A G E N D A
The National Collegiate Athletic Association
Division III Strategic Planning and Finance Committee

Jesse Owens
NCAA National Office
March 27, 2018

8 a.m. to 2 p.m. Eastern Time

1. Welcome and review roster. [Supplement No. 1] (Sue Henderson)

2. Report from the November 2, 2017 teleconference. [Supplement No. 2] (Henderson)

3. Division III budget. (Jeff O’Barr/Jay Jones)
   a. Review 2017-18 budget-to-actual. [Supplement No. 3]
   b. Future projections. [Supplement No. 4]
   c. New member fees - Membership Committee February 2018 action. [Supplement Nos. 5a and 5b]
   d. Implementation of membership due increase.

4. Division III proposed budget initiatives. (Jen Chuks/ Louise McCleary/Dan Dutcher)
   a. Championships Committee February 2018 report. [Supplement No. 6]
   b. Nonchampionship new budget initiatives.
      (1) Division identity video rebrand.
      (2) NCAA injury surveillance pilot. [Supplement Nos. 7a, 7b and 7c]
      (3) NCAA staff – full-time reclassifications.
   c. 2018 FAR Orientation. [Supplement No. 8]

5. Division III Initiatives – Budget Impact.
   a. Senior Woman Administrator Program. [Supplement No. 9] (McCleary)
   b. Athletic Direct Report (ADR) Institute. [Supplement Nos. 10a and 10b] (McCleary)
   c. Student Immersion Program. [Supplements Nos. 11a, 11b and 11c] (Andy Schultz)
   d. International ice hockey pilot. [Supplement No. 12] (Jeff Myers)

6. Division III Strategic Initiatives Conference Grant Program. (Jones)
   a. Conference Grant Review Subcommittee members.
   b. Update on NCAA audit process. [Supplement No. 13]
   c. D3CA Grant Subcommittee request. [Supplement Nos. 14a and 14b]
   d. Review recommended changes to Conference Grant Program Policy and Procedures. [Supplement No. 15]
7. 2018 Division III membership-wide survey. (Eric Hartung)

   a. Sportsmanship and Game Environment – Gameday the DIII Way. [Supplement No. 16] (Jones)
   b. Diversity and Inclusion. [Supplement No. 17] (McCleary)
   c. FAR Engagement. (Hartung)
   d. LGBTQ. [Supplement No. 18] (McCleary)

9. Hot Topics.
   a. 2018 Legislation voting results. [Supplement No. 19] (Myers)
   b. Football preseason practice recommendations. [Supplement Nos. 20a and 20b] (Myers)
   c. Concussion protocol checklist and template. [Supplement No. 21] (Myers)
   d. NCAA Board of Governors update. (Henderson/Dutcher)
      • Commission on College Basketball. [Supplement No. 22]
      • Commission to Combat Campus Sexual Violence. [Supplement No. 23]
      • NCAA strategic plan.

10. Other business. (Henderson)

11. Future meetings – June 2018 teleconference call. (Henderson)

Angela Baumann [At Large]
Commissioner
Massachusetts State Collegiate Athletic Conference (MASCAC)
8 Willow Brook Lane
Westfield, MA 01085
Phone: 413/455-6457
Email: abaumann@westfield.ma.edu
Term Expiration: January 2022

Sean Cain [Management Council]
SAAC representative
Adrian College [Michigan Intercollegiate Athletic Conference]
1325 South Williams Street
Caine Student Center #1792
Adrian, Michigan 49221
Phone: 248/924-4164
Email: sm09.cain@gmail.com
Term Expiration: January 2019

Jennifer Chuks [Championships Committee Chair]
Assistant Athletics Director
Williams College [New England Small College Athletic Conference]
22 Spring Street
Williamstown, MA 01267
Phone: 413/597-4834
Cell: 978/764-5963
Email: jec4@williams.edu
Term Expiration: January 2019

Gail Cummings-Danson [Management Council]
Director of Athletics
Skidmore College [Liberty League]
815 North Broadway
Saratoga Springs, N.Y. 12866
Phone: 518/580-5370
FAX: 518/580-5395
Email: gcumming@skidmore.edu
Assistant: Sharon Shearman
Email: sshearma@skidmore.edu
Term Expiration: January 2019

Robert Davis, Jr. [Management Council]
Athletic Director/Chief of Staff
University of Scranton [Landmark Conference]
800 Linden Street
Scranton Hall
Scranton, PA 18510
Phone: 570/941-7500
FAX: 570/941-5960
Email: robert.davis@scranton.edu
Assistant: Tara Seely
Email: tara.seely@scranton.edu
Term Expiration: January 2019

Stuart Dorsey
President
Texas Lutheran University [Southern Collegiate Athletic Conference]
1000 W. Court Street
Seguin, Texas 78155-5978
Phone: 830/372-8001
FAX: 830/372-8008
Email: sdotrey@tlu.edu
Assistant: Susan Rinn
Email: srinn@tlu.edu
Term Expiration: January 2022

Margaret Drugovich [Presidents Council]
President
Hartwick College [Empire 8]
P.O. Box 4020
1 Hartwick Drive
Oneonta, New York 13820-4020
Phone: 607/431-4000 (Ext. 4162)
FAX: 607/431-4206
Email: drugovichm@hartwick.edu
Assistant: Kerri Green
Email: greenk2@hartwick.edu
Term Expiration: January 2020
**David Ellis** [At Large]
Executive Vice President and Chief Finanical Officer
Becker College [New England Collegiate Conference]
61 Sever Street
Worcester, MA 01609
Phone: 508/373-9464
Email: david.ellis@becker.edu
Term Expiration: January 2022

**Sue Henderson** [chair, Presidents Council vice chair]
President
New Jersey City University (New Jersey Athletic Conference)
2039 Kennedy Boulevard
Jersey City, New Jersey 07305
Phone: 201/200-3111
FAX: 201/200-2353
Email: shenderson@njcu.edu
Assistant: Virginia Melendez
Email: vmelendez@njcu.edu
Term Expiration: January 2020

**Shantey Hill** [EX OFFICIO, Management Council chair]
Assistant Vice President, Sr. Director of Athletics
St. Joseph's College (Long Island) [Skyline Conference]
155 West Roe Boulevard
Patachouque, N.Y. 11772
Phone: 631/687-1445
FAX: 631/447-3347
Email: shill4@sjcny.edu
Assistant: Danielle Wilson
Email: dwilson4@sjcny.edu
Term Expiration: January 2019

**Robert Huntington** [Presidents Council]
President
Heidelberg University [Ohio Athletic Conference]
310 East Market Street
Tiffin, Ohio 44883
Phone: 419-448-2202
FAX: 419-448-2126
Email: president@heidelberg.edu
Assistant: Monica Verhoff
Email: myverhoff@heidelberg.edu
Term Expiration: January 2019

**Kate Roy** [Management Council vice chair]
Associate Director of Athletics
Northern Vermont University [North Atlantic Conference]
1001 College Road
Lyndonville, Vermont 05851
Phone: 802/626-6439
FAX: 802/626-4819
Cell Phone: 207/749-7029
Email: Katherine.roy@northernvermont.edu
Term Expiration: January 2020

**Dennis Shields**
Chancellor
University of Wisconsin, Platteville (Wisconsin Intercollegiate Athletic Conference)
1 University Plaza
2508 Ullsvik Hall
Platteville, Wisconsin 53818-3099
Phone: 608/342-7321
Cell Phone: 480/250-6018
Email: shieldsd@uwplatt.edu
Assistant: Joyce Burkholder
Email: burkholj@uwplatt.edu
Term Expiration: January 2022

**Joseph Walsh** [Management Council]
Commissioner
Great Northeast Athletic Conference
One Seal Harbor Road
Winthrop, MA 02152
Phone: 617/519-0008
Email: joewalsh@thegnac.com
Term Expiration: January 2021
**NCAA Staff Liaisons**

**Daniel T. Dutcher**  
Vice-President for Division III  
Email: ddutcher@ncaa.org

**Louise McCleary**  
Managing Director of Division III  
Email: lmccleary@ncaa.org

**Jay Jones**  
Associate Director of Division III  
Email: jkjones@ncaa.org

**Jeff Myers**  
Director of Academic and Membership Affairs for Division III  
Email: jmyers@ncaa.org

**Jeff O'Barr**  
Associate Director of Accounting  
Email: jobarr@ncaa.org

**Eric Hartung**  
Associate Director of Research for Division III  
Email: ehartung@ncaa.org

**Debbie Kresge**  
Executive Assistant for Division III  
Email: dkresge@ncaa.org

**US MAIL ADDRESS**

NCAA  
P.O. Box 6222  
Indianapolis, IN  46206-6222

**FEDEX ADDRESS**

NCAA Distribution Center  
1802 Alonzo Watford Sr. Drive  
Indianapolis, IN  46202

**Telephone:** 317/917-NCAA (6222)  
**Facsimile:** 317/917-6972
ACTION ITEMS.

1. Legislative Items.

   • None.

2. Nonlegislative.

   a. Tennis Championship.

      1. Recommendation. Approve the addition of a day off between the team competition and the start of the singles/doubles portion of the Division III Men’s and Women’s Tennis Championships. The team competition dates will remain Monday through Wednesday, with the off day on Thursday and the singles and doubles competition taking place Friday through Sunday.

      2. Effective date. September 1, 2018.

      3. Rationale. A day off would provide the student-athletes with additional recovery time to prepare for the singles and doubles competition. During the 2017 championships, the committees observed that a number of student-athletes competing in the team portion were also selected to compete in the individuals’ tournament. The committees feel that a day off would allow not only proper recovery time, but would also provide a more competitive environment for these student-athletes.

         Importantly, the NCAA travel department noted that additional per diem would not be a factor for travel parties under this recommendation. Student-athletes and nonstudent-athletes receive 4.5 days per diem for the team tournament and 4.5 days for the singles and doubles tournament. If a student-athlete competes in both, he or she would receive nine total days of per diem, which would cover the day off regardless of when that student’s competition ended. It also would not affect per diem on days of travel.

         The only budget impact would come from an additional day of per diem and lodging for the committees, NCAA staff members and officials. Based on last year’s costs and per diem, the committee believes this would require a $5,000 increase.

      4. Estimated budget impact. $5,000.

      5. Estimated student-athlete impact. The recommendation would positively affect student-athletes, as it would allow optimal recovery time during the championship week.
b. **International Ice Hockey Pilot.**

(1) **Recommendation.** Approve funding for a one-year pilot in which the NCAA Eligibility Center will review the participation history of all Division III international first year ice hockey student-athletes.

(2) **Effective date.** September 1, 2018.

(3) **Rationale.** The Division III membership has noted the difficulty in certifying international student-athletes due to language barriers and unfamiliar educational systems. In response, staff has collaborated with the Eligibility Center (EC) to propose a sports participation review history of all international, first year men’s and women’s ice hockey players.

On August 1, 2018, or later, institutions that sponsor men’s and/or women’s ice hockey must submit the names of the international first-year student-athletes on their men’s and women’s ice hockey rosters to the EC. All student-athletes must complete the Eligibility Center’s free, online Profile Page to provide baseline information and obtain a unique NCAA ID number, and be accepted by and paid a deposit to the institution. Upon receipt of the roster, the EC will reach out to the international student-athletes for necessary additional information to review the sports participation history. The review will include an assessment of the teams and leagues with which a prospective student-athlete participated, evaluation of any compensation or other benefits associated with athletics participation and evaluation of possible agent involvement. Reviews will be completed in the order received and may require institutional involvement to address questions. The review will not include any evaluation of delayed collegiate enrollment (Division III Bylaw 12.1.4).

