Division III
DISCOVER | DEVELOP | DEDICATE

NCAA DIVISION III PROVISIONAL AND RECLASSIFYING MEMBER ANNUAL REPORT – CONFIRMATION SHEET

DUE JUNE 1
of each Provisional/Reclassifying Year

Institution: _____ Academic year: _____

Check the appropriate membership classification.

☐ Provisional (New member to the NCAA).

☐ Reclassification (NCAA member reclassifying entire athletics program).

Provisional/Reclassifying year: _____

1. We confirm that our institution has adhered to all appropriate NCAA Division III legislation; specifically, divisional membership requirements of NCAA Division III Bylaw 20.

   YES ☐ **NO** ☐

2. We confirm that we have included a detailed status report regarding concerns expressed (if any) by the NCAA Division III Membership Committee and/or NCAA Division III Management Council and a detailed status report or follow up (if any) of the self-study conducted by our institution during the first year of provisional membership.

   YES ☐ **NO** ☐ **N/A** ☐

3. We confirm that we have included the following supplemental materials and have completed them accurately and completely to the best of our knowledge:

   a. Sports-sponsorship summary;

      YES ☐ **NO** ☐

   b. Official Results from the year ended for all sports sponsored;

      YES ☐ **NO** ☐

   c. Completed individual-sports compliance worksheet (Form A) for **EACH** individual sport sponsored;

      YES ☐ **NO** ☐

d. Rosters for each team sport sponsored for the previous year; and

YES ☐ **NO** ☐

e. Schedules for the upcoming year for **EACH** sport sponsored.

YES ☐ **NO** ☐

4. We confirm that we have been actively engaged in our mentoring relationship with our appointed Membership Committee member.

YES ☐ **NO** ☐

5.

a. If your institution has an enrollment of 1,000 students or fewer, does your institution sponsor five sports for men and five sports for women with at least three team sports in each gender, per Bylaw 20.11.3.1?

YES ☐ **NO** ☐ **N/A** ☐

b. If your institution has an enrollment of more than 1,000 students, does your institution sponsor six sports for men and six sports for women with at least three team sports in each gender, per Bylaw 20.11.3.2?

YES ☐ **NO** ☐ **N/A** ☐

c. Does your institution sponsor at least one sport in each gender in every sports season, per Bylaw 20.11.3?

YES ☐ **NO** ☐

6. Does your institution have a Student-Athlete Advisory Committee in place per NCAA Constitution 6.1.4?

YES ☐ **NO** ☐

7. Has your institution designated an individual as the faculty athletics representative per Constitution 6.1.3?

YES ☐ **NO** ☐

_____

8. Has your institution designated an individual as the senior woman administrator as defined in Constitution 4.02.4.1?

YES ☐ **NO** ☐

9. Has your institution designated an individual as the athletics health care administrator as defined in Constitution 3.2.4.22?

YES ☐ **NO** ☐

10. Has your institution designated an individual as the athletics diversity and inclusion designee as defined in Constitution 3.2.4.23?

YES ☐ **NO** ☐

11. Did your institution complete and administer required compliance forms?

YES ☐ **NO** ☐

12. Has your institution administered the NCAA Division III rules test (or an equivalent rules test if you are a non-NCAA institution) to all head coaches and athletics administrators with compliance responsibilities per Bylaw 11.8?

YES ☐ **NO** ☐

13. Is your institution involved in an investigation, infractions case, serving academic penalties or on probation with your governing body (e.g., NCAA, NAIA, etc.)?

YES ☐ **NO** ☐

If yes, please explain:

14.

a. Has your institution had any infractions and violations of NCAA legislation since your last report?

YES ☐ **NO** ☐

If yes, complete Question No. 14b below. If no, proceed to the next question.

b. If you answered yes to Question No. 14a, has your institution reported those infractions and violations to NCAA Enforcement?

YES ☐ **NO** ☐

If yes, attach a report of all violations.

c. If you answered yes to Question No. 14a, has your institution reported those infractions and violations to your conference office (if a member of a conference)?

YES ☐ **NO** ☐

d. If your institution is a member of a conference, are you required to report any infractions and violations of NCAA legislation to your conference office?

YES ☐ **NO** ☐

15. If in year two or beyond, has your institution performed a financial aid audit of the intercollegiate athletics program per Constitution 6.2.3?

YES ☐ **NO** ☐

16. Did your institution make any updates to its Athletics Program Assessment?

YES ☐ **NO** ☐

- If your institution answered "NO" to any of the above questions, please include an action plan addressing how your institution plans to correct each "NO" response.

