

Waivers of Minimum Contests and Participant Requirement

The NCAA Division III Membership Committee, by a majority of its members present and voting, may approve waivers of the minimum number of intercollegiate contests or the minimum number of participants in a contest in situations beyond the control of the institution (e.g., weather conditions or disaster preventing completion of a scheduled competition, or verified injury or illness at the site of competition preventing the participation of the required minimum number of individuals). [NCAA Bylaw 20.11.4.8.11.1]

Your institution should **only** seek a sports-sponsorship waiver if **both** of the following apply:

- Your institution failed to meet the minimum contest and/or participant requirements for a particular sport, as set forth in Bylaw 20.11.4.8; and
- Failure to properly sponsor the particular sport caused your institution to drop below overall minimum sport-sponsorship requirements.

If both of these conditions do not apply, then your institution does not fall short of the membership requirements and does not need to file a waiver.

Timing of Waiver Hearing.

Unless a waiver request is approved, institutions that fail to satisfy sports-sponsorship requirements are automatically placed on probation as of September 1 following the failure to meet the sponsorship minimums.

Waivers are reviewed monthly by the Membership Committee. In order to have a waiver reviewed, the institution requesting relief must submit a complete waiver request (as detailed below), using the NCAA Requests/Self-Reports Online (RSRO) system, not later than 10 business days prior to the upcoming committee call or meeting. The staff liaisons for the Membership Committee can assist you with the timeline in which your waiver case will be processed.

Waiver Review.

The Membership Committee will review sports sponsorship waivers and determine if the inability to meet minimum requirements was beyond the control of your institution (e.g., but for an extenuating circumstance, your institution could have met requirements). To assist with their review, it is highly recommended that your institution provides the documentation as requested below in your submission.

Documentation may be in the form of emails, screenshots of messages, websites, recruiting logs, the Student-Athlete Affirmation of Eligibility compliance form(s) for impacted team(s), etc.

1. Provide completed sports-sponsorship worksheets (using the attached worksheets) for **all sports at your institution**. Use Form A to provide details about all individual sports sponsored by your institution. Use Form B to provide details about all sports sponsored by your institution.
2. In either the RSRO case details or in a letter, please explain whether the failure to meet the minimum number of intercollegiate contests or the minimum number of participants in a contest was the result of unforeseen or severe circumstances? Please clearly explain the circumstances.

Examples of unforeseen circumstances include weather conditions or disaster preventing completion of scheduled competition, verified injury or illness at the site of competition preventing the participation of the required minimum number of individuals.

3. Confirm whether your institution scheduled at least the appropriate minimum number of contests for the sport(s) in question by providing the original schedule.
4. If your institution did not meet minimum contest requirements for a team sport, did an opponent cancel a contest that your institution had contracted to play that academic year? If this was the case, provide documentation related to the canceled contest.
5. Despite a documented good-faith effort, was your institution unable to rearrange its schedule to play the appropriate minimum number of contests? If this was the case, provide documentation (e.g., emails, texts, etc.) demonstrating the efforts to rearrange the schedule.
6. If your institution did not meet minimum participant requirements for an individual sport, please explain the circumstances that impacted roster size and provide documentation of the institution's efforts to have a viable roster size (e.g., recruiting logs, requests to current students, etc.). If your institution started the season with a viable roster, please provide the Student-Athlete Affirmation of Eligibility compliance form.
7. If your institution knew early in the academic year it would not meet requirements, please explain measures considered and/or taken to rectify or reduce the sport sponsorship deficiency (e.g., additional contests scheduled during the one date of competition in the non-traditional segment, adding a new sport during the academic year).
8. If your institution submitted a separate membership requirements waiver (e.g., male-female enrollment ratio waiver, enrollment calculation waiver, acceptable sport waiver, etc.) for the academic year in consideration, provide the RSRO case number for the request.

9. If applicable, did your institution notify your multisport conference office after confirming sports sponsorship requirements may not or would not be met? Please provide any applicable documentation. Your conference may include a letter of support but it is not required.
10. Regardless of the reason for the shortfall, your institution should provide a detailed action plan outlining the steps it will take to ensure minimum sports-sponsorship requirements are met for the next academic year.

It is recommended that your institution also submit a letter of support from an academic authority on your campus.

11. Include rosters and schedules (to date) for **all sports at your institution** for the upcoming academic year. While not all rosters and schedules may be finalized, please include what your institution is planning for the upcoming academic year.