(4) **Estimated budget impact.** $10,000 for approximately 74 participation history reviews at $135 each.

(5) **Estimated student-athlete impact.** None.

**INFORMATIONAL ITEMS.**

1. **Report from the June 27, 2017, in-person meeting.** The committee approved the report from its June 27, 2017, in-person meeting.

2. **Budget.** The committee reviewed the 2016-17 final budget, the 2017-18 budget-to-actual report as of September 30, 2017, and the future budget model. The 2016-17 final budget reflects a $4.3 million overall surplus due to unanticipated revenue (allocation due to
investment sale for litigation settlement, allocation due to Arbiter sale, and championship travel expense adjustment). As anticipated, the nonchampionship budget was approximately $250K over budget due to expenses related to the Gameday the DIII Way sportsmanship initiative and partnership with the Disney Institute, which received prior approval from the governance structure.

3. Division III Conference Grant Program.

a. 2016-17 Conference Grant Spending Summary. During 2016-17, a total of $2,537,821 was distributed to 42 conferences plus the Association of Division III Independents. The amount each conference received ranged from $47,015 to $88,303 with an average distribution of $59,093. The conference distribution amount is annually calculated with a formula that utilizes the number of member schools within each conference.

b. Failure to Meet Grant Requirements. During the review of the impact forms, nine conferences did not properly use grant funds, based on the established conference grant policies and procedures. The subcommittee reviewed these findings and issued a warning letter regarding the following concerns:

(1) Centennial Conference (Centennial).

Issue: Tier One – Compliance. Within Tier One, there is an annual requirement to spend grant dollars in the area of rules compliance. The Centennial did not spend dollars in this area during 2016-17.

Corrective Action: No exceptions are given that would allow zero expenses in the compliance area. This was a first-time offense in this area of Tier One. A warning letter issued.

(2) City University of New York Athletic Conference (CUNYAC).

Issue: Tier One – Faculty Athletics Representative (FAR). Within Tier One, there is an annual requirement to spend grant dollars in the area of FAR professional development. The CUNYAC did not spend dollars in this area during 2016-17.

Corrective Action: As a result of this year’s identified issue, combined with previous Tier One warnings issued in the past five years, the subcommittee will withhold $690 of the Tier Four administrative stipend from the 2017-18 grant fund allocations. This amount represents 23 percent of the $3,000 allocated for the 2017-18 administrative stipend. Because the policy violations, in the past and in this instance, have occurred in Tier One, the 23 percent penalty is directly correlated to the overall percentage of value that is allocated to Tier One within the grant program.
(3) College Conference of Illinois and Wisconsin (CCIW) – Waning Rescinded.

Staff note: During the initial staff review, the CCIW appeared to have an issue within Tier One related to the use of ethnic minority professional development funds. Further documentation from the conference proved proper spending in this area. As a result, NCAA staff rescinded the warning.

(4) Michigan Intercollegiate Athletic Association (MIAA).

Issue: Tier Two. A conference school used $1,586 for equipment in its weight room. This usage constitutes a capital expense that does not advance the strategic goals of Division III, and should have been funded by the institution and not through strategic grant dollars. Beyond the limited exceptions in the areas of technology and athletic training room improvements that are identified in the policies, capital expenses are prohibited.

Corrective Action: This was the first-time offense of any kind in the past five years. Accordingly, a warning letter was issued.

(5) New England Women’s and Men’s Athletic Conference (NEWMAC).

Issue: Tier One – Campus Sports Information Director (SID). Within Tier One, there is an annual requirement to spend at least $1,000 in the area of campus SID professional development. The NEWMAC did not spend any dollars in this area during 2016-17.

Corrective Action: As a result of this year’s identified issue, combined with previous Tier One warnings issued in the past five years, the subcommittee will withhold $690 of the Tier Four administrative stipend from the 2017-18 grant fund allocations. This amount represents 23 percent of the $3,000 allocated for the 2017-18 administrative stipend. Because the policy violations, in the past and in this instance, have occurred in Tier One, the 23 percent penalty is directly correlated to the overall percentage of value that is allocated to Tier One within the grant program.

(6) Northern Athletics Conference.

Issue One: Tier One – Student-Athlete Advisory Committee (SAAC). Within Tier One, there is an annual requirement to spend grant dollars to support the conference SAAC equal to at least $200 times the number of institutions. The Northern Athletics Conference did not spend the required $2,400 and instead only spent $674 in this area.
Issue Two: The conference did not submit its report until Friday, August 4 at 8 a.m. While the commissioner cited some personal issues, there was no communication at all prior to the July 15th deadline. The commissioner was informed of the $500 per week late fine policy.

Corrective Actions: As a result of this year’s first identified issue, combined with previous warnings issued in the past five years, the subcommittee will withhold $690 of the Tier Four administrative stipend from the 2017-18 grant fund allocations. This amount represents 23% of the $3,000 allocated for the 2017-18 administrative stipend. Because the policy violations, in the past and in this instance, have occurred in Tier One, the 23% penalty is directly correlated to the overall percentage of value that is allocated to Tier One within the grant program.

Per grant policies, there is a fine of $500 per each week that the report is late. As such, the subcommittee will withhold $1,500 of the Tier Four administrative stipend from the 2017-18 grant fund allocations.

In total, $2,190 will be withheld from the Tier Four administrative stipend in the 2017-18 allocations.

(7) Presidents Athletic Conference (PAC).

Issue: Tier One – Ethnic Minority. Within Tier One, there is a biennial requirement to spend dollars in the area of “ethnic minority professional development.” The PAC did not spend any money in this area during 2015-16 or 2016-17.

Corrective Action: This was the first-time offense of any kind in the past five years. Accordingly, a warning letter was issued.

(8) Southern Collegiate Athletic Conference (SCAC).

Issue: Tier One – FAR. Within Tier One, there is a requirement to spend grant dollars in the area of FAR professional development. The SCAC did not spend dollars in this area during 2016-17.

Corrective Action: This was the first-time offense in this area. Accordingly, a warning letter was issued.

(9) Upper Midwest Athletic Conference (UMAC).

Issue: Tier Two. A conference school used $500 to “improve the women’s locker room visual appeal.” This use constitutes a capital expense that does not advance the strategic goals of Division III, and should have been funded by the institution and not through strategic grant dollars. Beyond the
limited exceptions in the areas of technology and athletic training room improvements that are identified in the policies, capital expenses are prohibited.

Corrective Action: This was the first-time offense of any kind in past five years. Accordingly, a warning letter was issued.

c. Failure to Submit Third Party Review Form. The committee noted that one conference failed to submit its Third Party Review Form by the October 15 deadline. The conference grant policies and procedures dictate defined penalties that include an automatic Level II assessment. While the committee agreed that this assessment should occur, it also noted that it did not assume that funds had been used inappropriately or inconsistently with the grant policies and procedures.

d. Proposed Amendment to Tier One of the Conference Grant Policies. The committee approved the recommendation to modify language for Tier I. In the past, there has been continued confusion around the “odd year, even year” conference office requirements that are detailed within Tier One. The simplified policy rewording continues to meet the original intent of the strategic goal within this area of funding and maintains the limitation that no more than 25% of the Tier One total amount can be spent within the Conference Office Staff category.

The new policy language states conference office staff funds may include the following:

1. Attendance at D3CA summer meetings;
2. CoSIDA and/or ECAC SIDA meetings;
3. NCAA Convention;
4. NCAA Regional Rules Seminars;
5. Women’s Leaders in College Sports Convention;
6. NCAA Equity and Inclusion Forum;
7. NCAA Women’s Leadership Symposium;
8. Women’s Leaders in College Sports Institutes (Administrative Advancement, Leadership Enhancement and Executive); and
9. Title IX seminars, generally.

The conference office must use some Tier One dollars to provide the conference SID with professional development programming at least every other year. No more than 25% of the Tier One total amount can be spent within the Conference Office Staff category.


a. 2017 CoSIDA Student Program. The committee received an update on this new
b. Initiative. The budget for 2017 was $6,600 to fund six female and/or ethnic minority students with an interest in a career in athletics communication to attend the CoSIDA convention.

c. 2016-17 New Athletics Directors (AD) Orientation. Twenty-four participants participated in the new AD Orientation program in Orlando, June 2017. The overall participant feedback was positive.

d. 2017 Senior Woman Administrator (SWA) Program. Twenty-nine attended this year’s SWA program in conjunction with the Women Leaders in Sport Convention. The program budget was approximately $85,000.

e. 2017 Faculty Athletics Representatives (FAR) Institute. Twenty-one attended this year’s FAR Institute, a decrease of approximately nine from previous years. The program budget was $85,000.

5. 2018 Division III Membership-wide Survey. The committee reviewed a first draft of the 2018 Division III Membership-wide Survey. The survey provides Division III institutions an opportunity to express their opinions concerning the current future policies and priorities of Division III and will be sent in the spring of 2018. The President and Management Councils will review a revised draft during their January meetings.

6. 2018 Division III Legislation – SAAC Composition. The committee reviewed a membership legislative proposal, as well as a Presidents Council sponsored amendment-to-amendment regarding the national SAAC committee composition. It noted that either proposal, if passed by the membership, will have a budget impact.

7. Update on Association-wide Strategic Plan. The committee received an update on the Association-wide strategic plan. The Association is currently in an RFP process to help with the development of this plan. The goal is to have a draft plan to share with the membership at the 2019 NCAA Convention.

8. Future Meetings. The Strategic Planning and Finance Committee will hold its in-person meeting Tuesday, March 27, from 8 a.m. to 2 p.m. at the NCAA national office.

