constitution 2.1 and Constitution 2.8 annually by October 15.**

31.2.1.7.3 Coaching Staff Disciplinary Actions. At the time of such certification, and as a result of involvement in a violation of the Association's legislation as determined by the Committee on Infractions or the Management Council, no current member of the institution's coaching staff:

[31.2.1.7.3-(a) through 31.2.1.7.3-(c) unchanged.]

31.2.1.7.3.1 Period of Suspension or Prohibition. The period of suspension or prohibition established by the Committee on Infractions or the Management Council must be in effect for the provisions set forth in Bylaw 31.2.1.7.3 to apply.

31.2.1.7.3.2 Due-Process Requirement. The affected coaching staff member must be given through the appropriate institution notice of an opportunity to be heard at both the NCAA hearing resulting in the finding of involvement in the violation and the institutional hearing resulting in suspension or prohibition.

31.2.1.7.4 Certification of Policies, Procedures and Practices. The policies, procedures and practices of the institution, its staff members and representatives of its athletics interests are in compliance at the

present time with the Association's legislation insofar as the ~~president or chancellor~~ **director of athletics** can determine.

[31.2.1.7.5 through 31.2.1.7.6 unchanged.]

[31.2.1.8 through 31.2.1.10 unchanged.]

[31.2.2 through 31.2.3 unchanged.]

**Budget Impact:** None.

**Co-sponsorship - Conference:**

None

**Co-sponsorship - Institution:**

None

**Additional Information:**

In August 2018, in response to a recommendation from the Commission on College Basketball and the Board of Governors, the Division III Presidents Council approved Noncontroversial Proposal No. NC-2019-13. After adoption of this proposal, additional review resulted in the need to further refine the appropriate accountability and responsibilities of chancellor and president and director of athletics. Specifically, the proposal shifts some compliance certification requirements related to the athletics program from the chancellor or president to the athletics director while maintaining that the chancellor or president affirms understanding the institutional and personal obligations. Additionally, this proposal relieves athletics staff from the administrative requirement of having each staff member provide a written attestation of rules compliance. Institutions must still inform staff of their obligations but will have the discretion to determine the best way to ensure this is completed. The changes reflected in this proposal more appropriately clarify the roles and responsibilities of chancellors, presidents and athletics directors with respect to rules compliance.

**Legislative References**

Legislative Cite	Title
3.2	Active Membership.
3.2.4	Conditions and Obligations of Membership.
3.2.4.1	General.
3.2.4.13	Compliance-Related Certification.
31.2	Eligibility for Championships.
31.2.1	Institutional Eligibility.
31.2.1.7	Certification of Compliance -- Requirements.
31.2.1.7.1	NCAA Rules Review.
31.2.1.7.2	
31.2.1.7.3	Coaching Staff Disciplinary Actions.
31.2.1.7.3.1	Period of Suspension or Prohibition.
31.2.1.7.3.2	Due-Process Requirement.
31.2.1.7.4	Certification of Policies, Procedures and Practices.



**NCAA Division III Management Council Meeting  
Administrative Legislation for 2020 Convention**

Administrative Regulations. The NCAA Division III Management Council is empowered to adopt or revise administrative regulations consistent with the provisions of the constitution and bylaws, subject to amendment by the NCAA Division III membership, for the implementation of policy established by legislation governing the general activities of each division. These administrative bylaws become part of the NCAA Division III legislation and are considered adopted when approved in legislative format by the management council. They are not required to be ratified at the annual Convention business session.

Note. In the following proposals:

- Those letters and words that appear in ~~*italics and strikethrough*~~ are to be deleted.
- Those letters and words that appear in **bold and underlined** are to be added; and
- Those letters and words that appear in normal text are unchanged from the current Division III legislation.

Proposal Number	Title	Status	Source	Effective Date	Intent	Budget Impact
ADM-2020-1	EXECUTIVE REGULATIONS-- ELIGIBILITY FOR CHAMPIONSHIPS-- ADMINISTRATION OF NCAA CHAMPIONSHIPS-- SECONDARY CRITERIA--NON- DIVISION III STRENGTH-OF- SCHEDULE	Adopted Final	NCAA Division III Management Council (Championships Committee).	Immediate	To eliminate Non- Division III strength of schedule as a secondary criterion from the ranking and selection process.	None

# Administrative Legislation

**Division:** III

**Proposal Number:** ADM-2020-1

**Title:** EXECUTIVE REGULATIONS--ELIGIBILITY FOR CHAMPIONSHIPS--ADMINISTRATION OF NCAA CHAMPIONSHIPS--SECONDARY CRITERIA--NON-DIVISION III STRENGTH-OF-SCHEDULE

**Convention Year:** 2020

**Date Submitted:** October 16, 2018

**Status:** Adopted Final

**Effective Date:** Immediate

**IPOPL Number:**

**SPOPL Number:**

**Source:** NCAA Division III Management Council (Championships Committee).

**Category:** Administrative Regulation

**Topical Area:** Championships/Postseason Events

**Intent:** To eliminate Non-Division III strength of schedule as a secondary criteria from the ranking and selection process.

**Administrative:** Amend 31.3.4.2.2, as follows:

31.3.4.2.2 Secondary Criteria -- Ranking and Selection.

[31.3.4.2.2-(a) through 31.3.4.2.2-(b) unchanged.]

~~(c) Non-Division III strength of schedule; and~~

[31.3.4.2.2-(d) relettered as 31.3.4.2.2-(c), unchanged.]

[31.3.4.2.2.1 unchanged.]

**Rationale:** Non-Division III strength-of-schedule was added to secondary criteria in 2013 at the point when secondary criteria changed from "out-of-region" Division III opponents to "non-Division III." However, the metric has not been included in the data to this point and, if it were, is not considered a relevant metric due to the small sample size of non-Division III opponents. As such, this metric is not necessary and should be eliminated from the selection criteria.

**Budget Impact:** None

**Co-sponsorship - Conference:**  
None

**Co-sponsorship - Institution:**  
None

**Position Statements:**

**Review History:**

Oct 16,  
2018:

Approved in Concept - Championships Committee

MC Supplement No. 7d,  
1-(a)



Jan 23,  
2019:

Approved in Concept and Adopted in Final Legislative  
Format - Management Council

Supplement No. 22

**Additional Information:**

**Legislative References**

Legislative Cite	Title
31.3.4.2.2	Secondary Criteria -- Ranking and Selection.

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**REPORT OF THE NCAA DIVISION III  
DIVERSITY AND INCLUSION WORKING GROUP  
FEBRUARY 11, 2019, TELECONFERENCE**

**ACTION ITEM.**

- None.

**INFORMATIONAL ITEMS.**

1. **Welcome and Roster.** The chair, Gerard Bryant, commenced the NCAA Division III Diversity and Inclusion Working Group teleconference a 12:05 p.m. Eastern time Monday, February 11, 2019. He welcomed the working group and conducted a roll call.
2. **Report of December 18, 2018, Teleconference.** The working group reviewed the report and gave staff an editorial edit.
3. **Division III Mandatory Student-Athlete Graduation Rate Reporting Legislation.** The chair congratulated the working on its efforts leading up to the vote on the student-athlete graduation rate reporting. The proposal passed with 88 percent of the vote. Next steps include the following:
  - a. Institutions will be required to report their student-athlete data beginning in the 2020 reporting cycle which runs from March 1 to June 2020. The data will be submitted through the Academic Portal available via My Apps on ncaa.org.
  - b. The person on campus who is currently reporting the required student-body data already has access to the Academic Portal. Institutions should make this person aware of the new requirement.
  - c. If an institution is currently participating in the voluntary collection of student-athlete graduation rate data, nothing changes.
  - d. For those institutions not currently reporting, staff strongly encourages them to use the 2019 reporting cycle as a test-run. The reporting window opens March 1 and closes June 1, 2019.
  - e. Staff will provide numerous educational resources.
4. **Division III Student Immersion Program Feedback.** Staff provided the results of the 2019 Student Immersion Program participant surveys. The feedback was overwhelmingly positive. Staff noted that the 2019 participants are invited to the Next Steps Program held in conjunction with the NCAA Career in Sports Forum in early June in Indianapolis.

5. **NCAA Minority Opportunities and Interests Committee Proposed Legislation.** The chair provided an update on possible 2020 NCAA Convention legislation sponsored by MOIC. The proposal would require an athletics diversity and inclusion designation. Responsibilities include receipt and dissemination of NCAA information related to matters of diversity and inclusion. The implementation of the designation would provide tangible and practical support to the NCAA's Presidential Pledge initiative. The working group provided feedback.
6. **Update on NCAA Presidential Pledge.** Staff provided an update on how this initiative is moving from a commitment phase to action.
7. **Other Business.** The chair reminded the working group of the upcoming NCAA Inclusion Forum in late April in Atlanta.
8. **Next Steps.** The chair summarized the working group's next steps.
9. **Future teleconferences.** Staff will send out a doodle for future quarterly teleconferences in April, July, October and January.
10. **Adjournment.** The call adjourned at 12:38 p.m. Eastern time.

*Staff Liaisons: Louise McCleary, Division III Governance  
Sonja Robinson, Office of Inclusion  
Amy Wilson, Office of Inclusion*

NCAA Division III Diversity and Inclusion Working Group Teleconference date: February 11, 2019	
<b>Attendees:</b>	
Javier Cevallos, Framingham State University	
Gerard Bryant, John Jay College of Criminal Justice	
Jason Fein, Bates College	
Cat Lanigan, Juniata College	
Joe Onderko, Presidents Athletic Conference	
Dan Schumacher, University of Wisconsin, Eau Claire	
Jason Verdugo, Hamline University	

<b>Absentees:</b>
Nnenna Akotaobi, Swarthmore College Natalie Winkelfoos, Oberlin College Nicolle Wood, Salem State University
<b>NCAA Staff Support in Attendance:</b>
Louise McCleary, Sonja Robinson and Amy Wilson.
<b>Other in Attendance:</b>
None.



**REPORT OF THE  
NCAA DIVISION III FACULTY ATHLETICS REPRESENTATIVE  
ENGAGEMENT WORKING GROUP  
JANUARY 9, 2019, TELECONFERENCE**

**KEY ITEMS**

- **Next steps.** The working group identified three key objectives moving forward. First is to continue to promote the best-practices materials. The second is to work toward the development of educational resources for the faculty athletics representative (FAR). Third is potential Division III legislation to codify certain responsibilities and expectations of the FAR on the campus, conference and national levels.

The group acknowledged the need to reconsider the structure and charge of the group in order to accomplish these objectives. Members are committed to the development of a detailed action plan in this regard to be presented to the Division III Management Council at their April meeting.

**ACTION ITEMS**

- None.

**INFORMATIONAL ITEMS**

1. **Welcome.** The NCAA Division III FAR Engagement Working Group commenced business at 11:00 a.m. Eastern time Wednesday January 9, 2019.
2. **Review of resources developed by the working group.** The final version of “The Highly Engaged FAR: Recommendations for the Campus, the Conference and the FAR” resource was shared with the group. It will be distributed in hardcopy at the NCAA National Convention along with two one-page resources – “The Highly Engaged FAR: Recommendations for the Campus” and “The Highly Engaged FAR: Recommendations for the Conference”. All three resources are available via [ncaa.org](http://ncaa.org) and the website for the Faculty Athletics Representatives Association (FARA) and will be promoted widely in the coming months.
3. **Next Steps: Promotion of best-practices materials.** With the development of the best practice’s resources complete, the working group noted the importance of continued promotion of the materials across a range of groups and venues. Coordinating efforts with Division III governance committees, Division III conference offices, FARA and NCAA staff will be imperative. A detailed plan will be developed in the coming months.
4. **Next Steps: Potential development of education models and resources.** The group is committed to further research and potential development of education models and resources for FARs. The Division III FAR Institute was recognized as one valuable resource that they want to support and help towards further development. They also recognized Division III University as a means to deliver educational material to FARs and athletics administrators on campus and in conference offices. Opportunities for outreach and education at the FARA fall meeting, Regional Rules Seminars and the NCAA Convention were noted as well.

5. **Next Steps: Potential Division III Legislation.** The group discussed various forms of legislation all with the goal of codifying the responsibilities and expectations of the FAR role at the campus, conference and national level. Under the umbrella of professional development, a requirement for FARs to attend national events and complete education modules were presented as possibilities. Requiring Division III institutions to develop a FAR job description with a set of standard responsibilities incorporated was also discussed. These ideas and others will be included on future agendas. No timeline for future legislation was determined.
6. **Next Steps: Future of the Working Group.** The group noted the current momentum given the release of the best practices resources and felt it would be premature to discontinue the working group. While there was a consensus to continue the work already begun, there was acknowledgement that meeting the established objectives would be difficult given the group's current structure and charge. In the coming weeks, a detailed plan will be developed and presented to the Management Council at its April meeting to evolve the working group into a new entity. Preliminary discussions affirmed the desire to ensure the structure of the group includes representation from Division III governance committees, Conference Commissioners, FARA leadership and Division III FAR Institute leadership. This new entity would serve as an advisory group to help guide the development of education models and resources, engagement opportunities and potential Division III legislation.
7. **Adjournment.** The meeting adjourned at 12:00 p.m.

*Staff Liaison: Eric Hartung, Research*

NCAA DIVISION III FACULTY ATHLETICS REPRESENTATIVE ENGAGEMENT WORKING GROUP January 9, 2019	
Attendees	Absentees
Kurt Beron, University of Texas, Dallas	Brad Bankston, Old Dominion Athletic Conference
Les Canterbury, University of Redlands	Sean Cain, Adrian College
Nancy Hubbard, Goucher College	Dan Fisher, Landmark Conference
Scott Kilgallon, Webster College	
Dennis Leighton, University of New England	
Cheryl Stuntz, St. Lawrence University	
Karen Thompson-Wolfe, Westminster College (MO)	
Michelle Walsh, Vassar College	
NCAA Staff Support in Attendance:	
Eric Hartung and Mike Miranda	



**REPORT OF THE  
NCAA DIVISION III FACULTY ATHLETICS  
REPRESENTATIVE ENGAGEMENT WORKING GROUP  
FEBRUARY 2019 TELECONFERENCE**

**ACTION ITEMS.**

- That Management Council approve the creation of the Division III Faculty Athletics Representative (FAR) Advisory Group. [See Attachment for details.]

The Working Group determined a new entity would serve as an advisory group to help guide the development of education models and resources, engagement opportunities and potential Division III legislation. These objectives would be difficult given the group's current structure and charge.

**INFORMATIONAL ITEMS.**

1. **Welcome.** The FAR Engagement Working Group commenced business at 3 p.m. Eastern time February 28, 2019.
2. **Review of January 9, 2019, teleconference report.** The report was reviewed and accepted.
3. **Creation of the Division III Faculty Athletics Representatives Advisory Group.** The group discussed the mission, structure and responsibilities associated with the creation of an advisory group to replace the DIII FAR Engagement Working Group. [See Attachment]
4. **Adjournment.** The meeting adjourned at 3:45 p.m.

*Staff Liaison: Eric Hartung, Research*

<b>NCAA DIVISION III FACULTY ATHLETICS REPRESENTATIVE ENGAGEMENT WORKING GROUP February 28, 2019</b>	
<b>Attendees</b>	<b>Absentees</b>
Brad Bankston, Old Dominion Athletic Conference	
Kurt Beron, University of Texas, Dallas	
Les Canterbury, University of Redlands	
Dan Fisher, Landmark Conference	
Nancy Hubbard, Goucher College	
Scott Kilgallon, Webster College	
Dennis Leighton, University of New England	
Cheryl Stuntz, St. Lawrence University	
Michelle Walsh, Vassar College	
NCAA Staff Support in Attendance:	
Eric Hartung and Mike Miranda	



### **Division III Faculty Athletics Representatives (FAR) Advisory Group**

#### Mission

Collaborate with Division III governance committees, NCAA staff, the Faculty Athletics Representatives Association (FARA), the Division III Faculty Athletics Representative Institute and others to help guide the development of education models and resources, engagement opportunities and potential Division III legislation related to Division III FARs.

#### Reporting Line

The Advisory Group will report to the Division III Management Council. The currently appointed FAR on the Management Council serving on the Advisory Group will deliver the reports.

#### Structure

Eight members including:

- One FAR currently appointed to the Division III Management Council. Term of service concurrent with term on the Division III Management Council.
- One FAR currently serving on the FARA Executive Committee and not currently appointed to the Division III Management Council. Term of service concurrent with term on the FARA Executive Committee.
- One Division III Conference Commissioner. Appointed by the Division III Commissioners Association (D3CA). Term of service: two years.
- One Division III Director of Athletics. Appointed by the National Association of Division III Athletics Administrators (NADIII AA). Term of service: two years.
- One Division III Student-Athlete Advisory Committee (SAAC) member. Appointed by the DIII SAAC. Term of service concurrent with term on the DIII SAAC.
- Two FARs appointed by FARA who are not currently serving on the FARA Executive Committee or the Division III Management Council. Term of service: two years.
- One At-Large Member. Appointed by the Advisory Group. Term of service: two years. May hold any campus designation (e.g., Senior Woman Administrator, President/Chancellor, FAR).

The Chair of the Advisory Group will be determined by vote of the Advisory Group.

#### Meeting Frequency

At a minimum, the group will hold quarterly teleconferences timed appropriately in order to provide a report to the Division III Management Council at their quarterly meetings.

#### Advisory Group Activities

- Provide guidance on the promotion of The Highly Engaged FAR materials.
- Advise the Division III FAR Institute Steering Committee on the Institute's educational model and related materials.
- Collaborate with FARA on potential Division III programming at the FARA fall meetings.
- Advise Division III staff on FAR-related programming at NCAA events such as the National Convention, Regional Rules Seminars, and Conference Rules Seminars.
- Provide guidance to the Division III Management Council as it related to proposed legislation and policy that has a potential impact on FAR's or where a FAR perspective is needed.



REPORT OF THE  
NCAA DIVISION III LGBTQ WORKING GROUP  
JANUARY 29, 2019, TELECONFERENCE

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

1. **Welcome and roster.** The chair, Neil Virtue, welcomed the group, and staff conducted a roll call. Virtue informed the working group that Steve Cantrell, director of athletics at Delaware Valley University, recently replaced Mike Vienna on the working group. Cantrell was not able to participate on the teleconference due to other commitments.
2. **Report of November 28, 2018, teleconference report.** The working group reviewed and approved the teleconference report.
3. **Mission statement.** The working group reviewed its mission statement. The mission statement is a living document and henceforth may be modified at any time.
4. **LGBTQ programming.** The working group continued to discuss its fourth priority initiative: the Division III LGBTQ ONETEAM program. Staff informed the group that the NCAA expects to hire Nevin Caple, co-founder and managing partner of LGBT SportSafe, and Dr. Pat Griffin, professor emerita at the University of Massachusetts, Amherst, to develop a structure and content for the Division III ONETEAM facilitator training and the ONETEAM campus/conference program. Staff will conduct bi-weekly teleconferences with Caple and Griffin for progress reports, content review and general communication. The working group will not be directly involved in content development; however, staff will provide updates and may solicit feedback from the group to ensure the programming, curricula, and resources align with the philosophy and culture of Division III.

*Timeline.* Staff shared a general implementation timeline for the program.

- a. Mid-February to early-April: Open NCAA Program Hub application for the ONETEAM facilitator training.
- b. Early-April: Select and notify participants for the ONETEAM facilitator training.
- c. Late-May/early-June: Conduct ONETEAM facilitator training in Indianapolis.

*Selection subcommittee.* The following group members agreed to serve on the ONETEAM selection subcommittee to select participants for the facilitator training: Kyrstin Krist; Donna Ledwin; and Steve Cantrell. Staff informed the subcommittee that they will review all applications independently in early-April, followed by an hour teleconference to select

participants using a ranking rubric. Staff will send subcommittee members a doodle poll to schedule the April teleconference.

- 5. LGBTQ recognition event.** The working group continued to discuss its fifth priority initiative: Establish a Division III LGBTQ recognition event. Staff reminded the group that during the previous teleconference, they agreed an annual event is preferred, pending financial viability and membership interest. The working group discussed several suggestions and ideas for structuring a recognition event but ultimately agreed that a subcommittee is better suited to engage in initial program development.

*Recognition event subcommittee.* The following group members agreed to serve on the Division III LGBTQ Recognition Event Subcommittee: Brit Katz and Neil Virtue. Staff will solicit via email at least one additional person to serve on the subcommittee.

- 6. Future teleconferences.** Staff noted the next working group teleconference is scheduled for 3 p.m. Eastern time, Monday, March 11.

*Committee Chair:* Neil Virtue, Mills College  
*Staff Liaison(s):* Louise McCleary, Division III Governance  
Jean Merrill, Office of Inclusion

NCAA Division III LGBTQ Working Group January 29, 2019, Teleconference	
<b>Attendees:</b>	
R. Brit Katz, Millsaps College.	
Christopher Kimball, California Lutheran University.	
Kyrstin Krist, Methodist University.	
Donna Ledwin, Allegheny Mountain Collegiate Conference.	
Julie Shaw, Gonzaga University	
Neil Virtue, Mills College.	
<b>Absentees:</b>	
Steve Cantrell, Delaware Valley University.	
Mikayla Costello, Willamette University.	
Crystal Lanning, University of Wisconsin – River Falls.	
Emet Marwell, Mount Holyoke College.	
Kathleen Murray, Whitman College.	
<b>NCAA Staff in Attendance:</b>	
Louise McCleary, Jean Merrill.	



REPORT OF THE  
NCAA DIVISION III LGBTQ WORKING GROUP  
MARCH 11, 2019, TELECONFERENCE

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

1. **Welcome and roster.** The chair Neil Virtue welcomed the group, and staff conducted a roll call. The group welcomed its newest member Steve Cantrell, director of athletics at Delaware Valley University. Cantrell replaced Mike Vienna as the Division III Management Council member on the working group. The group also welcomed Dr. Pat Griffin, professor emerita at the University of Massachusetts, Amherst. Griffin joined the teleconference to provide an overview of the ONETEAM facilitator program being developed by Griffin and Nevin Caple, co-founder and managing partner of LGBT SportSafe.
2. **Report of January 29, 2019, teleconference report.** The working group reviewed and approved the teleconference report.
3. **Mission statement.** The working group reviewed its mission statement. The mission statement is a living document and henceforth may be modified at any time.
4. **ONETEAM facilitator program selection subcommittee.** The working group reviewed the scoring guide that the selection committee will use to select up to 30 participants in the ONETEAM facilitator program. The selection subcommittee will select participants during a teleconference in April.
5. **ONETEAM program.** Dr. Pat Griffin provided an update on the outline, content and resources being developed for the ONETEAM facilitator program and the ONETEAM campus program. Griffin noted that the executive summary of the 2018 LGBTQ Division III membership survey has helped inform and guide program development. The working group provided feedback and underscored the importance of designing a ONETEAM program that aligns with the Division III philosophy and addresses the unique needs, challenges and interests of Division III.
6. **Working group attendance at ONETEAM program.** Working group members identified their interest and availability to attend the ONETEAM facilitator program either in May or in December.
7. **LGBTQ recognition event.** Staff reminded the group that a subcommittee was established to develop an LGBTQ recognition event. The subcommittee will have a teleconference in mid-March.

**8. Future teleconferences.** Staff will send a doodle request to determine availability for the next two teleconferences.

**9. Other business.** Staff reminded the group that the NCAA Inclusion Forum will be April 26-28 in Atlanta.

*Committee Chair:* Neil Virtue, Mills College  
*Staff Liaison(s):* Louise McCleary, Division III Governance  
Jean Merrill, Office of Inclusion

NCAA Division III LGBTQ Working Group March 11, 2019, Teleconference	
<b>Attendees:</b>	
Steve Cantrell, Delaware Valley University.	
Mikayla Costello, Willamette University.	
Kyrstin Krist, Methodist University.	
Crystal Lanning, University of Wisconsin – River Falls.	
Emet Marwell, Mount Holyoke College.	
Kathleen Murray, Whitman College.	
Julie Shaw, Gonzaga University	
Neil Virtue, Mills College.	
<b>Absentees:</b>	
R. Brit Katz, Millsaps College.	
Christopher Kimball, California Lutheran University.	
Donna Ledwin, Allegheny Mountain Collegiate Conference.	
<b>NCAA Staff in Attendance:</b>	
Louise McCleary, Jean Merrill.	
<b>Other Guests in Attendance:</b>	
Pat Griffin, University of Massachusetts, Amherst.	

**Gameday the DIII Way Update - Spring 2019**

**Project Background, Highlights and Framework**

- The overarching goal of Gameday the DIII Way is to achieve a better fan decorum at Division III athletics events by providing a consistent level of expectations and guest service throughout the division.
- The program provides baseline guest service training and game environment standards to our 450 Division III member institutions and 44 Division III conferences.
- The group training is a one and one-half hour program, focused on guest service, being delivered to Division III game management staffs.
- The program is currently delivered via in-person training sessions and work is being done so that the program also can be delivered through an online learning platform.
- Over 100 Division III administrators have been trained by the Disney Institute to effectively facilitate the Gameday the DIII Way Program.
- An extensive online toolkit of Division III game environment resources, assembled by the Division III working group, support and accompany the training program. These resources appear on the Division III sportsmanship webpage.
- Gameday the DIII Way training is available, for free, to all Division III members.
- The program was developed by Division III administrators, and thus can be implemented at all Division III institutions, regardless of the institution's budget or staff size.
- Gameday the DIII Way banners, signage and merchandise is available through the Division III purchasing website and being utilized throughout the division.

**Current impact and reach of program**

- To date, over 3,500 administrators, coaches and student-athletes have received the one and one-half hour in-person training program.
- The Division III conference commissioners participated in a highly successful ambassador training session in Orlando, Florida, in September 2018.

- Based on survey responses from 198 random coaches and athletics administrators that participated in the in-person training program...
  - 87 percent agree or strongly agree that they are “satisfied with [their] Gameday the DIII Way training experience.”
  - 94 percent agree or strongly agree that their “facilitator presented the Gameday the DIII Way Training content in a way [they] could easily understand.”
  - 84 percent agree or strongly agree that they “gained new knowledge about the Gameday the DIII Way initiative and the national standards on game day service.”

