

NCAA DIVISION III 2016 AND 2017 CONFERENCE RULES SEMINARS

General Information

On behalf of the NCAA Division III Membership Committee, thank you for your interest in submitting an application to host either the 2016 or 2017 Division III Conference Rules Seminar. Logistical information, the minimum requirements and the timeline for the application/selection process are listed below. If you have any questions, please do not hesitate to contact Jay Jones (jkjones@ncaa.org) or Debbie Brown (dbrown@ncaa.org) at the NCAA national office.

Logistical Information:

1. The Conference Rules Seminar application must be submitted via the NCAA's Program Hub. A user's guide for Program Hub is included at the end of this information sheet. If you have not used Program Hub in the past, the user guide provides helpful information about how to access and log in to the Program Hub site.
2. The purpose of Conference Rules Seminar is to provide a one-day NCAA Division III compliance seminar that is similar in content to the NCAA Regional Rules Seminars.
3. The goal of the Conference Rules Seminar is to offer opportunities for more department of athletics administrators and coaches to benefit from the educational programming and to enhance efforts to provide consistent messaging to the Division III membership.
4. A minimum of four active Division III conferences are required to host the Conference Rules Seminar but only one application should be submitted from this group of conferences.
5. The conference group selected to host the 2016 and 2017 Conference Rules Seminars will be responsible for planning (including the registration process), hosting and paying the expenses for hosting its event.
6. The Conference Rules Seminar may be conducted on or off campus.
7. Attendance by an institution at the Conference Rules Seminar will satisfy the once in three year Regional Rules Seminar attendance requirement.
8. The conferences joining together to host a Conference Rules Seminar may use a portion of the NCAA Conference Grant Tier 3 funding to pay operating expenses (e.g., meeting room expenses, meal expense) to host the Conference Rules Seminar. Specifically, each conference is limited to using up to 10 percent of the conference's Tier 3 funding. In addition, each conference also may use an unlimited amount of Tier 1 funding to pay expenses (e.g., travel) for institutional and conference staff members to attend the Conference Rules Seminar.

9. The NCAA staff will develop the educational programming and serve as presenters at the Conference Rules Seminar. The NCAA will pay the expenses for the NCAA staff to attend the event.
10. The conference group may charge a registration fee for Conference Rules Seminar attendees and/or have sponsors to help offset expenses for hosting the event.
11. The NCAA Division III Membership Committee reserves the right to cancel a Conference Rules Seminar due to insufficient progress and/or incomplete planning.

Minimum Requirements:

1. A minimum of 325 attendees and at least one representative from each institution affiliated with the host conference group must attend the Conference Rules Seminar.
2. The Conference Rules Seminar may not be hosted at a location within 300 miles of the NCAA Regional Rules Seminar scheduled in the same year as the Conference Rules Seminar. [Note: The 2016 Regional Rules Seminar sites are Orlando, Florida, and Dallas, Texas. The 2017 sites are TBD. The 2017 host would be tentatively selected. If the site selected for the 2017 Conference Rules Seminar is within 300 miles of either of the selected 2017 NCAA Regional Rules Seminar site locations, the Conference Rules Seminar would be cancelled.]
3. The conference group selected to host the 2016 Conference Rules Seminar must submit a \$3,000 deposit not later than September 1, 2015, and the conference group selected to host the 2017 Conference Rules Seminar must submit a \$3,000 deposit not later than September 1, 2016. The deposit will be returned to the conference group at the successful completion of the Conference Rules Seminar (in accordance with criteria established by the Membership Committee). Division III Conference Grant funding may not be used for the deposit.

List of Required Amenities and Provisions to be Provided by Host Group:

[Note: A detailed summary of each of these items will be requested after the host group is selected and by submitting the application, the host group is attesting that they can provide each of these necessities.]

1. Adequate onsite parking for attendees or an alternative parking and transportation plan.
2. Proper accommodations for individuals with special needs (e.g., wheelchair access, sign language if applicable, etc...).