Submitting Your Waiver Case.

The attached document titled “How to Complete a Membership Requirements Waiver” provides step-by-step instructions for submitting your membership waiver case request through the NCAA Requests/Self-Reports Online (RSRO) system.

Appeals of Waiver Denials.

Appeals of Membership Committee decisions are processed by the Division III Management Council. The Management Council Policies and Procedures document details all appeal procedures and timing elements.

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET

(FORM A)

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET

(FORM A)

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET

(FORM A)

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET (FORM A)

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET

(FORM A)

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET **(FORM A)**

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET

(FORM A)

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET

(FORM A)

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET

(FORM A)

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET **(FORM A)**

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET

(FORM A)

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET (FORM A)

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET

(FORM A)

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III INDIVIDUAL SPORTS SPONSORSHIP

COMPLIANCE WORKSHEET

(FORM A)

Individual/Sport: _____

Men's Team ☐

Women's Team ☐

Mixed Team ☐[illegible]

NCAA DIVISION III -- ANNUAL SPORTS-SPONSORSHIP SUMMARY REPORT FOR MEN'S SPORTS
(FORM B)

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 SUMMARY REPORT FOR WOMEN'S SPORTS
(FORM B)

Academic Year: _____

| Sport (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)? (Y/N) |
|----------------------------|---|---|-------------------------------|-------------------------------|---|---|--|---|
| Acrobatics and Tumbling | 6 | 18 | | | | | | |
| Basketball | 18 | n/a | | | | | | |
| Beach Volleyball | 17 | 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 | | | | | | |
| •Triathlon | 4 | 3 | | | | | | |
| •Indoor Track and Field | 5 | 10 | | | | | | |
| •Outdoor Track and Field | 6 | 12 | | | | | | |
| Volleyball | 17 | n/a | | | | | | |

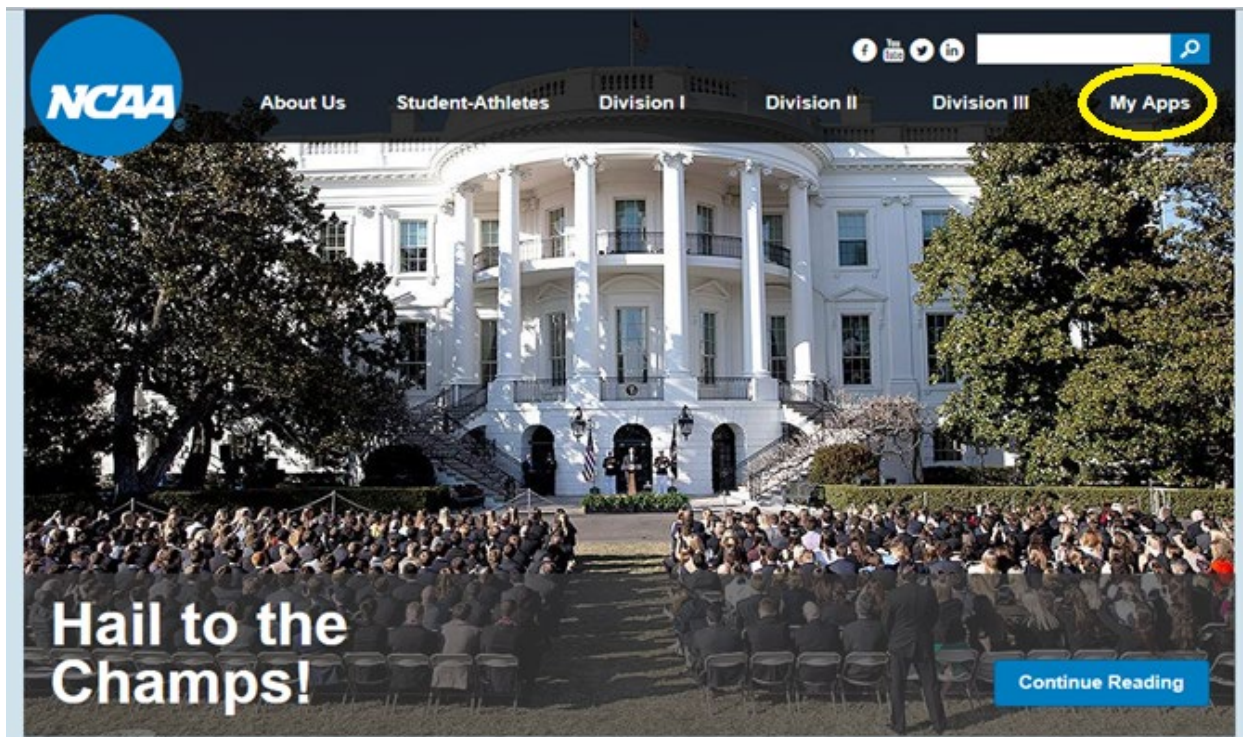
| | | | | | | | | |
|-------------|----|-----|--|--|--|--|--|--|
| Water Polo | 13 | n/a | | | | | | |
| • Wrestling | 7 | 6 | | | | | | |

