



**NCAA Division II Membership Committee  
Minimum Requirements for a Conference to be  
Considered for Membership in Division II**

**APPLICATION INSTRUCTIONS AND MINIMUM REQUIREMENTS**

[APPLICATIONS MUST BE COMPLETED AND SUBMITTED TO THE NCAA NATIONAL OFFICE NOT LATER THAN **DECEMBER 1, 2017**]

Pursuant to NCAA Constitution 3.2.1 (general), membership in the NCAA is available to colleges, universities, athletics conferences or associations and other groups that are related to intercollegiate athletics that have acceptable academic standards (e.g., the institution is accredited by one of the six regional accrediting agencies) and that are located in the United States and Canada, its territories or possessions. Such institutions or organizations must accept and observe the principles set forth in the constitution and bylaws of the NCAA.

In accordance with Constitution 3.4.1.3, a conference of at least 10 active member institutions in the same geographical area must successfully complete all requirements of the conference membership process as determined by the NCAA Division II Membership Committee to obtain active conference member status in Division II.

Applications submitted December 1, 2017, are for those conferences that want to begin the NCAA Division II conference transition process beginning in the 2018-19 academic year. The application fee of \$100,000 (\$10,000 per institution within the conference) shall accompany the application.

**The committee has the authority to accept or not accept an application to become a Division II member conference.**

If the committee does not accept the application to enter the membership process, the \$100,000 application fee shall be refunded as determined by the committee.

Conferences are required to complete and submit the application by sending to the following NCAA staff member listed below. All documents required for the application must be uploaded in PDF format and be bookmarked. Please note the committee will review all documents. The committee is in part guided by the principles noted in the NCAA Division II White Paper on strategic Membership Growth.

**Angela Tressel**  
NCAA Academic and Membership Affairs

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In order for a conference's application to be considered by the Membership Committee for entrance into the Division II membership, a conference must demonstrate that it meets the following minimum requirements. Ultimately, the committee has the authority to accept or not accept a conference's application to enter Division II even if the conference is meeting the minimum requirements at the time of application.

**Analysis/Feasibility Study.**

The conference shall demonstrate that broad-based discussions have occurred regarding membership in Division II including a discussion of the necessary resources and personnel to effectively operate a Division II conference. The conference should also demonstrate consideration of its overall fit and alignment with the Division II philosophy and the strategic platform. If the conference used the services of an outside firm or consultant to conduct a feasibility study, the conference must share the findings of the study with the committee.

**Accredited Four-Year Baccalaureate Degree(s) Granting Institutions.**

The conference shall demonstrate that its members are accredited by one of the six regional accrediting agencies and that all institutions have been offering four-year baccalaureate degree(s) for a minimum of one academic year prior to the conference submitting an application to enter the Division II. Conferences with a Canadian institution(s) must indicate whether the Canadian institution(s) have applied to a U.S. regional accrediting agency prior to being considered for acceptance into Division II.

**Good Membership Standing.**

Any current member institution shall demonstrate that it will be in good standing (e.g., not on probation or in restricted status) with the NCAA at the time of application to be considered for acceptance to the membership process.

**Strategic Plan for the Conference.**

The conference shall provide a clear, detailed strategic plan for its operations including an outline of key goals and priorities, associated timeline, and commitment of financial and personnel resources. The conference must demonstrate the documented approval of the strategic plan by the conference's governance structure and that implementation of the strategic plan will occur.

**Financial Model for the Conference.**

The conference shall demonstrate that it administers its office with prudent management and fiscal practices to ensure financial stability including, but not limited to, sufficient operating budgets for the effective operation of conference championships.

### **Commitment of Personnel and Current Staff.**

At the time of application, a conference shall demonstrate it has the necessary personnel to operate the conference office at the Division II level including, but not limited to the following full-time positions:

1. A commissioner whose primary responsibility is overseeing the administration of the conference;
2. A compliance administrator whose primary responsibility is compliance;
3. A sports information/media relations administrator; and
4. A position based on the demands and/or needs of the conference (e.g., championships, marketing, sponsorships).

