

NCAA DIVISION III ANNUAL LIST OF REQUIRED FORMS AND ACTIONS

Form	Description	Who Signs or Is Responsible	Destination	Due Date	NCAA Contact
Coaches Rules Test	All head coaches and athletics administrators with compliance responsibilities must take the rules test annually. Institutions must file a secondary violation for failure to adhere to this annual requirement.	Compliance Director	NCAA national office via the NCAA website	August 1 Updated rules test available. Annual requirement.	Corey Berg cberg@ncaa.org
Sports Sponsorship and Demographic Report	Institutions must update contact information for administrators and head coaches. They must report information for sports sponsored last year and for the upcoming academic year. Athletics department citizenship and ethnicity information is collected. Information is required for championships eligibility.	Athletics Director	NCAA national office via the NCAA website (My Apps)	August 1 Institutions are not eligible for championships if data is not submitted.	Erin Irick eirick@ncaa.org
NCAA Directory	Institutions should update directory contact information for administrators and head coaches as personnel changes take place to keep the institution's page current	Compliance director	NCAA national office via the NCAA website (My Apps)	As needed	Erin Irick eirick@ncaa.org
Drug-Testing Consent	Student-athlete must sign form to affirm his or her awareness of the NCAA drug-testing program and agree to allow the NCAA to test in relation to any participation in NCAA championships.	Student-Athletes	Athletics Director's Office	Before student-athlete's first outside competition	
Student-Athlete Affirmation of Eligibility	Must be completed for each sport to include the names of the student-athletes who have completed and signed the Student-Athlete Statement and Drug-Testing Consent.	Athletics Director and Head Coaches	Athletics Director's Office	Before student-athlete's first outside competition	
General Amateurism and Eligibility Form for International and Select Student-Athletes	Must be completed for each international student-athlete to certify eligibility for practice and competition and assess compliance with NCAA amateurism and eligibility rules.	Student-Athletes, Eligibility-Certification Official and Head Coaches	Athletics Director's Office	Before student-athlete's first practice	

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<u>HIPAA/Buckley Amendment Consent/Waiver Form</u>	Signing of the authorization/consent shall be voluntary and is not required by the institution for medical treatment, payment for treatment, enrollment in health plan or for any benefits (if applicable) and is not required for the student-athlete to be eligible to practice or compete.	Student-Athletes	Athletics Director's Office	Before student-athlete's first outside competition (voluntary)	
<u>Student-Athlete Statement</u>	Student-athlete must sign form to affirm, to the best of his or her knowledge; he or she is eligible to compete in intercollegiate competition.	Student-Athletes	Athletics Director's Office	Before student-athlete's first outside competition	
<u>Membership Dues</u>	Institutions and conferences must remit membership dues annually.	Director of athletics, fiscal staff members	NCAA national office	September 1 Cannot vote at NCAA Convention if membership dues have not been paid.	
<u>Attestation of Compliance</u>	In order to enter a team or individual in an NCAA championship or for an individual to serve on an NCAA committee, presidents, chancellors and directors of athletics must attest annual that the obligations to control and monitor athletics programs have been met.	Chancellor/president and director of athletics	NCAA national office <u>(My Apps)</u>	October 15	Learning Management System Help <u>lmshelp@ncaa.org</u>

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<u>Division III In-Regional Scheduling Waiver Requirement Form</u>	Institutions that are unable to meet the in-regional scheduling requirement in team sports must complete this form on an annual basis to be eligible for championships selection.	Athletics director	Division III Championships Committee	December of the previous year	Liz Suscha <u>lsuscha@ncaa.org</u>