9. Adjournment. The teleconference adjourned at 2:55 p.m.
**Committee Chair:** Alan Cureton, University of Northwestern, Upper Midwest Conference  
**Staff Liaisons:**  
Louise McCleary, Division III Governance  
Dan Dutcher, Division III Governance  
Eric Hartung, Research  
Jay Jones, Division III Governance  
Jeff Myers, Academic and Membership Affairs  
Jeff O’Barr, Administrative

| NCAA Division III Strategic Planning and Finance Committee |
|---------------|------------------|
| **November 2, 2017, teleconference**       |       |
| **Attendees:** |       |
| Gail Cummings-Danson, Skidmore College    |       |
| Alan Cureton, University of Northwestern  |       |
| Robert Davis, University of Scranton       |       |
| Margaret Drugovich, Hartwick College       |       |
| Sue Henderson, New Jersey City University  |       |
| Shantee Hill, St. Joseph’s College         |       |
| Rob Huntington, Heidelberg University      |       |
| Candice Murray, North Eastern Athletic Conference | |
| Troy VanAken, Elmhurst College             |       |
| Joseph Walsh, Great Northeast Athletic Conference | |
| Brian Wigley, Shenandoah University        |       |
| **Absentees:** |       |
| Corey Borchardt, Upper Midwest Athletic Conference | |
| Sean Cain, Adrian College, SAAC representative | |
| Brit Katz, Millsaps College                |       |
| **NCAA Staff Support in Attendance:**    |       |
| Dan Dutcher, Eric Hartung, Jay Jones, Debbie Kresge, Louise McCleary, Jeff Myers and Jeff O’Barr | |
| **Other NCAA Staff Members in Attendance:** |       |
| Chris Brown, Jori Jasper, Adam Skaggs and Liz Suscha | |
### Revenue:

<table>
<thead>
<tr>
<th>Division III 3.18% Revenue Allocation</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
<th>Charter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division III Other Revenue</td>
<td>- 106,715</td>
<td>106,715</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>28,543,863</td>
<td>30,140,829</td>
<td>1,596,966</td>
<td>8,250,567</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year-to-date</th>
<th>N/A</th>
<th>N/A</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>28,543,863</td>
<td>30,140,829</td>
<td>1,596,966</td>
</tr>
<tr>
<td>2016-17</td>
<td>29,695,153</td>
<td>32,354,346</td>
<td>2,659,193</td>
</tr>
<tr>
<td>2017-18</td>
<td>31,202,079</td>
<td>38,451,390</td>
<td>7,249,311</td>
</tr>
</tbody>
</table>

### Expenses:

#### Men's Championships

<table>
<thead>
<tr>
<th>Sport</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
<th>Charter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>1,891,000</td>
<td>1,717,761</td>
<td>173,239</td>
<td>3,669</td>
</tr>
<tr>
<td>Basketball</td>
<td>997,000</td>
<td>922,216</td>
<td>74,784</td>
<td>7,000</td>
</tr>
<tr>
<td>Cross Country</td>
<td>541,000</td>
<td>528,141</td>
<td>12,859</td>
<td>531,620</td>
</tr>
<tr>
<td>Football</td>
<td>1,820,000</td>
<td>1,736,777</td>
<td>83,223</td>
<td>1,702,442</td>
</tr>
<tr>
<td>Golf</td>
<td>541,000</td>
<td>537,671</td>
<td>3,329</td>
<td>16,961</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>316,000</td>
<td>266,829</td>
<td>49,171</td>
<td>(212)</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>446,000</td>
<td>460,983</td>
<td>(14,983)</td>
<td>569</td>
</tr>
<tr>
<td>Soccer</td>
<td>1,046,000</td>
<td>992,540</td>
<td>53,460</td>
<td>962,242</td>
</tr>
<tr>
<td>Swimming &amp; Diving</td>
<td>513,000</td>
<td>547,966</td>
<td>(34,966)</td>
<td>45,104</td>
</tr>
<tr>
<td>Tennis</td>
<td>615,000</td>
<td>572,733</td>
<td>42,267</td>
<td>125</td>
</tr>
<tr>
<td>Track, Indoor</td>
<td>569,000</td>
<td>639,425</td>
<td>70,425</td>
<td>35,849</td>
</tr>
<tr>
<td>Track, Outdoor</td>
<td>771,000</td>
<td>785,329</td>
<td>(14,329)</td>
<td>9</td>
</tr>
<tr>
<td>Volleyball</td>
<td>167,000</td>
<td>186,145</td>
<td>(19,145)</td>
<td>1,748</td>
</tr>
<tr>
<td>Wrestling</td>
<td>381,000</td>
<td>377,169</td>
<td>3,831</td>
<td>8,408</td>
</tr>
<tr>
<td>Total Men's Championships</td>
<td>10,614,000</td>
<td>10,272,481</td>
<td>341,519</td>
<td>3,134,857</td>
</tr>
</tbody>
</table>

#### Women's Championships

<table>
<thead>
<tr>
<th>Sport</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
<th>Charter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>1,304,000</td>
<td>917,882</td>
<td>386,118</td>
<td>6,155</td>
</tr>
<tr>
<td>Basketball Anniversary</td>
<td>200,000</td>
<td>107,364</td>
<td>92,636</td>
<td>-</td>
</tr>
<tr>
<td>Cross Country</td>
<td>561,000</td>
<td>537,154</td>
<td>23,846</td>
<td>537,927</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>431,000</td>
<td>371,431</td>
<td>59,569</td>
<td>367,707</td>
</tr>
<tr>
<td>Golf</td>
<td>321,000</td>
<td>328,608</td>
<td>(7,608)</td>
<td>18,540</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>286,000</td>
<td>180,427</td>
<td>105,573</td>
<td>2,234</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>727,000</td>
<td>729,435</td>
<td>(2,435)</td>
<td>10,915</td>
</tr>
<tr>
<td>Rowing</td>
<td>305,000</td>
<td>311,719</td>
<td>(6,719)</td>
<td>(1,010)</td>
</tr>
<tr>
<td>Soccer</td>
<td>1,227,000</td>
<td>1,025,336</td>
<td>201,664</td>
<td>966,756</td>
</tr>
<tr>
<td>Softball</td>
<td>1,418,000</td>
<td>1,259,431</td>
<td>158,569</td>
<td>(63)</td>
</tr>
<tr>
<td>Swimming &amp; Diving</td>
<td>525,000</td>
<td>527,694</td>
<td>(2,694)</td>
<td>28,489</td>
</tr>
<tr>
<td>Tennis</td>
<td>647,000</td>
<td>670,400</td>
<td>(23,400)</td>
<td>(628)</td>
</tr>
<tr>
<td>Track, Indoor</td>
<td>617,000</td>
<td>609,185</td>
<td>7,815</td>
<td>16,038</td>
</tr>
<tr>
<td>Track, Outdoor</td>
<td>807,000</td>
<td>773,955</td>
<td>33,045</td>
<td>(2,911)</td>
</tr>
<tr>
<td>Volleyball</td>
<td>990,000</td>
<td>925,596</td>
<td>73,404</td>
<td>923,073</td>
</tr>
<tr>
<td>Total Women's Championships</td>
<td>10,375,000</td>
<td>10,284,150</td>
<td>91,850</td>
<td>1,031,547</td>
</tr>
</tbody>
</table>

#### Total Women's and Men's Championships

<table>
<thead>
<tr>
<th>Year-to-date</th>
<th>N/A</th>
<th>N/A</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>10,475,964</td>
<td>10,383,680</td>
<td>92,284</td>
</tr>
<tr>
<td>2016-17</td>
<td>10,478,746</td>
<td>9,454,752</td>
<td>1,023,994</td>
</tr>
<tr>
<td>2017-18</td>
<td>10,479,153</td>
<td>9,454,752</td>
<td>1,023,994</td>
</tr>
</tbody>
</table>

### Supplemental Notes

- Preliminary
- Data includes N/A values for some years.
- Charts and graphs are not included in the text format.
### Expenses (continued):

#### Non-Championship Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>2015-16 Budget</th>
<th>2015-16 Actual</th>
<th>Year-to-date Difference</th>
<th>2016-17 Budget</th>
<th>2016-17 Actual</th>
<th>Year-to-date Difference</th>
<th>2017-18 Budget</th>
<th>2017-18 Actual</th>
<th>Year-to-date Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Initiative Conference Grants</td>
<td>2,541,000</td>
<td>2,521,326</td>
<td>19,674</td>
<td>2,496,547</td>
<td>2,541,000</td>
<td>3,179</td>
<td>2,540,994</td>
<td>2,795,100</td>
<td>3,568</td>
</tr>
<tr>
<td>Women &amp; Minority Intern Program</td>
<td>890,000</td>
<td>811,812</td>
<td>78,188</td>
<td>833,802</td>
<td>1,130,000</td>
<td>1,088,724</td>
<td>41,276</td>
<td>1,043,526</td>
<td>115,649</td>
</tr>
<tr>
<td>Strategic Alliance Matching Grant</td>
<td>600,000</td>
<td>547,997</td>
<td>52,003</td>
<td>545,226</td>
<td>708,600</td>
<td>608,420</td>
<td>100,180</td>
<td>604,059</td>
<td>118,814</td>
</tr>
<tr>
<td>Student-Athlete Leadership Conference</td>
<td>365,000</td>
<td>353,250</td>
<td>11,750</td>
<td>865,500</td>
<td>365,000</td>
<td>344,949</td>
<td>20,051</td>
<td>312,829</td>
<td>1,184</td>
</tr>
<tr>
<td>Division III Identity Program</td>
<td>446,000</td>
<td>293,460</td>
<td>152,540</td>
<td>177,135</td>
<td>360,000</td>
<td>342,743</td>
<td>17,257</td>
<td>171,660</td>
<td>158,384</td>
</tr>
<tr>
<td>DIll Diversity Initiatives</td>
<td>231,000</td>
<td>97,018</td>
<td>133,982</td>
<td>27,699</td>
<td>231,000</td>
<td>284,742</td>
<td>(53,742)</td>
<td>174,124</td>
<td>23,556</td>
</tr>
<tr>
<td>Division-wide Sportmanship Initiative</td>
<td>50,000</td>
<td>-</td>
<td>50,000</td>
<td>-</td>
<td>50,000</td>
<td>523,325</td>
<td>(473,325)</td>
<td>158,384</td>
<td>177,256</td>
</tr>
<tr>
<td>360 Proof (formerly Drug Education and Research)</td>
<td>200,000</td>
<td>81,294</td>
<td>118,706</td>
<td>60,151</td>
<td>176,000</td>
<td>124,744</td>
<td>51,256</td>
<td>45,149</td>
<td>119,619</td>
</tr>
<tr>
<td>ADR Institute</td>
<td>80,000</td>
<td>95,286</td>
<td>(15,286)</td>
<td>45,551</td>
<td>107,500</td>
<td>93,769</td>
<td>13,732</td>
<td>35,856</td>
<td>63,358</td>
</tr>
<tr>
<td>Miscellaneous Division III Initiatives</td>
<td>10,000</td>
<td>5,802</td>
<td>4,198</td>
<td>7,679</td>
<td>4,000</td>
<td>145</td>
<td>3,855</td>
<td>55</td>
<td>64,167</td>
</tr>
<tr>
<td>New AD and Commissioner Orientation</td>
<td>50,000</td>
<td>78,469</td>
<td>(28,469)</td>
<td>6,275</td>
<td>60,000</td>
<td>71,942</td>
<td>(11,942)</td>
<td>10,933</td>
<td>77,789</td>
</tr>
<tr>
<td>DIll FAR Institute</td>
<td>80,000</td>
<td>82,365</td>
<td>(2,365)</td>
<td>68,559</td>
<td>86,500</td>
<td>91,882</td>
<td>(5,382)</td>
<td>70,856</td>
<td>30,894</td>
</tr>
<tr>
<td>Campus-based Student-Athlete Leadership Programs</td>
<td>80,000</td>
<td>80,023</td>
<td>(23)</td>
<td>39,164</td>
<td>80,000</td>
<td>80,000</td>
<td>0</td>
<td>41,415</td>
<td>119,619</td>
</tr>
<tr>
<td>NADIIIAA Partnership</td>
<td>52,000</td>
<td>42,196</td>
<td>9,804</td>
<td>16,196</td>
<td>52,000</td>
<td>52,023</td>
<td>(23)</td>
<td>25,173</td>
<td>49,000</td>
</tr>
<tr>
<td>Annual Convention</td>
<td>70,000</td>
<td>42,443</td>
<td>27,557</td>
<td>1,021</td>
<td>44,000</td>
<td>37,443</td>
<td>32,557</td>
<td>20,296</td>
<td>46,090</td>
</tr>
<tr>
<td>Co-SIDA Partnership</td>
<td>44,000</td>
<td>39,500</td>
<td>4,500</td>
<td>39,500</td>
<td>44,000</td>
<td>39,500</td>
<td>39,500</td>
<td>39,500</td>
<td>4,500</td>
</tr>
<tr>
<td>Division III Event Cancellation Insurance</td>
<td>55,000</td>
<td>44,953</td>
<td>10,047</td>
<td>41,463</td>
<td>41,000</td>
<td>48,460</td>
<td>(7,460)</td>
<td>40,960</td>
<td>40,960</td>
</tr>
<tr>
<td>Academic Reporting Honorarium</td>
<td>25,000</td>
<td>24,282</td>
<td>718</td>
<td>24,282</td>
<td>25,000</td>
<td>24,994</td>
<td>7</td>
<td>22,494</td>
<td>25,000</td>
</tr>
<tr>
<td>Special Olympics Partnership</td>
<td>35,000</td>
<td>37,489</td>
<td>(2,489)</td>
<td>31,439</td>
<td>35,000</td>
<td>38,847</td>
<td>(3,847)</td>
<td>34,596</td>
<td>2,346</td>
</tr>
<tr>
<td>SWA Enhancement Grant Program (NACWAA/HERS)</td>
<td>28,000</td>
<td>29,200</td>
<td>(1,200)</td>
<td>1,200</td>
<td>28,000</td>
<td>28,000</td>
<td>-</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Additional Spring In-Person SAAC Meeting</td>
<td>15,000</td>
<td>19,077</td>
<td>(4,077)</td>
<td>4,288</td>
<td>15,000</td>
<td>15,716</td>
<td>(716)</td>
<td>23,473</td>
<td>2,346</td>
</tr>
<tr>
<td>Conference Commissioners Meeting</td>
<td>20,000</td>
<td>9,460</td>
<td>10,540</td>
<td>-</td>
<td>20,000</td>
<td>16,237</td>
<td>3,763</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Other Working Groups</td>
<td>21,000</td>
<td>19,084</td>
<td>1,916</td>
<td>6,811</td>
<td>16,000</td>
<td>16,301</td>
<td>(301)</td>
<td>15,865</td>
<td>15,865</td>
</tr>
<tr>
<td>Co-SIDA DIll Day</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>DIll Administrator and Commissioner Meeting</td>
<td>-</td>
<td>3,407</td>
<td>(3,407)</td>
<td>10,000</td>
<td>9,594</td>
<td>406</td>
<td>5,283</td>
<td>10,000</td>
<td>6,045</td>
</tr>
<tr>
<td>Exploratory/Provisional Membership</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Non-Championshipal Expenses</td>
<td>5,988,000</td>
<td>5,359,191</td>
<td>628,809</td>
<td>4,473,987</td>
<td>6,255,600</td>
<td>5,620,320</td>
<td>(625,371)</td>
<td>5,400,433</td>
<td>1,258,638</td>
</tr>
<tr>
<td>Overhead Allocation</td>
<td>957,000</td>
<td>990,000</td>
<td>(33,000)</td>
<td>478,500</td>
<td>1,054,000</td>
<td>944,000</td>
<td>110,000</td>
<td>527,000</td>
<td>616,000</td>
</tr>
<tr>
<td>Total Non-Championshipal Expenses</td>
<td>6,945,000</td>
<td>6,349,191</td>
<td>595,809</td>
<td>4,952,487</td>
<td>7,309,600</td>
<td>7,664,320</td>
<td>(354,720)</td>
<td>5,927,433</td>
<td>1,874,638</td>
</tr>
<tr>
<td>Total DIll III Expenses</td>
<td>28,267,000</td>
<td>26,185,112</td>
<td>2,081,888</td>
<td>6,132,539</td>
<td>29,241,709</td>
<td>28,169,295</td>
<td>1,072,414</td>
<td>12,770,576</td>
<td>23,936,009</td>
</tr>
<tr>
<td>Excess Revenue over Expense</td>
<td>276,863</td>
<td>4,062,432</td>
<td>(473,325)</td>
<td>453,444</td>
<td>4,185,051</td>
<td>(625,371)</td>
<td>816,185</td>
<td>816,185</td>
<td>0</td>
</tr>
</tbody>
</table>

