

Expectations and Responsibilities of Regional Advisory Committee Members

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

1. Committed to a three-year term.

2. RAC orientation teleconference/webinar.

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

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

TIME COMMITMENT: 1 hour.

3. Weekly ranking preparation.

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

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

TIME COMMITMENT: 30-60 minutes, weekly.

4. Weekly ranking calls.

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

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

TIME COMMITMENT: 45-90 minutes, weekly.

5. Selection call.

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

WHEN: Selection Sunday.

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

6. NCAA site representative.

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

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

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

7. Availability to the membership.

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

WHEN: Periodically.

TIME COMMITMENT: Minimal.

8. Confidentiality.

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

9. Impartiality.

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