• - Indicates sport is an individual sport.

How to Complete a Membership Requirements Waiver

I. ACCESSING THE SINGLE-SOURCE SIGN-ON SYSTEM

To use RSRO, you first have to access the Single-Source Sign-On system. To access the Single-Source Sign-On system, log into the applications area of ncaa.org by clicking on the "My Apps" link under the search box on the far right side.



On the membership login page, enter the user ID and password that you have selected.

If you have forgotten your password, clicking the "Forgot Password?" link takes you to this page:

Forgot Password

The fields indicated with an asterisk (*) are required to complete this transaction.

Step 1 of 2 - Verify Account

Please enter a valid Login ID and click Next.

*E-mail (Login ID):

(e.g. you@yourschool.edu)

If you need assistance, please contact the NCAA at webhelpdesk@ncaa.org.

Cancel

Next

Once you are logged in, you should see the "My Applications" tab on the "Account Maintenance Tool" page. On the left of the page, review the list of applications and click on "Requests/Self-Reports Online" to enter the program. You should contact your institution's Single-Source Sign-On Administrator if you do not see the "Requests/Self-Reports Online" link in the list. The institution's director of athletics or other Single-Source Sign-On administrators are able to provide access to those on campus who they wish to have access to RSRO. Sign-On administrators also need to give themselves user access to any applications they want to use. As a default, your director of athletics is your institution's primary administrator.

NCAA Applications Account Maintenance Tool

Welcome, Jim Johnson
My Account | Logout

Users Groups My Applications Help

[Compliance Assistant](#)
[NCAA Directory](#)
[Requests/Self-Reports Online](#)

Do you need access to more NCAA Applications?
Contact one of your NCAA Application Administrators

Rick Yoder

II. ADDING USERS TO THE SSSO SYSTEM

First, click the "Users" tab in the tool bar. A list of users created by the SSSO administrator appears. If the user you need to give access is not listed, you will need to add that user to the list by clicking "Create New User."

NCAA Applications Account Maintenance Tool

Welcome, Kristin Nesbitt
My Account | Logout

Users My Applications Help

Search

Show users for: 3 - DIII CA Test

Active Users

| Name | Title | Department | E-mail | Administrator? |
|---------------------------------|-------|------------|-------------------|----------------|
| D3 User Test | | | test@d3.edu | true |
| manager_manager | | | mvaughn1@ncaa.org | true |
| test_testtest1 | | | dliissg@test.com | false |

Create New User

Unless otherwise stated, NCAA applications (e.g., AMA Online—Case Management) were designed and are intended for use by NCAA members. The NCAA provides administrators the ability to determine and assign access to NCAA applications through Single Source Sign On at prescribed access levels. Administrators should take care to protect data by providing only the access levels needed for each individual that has access to the system. Administrators are ultimately responsible for any access to information that is provided to an unintended user.

Complete the new user's profile information. At a minimum, the email, first name, last name, password and active fields are required to be completed.

| | |
|----------------|---|
| Email* | <input type="text"/> |
| First name* | <input type="text"/> |
| Last name* | <input type="text"/> |
| Title | <input type="text"/> |
| Password* | <input type="password"/> |
| Department | <input type="text"/> |
| Phone | <input type="text"/> |
| Notes | <input type="text"/> |
| Active* | <input type="button" value="Yes"/> |
| Administrator? | <input type="button" value="No"/> <i>(Administrators can create user accounts and assign account privileges.)</i> |

To make a user an administrator of the SSO system, which allows the user to create user accounts and assign account privileges, select Yes from the drop-down for the field labeled "Administrator."