### **Sports Sponsorship.**

The conference shall demonstrate that it is meeting the Division II minimum sports-sponsorship requirements for a conference as outlined in Constitution 3.4.3.3.3 (sports sponsorship requirement) and the three-season requirement as outlined in Constitution 3.4.3.3.3.1 (three-season requirement) at the time of application. An institution in the conference would have to satisfy the minimum contest and minimum participant requirements in NCAA Bylaw 20.10.3.3 (minimum contests and participants requirements for sport sponsorship) in a given sport in order for that sport to be considered when determining whether the conference has 10 member institutions that sponsor and compete in that sport.

### **Student-Athlete Advisory Committee.**

An applicant conference shall demonstrate that it has established at the time of application a plan to develop a student-athlete advisory committee for its member institutions' student-athletes. The conference shall be able to produce bylaws and/or policies and procedures for the duties of the student-athlete advisory committee.

### **Demonstrated Commitment to Diversity and Inclusion.**

The conference shall demonstrate a commitment to diversity and inclusion through, but not limited to, designating a diversity officer, maintaining a gender-equity plan and having a core philosophy or mission statement that promotes an inclusive culture and fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.

### **Demonstrated Commitment to the Community.**

The conference shall demonstrate that it is committed to the Division II Community Engagement Initiative for developing student-athletes and communities by actively engaging in shared experiences.

### **Success of Member Institutions in Athletics.**

The conference shall demonstrate that the varsity athletics programs of its members have demonstrated a history of success on the playing fields as measured by athletics accomplishments on a national level.

### **Academic Achievement of Student-Athletes.**

The conference shall demonstrate a commitment to the academic success of student-athletes at its member institutions measured by the graduation rate of the student-athletes in each sport being equal to or greater than that of the general student body.

### **Demonstrated Commitment to Sportsmanship.**

The conference shall have policies in place that demonstrate a commitment to the Division II game environment initiative including good sportsmanship by all coaches, fans and student-athletes.

### **Application and Review Procedures.**

An applicant conference must fully complete the 2018 application for Division II membership and the application must be submitted to the NCAA national office not later than December 1, 2017, in order to be reviewed by the committee for consideration to enter the membership process. The application must be signed by the chancellor or president of each institution within the conference.

The committee shall review and consider all applications received by the December 1, 2017, deadline. Please note the committee will review all documents submitted and assess the development of policies and procedures for Division II conference membership.

Applications to form a new conference will be recommended to the NCAA Division II Management Council and NCAA Division II Presidents Council.

### **Appeals of the Committee's Decisions.**

All appeals of the committee's decision regarding a conference's acceptance to the Division II membership process shall be filed within 30 calendar days following the notice of the committee's decision.

New information identified by the institution after the initial decision of the committee will necessitate additional review by the committee and may delay the process.

Appeals of the committee's decision shall be heard by the NCAA Division II Management Council Subcommittee. Decisions of the Management Council Subcommittee are final.

### **Contacting Committee Members.**

All communication regarding a conference application to enter the membership process must be directed to Angela Tressel at the national office or the chair of the committee. Individuals should not contact other members of the committee regarding the conference's application for entrance into the membership process. Such contact may cause that committee member to recuse him or herself from consideration of the application.

### **Mandatory Meeting Attendance.**

Conferences accepted to enter the membership process are required to send the conference commissioner and compliance administrator to all mandatory meetings in the year immediately following the submission of the application. During the 2018-19 academic year, the meetings include but are not limited to:

1. An orientation meeting held at the NCAA National office in fall 2018;
2. Visit to an active Division II member conference selected by the Membership Committee;
3. NCAA Division II Convention business session and Membership Committee session, January 2019; and
4. All Division II sessions during the NCAA Regional Rules Seminar or Regional Compliance Seminar conducted by the NCAA, spring 2019.

Absent a waiver from the committee, failure to attend mandatory meetings in the year following the submission of application may prevent a conference from progressing to active conference status. Please review the committee's policies and procedures for a full list of requirements conferences must satisfy during application period.