

**NCAA DIVISIONS I AND III SUBCOMMITTEE FOR LEGISLATIVE RELIEF (SLR)
NCAA DIVISION II COMMITTEE FOR LEGISLATIVE RELIEF (CLR)
PURSUANT TO NCAA CONSTITUTIONS 5.4.1.3 (Division I)
and 5.4.1.7 (Divisions II and III)**

**REQUESTS/SELF-REPORTS ONLINE WAIVER SUBMISSION INSTRUCTIONS
For Use by Member Institutions Only**

Waiver submission must be received within three weeks of desired event or action.

1. Introduction.

The NCAA Division I Legislative Council Subcommittee for Legislative Relief, the NCAA Division II Committee for Legislative Relief (CLR) and the NCAA Division III Management Council Subcommittee for Legislative Relief (SLR) were created in 1993 as a response to the membership's desire for more rules flexibility. These waiver groups were originally established as subcommittees of the NCAA Divisions I, II and III Management Councils to review the application of NCAA legislation in cases where the circumstances are extraordinary in nature (Division I NCAA Bylaw 5.4.1.3; Divisions II and III Bylaw 5.4.1.7).

The philosophy of the (Sub)Committee for Legislative Relief is to review requests to waive the normal application of the legislation while considering the following to determine if relief is appropriate:

- a. The purpose or intent of the legislation;
- b. The involvement and the overall well-being of the student-athlete; and
- c. A competitive or recruiting advantage.

If you have an urgent waiver submission involving unforeseen circumstances, please call the academic and membership affairs staff as soon as possible via the legislative relief voice mail system at 317/917-6144. Relief may possibly be provided over the telephone in some instances.

NCAA member institutions, conferences and committees/subcommittees may apply for a CLR/SLR waiver when no other committee/subcommittee has the authority to waive specific NCAA legislation for extenuating/extraordinary circumstances.

Waivers must be submitted by a member institution (applicant) through Requests/Self-Reports Online. All information pursuant to the waiver must be uploaded to Requests/Self-Reports Online.

Information that is marked “to be faxed” in Requests/Self-Reports Online will render the waiver incomplete until all faxes have been received and uploaded. Faxing information will result in a delay in case processing.

Faxes must be sent individually to 317/917-6881, with question specific cover sheets attached. Faxing documents for multiple questions in one fax will result in further case processing delay.

Once your waiver submission is received and assigned, in Requests/Self-Reports Online, a legislative relief staff member will contact your institution within two business days to provide information related to the estimated timeline for processing the case.

2. Submission Procedures.

- a. Waiver requests shall be submitted to the NCAA national office via Requests/Self Reports Online.

[Note: NCAA Division I institutions are not required to submit a formal waiver request to the NCAA national office via Requests/Self-Reports Online for circumstances involving the previously approved waiver process. Previously approved waiver submissions must be reported to an institution’s conference office on a quarterly basis each year. More information on the previously approved waiver process is available on the Division I Subcommittee for Legislative Relief website.

- b. Requests/Self-Reports Online requires that the waiver submission must be e-signed or have a signature uploaded by two of the following individuals of the involved institution (one of whom must be from outside the athletics department): chancellor, president or faculty athletics representative; and director of athletics or senior woman administrator. A waiver request submitted by a conference office shall be signed by both the commissioner (or executive director) and at least one conference officer (e.g., associate commissioner). An application submitted by an NCAA (sub)committee shall be signed by the chair or a member of that (sub)committee. Stamp signatures will not be accepted.
- c. Waiver submissions for individual student-athletes or prospective student-athletes are required to include a signed Buckley Statement.
- d. The case will be considered complete when all required information is uploaded into Requests/Self-Reports Online (either by the applicant institution or by AMA staff). Case processing timelines begin once required information is uploaded to Requests/Self-Reports Online.