NCAA Committee Nomination Process
(Updated: December 12, 2023)

Introduction.

Welcome to the "new and improved" NCAA committee nomination process.

https://web1.ncaa.org/committees

Please note: Access to the form is granted via the Single-Source Sign-On System. If you do not have an SSO account, please click "Register" on the first screen and follow the prompts.

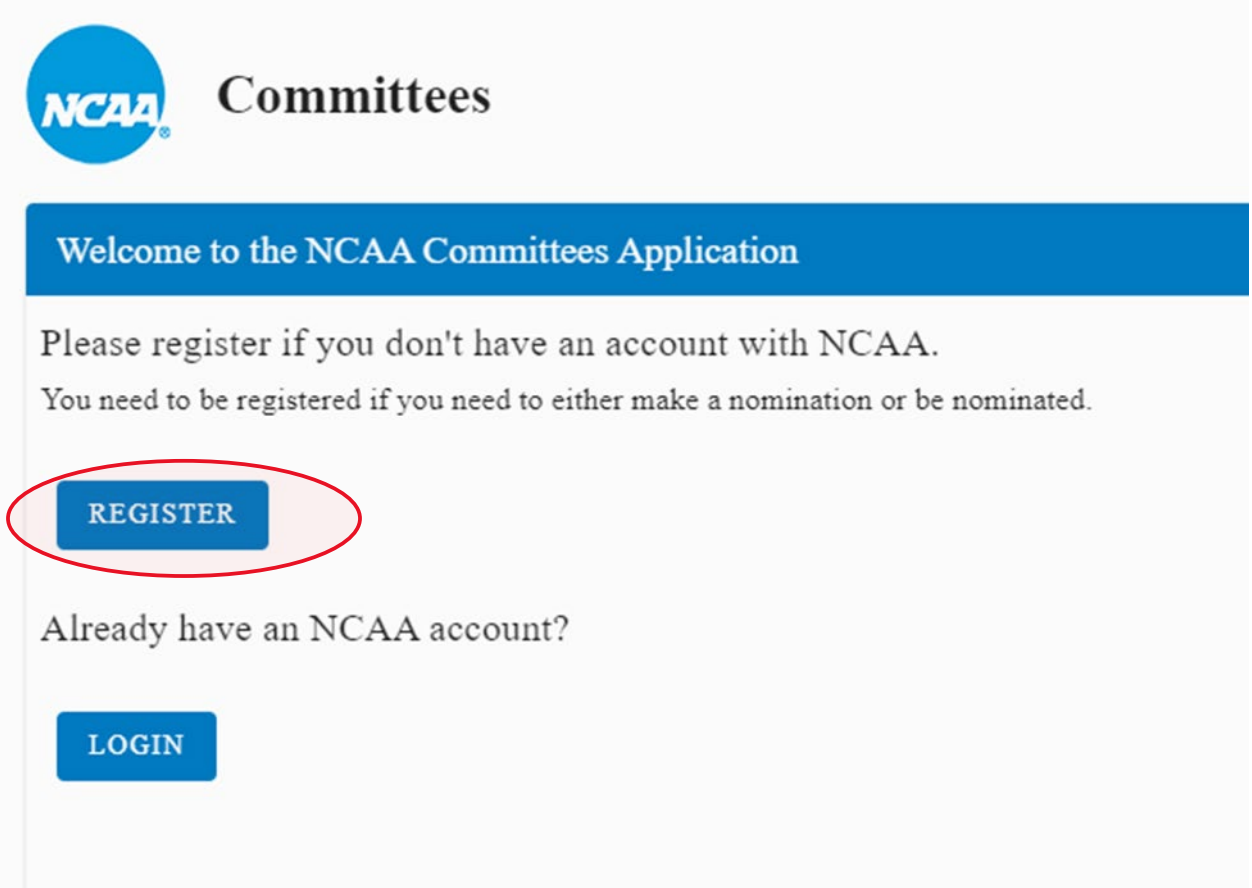
Once your registration is complete, you will be able to access the process. (Note: You will only need to register once.) Next time accessing the system, you will simply click "Login."