Signed: (chancellor/president)	Printed name	Date
Signed: (athletics direct report, if different than the chancellor/president)	Printed name	Date
Signed: (director of athletics)	Printed name	Date

(Please note the signatures above confirm your institution has abided by and included the appropriate information in accordance with the policies set forth by the NCAA Division III Management Council.)

_____

THIS REPORT MUST BE RECEIVED BY THE NCAA NATIONAL OFFICE NOT LATER THAN JUNE 1.

SEND THE COMPLETED REPORT IN **ELECTRONIC FORMAT (e.g., flash drive)** TO THE INDIVIDUAL BELOW.

Debbie Brown

dbrown@ncaa.org

NCAA
Division III
Attn: Debbie Brown
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6617

OVERNIGHT DELIVERY
NCAA
Division III
Attn: Debbie Brown
1802 Alonzo Watford Senior Drive
Indianapolis, Indiana 46202
Phone: 317-917-6617

NCAA Division III
DISCOVER | DEVELOP | DEDICATE

INSTRUCTIONS TO COMPLETE THE NCAA DIVISION III INDIVIDUAL SPORTS-SPONSORSHIP WORKSHEET

COMPLIANCE WORKSHEET (FORM A)

The worksheet should be completed for **EACH** individual sport your institution sponsors, as indicated below and in NCAA Bylaw 17.02.12.2. Separate forms must be completed for men's and women's teams (e.g., cross country). If not, the committee will assume the institution sponsors a mixed team. A mixed team is considered a men's team for purposes of sports sponsorship.

1. Indicate the sport for each worksheet and whether it is a men's, women's or mixed team.

2. For each individual sport, list the date of the contest, location of contest, the opponent(s) and the exact number of individuals who participated in that contest for your team. The exact number of individuals who participated in each contest is needed in order to ensure your institution is meeting sports-sponsorship minimum-participant requirements in accordance with Bylaw 20.11.3.8.

   - Do not list the number of players on the team's roster in the participant column.

3. Please remember to make a copy of the worksheet and complete one for each individual sport your institution sponsors.

4. For multi-team events, you must indicate each institution that participated.

5. Individual sports, as listed in Bylaw 17.02.13.2, are as follows:

Bowling, Women's	Swimming and Diving
Cross Country	Tennis
Fencing	Track and Field, Indoor
Golf	Track and Field, Outdoor
Gymnastics	Triathlon, Women's
Rifle	Wrestling
Skiing	

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET
(FORM A)

Individual/Sport: _____

Men's Team ☐ **Women's Team** ☐ **Mixed Team** ☐

Date of Contest	Opponent(s)/Location(s)	Number of Participants in Contest	Results

NCAA DIVISION III -- ANNUAL SPORTS-SPONSORSHIP REPORT FOR MEN'S SPORTS
Academic Year:_____

Sport (Men's)	Contests Minimum (Per Bylaw 20.11.3.8)	Minimum Participants (Per Bylaw 20.11.3.8)	Contests Scheduled	Contests Completed	Beginning Roster (First Date of Competition)	Ending Roster (Last Date of Competition)	Season (Fall, winter, spring)	Countable Toward Sports Sponsorship (Per Bylaw 20.11.3)? (Y/N)
Baseball	25	n/a						
Basketball	18	n/a						
•Cross Country	5	5						
•Fencing	8	5						
Football	7	n/a						
•Golf	6	4						
•Gymnastics	6	6						
Ice Hockey	18	n/a						
Lacrosse	10	n/a						
•Rifle	6	4						
•Skiing	5	5						
Soccer	13	n/a						
•Swimming and Diving	8	8						
•Tennis	10	6						
•Indoor Track and Field	5	10						
•Outdoor Track and Field	6	12						
Volleyball	17	n/a						
Water Polo	13	n/a						
•Wrestling	7	6						

• - Indicates sport is an individual sport.

NCAA DIVISION III -- ANNUAL SPORTS-SPONSORSHIP REPORT FOR WOMEN'S SPORTS

Academic Year:_____

Sports (Women's)	Contests Minimum (Per Bylaw 20.11.3.8)	Minimum Participants (Per Bylaw 20.11.3.8)	Contests Scheduled	Contests Completed	Beginning Roster (First Date of Competition)	Ending Roster (Last Date of Competition)	Season (Fall, Winter, Spring)	Countable Toward Sports Sponsorship (Per Bylaw 20.11.3)? (Yes/No)
Acrobatics and Tumbling	6	18						
Basketball	18	n/a						
Beach Volleyball	8	n/a						
•Bowling	8	5						
•Cross Country	5	5						
•Fencing	8	5						
Field Hockey	12	n/a						
•Golf	6	4						
•Gymnastics	6	5						
Ice Hockey	18	n/a						
Lacrosse	10	n/a						
•Rifle	6	4						
Rowing	8	n/a						
Rugby	8	n/a						
•Skiing	5	5						
Soccer	13	n/a						
Softball	24	n/a						
•Swimming and Diving	8	8						
•Tennis	10	6						
•Indoor Track and Field	5	10						
•Outdoor Track and Field	6	12						
•Triathlon	4	3						