### **Next Steps**

- Online training videos are in the final production stages and will post to DIII University spring 2019.
- The current Disney Institute contract is set to expire July 1, 2019.
- Based on the success of the Division III Commissioners’ Ambassador training session, the in-person training provided by the NCAA and the Disney Institute will shift focus away from a broad facilitator training and instead focus on regional-based ambassador training for senior athletics administrators and ‘super facilitator’ training for the most active existing Division III facilitators.
- Over the next four years, the following is a concept of trainings that could be offered:

#### **2019**

- Friday, May 17, 2019 – Approximately 100 people participate in ambassador training (New England - Northeast) = 1 full day
- June 12 – 13, 2019 – Approximately 50 people participate in ambassador training (Orlando, Florida) + super facilitator follow-up #1 = 1 ½ days

#### ***Start of new Disney Institute agreement***

#### **2020**

- Ambassador training in West in conjunction with CEFMA Convention in Las Vegas – potentially conduct at Disneyland in Anaheim (~100 people) = 1 ½ days

2021

- Ambassador training in Plains (~100 people) = 1 full day
- Ambassador training in Orlando in conjunction with CEFMA Convention + super facilitator follow-up #2 (~50 people) = 1 ½ days

2022

- Ambassador training in Mid-Atlantic (~100 people) = 1 full day



## **DIVISION III IDENTITY INITIATIVE**

### **Division III Purchasing Website**

After signing a three-year contract extension (2016-2019), the Division III Purchasing Website is in its eighth year of operation, and its seventh year of management by Source One Digital. In September, a new \$500 credit was offered to institutions and conferences for purchases from the site during the 2018-19 year. Thus far, approximately 23.3 percent (107) of the institutions and 52 percent (23) conference offices have used their credit, which ends on August 31, 2019. Since the start of 2018, the Source One Digital website contains new items from both Gameday the DIII Way and Division III LGBTQ initiatives.

### **Division III/D3SIDA Recognition Award**

The Division III College Sports Information Directors of America (D3SIDA) selection committee recently selected Oberlin College Assistant Director of Athletics for Communications & Compliance [Mike Mancini](#) as the winter recipient of the D3SIDA Recognition Award for his video titled [Athletes Among Us: Olivia Canning '19](#). The next submission deadline is May 1. The Division III and D3SIDA Recognition Award is a partnership between the Division III governance staff and D3SIDA to honor the best work - including news releases, feature articles, videos, blogs and other materials - produced by Division III campus and conference athletics communication offices. Each top honoree, named three times annually, will receive a \$1,500 credit to attend Division III Day at the 2019 CoSIDA Convention in Orlando, Florida.

### **Social Media**

During 2018-19 academic year, in coordination with the assistant commissioner subcommittee, NCAA staff launched an Instagram page in early November. After four months, the page has nearly 3,000 followers and staff pushed for another social media campaign throughout DIII Week. Check out the page [here](#). Meanwhile, Twitter has now reached an all-time high of over 60,000 followers, while Facebook has increased its audience by 1,500 since September. Throughout fall & winter championships, snapchat geofilters resulted in over 240,000 views. NCAA staff has continued to employ a strategic plan to leverage social media as a primary channel for sharing the Division III story with current student-athletes, administrators, potential student-athletes, parents, and supporters.

Immediately after the 2019 NCAA Convention, NCAA staff worked alongside 360 Proof to launch a social media campaign. As a result of the campaign, audience growth tripled within a week. On average the informative polls were pulling in over 800 participants per question. Both Division III and 360 Proof staff were satisfied with the overall engagement.

### **Special Olympics**

For the third straight year, Special Olympics bracelets were provided to all Division III fall championships to highlight the division's partnership. To date, 51 institutions and five conference offices have **reported** Division III Special Olympics activities during the 2018-19 year. Activities thus far have involved approximately 5,070 Division III student-athletes and 6,890 Special Olympic athletes. The division, to date, has dedicated just over 16,500 volunteer hours and raised over \$15,000 as a result of these activities. Staff continues to encourage schools and conferences to report their events. Many additional campus activities were scheduled for Division III Week.

July 21, 2018 marked 50 years of Special Olympics! In honor of this milestone and in celebration of our Partnership, the Division III National Student-Athlete Advisory Committee has initiated the “50 for 50th Challenge.” Overall, each Division III institution is challenged to have at least 50 student-athletes participate in a Special Olympics event(s) by April 30, 2019. For more on the challenge, click [here](#).

In addition to the 50 for 50<sup>th</sup> Challenge, in honor of the 50th anniversary of Special Olympics and in celebration of the Division III partnership, Division III and Special Olympics have joined forces to present 50 profiles honoring the unified work of the NCAA, Division III and Special Olympics. We encourage members to use the hashtag #d3SO50for50th for more profiles on any Division III/Special Olympics activities.

### **Website Content**

NCAA.org continues to provide Division III with additional opportunities to use its home page to share more stories portraying its unique student-athlete experience. The page regularly highlights Division III feature stories from sources such as member websites and Champion magazine, and videos produced by the NCAA and by member schools and conferences. Sports information directors are encouraged to send human interest stories and record-breaking performances to [d3identity@ncaa.org](mailto:d3identity@ncaa.org). The NCAA website will have a new look later in the 2019 year. As a reminder, the new FTP site is now titled Videos and Resources. Here you will be able to find logos, videos, EPSs, and other helpful resources. For more information, please click [here](#).

### **Division III Week**

The eighth annual Division III Week occurred April 1-7, 2019. A [communications kit](#) for DIII Week was made available. For more information on the annual event, click [here](#). NCAA staff encourage the membership to observe and celebrate the impact of DIII athletics and of student-athletes on the campus and surrounding community.



**REPORT OF THE  
NCAA DIVISION III TECHNOLOGY USERS GROUP  
FEBRUARY 13, 2019, TELECONFERENCE**

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

- 1. Welcome.** The NCAA Division III Technology Users Group commenced business at 1:05 p.m. Eastern time Wednesday, February 13, 2019. The chair, Angel Mason, welcomed the users group and completed the roll call. She noted that Scott Hearn left Bridgewater, so he is no longer on the committee.
- 2. Report of October 19, 2018, teleconference.** The users group reviewed the report and noted no changes.
- 3. Updates and actions since October.** At the request of the chair, staff provided updates on the following areas:
  - a. Single-Source Sign-On (SSO) updates.** Staff noted that the Division III conference grant annual reporting form is now housed on SSO for the 2018-19 reporting cycle and beyond. Staff emphasized that the actual reporting form will not change; only the access point to the forms will change. Staff will determine if assistant and associate commissioners can access the reporting form.

Staff noted that the championships logo library access has been moved to SSO. Staff is using a variety of ways to notify athletics communication and sports information directors.

Staff announced that the Division III Identity Purchasing website will move to SSO with the start of the 2018-19 new credit in early September.
  - b. Division III University.** Staff successfully launched Division III University in mid-January. It is available to commissioners, ADs, SWAs and head coaches. Staff anticipates making it available to more constituent groups (e.g., FARs, compliance directors, athletic trainers) over the course of the year. The Division III Interpretations and Legislation Committee will discuss this topic during its February meeting and make recommendations to Division III Strategic Planning and Finance Committee regarding the creation and addition of new compliance modules. Staff also will add Gameday the DIII Way sportsmanship modules by the end of the year.
  - c. Program Hub Functionality.** Staff can add a PDF of a blank application of all applications and nominations on Program Hub. The PDF will now be on the web page of the program/grant for the applicants to review before logging into the system.

- d. Woman of the Year Nominations. The office of inclusion will provide access to conference nominees to all commissioners. Similar to last year, staff created individual SharePoint folders for all conferences so that conference personnel could review its respective conference nominees. In addition, staff will allow conference personnel to update conference nominee applications with awards that were received after the nomination close date via a supplemental form/interactive PDF.
- e. Compliance Database Updates. Staff has made all requested compliance database updates.

**4. Other business.** The users group discussed the following items:

- a. Championships Bid and Profile Portal. The users group noted that in the portal's budget section, if a user unintentionally closes the screen, they are locked out of the system permanently. Staff will request a resolution.
- b. Users Group Composition. With the departure of a member, the users group discussed its composition and the chair requested nominations for a replacement. The group discussed the benefits of adding a campus athletics communication or sports information director.

**5. Next call.** Staff will send out a doodle poll for a June teleconference. Agenda items will include:

- a. Genius Sports updates.
- b. Program Hub PDF functionality.
- c. Assistant and associate commissioner access to the conference grant reporting form.
- d. Composition of the user's group.

**6. Adjournment.** The call adjourned at 1:44 p.m. Eastern time.

*Staff Liaisons:*                *Louise McCleary, Division III Governance*

NCAA Division III Technology Users Group February 13, 2019, Teleconference	
<b>Attendees:</b>	
Amy Carlton, American Southwest Conference	
Emily Diekelmann-Loux, MASCAC	
Angel Mason, Pomona-Pitzer Colleges	
Rosy Resch, University of Chicago	
Jeff Schaly, Marietta College	
<b>Absentees:</b>	
None.	
<b>NCAA Staff Support in Attendance:</b>	
Louise McCleary	

**NCAA Division III and NASPA Alcohol and Other Drug Collaborative**  
**360 Proof Program Update**  
**April 1, 2019**

1. **Registration Update.** 232 institutions are currently registered for 360 Proof, which is an increase of seven (7) since the December 2018, update. 765 Institutions are eligible to use the program in 2018-19, which includes all Division III institutions and all NASPA Small College and University Division institutions that sponsor varsity athletics.
  
2. **Update on Opportunities Identified in September 14 Planning Session.** Actions taken since the September Strategic Planning Session include updating the foundational messaging document, including clarifying program features and better explaining what it helps the campus accomplish. Also, the communications plan and annual calendar were updated accordingly.

The 360 Proof team also created a series of “smaller paths” to use select features in 360 Proof, to promote the idea that institutions can use 360 Proof without committing to all the steps in the program. This guide will be posted to the portal in spring, 2019. The steering committee is also working to update the program’s user assessment to be more outcome-based.

Finally, the steering committee confirmed its desire to pursue a 2019-20 investment in technical assistance, and secured funding from Division III to launch that program in 2020-21. Program details will be established in fall 2019, with an expectation that it be a one to three-day event to be held in conjunction with an existing NASPA or NCAA event (e.g., Apple Conference, NASPA Strategies Conference).

3. **Communications Plan Update.** 360 proof had a booth and session at the NASPA strategies session and a booth at the NCAA Convention in January. Danie Caro, 360 Proof communications contractor, conducted a social media campaign in late January, which increased Twitter followers by more than 200, and had tens of thousands of organic impressions. Finally, Julie Muller attended the 2019 NASPA Annual Conference to host an education session and booth for 360 Proof.

**International Ice Hockey Participation History Pilot Program Survey**

**Institutions Report**

**March 2019**

**INTRODUCTION**

During 2018-19 academic year, at the request of the membership, the Division III governance structure approved a pilot program for all schools that sponsor Division III men's and/or women's ice hockey. The pilot parameters included the NCAA Eligibility Center (EC) reviewing the participation history of all international first year ice hockey student-athletes.

- On August 1, 2018 or later, the 85 institutions that sponsor men's and/or women's ice hockey submitted the names of the international first year student-athletes on their men's and women's ice hockey rosters to the Eligibility Center at [D3\\_hockey@ncaa.org](mailto:D3_hockey@ncaa.org). All international, first year men's and women's ice hockey players registered with the EC to obtain a unique NCAA ID number. Ultimately, 54 institutions submitted names. The 31 other schools did not have first-year international ice hockey student-athletes.
- The participation history review for the 203 names submitted included an assessment of the teams and leagues with which the prospective student-athlete participated, evaluation of any compensation or other benefits associated with athletics participation and evaluation of possible agent involvement.
- Division III paid the \$135 fee to conduct 127 reviews. Seventy-five (75) prospective student-athletes had previously registered and paid for an EC certification.

## BACKGROUND INFORMATION

The survey was sent to a total of 93 institutions. Responses were received from 40 (43 percent).

Thirty-nine respondents indicated they sponsor men's ice hockey and 29 sponsor women's ice hockey.

Number of participation reviews conducted in a typical year			
Men's Ice Hockey		Women's Ice Hockey	
Number of Names Submitted	Number of Schools	Number of Names Submitted	Number of Schools
0	2	0	10
1	4	1	7
2	7	2	5
3	8	3	4
4	4	4	2
5	5	5	0
6	2	6	0
7	0	7	0
8	2	8	0

Number of names submitted to the EC for a participation review			
Men's Ice Hockey		Women's Ice Hockey	
Number of Names Submitted	Number of Schools	Number of Names Submitted	Number of Schools
0	4	0	14
1	9	1	9
2	3	2	2
3	4	3	2
4	6	4	0
5	2	5	0
6	3	6	0
7	2	7	0

In a typical year, most Division III institutions conduct five or fewer participation reviews for men's ice hockey and three or fewer for women's ice hockey. The pilot program fit with this pattern of participation reviews.



## POST-PILOT PROGRAM REVIEW

Institutions were asked to indicate how satisfied they were with the communication efforts prior to submission of names and during the review process, using a Scale of 1 to 5, with 1 being communication was inadequate to 5 being communication was excellent.

Average Level of Satisfaction	
Prior to submission of names	3.62
During the review process	3.56

Respondents indicated an above average level of communication prior to and during the review process.

Level of Understanding of Pilot Parameters	
Level	% of Respondents
Complete Understanding	32
Some Understanding	63
No Understanding	5

Nearly all institutions indicated at least some understanding of the pilot parameters prior to submitting a roster of names for review.

Reduction of Burden	
Level	% of Respondents
Increased Burden	0
No Impact	50
Reduced Burden	50

The pilot program reduced the burden associated with conducting participation reviews for half of survey respondents. The other half noted there was no impact.

Benefits of the EC Conducting Participation Reviews	
Benefit	% of Respondents
Assurance of the consistent application of Bylaw 12 (Amateurism)	83
Establishes a “level playing field”	65
Confidence in the final decision	53
Reduces the timeline for certification	40
Reduces the compliance administrative burden	63

The most significant benefit noted by the survey respondents was the assurance of the consistent application of Bylaw 12 (83 percent). Nearly two-thirds indicated that participation reviews conducted by the EC establishes a “level playing field” and reduces the compliance administrative burden.

## POTENTIAL NEXT STEPS

Respondents were asked to provide their input in determining what this program could look like moving forward. They were asked to put funding, legislation and EC logistics considerations aside.

Seventy-nine percent of respondents indicated Division III should conduct another year of the pilot with half interested in the addition of sports other than men’s and women’s ice hockey. The sports receiving the most support were men’s and women’s soccer and men’s and women’s tennis.

Looking beyond the pilot program, 63 percent of respondents would like the EC to conduct participation reviews for all Division III international student-athletes. Rationale for the support of participation reviews by the EC included:

- The administrative burden for compliance coordinators to conduct reviews has increased over the years as our institution has focused on increasing the volume and scope of international admissions. Also, if the EC conducted all reviews, there would be consistency across all sports for all institutions.
- It is difficult to understand the different levels of teams in other countries. At times, I am not confident I am getting the correct information back from the student-athlete.
- At the Division III level, compliance is often handled by someone who is wearing other hats. Having a centralized location to submit these for review and receive decisions eliminates the institutional administrative burden that comes with handling these.
- We feel it's important to continue the pilot program because it ensures that reviews for hockey student-athletes from all institutions are conducted in a consistent manner. We

don't have the resources to research international hockey teams/organizations and be 100% confident in the information we find. The previous system of using the NCAA international forms leaves room for mistakes, and potentially dishonesty, by individual schools and players.

Respondents were given the opportunity to provide feedback related to the improvement of the program:

- Require submission much earlier than August 1st to give staff enough time to render decisions before students arrive on campus.
- I would define the difference between an agent and an advisor so that the student-athletes can better answer the questions regarding individuals who have helped them in their pursuit of a college education.
- Allow names to be submitted earlier in the summer. We know who is joining our teams mid-May to early June. It would be helpful to have certification completed before August. August becomes too busy with Fall sports starting up.
- Need to develop a way to check the status of a student-athlete in the process.

## International Ice Hockey Participation History Pilot Program Survey

### Conference Report

March 2019

#### INTRODUCTION

During 2018-19 academic year, at the request of the membership, the Division III governance structure approved a pilot program for all schools that sponsor Division III men's and/or women's ice hockey. The pilot parameters included the NCAA Eligibility Center (EC) reviewing the participation history of all international first year ice hockey student-athletes.

- On August 1, 2018 or later, the 85 institutions that sponsor men's and/or women's ice hockey submitted the names of the international first year student-athletes on their men's and women's ice hockey rosters to the Eligibility Center at [D3\\_hockey@ncaa.org](mailto:D3_hockey@ncaa.org). All international, first year men's and women's ice hockey players registered with the EC to obtain a unique NCAA ID number. Ultimately, 54 institutions submitted names. The 31 other schools did not have first-year international ice hockey student-athletes.
- The participation history review for the 203 names submitted included an assessment of the teams and leagues with which the prospective student-athlete participated, evaluation of any compensation or other benefits associated with athletics participation and evaluation of possible agent involvement.
- Division III paid the \$135 fee to conduct 127 reviews. Seventy-five (75) prospective student-athletes had previously registered and paid for an EC certification.

The survey was sent to a total of 12 conferences. Ten (10) conferences responded.

Benefits of the EC Conducting Participation Reviews	
Benefit	% of Respondents
Assurance of the consistent application of Bylaw 12 (Amateurism)	90
Establishes a "level playing field"	70
Confidence in the final decision	80
Reduces the timeline for certification	50
Reduces the compliance administrative burden	80

The most significant benefit noted by the survey respondents was the assurance of the consistent application of Bylaw 12 (90 percent). Seventy percent or more indicated that participation reviews conducted by the EC establishes a "level playing field," provides confidence in the final decision and reduces the compliance administrative burden.

## POTENTIAL NEXT STEPS

Respondents were asked to provide their input in determining what this program could look like moving forward. They were asked to put funding, legislation and EC logistics considerations aside.

Ninety percent of respondents indicated Division III should conduct another year of the pilot with 40 percent interested in the addition of sports other than men's and women's ice hockey. There was no consensus as to which sport or sports should be added.

Looking beyond the pilot program, 80 percent of respondents would like the EC to conduct participation reviews for all Division III international student-athletes. Rationale for the support of participation reviews by the EC included:

- If all international students were reviewed, then it would allow for a consistent application of rules across all sports.
- Other sports should be added - in particular, tennis, soccer and skiing. It's difficult to research and understand participation in another country. Adding to the challenge is if students received expenses or benefits.
- Do one more year of a pilot for ice hockey. If continued success, then expand to a one-year trial for all sports (paid for by institutions). Make it a requirement that everyone must participate. Our membership really liked having this type of review/confirmation and found it very helpful.

Respondents were given the opportunity to provide feedback related to the improvement of the program:

- It should open MUCH earlier. May would be ideal. In a few cases our members had not received a response and the season was about to start. Everyone knows who their international SAs are in May so this would provide more lead time for the NCAA to provide a response.
- My men's ice hockey coaches desired 1) timeline moved earlier, 2) faster review/confirmation. I realize both may not be achievable, but that is what they stated.



In July 2018, the Division III Management Council endorsed a strategic plan to increase participation in the NCAA Injury Surveillance Program. At that time, 73 percent of Division III institutions had software compatible with NCAA ISP submission but only nine (9) percent participated in the program.

As part of that plan, the following have occurred:

- A request for participation appeared in the Division III Monthly Update on August 1, 2018.
- Division III Head Athletic Trainers received an email from Louise McCleary requesting participation, with conference commissioners, ADs and athletics health care administrators copied on August 3, 2018.
- Louise McCleary sent a similar email on November 15, 2018.
- Conference Commissioners received a report of participation status by institution within their conferences in mid-January 2019.
- Representatives from the Datalys Center presented a webinar about the ISP to Division III (<https://www.ncaa.org/governance/division-iii-webinars>) on January 18, 2019.
- Representatives from the Datalys Center will be available to answer questions and demonstrate data entry for the ISP at the College Athletic Trainers' Society Spring Symposium and the National Athletic Trainers Association AT Expo in May and June, respectively.

Division III ISP participation has increased significantly since the communication campaign began.

	Participating	Signed up, waiting to receive data*	Not Participating, Compatible EMR	Not Participating, Incompatible EMR	No EMR	Unknown EMR
June 30, 2018	9%	N/A	64%	15%	6%	6%
September 27, 2018	11%	12%	55%	11%	6%	6%
March 22, 2019	20%	11%	49%	9%	6%	5%

EMR=Electronic Medical Record

\*These institutions provided data in 2017/18 or have indicated they would like to participate, but we have not yet received a data submission. This includes institutions that use Presagia Sports, which is finalizing its software updates to allow schools to submit data. Other institutions in this group have received at least one reminder email to submit injury data.

The Datalys Center continues to receive communication from institutions wishing to participate.



**REPORT OF THE  
NCAA DIVISION III COMMISSIONER BUSINESS MANAGEMENT  
RESOURCE SUBGROUP  
FEBRUARY 4, 2019, TELECONFERENCE**

**ACTION ITEMS.**

- None.

**LEGISLATIVE ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

- 1. Welcome and Introductions.** The NCAA Division III Commissioner Business Management Resource Subgroup commenced business at 11 a.m. Eastern time Monday, February 4, 2019. Staff welcomed the group and completed the roll call.
- 2. Report of December 12, 2018, Teleconference.** The subgroup reviewed the report and noted no changes.
- 3. Business Management Resource Content.** The subgroup reviewed the draft Business Management Resource content and deleted the Reporting Responsibility section as the topics are in other sections of the resource. The subgroup also discussed the Conference Office Structure section and noted it will update this section and review on its next teleconference.
- 4. Human Resources.** The subgroup members reviewed this resource and provided the following feedback:
  - a. Requested the addition of a disclaimer that if a conference office was on an institution's campus or if wages and benefits were paid by an institution, the conference needed to be aware of those institutional policies.
  - b. Requested the addition of a Whistle Blower section that outlined the process for filing grievances for assistant commissioner and institutions.

The subgroup will review an updated resource on its next teleconference.

- 5. Risk Management Resources.** The subgroup reviewed five risk management resources and provided the following feedback:
  - a. Questioned how applicable the conference ERM resource would be for Division III conferences, and requested this section be eliminated. If staff deems it is imperative to keep, the subgroup requested it be reduced to one paragraph noting what to do if someone needed more information.

- b. In the Legal Counsel Considerations resource, the subgroup asked if the resource could highlight how or why the conference office should look at the Legal Council's relationship with member institutions. In this resource, they also asked that if the conference's insurance provides a legal defense, how does it relate to legal considerations?
- c. In the Crisis Management resource, requested the inclusion of information on how member schools can communicate a crisis to the conference office, especially if the information is confidential.

The subgroup will review the updated resources on its next teleconference.

**6. Financial Resources.** The subgroup reviewed the Financial Resource and provided the following feedback:

- a. Requested the resource include information on 1090s for officials and processes.
- b. Requested the resource include policies for filing local, state and/or federal forms.

The subgroup will review the updated resources on its next teleconference.

**7. Officiating Resource.** The subgroup reviewed the Q&A related to officiating and provided the following feedback:

- a. Change the format to mirror the other resources.
- b. Provide information related to how the conference office should consider areas related to officiating:
  - (1) Drafting contracts or letters of agreement.
  - (2) Hiring independent contractors.
  - (3) Contracts for officiating assignors.
  - (4) Insurance for assignors.
  - (5) Background checks on officials.
  - (6) Working with Legal Counsels.



8. **Other business.** Staff will send a doodle to schedule a mid-March and late-April teleconference.

On its March teleconference, the subgroup will review the Conference Office Structure and Officiating sections and finalize the Risk Management, Financial and Human Resource Staff anticipates providing the first draft of the graphically designed resource. The target date to complete and distribute is June 2019.

9. **Adjournment.** The call adjourned at 12:42 p.m. Eastern time.

*Staff Liaison:* Louise McCleary, Division III Governance

February 4, 2019, Teleconference	
<b>Attendees:</b>	
Jenn Dubow, Southern California Intercollegiate Athletic Conference	
Gregg Kaye, Commonwealth Coast Conference	
Dan McKane, Minnesota Intercollegiate Athletic Conference	
Adrienne Mullikin, Colonial States Athletic Conference	
Terry Small, New Jersey Athletic Conference	
<b>Absentees:</b>	
None	
<b>Guests in Attendance:</b>	
None.	
<b>NCAA Staff Support in Attendance:</b>	
Louise McCleary.	



**REPORT OF THE  
NCAA DIVISION III COMMISSIONER BUSINESS MANAGEMENT  
RESOURCE SUBGROUP  
MARCH 18, 2019, TELECONFERENCE**

**ACTION ITEMS.**

- None.

**LEGISLATIVE ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

1. **Welcome and Introductions.** The NCAA Division III Commissioner Business Management Resource Subgroup commenced business at 1:05 p.m. Eastern time Monday, March 18, 2019. Staff welcomed the group and completed the roll call.
2. **Report of February 4, 2019, Teleconference.** The subgroup reviewed the report and noted no changes.
3. **Business Management Resource Content.** The subgroup reviewed the draft Business Management Resource content and had no changes. This resource will be used to develop the resource's appendix.
4. **Conference Office Structure.** The subgroup reviewed this resource and noted some minor editorial changes in addition to finalizing the sample conference organization chart and job description.
5. **Financial Resource.** The subgroup reviewed and had no changes.
6. **Human Resources.** The subgroup members reviewed this resource and had no changes.
7. **Risk Management Resources.** The subgroup reviewed the updated risk management resources and had no changes.
8. **Officiating Resource.** The subgroup reviewed the updated officiating resource and had no changes.

9. **Other business.** The subgroup discussed the amount of information in the resource, and while it is all valuable to conference office business management, it agreed that it needed an introduction section to clarify the resource's use and purpose. The introduction will include the following:

- a. Why it was created;
- b. How it can be applied to conference office business management;
- c. How commissioners could use it (e.g., discussions with presidents, chancellors and athletics directors groups and policy review); and
- d. Include a disclaimer that the resource is not a best practice guide or legal advice but a resource including items that commissioners should know and understand in relation to business management.