The same rule applies in this new version as the previous:

Division I nominations are ONLY to be entered by conferences.

Divisions II and III may nominate an individual or self-nominate.

However, everyone MUST have an SSO account to either make OR complete a nomination.



Please contact NCAA Committee Administration at ncaacommadmin@ncaa.org if you need assistance. Someone will respond within 24 hours (excluding weekends and holidays).

Registering.

1. Click "Register."

2. Enter email address (two times), first name and last name. Click "Send Verification Code."

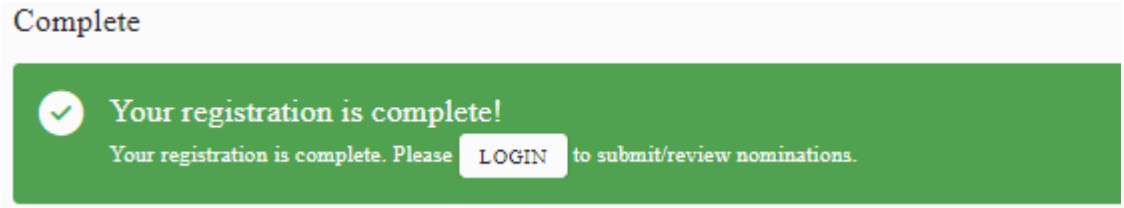
3. Go to your email inbox and copy the blue number code sent from noreply@ncaa.org.

4. Return to the registration set-up page. Paste the verification code and create a password. Please see password criteria shown on the page.

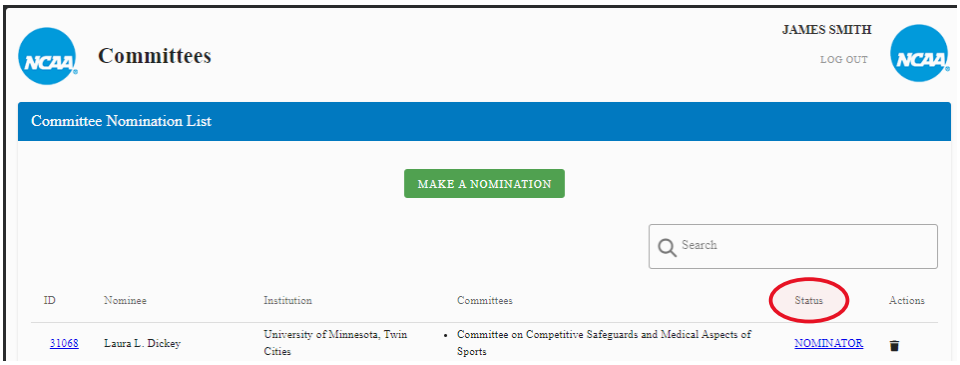
5. Verify name is spelled correctly (if not, make changes), answer if you are a student-athlete and enter your institution from the drop-down selection.

6. Click "Register."

7. You should then receive this message:



Once you login, you will see the **status** of your existing applications.



Status Descriptions.

NOMINEE – Nomination still in progress; currently with nominee to complete.

NOMINATOR – Nomination still in progress; currently with nominator to review and/or submit to NCAA.

NCAA – Nomination has been submitted to the NCAA for consideration. This nomination will remain active for one year.

INELIGIBLE – Unfortunately, your nomination is ineligible at this time. Please contact NCAA Committee Administration at ncaacommadmin@ncaa.org for additional information.

Division I – Entering a Nomination (conference personnel).

1. Enter your email and password.

2. If you are not automatically directed to the Committee Nomination List, select Committees after signing into ncaa.org/My Apps.

3. Click "Make a Nomination" or "Complete your Nomination." *(Only one option will appear.)*

(Indicates number of open nominations you need to complete.)

NOTE: **If you have been nominated** by someone, you will need to complete your nomination(s) before making a nomination.

4. If this is a self-nomination, please check box.

5. Enter **nominee's email, first and last name and their institution or conference**. Also, indicate if this nominee is a student-athlete.

