

## NCAA DIVISION III ANNUAL LIST OF REQUIRED FORMS AND ACTIONS

Form	Description	Who Signs or Is Responsible	Destination	Due Date	NCAA Contact
<a href="#">Coaches Rules Test</a>	All head coaches and athletics administrators with compliance responsibilities must take the rules test annually. Institutions must file a secondary violation for failure to adhere to this annual requirement.	Compliance Director	NCAA national office via the NCAA website	August 1 Updated rules test available. Annual requirement.	Kristin DiBiase <a href="mailto:kdibiase@ncaa.org">kdibiase@ncaa.org</a>
<a href="#">Sports Sponsorship and Demographic Report</a>	Institutions must update contact information for administrators and head coaches. They must report information for sports sponsored last year and for the upcoming academic year. Athletic department citizenship and ethnicity information is collected. Information is required for championships eligibility.	Athletics Director	NCAA national office via the NCAA website ( <a href="#">My Apps</a> )	August 1 Institutions are not eligible for championships if data is not submitted.	Nicole Hollomon <a href="mailto:nhollomon@ncaa.org">nhollomon@ncaa.org</a>
<a href="#">NCAA Directory</a>	Institutions should update directory contact information for administrators and head coaches as personnel changes take place to keep the institution's page current.	Compliance Director	NCAA national office via the NCAA website ( <a href="#">My Apps</a> )	As needed	Nicole Hollomon <a href="mailto:nhollomon@ncaa.org">nhollomon@ncaa.org</a>
<a href="#">Drug-Testing Consent</a>	Student-athlete must sign form to affirm his or her awareness of the NCAA drug-testing program and agree to allow the NCAA to test in relation to any participation in NCAA championships.	Student-Athletes	Athletics Director's Office	Before student-athlete's first outside competition	
<a href="#">Student-Athlete Affirmation of Eligibility</a>	Must be completed for each sport to include the names of the student-athletes who have completed and signed the Student-Athlete Statement and Drug-Testing Consent.	Athletics Director and Head Coaches	Athletics Director's Office	Before student-athlete's first outside competition	
<a href="#">General Amateurism and Eligibility Form for International and Select Student-Athletes</a>	Must be completed for each international student-athlete to certify eligibility for practice and competition and assess compliance with NCAA amateurism and eligibility rules.	Student-Athletes, Eligibility-Certification Official and Head Coaches	Athletics Director's Office	Before student-athlete's first practice	

## NCAA DIVISION III ANNUAL LIST OF REQUIRED FORMS AND ACTIONS

<a href="#">HIPAA/Buckley Amendment Consent/Waiver Form</a>	Signing of the authorization/consent shall be voluntary and is not required by the institution for medical treatment, payment for treatment, enrollment in health plan or for any benefits (if applicable) and is not required for the student-athlete to be eligible to practice or compete.	Student-Athletes	Athletics Director's Office	Before student-athlete's first outside competition (voluntary)	
<a href="#">Student-Athlete Statement</a>	Student-athlete must sign form to affirm, to the best of his or her knowledge; he or she is eligible to compete in intercollegiate competition.	Student-Athletes	Athletics Director's Office	Before student-athlete's first outside competition	
<i>Membership Dues</i>	Institutions and conferences must remit membership dues annually.	Director of Athletics, Fiscal Staff Members	NCAA National Office	September 1. Cannot vote at Annual Convention if membership dues have not been paid.	
<a href="#">Certification of Compliance for Staff Members of Athletics Departments</a>	Staff members of the athletics department (including part-time staff members, graduate assistants and clerical staff) must sign if they were a staff member in the previous academic year and returning for this academic year.	Returning Staff Members	Athletics Director's Office	September 15	
<a href="#">Certification of Compliance for Institutions</a>	Chancellor or president certifies that the institution has met the requirements of Bylaw 31.2.1. Must certify each year to be eligible to enter a team or individual competitors in an NCAA championship.	Chancellor or President	Athletics Director's Office	September 15	
<a href="#">EADA Report</a>	Any coeducational institution of higher education that participates in Title IV, the federal student aid program, and has an intercollegiate athletics program, must comply with the EADA by preparing an annual report, officially called <i>The Report on Athletic Program Participation Rates and Financial Support Data</i> .	Athletics Director	United States Federal Government Office of Postsecondary Education	October 15 <a href="#">EADA Help Desk</a>	

