VIA EMAIL

TO: Directors of Athletics of NCAA Division III Institutions.

FROM: Corey Borchardt, chair
NCAA Division III Championships Committee

SUBJECT: In-Region Scheduling Requirement Waiver for 2018-19.

Institutions must play at least 70 percent of their scheduled competition against in-region, Division III institutions to be considered for selection to NCAA championships. This requirement applies to teams selected by automatic qualification and on an at-large basis. In addition, the requirement applies to individual sports that select championship participants as teams; an institution must play at least 50 percent of its scheduled competition against in-region opponents in men’s and women’s tennis, and at least 25 percent in men’s and women’s golf.

In preparation for the 2018-19 academic year, institutions unable to meet this requirement will be given an opportunity to request a waiver for selection consideration using the attached form. These are one-year waivers; if a waiver was granted for 2017-18, another waiver request must be submitted for 2018-19. Please note that once an institution has been approved for a waiver, subsequent waiver requests will require a cover letter only and not supporting documents.

When determining in-region competition, the following contests will be considered: (1) contests against Division III opponents within an institution’s defined membership region (NCAA Bylaw 4.13.1.1); (2) contests against Division III opponents within an institution’s established sports region; (3) contests against conference opponents; (4) contests against institutions in any year of the provisional or reclassifying process into Division III (within the same defined membership region); and (5) contests against Division III opponents within a 500-mile radius. In addition, postseason conference competition may not be used to meet the in-region competition except in the sports of men’s and women’s golf. For sports with NCAA championships in the spring, institutions may exempt out-of-region contests conducted during one institutional vacation period (for example, Spring Break; Bylaw 31.3.2.3).

All waivers must be submitted directly to Liz Turner Suscha, managing director of championships, by December 15, 2017. Please note that materials required as part of the waiver process include schedules from the previous two seasons and your proposed schedule for 2018-19, as well as a description of the challenges that the institution faces and proposed solutions. In addition, institutions must show progress toward reaching the 70-percent requirement or be able to identify continued scheduling difficulty to receive future waivers.
Please contact Liz Turner Suscha if you have any questions.

CB:lpm