Once the user has been created, that person will receive two email notifications. One will let the user know their username, and the other will let them know their password. Once they log onto the system, users are able to change their passwords.

III. ADDING APPLICATIONS ACCESS FOR INSTITUTIONAL STAFF

Sign-On administrators who need to provide others with access should do the following:

1. Click the "Users" tab in the tool bar.
2. Click the appropriate user's name in the list.
3. Click the drop-down arrow in the "Access To" tool bar to see the available applications.
4. Highlight the application to which the user should have access.
5. Click the "Add Application Access" button.
6. Once the application appears under the "Access To" tool bar, assign appropriate roles and privileges.

IV. CREATING YOUR CASE IN RSRO

Once a user clicks on the link for "Requests/Self-Reports Online" from the list on their "My Apps" page, he or she will land on the introductory page of RSRO with a disclaimer agreement.



Disclaimer Agreement

I understand that the Requests/Self-Reports Online – case management system is controlled and maintained by the NCAA. I understand that my access is limited to privileges associated with this case management system as assigned by my designated institutional or conference administrator with the authority to assign such privileges.

I understand that the information within this case management system is confidential. I understand that the content of the information contained herein is not to be disclosed, shown, given, made available, discussed or otherwise communicated with any individual who (1) does not otherwise have access to this case management system or (2) is not assisting with a specific case. I understand that non-institutional individuals (e.g., parents, outside counsel) shall not have access to this case management system and any information related to a specific case provided to such individuals shall be provided by the institution and the NCAA national office in accordance with appropriate federal laws.

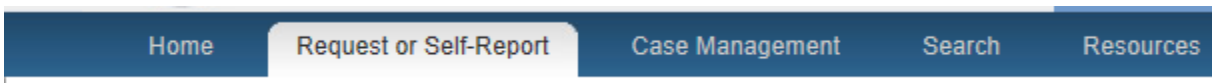
Please indicate that you understand the foregoing by selecting I Agree below.

I agree ☒

I disagree ☐

Next

After reading the disclaimer, click "I agree." On the main page, click on the "Request or Self-Report" tab across the top of the page.



Once on that page, select "Membership Requirements Waiver" from the drop-down menu and click "continue."

Make a Request or Self-Report

Select from the options below to begin a case:

- Academic Issues Subcommittee Waiver
- Academic Performance Program Waiver
- Amateurism Certification Conditions
- Athletics Activity Waiver
- DI Level IV Violations
- DI and DII Two-Year College Transfer Waiver
- Division III Playing and Practice Seasons Subcommittee Waiver
- Extension of Eligibility Waiver
- Hardship Waiver (Independent Institutions Only)
- Hardship Waiver Appeal
- Initial-Eligibility Waiver
- Internal Interpretation
- Interpretation Request
- Legislative Relief Waiver
- Membership Requirements Waiver**
- Progress-Toward-Degree Waiver
- Prospective Student-Athlete Review
- Season of Competition/Participation Waiver
- Secondary/Level III Violations
- Student-Athlete Reinstatement Request

Not sure what case type to submit?
Click below to begin the Case Wizard that will assist you in selecting the appropriate case type.

Select the subject of your case Division III Institution/Staff Member

Reclassifying or Provisional Member? ⓘ

[Begin the Wizard](#)

| Student-Athlete | Date Saved | Status | |
|-----------------|------------|-----------|--|
| | 09/07/2011 | Cancelled | Copy View ⓘ |
| | 01/31/2014 | Saved | Edit Delete Copy |
| | 06/27/2013 | Saved | Edit Delete Copy |

You will then be taken to the first page of the waiver. The waiver is divided into five sections.

Membership Requirements Waiver



The waiver sections do not have to be completed in order. You are able to move between the different sections by clicking on them in the menu bar; however, remember to save any changes you have made before leaving a page. At any time you wish, you are able to see everything you have completed by clicking the "Generate PDF" button at the bottom of every page.

Step 1. General Information

This first section captures historical and demographic information for your institution.

Institution Information

Institution Information

College

Division of Institution

III

Conference

Athletic Conference

Phone Number

Academic year related to this request

2014-15

Date of NCAA membership

09/01/1974

Institution location

#

Conference or independent?

Conference

Independent

What is your institution's current membership classification?

Total full-time undergraduate students

770

Number of men

415

Percentage of men

53.90

Number of women

355

Percentage of women

46.10

Confirm the division of your request

Division I

Division II

Division III

Save

Save and Continue

Generate PDF

Most of this information will already be pre-populated when you begin.