6. Click "Save and Continue."

7. Click the committee(s) you are nominating this nominee for consideration.

8. Click "Save and Continue."

9. Review, make any necessary changes and click "Submit." At this time an email has been sent to the nominee asking them to complete the form. After nominee completes the form, you will be notified and at that time you will review, edit qualification statement (if needed) and submit to the NCAA for consideration.

10. After the conference receives the completed application from the nominee, the conference is responsible for submitting the application to the NCAA. Please note: Due dates for each committee vacancy are listed on the "Committee Vacancies" page on ncaa.org.

Divisions II and III – Entering a Nomination.

1. Enter your email and password.

2. If you are not automatically directed to the Committee Nomination List, select Committees after signing into ncaa.org/My Apps.

3. Click "Make a Nomination" or "Complete your Nomination." *(Only one option will appear.)*

(Indicates number of open nominations you need to complete.)

NOTE: **If you have been nominated** by someone, you will need to complete your nomination(s) before making a nomination.

4. If this is a self-nomination, please check box.

5. If **nominee is NOT** a self-nomination, please enter the **nominee's email, first and last name and their institution or conference**. Also, indicate if this nominee is a student-athlete.

   If you are entering a self-nomination, after you select "self-nomination" the additional fields will populate.

6. Answer if nominee is a student-athlete.

7. Click "Save and Continue."

8. Click the committee(s) you are nominating this nominee (or yourself) for consideration.

9. Click "Save and Continue."

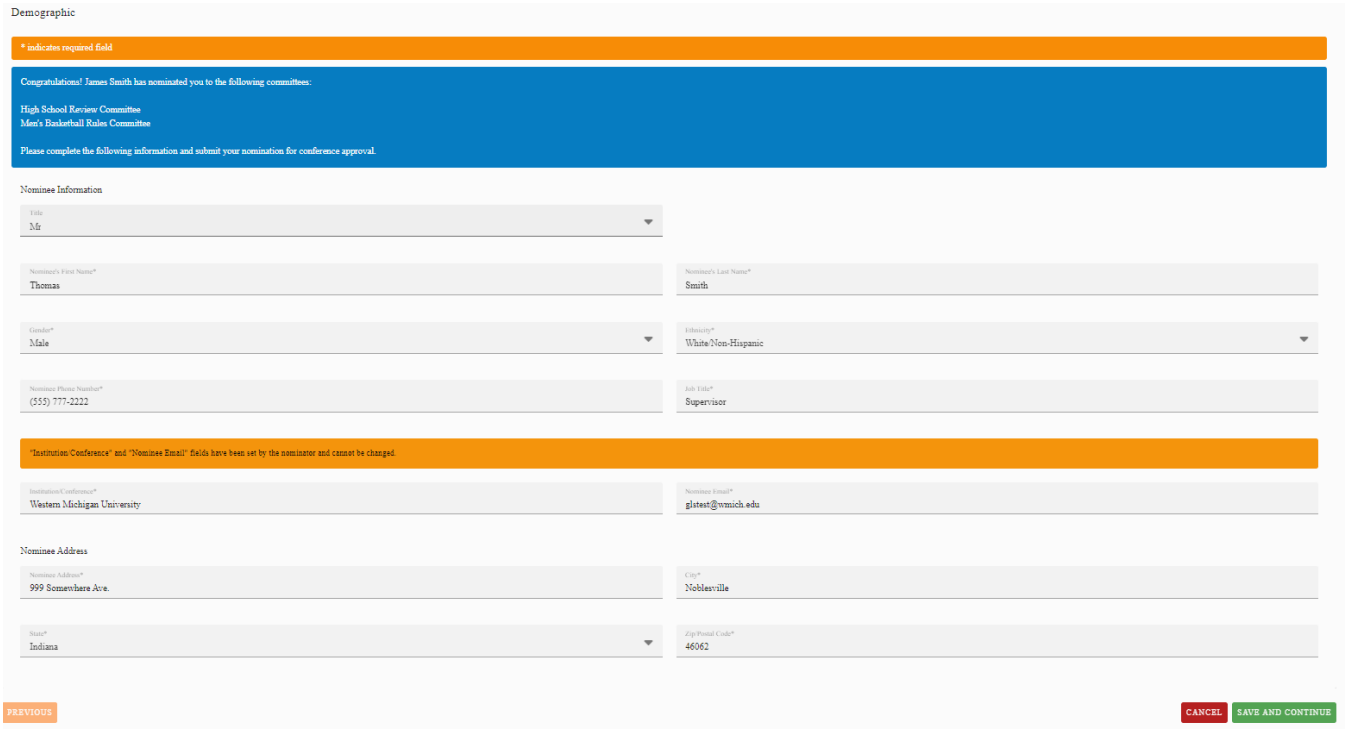
10. Review, make any necessary changes and click "Submit."