Staff will send the resource to its graphic designer for the subgroup to review a draft on its next teleconference slated for April 29, 2019.

10. **Adjournment.** The call adjourned at 1:45 p.m. Eastern time.

*Staff Liaison:* Louise McCleary, Division III Governance

March 18, 2019, Teleconference
<b>Attendees:</b>
Jenn Dubow, Southern California Intercollegiate Athletic Conference
Gregg Kaye, Commonwealth Coast Conference
Dan McKane, Minnesota Intercollegiate Athletic Conference
Adrienne Mullikin, Colonial States Athletic Conference
<b>Absentees:</b>
Terry Small, New Jersey Athletic Conference
<b>Guests in Attendance:</b>
None.
<b>NCAA Staff Support in Attendance:</b>
Louise McCleary.

## **APPENDIX**

### Introduction.

#### Conference Office Structure.

- Core responsibilities.
- Staff expectations, needs and resources.
- Sample conference office organizational chart.
- Sample conference office job descriptions.

#### Accounting Controls.

- Budgeting.
- Cash management.
- 1099s for officials.
- Conference incorporation.
- Filing local, state and federal forms.
- Trademarks and logos.
- Conference championships.

#### Human Resources Function.

- Compliance areas.
- Key employment laws.
- Whistleblower policy.

#### Information Security Systems.

- Goals of information security.
- Principles of information security.
- First steps.
- Basic controls.

#### Insurance Considerations.

- Selecting an insurer.
- Commercial general liability insurance.
- Directors and officers liability and employment practices liability insurance.
- Additional considerations.

#### Officiating.

- NCAA background check program.
- Institutional background check program.
- Officiating assignor considerations.

## Conference Office Business Management Resource

### Risk Management.

#### Crisis Management.

- Crisis management team.
- Crisis management plan.
- Communication considerations.
- Use of practice vignettes.
- Visibility between the conference and its members.

#### Hiring Risks and Considerations.

- The search and selection process.
- International hiring considerations.
- Virtual workplace considerations.
- Directors and officers.

#### Legal Counsel Considerations.

- Internal vs. external hiring considerations.
- Identifying and engaging outside counsel.
- Managing outside counsel.
- Shared resource considerations.

#### Protecting Tax Exempt Status

- Organizational and structural formalities.
- Records and documentation.
- Politics and lobbying.
- Fundraising.
- Limitations on other activities.

# Conference Office Business Management Resource

## INTRODUCTION

## **CONFERENCE OFFICE STRUCTURE**

This section provides sample conference organizational charts and position descriptions. This is not an exhaustive list. While organizational structures vary, this information can be helpful when identifying common responsibilities and duties while reviewing your conference structure. Included below are several areas which can be useful to review when examining conference office structure and any potential changes.

## **CORE RESPONSIBILITIES**

**[create a call out box: Core Responsibilities: Budgeting, Championships, Compliance, NCAA form submissions, Officiating, Policies and procedures, Scheduling]**

The conference office is generally responsible for all fiscal matters including the collection of revenue (member dues, NCAA conference grant funds, sponsorship monies, championship gate receipts) and the payment of expenses. Additional duties associated with the NCAA Strategic Initiatives Grant Program (conference grant) include working with conference-member institutions to develop grant funding allocation policies and procedures as well as proposals for accounting and tracking proper use for each Tier. An impact form must also be submitted to the NCAA along with the third-party review form.

As the chief compliance officer, the conference should assist its members with NCAA bylaw interpretation questions, reviewing, determining and processing medical hardship waiver requests and assisting with institutional violations. The conference should also be engaged and provide compliance education for its member institutions. A member of the conference office is encouraged to attend the NCAA regional rules seminar however attendance is not required.

If the conference office is responsible for scheduling, general parameters should be established along with any sport-specific requirements. Policies for change of schedule requests should be defined for member institutions.

The conference office should maintain consistent and regular communication with its membership and the NCAA. The conference office is responsible for submitting the Automatic Qualifier & Declaration forms and the Sport Sponsorship and Demographic forms to the NCAA.

Conferences may have coordinators of officials for specific sports. These positions could be independent contractors or employees. The coordinator of officials assigns officials to contests and should recruit and educate officials throughout the year. Conference offices may also be responsible for the payment of officials either during the regular season and/or for the postseason.

## Conference Office Business Management Resource

The conference office duties related to conference championships/postseason can include securing officials, providing awards, marketing and media coverage of the event, supervising, staffing and working the event and finding neutral sites for events if needed.

Conference offices typically are responsible for updating and ensuring accurate conference Bylaws, Articles of Incorporation, and sport codes.

### **STAFF EXPECTATIONS**

There should be an established review process for conference office employees including an evaluation and designating individuals with oversight of it (i.e. chair of the Presidents' Council). As dictated by conference policy, input could be sought from different governance groups such as Presidents, Faculty Athletic Representatives and Athletics Administrators with regards to the performance of the conference office staff. A self-assessment by the different conference employees could be included in this process as well along with the establishment of future performance goals.

### **RESOURCES**

Staffing resources include full and part-time staff, students, interns and graduate assistants. The conference office can utilize the NCAA Division III strategic matching alliance grant or the women and ethnic minority internship.

Conference office employees should have access to laptops, tablets, cell phones and internet as needed. Office space should be provided which could be free-standing, campus-based or a home office. The type of conference arrangement for space will dictate the types of resources available to the conference office staff.

Financial resources include membership dues, the conference strategic grant funding, other NCAA grants/scholarships, sponsorship revenue, merchandise sales, interest-bearing accounts, conference tournament/championship revenue and institutional fines/penalties for failing to adhere to policies.

### **STAFFING NEEDS ASSESSMENT**

There should be an established process which reviews staffing needs, membership needs and growing trends in intercollegiate athletics, Division III institutions and conference offices. This could be included in the review process of the commissioner and the conference office performance. Additionally, the commissioner should address this in their self-evaluation.



## Conference Office Business Management Resource

### **STAFF RESPONSIBILITY**

The conference office staffing structure, reporting structure and service agreements should be described in official conference documents such as bylaws and various statements of policy. It is recommended that these documents are reviewed and updated regularly to ensure that conference needs are being met. Subcommittees consisting of various governance groups can be formed to help in the review of these documents.

Job descriptions and the responsibilities for conference office staff should be updated as new hires are made and/or following a performance review during which staff members' goals and objectives are discussed. These should be kept on file.

Generally, conference members establish structure, area of focus and responsibilities of staff members.

### **MORE INFORMATION**

The Division III Commissioners Association (DIIICA) can serve as a resource for conference office and staffing data. The DIIICA conducts an annual conference office survey focused on staffing, financials, office, and benefits. Link: [www.diiica.org](http://www.diiica.org)

**Sample conference office organizational chart** [see example on following page]

**Sample job descriptions for each member of the conference office staff.** [see example on following page]

## **ACCOUNTING CONTROLS**

The NCAA has created the following considerations for conference administrators to utilize when establishing accounting controls. Please note that this document provides suggestions and considerations only and may not be applicable to each conference. Conference administrators should determine the appropriate controls necessary to meet their circumstances.

The suggested policy and procedural guidelines are designed to:

- Protect the assets of the organization;
- Ensure the maintenance of accurate records of the organization's financial activities;
- Provide a framework for the organization's financial decision making;
- Establish operating standards and behavioral expectations;
- Serve as a training resource for staff; and
- Ensure compliance with federal, state, and local legal and reporting requirements.

## **POLICIES AND PROCEDURES**

At least annually, conference policies and procedures should be reviewed and updated, as necessary, to ensure that the information in the policy remains accurate, necessary and effective in its current form. Prior versions of policies should be archived in accordance with the conference's document retention guidelines.

## **BUDGETING**

Each conference shall establish an annual budget based upon the preceding year's budget and adjust for any anticipated changes in revenue or expense, including, but not limited to fee changes, distributions, changes to other programs or services and inflation.

Revenues and expenses shall be categorized by major sports programs and non-program specific activities by source of revenue/object of expense. As an option, conferences could follow the template of the Statement of Revenues and Expenses and Classifications of Revenues and Expenses provided to member institutions. A sample of this document is located within Appendices A and B of the NCAA Agreed Upon Procedures.

Each conference should review its budget to actual results on a regular basis to ensure they remain within established spending limits.

Conferences should ensure that financial statements are prepared in accordance with Generally Accepted Accounting Standards.

## **CASH RESERVE POLICY**

Each conference should determine the appropriate level of cash reserves necessary for its operations. This could range from three months to six months of cash to maintain operations. When developing a policy your conference should consider the following: (1) the appropriate amount of funds that should be set aside at any given time; (2) how the reserve will be calculated; (3) the acceptable situations that would necessitate the reserve being used; (4) the process to authorize the use of the funds; and (5) the process and established time to replenish the reserve.

The actual reserved needed, should be determined in conjunction with your insurance policies in force.

## **AUDIT**

Each year, conferences are required to provide documentation of a third-party review of grant fund usage to the NCAA no later than October 15 of each year. These reviews may be completed by an institutional member's business unit office that does not directly handle conference finances, chair of conference's presidential oversight body, the conference's bank or an external accounting firm.

Additionally, each conference office should evaluate the need for a third-party audit or financial review based on lender requirements, contractual requirements, external stakeholder requirements, etc. If deemed necessary, the conference should determine the frequency of the review, the entity performing the review (i.e., internally or externally), the completion date of the review, the report format, and the recipients of the report.

## **CASH MANAGEMENT**

### **Petty Cash Policy**

Each conference should evaluate the need for maintaining petty cash. If it is determined that a petty cash fund is necessary, then you should assign someone to be the custodian of petty cash, the appropriate uses of these funds (i.e., office supplies, snacks, delivery tips, etc.), documentation required for each distribution, how and where the cash will be secured, and the process required to reimburse the fund.

### **Cash Disbursements**

The conference must determine the appropriate procedures for all cash disbursements. This includes the documentation required from vendors to pay invoices and approvals for check requests and employee expense reimbursements. Additionally, the conference office should ensure that appropriate segregation of duties exists to reduce the risk of employee fraud and

embezzlement. The following roles should be segregated, the person who authorizes distributions, the person who writes checks, and the person who records the transaction in the accounting system. Additionally, the conference should evaluate if multiple signatures for disbursements would be a value-added control (e.g., two signatures required on checks above \$1,000).

### **Physical Asset of Cash, Checks and Credit Card Machines**

Each conference should evaluate the need for maintaining a safe or other locked storage container based on the amount of cash received. All cash and checks should be kept in a locked or combination safe or cabinet. Access to these areas should be limited to employees who need access. For additional security, the conference should consider establishing a lockbox with their bank to receive checks.

Credit card machines and receipts should also be locked and never left unattended.

Cash and checks should be deposited within a timely manner; not to exceed three business days. If possible, all deliveries should be made by more than one person. All cash collected should be counted by more than one person. A log of amounts to be deposited should be maintained by someone independent of the collection process. Someone independent of the deposit process should reconcile the deposit ticket to the amount collected.

Conference checks should be stored, secured and a numerical log should be maintained by someone separate of the check writing process.

### **Bank Account Signatories**

Each conference office must determine the number of and appropriate persons to be signatories on each of its accounts. The appropriate level of segregation of duties should be maintained to avoid fraud or error. Maintenance of bank accounts is a regular activity of any finance department. When it becomes necessary to change the signatories of a bank account due to termination or reassignment of duties, below are some of the steps that may need to be considered.

The documentation required to change the signatories may differ by bank. However, there is certain documentation which are commonly asked by all banks for updating authorized signatures. Some of the documents required for change in bank account signatories include:

1. Letter covering the authorized signatory request with applicable dates of change.
2. Signed authorization from the conference or authorizing body established when the account was opened.
3. Details of roles and responsibilities of new signatories on the update form of the bank.
4. Identity and proof of address of new signatories.
5. Color photo of new signatories.

6. Any other document as may be required by the bank.

### **1099's FOR OFFICIALS**

A 1099 is required to be issued to the IRS and to certain entities (as defined by the IRS) when your organization has made payments in excess of \$600 to these entities during the calendar year. Many accounts payable systems (AP) can track 1099 entities and 1099 transactions. At the end of the year, you should review your vendor data and export the 1099 values from the AP system to report to the IRS and individuals. For officials, the NCAA uses ArbiterSports who tracks and is responsible for 1099 reporting.

### **CONFERENCE INCORPORATION**

Not intended as legal advice. Before making any changes to your conference structure, you should consult with your financial advisor and legal counsel.

#### **Unincorporated Associations**

Absent some affirmative registration with a state, a group operating by mutual consent for a common lawful purpose is considered an unincorporated association. That mutual consent typically is shown through a set of bylaws and operating principles. Although unincorporated associations, like the NCAA, operate for educational or charitable purposes, the entity must seek federal non-profit IRS status through a separate application procedure. Unincorporated associations have essentially no state regulation, which can make them attractive from a governance perspective. However, unincorporated associations do not provide their members with any liability protection in the event that the association faces liabilities.

#### **Corporations v. Limited Liability Companies (LLCs)**

Corporations and LLCs are formed by filling out the articles of incorporation or articles of organization, which typically can be found online through the state agency that regulates business entities. Organization papers are filed with the state's business entity filing office (the state in which you file is the corporation or LLC's home state).

- Corporation or LLC will then have to comply with certain requirements of the home state's corporation or LLC law.
- A corporation or LLC typically must maintain a registered agent, file an annual report, pay an annual fee, and file documents if it makes structural or other material changes.
- If formed and maintained properly, the corporate or LLC structure provide liability protection against individual shareholder or member assets.

## Conference Office Business Management Resource

- State and federal tax consequences arise from the choice of entity structure. Obtaining non-profit status at the state and federal level are different processes from the establishment of an organizational structure.
- A membership entity may choose to operate as an unincorporated association of members.

### **LLC Benefits over Corporations:**

- LLCs can be governed more informally than corporations. Corporation laws require a board of directors, meetings, quorums, minute keeping, and other management “formalities” that LLC laws typically don’t require.
- LLCs have greater flexibility in deciding how to split financial interests. An LLC can distribute its income to each member equally, based on their capital contributions, or in many other ways. A corporation distributes its income to shareholders on a per share basis.
- An LLC can be a pass-through tax entity without the restrictions imposed on corporations.
- Owners of LLC are called members, most states do not restrict ownership, and so members may include individuals, corporations, other LLCs and foreign entities.
- Depending on elections made by the LLC and the number of members, the IRS, for federal tax purposes, will treat an LLC as either a corporation, partnership, or as part of the LLC’s owner’s tax return.

### **Corporation Benefits over LLC:**

- The corporate legal structure has existed for a longer period than LLCs and is generally more familiar to the public and to those in the financial services and legal services industries. A corporation with proper records may be afforded more deference to shield individual shareholders from corporate liability and debt.
- An LLC may not obtain non-profit tax status directly but may operate as a wholly owned subsidiary of a non-profit corporation.
- Because the corporate ownership structure is based on issuance of stock, corporations can offer stock options and stock bonuses as incentives to employees and managers.

### **Taxation:**

- Corporations
  - C corporation is a separate taxable entity that pays tax on income from the business separate from its shareholders. Shareholders may be taxed on income distribution or dividends that are received from the corporation.
  - S corporation is a pass-through entity that does not pay corporate income taxes. Its income passes through to its shareholders, who pay personal income taxes on their share of the corporation’s income. A corporation can be taxed as an S corporation by filing a form with the IRS and meeting a number of restrictions, including not having more than 100 stockholders, not having non-resident aliens as shareholders, and only having one class of stock.

- **LLCs**
  - IRS has default rules under which an LLC is a pass-through entity. (By default, an LLC with one member is taxed as if it were a sole proprietorship, and an LLC with
  - 
  - more than one member is taxed like a partnership).
  - It's not subject to the restrictions a corporation is subject to in order to be a pass-through.
  - An LLC can elect to be taxed as a C corporation. This election is made by filing a document with the IRS. And if it meets the requirements, it can also choose to be taxed as an S corporation.

## **FILING LOCAL, STATE and FEDERAL FORMS**

Information provided here is not indented to be a comprehensive list of all tax filing requirements.

### **Payroll Taxes**

Payroll taxes must be withheld from employees' paychecks. These withholdings, including federal tax, social security tax, Medicare tax, state income tax and various local withholdings (such as city, county or school district taxes, state disability or unemployment insurance). These withholdings should be remitted to the respective agencies. In addition to employee withholdings, companies are required to pay their portion of payroll taxes, as well. These taxes are in addition to the employee's gross pay and include social security tax, Medicare taxes, and federal and state unemployment.

Additionally, employers are required to report their tax obligations and make federal tax deposits, including the following:

- Make federal tax deposits
- Annual federal unemployment tax return (Form 940 or 940EZ)
- Employer's quarterly payroll tax return (Form 941)
- Annual Return of Withheld Federal Income Tax (Form 945)
- Wage and Tax Statements (Form W-2)

Employers also have requirements to file reports with various state and local agencies. Refer to the American Payroll Association website for links to state tax agencies.

### **Local and State Taxes**

Most states require nonprofit corporations to file an annual or bi-annual report. These reports must be submitted to the agency that maintains the records for nonprofit organizations that are registered within each state. Visit <https://www.hurwitassociates.com/resources> for a list of requirements by state.

Some states require organizations to periodically renew their tax-exempt status. For example, many states issue their own "tax-exempt certificate" for sales and use tax purposes that nonprofits must apply for and periodically renew. Additionally, states may require unrelated business income returns to be filed. Visit <https://www.harborcompliance.com/information/authority/departments-of-revenue> to identify the filings required by each state.

### **Federal Taxes**

In general, tax exempt organizations must file annual information returns. These forms are usually due four and a half months after the end of the fiscal year. However, there are certain exceptions. Visit <https://www.irs.gov/charities-non-profits> to determine whether your organization meets the requirements to file a return.

### **TRADEMARKS AND LOGOS**

Each conference should evaluate their current trademark and licensing program as the foundation to a strong program is establishing and tracking your trademark portfolio. A strong program builds affinity, increases brand awareness, generates excitement and revenue.

An important first step for each conference is to survey your internal environment. That process includes an inventory of your marks, logos and colors, identifying and understanding your licensing policy, knowing your conference partners and making sure that your program aligns with the conference mission and goals. Likewise, perform a survey of your external environment. This includes identifying who are your top licensees, retailers and how fans support the program.

Each conference should work with your general counsel to protect your marks and your program. Develop a basic understanding of trademark law and various protection and enforcement strategies. Collaborate with counsel to determine marks to be registered and ensure that registrations are maintained. Provide clear use guidelines that ties into the conference's brand guidelines.

Basic guideline to a successful program is to refer to the four P's of licensing: Protect, Promote, Preserve and Profit.

### **CONFERENCE CHAMPIONSHIP AND BOWL HOST**

In the event that institutions apply to host a conference championship or football bowl event, as part of the site-selection process, each prospective host institution should submit a proposed budget for approval by the conference office according to conference guidelines. All receipts and



## Conference Office Business Management Resource

expenses associated with the conduct of the championship competition, including lodging, officials and site representatives, should be included in the proposed budget.

Should the conference have financial policies in place for championship events, the host institution should adhere to championship expenses as approved by the conference office, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings, banquets, medical staff. Any expenses not included in the original proposed budget should be approved in advance by the respective conference.

Apart from financial requirements, host institutions and the conference office should be clear on the delineation of responsibilities associated with all conference championship events including, but not limited to game management, communication with competing institutions, post-game duties and award ceremonies.

For football bowl games, participating conferences should coordinate as early as possible the policies on the various items described above, as well as procedures for team and site selection and the delineation of tasks for each participating conference prior to, during and following all bowl games. As with conference championships, all policies should appear in writing and be reviewed by the participating conferences on a regular basis.

Following each championship and football bowl game. If necessary, we recommend that the host institution provide the conference with a detailed financial report. Any amounts due to the conference office should be remitted within a prescribed timeframe. Penalties should be assessed to those host institutions who do not submit financial reports or amounts due within the required time.

### **CONFERENCE GRANT DISTRIBUTION**

Conference grant distributions should be used in accordance with the guidelines established for each division. Each year, conferences should submit an annual report of uses form. Penalties and potential loss of funding could be applicable if the funds are not used as prescribed.

**NCAA Contact:** Caryl West, Assistant Director of Finance, [cwest@ncaa.org](mailto:cwest@ncaa.org) or 317-917-6079.

**Resources:**

**Annual Exempt Organization Returns, Notices and Schedules:**

<https://www.irs.gov/charities-non-profits/annual-exempt-organization-returns-notices-and-schedules>

**Bank Account Signatory Change Procedure:**

<https://www.indiastudychannel.com/resources/153823-Procedure-change-bank-account-signatory-company.aspx>

**Business Structures:**

<https://www.irs.gov/businesses/small-businesses-self-employed/business-structures>

**Department of Revenue State Directory:**

<https://www.harborcompliance.com/information/authority/department-of-revenue>

**Intercollegiate Athletics, Fiscal & Accounting Procedures:**

[https://www.suny.edu/sunypp/documents.cfm?doc\\_id=459](https://www.suny.edu/sunypp/documents.cfm?doc_id=459)

**LLCs, S Corporations and C Corporations:**

<https://www.bizfilings.com/docs/default-source/pdfs/llc-vs-inc-comparison-infographic.pdf?sfvrsn=2>

**LLCs vs Corporations:**

<https://www.bizfilings.com/toolkit/research-topics/incorporating-your-business/llc-vs-inc>

**National Association of College and University Business Officers:**

[http://efarm.nacubo.org/search-results/site-search-7.360987?q=operational+budgets+for+non+profits&ty=&ev=&tr=&pe=&pn=&tag\\_co=&tag\\_lo=&tag\\_or=&tag\\_pe=Financial+Accounting+and+Reporting+Manual+for+Higher+Education&tag\\_ta=&tag\\_su=](http://efarm.nacubo.org/search-results/site-search-7.360987?q=operational+budgets+for+non+profits&ty=&ev=&tr=&pe=&pn=&tag_co=&tag_lo=&tag_or=&tag_pe=Financial+Accounting+and+Reporting+Manual+for+Higher+Education&tag_ta=&tag_su=)

**National Council of Nonprofits – Financial Management:**

<https://www.councilofnonprofits.org/tools-resources/financial-management>

**National Council of Nonprofits – Operating Reserves:**

<https://www.councilofnonprofits.org/tools-resources/operating-reserves-nonprofits>

**NCAA Statement of Revenues and Expenses and Classifications of Revenues and Expenses:**

<http://www.ncaa.org/about/resources/finances/ncaa-membership-financial-reporting-system>

**Nonprofit Law Library:**

<https://www.hurwitassociates.com/resources>

**Payroll Taxes and Employer Responsibilities:**

<https://www.thebalancesmb.com/payroll-taxes-3193126>

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## **HUMAN RESOURCES FUNCTION**

The intent of this guide is to provide NCAA Division III Commissioners with some resources related to human resources for the conference offices. Please note that this document provides suggestions and considerations only and is not inclusive of all human resources related policy or law. In addition, conferences that are housed on an institution's campus, or if wages and compensation are facilitated through an institution's campus, the conference office may be subject to additional policies and procedures specific to that institution.

## **HUMAN RESOURCES FUNCTION**

The human resources function generally includes:

- Talent Acquisition (e.g., recruiting, sourcing, hiring).
- Performance management and reviews.
- Employee learning, development and training.
- Safety and wellness.
- Employee benefits.
- Total compensation strategy.

## **THREE BASIC COMPLIANCE AREAS**

There are [three basic compliance areas](#) for conference offices to be aware of and be compliant with:

- The creation and maintenance of three specific employee files.
- The publication of an employee handbook with key policies.
- The posting of required state and federal notices.

### **Employee Files**

- I-9 File – these are the forms used by the U.S. Government to identify and verify your employees' eligibility to work in the United States. Keep all I-9 forms together in one file, instead of in individual employee files. Visit the [United States Citizenship and Immigration Services](#) website for all I-9 related questions.
- Employee general file – Keep any documentation associated with the employee in this file. Documentation could include: resumes, performance reviews, disciplinary actions, training records, compliance documents, W-4 or other tax forms, payroll forms.
- Employee Medical File - All medical documentation should be kept in a separate file, physically away from the employee general file. Medical document could include: notes from doctors, disability information, and any other information you have from an employee. Medical information is considered Protected Health Information (PHI), which is protected by law. PHI is any information about health status or documentation that can be linked to a specific individual.

## **Employee Handbook**

The [employee handbook](#) is designed to be used to inform employees of policies, and to set mutual expectations between the conference and the employee. It can also protect the conference in the event of a dispute with a former employee.

Some components of a conference employee handbook could include:

- Confidentiality agreement.
- Conflict of interest.
- Anti-discrimination policies.
- Whistleblower policy.
- Safety and security (e.g., facility, inclement weather, information security).
- Compensation and benefits (e.g., benefits required by law, benefits that are unique to your conference).
- Work schedules and personal time off (e.g., office hours of operation, flexible work benefits, personal and/or sick time).
- Standards of conduct (e.g., dress code, professional behavior, social media policy).
- General employment information (e.g., promotions, employee reviews, termination, employee records).

Ensure that each employee has received a copy of the employee handbook and signs an acknowledgement, and place in employee's general file.

## **Required State and Federal Posters**

As an employer in the United States of America, the Department of Labor (DOL) requires posters or notices be posted in the workplace. Posters/notices subjects could include:

- Fair Labor Standards Act (FLSA)
- Family and Medical Leave (FMLA)
- Government Contracts
- Immigration

## **Helpful links for ordering posters:**

- [e-laws Poster Advisor](#) can be used to determine which poster(s) employers are required to display at their place(s) of business. Posters, available in English and other languages, may be downloaded and printed directly from the Advisor.
- [Workplace Poster Requirements for Small Businesses and Other Employers.](#)
- [Order DOL Poster Package](#), includes FLSA, FMLA, OSH Act, EEO & EPPA posters.

## KEY EMPLOYMENT LAWS

The U.S. Department of Labor's key employment laws that are meant to foster, promote and develop the welfare of wage earners, job seekers, and retirees. Some key employment law areas to be aware of:

- Wages and Hours.
- Workplace Safety and Health.
- Worker's Compensation.
- Employee Benefit Security.
- Unions and Their Members.
- Employee Protection.
- Garnishment of Wages.
- Family and Medical Leave Act.
- Veterans' Preference.
- Government Contracts.