After completing the information, you can click either "Save," which will keep you on that page, or "Save and Continue," which will take you to the next section of the waiver request.

Step 2. Case Information



In this section, you will provide the information that explains your institution's issue and what you are requesting. Clicking on "Division III" in the sub-case types will open a section that has several choices regarding your request. Select

the appropriate box. Depending on the choice you make, there may be additional sub-sections. As an example, below is a sports sponsorship waiver:

Please check all the Membership Requirements Waiver sub-case types and conditions that apply

Division III ☒

Division III Sub-Case Types

| | | | |
|---|-------------------------------------|---|--------------------------|
| Athletics Consortium Election | <input type="checkbox"/> | Institutional Self-Study Guide | <input type="checkbox"/> |
| NCAA Convention and Regional Rules Seminar Attendance | <input type="checkbox"/> | Revoking Multidivisional Classification | <input type="checkbox"/> |
| Sports Sponsorship | <input checked="" type="checkbox"/> | | |


Sports Sponsorship Sub-Case Types

| | | | |
|--|--------------------------|---|-------------------------------------|
| Acceptable Sports for Sports Sponsorship Purposes | <input type="checkbox"/> | Male-Female Enrollment Ratio | <input type="checkbox"/> |
| Minimum Contests (Team Sports) | <input type="checkbox"/> | Minimum Contests and Participants (Individual Sports) | <input checked="" type="checkbox"/> |
| Single-Gender Institution Transitioning to Coeducational | <input type="checkbox"/> | | |

Three-Season Requirement ☐ Other ☐

In this example, the user has indicated that the institution is not meeting competition minimums in one or more individual sports. This will open up a new section at the bottom of the page, which will be seen in a moment below.

The middle area of the page involves information that must be completed for all types of membership waivers. This includes identifying the bylaws that affect your situation. Selecting the "Add Legislation or Interpretation" link will open up a separate window with LSDBi, where you can find the bylaw you need and tag it to the case.

 **Legislative Services Database - LSDBi** 2011.09.01
AMA Online [Contact Us](#)

Search

Legislation Search [Advanced](#)

Legislation

That reference

☒ Article #

☐ Specified Legislative Cite

☒ Include adopted

Text

The legislation must contain:

in the

Change History

☐ Include only legislation changed since August 1, 2014.

[Go Search](#) [Reset for New Search](#)

Case Information

All Requests

Has the institution previously requested or been granted a waiver of this requirement? Yes ☐ No ☐

Describe the facts associated with this request

What are any relevant mitigating circumstances that should be considered when reviewing the request? [?](#)

Provide cite(s) of applicable legislation or interpretation [?](#)

| Type | Division | ID | Text | Delete |
|-------|----------|----------------|---|--------|
| Bylaw | III | 3.2.4.15 | Convention and Regional Rules Seminar Attendance. | |
| Bylaw | III | 3.2.4.15.1.1 | Penalty Period. | |
| Bylaw | III | 3.2.4.15.1.1.1 | First Failure. | |
| Bylaw | III | 3.2.4.15.1 | Failure to Meet Any Portion of Convention or Regional Rules Seminar Attendance Requirement. | |

[Add Legislation or Interpretation](#)

Provide case numbers of any precedent relevant to this request

Have you previously contacted any NCAA staff regarding this request? Yes ☐ No ☐

In the bylaws in the example above, an institution has missed the Regional Rules Seminars. Any bylaw link can be deleted by clicking the red button with the minus sign.

At the end of the page, there are sections that tie specifically to the type of waiver request that has been selected. In our sports sponsorship example, it is a waiver request for individual sports, so additional information is requested regarding the institution's individual sports. In that section, only sports that are actually sponsored by the institution will appear. Select only the sport(s) that had the problem meeting sports sponsorship, and then enter the number of contests that were completed.