**Updated: 3/12/2018 2:12 PM**
### DIII Strategic Planning and Finance 03/18

#### DIH Future Projections

**Assumptions:**
- Game Operations increases by X% each fiscal year based on FY2009-10 thru FY2015-16 average increases. Actual growth rate is 4.4% annually.
- Committee expenses increase by X% each fiscal year based on FY2011-12 thru FY2015-16 average increases. Actual growth rate is 2.1% annually.
- Team Transportation increases by X% each fiscal year based on cost per traveler analysis for FY2009-09 thru FY2016-17.
- Non-recurring, realized gains on investments due to liquidation for $200M one-time distribution and grants-in-aid settlement of $200M for 2016-17.
- Reduction in DIH revenue related to investments due to smaller association-wide investment portfolio.
- Additional membership dues assessment is reflected as $0 in 2017-18 due to one-year deferral on implementation (approximately $519,000 if collected).
- Maintain 75%/25% ratio of championships to non-championships spending thru 2024 with draw on reserve to cover certain champs enhancements over the same period.

#### The National Collegiate Athletic Association

**Division III Budget Projections**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Budget Projected</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division III 3.18% Revenue Allocation</td>
<td>$32,276,863</td>
<td>$31,155,829</td>
<td>$31,907,829</td>
<td>$32,672,829</td>
<td>$33,449,829</td>
<td>$34,132,829</td>
<td>$34,277,829</td>
<td>$34,128,829</td>
</tr>
<tr>
<td>Additional Revenue from Membership Dues Increase</td>
<td>$32,276,863</td>
<td>$31,155,829</td>
<td>$31,907,829</td>
<td>$32,672,829</td>
<td>$33,449,829</td>
<td>$34,132,829</td>
<td>$34,277,829</td>
<td>$34,128,829</td>
</tr>
<tr>
<td>Projected Revenue Increase</td>
<td>7.1%</td>
<td>-3.5%</td>
<td>2.4%</td>
<td>2.4%</td>
<td>2.4%</td>
<td>2.0%</td>
<td>0.4%</td>
<td>0.1%</td>
</tr>
</tbody>
</table>

**Expenses:**

|-------------------------|---------|---------|---------|---------|---------|---------|---------|---------|

- **Net Change in Fund Balance (before supplemental spending)**
  - $2,189,057
  - $1,569,000
  - $1,628,000
  - $1,689,000
  - $1,752,000
  - $1,818,000
  - $1,886,000
  - $1,957,000

#### Notes:

1. Mandated reserve is 50% of the annual DIH revenue allocation in cash beginning in fiscal year 2017-18. The division also holds a separate event cancellation insurance policy with a $5M limit.
2. Supplemental championships spending is earmarked for individual/team ground transportation and returning travel party services. Overhead estimates were updated in December 2017 based on current information.
3. Amount includes inflationary increases from prior year’s level (light blue highlights).
4. All amounts for 2017-18 are budgeted amounts with the exception of other revenue and overhead. Other overhead estimates were updated in December 2017 based on current information.

---

**DIH Budget Scenarios 2018.03.09 at "BracketExpansion.7525" tab**

Updated: 3/12/2018 at 2:18 PM

https://ncaa.sharepoint.com/sites/intra_gov/DIII Committees/14 Strategic Planning and Finance Committee/2018/20180327/sup_04_2017-18 DIII Budget Scenarios_2018.03.09 at "BracketExpansion.7525" tab
INFORMATIONAL ITEM NUMBER 19

Annual Review of Provisional Fee Accounting Summary. Constitution 3.6.3.1.1 (fee – provisional/reclassifying members) – provisional and reclassifying membership fees. The committee noted its responsibility to annually review the three-year rolling average of costs that comprise the annual provisional/reclassifying membership fee. The NCAA accounting staff presented information and noted that this year, the current fee is below the average cost for a three-year period. Based on the data, NCAA accounting staff recommended a modest increase. The committee noted that although it is the first year the average cost has risen, thus adjusting the fee at this time is appropriate. The normal operating expenses for provisional and reclassifying institutions should not draw on the Division III reserve budget.

The committee also noted that the fee for exploratory institutions has not increased for several years and does not reflect recent exploratory year requirements. Current fees are $500 for exploratory application and $37,000 for new membership fees. The committee recommended that the fee be increased to a total of $40,000 for the 2018-19 academic year ($1,000 for exploratory application and $39,000 for new membership fees) and agreed to continue its review of the fees and expenses on an annual basis.

Note: New member fees were last increased in 2014-15. At that time, the fees were modified from $500 at the time of application to the exploratory process and $19,500 at the beginning of the provisional/reclassifying year one to the current amounts. The significant fee increase was a result of a careful analysis of the cost of services to support new member institutions.
### Membership Breakdown

<table>
<thead>
<tr>
<th>Year</th>
<th>Active Institutions</th>
<th>Provisional Institutions</th>
<th>Conferences</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>@ 9/1/2010</td>
<td>435</td>
<td>4</td>
<td>42</td>
<td>481</td>
</tr>
<tr>
<td>@ 9/1/2011</td>
<td>436</td>
<td>6</td>
<td>42</td>
<td>484</td>
</tr>
<tr>
<td>@ 9/1/2012</td>
<td>439</td>
<td>7</td>
<td>43</td>
<td>489</td>
</tr>
<tr>
<td>@ 9/1/2013</td>
<td>439</td>
<td>8</td>
<td>43</td>
<td>490</td>
</tr>
<tr>
<td>@ 9/1/2014</td>
<td>438</td>
<td>12</td>
<td>43</td>
<td>493</td>
</tr>
<tr>
<td>@ 9/1/2015</td>
<td>439</td>
<td>10</td>
<td>42</td>
<td>492</td>
</tr>
<tr>
<td>@ 9/1/2016</td>
<td>442</td>
<td>7</td>
<td>42</td>
<td>491</td>
</tr>
<tr>
<td>@ 9/1/2017</td>
<td>443</td>
<td>5</td>
<td>43</td>
<td>491</td>
</tr>
</tbody>
</table>

### Non-Championship Initiatives

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
</tr>
<tr>
<td>Budget</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
<td>421,000</td>
</tr>
</tbody>
</table>

### Overhead and Identity Attributable to Provisional Members

<table>
<thead>
<tr>
<th>Year</th>
<th>Provisional Program Expenses</th>
<th>Avg. Cost of Initiative Programs Per Provisional Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>@ 9/1/2010</td>
<td>20,000</td>
<td>5,000</td>
</tr>
<tr>
<td>@ 9/1/2011</td>
<td>20,000</td>
<td>5,000</td>
</tr>
<tr>
<td>@ 9/1/2012</td>
<td>37,680</td>
<td>10,689</td>
</tr>
<tr>
<td>@ 9/1/2013</td>
<td>37,500</td>
<td>10,689</td>
</tr>
<tr>
<td>@ 9/1/2014</td>
<td>37,500</td>
<td>10,689</td>
</tr>
<tr>
<td>@ 9/1/2015</td>
<td>37,500</td>
<td>10,689</td>
</tr>
<tr>
<td>@ 9/1/2016</td>
<td>37,500</td>
<td>10,689</td>
</tr>
<tr>
<td>@ 9/1/2017</td>
<td>37,500</td>
<td>10,689</td>
</tr>
</tbody>
</table>

### Actual Exploratory Fee + Provisional Fee

<table>
<thead>
<tr>
<th>Year</th>
<th>Actual Exploratory Fee + Provisional Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>@ 9/1/2010</td>
<td>20,000</td>
</tr>
<tr>
<td>@ 9/1/2011</td>
<td>20,000</td>
</tr>
<tr>
<td>@ 9/1/2012</td>
<td>37,680</td>
</tr>
<tr>
<td>@ 9/1/2013</td>
<td>37,500</td>
</tr>
<tr>
<td>@ 9/1/2014</td>
<td>37,500</td>
</tr>
<tr>
<td>@ 9/1/2015</td>
<td>37,500</td>
</tr>
<tr>
<td>@ 9/1/2016</td>
<td>37,500</td>
</tr>
<tr>
<td>@ 9/1/2017</td>
<td>37,500</td>
</tr>
</tbody>
</table>
ACTION ITEMS.