3. Air conditioned facility with seating suitable for the number of planned attendees.
4. Established emergency plans for facility.
5. Technology available must include (at a minimum):
 - a. Free wireless Internet,
 - b. Projector,
 - c. Screen,
 - d. Microphones,
 - e. Easels or white boards.
6. Lunch for attendees.
7. Breakfast and/or snacks and beverages for participants (or vending machines nearby).
8. Nearby hotel accommodations with a block of reserved rooms for NCAA staff and attendees that might need overnight accommodations.

Timeline:

1. September – December 31, 2014: Conference Rules Seminar application available via the NCAA's Program Hub.
2. January 1, 2015: Deadline for conference groups to submit a Conference Rules Seminar application.
3. January – February 2015: Membership Committee reviews applications and selects a conference group to host the 2016 and 2017 Conference Rules Seminars.
4. March 2015: Request for detailed logistics information sent to selected 2016 host group via NCAA Program Hub.
5. May 1, 2015: Logistical information for 2016 Conference Rules Seminar due back to NCAA staff via NCAA Program Hub.

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6. September 1, 2015: \$3,000 deposit due to NCAA for the conference group selected to host the 2016 Conference Rules Seminar.
7. March 2016: Request for detailed logistics information sent to selected 2017 host group via NCAA Program Hub.
8. May 1, 2016: Logistical information for 2017 Conference Rules Seminar due back to NCAA staff via NCAA Program Hub.
9. September 1, 2016: \$3,000 deposit due to NCAA for the conference group selected to host the 2017 Conference Rules Seminar.