Note: This list is not inclusive of all employment laws; rather, it is a listing that may be most applicable to your conference. All major employment laws can be reviewed on the [U.S. Department of Labor](http://www.dol.gov) website.

## WHISTLEBLOWER POLICY

A whistleblower is defined as a person who reports potential or perceived unethical or illegal actions as it relates to employer policies and procedures. The whistleblower does not have responsibility for investigating the action or for determining the outcome of the investigation.

Conference offices located on an institution's campus should be aware of the institution's whistleblower policy, and make sure that the whistleblower policy is included in the conference employee handbook.

**NCAA Contact:** Human Resources Department (317-917-6222)

### Resources:

- [United States Department of Labor.](http://www.dol.gov)
- [Society for Human Resources Management.](http://www.shrm.org)
- [College and University Professional Association for Human Resources.](http://www.cupha.org)
- [When I Work](http://www.wheniwork.org) – HR Resources Toolkit, including checklists, templates, best practices and interactive forms.

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## **INFORMATION SECURITY CONSIDERATIONS**

The NCAA has prepared the following considerations for Division III conference administrators to utilize when determining appropriate controls to protect data. Please note that this document provides suggestions and considerations only and may not address all risks and threats of an NCAA Division III conference.

Conference administrators should assess their unique environment and apply the controls that mitigate the threats to that environment. For this document, information security and cybersecurity should be considered closely related and approached through a risk-based analysis.

## **THE GOAL OF INFORMATION SECURITY**

Information Security, at a base level, is concerned with three characteristics regarding information:

- **Confidentiality – Information is only seen and/or used by those authorized to access it.**
- **Integrity – Information is in a trustworthy state. It is not changed by unauthorized individuals and changes by authorized individuals are known and tracked.**
- **Availability – Information is accessible by authorized individuals when needed.**

This is known as the CIA triad and it is the goal of a risk-based information security program for information to address these characteristics.

## **PRINCIPLES OF INFORMATION SECURITY**

When developing an information security program, the following principles should be considered:

- An information security program should be guided by a policy that has supporting standards, procedures, and guidelines.
- Exceptions to the policy and program are only permissible in those instances where a risk assessment has been performed outlining the implications of being out of compliance and the exception has been reviewed by the appropriate oversight committee or management team.
- Use of information must be consistent with the established policy and its supporting standards, procedures, and guidelines.
- Information must be consistently protected in a manner commensurate with its sensitivity, value, and criticality.
- Information will only be used for its intended business purpose as authorized by management.

The NIST Cybersecurity Framework identifies five functions with expanded categories and controls to focus a program on:

- **Identify** – Know what information you have, where information is stored and on what resources.
- **Protect** – Apply appropriate safeguards to the information based on its risk assignment.
- **Detect** – Know when potential malicious activity has occurred.
- **Respond** – Have processes in place to act upon information security incidents.
- **Recover** – Identify appropriate activities to maintain plans for resilience and to restore capabilities or services.

### **FIRST STEPS**

Every organization has a different environment and values information differently. Therefore, each organization will need to determine the appropriate course to accomplish the intent of the five functions listed above. Suggested steps:

1. **Research** – There are many resources to learn the concepts of information security and cybersecurity.
2. **Framework** – Choose one or more frameworks to base your program on. When choosing a framework, remember that not every aspect of a framework will apply to your environment. The key is to adopt the appropriate aspects of a framework and expand upon that.
3. **Develop a Plan** – This should be a documented, management approved plan to guide the program.
4. **Assign Responsibility** – An individual or group of individuals should be assigned responsibility for the program, its implementation and monitoring it.
5. **Train** – All employees are responsible for adopting and adhering to practices to safeguard information. To do this, an effective training program is required.

### **BASIC CONTROLS**

Within any program, there are basic controls that should be considered after a risk assessment has been performed:

- **Patching:** Having a process to apply security patches and updates on software and hardware will correct many vulnerabilities that hackers take advantage of.



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- Authentication: For important or sensitive information, a username and password do not provide adequate protection. Consider multi-factor authentication.
- User Access Controls: The concept of least privilege should be enforced, meaning an individual can only access what they need and nothing more.
- Continual Training: Staff and contractors must be trained and tested on expected secure behavior.
- Cloud Configuration: If you use cloud storage and hosted environments, they must be configured securely.
- Monitor: The environment must be monitored for potentially malicious behavior.
- Response Plans: An incident response plan and business continuity plan should be in place to respond to incidents.
- Consider Cybersecurity Insurance: Insurance coverage for breaches and other incidents help to cover the costs of recovery.
- Security Testing: Periodic penetration and vulnerability testing should occur to determine if a network's security is configured and maintained properly.

NCAA Contact: Clyde Hague, associate director finance, [chague@ncaa.org](mailto:chague@ncaa.org) or 317-917-6060.

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## **INSURANCE CONSIDERATIONS**

The NCAA has prepared the following insurance considerations for Division III conference administrators to utilize when purchasing insurance. Please note that this document provides suggestions and considerations only and may not address all exposures of an NCAA Division III conference. Conference administrators should work with their chosen insurance advisor/broker to determine the type, level, and scope of insurance coverage necessary to meet their unique circumstances. A more extensive resource for insurance considerations is also available to all NCAA conferences at [www.ncaa.org](http://www.ncaa.org).

### **Financial Strength of Insurer.**

An occurrence today may result in a claim several years from now. Therefore, it is important that the insurer you select has the financial strength to pay claims both now and in the future. The A.M. Best Company provides insurance company ratings to help evaluate the strength of an insurer. An insurer's A.M. Best Rating can be verified via [www.ambest.com](http://www.ambest.com), or by requesting this information directly from your insurance advisor.

### **Selecting Limits.**

The type and number of activities that a conference organizes and the extent of the conference's direct involvement in these activities affect the conference's exposure to loss. The decision on how much insurance to carry should be discussed with the conference's insurance advisor who may provide information on limits carried by organizations of a similar size and nature. Unfortunately, it is not possible to know with 100% certainty what will prove to be an "adequate" limit because of the unknown factors associated with liability. A minimum limit standard is at least \$1,000,000 per occurrence/loss. This coverage amount is also the minimum amount typically required in third-party contractual arrangements.

### **Other Considerations.**

It is important to forever retain all occurrence-based policy documents (e.g. Commercial General Liability, Crime, Workers' Compensation policies). Occurrence based policies will respond to claims when the loss occurred, not necessarily when the loss was filed/reported to the insurer. For example, if a claim is reported today for a loss that occurred ten years ago, the policy that was issued ten years ago will respond rather than the policy that is in effect today.

It is of the utmost importance that you accurately complete all insurance applications and reveal all relevant exposures, including all sports applicable to your conference. Failure to disclose information may result in denial of a claim. Keep your insurance brokers/carriers apprised of any new developments relating to your conference.

It is also critical to review the claim reporting requirements established within the insurance policy and proactively notify the insurance company of any claim, or even an incident which could give rise to a claim, in order to avoid a claim declination based on late reporting. It also may be prudent to report a claim on all relevant insurance policies and coverage types, including any excess and umbrella liability policies.

#### **CALL OUT BOX**

- Know when the coverage is for – when the claim is made or when the claim happened.
- Discuss what the proper limit should be for the coverage.
- Keep all occurrence-based documents.
- Accurately complete all applications and also accurately report any claims.

### **COMMERCIAL GENERAL LIABILITY (CGL) INSURANCE**

Commercial General Liability (CGL) policies are designed to cover your organization with respect to claims of bodily injury, property damage, and/or personal/advertising injury liability arising out of your conference's operations.

The most common CGL coverage form is an “**occurrence-based**” policy which offers permanent coverage for incidents that occur during the policy period. In comparison, a “**claims-made**” policy covers claims that are made (reported) during the policy term and will cover claims after the coverage period only if the insured purchases extended reporting period or “tail” coverage. Third-party contracts will often specify and require an occurrence-based CGL policy.

A **standard CGL policy is intended to provide coverage for the operations of a college conference**, but there are **certain exclusions** and limitations that may restrict important coverages. The following provides a description of notable coverages you may consider, exclusions or limitations to look for, and coverage enhancements you may want or need:

- ***Additional Insureds*** - Many conferences have **sponsorship relationships or venue use agreements that require the conference to name a third-party as an additional insured**. Determine in advance whether there will be premium implications for such requests. Also determine whether the policy requires a written contract or agreement in order to provide additional insured status.
- ***Participant Legal Liability*** - **Confirm with your insurance advisor that the conference's policy provides coverage for claims of bodily injury resulting from sports participation (typically referred to as “participant legal liability”)**. This is a primary source of exposure for a college conference, so you may want to confirm

that coverage is in place and that you understand any restrictions or limitations that apply.

- ***Sports Trainers Liability*** - If a conference arranges for or utilizes the services from athletic trainers and wants to provide liability coverage for these individuals, it is important to discuss whether the insurer offers a sports trainers endorsement to provide coverage for medical services provided by trainers (standard policy language excludes coverage for individuals who provide professional medical services).
- ***Liquor Liability*** - Standard CGL forms typically include coverage for “Host Liquor Liability,” but exclude alcohol-related losses if the insured is involved in “the business of... selling, serving or furnishing alcoholic beverages.” While college conferences may not do this as a primary business function, coverage is sometimes restricted in the case of nonprofit and other organizations that may sell alcoholic beverages in connection with fundraising or other activities. As part of discussions with your insurance advisor, you should discuss any events where alcohol will be sold or provided to determine whether full Liquor Liability coverage is needed, or if the Host Liquor Liability coverage is sufficient. It is also important to verify that concessionaires and vendors serving alcohol are properly licensed and insured with Liquor Liability coverage, and the conference is named as additional insured.
- ***Sport-Specific or Activity-Specific Exclusion*** - If the policy includes sport or activity-specific exclusions, be sure that they are not for any sports or activities with which your conference is involved (for example, a policy could specifically exclude claims related to the use of a javelin).
- ***Concussion / Neurodegenerative Exclusion*** - Insurers in general are adding head trauma and concussion-related exclusions on liability policies, even on sporting activities where concussions are not prevalent. Conferences may consider sharing its concussion protocols with insurers and explain what is being done to mitigate the problems relating to concussions. Consult with your insurance broker to explore options to avoid such exclusions on your liability policies.
- ***Designated Operations or Activities Provision*** - Insurers may limit the scope of coverage by specifically listing what the policy covers. If your policy contains such a limitation, you must ensure that the wording is broad enough to encompass all your regular day-to-day business operations plus any special events you conduct. If possible, this type of limitation should be avoided.
- ***Fireworks Exclusion*** - Some policies contain exclusions or limitations with respect to fireworks. If fireworks or pyrotechnics are a part of any conference activities, you should evaluate the coverage provided to ensure that it is appropriate for your situation.

- ***Abuse / Molestation Exclusion*** - If the conference organizes or operates activities that involve youth, you may have exposure with respect to claims of abuse or molestation and should confirm that your policy provides coverage for such exposures. Additionally, you may be required to carry this coverage if you plan to utilize a third-party's premises where youth are present (for example, you may wish to hold a practice at a local high school, and the high school requires you to have abuse/molestation coverage because the high school has youth on its premises).

## **DIRECTORS & OFFICERS LIABILITY (D&O) / EMPLOYMENT PRACTICES LIABILITY (EPL) INSURANCE**

D&O policies are designed to cover an organization and individuals for claims alleging wrongful acts. There are many different policy forms that provide the same basic coverage but may have enhancements or exclusions that are of particular interest to a Division III conference. It is also prudent to verify whether or not outside directorship liability coverage is automatically extended to individual board members via their own employer's D&O policy. The following provides a description of core coverage, exclusions and limitations, and coverage enhancements that may be of interest to your conference.

- ***Who is an Insured*** - Coverage should include past, present, and future directors, officers, trustees, employees, committee members, and volunteers. In addition, some policies extend coverage to spouses of these individuals in the event they are brought into a lawsuit. It is important that the correct entity be named on the policy declaration pages so that any subsidiaries are also covered under the policy. If not, they will need to be listed separately in order to be covered.
- ***Non-Monetary*** - Coverage should apply to claims for which monetary and non-monetary demands are made. It is important to confirm that the policy includes both triggers in the definition of a Claim. Non-monetary claim examples include administrative proceedings or demands for injunctive relief. The defense costs associated with such claims could be significant, as this could also include antitrust or eligibility-related matters.
- ***Anti-Trust*** - Coverage may be available for anti-trust lawsuits. College conferences may have exposure in this area if the conference makes decisions that affect participants within the conference on a blanket basis and could be held to constitute a restriction of or competition.
- ***Employment Practices Liability (EPL)*** - Many Not-for-Profit D&O policies contain EPL coverage. This can also be purchased on a separate policy should you not wish to combine the limits. This coverage should apply to claims brought by employees, former employees, or prospective employees relative to employment practices (such as wrongful termination, failure to promote, age discrimination,

etc.). It should also contain coverage for claims by third-parties, such as vendors or guests.

## **ADDITIONAL INSURANCE COVERAGES FOR CONSIDERATION**

### **Property / Mobile Equipment**

A conference may own property (i.e. building and/ furniture, computer equipment, or other contents) exposed to loss which should be appropriately considered for property insurance coverage. It is important to confirm the valuation and type of coverage, such as Replacement Cost Value versus Actual Cash Value. Inland Marine insurance is used to cover movable equipment and unusual property. A college conference may have property such as sports equipment, valuable memorabilia, cameras, and signage that would not be sufficiently covered by standard commercial property coverage. Therefore, when discussing property coverage with your insurance advisor it is important to identify any unusual property you possess or equipment that you transport to tournaments or other events.

### **Auto Liability.**

If a conference owns, rents, or utilizes vehicles through sponsorship arrangements, or if vehicles are operated on its behalf (such as a chartered bus), and/or if personnel rent vehicles or use their own vehicles for conference business, the conference should obtain appropriate auto coverage. It is important to note that primary liability typically “follows” the vehicle, but the conference will inevitably also have a non-owned auto exposure. Coverage for non-owned auto liability should be verified. Additionally, a conference may be contractually required to evidence coverage for its owned, hired and non-owned auto exposure.

### **Crime.**

A separate comprehensive crime policy may be considered in order to cover the conference in the event of an employee theft of funds.

### **Cyber Liability.**

Conferences likely hold data which is considered sensitive and personal. If this information is breached and released, there are exposures which will be uncovered by other insurance policies. Such expenses could include regulatory costs, defenses costs, personal notification costs, forensic costs, and public relations costs. In addition, many insurers have a list of vendors that can help you mitigate the exposures in the event of a data breach.

**Media Professional Liability.**

If the conference is involved with publishing or broadcasting activities, there may be a need for separate Media Liability coverage. This coverage protects the conference from allegations of defamation, discrimination, or trademark infringement related to content published or disseminated in print, on websites, or via social media. Similar coverage may be available in Commercial General Liability coverage, but coverage is often restrictive.

**Fiduciary Liability.**

If the conference administers an employee retirement program or any programs that may subject it to allegations of an ERISA violation, Fiduciary Liability coverage should be considered. This exposure is typically excluded in traditional D&O Liability policies.

**Workers Compensation.**

Depending on the jurisdiction and number of employees, a conference may be required to carry workers' compensation coverage that covers employees for injuries or illnesses suffered on the job, including coverage for medical expenses and disability. It is also prudent to verify that any contractors/vendors maintain appropriate workers' compensation coverage. Please note that Ohio, Washington, North Dakota and Wyoming are monopolistic states in which employers must purchase workers' compensation insurance from a state-operated insurance fund.

**Participant Accident Medical.**

The conference may consider providing accident medical coverage for event participants if it conducts events where the participants do not have coverage through the NCAA or a college/university (such as a youth activity). Also, be cognizant that a conference could be contractually required to obtain this coverage (venues may require a conference to maintain this coverage for participants).

**NCAA Contact:** Brad Robinson, associate director of finance, [brobinson@ncaa.org](mailto:brobinson@ncaa.org) or 317-9176054.

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## **OFFICIATING CONTRACTS AND BACKGROUND CHECKS**

### **NCAA BACKGROUND CHECK PROGRAM**

If a conference decides that the officials who are hired by the conference should have background checks and the conference wants to use the background check program that the NCAA has implemented (using the ArbiterSports website and Peopletrail, the vendor that conducts the background checks), the conference might consider:

- Becoming familiar with the FCRA (Federal Credit Reporting Act), which is a federal law that gives consumers certain rights.
- Deciding whether to require a background check to be eligible to officiate.
- Including legal representation to assist in developing the program.
- Developing a process for checking the conference's list of officials against the officials who register on the ArbiterSports website and who grant the NCAA permission to share the results of the background check with the conference.
- Establishing criteria to determine if an official pass or fail a background check (for example, one or more felony convictions in the past seven years would serve as an automatic disqualifier to work for the conference).
- Establishing a process for reviewing the background check report and deciding the status of the official (e.g., who will be responsible for reviewing the background check reports).
- Working with ArbiterSports/Peopletrail to develop a process for notifying the official once the background check has been reviewed, and if the official fails the background check or if more information is needed before a decision will be made.
- Determining if an appeal process is necessary, and if so, the process for appealing.
- Developing a conference policy if an official does not grant the conference permission to conduct a background check.

### **INSTITUTIONAL BACKGROUND CHECK PROGRAM**

If a conference decides it wants to use a program other than what the NCAA has developed to conduct background checks on officials who are hired by the conference, the conference might consider:

- Becoming familiar with the FCRA (Federal Credit Reporting Act), which is a federal law that gives consumers certain rights.
- Including legal representation to assist in developing the program.
- Identifying a company to conduct the background check.
- Developing a process for requesting permission from the official to conduct the background check.



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- Determining how the cost for the background check will be paid (prices could range from \$10 to over \$100 depending on the type of background check).
- Establishing criteria to determine if an official pass or fail a background check (for example, one or more felony convictions in the past seven years would serve as an automatic disqualifier to work for the conference).
- Establishing a process for reviewing the background check report and making a decision about the status of the official (e.g., who will be responsible for reviewing the background check reports).
- Establishing a process for notifying the official once the background check has been reviewed if the official fails the background check or if more information is needed before a decision will be made.
- Determining if an appeal process is necessary, and if so, the process for appealing.
- Developing a conference policy if an official does not grant the conference permission to conduct a background check.
- Determining a process for addressing other official conduct.

### **OFFICIATING ASSIGNOR CONSIDERATIONS**

When engaging an officiating assignor and officials it may be important to evaluate the relationships between the conference, the officiating assignor, and the game officials. To do this, conferences may want to consider the following:

- Whether to classify your assignor as an employee or an independent contractor.
- Whether to classify conference officials as independent contractors or employees.
  - Independent contractors and employees are subject to different laws and regulations. Consult appropriate state and federal laws to understand the differences between employees and independent contractors.
- Consider whether to have a written agreement with your officiating assignor.
  - A written contract may address the following: the length of the agreement, the scope of responsibilities, codes of conduct, compensation, conflicts of interest, indemnification, background checks, and insurance.
- Identify whether the officiating assignor is acting as an agent or employee of the conference or whether the assignor is acting independently.
- If the conference implements a background check program, the conference may determine what role, if any, the assignor plays in the review process and outline the responsibility of the assignor in the background check process.
- Determine whether to require the officiating assignor to enter into written agreements with the conference officials either on behalf of the conference or directly with the officiating assignor.

## Conference Office Business Management Resource

- Review the roles and responsibilities of the officiating assignor related to handling official complaints and allegations of misconduct.
- Consider whether to indemnify the actions of the officiating assignor when he/she acts within the scope of his/her duties for the conference.
- Analyze insurance options and your insurance coverage to determine whether it covers actions/decisions undertaken by your officiating assignor.

**NCAA Contact:** Anthony Holman, Managing Director Championships,  
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## **CRISIS MANAGEMENT**

The organizational crisis experience is inevitable. It is not predictable or preventable and can manifest in a variety of ways including, among others, events involving physical/safety threats and social media and other reputational challenges. A thoughtfully constructed organizational crisis management plan can go a long way to mitigate and avoid the potential fallout that is often associated with organizational crisis. Below is a summary of some of the considerations that should go into developing and implementing an organizational crisis management plan.

### **THE CRISIS MANAGEMENT TEAM (CMT)**

- Identify a core group of trusted individuals who will serve as the crisis management team (CMT). The CMT should be broad enough to represent all applicable stakeholders but small enough to remain agile and focused during a crisis scenario.
- Consider whether and how best to include representation from member institutions.
- Each member of the team should have a clearly defined role in management activities and should have the authority necessary to carry out his or her specific protocol responsibilities.
- The use and monitoring of social media is an integral part of any crisis management communications plan. Consider including at least one individual whose role and responsibilities are focused on social media. That individual should have access to and expertise/fluency in all social media platforms that may be relevant to the organization and its identified stakeholders. Similarly, consider selecting an individual who is well versed in the legal and discovery implications pertaining to social media posts and ensure that the individual has access to and regular communications with conference legal counsel. Because content limitations can vary from platform to platform, practice vignettes and response plans should include potential social media responses and considerations.
- Consider including conference legal counsel as part of the CMT, either in a consultancy capacity or, if resources permit, as a defined role on the broader team. At a minimum, input from and communication with legal counsel should be considered an integral piece of any response plan. It should be noted that communications by and between members of the CMT will *not* automatically be considered legally privileged communications. However, in instances where CMT participants are soliciting or receiving legal advice, or advice that will be used by organizational attorneys in anticipation of litigation, those communications will often be protected.
- Make sure each CMT member willingly accepts the role and responsibilities that they are assigned. Ensure each fully understands the nature and breadth of all potential crisis scenarios. Some individuals may have personal sensitivities to certain types of scenarios that may make them unable or less able to effectively implement specific management responsibilities or activities during one type of crisis scenario or another. It is important to understand these types of limitations ahead of time and to develop the CMT in a way that accounts for these considerations.

### **THE CRISIS MANAGEMENT PLAN (CMP)**

- Identify clear criteria by which to distinguish urgent material and/or challenging events from true crisis scenarios. One consideration may be whether there is a risk or allegation of immediate material harm to or by any individual, the organization or any member.
- Because crisis scenarios have become so common place, the public expects and feels entitled to warp speed and near perfect responses. Any delay can mean the death knell for even the most otherwise reputable organizations and qualified leaders. Consider developing a variety of “playbooks” that pertain to different types of potential crisis scenarios. Leverage and adjust each playbook as part of your implementation of practice vignettes and as new potential crisis scenarios are identified.
- Consider implementing a “direct dial” policy around hot issues. Higher education, and its governing bodies, are well known for hierarchal communication protocols that are navigated only at a glacial pace. While there are certainly benefits to a carefully constructed communication protocol, consider whether it makes sense to create a “direct line” to the commissioner’s office and/or other management personnel for anyone with material information relating to a potential crisis scenario.
- Consider confidentiality implications as they relate to communications within the CMT and between the CMT and third-party stakeholders. Crisis management typically involves the type of sensitive, non-public, strategic information and advice that would be deemed confidential to an organization. In evaluating how best to protect the confidentiality of the information being conveyed during crisis management, consider the type of information that is being shared, whether it is better communicated by phone vs. email, and limiting the communication to only those who need to be included. Also consider implementing the use of a standard “Confidential Internal Communication” or similar template header on all such written communications and training all CMT members about the importance of confidentiality practices.

### **COMMUNICATION CONSIDERATIONS**

- The two most important decisions around effective crisis communications may arguably be “What will we say?” and “When will we say it?” The intended audience is also very important; but, a list of relevant stakeholders and the prioritization of communications can often be (and should be) largely identified ahead of any crisis as part of the CMP.
- Avoid jumping to early conclusions that are based on partial facts and information. There is often significant public pressure to deliver a particular response to a crisis scenario. Just because there is a loud cry for a specific response, does not necessarily mean it is the best response. Sometimes, overreaction and knee-jerk reaction can be worse than a delayed response.

## Conference Office Business Management Resource

- While seeking additional facts and information, consider sharing what you do know. Messages about all the reasonable precautionary steps previously taken to prevent similar situations and all the actions taken to address the current situation can go a long way to fill the void where the public is clamoring for some transparent communication, but a definitive conclusion or detailed path forward has not yet been identified.
- Consider including a variety of communication templates as part of your CMP playbook and routinely leverage them as part of practice vignettes.
- Accuracy and authenticity are everything. Even under the duress and urgency of a crisis scenario, the CMT must take the time to ensure all messaging is true and factually supportable. We are in an era of fundamental public mistrust of higher education and the athletics industry. As a result, it is imperative that CMT communications reflect genuine concern and commitment.
- Consider using a media monitoring service to gather real time feedback around public response to messaging and to facilitate necessary shifts in the CMP. These types of monitoring services can also be used to proactively monitor social media for potential and festering issues before they become true crisis.

### **USE OF PRACTICE VIGNETTES**

- Time is of the essence when responding to crisis scenarios. There is no time, during a crisis, to develop and vet appropriate response activities and related communication plans.
- Mapping out potential alternative responses to various crisis scenarios ahead of time (e.g. a CMP Playbook) is key to successful crisis management.
- Practice vignettes can be developed from real life scenarios. Avoid discounting any vignette ideas as “not realistic” or “too unlikely” for your organization. The great majority of organizations that have experienced major crisis never would have predicted their involvement ahead of time.
- Create practice scenarios that are as realistic as possible and use them, frequently.

### **VISIBILITY BETWEEN THE CONFERENCE AND ITS MEMBERS**

- Conference leadership should be considered a relevant stakeholder with respect to any crisis scenario arising out of membership activities related to collegiate athletics or involving student-athletes. Consider whether and how best to connect with campus crisis management teams to ensure that the conference is part of the early stages of any communication plan with respect to events that can impact conference risk.
- Consider confidentiality implications as they relate to communications between the conference and its members. Crisis management typically involves the type of sensitive, non-public, strategic information and advice that would be deemed confidential to an organization. In evaluating how best to protect the confidentiality of the information being

## Conference Office Business Management Resource

conveyed during crisis management, consider the type of information that is being shared, whether it is better communicated by phone vs. email, and limiting the communication to only those who need to be included. Also consider implementing the use of a standard “Confidential Conference Communication” or similar template header on all such written communications and training applicable member contacts about the importance of confidentiality practices.