Requests Involving Sports Sponsorship - Minimum Contests and Participants (Individual Sports)

Was there a failure to meet the minimum participants to use the contest to meet sports sponsorship? Yes ☐ No ☐

Did an opponent cancel a contest that resulted in the institution's failure to meet this requirement? Yes ☐ No ☐

Provide the institution's individual sport sponsorship information

| Part of Waiver | Sport | Minimum Contests | Actual Contests | Minimum Participants | Actual Participants |
|-------------------------------------|-----------------------------|------------------|----------------------|----------------------|---------------------|
| <input checked="" type="checkbox"/> | Men's Golf | 6 | <input type="text"/> | | |
| <input type="checkbox"/> | Men's Swimming and Diving | 8 | | | |
| <input type="checkbox"/> | Men's Tennis | 10 | | | |
| <input type="checkbox"/> | Women's Golf | 6 | | | |
| <input checked="" type="checkbox"/> | Women's Swimming and Diving | 8 | <input type="text"/> | | |
| <input type="checkbox"/> | Women's Tennis | 10 | | | |

Step 3. Case Documentation



This section is where you provide any required or recommended documents that help support your institution's case. For example—if your institution is seeking a waiver for sports sponsorship and one of the reasons was because there was a tornado that prevented your institution from completing contests, this page is where you would upload information like news articles, photos of damage, etc.

Although both upload and fax are options, uploading documentation is preferred. Documents should be uploaded individually; an upload should not contain more than one piece of information. Any uploaded document can be deleted by clicking the red button with the minus sign.

Case Documentation

(Maximum individual file size is 10MB.) Upload each document individually.

Recommended Documentation

All Requests

Provide any documentation not previously specified that substantiates any assertions made in this request

Fax? ☐ [Conf_Support.pdf](#)
Uploaded on 04/16/2015 by

- [appeal_letter.pdf](#)
Uploaded on 04/16/2015 by

Provide documentation of all dates, times, distances and locations relevant to this request

Fax? ☐ [attendance_proof.pdf](#)
Uploaded on 04/16/2015 by

Step 4. Signatures



Only after every question has been answered and every document has been uploaded should the institution proceed to the "Signatures" tab. This is where the institution will be required to input the individuals from their institution who are asked to sign off on the case.

For each administrator, there is an option either to e-sign, or to upload a signature. E-sign is the preferred method. If e-sign has been chosen, click "notify to sign by email" and an electronic notice will be sent to the required individuals at the institution who must sign off, notifying them that the waiver request has been submitted and they will need to sign

off on it. **Please note that these individuals will not be able to access RSRO if they have not been given proper access through the Single-Source Sign-On system.**

There is the ability to select "person is not listed" in the Signatory drop-down menu if someone at your institution does not appear in the list.

If upload is chosen for a signature, click on the appropriate link at the bottom of the page in the "Download Unsigned Signature Documents" box.

Select Required Signatories

STOP! IF USING E-SIGN OPTION:
The signatory email address (in the NCAA Directory) **MUST** match the email address in NCAA Business Applications (e.g., Single-Source Sign On).
The signatory **MUST** have been granted access to Requests/Self-Reports Online by the on-campus Single-Source Sign On administrator in the NCAA Business Application Administrative tool.
If the signatories do not meet these qualifications, select **UPLOAD** (or fax, if necessary). Do **NOT** select e-sign unless the above criteria is met.

Institutional Authority Outside of Athletics Department

Signatory ⓘ

Signature Method ⓘ

E-Sign

Institutional Authority Inside of Athletics Department

Signatory ⓘ

Signature Method ⓘ

E-Sign

Download Unsigned Signature Documents

- [Institutional Authority Outside of Athletics Department](#)
- [Institutional Authority Inside of Athletics Department](#)
- [Conference Personnel](#)

Back

Save

Save and Continue

Generate PDF

Step 5. Case Contacts and Submission



The final step is to submit the case. The institution should navigate to the "Case Contacts and Submission" tab. In the "Select Contacts for this Case" area, the institution will be able to indicate who should be notified when various emails are sent through the system. At the very bottom, click "I Agree" to certify that you understand the NCAA ethics legislation and have completed the waiver request accurately and completely, and then click "Submit Case."

Case Contacts and Submission

Select Contacts for this Case

Primary Contact ⓘ

Secondary Contact ⓘ

Additional Case Contacts

Additional contacts with a valid email address from the conference or Member institution will receive selected e-mails related to the case.

Email Delivery

First Name

Last Name

Title

E-mail Address

Add

Terms and Conditions

Disclaimer Terms and Conditions

By submitting information related to this request, I affirm that I have read and understand the application of NCAA Bylaw 10.1 and the information provided is accurate and complete to the best of my knowledge.

