



**Certification of Compliance for Staff
Members of Athletics Departments**

For: NCAA member institutions.
Action: Complete and keep on file in the office of the director of athletics.
Due date: To be completed not later than **September 15**.
Required by: NCAA Division III Bylaw 18.4.2.
Purpose: To certify compliance with NCAA rules.

TO: RETURNING STAFF MEMBERS OF THE ATHLETICS DEPARTMENT

By signing and dating this form, you certify that you have reported through the appropriate individuals on your campus to your chancellor/president any knowledge of violations of NCAA legislation involving your institution.

Sign this form:

- If you were a staff member of the athletics department (including part-time staff members, graduate assistants, coaches and clerical staff) at this institution during the 2017-18 academic year and if you are returning for the 2018-19 academic year.

Do **not** sign this form:

- If you are a new employee for the 2018-19 academic year.

[Note: Forms incomplete as of September 15 will result in loss of eligibility for NCAA championships.]

Name (Print or type)	Title [include sport(s)]	Signature	Date MM/DD/YY
_____	<u>Director of Athletics</u>	_____	_/_/___
_____	_____	_____	_/_/___
_____	_____	_____	_/_/___
_____	_____	_____	_/_/___

Name (Print or type)	Title [include sport(s)]	Signature	Date MM/DD/YY
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_____	_____	_____	__/__/__

What to do with this form:

1. Attach completed form to Form 18-1 (Certification of Compliance for Institutions) not later than **September 15** and keep on file in the office of the director of athletics. **It is not to be sent to the NCAA national office.**
2. Contact the NCAA academic and membership affairs staff at the national office if you have questions regarding Forms 18-1 and 18-2.

**Certification of Compliance for Institutions/Certification of
Compliance for Staff Members of Athletics Departments**

Completion Checklist

1. Have **ALL** returning athletics department staff members, including volunteers, signed this form?
2. Has an explanation been provided in the signature blank for each nonreturning staff member (e.g., "No Longer Employed" typed on the signature line)?
3. Have copies of Forms 18-1 and 18-2 been made in the event the originals are misplaced?
4. Have the forms been filed in the office of the director of athletics?

[Note: Please remember that forms 18-1 and 18-2 are to be filed in the office of the director of athletics. The forms are not to be sent to the NCAA national office.]

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Common Questions and Answers

Question No. 1: Is the institution required to submit Forms 18-1 and 18-2 to the NCAA national office by September 15?

Answer: No. At the 1995 NCAA Convention, legislation was adopted to keep these compliance forms on campus. Therefore, the institution should not send Forms 18-1 and 18-2 to the NCAA national office. The forms should be completed and filed in the office of the director of athletics not later than September 15.

Question No. 2: Which athletics department staff members are required to sign and date Form 18-2, the Certification of Compliance for Staff Members of Athletics Departments?

Answer: Form 18-2 must be signed and dated by all athletics department staff members (including, but not limited to, part-time staff members, graduate assistants, coaches, clerical staff, volunteers and midyear hires) who were at the institution during the academic year (2017-18) preceding the September 15 deadline. New athletics department staff members for this academic year (2018-19) are not required to sign and date the form.

Question No. 3: Must the names of 2017-18 staff members who are not returning be listed on the form?

Answer: Though nonreturning staff members do not have to sign the form, it is best to list their names, indicating in their respective signature blanks that they are not returning. If these names are not listed, the timeliness of recording completed forms may be compromised.

Question No. 4: Must a staff member with multiple responsibilities sign more than once?

Answer: No. However, all titles and sports must be listed by his or her signature.

Question No. 5: Must a staff member who is returning to the institution, but NOT returning to the athletics department, sign the form?

Answer: No.

Question No. 6: Must the entire date be completed?

Answer: Yes.

Question No. 7: Must volunteers sign the form?

Answer: Yes.

Question No. 8: How can I obtain a copy of Forms 18-1 and 18-2?

Answer: These forms are available via the NCAA website (www.ncaa.org).