

Institutional Best Practices to Prepare for Division III Sport Sponsorship Audits

Division III legislation adopted at the 2007 NCAA Convention (NCAA Division III Proposal No. 10) formalized membership obligations expectations. This legislation included language that empowered the NCAA Division III Membership Committee to conduct sport sponsorship audits to ensure active Division III members are sponsoring the required number of teams and that those teams are meeting competition minimums per NCAA Bylaws 20.11.3 and 20.11.3.5.

To ensure institutional compliance with sport sponsorship minimums and support institutions selected for a sports sponsorship audit, the committee has created this procedural document to serve as guidance and a preparation aide. All Division III institutions should anticipate being audited, and as a result, proactive documentation and tracking mechanisms are paramount. The committee has established a “Three R’s” process that institutions may consistently use in order to be adequately prepared for a sports sponsorship audit.

The Three R’s process is essentially a documentation and retention best practices policy, and The Three R’s may help govern your institution’s sports information tracking. They are as follows: **Record, Report and Retain.**

- 1. Record:** Coaches are encouraged to keep careful records of all individuals who compete as members of your institution’s team. This is particularly important in individual sports. The names, identifying numbers (e.g., school ID number, race bib) and outcomes of all competitors for each competition should be recorded. The results should include the date and time of the competition(s) and the school(s) that your team and student-athletes competed against.
- 2. Report:** Institutions are encouraged to report the outcomes of events in some public manner. This provides a contemporaneous account of the competition and also provides a channel by which auditors may have access to results without having to contact individual institutions. Possible vehicles for reporting competitions are the institutional or conference website, athletic department press releases and standardized score reporting agencies, either NCAA sponsored or third-party reporting services (e.g., GolfStat, ITA, etc).
- 3. Retain:** Institutions, sports information offices and/or coaches should retain all competition records for several years. In the event your institution is selected for an audit, accurate and complete records will greatly facilitate the process. Often auditors clean information from institutional Web sites, and records for the current year, as well as the most recent past year, prove helpful to both auditor and institution.

Team Sports

All institutions are encouraged to use the NCAA Score Reporting System as a means of record keeping for their team sports. The system is free of charge and easy to use. Additionally, the championships selection process relies on this system for accurate, complete score reporting, and it's beneficial to your institution to input information into this system. Any questions related to the NCAA Score Reporting System should be directed to the sport's respective staff liaison in championships.

Individual Sports

Individual sports use a variety of unique methods and some third-party systems as a means of reporting scores. Each individual sport is unique in its reporting process. Institutions are encouraged to use third-party systems, if they are available, since the NCAA does not have a uniform score reporting system for all individual sports. An institution's best means of identifying the appropriate score reporting body for a unique individual sport is to contact the sport's respective staff liaison in championships.