**NCAA Contact:** Jess Kerr, director in law, policy and governance, [jkerr@ncaa.org](mailto:jkerr@ncaa.org) or 317-917-6242.

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## **HIRING RISKS AND CONSIDERATIONS**

### **THE SEARCH AND SELECTION PROCESS**

- While search firms can provide tremendous expertise and benefit, neglecting to carefully oversee the search, selection and hiring of employees, especially at the executive level, can have disastrous effects.
- The significant number of interested stakeholders can quickly muddy hiring waters and attempt to short cut or circumvent an otherwise robust process. A definitive position statement should be finalized before any potential candidates are contacted. Establish clear expectations from the start about who will participate, the process that will be followed, and any important timelines. Ensure any external efforts include a close review and strong understanding of organizational chemistry and culture.
- Whether using a search firm or internal resources, consider the following as part of the candidate vetting process:
  - Implement thorough background checks that comply with all applicable federal and state laws.
  - Diligently check prior employment history and references – especially individuals who stand nothing to gain or lose by the hire.
  - Beware of “recycled” candidate lists. Leverage local and national court filings and other public records, historical compliance reports and social media, as available, permitted and appropriate.
- Consider claw back protections if utilizing search firms.

### **INTERNATIONAL HIRING CONSIDERATIONS**

International hiring is high risk and process intensive. It involves several federal agencies and numerous procedural steps - all of which take considerable time:

- Petition UCSIS for non-immigrant visa
  - Limited availability
  - Eligibility Requirements
  - Various filing fees
  - Time limited if granted
  - Employer’s responsibility to maintain a public access file
- Initiate permanent residency certification for the employee via the Department of Labor

NOTE: Student employees have different, and often less challenging, documentation requirements.

## **VIRTUAL WORKPLACE CONSIDERATIONS**

Virtual employees can offer flexibility and other potential benefits for conference employers who often operate in limited and/or shared office spaces. The following are some considerations related to remote employment arrangements:

- **Employer Property**
  - For information security purposes, consider issuing employer-owned technology and prohibiting use of employer property for non-work purposes or use of employee-owned technology for work purposes.
  - Consider a written agreement that clearly identifies company property, and that secures the employee's agreement to properly care for and protect the property, and the organization's authority to deduct wages for any damage to property in accordance with applicable state laws.
- **Security**
  - Employers are responsible for ensuring the security of sensitive documents and data that are handled by employees, regardless of where the work is performed. Consider establishing information access controls (e.g. VPN access, encryption, network firewalls, mandatory password changes) and setting clear expectations regarding proper storage (e.g. work-issued technology only, locked cabinets/drawers) and protection of proprietary and confidential information.
- **Workers Compensation**
  - Employers are typically responsible for providing a safe working environment for on-site and remote work locations.
  - Consider asking virtual employees to designate a specific area of the home that is considered work space and specific hours of the day in which they will perform work-related activities. Also consider providing notice to virtual employees about potential in-home safety hazards and asking them to agree (in writing) to take certain precautionary safety measures and to maintain safe conditions as a condition precedent to employment.
- **Payroll Records/Compensation**
  - FLSA requires employers to pay employees at or above minimum wage for all hours worked and to pay overtime and all hours worked over 40 in a given work week. In most instances, hours must be counted as "worked hours" if the employer knows or has reason to believe that the work is being performed. Strongly consider setting clear written expectations around work schedules and hour limits for all non-exempt virtual employees and working with employees to carefully track and report all hours worked.
- **Other State Laws**
  - There are a host of state laws the applicability of which will be determined by the location where the virtual employee is performing the work (e.g. his or her



residence). These include, among others, vacation accrual and pay out, final compensation pay out, inventions assignment, paid and unpaid leave rights, non-compete agreements and background checks.

- **Position Criteria/Changes in Virtual Status**

- Where remote employment is only offered to certain employees or on certain projects, consider establishing and documenting the objective criteria by which you will evaluate virtual employment opportunities.
- In order to adequately prepare for and address any organization need to change the virtual employment model, consider clarifying in employment policies and/or employment agreements that it is in the full discretion of the organization whether to continue to permit remote employment arrangements and that the organization reserves the right to reestablish a work place office requirement at any time.

## **DIRECTORS & OFFICERS**

- Exposure and standards for nonprofit directors and executives are at least as high, and perhaps higher, than those applicable to their for-profit counterparts.
- Consider the adequacy of your D&O coverage in light of stated/unstated expectations and responsibilities and D&O-specific risks identified through ERM assessment.
- General liability insurance and umbrella policies typically limit coverage to bodily injury, property damage and certain personal injury claims. Separate D&O coverage is required for a host of other types of claims that can arise out of a variety of daily decisions and activities involving conference management.
- Adequate D&O coverage is typically considered a prerequisite to attract an appropriate pool of D&O candidates.
- Most policies now include full entity coverage for claims made against the organization, even if no directors or officers are personally named.
- While most policies do not limit coverage for prior wrongful acts, consider indemnity carve outs related to activities that predate position start dates.
- See also NCAA guidance document at:

[http://www.ncaa.org/sites/default/files/2017Conference\\_Insurance\\_Considerations20171207.pdf](http://www.ncaa.org/sites/default/files/2017Conference_Insurance_Considerations20171207.pdf)

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## **LEGAL COUNSEL CONSIDERATIONS**

### **TYPES OF ISSUES THAT MAY BE ADDRESSED BY INTERNAL/EXTERNAL COUNSEL**

- Governance
- Employment
- Data and Information Security
- Taxation
- Crisis Management
- Other Federal and State Regulatory Laws
- Contracts
- Intellectual Property
- Litigation and Other Types of Dispute Resolution

### **INTERNAL VS. EXTERNAL HIRING CONSIDERATIONS**

- Perceived benefits of hiring in-house counsel (attorneys employed by the organization):
  - Ready access and availability.
  - No competing interests.
  - Familiarity with unique conference and higher education legal and cultural issues.
  - Institutional memory and understanding of internal politics.
  - Fixed/budgeted costs and overhead savings.
- Perceived Advantages of Using Outside Counsel (independent attorneys/firms engaged via contract):
  - Access to expertise in numerous areas of the law.
  - Cross-institutional, cross-industry experience.
  - Scalability.
  - Professional detachment (the ability to bring a high level of objectivity that is not always easy to maintain via an employment relationship).
- When evaluating internal vs. external hiring models, consider significance and timing (project, short or long term) of the resource need and give careful thought to the mission the role should serve (e.g. “ad hoc” tangential resource or permanent part of the team). Begin with an audit of current and predictable legal activities and expenses. Enterprise Risk Management assessments and plans can be valuable maps that can help predict potential areas of need and focus and facilitate a decision regarding internal vs. external hiring.
- Search and selection of internal candidates should be conducted like any other executive-level search. Member relations and collaboration will be key to objectives so member and other stakeholder input should be considered at various stages of the process.

## **IDENTIFYING AND ENGAGING OUTSIDE COUNSEL**

- Retaining outside counsel should be considered a significant investment. As with other capital outlays, it's important to understand what you are buying in order to get the most out of your purchase.
- Typically, to get the full benefit of the outside counsel model, counsel must begin with or quickly establish a high level of client familiarity and must create and maintain regular and consistent interaction and communication with the client and its personnel. Accordingly, a passion for the athletics industry, existing knowledge about your conference, personalities and chemistry, should all be important hiring considerations.
- Avoid potential conflicts of interest by keeping politics and pre-existing relationships out of the selection process.
- Consider the potential need or obligation to consult or involve insurance firms in selection process. Coverage documents often describe whether and to what extent insurance carriers can/must be involved in the selection/retention of counsel and approval of counsel rates. Some types of coverage policies contain explicit "duty to defend" obligations that require the insurer to assume control of the claim defense process, including counsel selection and payment of defense costs and expenses. These duties are often coupled with a right to access certain case information. In these scenarios it is particularly important to evaluate the potential for misalignment and conflict between conference and carrier defense and settlement strategies, and the additional complexities that can arise if a member is also a named defendant. A more extensive resource for insurance considerations is also available to all NCAA conferences at [www.ncaa.org](http://www.ncaa.org)
- Firm engagement is like any other negotiated contract. It's important to understand your needs, as well as your leverage and bargaining power.
- Consider leveraging the same type of evaluation and selection process used with other material vendor/service arrangements.
  - Clearly define needs, objectives, expectations and limitations/contingencies.
  - Circulate Request for Information (RFI).
  - Circulate Request for Proposal (RFP).
  - Solicit multi-stakeholder assessment and input.
  - Engage in contract negotiations.
  - Initiate onboarding activities.

## **MANAGING OUTSIDE COUNSEL**

- Establish clear billing guidelines (plenty of guidance on the internet).
- Do not be afraid to ask for data and details behind billing rates and invoices.
- Do not be afraid to request copies of reports, presentations, and other work product. You've paid for it. You own it.

## Conference Office Business Management Resource

- Be wary of providing too much oversight and autonomy to a single firm. Maintaining adequate organizational visibility and involvement ensures that valuable historical knowledge stays in-house. It avoids the potential for firm complacency and facilitates the ability of the organization to shift counsel if/as necessary.
- Conduct periodic but regular performance evaluations and audits and openly share feedback to create a culture of collaboration, shared expectations and success.
- Exhibit and communicate a willingness to regularly re-examine outside counsel relationships. This can help control spend and drive efficiencies while keeping the attorney-client relationship from becoming complacent.

### SHARED RESOURCE CONSIDERATIONS

- While joint defense and/or common interest arrangements may permit the “sharing” of legal resources where members have been named as co-defendants in a lawsuit or are participating in the evaluation of legal issues that affect both the conference and the institution, the permissibility and defensibility of these types of arrangements vary from state to state and are highly nuanced.
- Be aware of the potential ethical issues and conflicts of interests that can arise when “borrowing” or “sharing” counsel and legal costs with members or other third-party entities. Legal and fiduciary interests will often diverge. It may be impossible for a single attorney or firm to adequately represent the interests of both parties in such scenarios. These are particularly important considerations when evaluating whether to use the same legal resources for both conference and member representation.
- Also, be aware of the potential conflicts that can arise when seeking organizational legal advice from a Board member or other member of staff that may have legal training and expertise but has not been formally retained as an organizational attorney. Typically, those individuals are operating in the capacity of a non-lawyer. As a result, they may not have malpractice coverage and/or their coverage won’t extend to the provision of legal advice in non-client scenarios. Similarly, the defensibility of organizational decisions that are made in reliance on quasi-legal advice delivered outside a formal attorney-client relationship can present challenges.

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## **PROTECTING TAX EXEMPT STATUS**

Properly maintaining tax exempt status requires careful consideration of both requirements and prohibitions. Tax exempt status can be challenged and revoked based on a variety of criteria, which can result in unwanted costs and penalties. Below are a few considerations that tax exempt entities should keep in mind.

## **ORGANIZATIONAL & STRUCTURAL FORMALITIES**

- Board and governance structure should be formalized. Formal Board meetings should occur regularly. Board and management discussions and decisions should be well documented.
- The organization should demonstrate that it continues to operate within the scope of the non-profit purpose reflected on its non-profit application.

## **RECORDS & DOCUMENTATION**

- All nonprofits must file an annual Form 990 tax return.
- Failure to file and untimely filings can result in unwanted government and media scrutiny, significant fees, and possible status revocation.
- All non-profits are required to keep clear and appropriate records that substantiate compliance with tax-exempt income and other requirements and limitations.
- Records should include properly maintained meeting minutes and documentation of all material discussions and decisions.
- Properly maintained records facilitate protection of tax-exempt status and limitations on personal liability for officers and directors.

## **POLITICS & LOBBYING**

- Organizational donations to political campaigns or candidates holding or running for political office (at federal, state and local levels) are prohibited, as are organizational statements in support of any specific political party. While these limits don't prohibit statements made by staff and personnel in an individual capacity, be aware that attempts to distinguish between personal and organizational endorsements can get muddy and create unnecessary organizational scrutiny and risk.
- Lobbying occurs when an organization attempts to influence (propose, support or oppose) legislation. While certain lobbying activities are permitted, it can be challenging to navigate and comply with the numerous limitations. Consider whether it is easier to implement a strict prohibition on lobbying for organizational personnel or, at least, for those that aren't specifically operating in government relations roles.

## **FUNDRAISING**

- Nonprofits may participate in capital campaigns and may also solicit many types of individual donations including, among others, cash, pledges, and property (real estate and personal), and donors are permitted to take a tax deduction in return.
- Nonprofits are entitled to seek private and government grants and corporate gifts.
- Sources and amounts of funds solicited and received, as well as their intended and actual uses, should be carefully documented as part of routine record keeping activities.

## **LIMITATIONS ON OTHER ACTIVITIES**

- Income generated by a non-profit must be used in furtherance of the stated tax-exempt purpose and not for the benefit of any individual. Accordingly, salaries must be reasonable, transparent, and properly considered and approved by the Board.
- Earning too much income, or failing to properly track income, that is generated from activities that are not substantially related to an organization's tax-exempt purpose (unrelated business income or UBI) can jeopardize tax-exempt status. It is important to be familiar with and comply with all applicable UBI limitations and reporting requirements.
- Similarly, any potential business conducted with any officer, director or key employee, or any business in which any such individual maintains an interest, should be carefully evaluated for potential conflicts. Amounts exchanged with these types of individuals and related organizations should be transparently approved by the Board, well documented and reasonable in light of the goods or services provided.

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**REPORT OF THE  
NCAA DIVISION III STRATEGIC COMMUNICATIONS WORKING GROUP  
JANUARY 8, 2019, TELECONFERENCE**

**ACTION ITEMS.**

- **None.**

**INFORMATIONAL ITEMS.**

- 1. Welcome.** NCAA staff welcomed the working group members and completed the roll call.
- 2. November 13, 2018, Teleconference Report.** The working group reviewed the report and had no recommended changes.
- 3. Discuss Executive Summary of Comments from CoSIDA survey.** NCAA Postgraduate Intern Lorne McManigle provided a recap of the gathered themes found within the comment section of the 2018 communications survey. Out of the 283 members who completed the survey, only 72 provided comments. Ms. McManigle noted there were four themes found within the comments. They are as follows:
  - a. Inadequate professional staffing is a constant problem.**
  - b. Athletic departments suffer from a lack of budget and resources.**
  - c. Heavy workload due to the constant increase in responsibilities.**
  - d. Feel unappreciated and/or undervalued on a daily basis.**
- 4. Review Updated Sections.** Working group members reviewed assigned sections and communicate key updates and edits.

Each member provided opportunities for additional comments and feedback. Once the working group reviewed all sections, the it discussed ways to develop the resource's best practices. Each working group member will review the updated resource and identify his or her best practices and submit to staff. Staff will collect the recommendations and include as an agenda item for discussion on the next teleconference.
- 5. Review 2012 Strategic Athletics Communications Guide:** Due to limited time, staff quickly mentioned that working group members should take another look at the Strategic Communications Guide to see if there is any other important information that should be in the 2019 guide.

6. **Next Steps.** Staff discussed the working group's next steps, outlined below, and noted there will be a doodle sent out for the following teleconferences:
  - a. Late February teleconference; and
  - b. Late April teleconference.
7. **Other Business.** There was no other business.
8. **Adjournment.** The call adjourned at 4 p.m. Eastern time.

*Staff Liaisons: Louise McCleary, Division III Governance  
Adam Skaggs, Division III Governance*

NCAA Division III Strategic Communications Working Group January 8, 2019, Teleconference	
<b>Attendees:</b>	
Sam Atkinson, Gallaudet University	
Mike Ghika, Great Northeast Athletic Conference	
Katie Jo Kuhens, Wartburg College	
Lori Mazza, Western Connecticut State University	
Lenny Reich, University of Mount Union	
Kimberly Wenger, Northwest Conference	
Kiana Verdugo, SAAC	
<b>Absentees</b>	
None.	
<b>NCAA Staff Support in Attendance</b>	
Louise McCleary and Adam Skaggs.	





**REPORT OF THE  
NCAA DIVISION III STRATEGIC COMMUNICATIONS WORKING GROUP  
FEBRUARY 27, 2019, TELECONFERENCE**

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

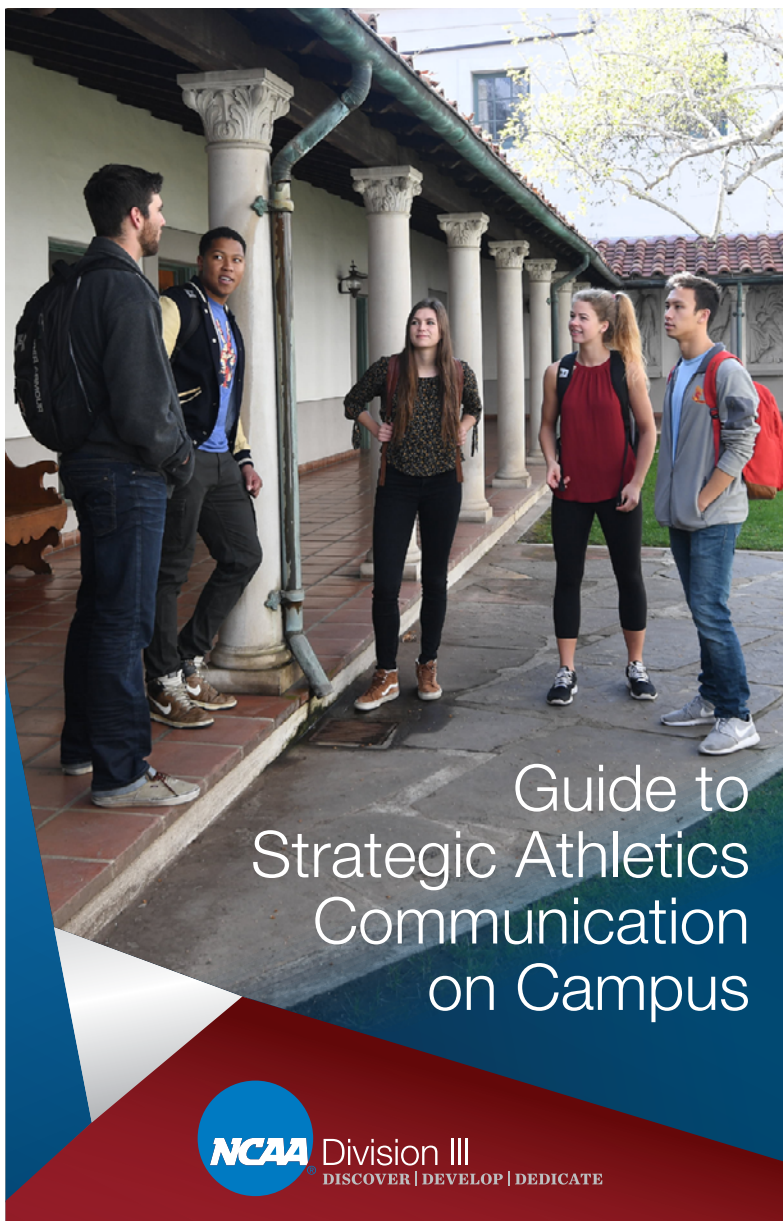
1. **Welcome.** NCAA staff welcomed the working group members and completed the roll call.
2. **January 8, 2019, Teleconference Report.** The working group reviewed the report and had no recommended changes.
3. **Review and Discuss 2019 Draft Documents.** The working group reviewed three supplements that will be included in the 2019 Strategic Communications Guide. Opinions and edits were provided throughout each supplement review. No major changes were added to the documents, though minor adjustments and modifications were made. Working group members were instructed to follow-up with NCAA staff not later than March 4 if any additional changes were needed to be made. Lastly, staff noted that the next steps will be to send the first draft off to the NCAA editorial team and by our next teleconference we will have a first draft to review. The following sections were reviewed during the call:
  - a. Best Practices;
  - b. Data Outcomes; and
  - c. Executive Data.
4. **Revelation Plan on Division III Day.** Lenny Reich discussed the plan to reveal the new Strategic Communications Guide June 11, 2019, at the CoSIDA Convention. Mr. Reich explained that the guide will be thoroughly reviewed by attendees during the Division III Day Business Session and that he will provide a Q&A period with potential assistance from other working group members in attendance. More details to come during the next teleconference.

5. **Next Steps.** Staff discussed the group's next steps, outlined below, and noted there will be a doodle sent out for the late May teleconference.
  - a. April 22, 2019, teleconference;
  - b. Late May teleconference.
6. **Other Business.** There was no other business.
7. **Adjournment.** The teleconference adjourned at 1:58 p.m. Eastern time.

*Staff Liaisons: Adam Skaggs, Division III Governance*  
*Louise McCleary, Division III Governance*

NCAA Division III Strategic Communications Working Group February 27, 2019, Teleconference	
<b>Attendees:</b>	
Sam Atkinson, Gallaudet University.	
Mike Ghika, Great Northeast Athletic Conference.	
Lori Mazza, Western Connecticut State University.	
Lenny Reich, University of Mount Union.	
Kimberly Wenger, Northwest Conference.	
<b>Absentees</b>	
KatieJo Kuhens, Wartburg College.	
Kiana Verdugo, SAAC.	
Louise McCleary, NCAA.	
<b>NCAA Staff Support in Attendance</b>	
Adam Skaggs.	

NOTE: Full page proof on following pages.



A photograph of five students (three men and two women) standing on a paved walkway with classical columns. They are dressed in casual, athletic clothing and some are wearing backpacks. The scene is outdoors with trees and a building in the background.

# Guide to Strategic Athletics Communication on Campus

**NCAA**

Division III

DISCOVER | DEVELOP | DEDICATE

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## INTRODUCTION

# THE POWER OF STRATEGIC COMMUNICATION

The competition in Division III athletics is fierce. Student-athletes give their all every day to excel in the classroom and win championships. The competition on campuses is just as intense. Presidents and chancellors compete to attract the best and brightest students and faculty to keep their institutions thriving in an ever-challenging higher education landscape.

These two competitions are indelibly linked. As athletics is integral to the higher education experience for students, so is it integral to promoting the institution, bolstering enrollment and staying ahead of competitors.

Ask college and university presidents about their priorities for communication, and they'll likely say, "To better tell our story." Ask those same presidents whether the institution's athletics program has a place in that story, and the response invariably is, "Absolutely." People don't refer to the athletics program as "the front porch" of the institution just because it sounds catchy. They do so because it's true. What component of a college or university interacts most with the community? What galvanizes campus constituents and alumni? What shapes public opinion regarding the institution's reputation? In many cases, the answer is athletics. And who contributes most to telling the athletics story, and in turn the college's or university's story? The president? The provost? The athletics director? While all play a role, there is someone else who is vital to telling this story.

Thousands of talented, dedicated communications professionals tell those stories and advocate for their institutions. Their titles may differ — directors of sports information, media relations or athletics communications — but their mission is the same: to promote and protect the institutional brand by telling the student-athlete story and extolling the value that athletics brings to the campus and community. That's not just an athletics mission, but an institutional one that any college or university president would covet as a priority.

The NCAA Division III Strategic Communications Working Group provides this resource as a way to emphasize why athletics communicators in

Division III are so valuable and to show how colleges and universities can better understand and equip their staffs to obtain optimal results. In a world that constantly seeks better, faster, brighter and bolder, it makes sense for colleges and universities to invest in their greatest resource — the people who tell their stories.



## THE EVOLVING CHALLENGES

While the title “sports information director” remains widely used, the duties it connotes are often underestimated and underappreciated. The roles of historian, record-keeper, statistician and media contact are still very much present, but evolving responsibilities such as media producer, strategic communicator and multiplatform social media content manager are as important in today’s more aptly titled athletics communication director’s daily work.

While there is no denying that technology impacts every aspect of the athletics department, athletics communication directors are asked to flex their muscles regularly. Social media has revolutionized information dissemination, and new products and services are ever-changing and expanding. Athletics venues now routinely serve as broadcast studios producing livestreaming video of a multitude of events.



NCAA Division III institutions are particularly stretched by fast-paced technology growth because nearly half of the athletics communication offices are staffed with just one full-time professional who is challenged with everyday responsibilities while keeping up with the latest technological demands. The offices with assistants are facing a challenge of athletics departments adding sports programs and packing an already busy schedule. Also, the number of student workers, interns and graduate assistants varies widely, and those individuals are in constant need of training.

But these inherent limitations do not reduce demands upon institutions or expectations by a public that wants immediate information.

In short, the myriad challenges facing today’s athletics communication offices include the following:

- **Staffing and Resources.** Demands on time, technology knowledge and breadth of experience have increased, but the allocation of resources has lagged. Results from a 2018 survey of Division III athletics communication



and sports information directors highlight staffing challenges in the face of increased expectations and demands.

- **Strategic Integration.** The athletics communication director at both the departmental and institutional level continues to be a key piece in promoting institutions, including serving on the athletics senior administrative team, collaborating with the game scheduler, regularly engaging with the campus Student-Athlete Advisory Committee and serving on the institution’s campus-wide communications team.
- **Technology.** The ever-changing, fast-paced growth of social media and website content, coupled with the instantaneous demands of students, prospects, spectators, parents, alumni, etc., have multiplied the expectations of athletics communication departments.
- **Workload.** All of the above have added to the workload, often without a commensurate increase in resources and staffing. Survey results indicate 78% work an average of 50 or more hours weekly.





## STUDENT-ATHLETE PERSPECTIVE

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### THE EXISTING OPPORTUNITIES AND STUDENT-ATHLETE ENGAGEMENT

Given those challenges, athletics communications personnel are nonetheless blessed with a significant advantage: They are able to tout a broadly accomplished demographic, Division III student-athletes, to support their cause.

Regardless of the category used to rank a student body — be it academic achievement, community engagement, campus leadership or university ambassadorship — student-athletes traditionally populate the top tier. Athletics communication directors who interact with student-athletes know this firsthand and are able to celebrate and advocate the positive influence student-athletes have not only on athletics but also on the university as a whole.