• - *Indicates sport is an individual sport.*

Sports (Women's)	Contests Minimum (Per Bylaw 20.11.3.8)	Minimum Participants (Per Bylaw 20.11.3.8)	Contests Scheduled	Contests Completed	Beginning Roster (First Date of Competition)	Ending Roster (Last Date of Competition)	Season (Fall, Winter, Spring)	Countable Toward Sports Sponsorship (Per Bylaw 20.11.3)? (Yes/No)
Volleyball	17	n/a						
Water Polo	13	n/a						
• Wrestling	7	6						

• - Indicates sport is an individual sport.

NCAA Division III Provisional/Reclassifying Athletics Program Assessment Update

Completion of the NCAA Division III Athletics Program Assessment should serve as an educational experience that highlights parts of an institution's athletics compliance system that requires improvements or enhancements. The assessment is designed to assist Division III institutions in establishing a model Division III athletics program. With this in mind, the NCAA Division III Membership Committee requires institutions making provisional or reclassifying application to complete the assessment. The Membership Committee then reviews the institution's assessment and provides relevant feedback.

In an effort to ensure this feedback is incorporated and to ensure the institution is continually tracking athletics compliance policies and procedures AND making its own routine enhancements, the Membership Committee requires institutions to annually update their athletics program assessment. The institution must then update the Membership Committee on implementation of its athletics compliance policies and procedures, as well as any adaptations the institution made during the academic year. The institution should also elaborate on what it has learned and why it made changes to its policies and procedures.

As a reminder, the assessment is broken out by program areas (i.e., general information; organization/structure; compliance systems; fiscal practices; employment/personnel; recruiting; admissions and academic eligibility; financial aid; amateurism; awards and benefits; playing and practice seasons; membership; sportsmanship; game-day operations; sports information; sports medicine; required materials). Institutions should clearly articulate which program area(s) is enhanced as a result of its new or altered policy and procedure.

1. Was the institution required to respond to Membership Committee feedback this year?

YES ☐ **NO** ☐

2. If yes, please respond to the feedback and note the appropriate program area.

3. Did the institution enhance any of its policies and procedures?

YES ☐ **NO** ☐

4. Please detail these enhancements (e.g., implementation timeline; individuals involved; why the change/enhancement was made) and note which program area(s) the change affected.

5. Why were changes/enhancements made?

6. Which individuals (e.g., registrar, athletics director) are responsible for implementing the changes/enhancements and why?

7. What other related feedback or information would your institution like to make the Membership Committee aware of?

NCAA DIVISION III PROVISIONAL AND RECLASSIFYING MEMBER ANNUAL REPORT CHECKLIST

1. PLEASE CHECK THE APPROPRIATE BOX TO INDICATE THE FOLLOWING INFORMATION IS INCLUDED IN THIS REPORT:

☐ Annual report confirmation sheet with all signatures.

☐ Sports-sponsorship summary report for men's sports.

☐ Sports-sponsorship summary report for women's sports.

☐ Individual sports-participant worksheet (form A) for all individual sports and both genders.

☐ Completed athletics program assessment update.

2. PLEASE COMBINE AND SUBMIT THE INFORMATION BELOW AS A SEPARATE SUBMISSION: (Please note that this information should be compiled into one file and may be transmitted only via email or a flash drive.)

☐ Report of all infractions and violations of NCAA legislation, if any occurred (If no violations occurred and the institution did not file, it may also check the box).

☐ Report of all infractions and violations of NCAA legislation, if any occurred (If no violations occurred and the institution did not file, it may also check the box).

☐ Sports-sponsorship summary.

☐ Completed individual-sports compliance worksheet (Form A) for **EACH** individual sport sponsored.

☐ Rosters for all sports for previous academic year.

☐ Official results for all sports for academic year ended.

☐ Schedules for all sports (for the upcoming academic year).

☐ Completed ISSG and notification of completion form with all signatures. **(Year one only)**

INSTITUTION: _____

DATE: _____

CHANCELLOR OR PRESIDENT SIGNATURE: _____