11. If this is a self-nomination, at this time you will be requested to provide additional information after you submit this form.

    If this is a nomination for another individual, they will be notified that they have been nominated and will need to complete the form.

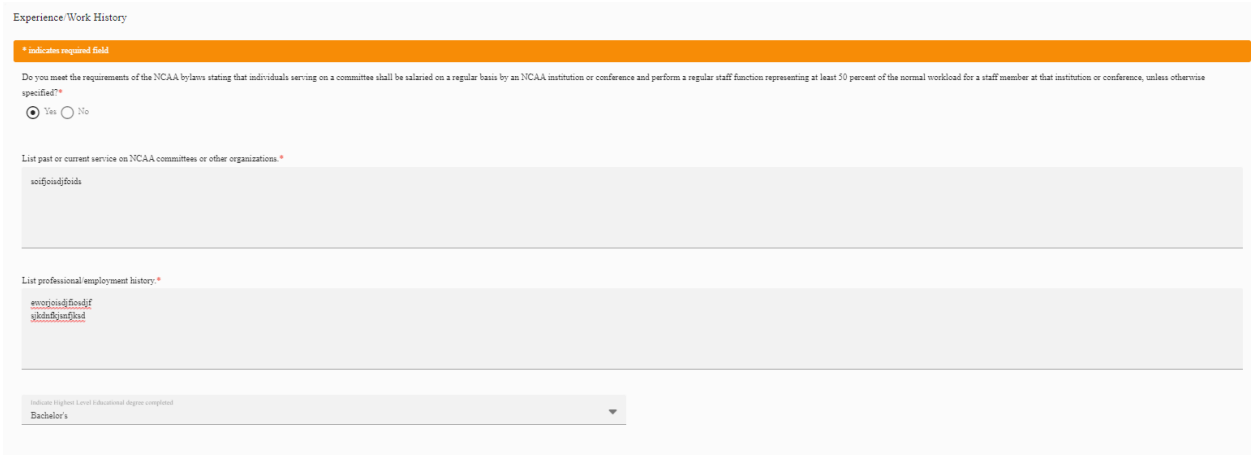
Nominee Completing Application.

1. Complete the Demographic page. Please note – this page will only need to be completed once, but each time you are nominated for a committee, you will be directed to this page and be able to update fields. However, you cannot change institution or conference or the email address.