1. Legislative items.
   
   - None.

2. Nonlegislative items.
   
   - Bracket expansion in women’s ice hockey.
     
     a. Recommendation. That the number of teams selected for the Division III Women’s Ice Hockey Championship increase from nine to 10.
     
     b. Effective date. 2019 championship.
     
     c. Rationale. Sport sponsorship data from 2017-18 merit the request. In addition, increasing the bracket provides for an even-numbered field and helps the sport meet prescribed access ratios (one in every 6.5 teams), both of which are priorities for the division.
     
     d. Estimated budget impact. $37,000.
     
     e. Student-athlete impact. The recommendation increases participation opportunities for deserving student-athletes.

INFORMATIONAL ITEMS.

1. Opening remarks and review of schedule and agenda. The Division III Championships Committee welcomed new members Brad Bankston, Tim Fitzpatrick and Shantey Hill and reviewed the meeting schedule and key discussion items.

2. Committee roster and liaison assignments. The committee reviewed the committee roster and available sport liaison assignments due to committee turnover. As a liaison to a sport committee, Championships Committee members are expected to remain apprised of sport-specific issues and concerns. Members agreed on several changes to the liaison assignments.

3. Recent committee reports. The committee approved reports from its October 24, November 6 and November 21 teleconferences (with one editorial correction in the November 6 report); and its November 9, November 14, December 11 and January 18 email correspondences.
4. **Governance update.** NCAA governance staff reviewed the following key items with the committee: 1) legislative results from the recent NCAA Convention; 2) the Division III membership-wide survey being conducted this spring; 3) ongoing discussions related to graduation-rates reporting; 4) Eligibility Center registration for Division III prospects and student-athletes; 5) an update on the projected number of independent institutions in the coming years; and 6) Division III identity initiatives, including the Gameday the DIII Way program.

5. **NCAA Division III Management Council/Presidents Council updates.** A committee member provided additional updates on Division III matters from the recent Management Council and Presidents Council meetings, including approval for an additional day in the Division III Men’s and Women’s Tennis Championships.

6. **NCAA Division III Student-Athlete Advisory Committee update.** The SAAC liaison provided an update from the NCAA Convention on behalf of the Division III SAAC.

7. **Playing Rules Oversight Panel update.**

   a. **PROP reports and updates from Division I oversight committees.** An NCAA playing rules staff member updated the committee on the panel’s most recent reports. Staff also noted potential actions the Division I Men’s Basketball Competition Committee is considering that may affect playing rules in all three divisions.

   b. **Officials background check program.** Staff updated the group on the third year of a pilot program that conducts background checks on officials in select sports. Staff noted that the program likely will be recommended to be adopted on a permanent basis for all sports and all divisions beginning in the fall of 2018. Accordingly, any official registered through Arbiter would be offered the opportunity to have a background check conducted. Failing the background check or declining to take one would render that person ineligible to work an NCAA championship. Staff noted that the program – as it has in the past – would impact officials’ eligibility only for NCAA championships competition. Conferences would continue to retain the authority to establish their own officials selection processes and parameters (including adopting the NCAA’s standards if they wish).

   c. **Use of video review.** Twenty-eight commissioners of Division III conferences signed a resolution not to use video review during regular-season contests and at conference championships in all sports. PROP will continue to emphasize to sport committees that video review is a tool they have at their disposal to implement if desired. It is not a requirement for use in postseason play unless a sport committee deems it so. The committee asked staff for additional information regarding the use of video review in other divisions, both during regular-season and postseason competition.
d. **State of officiating.** Staff engaged the committee in a general discussion regarding the NCAA’s role in developing and retaining qualified officials in all sports. Staff noted that the Division II Conference Commissioners Association has submitted a white paper that encourages the Association to consider taking a more active role in this regard.

8. **Academic and membership affairs update.** NCAA staff provided an update on recent legislative issues pertinent to Division III and championships.

- **Misconduct bylaws.** The committee noted editorial inconsistencies in Bylaws 31.02.3 and 31.1.8.3 regarding when misconduct can occur and asked staff to draft options to consider during the committee’s March teleconference.

9. **Championships and alliances updates.**

a. **Championship access ratios by sport.** Committee members reviewed access ratios based on participation data from Division III championships in 2016-17.

b. **Staffing.** Staff updated the group on personnel changes that affect the committee.

c. **150th anniversary of college football.** Staff noted collaboration with a nonprofit organization to acknowledge/celebrate the upcoming milestone. Staff assured the group that the organization is doing well to recognize Divisions II and III in this effort.

10. **Championships budget.**

a. **Fall budget recap.** The committee reviewed game operations, team transportation and per diem, and travel expenses for the 2017 fall championships.

b. **Possible bracket expansions.** The committee reviewed sport sponsorship data and noted three sports (women’s golf, women’s ice hockey and men’s volleyball) that could be considered for possible bracket expansion based on projected sport sponsorship from 2017-18. While the committee acknowledged this is not a budget year, there is precedent for asking the Division III Strategic Planning and Finance Committee to consider budget allocations for bracket expansion during a non-budget year when warranted (especially when the expansions help a given sport meet prescribed access ratios and AQ requirements). Accordingly, the Championships Committee made the following decisions:

- Request an increase in the number of teams selected for the Division III Women’s Ice Hockey Championships from nine to 10 (see Nonlegislative Action Item above).

- Approve an increase in the number of teams selected for the Division III Women’s Golf Championships from 25 to 26. [Note: The Championships Committee at its February
2017 meeting approved allocating $34,000 to accommodate expansion up to 26 teams, but the women’s golf committee opted for a 25-team field for the 2018 championships to align with sport sponsorship numbers at that time. The Championships Committee indicated it would consider the golf committee’s request for an increase beyond 26 during the next budget cycle.]

- Defer action on a request to increase the number of teams selected for the Division III Men’s Volleyball Championship until the committee’s June meeting. The committee noted that sport sponsorship numbers support increasing the bracket from 12 to 14 teams. However, the upcoming 2018 championship in April will be the first conducted under a new format involving multiple sites, and the committee prefers to review the format’s budget impact before deciding on expansion.

- The committee also noted a desire for sport committees to better project sport sponsorship in a manner that aligns with the division’s two-year budget cycle in order to mitigate submitting bracket expansion requests during the off year.

11. Alcohol sales at championships. Staff noted that the NCAA Board of Governors in October 2017 revised the Association-wide policy prohibiting alcohol sales at NCAA championships (based on results of a pilot program that had been conducted at select Division I championship venues) and agreed to permit each division to pursue legislation as it sees fit. [Note: The Division III Administrative Committee had approved waivers regarding the Division III Men’s Lacrosse Championship in 2017 and 2018, as it is part of the joint championships in that sport.] Division I has a proposal in its current legislative cycle to allow sales at select championships, while Division II has not indicated interest in establishing a pilot program or easing current legislative restrictions. The Division III Championships Committee discussed the issue at length and decided not to pursue a pilot approach or a legislative change at this time. However, the committee acknowledged that additional discussion will be necessary regarding current and future instances when a Division III championship is part of a joint championship with Divisions I and II (e.g., men’s lacrosse).

12. State of the sport teleconferences with sport committee chairs. Staff updated the committee on the calls that have been conducted to date and highlighted some of the findings/concerns that have emerged.

13. Sport committee recommendations.

a. Baseball. The committee approved Adrian College to host the 2018 Division III Baseball Mideast Regional at Nicolay Field in Adrian, Michigan. Adrian has proposed $13,750 in game expenses and $6,000 in anticipated ticket receipts.
b. **Men’s and women’s cross country.** The committee approved the following sites to host regionals for the 2018 Division III Men’s and Women’s Cross Country Championships:

- **Atlantic region:** Rowan University; Dream Park in Logan Township, New Jersey.
- **Central region:** Wartburg College; Max Cross Country Course in Waverly, Iowa.
- **Mideast region:** DeSales University; DeSales Cross Country Course in Center Valley, Pennsylvania.
- **Midwest region:** University of Wisconsin-Eau Claire; Whitetail Golf Course in Colfax, Wisconsin.
- **New England region:** Bowdoin College; Pickard Fields in Brunswick, Maine.
- **West region:** Whitman College; Veterans Memorial Golf Course in Walla Walla, Washington.

[Note: Sites for the Great Lakes and South regions were awarded previously.]

c. **Men’s and women’s golf.** The committee approved allowing two designated coaches from each team to give advice during NCAA championship competition. The new policy will become effective at the 2018 championships for men’s golf and at the 2019 championships for women’s golf.

d. **Wrestling.** The committee approved Ferrum College to host the 2018 Division III Wrestling Southeast Regional at Franklin County High School in Rocky Mount, Virginia. Ferrum has proposed $25,040 in game expense and $13,275 in anticipated ticket receipts.

14. **In-region competition requirement waiver requests.** The committee took the following action regarding waiver requests for the 2018-19 academic year:

- **University of Maine-Presque Isle.** Approved in-region competition waivers for men’s soccer, women’s soccer, women’s volleyball, men’s cross country, women’s cross country, men’s golf, men’s basketball, women’s basketball, baseball, and softball.
- **Mills College.** Approved in-region competition waivers for women’s rowing, women’s soccer, women’s tennis, and women’s volleyball.

15. **2017 fall championship reports.** The committee reviewed reports and broadcast metrics from the 2017 fall championships.
16. Future meeting dates.

- June 18-19, 2018; Indianapolis.
- September 9-11, 2018 (to include sport committee chairs); Indianapolis.
- February 5-6, 2019; Indianapolis.

Committee Chair: Jennifer Chuks, Williams College; New England Small College Athletic Conference.