Quick Reference Guide for Creating A Profile

Logging Into Program Hub

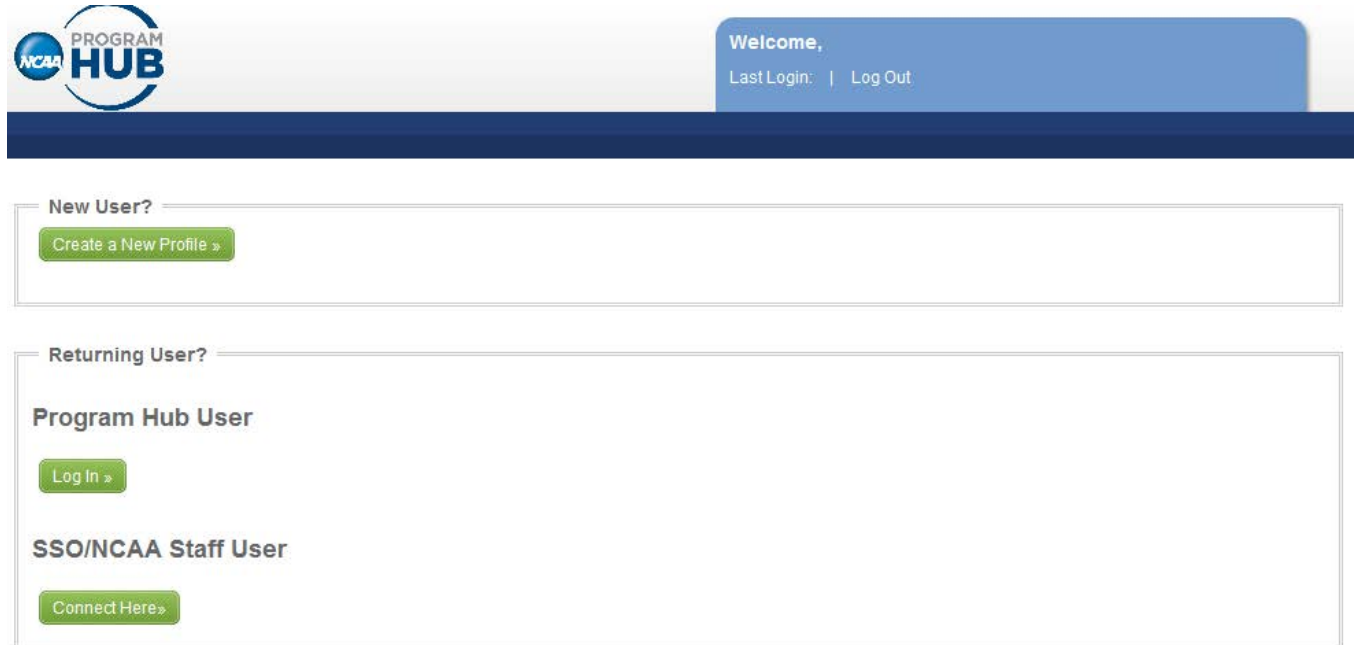


Figure 1 – Program Hub Welcome screen

1. Access Program Hub at www.ncaa.org/programhub.
2. There are three ways to login to Program Hub:
 - **New User:** Choose this option if you have not already created an account.
 - **Returning User - Program Hub User:** Choose this option if you have already created an account and are not an NCAA staff member or are a designated SSO user at your institution/conference.
 - **SSO/NCAA Staff User:** Choose this option if you have already created a Program Hub profile and are an NCAA staff member or are a designated SSO user at your institution/conference.

Quick Reference Guide for Creating A Profile

Creating a Profile

All users must create a profile before performing any other procedures.

Home Profile Applications Prog Admin Email

Profile Builder

Step 1: Login Information Step 2: Personal Information Step 3: Institution and Role Step 4: Confirmation

Step 1: Login Information

Enter personal information below

* indicates a required field

Last Name * Admin1

First Name * Program

Middle Name

E-mail Address * program.admin1@test.edu

Re-type E-mail Address * program.admin1@test.edu

Password Password is 6-12 chars, no email id or spaces allowed

Re-type Password

Save Save and Continue >

Figure 2 – Profile tab – Step 1: Login Information screen

Step 1: Entering Login Information

3. Enter information in all fields marked with an * (asterisk).
4. Click the **Save and Continue** button.

NOTE: Click the **Save** button if you want to save the information on this page (for this step) and complete the remaining steps later.

Quick Reference Guide for Creating A Profile

Step 2: Entering Personal Information

The **Step 2: Personal Information** screen opens.

The screenshot displays the 'Profile Builder' interface. At the top, a navigation bar includes 'Home', 'Profile' (selected), 'Applications', 'Prog Admin', and 'Email'. Below this is a progress bar with four steps: 'Step 1: Login Information', 'Step 2: Personal Information' (highlighted in orange and circled), 'Step 3: Institution and Role', and 'Step 4: Confirmation'. The main content area is titled 'Step 2: Personal Information' and contains a form with the heading 'Enter contact information below'. A note states '* indicates a required field'. The form fields are: Date of Birth * (04/12/1993), Phone * ((555)555-5555), Cell Phone ((555)555-5555), Name Badge * (Program Admin1), Gender (dropdown), Race/Ethnicity (dropdown), Address * (1234), City * (city), State (dropdown), Postal Code * (46060), Country * (United States), Primary Sport (dropdown), Dietary Needs (dropdown), and Special Accommodation (dropdown). At the bottom right, there are two buttons: 'Save' and 'Save and Continue »'.

Figure 3 – Profile tab – Step 2: Personal Information screen

1. Enter information in all fields marked with an * (asterisk).
2. Click the **Save and Continue** button.

Quick Reference Guide for Creating A Profile

Step 3: Entering Institution and Role Information

Home Profile Applications Prog Admin Email

Profile Builder

Step 1: Login Information Step 2: Personal Information Step 3: Institution and Role Step 4: Confirmation

Step 3: Institution and Role

Enter Institution and Role

* indicates a required field

Member School/Institution

School/Institution

Affiliate Organization

Affiliate Organization NCAA

Organization Name

Role/Title

Institution Role/Title * Other

Other Name

Save Save and Continue »

Figure 4 – Profile tab – Step 3: Institution and Role screen

1. Select:
 - School/Institution.
 - Affiliate Organization.
2. Enter the Organization Name.
3. Select the Institution Role/Title.
4. Click **Save and Continue**.