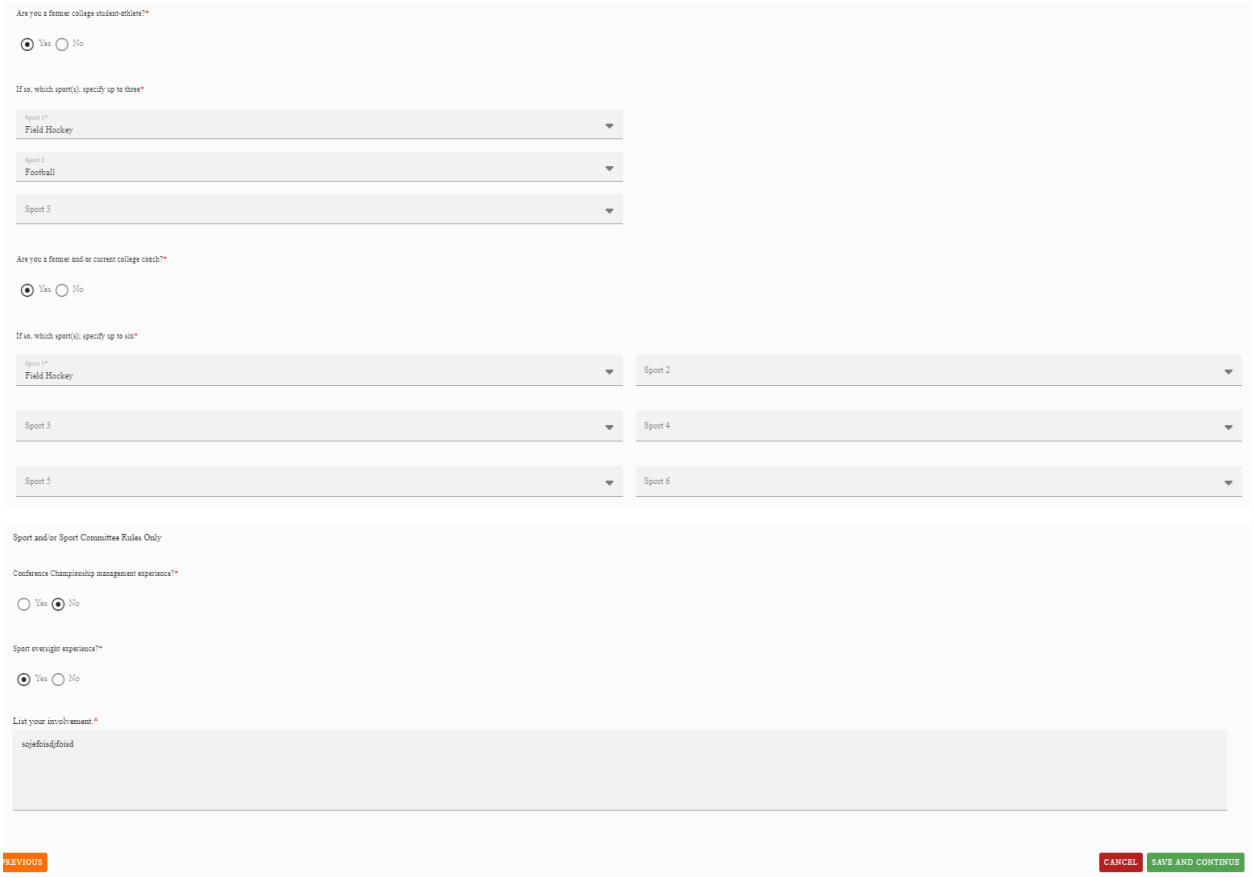


2. Click "Save and Continue."

3. Complete the Experience/Work History page. Please note – this page will only need to be completed once, but each time you are nominated for a committee, you will be directed to this page and be able to update fields.



(image continued on next page)



4. Answer yes or no to the question: "Do you meet the requirements…." This is legislated for all three divisions. Please refer to the NCAA Manual for additional information. (Division I Bylaw 21.10.1.1); (Division II Bylaw 21.8.1.1); and (Division III Bylaw 21.9.1.1).

