

NCAA DIVISION III ANNUAL LIST OF REQUIRED FORMS AND ACTIONS FOR INSTITUTIONS

Form	Description	Who Signs or Is Responsible	Destination	Due Date	NCAA Contact
Student-Athlete Eligibility					
Drug-Testing Consent	Student-athlete must sign form to affirm their 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 and Compliance Director	Athletics Director's Office	Before student-athlete's first outside competition.	forms@ncaa.org
HIPAA/Buckley Amendment Consent/Waiver Form	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 and Compliance Director	Athletics Director's Office	Before student-athlete's first outside competition (voluntary).	forms@ncaa.org
International Student-Athlete Amateurism through the NCAA Eligibility Center	Each international student-athlete (per Bylaw 12.1.1.1) must receive a finalized Division III amateurism decision from the NCAA Eligibility Center.	International Student-Athletes and Compliance Director	Eligibility Center	Before student-athlete's first competition.	ecinfo@ncaa.org
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.	forms@ncaa.org

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Student-Athlete Statement	Student-athlete must sign form to affirm, to the best of their knowledge, they are eligible to compete in intercollegiate competition.	Student-Athletes and Compliance Director	Athletics Director's Office	Before student-athlete's first outside competition.	forms@ncaa.org
General					
<u>Campus Sexual Violence Annual Attestation</u>	The policy, which was adopted by the Board of Governors in 2017, reinforces efforts of the Association in addressing campus sexual violence. By completing the attestation form, an institution attests that it has satisfied the policy requirements.	Chancellor/president, director of athletics, and campus Title IX coordinator.	<u>NCAA national office</u> (instructions emailed early September)	First Friday in November to attest to prior academic year.	Morgan Adcock webhelpdesk@ncaa.org
<u>Coaches Rules Test</u>	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 Learning Portal (<u>My Apps</u>)	Available August 1	Brittany Higgins d3coachesexam@ncaa.org
Division III Financial Aid Reporting Program	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.	Director of Athletics and Financial Aid Administrator.	NCAA national office (<u>My Apps</u>)	Between June 1 and mid-September	Eric Hartung ehartung@ncaa.org

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<u>Division III In-Region 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	Fall sports: March 1 Winter sports: May 1 Spring sports: July 1	Laura Peterson lpeterson@ncaa.org
Membership Dues	Institutions and conferences are invoiced via email annually.	Director of athletics, fiscal staff members	NCAA national office	September 1 <i>Cannot vote at NCAA Convention if membership dues have not been paid.</i>	Mark Aiken maiken@ncaa.org
<u>NCAA Convention Attendance and Assignment of Delegate</u>	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.	Initial contact is sent to the chancellor or president, with a copy to the athletics director.	NCAA national office	January Dates vary. <i>Delegates may not vote if membership dues have not been paid.</i>	Eric Hartung ehartung@ncaa.org
<u>NCAA Directory</u>	Institutions should update directory contact information for administrators and head coaches as personnel changes take place to keep the institution's page current.	Athletics department staff	NCAA national office via the NCAA website (<u>My Apps</u>)	As needed	Sadie Martinez smartinez@ncaa.org

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<u>NCAA Membership Financial Reporting System</u>	Report on the revenues, expenses, and capital expenditures of the institution's athletics department. Institution will submit the required data or the EADA Certificate of Completion.	Initial contact is sent to the chancellor or president, with a copy to the athletics director.	NCAA national office (<u>My Apps</u>)	January 15	Andrea Worlock <u>aworlock@ncaa.org</u>
<u>NCAA Graduation Rates</u>	A compilation of student and student-athlete graduation rates.	Designated Institutional Personnel	NCAA national office (<u>My Apps</u>)	June 1 <i>Institutions are not eligible for championships if data is not submitted.</i>	Sadie Martinez <u>smartinez@ncaa.org</u>
<u>NCAA Regional Rules Seminars</u>	Annual rules compliance seminars. 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/June Dates vary. <i>Once in 3 years</i>	Brittany Higgins <u>NCAARegionalRulesSeminars@ncaa.org</u>
<u>Sports Sponsorship and Demographic Report</u>	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 (<u>My Apps</u>)	June 30 (Due date may vary slightly each year) <i>Institutions are not eligible for championships if data is not submitted.</i>	Sadie Martinez <u>smartinez@ncaa.org</u> Keke Liu <u>kliu@ncaa.org</u>