



NCAA Division III Conference Membership Guidelines

This document provides information related to the NCAA Division III conference membership application process for both single-sport and multisport conferences.

Division III Application Process:

1. Ensure that your conference is comprised of seven active members. If a multisport conference is comprised in part of provisional members, the conference must still be comprised of seven active members but also may include the provisional institutions in its conference composition.
2. Complete all portions of the conference membership application not later than February 1 (for multisport conference applicants) or February 1 (for single-sport conference applicants) for membership effective September 1 of that year. The application is accessible on the membership page on NCAA.org.
3. Include a check for conference annual dues with the application. Refer to NCAA Constitution 3.7.2 (current annual dues) for current dues rates.
4. Include a copy of your conferences' constitution and bylaws.
5. Submit completed application before the appropriate deadline to Debbie Brown at the NCAA national office (P.O. Box 6222, Indianapolis, Indiana 46206 or electronically to dbrown@ncaa.org). Ms. Brown will forward a copy of your application to the Division III Membership Committee.

Things to Keep in Mind:

1. The application will be reviewed and approved or rejected by the NCAA Division III Membership Committee during its annual February meeting
2. Conferences must be able to demonstrate that chancellors or presidents have ultimate responsibility and final authority for the operation of the conference and any institution that is a member of the conference [NCAA Constitution 3.3.4.4 (president or chancellor involvement)]. This should be clearly reflected in the bylaws and constitution.
3. Multisport conferences must have a conference student-athlete advisory committee per Constitution 3.3.4.5 (conference student-athlete advisory committee).

Multisport conferences will be required to complete a conference self-study, using the approved Division III Conference Self-Study Guide, within two years of acceptance to active membership.

4. A newly approved multisport conference must wait two years before gaining access to championships automatic qualification and needs to have at least seven members offering a sport in order to receive an automatic qualification in that sport. Single-sport conferences are not eligible for championships automatic qualification unless a waiver is granted through the NCAA Division III Championships Committee, as described in NCAA Bylaw 31.3.3.1.2 (additional requirements - single-sport conferences).

SINGLE-SPORT CONFERENCE MEMBERSHIP

Application Form for Division III



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.

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 Constitution 3.7.2) 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. 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: _____

5. 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)
6. 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. Director of Athletics.

d. Senior Woman Administrator.

e. Faculty Athletics Representative

f. Coaches, sports medicine and sports information staff.

7. 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?

8. 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?

9. Scheduling. Do you have a conference scheduling policy? Does the policy ensure that your member institutions are following membership and championship selection criteria?
10. 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 and/or the ISSG).
11. 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?

12. 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?
13. 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?
14. 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)?

15. 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

Signed: (Individual whom athletics reports to) Printed name Date

b. Institution: _____

Signed: (Director of athletics) Printed name Date

Signed: (Individual whom athletics reports to) Printed name Date

c. Institution: _____

Signed: (Director of athletics) Printed name Date

Signed: (Individual whom athletics reports to) Printed name Date

d. Institution: _____

Signed: (Director of athletics) Printed name Date

Signed: (Individual whom athletics reports to) Printed name Date

e. Institution: _____

Signed: (Director of athletics) Printed name Date

Signed: (Individual whom athletics reports to) Printed name Date

f. Institution: _____

Signed: (Director of athletics) Printed name Date

Signed: (Individual whom athletics reports to) Printed name Date

g. Institution: _____

Signed: (Director of athletics) Printed name Date

Signed: (Individual whom athletics reports to) Printed name Date

h. Institution: _____

Signed: (Director of athletics) Printed name Date

Signed: (Individual whom athletics reports to) Printed name Date

i. Institution: _____

Signed: (Director of athletics) Printed name Date

Signed: (Individual whom athletics reports to) Printed name Date

j. Institution: _____

Signed: (Director of athletics) Printed name Date

Signed: (Individual whom athletics reports to) Printed name Date

k. Institution: _____

Signed: (Director of athletics) Printed name Date

Signed: (Individual whom athletics reports to) Printed name Date

l. Institution: _____

Signed: (Director of athletics) Printed name Date

Signed: (Individual whom athletics reports to) Printed name Date

16. Intercollegiate sport in which conference conducts competition:

Sport

17. _____
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 TO:

Debbie Brown
NCAA Division III
Email: dbrown@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 3.7.2
(CURRENT ANNUAL DUES)
FOR PAYMENT OF THE ANNUAL DUES.**