

SINGLE-SPORT CONFERENCE MEMBERSHIP

Application Form for Division III



DIVISION III
DISCOVER | DEVELOP | DEDICATE

Conference membership is available to duly elected athletics conferences of colleges and universities that conduct conference competition and determine a champion in one or more sports in which the NCAA conducts championships or for which it is responsible for providing playing rules for intercollegiate competition.

A single-sport conference must be comprised of at least six members. If a single-sport conference is comprised in part of provisional or reclassifying members, the conference must still contain a minimum of four active members.

For a single-sport conference in a National Collegiate sport, the minimum number of active institutions is controlled by the number needed for a National Collegiate automatic qualification. Provisional and reclassifying schools may not contribute to the minimum number of active institutions but may be included in the overall conference composition.

Please note, an athletics conference desiring to become a Division III member conference shall submit this form to the NCAA national office not later than **February 1** for single-sport conference membership effective September 1 of that year. A check in the appropriate amount for annual dues (see NCAA Bylaw 20.13.2) shall accompany the application. Should the applicant conference fail election, the dues paid with the application shall be refunded. A conference applicant also must include a letter detailing its rationale for pursuing Division III conference membership and its viability. This letter shall be submitted and signed by the conference president/chancellor contact (an active member president or chancellor). The conference's bylaws and constitution also must be submitted with the application form.

1. Name of conference: _____

Phone: _____ Email: _____

Mailing address: _____

City and state: _____ Zip code: _____

Website: _____

2. Commissioner/Executive officer: _____

Conference title: _____

Institutional title: _____

Phone: _____ Email: _____

Mailing address: _____

City and state: _____ Zip code: _____

3. Conference chancellor/president contact: _____

Institution: _____ Title: _____

Phone: _____ Email: _____

Mailing address: _____

City and state: _____ Zip code: _____

4. Conference Athletics Diversity and Inclusion
Designee _____

Institution: _____ Title: _____

Phone: _____ Email: _____

Mailing address: _____

City and state: _____ Zip code: _____

5. Presiding Conference Officer _____

(If Conference President identified above is not the presiding conference officer (e.g., FAR chair, director of athletics chair):

Institution: _____ Title: _____

Phone: _____ Email: _____

Mailing address: _____

City and state: _____ Zip code: _____

6. Governance Structure. Attach a conference governance organizational chart. If a constituent is not represented in the conference governance process, how will the conference engage them in conference issues? (e.g., coaches, FARs, SWAs, ADRs, student-athletes)

7. Involvement of Institutional Personnel. How will the following constituents be involved in conference governance and administration? Will these constituents play an active role in conference governance? Are these constituents involved in determining conference policies?

a. Chancellor or President.

b. Athletics Direct Report (if applicable).

c. Athletics Diversity and Inclusion Designee.

d. Director of Athletics.

e. Senior Woman Administrator.

f. Faculty Athletics Representative

g. Coaches, sports medicine and sports information staff.

8. Presidential Oversight. How will the conference ensure chancellors or presidents have ultimate and final authority for the conference? How often will the conference chancellors and presidents meet as a group?
9. Membership Process. What are the procedures for when an institution joins the conference or leaves the conference? What is the exit policy and process when an institution is leaving the conference?
10. Scheduling. Do you have a conference scheduling policy? Does the policy ensure that your member institutions are following membership and championship selection criteria?

11. Rules Compliance. What role does the conference play related to NCAA rules compliance? Describe the conference expectations/policies regarding NCAA rules compliance (i.e., protocol for submitting interpretation requests, self-reports via RSRO, submission of sport sponsorship & demographic forms).
12. Academic Performance of Student-Athletes. Does your conference have academic and eligibility standards that differ from the NCAA standards for continuing student-athletes and/or transfers? If so, what are those and how are they monitored?
13. Fiscal Policies and Stability. How often will conference fiscal policies and procedures reviewed to ensure future financial stability for the conference? Does the conference have a policy that codifies this regular review?