☐ I Agree

Back

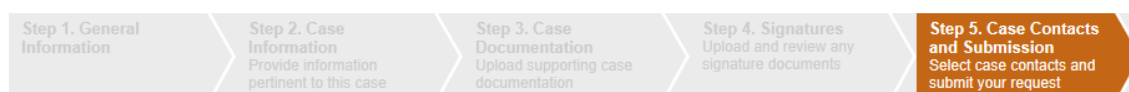
Save

Submit Case

Generate PDF

Please note that even though you have clicked to submit, the case will not be transmitted to NCAA staff until all of the required signatories have completed their signatures in the system. The staff will be unable to work in your case until the submission is fully completed.

Membership Requirements Waiver



Case 828026 has been submitted successfully into an Awaiting Signatures status. Case submission will not be complete until all signatures are submitted. Emails have been sent to required signatories.

When an individual who is sent a message requesting them to e-sign the waiver logs in, the waiver will be waiting for them to sign off on it.

Cases Awaiting Your Signature

Show / hide columns

Show

10

 entries

Search:

| | Case Number | Type | Sub-Case | Student | Submitted | Status |
|-------------------------------|-------------|--------------------------------|---|---------|-----------|---------------------|
| View and Sign | ██████ | Membership Requirements Waiver | Division III, NCAA Convention and Regional Rules Seminar Attendance | | | Awaiting Signatures |

Showing 1 to 1 of 1 entries

Signatories should go to the Signatures section in Step 4 and click "approve" to e-sign the document.

Select Required Signatories

STOP! IF USING E-SIGN OPTION:

The signatory email address (in the NCAA Directory) MUST match the email address in NCAA Business Applications (e.g., Single-Source Sign On).

The signatory MUST have been granted access to Requests/Self-Reports Online by the on-campus Single-Source Sign On administrator in the NCAA Business Application Administrative tool.

If the signatories do not meet these qualifications, select UPLOAD (or fax, if necessary). Do NOT select e-sign unless the above criteria is met.

Institutional Authority Outside of Athletics Department

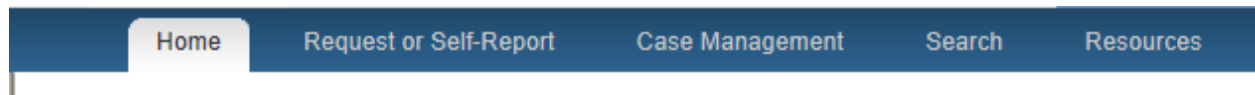
Signatory  (██████████@██████████.edu), President

Approve

Reject

V. MANAGING YOUR CASE

By clicking on the "Home" tab across the top of your page, you will return to the main screen for your institution.



Cases you are still working on will be listed under the "Cases Not Submitted" Section of your home screen.

Cases Not Submitted

Show / hide columns

Show 10 entries

Search:

| | Case Number | Type | Sub-Case | Student | Last Saved | Status |
|----------------------|-------------|---------------------------------|---|---------|------------|--------|
| Edit | ██████████ | Interpretation Request | | | | Saved |
| Edit | ██████████ | Membership Requirements Waiver | Division III, NCAA Convention and Regional Rules Seminar Attendance | | | Saved |
| Edit | ██████████ | Legislative Relief Waiver | | | | Saved |
| Edit | ██████████ | Legislative Relief Waiver | | | | Saved |
| Edit | ██████████ | Extension of Eligibility Waiver | | | | Saved |

Cases which are active or that you have recently completed are located under the "Cases for <Institution> section.

Cases for ██████████ College

Show / hide columns

Show 10 entries

Search:

| | Case Number | Type | Sub-Case | Student | Submitted | Status |
|---|-------------|--------------------------------|---|---------|------------|-------------|
| View Open | ██████████ | Membership Requirements Waiver | Division III, NCAA Convention and Regional Rules Seminar Attendance | | 04/29/2015 | In Progress |

Showing 1 to 1 of 1 entries



If your institution sends or receives messages to the NCAA staff who is working with you on your case, those messages will be found in the "My Messages" area at the end of the page.