Staff Liaisons: Liz Turner Suscha, Championships and Alliances
Maureen Harty, Academic and Membership Affairs

<table>
<thead>
<tr>
<th>Division III Championships Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendees:</strong></td>
</tr>
<tr>
<td>Brad Bankston, Old Dominion Athletic Conference.</td>
</tr>
<tr>
<td>Jennifer Chuks, Williams College; New England Small College Athletic Conference.</td>
</tr>
<tr>
<td>Tim Fitzpatrick, United States Coast Guard Academy; New England Women’s and Men’s Athletic Conference.</td>
</tr>
<tr>
<td>Susan Fumagalli Mahoney, Gettysburg College; Centennial Conference.</td>
</tr>
<tr>
<td>Shantey Hill, St. Joseph’s College (Long Island); Skyline Conference.</td>
</tr>
<tr>
<td>Julie Johnson, Ripon College; Midwest Conference.</td>
</tr>
<tr>
<td>Matt Knigge, Vassar College; Liberty League.</td>
</tr>
<tr>
<td>Bill Stiles, Alvernia University; Middle Atlantic Conferences.</td>
</tr>
<tr>
<td>Michael Vienna, Emory University; University Athletic Association.</td>
</tr>
</tbody>
</table>

| Absentees: |
| None. |

| Guest in Attendance: |
| Gary Brown, NCAA Contractor. |

| NCAA Staff Support in Attendance: |
| Maureen Harty, Academic and Membership Affairs. |
| Laura Peterson-Mlynski, Championships and Alliances. |
| Liz Turner Suscha, Championships and Alliances. |
| Joe Weber, Championships and Alliances. |

<p>| Other NCAA Staff Members in Attendance: |
| Ben Brownlee, Championships and Alliances. |
| Brian Burnsed, Communications. |
| Dan Calandro, Championships and Alliances. |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Dutcher</td>
<td>Division III Governance.</td>
</tr>
<tr>
<td>Jay Jones</td>
<td>Division III Governance.</td>
</tr>
<tr>
<td>Debbie Kresge</td>
<td>Division III Governance.</td>
</tr>
<tr>
<td>Louise McCleary</td>
<td>Division III Governance.</td>
</tr>
<tr>
<td>Jeff Myers</td>
<td>Academic and Membership Affairs.</td>
</tr>
<tr>
<td>Jeff O’Barr</td>
<td>Administrative Services.</td>
</tr>
<tr>
<td>Nancy O’Hara</td>
<td>Championships and Alliances.</td>
</tr>
<tr>
<td>John Pfeffenberger</td>
<td>Administrative Services.</td>
</tr>
<tr>
<td>Andy Schultz</td>
<td>Division III Governance.</td>
</tr>
<tr>
<td>Juanita Sheely</td>
<td>Administrative Services.</td>
</tr>
</tbody>
</table>
NCAA Injury Surveillance Program
Talking Points

What is the NCAA ISP?
The ISP is a data collection initiative designed to protect the health and safety of student-athletes. Since 1982, athletic trainers have collaborated with the NCAA to create the largest collegiate sports injury database program in the world. Today, the NCAA partners with the Datalys Center to manage the ISP and to inform injury prevention policies and practices at all levels of sport. Your help, through participation, is critical to the success of the ISP and to enhancing student-athlete care.

Why Should I Participate in the ISP?
As an NCAA athletics health care provider, you seek answers to the most pressing injury prevention questions facing college athletes. Serving as the largest epidemiologic database of its kind, the ISP can help answer these questions. With your help, the ISP can provide reliable data to help enhance the injury prevention practices, risk-management decisions, athletic health care delivery and, ultimately, the quality of student-athlete care for all NCAA schools.

How Will I Benefit from Participating in the ISP?
- Receive regular access to data that can inform your injury prevention practices, risk and personnel management, and medical decision-making.
- Free continuing education credits for athletic trainers.
- Contribute to peer-reviewed scientific publications, which strengthen available information and inform clinical decision-making.
- Contribute to national health and safety policy and sport rules changes.
- Further scientific research about top health and safety risks to student-athletes.

What Else Do I Need to Know About the ISP?
- Participation requires a time commitment of approximately 20 additional minutes of data submission per week, per sport.
- While it is recommended that each school submit data for multiple sports, schools have the flexibility to select the number of sports for which they participate. The NCAA and Datalys can provide guidance for which sports have the greatest data needs.
- To help make the data submission process easier, the ISP has certified the following Electronic Medical Record vendors; Athletic Trainer System, CSMI Solutions SportsWare Online, SIMS, Vivature NExTT.
- A free EMR has been developed for schools without a certified EMR vendor.
- The ISP is HIPAA and FERPA compliant and has been approved as IRB exempt.
- Free training and support is available for all ISP participants through the Datalys Center.

How Can I Participate in the ISP?
To sign-up for the ISP, contact The Datalys Center at NCAAISP@datalyscenter.org or at 317-275-3664.
Goal: To increase the number of member schools that voluntary participate in the NCAA Injury Surveillance, as a means to better inform student-athlete injury prevention policy and practices.

Objective: By June 2019, increase to 30% the percentage of Division II member schools that have enrolled and submitted data for at least one sport in the ISP. (Datalys analytics)

Target Audiences: Athletics health care administrators, conference commissioners, directors of athletics, athletic training staff, head coaches, faculty athletics representatives, national office staff, presidents and chancellors, professional associations, senior compliance administrators, senior woman administrators, team physicians.

Communication Plan:

Strategy 1: Create awareness and advocacy campaign designed to enhance the recruitment of member schools.

- **Tactic 1**: Shift ownership and delivery of ISP marketing and communication from the Datalys Center to the NCAA Sport Science Institute.

- **Tactic 2**: Create talking points designed to persuade and motivate schools to participate in the ISP.
  - Identify clear call to action for member schools that states the needs and benefits of participation.
    - Increased participation is needed in order to provide reliable data.
    - Helps protect student-athletes and serve needs of primary athletics health care providers, athletics health care administrators, member schools and conferences.
    - Offers continuing education credits for athletic trainers.
    - Offers opportunities for unique data access and reporting at the school, conference and national levels to inform policy and best practices.
    - Makes scientific and educational contributions to the membership and to the sports medicine community.
  - Address misperceptions about the time it takes to use the ISP.
  - Demonstrate exemplars and describe how they have benefitted from the ISP or can speak to its logistical viability.

- **Tactic 3**: Create talking points that clarify the technical and logistic aspects of ISP participation.
  - Provide information about the time it takes to use the ISP.
  - Identify compliant Electronic Medical Records.
Describe the steps schools can take to change their EMR to one that is certified by Datalys, sign up with their current certified EMR or use the free Datalys IST.

Provide information on how to use the ISP most efficiently and effectively.

- **Tactic 4**: Create a landing page on SSI website that includes talking points, information about Datalys partnership, technical and logistic details, peer-reviewed publications and instructions for signing up for the ISP.

- **Tactic 5**: Coordinate Datalys webpage with SSI ISP webpage.

- **Tactic 6**: Send targeted email invitation to member schools about ISP participation.

- **Tactic 7**: Provide ISP talking points and messaging kits to directors of athletics and conference commissioners.

- **Tactic 8**: Send printed information about ISP participation to member schools.

- **Tactic 9**: Include information about ISP participation in SSI newsletter.

- **Tactic 10**: Launch twitter campaign about ISP participation.

- **Tactic 11**: Create video(s) about ISP participation to distribute to member schools.

- **Tactic 12**: Include information about ISP participation in in-person presentations to membership and professional organizations.

- **Tactic 13**: Include information about ISP participation in other national office department communications.

- **Tactic 14**: Interview key campus champions of the ISP and include article in NCAA Champion magazine.

- **Tactic 15**: Build consensus and seek participation/consultation through surveys, workshops and town hall meetings (e.g., host huddles at NATA and/or CATS as a forum to discuss best practices or how ISP has positively impacted their school).

**Strategy 2**: Educate national office staff and encourage them to share information during member interactions.

- **Tactic 1**: Develop talking points or educational session for key national office staff.

- **Tactic 2**: Post story about ISP participation on the Daily intranet.

- **Tactic 3**: Include information about ISP participation in President’s Cabinet weekly bullets.
The Injury Surveillance Program would not be possible without the selfless dedication of thousands of Athletic Trainers who have volunteered their time to provide data over more than three decades of service.

“As an Athletic Trainer who participated when I worked clinically, I appreciate the dedication required to participate and I cannot thank my fellow ATs enough for their devotion to injury prevention and student-athlete health and safety!”...Thomas P. Dompier, PhD, ATC, President of the Datalys Center.

To reduce the burden and challenges of participation, the Datalys center created a process that extracts de-identified data in a safe, secure, and HIPAA compliant manner directly from your electronic health record application, thus reducing the burden of participation.

The Datalys Center has partnered with commercial electronic health record application vendors who are also dedicated to student-athlete health and safety and reducing the burden of participation for Athletic Trainers. We ask Athletic Trainers to please consider our partners’ applications when in the market for a new record keeping system and interested vendors who are not currently certified to participate, please contact us for details.

We always need more Athletic Trainers!

Greater participation is vital to answer tough-to-get questions, like what safety benefit has a particular rule change had on a specific type of injury. Individual ATs can participate even if the other staff at your institution do not wish to participate.

Please contact us if interested toll free 855-832-4222, or via email info@datalyscenter.org
### 2018 Faculty Athletics Representative (FAR) Orientation Proposed Budget

<table>
<thead>
<tr>
<th>Request</th>
<th>Individuals</th>
<th>Budget per individual</th>
<th>Proposed Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel for participants</td>
<td>30</td>
<td>$500</td>
<td>$15,000</td>
<td></td>
</tr>
<tr>
<td>Participant honorarium</td>
<td>30</td>
<td>$150</td>
<td>$4,500</td>
<td></td>
</tr>
<tr>
<td>Travel for staff</td>
<td>2</td>
<td>$500</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Participant lodging for three nights</td>
<td>30</td>
<td>$600</td>
<td>$18,000</td>
<td>For parking, ground, meals in transit, etc</td>
</tr>
<tr>
<td>Staff lodging for four nights</td>
<td>2</td>
<td>$800</td>
<td>$1,600</td>
<td></td>
</tr>
<tr>
<td>Meals - Wednesday welcome dinner</td>
<td>37</td>
<td>$100</td>
<td>$3,700</td>
<td>25 participants, two event staff, five other DIII staff or FARA leadership</td>
</tr>
<tr>
<td>Meals - Thursday debrief lunch</td>
<td>35</td>
<td>$80</td>
<td>$2,800</td>
<td>25 participants, two staff, three DIII staff or FARA Leadership</td>
</tr>
<tr>
<td>Meals – Friday debrief lunch or dinner</td>
<td>35</td>
<td>$90</td>
<td>$3,150</td>
<td>25 participants, two staff, three DIII staff or FARA Leadership</td>
</tr>
<tr>
<td>Meals- Saturday working/boxed lunch</td>
<td>37</td>
<td>$60</td>
<td>$2,220</td>
<td>25 participants, two staff, three DIII staff or FARA Leadership</td>
</tr>
<tr>
<td>Meals- Saturday session snacks and drinks</td>
<td>37</td>
<td>$50</td>
<td>$1,850</td>
<td></td>
</tr>
<tr>
<td>FARA registration for participants</td>
<td>30</td>
<td>$200</td>
<td>$6,000</td>
<td></td>
</tr>
<tr>
<td>Gifts - participants</td>
<td>30</td>
<td>$40</td>
<td>$1,200</td>
<td></td>
</tr>
<tr>
<td>Gifts - FARA Leadership/Mentors</td>
<td>5</td>
<td>$40</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Materials printing</td>
<td>40</td>
<td>$10</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>AV</td>
<td></td>
<td></td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$68,620</td>
<td></td>
</tr>
</tbody>
</table>
## 2017 Senior Woman Administrator Program