Quick Reference Guide for Creating A Profile

Step 4: Confirmation

Home Profile Applications Prog Admin Email

Profile Builder

Step 1: Login Information Step 2: Personal Information Step 3: Institution and Role Step 4: Confirmation

Step 4: Confirmation

Please Read

I understand that I am accessing the NCAA Registration Center, which is controlled and maintained by the NCAA. I understand that by accessing this site I agree to the terms and conditions governing use of this site and authorize the NCAA to use the information submitted for purposes related to registering me for, but not limited to, NCAA programs, scholarships, grants, awards, and committees. I understand that I am only to use this site for the purpose of registering for, but not limited to, NCAA programs, scholarships, grants, awards, and committees. Any attempts to use this site to harass or for other illegal or unauthorized purposes is strictly prohibited.

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

I have read and affirm the above statement

You must check this box before proceeding.

Save Save and Continue >

Figure 5 – Profile tab – Step 4: Confirmation screen

1. Click the checkbox as indicated in **Figure 5**.
2. Click **Save and Continue**. The Home screen automatically displays.

On the Home screen you will see two messages:

- Enter verification code.
 - Your account is inactive.
3. Access the email account you used in Step 1 of the Profile Builder. Look for an email with your unique verification code. Copy verification code.
 4. Go back to your Home screen in Program Hub. Click link in verification code message and paste code.
 5. Click to submit.

On the Home screen you should see a message in green that confirms your account is active.

Quick Reference Guide for Creating A Profile

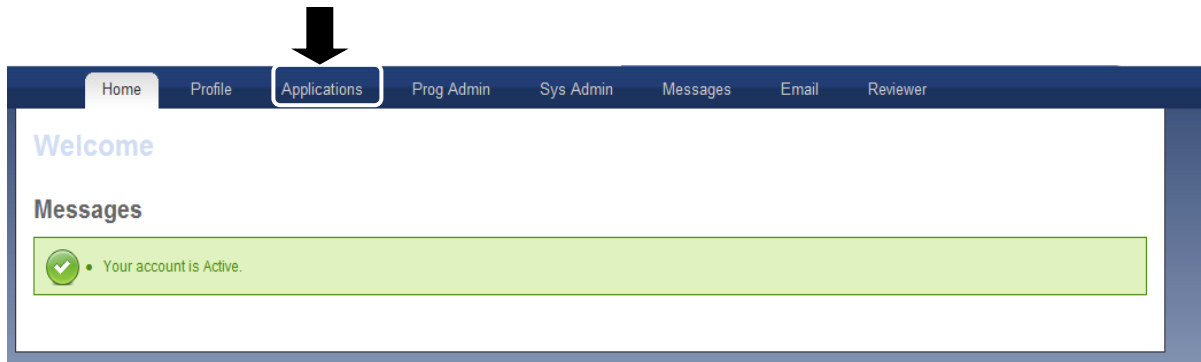


Figure 6 – Applications tab – Step 5: Applications

1. To see the applications for which you are eligible to apply click on the Applications tab at the top ribbon.

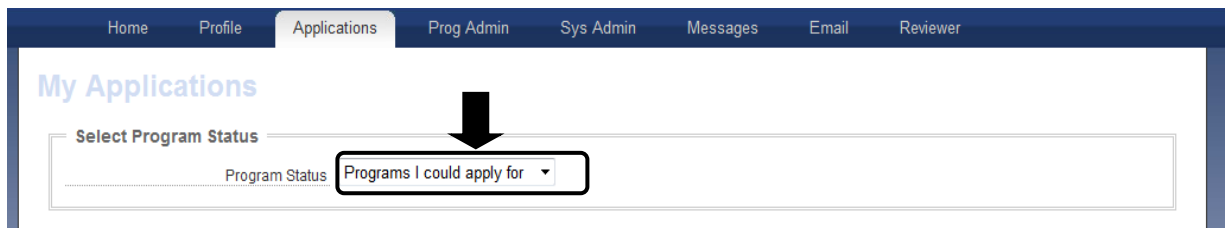


Figure 7 – Applications tab – Step 6: List of applications

1. You will then see a page entitled “My Applications.”
2. In the box under “Select Program Status” click the pull down box “Programs I could apply for.”
3. Programs open to you will be listed, simply click on the program of interest to begin the application.

If you need assistance logging in or creating a profile, please contact the **NCAA IS Service Desk** at **(317) 917-6400** weekdays from 7:30 a.m. to 5:30 p.m. Eastern time.