Division III student-athletes are committed to academic achievements, community outreach and athletics success — three values that are fundamental to Division III institutions. Athletics communication directors help student-athletes share their stories as the institution and its athletics program seek to align with the Division III philosophy.

In turn, the relationships between directors and student-athletes not only support the Division III strategic platform of portraying the division's mission, but they also allow student-athletes to form a professional connection that may lead to a mentor, increased internship opportunities and/or a future career path. That collaboration ultimately benefits both the student-athletes and the directors, and it builds the foundation of an affirmative and comprehensive communications strategy for the institution and the community it serves.





## DATA

### SURVEY RESULTS

In 2018, the NCAA surveyed athletics communication/sports information directors from the 494 Division III members (institutions and conference offices) about their athletics communication operations. The survey garnered a 57% completion rate (283 responses), and, compared with results from a 2012 Division III Sports Information Directors of America survey, it confirmed that Division III athletics communication/sports information directors have assumed greater responsibility for institutional and conference outreach through the years beyond the traditional tasks of writing news releases and keeping statistics.

Results indicate the following:

### Demographics

Approximately 83% of respondents reported that their institutions **sponsor 16 or more varsity sports**, up from 70% in 2012.

**70%**  
2012

**83%**  
2018

Approximately 91% of directors are **employed full time for 12 months** (up from 80% in 2012).

**80%**  
2012

**91%**  
2018

A recent review of the Division III institutions' directory of athletics communication directors indicates that more than **82% are men**, down from more than 85% in 2012.

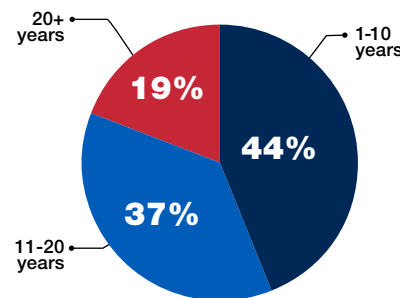
**85%**  
2012

**82%**  
2018

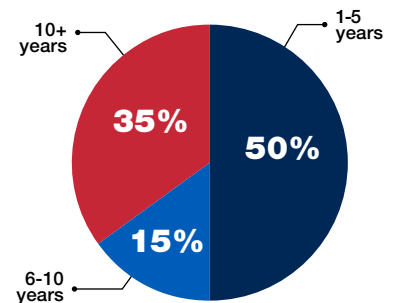
Nearly **43%** of Division III athletics communication directors hold the traditional title of **director of sports information**, and **24%** use the primary title of **athletics communication director**. A significant number (approaching 44%) perform secondary duties as an associate or assistant administrator, while **12%** hold a **secondary title/role as coach/assistant coach**.

Almost **60%** have an **advanced degree**.

As for experience in the profession, the percentages are as follows:



As for experience at their current institution, the percentages are as follows:





## Job Responsibilities and Workload

**Sixty-six percent of respondents** from the 2018 survey said they are part of the **senior management team**, with 79% reporting to the director of athletics. Sixty-one percent said they meet regularly with the AD (either weekly or biweekly), and **89% said they feel their opinion is valued**.

Respondents rated **these four areas, in priority order**, as most needed to be a successful sports information or athletics communication director:



**Statistics  
Inputting**



**Social  
Media**



**Writing**



**Photoshop  
Experience**

Regardless of title, a narrow majority of **51% said they have an assistant** in some capacity, full or part time, and of those, 63% are in a full-time role. The assistant role has surpassed a graduate assistant option, as only 23% have a graduate assistant.

Student help continues to be imperative, as **46% responded their office employs 10 or more student workers**, which primarily involves game-management duties.

Work-life balance continues to remain challenging, as **78% said they work an average of 50 or more hours a week**, and only 45% said they felt like they had an adequate work-life balance. Social media continues as a primary factor, as 46% said they spend six to 10 hours a week on this platform and 18% reported spending more hours than that on social media.

**Social media, media relations, video content, livestreaming and website management are now the top job responsibilities**, morphing from the traditional responsibilities of media guides, game programs, statistics and press releases as indicated in the 2012 survey. Despite the influence of advanced technology, 80% print media guides or game programs for home competition events. However, 49% use print only for select sports.

**Up to 30% of directors also perform duties such as selling advertising or venue sponsorships**, serving as radio or television broadcasters for games, overseeing taping of games for coaches and hiring game officials. Forty-eight percent said they also perform other duties not related to sports information, such as event manager and compliance officer.

For game-day management, **39% of respondents said they use a combination of announcers to operate the public address system**, whether it be themselves or their assistants. Twenty-nine percent use students to assist, 26% hire professionals, and 5% use institutional staff. As for inputting statistics, 46% said they are responsible for doing so, 30% said they use student workers, and 13% said they hire freelancers.



**78%**  
said they  
work an  
average  
of **50 or  
more  
hours a  
week**

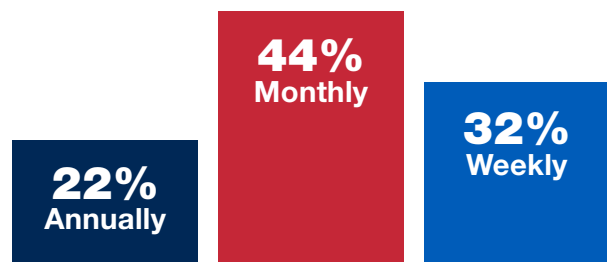




## Campus Collaboration

**Sixty-eight percent of the respondents said they are not consulted when making master schedules for contests**, and an even higher percentage (93%) said they are expected to cover multiple games/events at the same time.

**Just under half are part of the campus communications team.** Meetings range from annually (22%) to monthly (44%) to weekly (32%).



Just **less than a quarter** meet with their campus Student-Athlete Advisory Committee.

Almost **60%** conduct an annual review of athletics communication trends and reassess best practices.

## Impact of Technology

With the emergence of new technologies, directors indicated they spend approximately **20% of their time on website maintenance**. In all, 51% spend 10-20 hours per week on the website, and 31% spend 20-30 hours per week. The 2012 survey indicated 50% spent at least 16 hours per week on the website.

**Ninety-nine percent of Division III athletics communication directors oversee a social media platform.** A similar percentage manage multiple accounts, with equal emphasis on Twitter, Facebook, YouTube and Instagram. Sixty-four percent of athletics communication directors devote six or more hours to social media functions weekly. **This task is one of the top five duties GAs and student workers perform.**

**Ninety-six percent of Division III athletics communication directors report producing athletics video content for online use and live web-based streaming of competition.** Excluding livestreaming, 66% said they produce their own video content for their website, and 86% are responsible for their own content. **The leading types of videos, aside from livestreaming, include athlete/coach interviews (29%), highlights with music (22%) and season highlights (16%).**

With 96% of Division III institutions livestreaming events, 66% of those institutions livestream for more than 10 sports. **Sixty-three percent stream more than 75 events per academic calendar year.** Sixty-seven percent of athletics communication and sports information directors said they are responsible for managing livestreaming events.



**99%**  
of Division III  
athletics  
communication  
directors  
**oversee a  
social media  
platform.**



**92%**  
CoSIDA  
Members

**86%**  
Attend  
CoSIDA  
Conventions

## CoSIDA Involvement

Ninety-two percent of respondents said they are a **member of the College Sports Information Directors of America**, with a similar percentage saying that their institutions pay the annual membership dues.

Eighty-six percent have **attended the CoSIDA convention within the past five years**. Eighty percent indicated convention costs were covered between institutional support and grants/self-funded.

Fifty-eight percent said their **institutions paid the full cost/partial cost** of attending the CoSIDA convention, up from 45% in 2012.

## Conclusions

Results from these surveys and from other sources point to the following conclusions:

- The desired work-life balance continues to be a moving target.** Most directors have workloads of 50-60 hours weekly, while only 2% work fewer than 40 hours per week. Due to the large number of sports sponsored at Division III institutions (in comparison to Divisions I and II institutions), about 30% of directors work 60 or more hours weekly. Social media continues as a primary factor, as 46% said they spend 6-10 hours a week on this platform. The long work hours coupled with minimal time off results in an undesirable work-life balance. This problem is partially due to a lack of staff and resources to assist in their duties.
- Increased job expectations, combined with stagnant or reduced staffing, create challenges.** Fifty-one percent of Division III institutions employ only one athletics communication professional, and this individual has a wide array of responsibilities — from management of athletics websites, social media and video to noncommunications duties including hiring of game management personnel and oversight. Approximately half have either a full-time or part-time assistant that is not a graduate assistant.
- Increased involvement in strategic decision-making.** Despite devoting many hours per week to communications duties, two-thirds of athletics communication directors believe they are also involved in strategic decision-making within the institution's athletics department. Forty-four percent now hold a secondary title of assistant or associate athletics director.
- More emphasis on professional development.** More than half have been at their institution for five years or less and combined with time spent in learning and using new technologies and on strategic planning and supervision, point to the importance of professional development opportunities for directors seeking to be more proficient in their duties. More than 90% are a member of CoSIDA, and nearly as many have attended the annual CoSIDA convention, including Division III Day, in the past five years. The lack of funding for professional development activities no longer appears to be a barrier, as only one-third said that's why they didn't attend professional development programming.



## BEST PRACTICES

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### SUCCESSFUL COMMUNICATION

Based on feedback and survey results, the NCAA Division III Strategic Communications Working Group provides the following best practices that will positively impact not only the athletics communication/sports information director but also the athletics department overall.

- 1. Be a part of the athletics department senior staff.** As the keeper of the front porch (i.e., the athletics website, statistics, social media, marketing, communication, etc.), it is important for the athletics communication director to be involved in athletics department meetings and strategic planning. (Sixty-six percent of the 2018 survey respondents said they are part of the senior management team, with 79% reporting to the director of athletics.)
- 2. Ask to be involved with master game scheduling.** Sixty-eight percent of the 2018 survey respondents said they are not consulted when athletics departments make master schedules for contests. Consequently, multiple events are scheduled on the same day, causing 93% of directors to indicate that they are trying to cover multiple games/events at the same time. Because nearly 90% of directors from the 2018 survey said they feel their opinion is valued by the athletics director, it makes sense to voice opinions and suggestions related to the scheduling of game-day events. Additionally, make the effort to be involved on conference scheduling committees.
- 3. Evaluate staffing needs in relation to sponsored sports.** Based on the 2018 survey, institutions are at an all-time high of sponsoring an average of 16 varsity sports. Half of Division III institutions have an assistant sports information director, full or part time. While sports offerings and media coverage responsibilities have increased, sports information staffs have not grown at the same pace. This trend results in an excessive amount of responsibilities and a lack of staff support to execute daily tasks. Survey results indicate that workloads average 50 to 60 hours per week, and fewer than 50% of the respondents felt like they had an adequate work-life balance.





**4. Encourage collaboration with campus, local community and conference counterparts.** Initiate cross-departmental communication and collaboration with a variety of campus constituents, including the following:

- Academic departments (journalism, marketing communications, public relations, etc.).
- Alumni relations.
- Communications office.
- Development office.
- Information technology office.
- Marketing department.
- Multimedia services.
- Student affairs.
- University relations.

Build and maintain relationships with local media — television, newspaper and radio — and social media outlets. Cultivating relationships with media professionals is a key component. Build relationships with local community groups (for example, Lions Club, Chamber of Commerce, etc.) to elevate the institution's athletics events, engage with a potential fan base, build a better understanding of opportunities for collaboration among community members and create community service opportunities for student-athletes.

Develop a professional relationship with respective conference colleagues, including the conference communication director. Recommend an annual meeting with the conference communication director and all of the member schools' communication and sports information directors.

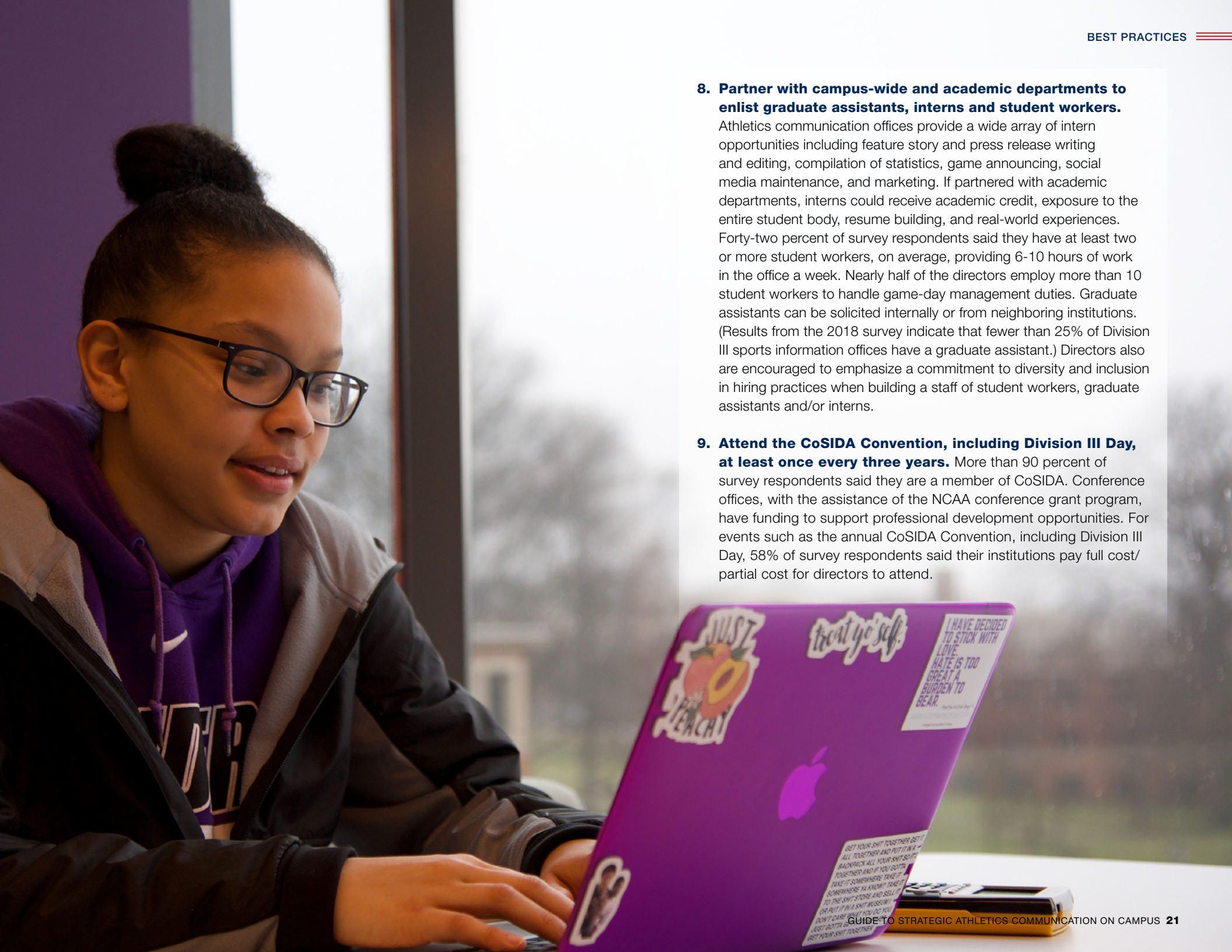
**5. Ensure that athletics communication and sports information directors are members of the campus communications cadre that discusses strategic campus public relations and media issues.** This ensures consistent institutional branding, garners insights and input on athletics initiatives, and shares communication best practices. This group could include representatives from university relations, development, alumni relations, student affairs, faculty, administration, etc. A little more than half of the 2018 survey respondents said they are part of the campus communications team.

**6. Use social media to your advantage.** Survey results indicate that all Division III athletics communication and sports information directors oversee a social media platform, up from 50% in 2012. With the emergence of new technologies, directors said they devote approximately 20% of their overall time to social media — primarily Facebook, Twitter, Instagram and YouTube — to promote athletics. Continue to use these trending platforms to promote the athletics department and create new relationships. Using social media for athletics program promotion not only provides an alternate base for marketing, but also a platform for directors to monitor and protect the athletics program's reputation/brand.

**7. Regularly engage with the Student-Athlete Advisory Committee.** The student-athletes are the story. The recent survey indicates that more than three-quarters of athletics communication and sports information directors do not meet with their campus SAACs. It is beneficial to interact frequently with the student-athletes to learn about possible feature stories and special events. These stories also will foster connections with other campus constituents. Consistent communication and engagement provide an opportunity for student-athletes to learn more about the athletics communication role, which can often lead to future assistance.







## 8. Partner with campus-wide and academic departments to enlist graduate assistants, interns and student workers.

Athletics communication offices provide a wide array of intern opportunities including feature story and press release writing and editing, compilation of statistics, game announcing, social media maintenance, and marketing. If partnered with academic departments, interns could receive academic credit, exposure to the entire student body, resume building, and real-world experiences. Forty-two percent of survey respondents said they have at least two or more student workers, on average, providing 6-10 hours of work in the office a week. Nearly half of the directors employ more than 10 student workers to handle game-day management duties. Graduate assistants can be solicited internally or from neighboring institutions. (Results from the 2018 survey indicate that fewer than 25% of Division III sports information offices have a graduate assistant.) Directors also are encouraged to emphasize a commitment to diversity and inclusion in hiring practices when building a staff of student workers, graduate assistants and/or interns.

## 9. Attend the CoSIDA Convention, including Division III Day, at least once every three years.

More than 90 percent of survey respondents said they are a member of CoSIDA. Conference offices, with the assistance of the NCAA conference grant program, have funding to support professional development opportunities. For events such as the annual CoSIDA Convention, including Division III Day, 58% of survey respondents said their institutions pay full cost/partial cost for directors to attend.

## RESOURCES

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# RESOURCES TK







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## Division III University Course Summary

Report Generated: 3/28/2019 3:45:45 PM (UTC-05:00) Eastern Time (US & Canada)

<u>Course</u>	<u>Category</u>	<u>Enrolled</u>	<u>Not Started</u>	<u>In Progress</u>	<u>Completed</u>	<u>Total Time Spent</u>	<u>Average Time Spent</u>
Division III University: Compliance	DIII University	1449	1350	36	63	0d 21h 24m 35s	0d 0h 12m 4s
Division III University: Student-Athlete Health and Well-Being	DIII University	1442	1323	91	28	4d 2h 0m 32s	0d 1h 18m 28s
Division III University: How the NCAA Works	DIII University	1442	1371	12	59	0d 3h 24m 5s	0d 0h 3m 11s
NCAA Coaches Assist for Sexual Violence Prevention	DIII University	1520	1449	47	42	15d 8h 45m 43s	0d 0h 28m 14s

### Users

Current number of Division III users: 2267

### Course Enrollments

Number of users enrolled in at least 1 course: 1566

### Courses Started

Number of courses started: 477

294 users have started at least 1 course

### Courses Completed

Number of Course Completed: 290

193 users have completed a course

165 users have completed 1-2 courses

28 users have completed 3 or more

### Top 5 Courses Completed by DIII Users

Division III University: Compliance - 63 users completed

Division III University: How the NCAA Works - 59 users completed

NCAA Coaches Assist for Sexual Violence Prevention - 42 users completed

Division III University: Student-Athlete Health and Well-Being - 28 users completed

**REPORT OF THE  
NCAA BOARD OF GOVERNORS  
JANUARY 23, 2019, MEETING**

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

- 1. Welcome and announcements.** NCAA Board of Governors Chair President Bud Peterson convened the meeting at approximately 1:30 p.m. and welcomed the Governors to Orlando. NCAA staff confirmed that a quorum was present. President Peterson recognized President Glen Jones, President Jeff Docking, Shantey Hill and Pennie Parker, as they were participating in their last meeting. President Peterson gave special thanks to President Jones for his service as vice chair of the board and his efforts in leading the strategic planning process.
- 2. Consent Agenda.** By way of a consent agenda, the Board of Governors approved the reports of its October 23, 2018, meeting and its November 27-30, 2018, electronic vote to approve the roster of the NCAA Board of Governors Ad Hoc Committee on Sports Wagering. The board also approved the appointment of the new NCAA Division I Council representative and a Division II and Division III student-athlete to serve on the NCAA Board of Governors Student-Athlete Engagement Committee.
- 3. NCAA president's report.** President Mark Emmert provided brief comments on several issues facing the Association that were part of the Governors meeting agenda.
- 4. Esports engagement.** Joni Comstock, NCAA senior vice president of championships and alliances; Nate Flannery, NCAA director of digital and social media and Chris Termini, NCAA managing director of championships and alliances, updated the board on recent developments in the esports landscape, including the growth in student participation at the collegiate and high school level. Several board members noted their continued concerns with aspects of esports that do not appear to align with the core values of the NCAA. Board members noted that while there are many concerns with esports and its fit in the collegiate sports model, there also appears to be opportunities for the NCAA to have a positive influence in the esports space.

It was VOTED

“That Board of Governors task staff with developing a blueprint by which the board could evaluate how an NCAA competition or structure in esports would look within the framework of NCAA values, particularly student-athlete well-being.” [For 14, Against 1 (Herbst), Abstain 0]

5. **Coaches credentialing concept.** NCAA Chief of Staff Cari Van Senus informed the board of the Knight Commission's discussions and recommendation that the NCAA develop minimal professional standards that coaches should be required to meet to ensure they are prepared for their role as educators of student-athletes. Van Senus noted that the NCAA, through its Sport Science Institute and Division II University, already has developed a number of resources related to the various topics that could be part of a coaches' education and credentialing program. Staff was directed to bring back to the board a plan that would outline how a coaches' education and credentialing program could be developed in collaboration with the National Association of Basketball Coaches and the Women's Basketball Coaches Association. Further, that the plan should include a model for a pilot program to be implemented in late spring/early summer and used as a foundation for expansion to other sports.
6. **NCAA Board of Governors Committee reports.**
  - **NCAA Board of Governors Ad Hoc Committee on Sports Wagering.** NCAA Senior Vice President of Championships and Alliances Joni Comstock and NCAA Executive Vice President of Regulatory Affairs Stan Wilcox provided a report of the first teleconference of the Ad Hoc Committee on Sports Wagering. Comstock and Wilcox also updated the board on the ongoing work of the internal working group as well as plans for future meetings of the ad hoc committee.
7. **NCAA Board of Governors Finance and Audit Committee report.** President Satish Tripathi, chair of the Finance and Audit Committee, provided a report of the Finance and Audit Committee's December 11, 2018, videoconference, and its January 8, 2019, joint meeting with the NCAA Division I Finance Committee.
  - a. **First quarter fiscal year 2018-19 budget-to-actual.** President Tripathi noted the first quarter results for fiscal year 2018-19 do not have any major variances compared to prior years.
  - b. **Fiscal year 2017-18 audited financial statements.** President Tripathi briefly reviewed the 2017-18 financial statements and noted that Deloitte, the Association's external auditors, indicated no audit issues and that the NCAA received an unqualified opinion. Tripathi noted the NCAA had a strong financial year and highlighted some of the items that drove the positive outcomes.

It was VOTED

"That the Board of Governors approve the 2017-18 Financial Report." (Unanimous voice vote.)

- c. **Unreserved net assets.** President Tripathi reported that fiscal year 2017-18 year ended with the Association having \$26.7 million in unreserved net assets available for allocation. President Emmert recommended, and the Finance and Audit Committee agreed, that \$5 million of the available net assets be added to the reserve dedicated to this fiscal year's implementation of the Commission on College Basketball recommendations. In addition, there was a recommendation to allocate \$900,000 for funding of initiatives approved by the NCAA Board of Governors Committee to Promote Cultural Diversity and Equity. The final \$20.7 million was recommended as a supplemental distribution to Division I

It was VOTED

“That the Board of Governors approve the Finance and Audit Committee’s recommended allocation of the \$26.7 million in unreserved net assets.” (Unanimous voice vote.)

d. **NCAA 10-year financial plan.**

- (1) Operational changes to 10-year financial plan. It was noted that the 10-year financial plan was updated to include inflationary adjustments for the 2019-20 fiscal year.
- (2) Commission on College Basketball changes to 10-year financial plan. President Tripathi reported that funding of basketball reforms will occur through revenue increases, cost reductions in NCAA national office operations and a reduction in the projected 2019-20 annual increase to Division I revenue distribution.

It was VOTED

“That the Board of Governors approve the updated 10-year financial plan.” (Unanimous voice vote.)

- e. **NCAA Board of Governors Finance and Audit Committee Investment Subcommittee new member, Melody Rollins.** The board was informed of the Finance and Audit Committee’s approval of Melody Rollins of Bridgewater Associates to serve on the NCAA Board of Governors Finance and Audit Committee Investment Subcommittee.

**8. Law, Policy and Governance Strategic Discussion.**

- a. **Legal and litigation update.** NCAA Vice President and General Counsel Scott Bearby facilitated a privileged and confidential discussion regarding several matters of ongoing litigation.

- b. **Government relations.** NCAA Executive Vice President and Chief Legal Officer Donald Remy noted that the government relations staff worked with interested policy makers and sports organizations in the development of a federal sports betting proposal introduced on December 19, 2018. This bill includes the establishment of minimum statutory and regulatory standards that would protect consumers, eliminate illegal sports betting and uphold the integrity of amateur and professional sporting contests. Remy also noted that staff continues to monitor state activity related to the introduction of legislation that would call for compensating student-athletes.

9. **NCAA Board of Governors' Executive Committee report.** President Peterson reported on matters considered during the Board's Executive Committee meeting earlier that day. President Peterson noted that the Executive Committee discussed questions regarding the use of NCAA marks by affiliated members and proposed a moratorium on new affiliate members.

It was VOTED

"That the Board of Governors approve a moratorium on new affiliate members and that staff be directed to conduct a comprehensive examination of the entire affiliate membership category." (Unanimous voice vote.)

10. **Election of vice chair.** The Governors voted unanimously to appoint President Sue Henderson as vice chair of the Board of Governors.
11. **NCAA Strategic Planning Working Group report and update.** President Glen Jones, chair of the NCAA Strategic Planning Working Group, and Reshma Patel-Jackson, Attain, LLC, project lead, updated the board on the progress of the Strategic Planning Working Group and gathered feedback on the outcomes of the December working group meeting.
12. **Executive Session.** The governors concluded the meeting in executive session to discuss various administrative matters.
13. **Adjournment.** The meeting was adjourned at approximately 4:50 p.m.