<table>
<thead>
<tr>
<th>Request</th>
<th># participants</th>
<th>Budget per individual</th>
<th>Budget</th>
<th>Actual</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel for participants</td>
<td>30</td>
<td>$ 500</td>
<td>$ 14,000</td>
<td>$ 11,184</td>
<td></td>
</tr>
<tr>
<td>Travel for speakers</td>
<td>10</td>
<td>$ 500</td>
<td>$ 2,500</td>
<td>$ 4,050</td>
<td>expense for S. Beverly $1,600 (train)</td>
</tr>
<tr>
<td>Travel honorarium</td>
<td>40</td>
<td>$ 150</td>
<td>$ 6,000</td>
<td>$ 6,000</td>
<td></td>
</tr>
<tr>
<td>Workshop - resume, interview and networking</td>
<td></td>
<td>$ 250</td>
<td>$ 7,500</td>
<td>$ 7,500</td>
<td>$7,500 - to hire Beverly and Associates</td>
</tr>
<tr>
<td>Lodging for max. 4 nights</td>
<td>30</td>
<td>$218/night</td>
<td>$ 25,000</td>
<td>$ 25,487</td>
<td>hotel rate is $164/night + 15.35% tax</td>
</tr>
<tr>
<td>Lodging for speakers (max 2 nights)</td>
<td>8</td>
<td>$218/night</td>
<td>$ 5,000</td>
<td>$ 6,335</td>
<td>hotel rate is $164/night + 15.35% tax</td>
</tr>
<tr>
<td>Meals - Sat. lunch</td>
<td>35</td>
<td>$ 51</td>
<td>$ 2,500</td>
<td>$ 2,415</td>
<td>All American comfort $51 per</td>
</tr>
<tr>
<td>Sat. break - drinks</td>
<td></td>
<td></td>
<td>$ 1,500</td>
<td>$ 1,284</td>
<td></td>
</tr>
<tr>
<td>Meal - Sat. dinner</td>
<td>42</td>
<td>$ 85</td>
<td>$ 3,570</td>
<td>$ 3,900</td>
<td></td>
</tr>
<tr>
<td>Meals - Sun. breakfast</td>
<td>30</td>
<td>$ 39</td>
<td>$ 1,270</td>
<td>$ 1,847</td>
<td>American breakfast $39 per</td>
</tr>
<tr>
<td>Sun. break - drinks</td>
<td></td>
<td></td>
<td>$ 1,000</td>
<td>$ 915</td>
<td></td>
</tr>
<tr>
<td>Meals - Sun. lunch</td>
<td>30</td>
<td>$ 52</td>
<td>$ 1,660</td>
<td>$ 2,111</td>
<td>Main St. sandwich bar $52 per</td>
</tr>
<tr>
<td>Gifts - participants</td>
<td>35</td>
<td>$ 25</td>
<td>$ 820</td>
<td>$ 954</td>
<td>power bank – $27.25</td>
</tr>
<tr>
<td>Gifts - speakers</td>
<td>10</td>
<td>$ 11</td>
<td>$ 180</td>
<td>$ 110</td>
<td>desk motivational dice</td>
</tr>
<tr>
<td>NACWAA convention registration</td>
<td>30</td>
<td>$ 350</td>
<td>$ 10,500</td>
<td>$ 10,150</td>
<td>$350 instead of $415</td>
</tr>
<tr>
<td>NACWAA membership</td>
<td>30</td>
<td>$ 150</td>
<td>$ 4,500</td>
<td>$ 4,350</td>
<td>$150 instead of $175</td>
</tr>
<tr>
<td>Miscellaneous - audio visual</td>
<td></td>
<td></td>
<td>$ 2,500</td>
<td>$ 2,535</td>
<td>Hotel internet, audio visual, etc. for meeting room</td>
</tr>
<tr>
<td>NACWAA Credit from summer grant</td>
<td></td>
<td></td>
<td>(2,500)</td>
<td>(2,500)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$ 90,000</td>
<td>$ 88,827</td>
<td></td>
</tr>
</tbody>
</table>
2018 Division III ADR Institute Summary

Forty athletics direct reports (ADRs) gathered at the 2018 NCAA Convention in Indianapolis January 17-18 for a one and one-half day program. Two of the 42 selected participants did not attend based on changing positions just prior to the Institute.

The theme of the 2018 event was “Leading and Managing: Integration of Athletics in Institutional Contexts”.

Sample participant takeaways from the Institute include:

• Coaches can act similarly to faculty and are a reason many student-athletes choose to attend the institution.
• Student-athletes feel pressure to be more committed to both academics and athletics.
• Set a tone, not only for the letter of compliance but also for the spirit of compliance.
• Process is very important when considering whether to add or drop sports.
• Budgets should be based on values.

A summary of program evaluations is attached to this report.
2018 Evaluation Results

1. **Please evaluate the overall institute experience.**

   31: Well worth my time  
   0: Just Acceptable  
   0: Wish I would have stayed home  
   0: Didn’t respond

2. **What content piece or part of the agenda do you think will be most valuable to you as an ADR?**

   Check all that apply:
   1: Other (please write in):
      - Peer Connections/Networking  
   8: Communicating Effectively Across the Athletics Triad  
   9: A Day in the Life of a Division III Student-Athlete  
   9: NCAA 101: Governance, Committee Service  
   13: Division III Athletics Conference 101  
   14: ADR Lunch: Workshop on Conducting Meaningful Personnel Evaluations for Athletics  
   14: NCAA Institutional Performance Program  
   16: DIII Philosophy  
   16: Creating Inclusive Athletics Departments  
   18: Is the Athletics Budget a Unicorn  
   19: Enrollment Perspectives on Athletics  
   25: Compliance Concepts and Division III Rules for ADRs

3. **What content piece or part of the agenda do you think will be least valuable to you as an ADR?**

   Check all that apply:
   0: Creating Inclusive Athletics Departments  
   0: Compliance Concepts and Division III Rules for ADRs  
   0: Other (please write in)  
   1: Is the Athletics Budget a Unicorn  
   1: Division III Athletics Conference 101  
   1: NCAA Institutional Performance Program  
   2: DIII Philosophy  
   3: Enrollment Perspectives on Athletics  
   3: NCAA 101: Governance, Committee Service  
   6: A Day in the Life of a Division III Student-Athlete  
   6: ADR Lunch: Workshop on Conducting Meaningful Personnel Evaluations for Athletics  
   7: Communicating Effectively Across the Athletics Triad
4. **What other topics should be included in future institutes?**
   - More on competitiveness.
   - NCAA resources.
   - Leadership development for student-athletes.
   - Building relationships with faculty.
   - Staffing (athletics directors, other administrative positions and coaching).
   - Relationship between president and ADR.
   - More time to discuss topics.

Please indicate your level of agreement with the following statements:

<table>
<thead>
<tr>
<th></th>
<th>*DNR= Did Not Respond</th>
<th>Strongly Disagree 1</th>
<th>Disagree 2</th>
<th>Neutral 3</th>
<th>Agree 4</th>
<th>Strongly Agree 5</th>
<th>Avg. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. My experience at the ADR Institute has empowered me with an understanding of best practices to oversee and manage athletics departments.</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>12</td>
<td>17</td>
<td>4.53 (+0.12)</td>
</tr>
<tr>
<td>6. I am leaving with specific ideas about how to create a triad of communication between athletics directors, presidents and ADRs as well as Faculty Athletics Representatives (FARs).</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>4</td>
<td>13</td>
<td>10</td>
</tr>
<tr>
<td>7. My experience at the ADR Institute has positioned me to become a key institutional liaison to the athletics department and the student-athlete.</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td>10</td>
<td>19</td>
</tr>
<tr>
<td>8. My experience at the ADR Institute has inspired me to get more involved in conference business.</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>13</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>9. I am leaving with specific ideas that I can implement this year to more effectively support my president in his or her responsibility to maintain final authority over the conduct of intercollegiate athletics.</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>12</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>10. My experience at the Institute has empowered me to build strong faculty and staff advocacy on behalf of the student-athlete and the Division III model of intercollegiate athletics.</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>12</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

*1 DNR*
<table>
<thead>
<tr>
<th></th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Avg. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. I am leaving with an awareness of NCAA postgraduate scholarships, funded programs and student-athlete well-being resources.</td>
<td>1</td>
<td>2</td>
<td>9</td>
<td>9</td>
<td>10</td>
<td>4.03 (+0.34)</td>
</tr>
<tr>
<td>12. Networking with other ADRs has enhanced my understanding of the role.</td>
<td>1</td>
<td>11</td>
<td>18</td>
<td></td>
<td></td>
<td>4.57 (+0.16) *1DNR</td>
</tr>
<tr>
<td>13. My experience at the ADR Institute has inspired me to seek involvement in the NCAA governance structure.</td>
<td>2</td>
<td>7</td>
<td>12</td>
<td>10</td>
<td></td>
<td>4.25 (+0.28)</td>
</tr>
<tr>
<td>14. My experience at the ADR Institute has inspired me to attend future NCAA Conventions.</td>
<td>5</td>
<td>12</td>
<td>14</td>
<td></td>
<td></td>
<td>4.59 (+0.43)</td>
</tr>
</tbody>
</table>

15. **How would you describe your experience at the Institute?**

- Wonderful use of time! Much work went into this! You should feel great about it. Made valuable contacts.
- Excellent and well-organized.
- Very good. Feel informed and empowered.
- A great experience.
- Great, very helpful.
- Very worthwhile, planning and facilities were excellent, schedule was reasonable and on time.
- Very informative and worthwhile.
- This was a great institute!
- Excellent.
- Will do a better job of advocating and communicating about the benefits of athletics program (with president and chancellor).
- Powerful; very informative; increase networking connections; well worth the time spent.
- Excellent! Time went by too quickly.
- Really well done. Thoughtful sessions, great interaction, use of technology was great, great speakers! Bravo!
- Outstanding, very informative, engaging
- Wonderful. Leah rocks!
- Very engaging, great mix of panel, discussion and activity.
- Good to share ideas and plane to move forward with great concepts.
- Very much appreciate this opportunity to be better educated on the resources available to me as and ADR.
- One of the best programs I have attended.
- Extremely helpful.
• Very insightful, educational, powerful.
• Engaging and worth the time that was dedicated.

16. Other comments:
• Would love to get more involved. (Kathy W., Alfred U.) Also, scored a 2 on “leaving with ideas about how to create a triad of communication. (Q#6) because although the session was great, evaluator felt this area was already a strength and did not need more ideas.
• Thank you all! Great results through your considerable effort.
• Excellent job.
• A Day in the Life of the Student-Athlete was one of the least valuable sections because of our roles as ADR are already familiar with this.
• The least valuable piece was the Communicating Effectively Across the Athletics Triad because of content was situation specific and not operating practice based.
• Was well done. I would have benefited from this years ago, much of this I already know but the refresher and organization was great.
• Continue the Institute.
• Thank you (4).
• All of it was helpful.
• Would like more of “awareness of NCAA post-graduate scholarships, funded programs and student-athlete well-being resources” (Q#11).
• Love having presidents. (President Haas was great!)
• The Triad Communication panel was not helpful.
• Great job everyone!
<table>
<thead>
<tr>
<th>Request</th>
<th># participants</th>
<th>Budget per individual</th>
<th>Budget</th>
<th>Actual</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel for participants</td>
<td>42</td>
<td>$ 500</td>
<td>$ 21,000</td>
<td>$12,845</td>
<td>Two participants have yet to submit mileage.</td>
</tr>
<tr>
<td>Lodging for three nights</td>
<td>42</td>
<td>$ 750</td>
<td>$ 31,500</td>
<td>$ 25,099</td>
<td>Budgeted hotel rate of $250.</td>
</tr>
<tr>
<td>Travel and hotel for select speakers</td>
<td>5</td>
<td>$ 1,000</td>
<td>$ 5,000</td>
<td>$ 278</td>
<td>We have a few hundred dollars still outstanding for speakers.</td>
</tr>
<tr>
<td>Meals- Wednesday Reception</td>
<td>47</td>
<td>$ 30</td>
<td>$ 1,410</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals- Wednesday beverage service</td>
<td>47</td>
<td>$ 15</td>
<td>$ 705</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals - Thurs. breakfast</td>
<td>47</td>
<td>$ 35</td>
<td>$ 1,645</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals- Thursday beverage service</td>
<td>47</td>
<td>$ 15</td>
<td>$ 705</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Food and Beverage in Room</td>
<td>47</td>
<td>$ 95</td>
<td>$ 4,465</td>
<td>$ 8,438</td>
<td></td>
</tr>
<tr>
<td>Reception for all ADRs at Convention</td>
<td></td>
<td></td>
<td>$ 5,000</td>
<td>$ 5,958</td>
<td></td>
</tr>
<tr>
<td>Gifts - participants and speakers</td>
<td>47</td>
<td>$ 25</td>
<td>$ 1,175</td>
<td>$ 800</td>
<td></td>
</tr>
<tr>
<td>NCAA Convention registration fee waiver</td>
<td>42</td>
<td>$ 225</td>
<td>$ 9,450</td>
<td>$ 8,775</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>NA</td>
<td>NA</td>
<td>$ 7,945</td>
<td>$ 4,974</td>
<td>Audio visual, notebooks/copies</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$ 90,000</td>
<td>$ 67,166</td>
<td></td>
</tr>
</tbody>
</table>
At the conclusion of the NCAA Division III Student Immersion Program, held January 17 – 20, 2018, the participants filled out a brief feedback survey that included seven rating questions and five open-ended questions. Overall, 39 of 40 participants provided their input. The summary of their comments can be found below.