14. Budget and Financial Review Process. How is the conference operational budget established? Do conference policies require that all expenses and revenues associated with the operation of the conference be audited? If so, how often? If not, how will the conference conduct a financial review?

15. Conference Sportsmanship Statement. Does the conference have a sportsmanship statement or policy? If so, include the statement or policy within your report. How will the sportsmanship statement or policy be administered at athletics events? How does the conference office assist member institutions in sportsmanship education? What conference initiatives are in place to address sportsmanship both on the field and in the stands (game-day environment)?

16. Member institutions and institutional signatures (each member institution must submit signatures from the director of athletics and the individual whom athletics reports to. These signatures may be submitted under separate cover, but it must be clear which institution is represented):

a. Institution: _____

_____ Signed: (Director of athletics)	_____ Printed name	_____ Date
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_____ Signed: (Individual whom athletics reports to)	_____ Printed name	_____ Date
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b. Institution: _____

_____ Signed: (Director of athletics)	_____ Printed name	_____ Date
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_____ Signed: (Individual whom athletics reports to)	_____ Printed name	_____ Date
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c. Institution: _____

_____ Signed: (Director of athletics)	_____ Printed name	_____ Date
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_____ Signed: (Individual whom athletics reports to)	_____ Printed name	_____ Date
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d. Institution: _____

_____ Signed: (Director of athletics)	_____ Printed name	_____ Date
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_____ Signed: (Individual whom athletics reports to)	_____ Printed name	_____ Date
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e. Institution: _____

_____ Signed: (Director of athletics)	_____ Printed name	_____ Date
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_____ Signed: (Individual whom athletics reports to)	_____ Printed name	_____ Date
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f. Institution: _____

_____ Signed: (Director of athletics)	_____ Printed name	_____ Date
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_____ Signed: (Individual whom athletics reports to)	_____ Printed name	_____ Date
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g. Institution: _____

_____ Signed: (Director of athletics)	_____ Printed name	_____ Date
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_____ Signed: (Individual whom athletics reports to)	_____ Printed name	_____ Date
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h. Institution: _____

_____ Signed: (Director of athletics)	_____ Printed name	_____ Date
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_____ Signed: (Individual whom athletics reports to)	_____ Printed name	_____ Date
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i. Institution: _____

_____ Signed: (Director of athletics)	_____ Printed name	_____ Date
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_____ Signed: (Individual whom athletics reports to)	_____ Printed name	_____ Date
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j. Institution: _____

_____ Signed: (Director of athletics)	_____ Printed name	_____ Date
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_____ Signed: (Individual whom athletics reports to)	_____ Printed name	_____ Date
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k. Institution: _____

_____ Signed: (Director of athletics)	_____ Printed name	_____ Date
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_____ Signed: (Individual whom athletics reports to)	_____ Printed name	_____ Date
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l. Institution: _____

_____ Signed: (Director of athletics)	_____ Printed name	_____ Date
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_____ Signed: (Individual whom athletics reports to)	_____ Printed name	_____ Date
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17. Intercollegiate sport in which conference conducts competition:

Sport

Signed: (Commissioner/executive officer)

Printed name

Date

Signed: (Conference president/chancellor contact)

Printed name

Date

*This application must be received by the national office not later than **February 1**. Completion of this application in no way implies or ensures approval of membership. If a conference fails to fully complete the application or the NCAA does not receive the application on time, the conference shall not be considered for membership for the upcoming academic year.*

PLEASE SEND COMPLETED APPLICATION IN ELECTRONIC FORMAT TO:

Eric Hartung
NCAA Division III
Email: ehartung@ncaa.org

**ACCOMPANIED BY A COPY OF YOUR ORGANIZATION'S CONSTITUTION AND BYLAWS,
LETTER FROM THE CONFERENCE PRESIDENT OR CHANCELLOR CONTACT
AND A CHECK IN THE AMOUNT NOTED IN CONSTITUTION 20.13.2
(CURRENT ANNUAL DUES)
FOR PAYMENT OF THE ANNUAL DUES.**