



**REGIONAL ADVISORY COMMITTEE
MASTER ROSTER**

RAC Master Document: [Please click here for the MASTER RAC rosters.](#)

1. Replacements are due by August 1.
 - Please email your replacements to Margaret Gaines (mgaines@ncaa.org) and copy Laura Peterson (lpeterson@ncaa.org).
 - Each sport has a tab along the bottom of the document.
2. RAC terms run September 1 through August 31.
3. If a RAC member needs to be replaced, they will be highlighted **YELLOW**.
 - If you are aware of a RAC member leaving an institution, please let us know so we can update our rosters or note that a replacement will be needed for the following year.
4. This list will be kept updated with each Division III championship manager and support staff. Please feel free to reach out directly if you have sport specific questions (RAC related or not).

Other resources:

- RAC procedures and expectations. [Attachments]



**DIVISION III CHAMPIONSHIPS
REGIONAL ADVISORY COMMITTEE PROCEDURES**

Regional Advisory Committees. Conferences must appoint individuals to a regional advisory committee to assist in the review of data transfer into the NPI system and to serve as site representatives for Division III non-predetermined preliminary round contests.

Members of the governing sports committees shall serve as chairs of the regional advisory committees. As a standard practice, the advisory committee chair conducts videoconferences with all advisory committee members to review the data and discuss potential preliminary round host bids within the region. This information is then communicated to the national governing sports committee.

The following guidelines shall apply to regional advisory committees:

1. Advisory committees should be comprised of a minimum of three members.
2. Each conference sponsoring the respective sport (with at least three members) must have equal representation. **The chair is not included in these representatives.** Conference offices will be asked to appoint individuals to the RAC (not inclusive of the RAC chair) for all sports.
3. At least one person should represent institutions from conferences without automatic qualification and independent institutions if there are at least three such institutions in the region. Governing sports committees will be responsible for identifying representatives for independent institutions.
4. If a conference is spread amongst regions, the committee may work with the commissioner to determine appropriate representation.
5. A member conference shall be responsible for appointing its regional advisory committee representatives. Further, the conference shall be responsible for ensuring that the appointments meet the criteria for service and for ensuring that appropriate representation exists (i.e., all members must be salaried on a regular basis by a member institution or organization and be performing a regular staff function to which they devote at least 50 percent of their time; the advisory committee should be representative of a cross-section of the region's membership and reflect a broad geographical distribution; and individuals whose institutions belong to both the NCAA and NAIA shall not participate in decisions regarding NCAA championships if their institution declares its intention to participate in the NAIA championship only).

6. Potential regional advisory committee members should be advised that they should expect to serve as an NCAA site representative for preliminary-round competition when applicable.

Appointment Procedures Timeline.

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



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 videoconference.

To help RAC members understand expectations and to assist in becoming more familiar with NCAA Division III site representative roles and responsibilities.

WHEN: before the start of the season and first published NPI rank.

TIME COMMITMENT: 1 hour.

3. Weekly NPI release preparation and preliminary round bid submission tracking.

RAC members should review data transferred into the NPI system, and affirm its accuracy.

WHEN: Weekly from first NPI release to selections.

TIME COMMITMENT: 30 minutes, weekly.

4. NCAA site representative.

RAC members will 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.

5. Confidentiality.

Confidentiality is paramount in all committee matters. The regional advisory committee chair and NCAA staff should be the individuals to respond to any inquiries specific to selections and bracketing. Committee discussions 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.