<p>NCAA National Convention Attendance</p>	<p>Annual Association-wide meeting of all NCAA member institutions and conferences to discuss pertinent issues and vote on legislation. A voting delegate from your institution must attend and cast a vote during the Division III Business Session.</p>	<p>Initial contact is sent to the chancellor or president, with a copy to the athletics director.</p>	<p>NCAA national office</p>	<p>Second week of January, annually. Delegates may not vote if membership dues have not been paid.</p>	<p>Corey Berg cberg@ncaa.org</p>
<p>NCAA Financial Reporting Form (voluntary)</p>	<p>Report on the revenues, expenses, and capital expenditures of the institution's athletics department.</p>	<p>Initial contact is sent to the chancellor or president, with a copy to the athletics director.</p>	<p>NCAA national office (My Apps)</p>	<p>January 15</p>	<p>Maria DeJulio mdejulio@ncaa.org</p>
<p>Athletics Program Assessment [For institutions in new member process only]</p>	<p>An athletics department review submitted with an exploratory institution's application to the first year of the membership process. The assessment is also required to be completed and submitted by active member institutions that are in the first year of probationary status.</p>	<p>Athletics director is responsible for submission; however, the chancellor or president, ADR (if applicable), SWA and FAR must review prior to submission.</p>	<p>NCAA national office</p>	<p>January 15 for exploratory, provisional or reclassifying member applicants. May 15 for institutions that are on probation</p>	<p>Eric Hartung ehartung@ncaa.org Tiffany Alford talford@ncaa.org</p>

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Campus Sexual Violence Annual Attestation	The policy reinforces previous efforts of the Association in addressing campus sexual violence and the document represents the Board of Governors' adoption of such policy. The attestation form requires schools to follow the policy set forth. Schools that do not attest are prohibited from hosting NCAA championships in the next applicable academic year.	Chancellor or president, director of athletics, campus Title IX coordinator	NCAA national office (My Apps)	May 15 (date can change year to year)	Gretchen Miron gmiron@ncaa.org
NCAA Regional Rules Seminars	Annual rules compliance seminars. The seminar is offered twice per year in two locations. In select years, members of certain Division III conferences are permitted to use attendance at a Conference Rules Seminar to fulfill the once-in-three-year requirement.	Athletics Director; compliance or other administrators are optional.	NCAA national office	May and June (once in 3 years)	Corey Berg cberg@ncaa.org
Annual Report Form [For institutions in new member process only]	Annual report of the provisional or reclassifying institution's previous year in the membership process. The report should include updates to the institution's athletics program assessment, if any.	Athletics director is responsible for submission; however, the chancellor or president, ADR (if applicable), SWA and FAR must review prior to submission.	NCAA national office	June 1 of each year of the provisional or reclassifying membership process.	Eric Hartung chartung@ncaa.org Tiffany Alford talford@ncaa.org

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<u>NCAA Student-Athlete Graduation Rates</u>	A compilation of student-athlete graduation rates.	Designated Institutional Personnel	NCAA national office (<u>My Apps</u>)	June 1	Maria DeJulio <u>mdejulio@ncaa.org</u>
<u>Institutional Self-Study Guide</u>	Institutional self-assessment to ensure compliance with NCAA Division III member rules and regulations.	Athletics Director is responsible for submission; however, the chancellor or president, ADR (if applicable), SWA, and FAR must review prior to submission.	NCAA national office, via online submission portal (<u>My Apps</u>)	June 1 (once in 5 years)	Corey Berg <u>cberg@ncaa.org</u>
<u>NCAA Graduation Rates</u>	A compilation of student graduation rates required and calculated by the government.	Designated Institutional Personnel	NCAA national office (<u>My Apps</u>)	June 1 (Institutions are not eligible for championships if data is not submitted).	Maria DeJulio <u>mdejulio@ncaa.org</u>
<u>Financial Aid Reporting Program</u>	Institution must submit an annual electronic report that includes data regarding the financial aid packages awarded by the institution to first year and incoming transfer student-athletes and to other incoming students.	Chancellor or President and Financial Aid Administrator	NCAA national office (<u>My Apps</u>)	Between June 1 and September 15	Eric Hartung <u>ehartung@ncaa.org</u>