My Messages

Show / hide columns

Show 10 entries
Search:

| <input type="checkbox"/> | Case Number | Priority | From | Subject | Message | Received |
|--------------------------|-------------|-----------|---------------|-----------------------------------|--|------------|
| <input type="checkbox"/> | ██████████ | 04-Normal | rsro@ncaa.org | Signature received for ██████████ | Signatory ██████████ approved case ██████████ | 04/29/2015 |
| <input type="checkbox"/> | ██████████ | 04-Normal | rsro@ncaa.org | Signature received for ██████████ | Signatory ██████████ approved case ██████████ | 04/29/2015 |
| <input type="checkbox"/> | ██████████ | 04-Normal | rsro@ncaa.org | Application Signature Requested | You have been requested to esign an application in more... | 04/17/2015 |

Showing 1 to 3 of 3 entries

View
Delete

Within the Communications tab, you are able to see your communication history.

Case ██████████: ██████████ College -

SummaryCase DetailDocumentsCommunicationsAdditional Information RequestedDecisionWithdraw/Appeal/Reconsider

Case Type: Membership Requirements WaiverStatus: In ProgressDate Submitted: 04/29/2015 (0 week days)Assigned To: Kristin DiBiase
Sub Case Type: Division III, NCAA Convention and Regional Rules Seminar Attendance[Case Details](#)

Case Contacts

| | Name | Title | Phone | E-mail |
|---------|------|-----------------------|-------|--------|
| Primary | | Director of Athletics | | |

Send new communication?

Communication History

| Type | Sent To | Sent By | Date Sent | Display on Summary | Message |
|------------------------------------|-------------------|-----------------|------------|--------------------|---|
| Initial Contact | ← | Kristin DiBiase | 04/29/2015 | N | Case No. has been assigned. Hello, more... |
| Request for Additional Information | ← | Kristin DiBiase | 04/29/2015 | N | Additional information is needed for Case No. more... Request(s) Response(s) to Request |

Clicking on a message will open it for full viewing.

| Message |
|--|
| <div>Case No. ██████████ has been assigned.</div> <div>Hello, ██████████ I just wanted to send you a quick message to let you know that your waiver request was submitted successfully.</div> <div>Thanks! Kristin</div> |

Many times, additional information or documents may be requested by NCAA staff. That information can be added to the case in the "Additional Information Requested" tab. Depending on what type of question is asked, the response might be the option to upload a document or reply with text.

Case [REDACTED]: [REDACTED] College -

| | | | | | | |
|---------|-------------|-----------|----------------|----------------------------------|----------|----------------------------|
| Summary | Case Detail | Documents | Communications | Additional Information Requested | Decision | Withdraw/Appeal/Reconsider |
|---------|-------------|-----------|----------------|----------------------------------|----------|----------------------------|

Case Type: Membership Requirements Waiver Status: In Progress Date Submitted: 04/29/2015 (0 week days) Assigned To: Kristin DiBiase
Sub Case Type: Division III, NCAA Convention and Regional Rules Seminar Attendance [Case Details](#)

Request for Additional Information

Official waiver notification from Division III Membership Committee Fax? ☐

VI. RESOLVING YOUR CASE

Once a decision on the waiver has been made, you will be able to view it on the Decision tab within the case. Click "Accept" to accept the decision.

| | | | | | | |
|---------|-------------|-----------|----------------|----------------------------------|----------|----------------------------|
| Summary | Case Detail | Documents | Communications | Additional Information Requested | Decision | Withdraw/Appeal/Reconsider |
|---------|-------------|-----------|----------------|----------------------------------|----------|----------------------------|

Case Type: Membership Requirements Waiver Status: Decision Date Submitted: 04/29/2015 (15 week days) Assigned To: Kristin DiBiase
Sub Case Type: Division III, NCAA Convention and Regional Rules Seminar Attendance [Case Details](#)

[Decision PDF](#)

Decision

| | |
|---------------------|---------------|
| Decision | Decision Date |
| <div>Approved</div> | 05/20/2015 |

Conditions

Rationale
Circumstances beyond the control of the institution

If your institution intends to appeal the decision or ask for reconsideration, you may do this in the Withdraw/Appeal/Reconsider tab.


Case Type: Membership Requirements Waiver

Status: Decision

Date Submitted: 04/29/2015 (15 week days)

Assigned To: Kristin DiBiase

Sub Case Type: Division III, NCAA Convention and Regional Rules Seminar Attendance

[Case Details](#)


Request Change

Select Type:

Request for Reconsideration

Reason:

Rationale

Additional Case Precedent - Optional:

Supporting Documentation

Name

Description

Upload Supporting Documentation

Upload a new document:

Select File

Document Description:

Upload

[Search LSDbI](#)

Save

Submit Request