5. Enter past or current service on NCAA committees or other organizations.

6. Enter professional/employment history.

7. Indicate highest level of education completed from drop-down selection.

8. Former college student-athlete? Yes or No If yes, you may specify up to three sports.

9. Former and/or current college coach? Yes or No If yes, you may specify up to six sports.

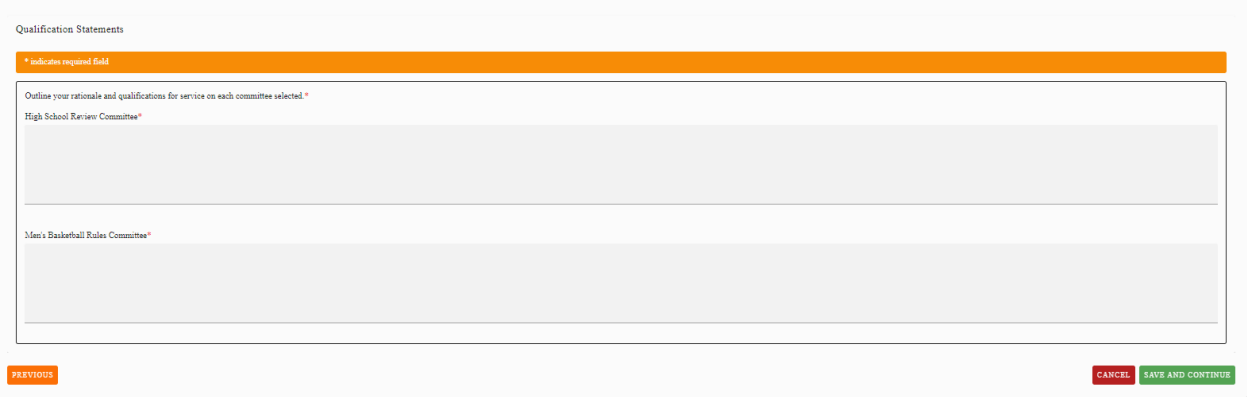
10. If you are being considered for a sport or sport rules committee, you will be asked:

    a. Conference Championship management experience? Yes or No
    - If yes, list your involvement.

    b. Sport oversight experience? Yes or No
    - If yes, list your involvement.

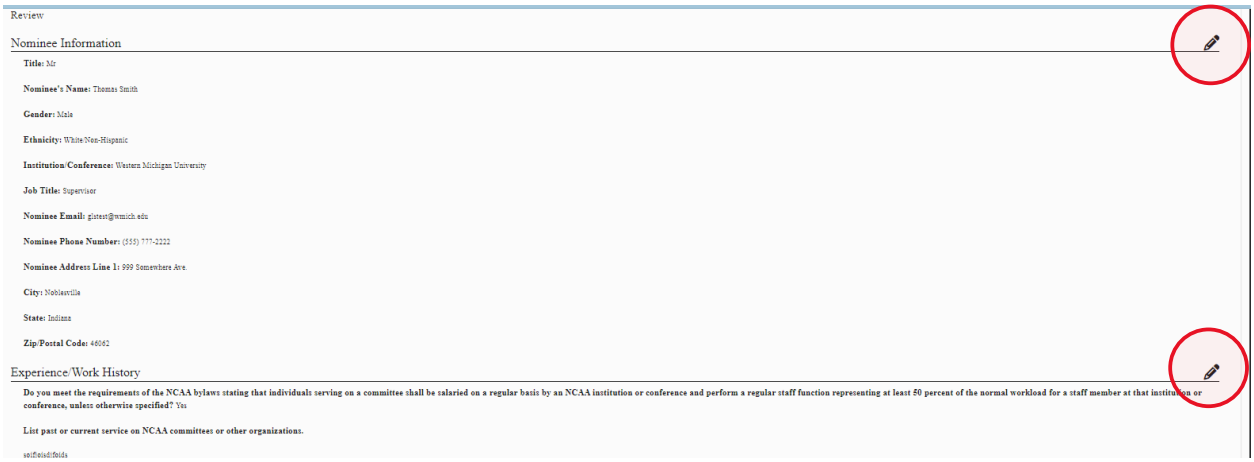
11. Click "Save and Continue."

12. Qualification Statement(s) page. Outline your rationale and qualifications for service on each committee you are seeking consideration.



13. Click "Save and Continue."

14. Review page. Make any necessary changes by clicking the "pencil" within the section update is needed.



15. **(Division I)** Click "Submit."
At this time, the conference has received your completed nomination and after reviewing, the conference will submit to the NCAA.

(Divisions II and III) Click "Submit to NCAA."
At this time, the NCAA has received your completed nomination.

Nominations are valid for one year. When a committee has a vacancy, all nominations currently in the database will be considered for the open position. Please note, vacancies are subject to a variety of parameters (e.g., specific conference opening, sport region, job title, ethnicity, gender).

Thank you for completing your nomination.
Please feel free to send comments and/or suggestions to ncaacommadmin@ncaa.org regarding the new process. We want it to be an easy and quick process for you.