## NCAA DIVISION III ANNUAL LIST OF REQUIRED FORMS AND ACTIONS

<a href="#">Division III In-Region Scheduling Waiver Requirement Form</a>	<p>Institutions that are unable to meet the in-region scheduling requirement in team sports must complete this form on an annual basis to be eligible for championships selection.</p>	<p>Athletics Director</p>	<p>Division III Championships Committee</p>	<p>December of the previous year</p>	<p>Liz Suscha <a href="mailto:lsuscha@ncaa.org">lsuscha@ncaa.org</a></p>
<a href="#">NCAA National Convention Attendance</a>	<p>Annual Association-wide meeting of all NCAA member institutions and conferences to discuss pertinent issues and vote on legislation. A voting delegate from your institution must attend and cast a vote during the Division III Business Session.</p>	<p>Initial contact is sent to the chancellor or president, with a copy to the athletics director.</p>	<p>NCAA national office</p>	<p>Second week of January, annually. Delegates may not vote if membership dues have not been paid.</p>	<p>Kristin DiBiase <a href="mailto:kdibiase@ncaa.org">kdibiase@ncaa.org</a></p>
<a href="#">NCAA Financial Reporting Form (voluntary)</a>	<p>Report on the revenues, expenses, and capital expenditures of the institution's athletics department.</p>	<p>Initial contact is sent to the chancellor or president, with a copy to the athletics director.</p>	<p>NCAA national office <a href="#">(My Apps)</a></p>	<p>January 15</p>	<p>Maria DeJulio <a href="mailto:mdejulio@ncaa.org">mdejulio@ncaa.org</a></p>
<a href="#">NCAA Regional Rules Seminars</a>	<p>Annual rules compliance seminars. The seminar is offered twice per year in two locations. In select years, members of certain Division III conferences are permitted to use attendance at a Conference Rules Seminar to fulfill the once-in-three-year requirement.</p>	<p>Athletics Director; compliance or other administrators are optional.</p>	<p>NCAA national office</p>	<p>May and June (once in three years)</p>	<p>Kristin DiBiase <a href="mailto:kdibiase@ncaa.org">kdibiase@ncaa.org</a></p>
<a href="#">Institutional Self-Study Guide</a>	<p>Institutional self-assessment to ensure compliance with NCAA Division III member rules and regulations.</p>	<p>Athletics Director is responsible for submission; however, the chancellor or president, athletics direct report (if applicable), SWA, and FAR must review prior to submission.</p>	<p>NCAA national office, via online submission portal <a href="#">(My Apps)</a></p>	<p>June 1 (once in five years)</p>	<p>Kristin DiBiase <a href="mailto:kdibiase@ncaa.org">kdibiase@ncaa.org</a></p>

## NCAA DIVISION III ANNUAL LIST OF REQUIRED FORMS AND ACTIONS

<p><a href="#">Athletics Program Assessment</a></p> <p>[For institutions in year one of probation or year one of new member process only]</p>	<p>An athletics department review submitted with an exploratory institution's application to the first year of the membership process. The assessment is also required to be completed and submitted by active member institutions that are in the first year of probationary status.</p>	<p>Athletics Director is responsible for submission; however, the chancellor or president, athletics direct report (if applicable), SWA, and FAR must review prior to submission.</p>	<p>NCAA national office</p>	<p>January 15 for exploratory, provisional, or reclassifying member applicants.</p> <p>May 15 for institutions that are on probation.</p>	<p>Jay Jones <a href="mailto:jkjones@ncaa.org">jkjones@ncaa.org</a></p> <p>Jean Orr <a href="mailto:jorr@ncaa.org">jorr@ncaa.org</a></p>
<p><a href="#">Annual Report Form</a></p> <p>[For institutions in new member process only]</p>	<p>Annual report of the provisional or reclassifying institution's previous year in the membership process. The report should include updates to the institution's athletics program assessment, if any.</p>	<p>Athletics Director is responsible for submission; however, the chancellor or president, athletics direct report (if applicable), SWA, and FAR must review prior to submission.</p>	<p>NCAA national office</p>	<p>June 1 of each year of the provisional or reclassifying membership process.</p>	<p>Jay Jones <a href="mailto:jkjones@ncaa.org">jkjones@ncaa.org</a></p> <p>Jean Orr <a href="mailto:jorr@ncaa.org">jorr@ncaa.org</a></p>
<p><a href="#">NCAA Graduation Rates</a></p>	<p>A compilation of student graduation rates required and calculated by the government.</p>	<p>Designated Institutional Personnel</p>	<p>NCAA national office <a href="#">(My Apps)</a></p>	<p>June 1. (Institutions are not eligible for championships if data is not submitted).</p>	<p>Maria DeJulio <a href="mailto:mdejulio@ncaa.org">mdejulio@ncaa.org</a></p>
<p><a href="#">Financial Aid Reporting Program</a> (required)</p>	<p>Institution must submit an annual electronic report that includes data regarding the financial aid packages awarded by the institution to first-year and incoming transfer student-athletes and to other incoming students.</p>	<p>Chancellor or President and Financial Aid Administrator</p>	<p>NCAA national office <a href="#">(My Apps)</a></p>	<p>Between June 1 and September 15</p>	<p>Eric Hartung <a href="mailto:ehartung@ncaa.org">ehartung@ncaa.org</a></p>