*Board of Governors chair: G.P. "Bud" Peterson, Georgia Institute of Technology*  
*Staff liaisons: Jacqueline Campbell, law, policy and governance*  
*Donald M. Remy, law, policy and governance*

NCAA Board of Governors January 23, 2019, Meeting	
<b>Attendees:</b>	
John DeGioia, Georgetown University.	
Philip DiStefano, University of Colorado, Boulder.	
Jeffrey Docking, Adrian College.	
Mark Emmert, NCAA.	
Burns Hargis, Oklahoma State University.	
Sue Henderson, New Jersey City University.	
Susan Herbst, University of Connecticut.	
Shantey Hill, St. Joseph's College, Long Island.	
Blake James, University of Miami.	
Glendell Jones, Jr., Henderson State University.	
Eric Kaler, University of Minnesota, Twin Cities.	
Ronald K. Machtley, Bryant University.	
Fr. James Maher, Niagara University.	
Gary Olson, Daemen College.	
Pennie Parker, Rollins College.	
Bud Peterson, Georgia Institute of Technology.	
Nayef Samhat, Wofford College.	
Denise Trauth, Texas State University.	
Satish Tripathi, University at Buffalo, The State University of New York.	
<b>Absentees:</b>	
Eli Capilouto, University of Kentucky.	
<b>Guests:</b>	
Greg Baroni, Attain, LLC.	
Lynn Durham, Georgia Institute of Technology.	
Briana Guerrero, Attain, LLC.	
Catherine Nelson, CA Nelson Consulting, LLC.	
Reshma Patel-Jackson, Attain, LLC.	
<b>NCAA staff liaisons in attendance:</b>	
Jacqueline Campbell and Donald Remy.	
<b>Other NCAA staff in attendance:</b>	
Katrice Albert, Scott Bearby, Joni Comstock, Dan Dutcher, Nate Flannery, Kimberly Fort, Jenn Fraser, Danny Gavitt, Terri Gronau, Brian Hainline, Kathleen McNeely, Stacey Osburn, Dave Schnase, Naima Stevenson, Cari Van Senus, Chris Termini, Stan Wilcox and Bob Williams.	

*Report is not final until approval of the Board of Governors.*



Good afternoon,

It has come to our attention that a number of you have been contacted by people who have expressed an interest in nominating individuals to serve as independent members of the Board of Governors. We have created the following language that you can use in responding to these inquiries.

“Thank you for your interest in participating in the nomination process for independent members of the NCAA Board of Governors.

The Board of Governors Executive Committee, which will serve as the Nominating Committee, will seek a wide variety of backgrounds in new directors to contribute helpful perspectives and experience to the Board of Governors. In particular, leaders who bring corporate, non-profit or public sector experience will be valuable. Candidates will likely come from a diversity of industries, and those with substantial board experience will be most compelling.

We welcome nominations from the NCAA community and have engaged Heidrick & Struggles, the leading global executive search firm, to seek, accept and vet nominations. Their involvement ensures independent, unbiased review of candidates and will lead to a broad consideration of perspectives. If you have nominations, or know someone who would like to nominate themselves, name and contact information should be sent to Heidrick and Struggles at [NCAABOG@heidrick.com](mailto:NCAABOG@heidrick.com). Review of nominations will begin immediately, and must be received by Feb. 22, 2019, for consideration.

All nominations will be kept in confidence within the Board of Governors Executive Committee and Heidrick & Struggles. Because of this, please do not make any statement about your nominee’s chances or qualifications or attempt to influence the process.

Again, we appreciate your interest in this process and look forward to welcoming new members to the board later this year.”

Please contact me if you have any questions or concerns.

Thank you,

Dan

**REPORT OF THE  
NCAA BOARD OF GOVERNORS  
AD HOC COMMITTEE ON SPORTS WAGERING  
MARCH 7-8, 2019, MEETING**

**INFORMATIONAL ITEMS.**

1. **Welcome and introductions.** Chancellor Kent Syverud, chair of the NCAA Board of Governors Ad Hoc Committee on Sports Wagering, welcomed the committee members to the meeting. Syverud briefly reviewed the agenda and provided an overview of the group's goals.
2. **Report of the NCAA Board of Governors Ad Hoc Committee on Sports Wagering February 14, 2019, teleconference.** The ad hoc committee approved the report of its February 14, 2019, teleconference. (Unanimous voice vote.)
3. **Report on work of the NCAA Sports Wagering Internal Working Group Subcommittees.** Staff updated the committee on the work of the following subcommittees of the Internal Working Group:
  - a. Education. The subcommittee has worked to develop a comprehensive education strategy in support of the Association's sports wagering initiatives. This has resulted in a FAQ document that was distributed to athletics administrators in the fall; the creation of an educational video for officials; a Summit on Sports Wagering and Well-Being in College Athletes that will be conducted March 12-13; a sampling of integrity service based education that will be included as part of the long-term integrity service provider contract; and a refresh of the NCAA Don't Bet On It campaign.
  - b. Information/Data Management. The subcommittee has spent most of its time discussing player availability reporting, considering why it should be examined, the potential risks to student-athletes, which sports would be involved and potential structures and enforcement. [See Item No. 6 for the committee's discussion of player availability reporting.]
  - c. Integrity Services. The focus of this subcommittee was to identify, quantify and assess significant sports wagering risks to the Association and recommend strategies to mitigate/manage those risks. The subcommittee also has worked to identify and recommend a long-term integrity services provider for the Association. [See Item Nos. 4 and 7 for updates on the work of the short-term integrity services provider and risk assessment, and the search for a long-term provider.]
  - d. Legislation and Policy. The subcommittee was charged with reviewing existing legislation and policy regarding sports wagering in all three divisions and identifying discussion items/issues for consideration by the ad hoc committee. The subcommittee

- has identified several areas of legislation and policy that it recommends the ad hoc committee review: (1) Definition and application of sports wagering (NCAA Bylaws 10.2 and 10.3); (2) Current policies applicable to certified events and sanctioned summer leagues; and (3) Issues related to event venues, advertisements and sponsorship.
- e. Officiating. The subcommittee continues to assess current NCAA programs and policies relative to sports wagering and officiating, which includes: (1) Role of the national office and conference offices for regular season and postseason officiating programs; (2) Independent contractor status of officials and associated considerations; (3) Background check programs administered by the national office; (4) Formalizing arrangements with officials selected for NCAA championships; (5) Education offerings for officials; and (6) Additional information gathering and benchmarking regarding programs, education and other initiatives for various professional/amateur sport leagues and organizations.
  - f. Political Landscape. The subcommittee was charged with providing the Internal Working Group with up to date information on state and federal legislative and regulatory activities. On the federal landscape, the Sports Wagering Market Integrity Act of 2018 was introduced on December 19, 2018, at the end of the 115th session of Congress. This bill was an important first step in establishing national standards for sports wagering to protect the integrity of athletics competitions. The NCAA continues to work with the professional sports leagues to see reintroduction of a federal sports wagering bill during the 116th Congress. With regard to state activity, 12 states have authorized sports wagering and eight of those states are accepting bets on sporting events. The elements of the legislation are not consistent across all the states and, for that reason, the NCAA continues to work with other professional and amateur athletics organizations to get a federal bill passed that would establish minimum statutory and regulatory standards that would protect consumers, eliminate illegal sports wagering and uphold the integrity of amateur and professional sporting contests. As work continues on the federal front, the NCAA has developed a set of principles that it feels are necessary to provide adequate protections to all those impacted by legalized sports wagering.

It was VOTED

“That the Ad Hoc Committee on Sports Wagering recommends the NCAA national office distribute the sports wagering principles, with an appropriate accompanying letter explaining the context, to all NCAA stakeholders (including presidents/chancellors, directors of athletics, faculty athletics representatives, etc.) so as to inform all stakeholder efforts to achieve passage of impactful state sports wagering legislation.” (Unanimous voice vote.)

4. **Bridge contract update and risk assessment.** In order to get a baseline assessment of the Association's sports wagering risks, the NCAA entered into a short-term agreement with an integrity services provider for the 2018-19 academic year. The short-term agreement provided a sports wagering risk assessment, review/consultation related to sports wagering activities on NCAA competition, education and awareness, and monitoring, detection and reporting. The service provided monthly reports summarizing bookmaker activity and any suspicious activity related to NCAA contests in specified sports. An overall assessment was provided noting the risk level associated with various NCAA sports.

It was VOTED

"That the Ad Hoc Committee on Sports Wagering supports the methodology for the risk assessment." (Unanimous voice vote.)

5. **Sports wagering surveys.** The committee received information about national student-athlete studies of collegiate wagering and a proposed survey of campus administrators that is under development by the Information/Data Management and Education Subcommittees of the NCAA Sports Wagering Internal Working Group
  - a. Results from national student-athlete studies of college wagering. The committee was presented with data summarizing trends in student-athlete gambling behaviors and attitudes over a 14-year period ending in 2016. Highlighted data included gambling and sports wagering behaviors and attitudes toward sports wagering. The next survey will be conducted in spring 2020 and results should be available in fall 2020.
  - b. Proposed survey of NCAA campus administrators. The committee continued its discussion of possible membership groups to survey regarding the topic of player availability and other sports wagering issues. The committee considered a recommendation from the NCAA research staff regarding groups from whom to gather information immediately and those that potentially could be surveyed in a secondary phase. The committee was supportive of the recommended survey groups and process.
6. **Player availability reporting.** The committee was informed of the player availability reporting practices in several of the major professional sports leagues, including the diverse philosophies and structures. The committee discussed how player availability reporting in college sports would have to differ than that in professional sports. The committee reviewed feedback from various constituent groups (e.g.; student-athletes, athletic trainers, directors of athletics) and discussed the potential/perceived risks versus rewards of implementing some form of player availability reporting. The group considered possible reporting models and the considerations needed for different sports. The committee's conversation continually reverted back to the impact on student-athletes. The committee noted the need for further

conversation and sufficient evidence that students will benefit from the release of availability data and that students have the option to manage what information is made public.

It was VOTED

“That staff prepare a draft recommendation on best practices for player availability reporting and non-reporting, and suggestions on how the NCAA could test the best practices through a pilot program, and whether those best practices measure up to the core values of student-athlete well-being and integrity of competition.” (Unanimous voice vote.)

7. **Update on long-term integrity services provider search process.** A Request for Proposal that included desired criteria for a long-term integrity services provider was issued to four potential providers. Two finalists were identified and engaged in presentations with national office staff, including members of the Integrity Services Subcommittee, in late February. Information about the two finalists was shared with the committee, along with the staff recommendation for a long-term provider.

It was VOTED

“That the Ad Hoc Committee on Sports Wagering endorse the long-term integrity services provider recommended by staff.” (Unanimous voice vote.)

[Note: The name of the integrity services provider will not be made public at this time.]

8. **Review of professional league policies.** The committee was provided information regarding the gaming/gambling policies of several professional sports organizations (e.g., MLB, NBA, NFL). Differences in the specificity of the policies were highlighted.
9. **Adjournment.** The meeting was adjourned at 11:53 a.m.

*Committee Chair: Kent Syverud, Syracuse University*

*Staff Liaisons: Jacqueline Campbell, Law, Policy and Governance  
Joni Comstock, Championships and Alliances  
Stan Wilcox, Regulatory Affairs*

NCAA Board of Governors Ad Hoc Committee on Sports Wagering March 7-8, 2019, Meeting	
<b>Attendees:</b>	
Rachel Newman Baker, University of Kentucky.	
Gary Barta, University of Iowa.	
Nicholas Clark, Coastal Carolina University, NCAA Division I Student-Athlete Advisory Committee.	
Rob Dicks, Lagrange College.	
Chris Howard, Robert Morris University.	
Amy Huchthausen, America East Conference.	
Elsa Núñez, Eastern Connecticut State University.	
Pennie Parker, Rollins College.	
Desiree Reed-Francois, University of Nevada, Las Vegas.	
Terry Small, New Jersey Athletic Conference.	
Harry Stinson, Lincoln University (Pennsylvania).	
Kent Syverud, Syracuse University.	
<b>Absentees:</b>	
William LaForge, Delta State University.	
<b>NCAA Staff Liaisons in Attendance:</b>	
Jacqueline Campbell, Joni Comstock and Stan Wilcox.	
<b>Other NCAA Staff Members in Attendance:</b>	
Jim Brown, Randy Buhr, Tom Paskus, Naima Stevenson, Mark Strothkamp and Lorry Weaver.	

**EXCERPT FROM THE REPORT OF THE NCAA BOARD OF GOVERNORS**  
**JANUARY 23, 2019, MEETING**

**Esports engagement.** Joni Comstock, NCAA senior vice president of championships and alliances; Nate Flannery, NCAA director of digital and social media and Chris Termini, NCAA managing director of championships and alliances, updated the board on recent developments in the esports landscape, including the growth in student participation at the collegiate and high school level. Several board members noted their continued concerns with aspects of esports that do not appear to align with the core values of the NCAA. Board members noted that while there are many concerns with esports and its fit in the collegiate sports model, there also appears to be opportunities for the NCAA to have a positive influence in the esports space.

It was VOTED

“That Board of Governors task staff with developing a blueprint by which the board could evaluate how an NCAA competition or structure in esports would look within the framework of NCAA values, particularly student-athlete well-being.” [For 14, Against 1 (Herbst), Abstain 0]

# Esports

- At the request of the NCAA Board of Governors, the NCAA continues to understand the current college eSports landscape.
- Discussion topic at recent joint presidential breakfast and BOG meetings.
- Esports programs are rapidly growing on college campuses.
- The presentation provided feedback and data gathered from research led by Intersport.

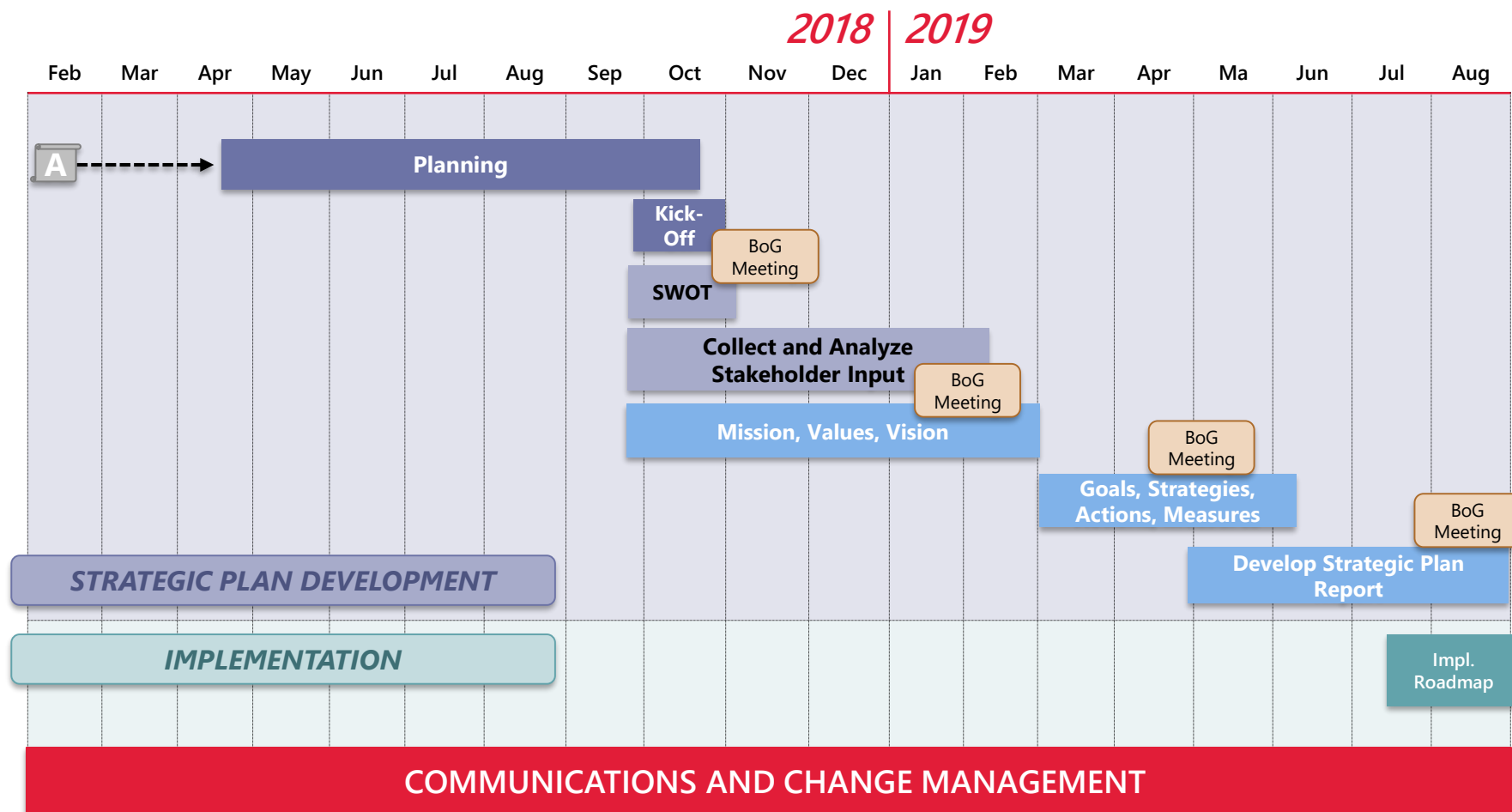
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#whyd3



# Esports

- The research will play a key role in better defining the current collegiate esports landscape, including participation levels, leadership structure, and potential areas of growth.
- The NCAA will continue to evaluate how it can best support its members as they pursue and adopt esports programs.
- BOG to revisit topic in January and April.

# NCAA Strategic Plan Timeline



**REPORT OF THE NCAA BOARD OF GOVERNORS  
STUDENT-ATHLETE ENGAGEMENT COMMITTEE  
MARCH 1, 2019, TELECONFERENCE**

- 1. Welcome and announcements.** Taylor Ricci, chair of the NCAA Board of Governors Student-Athlete Engagement Committee, welcomed the members to the call. Ricci gave a special welcome to Grant Foley, Maisha Kelly and Colby Pepper, new committee members who were participating in their first teleconference.
- 2. Report of October 19, 2018, teleconference.** The committee approved the report of its October 19, 2018, teleconference.
- 3. Sports wagering – player availability reporting discussion.** Tom Paskus, NCAA principal research scientist, and Naima Stevenson, NCAA deputy general counsel and managing director of academic and membership affairs, informed the committee of the upcoming meeting of the NCAA Board of Governors Ad Hoc Committee on Sports Wagering, during which the topic of player availability reporting will be discussed. The student-athletes were asked for feedback on the possibility of the NCAA implementing some form of player availability reporting. The student-athletes indicated that they would not be in favor of blanket consent but could be amenable to episodic consent. They also noted that the extent of information they would be comfortable sharing would be a simple statement of available or not available for a competition. Committee members shared some of their campus policies (e.g., training room policies) related to maintaining confidentiality of information.
- 4. Student-Athlete Engagement Committee Social Media Campaign.** The committee discussed a draft informational document that would be shared with the membership to alert and encourage them to participate in the upcoming Student-Athlete Engagement Committee Social Media Campaign to promote awareness and provide resources to address issues surrounding sexual violence. Committee members shared possible engagement ideas that could be added to the document as examples to assist the membership as they prepare for the April 17-18 campaign. Staff noted that the examples would be added to the document and it would be shared with the membership in March. Committee members were encouraged to spread the word about the campaign.
- 5. Adjournment.** The teleconference was adjourned at 1:58 p.m. Eastern time.

*Committee Chair: Taylor Ricci, Oregon State University, Division I Student-Athlete Advisory Committee*

*Staff Liaisons: Mark Bedics, Championships and Alliances  
Jacqueline Campbell, Law, Policy and Governance  
Todd Shumaker, Enforcement*

<b>NCAA Board of Governors Student-Athlete Engagement Committee March 1, 2019, Teleconference</b>	
<b>Participants:</b>	
Amanda Carroll, Florida Gulf Coast University, Division I Student-Athlete Advisory Committee.	
Grant Foley, Delta State University, Division II SAAC.	
Sue Henderson, New Jersey City University, NCAA Board of Governors.	
Maisha Kelly, Bucknell University, NCAA Division I Council.	
Jessica Koch, California State University, San Bernardino, Division II SAAC.	
Colby Pepper, Covenant College, NCAA Division III SAAC.	
Taylor Ricci, Oregon State University, Division I SAAC.	
Michael Rubayo, Swarthmore College, Division III SAAC.	
Joshua Shapiro, Colorado Mesa University, Division II SAAC.	
<b>Absentees:</b>	
Nicholas Clark, Coastal Carolina University, Division I SAAC.	
Annabelle Feist, Williams College, Division III SAAC.	
<b>NCAA Staff Liaisons in Attendance:</b>	
Mark Bedics, Jacqueline Campbell and Todd Shumaker.	
<b>Other NCAA Staff in Attendance:</b>	
Yannick Kluch, Tom Paskus and Naima Stevenson.	



# NCAA BOARD OF GOVERNORS COMMITTEE TO PROMOTE CULTURAL DIVERSITY AND EQUITY 2018-19 GOALS

## Strategic Goals

1. Engage and align the NCAA governance structure to achieve inclusive excellence.
2. Use metrics to galvanize accountability to diversify athletics leadership.
3. Operationalize the Presidential Pledge and Commitment to Promoting Diversity and Gender Equity in Intercollegiate Athletics/Phase 2: *Advancing the Presidential Pledge: From Commitment to Action*.

## Deliverables for Goals

1. Engage and align the NCAA governance structure to achieve inclusive excellence.
  - a. Conduct a review of governance structure demographics that includes an analysis of turnover for available positions.
    - Provide NCAA inclusion and human resources (IHR) with direction to do the following:
      - (a) Publicize the data findings.
      - (b) Review current efforts by each of the divisions to communicate with and educate about membership opportunities for service in the NCAA governance structure.
      - (c) Engage each of the divisions about their processes for determining the nominations submitted for governance service. Recognize conferences that are and are not submitting diverse candidates and explore ways to increase accountability for diverse representation.
      - (d) Develop communication/educational plan about committee service opportunities and distribute to the membership as well as organizations, associations and outlets that primarily serve diverse populations (e.g., Minority Opportunities Athletic Association; Women Leaders in College Sports).
  - b. Provide feedback to the NCAA Board of Governors Executive Committee regarding the five independent members that could be added to the Board of Governors pending a vote by all three divisions at the January 2019 NCAA Convention.
  - c. Develop an innovative plan to:
    - (1) Ensure diversity and inclusion issues are intentionally, consistently and appropriately prioritized and accounted for throughout the NCAA governance structure;
    - (2) Identify the potential barriers to move diversity and inclusion issues through the legislative process and policy development; and
    - (3) Grow diverse representation in the NCAA governance structure.
  - d. Place emphasis for consideration of the NCAA's five areas of inclusion (i.e., international student-athletes, LGBTQ, student-athletes with disabilities, race and ethnicity, and women) and other intersectional dimensions of diversity in all NCAA governance proceedings.
  - e. Create equity, diversity and inclusion accountability standards for NCAA staff, NCAA committees, councils and working groups, as well as external partners and affiliate members.

## Deliverables for Goals (Continued)

2. Use metrics to galvanize accountability to diversify athletics leadership.
  - a. Assess annually the diversity landscape for leadership positions in athletics at NCAA member schools and the national office.
  - b. Analyze turnover rates for head coaches, athletics directors, commissioners, senior level athletics administrators and national office staff to create aspirational, yet realistic, goals for advancement toward a more diverse Association.
  - c. Provide IHR with direction to do the following:
    - (1) Publicize the data findings.
    - (2) Educate membership about the enormity of the challenge to change the demographic data and the importance of intentional, meaningful actions.
3. Operationalize the Presidential Pledge and Commitment to Promoting Diversity and Gender Equity in Intercollegiate Athletics/Phase 2: *Advancing the Presidential Pledge: From Commitment to Action*:
  - a. Engage Division I as it considers legislation for a one-in-five-years equity, diversity and inclusion review recommended by the NCAA Gender Equity Task Force. Support the equity, diversity and inclusion self-study review processes currently in place for Division II and Division III.
  - b. Collaborate with the NCAA Minority Opportunities and Interests Committee as it develops legislation to require a diversity and inclusion contact in each athletics department and conference office.
  - c. Support IHR's efforts to achieve the following initiatives:
    - (1) Re-engage presidents/chancellors and conference commissioners on the Presidential Pledge.
    - (2) Create and distribute a diversity and inclusion hiring guide.
    - (3) Develop and promote to the NCAA membership a Profile Search Tool for diverse candidates.
    - (4) Implement and operate NCAA-developed, but institutionally self-sustaining leadership development programs.
    - (5) Optimize the Senior Woman Administrator designation.
    - (6) Develop an equity, diversity and inclusion app for the membership.
    - (7) Explore the feasibility of hosting an annual meeting with external partners to understand the equity, diversity and inclusion landscape and promote trainings and professional development opportunities specifically for diverse populations in intercollegiate athletics.
    - (8) Pursue base budget and sponsorship funding opportunities to support ongoing and long-term Board of Governors Committee to Promote Cultural Diversity and Equity goals.

**NCAA Government Relations Report**  
(March 2019)

**Congressional Overview**

The 116<sup>th</sup> Congress convened on January 3, 2019 and lawmakers were sworn into office during what became the longest government shutdown in U.S. history. After reaching a deal to end the partial government shutdown, Congress has spent the remainder of the first quarter of the year addressing immigration, gun control and climate change policy as well as focusing on Russian interference in the 2016 presidential election and oversight of the executive branch.

With more than 100 new Members of Congress, NCAA government relations staff has spent a considerable amount of time building relationships with key congressional offices. Members of Congress have continued to convey an interest in a range of collegiate athletic matters including sports betting, campus sexual violence and amateurism.

**Federal Issues**

**Student Athlete Equity Act**

On March 14, 2019, Rep. Mark Walker (R-NC) introduced H.R. 1804, the Student Athlete Equity Act. H.R. 1804 would amend the Internal Revenue Code of 1986 by removing the tax-exempt status of any qualified amateur sports organization that substantially limits a student-athlete's ability to earn compensation from use of their name, image, or likeness. The proposal currently has one cosponsor, Rep. Cedric Richmond (D-LA), and has been assigned to the House Ways & Means Committee.

NCAA government relations staff will continue its outreach to policymakers to share concerns with the legal and practical implications of this bill.

**Sports Betting**

Prior to adjournment of the 115<sup>th</sup> Congress, a bipartisan sports betting proposal was introduced that would establish minimum standards for states that decide to conduct legalized sports betting. Specific highlights of the bill included a minimum age requirement of 21 for individuals placing bets; the prohibition of bets placed by athletes, coaches, officials and others associated or credentialed by a sports organization; the restriction of certain types of risky bets from being offered to bettors; and the requirement that official sports organization data be used through December 2024. The proposal also created a National Sports Wagering Clearinghouse to receive reports of suspicious activity, disseminate best practices, operate a national repository of sports wagering data and provide technical assistance and consultation.

Although the bill died at the end of the year, NCAA government relations staff has continued to advocate for reintroduction of a federal sports betting bill. The aim is to obtain passage of legislation that establishes standards that protect student-athletes, eliminates illegal sports betting and upholds the integrity of amateur and professional sporting contests.

## **State Issues**

### **Sports Betting**

With legislatures in all fifty states being in session this year, the legalization of sports betting has been a hotly debated topic in capitols throughout the country. Currently eight states are accepting wagers on athletic competitions (DE, MS, NV, NJ, NM, PA, RI, WV). Sports betting has also been legalized in Arkansas, New York, and Washington DC, where regulations are currently being developed. Twenty-nine states have considered sports betting legislation in 2019.

NCAA government relations staff has worked closely with the professional sports leagues to educate policymakers about the risks associated with legalized sports betting and the need for standards that protect the integrity of athletics competitions and the well-being of student-athletes and professional athletes. Specifically, the NCAA and professional sports leagues have requested that regulations prohibit wagering by persons under 21 years of age and by athletes, coaches, referees or employees of an amateur or professional sports organization. Similar to efforts on the federal level, the NCAA has advocated for states to allow sports organizations to restrict, limit or exclude certain types of risky bets from being offered to bettors.

### **Revised Uniform Athlete Agents Act**

NCAA government relations staff has continued efforts to seek passage of the Revised Uniform Athlete Agents Act (RUAAA) in states throughout the country. The RUAAA is an update of the Uniform Athlete Agents Act of 2000, which was designed to provide important protections to student-athletes and educational institutions through the regulation of athlete agent activities. The RUAAA expands the definition of athlete agent, requires an agent to notify an institution before communicating with a student-athlete to induce them into signing an agency contract and creates a registration process that provides reciprocity for agents registered in other states. The RUAAA has been adopted in 12 states and is currently being considered by legislatures in 10 states (NC, MO, OK, MS, HI, WV, NJ, DE, IN, CO).

The RUAAA contains a provision that prohibits an athlete agent from providing anything of value to a student-athlete to induce them to enter into an agency agreement. This provision would prevent an agent from covering limited expenses for meals, hotel and travel related to the agent selection process, as allowed under recently adopted NCAA legislation. As a result, the NCAA is supporting passage of the RUAAA with an amendment that would allow athlete agents to cover these limited expenses. The amendment has been approved in two states (KY, UT) and is currently being considered by legislatures in 11 states (CO, HI, OR, SC, CA, AL, TN, NM, IN, DE, NE).

### **Amateurism**

In 2019, several states introduced legislation related to the amateurism of student-athletes. NCAA government relations staff has been tracking the following bills and engaging with NCAA member schools and legislative staff about their legal and practical implications:



*California – Fair Pay to Play Act*

On February 4, 2019, California State Senator Nancy Skinner (D) introduced SB 206, the Fair Pay to Play Act. The proposal would prevent a California postsecondary educational institution from enforcing a rule that prevents a student-athlete from being compensated for use of their name, image or likeness. SB 206 is scheduled to be considered by the California Senate Education Committee on April 3, 2016.

*Illinois – Classification of Higher Education Athletes as Employees*

On February 11, 2019, Illinois State Representative Thaddeus Jones (D) introduced HB 329, a bill that would require Illinois public universities to classify student-athletes who participate in any of the top three financially profitable college athletic programs at the university as an employee. HB 329 is scheduled to be considered by the Illinois House Higher Education Committee on March 27, 2019.

*Maryland – Collective Bargaining of Student-Athletes*

On February 5, 2019, Maryland State Representative Brooke Lierman (D) introduced HB 548, a proposal that would require the State Higher Education Labor Relations Board to adopt regulations authorizing and establishing the process for collective bargaining for student-athletes at any Maryland state institution. The bill was assigned to the Maryland House Appropriations Committee and was withdrawn after an unfavorable report following its first hearing on March 15, 2019.

*Washington - Unfair Practices Involving Compensation of Athletes in Higher Education*

On February 8, 2019, Washington State Senator Guy Palumbo (D) introduced SB 5875, a bill that would allow student-athletes to receive compensation for the use of their name, image and likeness. The bill was assigned to the Washington Senate Committee on Higher Education & Workforce Development and died after being referred to the Ways & Means Committee on February 22, 2019.

**Student-Athlete Health & Well-Being**

*North Carolina – Legislative Commission on the Fair Treatment of College Student-Athletes*

In 2018, the North Carolina Legislature created the Legislative Commission on the Fair Treatment of College Student-Athletes. The Commission, comprised of a dozen North Carolina lawmakers, was charged with examining a variety of issues related to college athletics. The Commission convened three public meetings that focused on student-athlete health and safety, academics and compensation. In February, the Commission approved a final report that contained 13 recommendations to address concerns with the treatment of student-athletes throughout the state.

On March 21, 2019, several members of the Commission, formally introduced SB 335, the Student Athlete Protections Act. The proposal contains all of the recommendations contained in the Commission's final report. The bill would create a nine-person commission to establish health and safety standards, a code of conduct for athletics officials and a publicly accessible database containing information related to the protection of student-athletes. The commission would consider complaints alleging a violation of these standards and penalize schools when appropriate. Member schools in the UNC system would also be required to designate 1% of revenue derived from tickets sale, to an injured student-athlete scholarship trust fund. SB 335 was referred to the North Carolina Senate Rules and Operations Committee on March 25, 2019.

### **Higher Education Associations**

NCAA government relations staff continues to build strong relationships with various higher education associations. The American Council on Education (ACE), the Association of Public and Land-grant Universities (APLU) and the National Association of Colleges and University Business Officers (NACUBO), among others, continue to provide guidance and support on issues of common interest. The NCAA government relations office looks forward to continuing these mutually beneficial relationships to better formulate and further the NCAA's legislative goals.



**NCAA Sport Science Institute and Committee for Competitive Safeguards and Medical Aspects of Sport**

**Strategic Priorities Timeline**

**Last Update: March 21, 2019**

**NOTE:** Dates are estimates and may change in response to external factors

<b>Strategic Priority</b>	<b>Initiative</b>	<b>Summary</b>	<b>Anticipated Deliverable</b>	<b>Estimated Timeline</b>
<b>Athletics Health Care Administration</b>	NATA-NCAA Summit on the Organizational and Administrative Aspects of Athletic Health Care in College / University Settings	<p>Will result in an interassociation consensus statement or summary report about key organizational and administrative aspects of athletics health care delivery.</p> <p>This document will be intended to contribute to an NCAA member school's ability to meet evolving interassociation health and safety standards for college student-athletes.</p> <p>No public documents were produced during the meeting</p>	Interassociation recommendations*	<p><b>Event date:</b> Jan. 2017</p> <p><b>Document drafting:</b> TBD</p> <p><b>Membership &amp; external review:</b> TBD</p> <p><b>External review &amp; endorsement:</b> TBD</p> <p><b>CSMAS review and endorsement:</b> TBD</p> <p><b>BOG review and endorsement:</b> TBD</p> <p><b>Final deliverable:</b> TBD</p>
<b>Concussion</b>	2 <sup>nd</sup> Annual Football Concussion Data Task Force	An annual closed meeting to review emerging data from		<p><b>Event date:</b> February 26, 2019</p> <p><b>Document drafting:</b> March 2019</p>

		the CARE Consortium and NCAA ISP.		<b>Membership review:</b> Not necessary. <b>CSMAS review and endorsement:</b> Not necessary <b>BOG review and endorsement:</b> N/A <b>Final deliverable:</b> April 2019
	Concussion Safety Advisory Group	A group of independent experts selected by their respective professional medical or scientific organization, or NCAA division. Under the oversight of CSMAS, their charge is to advise the Association on changes to the Concussion Safety Protocol Checklist and Template as necessary given emerging clinical and scientific information on sport-related concussion.	Possible recommendations for Concussion Safety Protocol Checklist and Template	<b>Event date:</b> July 25, 2019 <b>Document drafting:</b> March 2019 <b>Membership review:</b> Not necessary. <b>CSMAS review and endorsement:</b> September 2019. <b>BOG review and endorsement:</b> N/A <b>Final deliverable:</b> TBD
	3rd Safety in College Football Summit			<b>Event date:</b> TBD – First quarter 2020
<b>Data-driven Decisions</b>	Integrated Technology in Coaching and Athletic Health Care	SSI will host a meeting to discuss issues arising for both coaching and the delivery of athletic health care from the use of wearable technologies (e.g., global positioning systems; heart rate monitors).	To Be Determined	<b>Anticipated Event date:</b> TBD <b>Document drafting:</b> <b>Membership review:</b> <b>CSMAS review and endorsement:</b> <b>BOG review and endorsement:</b> <b>Final deliverable:</b>

<b>Doping &amp; Substance Abuse</b>	Pain Management in the Collegiate Athlete Task Force	SSI hosted a discussion focused on pain management for the collegiate athlete.	Interassociation recommendations*	<p><b>Event date:</b> July 10-11, 2018</p> <p><b>Document drafting:</b> September 2019</p> <p><b>Membership review:</b> October 2019 – January 2020</p> <p><b>CSMAS review and endorsement:</b> March 2020 / June 2020</p> <p><b>External review and endorsement:</b> March – May 2020</p> <p><b>BOG review and endorsement:</b> August 2020</p> <p><b>Final deliverable:</b> TBD</p>
<b>Mental Health</b>	Task Force to Advance Mental Health Best Practice Strategies	SSI hosted a task force that will serve as a follow-up to the 2013 Mental Health Task Force. The 2017 task force will identify strategies and resources that support the implementation of the Mental Health Best Practices and identify models of mental health care and measures of effectiveness for the previously-published best practices.	Educational tools†	<p><b>Event date:</b> November 9-10, 2017</p> <p><b>Document drafting:</b> November – March 2018</p> <p><b>Membership review:</b> April 2018</p> <p><b>CSMAS review and endorsement:</b> June 2018</p> <p><b>BOG review and endorsement:</b> August 2018</p> <p><b>Final deliverable:</b> First deliverable of MH Workshop Planning Kit and MHBP implementation resources were released June 2018.</p> <p>Final deliverables expected in Summer 2019.</p>
	Sports Wagering Task Force	SSI and Research Department hosted a summit for the purpose of identifying education and intervention strategies to prevent and/or manage problem gambling behaviors among student-athletes. Specific	Peer-reviewed Journal Article	<b>Article submission:</b> TBD
			Educational Tools	<p><b>Event Date:</b> March 12-13, 2019</p> <p><b>Tool Development:</b> TBD</p>

		deliverables will be determined at the summit.		<b>Membership review:</b> <b>CSMAS review and endorsement:</b> NA <b>BOG review and endorsement:</b> NA <b>Final deliverable:</b> TBD
<b>Overuse, Sleep, and Performance</b>	Task Force on Sleep & Wellness	SSI hosted a task force on sleep and wellness May 1-2, 2017, with representatives from scientific, higher education and sports medicine organizations to review current data and discuss existing best practices related to the sleep and wellness of student-athletes.	Educational tools <sup>†</sup>	<b>Event date:</b> May 1-2, 2017 <b>Tool Development:</b> Spring 2019. <b>Membership review:</b> <b>CSMAS review and endorsement:</b> NA <b>BOG review and endorsement:</b> NA <b>Final deliverable:</b> August 2019
			Peer-review journal article	<b>Article submission:</b> Complete – Accepted for publication with the British Journal of Sports Medicine

\*Will result in uniform standards of care for the Association; <sup>†</sup>Outcomes will be educational in nature, and will serve as a resource for member schools



**Executive Summary of the  
Football Concussion Data Task Force  
February 26, 2019, Meeting**

1. **Overview.** The Football Concussion Data Task Force meeting was held February 26, 2019, at the NCAA national office. The purpose of the meeting was to: (a) Review emerging information from the NCAA - Department of Defense Concussion Assessment Research Education Consortium, the Datalys Center and The Ivy League Conference regarding concussion and repetitive head impact exposure in football; and (b) Facilitate dialogue around the interface of this emerging information with college football rules and policies and procedures. Attendees included at least one representative from each NCAA Division I autonomy conference, one representative from the nonautonomy Football Bowl Subdivision conferences, football coaches, research scientists and representatives from the NCAA Division I Football Oversight Committee, NCAA Division I Football Competition Committee, NCAA Division I Football Championship Committee, football officials, NCAA Football Rules Committee and other stakeholders from the membership. The meeting was co-chaired by Shane Lyons, Director of Athletics, West Virginia University, chair of the Football Oversight Committee and Brian Hainline, NCAA chief medical officer.
2. **Welcome and introductions.** Hainline welcomed the attendees and gave an overview of various collaborative concussion projects that are currently being supported and/or facilitated by the NCAA with a focus on the sport of football. The attendees introduced themselves.
3. **The importance of data to the sport of college football.** Lyons welcomed attendees and emphasized the value of data in driving decision-making for the Football Oversight Committee and the Association. Lyons outlined the strength and value of the body of available information in terms of formulating rules with the goal of protecting players.
4. **Rules and policy making by the NCAA Football Rules Committee.** Steve Shaw, Secretary Rules Editor, Football Rules Committee, outlined the importance of collaboration and stated that the Football Rules Committee makes decisions with player safety in mind. He emphasized the importance of data-informed decisions in this process.
5. **Summary of changes to the 2018 football preseason.** Kris Richardson, NCAA academic and membership affairs, outlined the preseason practice changes that were implemented across all NCAA divisions prior to the 2018 football season.
6. **Presentations.** A significant volume of research information was presented to the task force. Many of the presentations included preliminary confidential and other pre-publication data and outcomes that have not yet been fully validated or that are otherwise still pending public dissemination. Below is a high-level summary of the information presented.

- a. Injury and concussion rates: preseason. Steve Broglio, co-principal investigator with the NCAA-DoD Grand Alliance CARE Consortium and Christy Collins, Datalys president, outlined the data collection methodologies, participation rates and results for the CARE Consortium and the NCAA Injury Surveillance Program data collected in 2018. They reported on 2018 football preseason concussion rates and injury characteristics.
  - b. Injury and concussion rates: in season and postseason. Broglio and Erin Wasserman Datalys Director, shared data collected from the CARE Consortium and the NCAA ISP during the 2018 football inseason and post-season and summarized concussion rates in practice versus competition.
  - c. CARE Head Impact Measurement (HIM) data across seasons. Michael McCrea, Medical College of Wisconsin professor and co-principal investigator of CARE, provided an overview of advances in concussion science and the role this research plays in addressing head injury as a public health concern. Medical College of Wisconsin professor Brian Stemper and Virginia Tech professor Steve Rowson summarized the scope, results and interpretation of daily head impact information from 2015 to 2018 and addressed the individual variance regarding head impact exposure and concussion manifestation.
  - d. Presentation of Ivy League data. Deputy Executive Director of the Ivy League Carolyn Campbell McGovern and University of Pennsylvania Epidemiologist Doug Weibe presented Ivy League Epidemiology Study data and summarized emerging concussion information, including analysis of data related to contact in practice rule changes implemented in 2011 and kickoff rule changes implemented from 2016-2018.
  - e. Recovery and return to play after concussion in college football players. McCrea shared comparative information from the 1999-2001 NCAA concussion study data and CARE 2014-2016 data on concussion recovery, return-to-play and the employment of a symptom-free waiting period, and he discussed the potential translational impact of these findings on clinical practice and risk reduction.
7. **Closing comments and next steps.** Lyons and Hainline thanked the attendees for participation. Key takeaways for the meeting included an emphasis on the importance of continuing to collect high quality data and the need to increase participation in the NCAA ISP. The group discussed additional resources for those responsible for reporting data, while emphasizing continued refinement of common data elements. Future meetings with core stakeholders to discuss emerging information will continue.





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## NCAA Women's Basketball Strategic Plan 2019-2024

Discussion Document

NCAA Division II Management Council

April 16, 2019

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### Background.

- NCAA women's basketball has been engaged in a strategic planning process to develop a five-year roadmap for the future of the sport in Divisions I, II and III. [Supplement No. 1 and No. 2]
- The process included a high level of membership and stakeholder engagement (e.g., presidents, conference commissioners, coaches, student-athletes).
- Fundamental purpose, vision, pillars and strategies for NCAA women's basketball were developed that align with the NCAA's vision, mission and values.
- The timeline for the process began in 2018, as noted below:



### Next Steps.

- Present strategic plan for endorsement by the NCAA Division I Council, Division II Management Council, and Division III Management Council.



## NCAA WOMEN'S BASKETBALL STRATEGIC PLAN 2019-2024

### Executive Summary

NCAA Women's Basketball engaged more than 800 stakeholders in the development of a comprehensive strategic plan. The result is a document that will guide NCAA Divisions I, II and III, in collaboration with their key stakeholders, to fully express a shared vision for the future of women's basketball.

The process evolved over a twelve-month period and engaged coaches, administrators and current and former student-athletes across all three NCAA Divisions. The leadership of the WBCA, USA Basketball, ESPN, numerous media personnel and other strategic partners actively participated in the feedback and planning process.

There is significant stakeholder agreement that the following values drive the unique identity of NCAA Women's Basketball: *Teamwork, Inclusion, Passion, Excellence* and *Integrity*. Values drive behavior and sharing the values across all of NCAA Women's Basketball is important. Therefore, a creative way to remember and share the values was created:

#### **T.I.P. with Excellence & Integrity**

*Teamwork—We define success in terms of what we accomplish together.*

*Inclusion—We embrace diversity and celebrate differences.*

*Passion—We aspire to be the best we can be in all we do.*

*Excellence—We succeed in education, basketball and our lives.*

*Integrity —We honor and respect the game and each other.*

The vision developed through stakeholder feedback is to:

*Unify and grow the women's basketball community; empower student-athletes to achieve their full potential; celebrate and elevate the game; and create an inspiring experience for all involved.*

Five Pillars are used to focus the Plan: *Leadership, Transformational Student-Athlete Experience, Quality Competition, Memorable Championships*, and *Build Affinity*. Under each pillar, goals and strategies have been developed to leverage the strengths and opportunities and to mitigate the weaknesses and threats that were identified by stakeholders.

In collaboration with the NCAA Women's Basketball staff, a cross-divisional Steering Committee will lead and oversee the plan implementation. The Steering Committee composition includes: DI, DII, DIII Women's Basketball Committee Chairs, Women's Basketball Oversight Committee Chair, Vice President for Women's Basketball, and all three division staff liaisons.

The plan officially *Tips-Off* on April 30, 2019, following final review by the governing bodies for NCAA Divisions I, II and III. A unique webpage will be available on [ncaa.org](http://ncaa.org) with all pertinent information regarding the NCAA Women's Basketball Strategic Plan.

Continued feedback, questions and comments regarding the strategic plan will be accepted throughout the duration of the plan at [wbbstrategicplan@ncaa.org](mailto:wbbstrategicplan@ncaa.org).

## NCAA WOMEN'S BASKETBALL STRATEGIC PLAN 2019-2024

NCAA Women's Basketball is engaged in a comprehensive strategic planning process. The result will be a living document that will guide NCAA Divisions I, II and III in full collaboration with their key stakeholders to fully express a shared vision for the future of women's basketball.

The document that follows has evolved over the past nine months as more than 800 stakeholders have engaged in the feedback process to date. Stakeholder input is critical to the success of the plan and the ability of NCAA Women's Basketball to realize its full potential.

The formal roll-out is expected to occur in late April 2019 following the NCAA Women's Basketball Championships.

Additional questions and comments about the strategic plan can be directed to [wbbstrategicplan@ncaa.org](mailto:wbbstrategicplan@ncaa.org).

### **FUNDAMENTAL PURPOSE**

NCAA Women's Basketball provides student-athletes the opportunity to realize their full potential in pursuit of academic and athletic excellence, compete for championships, and be recognized as role models for and engage with local, national and global communities.

### **VISION**

Unify and grow the women's basketball community; empower student-athletes to achieve their full potential; celebrate and elevate the game; and create an inspiring experience for all involved.

### **VALUES**

We *TIP* with *Excellence* and *Integrity*!

**Teamwork** – We define success in terms of what we accomplish together.

**Inclusion** – We embrace diversity and celebrate differences.

**Passion** – We aspire to be the best we can be in all we do.

**Excellence** – We succeed in education, basketball and our lives.

**Integrity** – We honor and respect the game and each other.

## **Pillar: Leadership**

*NCAA Women's Basketball leads within and beyond the sport to unify and strengthen the game and our community.*

### **Goal Areas:**

- **Drive awareness of and advocate for women's basketball.**
  - Engage cross-divisional constituents in decision making.
  - Collaborate with organizations making significant contributions to the game.
  - Increase pool of qualified individuals to serve in important roles throughout NCAA and women's basketball leadership.
  - Engage in strategically aligned initiatives relating to girls and women in sport.
- **Position coaches as ambassadors for the sport.**
  - Collaborate with the Women's Basketball Coaches Association and other key stakeholders to advance the professional development of coaches and increase opportunities for women and minorities.
  - Encourage coaches to embrace their role, understand their value and share their voice to grow the game at the institutional, local, regional and national levels.
  - Collaborate with the Women's Basketball Coaches Association and other key stakeholders on initiatives designed to advance a culture of integrity and student-athlete well-being.
- **Promote fiscal responsibility and sustainability.**
  - Affirm and broadly communicate the value-add that women's basketball brings to the athletics department and the community.
  - Promote opportunities for revenue generation and identify ways to strategically manage expenses.
- **Engage with organizations that oversee and administer youth basketball programs.**
  - Explore strategic partnerships with organizations leading youth development programs.
  - Collaborate with USA Basketball, AAU, National Federation of State High Schools Associations and other organizations to advance skill and athletic development of youth.

**Pillar: Transformational Student-Athlete Experience**

*NCAA Women's Basketball shall be the gold standard for how participation in intercollegiate athletics serves as an integral component of the higher education experience and prepares student-athletes for life after college.*

**Goal Areas:**

- **Support and promote student-athlete well-being.**
  - Engage the NCAA Sport Science Institute (SSI) and the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports to develop and execute a plan to address health, safety and wellness in women's basketball.
  - Collaborate with SSI to deliver and promote mental health awareness best practices at the campus level for women's basketball.
- **Facilitate effective post-athletics transition, career preparation and leadership development.**
  - Offer opportunities for student-athletes focused on careers in all aspects of the business of sports (e.g., broadcasting, coaching, officiating and athletics administration).
  - Explore collaborative opportunities to provide programming and events focusing on post-athletics transition.

## **Pillar: Quality Competition**

*NCAA Women's Basketball shall administer and shape the game to showcase the commitment student-athletes and coaches devote to skill development and team play at the highest level.*

### **Goal Areas:**

- **Improve competitive parity.**
  - Create a long-range, division-specific strategy to address issues affecting competitive parity.
  - Evaluate current and proposed playing rules, bylaws and legislation that may affect competitive parity.
- **Explore innovations to elevate the game.**
  - Work with sport and playing rules committees on fundamental rules changes to enhance the game and accentuate its unique identity.
  - Explore and implement innovative uses of technology.
- **Enhance the existing national officiating program.**
  - Explore ways to increase the number of qualified officials in the pipeline.
  - Enhance the skill development, evaluation and accountability of officials.
  - Increase awareness of and appreciation for the officiating program.

## **Pillar: Memorable Championships**

*NCAA Women's Basketball Championships are the pinnacle of the student-athlete experience. We commit to providing the best and brightest stage on which to celebrate our game.*

### **Goal Areas:**

- **Ensure quality championship format, site selection and management.**
  - Review championship formats (e.g., various seeding/bracketing procedures; regional locations).
  - Enhance site selection and management strategies.
  - Take intentional steps to leave a women's basketball legacy in the host community.
  - Evaluate ongoing opportunities for joint championships.
- **Ensure integrity in team selection, seeding and bracketing.**
  - Evaluate selection tools and resources (e.g., RPI, NCAA Evaluation Tool, technology).
  - Continually evaluate policies and procedures in order to align with the evolution of the game.
  - Offer additional educational opportunities for membership, media and fans (e.g., mock selections).
- **Optimize the student-athlete experience at NCAA championships.**
  - Explore ways to create a more impactful celebration from invitation to the conclusion of competition (with an emphasis on the preliminary rounds).
- **Optimize the fan experience at championships.**
  - Identify synergetic opportunities for game promotions and fan engagement.
  - Explore ways to better market the championships.

## **Pillar: Build Affinity**

*The unique identity of NCAA Women's Basketball is all about the connection people feel to the game, student-athletes and coaches.*

### **Goal Areas:**

- **Build cohesion, vision and awareness to enhance the future of the game.**
  - Define the unique identity of and create branding to promote NCAA women's basketball.
  - Arm the women's basketball community with a unified message that promotes the women's basketball brand.
  - Expand the use of social media platforms and other technologies to advance the brand.
- **More deeply connect the women's basketball community by telling our compelling story.**
  - Engage former student-athletes (including WNBA/professional players) to stay engaged in the sport and serve as ambassadors for the game.
  - Develop a consortium of media to advise and deliver intentional messaging to elevate the game.
  - Invite current or former NBA players and other high-profile individuals to advocate the value of basketball for girls and women.
- **Grow the fan base.**
  - Create and implement action strategies to grow the fan base and increase attendance.
  - Engage key partners to create collaborative marketing strategies.
  - Foster and enhance the connection our audiences experience to the game, student-athletes and coaches by strategically recognizing our past, celebrating our present and anticipating our future.