<table>
<thead>
<tr>
<th>Overall</th>
<th>Very Helpful</th>
<th>Somewhat Helpful</th>
<th>Not Helpful</th>
<th>No Opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>How helpful was the Division III Student Immersion Program Welcome Session?</td>
<td>34</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>How informative did you find the content of the welcome binder materials?</td>
<td>37</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>How informative and/or helpful did you find the mentor breakfast?</td>
<td>29</td>
<td>7</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>How informative and/or helpful did you find the Career Opportunities Panel?</td>
<td>30</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>How informative and/or helpful did you find the DiSC Session?</td>
<td>32</td>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>How helpful was it to have an assigned mentor?</td>
<td>34</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>How helpful was the program in building your confidence to pursue a career in athletics administration or coaching?</td>
<td>30</td>
<td>8</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Briefly, identify any expectations met or not met with your assigned mentors:

Many participants stated their expectations were met with their mentors. The most common met expectations included mentors serving as resources and being informative about convention and athletics administration. Further, participants noted their mentors were great communicators and offered advice. Numerous participants noted their mentors met their expectations by discussing a plan/path to excel in their future careers. The most common unmet expectation was a lack of time to engage their mentors during the NCAA Convention.

Briefly, identify and expectations met or not met during the Division III Student Immersion Program:

The program surpassed the participant’s expectations. They said the program was well organized, informative, and influential during the four days. Most were excited to grow professionally and personally with the experience. They were enthusiastic about meeting people and making peer connections with the cohort and with administrators in the Division III membership. Many said that they made new lifelong friends and connections. Several learned more about the NCAA and how Division III operates by attending the Issues Forum and Business Session.
Several participants expressed a lack of understanding on how to network and recommended a networking workshop for next year. The participants also noted that most of the Thursday educational sessions were not student-focused. Some believed the sessions were long and wanted more of an assortment of educational sessions.

**Recommendations for future Student Immersion Programs:**

Multiple participants offered the following recommendations for future programs:

- Include the Thursday educational session descriptions to help plan decision making;
- Expand the program beyond the current four days (one week);
- Have scheduled breaks because of the long days;
- Allow for more time with mentors;
- Provide direction on how to network (i.e. conversation starters); and
- Debate legislation amongst Student Immersion participants.

**Was the information presented in a useful format?**

Participants noted the information was presented to them in a clear, organized, and useful format. Many said the programming was great because it was broken down into sections and kept the participants busy. Some stated that the DiSC workshop created a concrete bond between the cohort by learning their personality types.

**Do you feel more prepared to start a career in Division III athletics?**

Most participants stated they do feel more prepared. Numerous stated their confidence levels have increased along with their comfortability with pursuing a career in Division III athletics. Some shared they had no interest in athletics before the program, but their interest has increased. A few shared that the program has pointed them in the right direction.

**General Comments:**

Many participants were grateful and thankful for the opportunity to attend. They stated that this program is the best experience of their life and the relationships will be valued for a lifetime. Several asked to continue the programming for this group at a future convention because they formed such close bonds and feel supported by each other.
NCAA Division III
Student Immersion Program Mentors Feedback Summary

After the NCAA Division III Student Immersion Program, held January 17 – 20, 2018, staff requested the mentors, administrative and career path, complete a brief feedback survey that included five rating questions and six open-ended questions. Overall, nineteen of 35 mentors provided feedback. The summary of their comments can be found below.

<table>
<thead>
<tr>
<th>Overall</th>
<th>Very Helpful</th>
<th>Somewhat Helpful</th>
<th>Not Helpful</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>How helpful was the Meet and Greet Session with your mentees?</td>
<td>11</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>How informative and/or helpful did you find the breakfast with your mentees?</td>
<td>7</td>
<td>3</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>How informative and/or helpful did you find the Career Opportunities panel and session?</td>
<td>9</td>
<td>1</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>How helpful do you believe it was for students to have an assigned mentor?</td>
<td>18</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>How helpful do you believe the program was in building your mentees’ confidence to pursue a career in athletics administration or coaching?</td>
<td>16</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Briefly, identify any expectations met or not met with your assigned mentees:

Many mentors stated their expectations were met with assigned mentees. Several stated that their mentees were interested and engaged participants. Unmet expectations included allowing more time with mentees (e.g. additional programing or dinners). Some mentors noted a lack of communication as some mentees did not reach out prior to the NCAA Convention. These mentors noted pre-convention discussions are important as it establishes expectations and mentees can better learn how to navigate convention.

Briefly, identify any expectations met or not met during the Division III Student Immersion Program:

Many mentors specified that the program met or exceeded their expectations. The program was well organized and a rewarding experience. Some mentors stated that communication could be improved by having clear and more defined mentor and mentee responsibilities. It was suggested that there should be a verbal overview of the mentors/mentees role in the program. Mentors also stated that the mentees were engaged and showed that they wanted to be in the program.
Recommendations for future Student Immersion Programs:

The mentors largely suggested more of what was already offered in the program. Many asked for more time with their mentees throughout convention. Several specifically asked for an opportunity to connect on a more casual, personal level such as coffee or dinner to build a stronger relationship with mentees. A few recommended that it should be an expectation to attend sessions together. Another suggestion included pairing mentees with mentors sooner. Many stated that the program was very essential.

As we seek new mentors for Student Immersion Programs, what should we highlight about the experience?

Several mentors stated the ability to “pay it forward” by showing the next generation of soon to be graduates the world of collegiate athletics. Others stated the potential to create a bond with mentees and embracing the role of a mentor by having the opportunity to influence, impact, and transform young individuals. Additionally, it was stated that serving as a mentor is a valuable experience which could be used to demonstrate a commitment to participants while gaining new perspectives with a minimal time commitment.

Do you believe your mentees’ participation in the Student Immersion Program has increased their interest in a career in Division III athletics?

Most mentors stated their mentees’ interest to pursue a career in Division III athletics increased during the convention. Many mentors detailed that mentees were enthusiastic and inspired about the industry and how it works. Mentors also noted that the program opened doors to meeting new people and participants learned how to professionally interact with others in the business. Additionally, mentors stated that mentees have a better understanding and the tools to pursue a path in Division III athletics. There were some who shared that their mentees were not interested in a career in athletics.

General Comments:

Many mentors offered their thanks for the opportunity to participate in the program and were honored to be a part of a special group. Several mentors were appreciative of how Division III is actively making tangible steps to create opportunities for students. Mentors also expressed an interest to participate in future opportunities.
<table>
<thead>
<tr>
<th>Request</th>
<th># participants</th>
<th>Budget per individual</th>
<th>Budget</th>
<th>Actual</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel for participants</td>
<td>40</td>
<td>$500</td>
<td>$20,000</td>
<td>$12,442</td>
<td></td>
</tr>
<tr>
<td>Lodging for max. three nights (two per room)</td>
<td>40</td>
<td>$250/night</td>
<td>$15,000</td>
<td>$15,037</td>
<td>Hotel rate is $250/night - two to a room so 20 doubles</td>
</tr>
<tr>
<td>Meals - Wed. snack (participants)</td>
<td>40</td>
<td></td>
<td>$1,200</td>
<td>$276</td>
<td></td>
</tr>
<tr>
<td>Meals - Thurs. breakfast (participants and mentors)</td>
<td>65</td>
<td>$3,000</td>
<td>$3,292</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals - Thurs. snack (participants)</td>
<td>40</td>
<td>$1,200</td>
<td>$816</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals – Sat. box lunch (participants and mentors)</td>
<td>65</td>
<td>$3,000</td>
<td>$3,462</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts - participants</td>
<td>40</td>
<td>$40</td>
<td>$2,000</td>
<td>$1,289</td>
<td>Binders for participants = $1,289</td>
</tr>
<tr>
<td>Gifts - mentors</td>
<td>35</td>
<td>$25</td>
<td>$875</td>
<td>$774</td>
<td>Cups for mentors = $774</td>
</tr>
<tr>
<td>Photo and certificate</td>
<td>40</td>
<td>$10</td>
<td>$400</td>
<td>$320</td>
<td></td>
</tr>
<tr>
<td>NCAA Convention registration fee waiver</td>
<td>40</td>
<td>$25</td>
<td>$1,000</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Honorarium</td>
<td>40</td>
<td>$150</td>
<td>$6,000</td>
<td>$5,600</td>
<td></td>
</tr>
<tr>
<td>Honors tickets</td>
<td>40</td>
<td></td>
<td>$800</td>
<td>$800</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td>$5,525</td>
<td>$2,889</td>
<td>Audio visual</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$60,000</td>
<td>$47,997</td>
<td></td>
</tr>
</tbody>
</table>
Pilot Parameters:

All Division III schools that sponsor men’s and/or women’s ice hockey will participate in a one-year pilot for the 2018-2019 season.

The pilot parameters will include the following:

1. The NCAA Eligibility Center (EC) will conduct a sports participation review history of all international, first year men’s and women’s ice hockey student-athletes. For the purpose of the pilot, an international student is defined as any student who attended a secondary or postsecondary school outside the United States, participated in athletics outside the United States or whose permanent residence is outside the United States. A first-year student is defined as a student-athlete’s first year at a Division III institution; transfer students with no prior Division III enrollment are included in the pilot.

2. All international, first year men’s and women’s ice hockey players must complete the EC’s free, online Profile Page to provide baseline information and obtain a unique NCAA ID number.

3. On August 1 or later, institutions that sponsor men’s and/or women’s ice hockey must submit the names of the international first year student-athletes on their men’s and women’s ice hockey rosters to the EC at D3_hockey@ncaa.org. All players must be accepted by and have paid a deposit to the institution.

4. Upon receipt of the roster (name and NCAA ID number), the EC will reach out to the international student-athletes for needed additional information to review their sports participation history and copy the member institution. Student-athletes will respond to a dedicated Division III Eligibility Center email address.

5. The participation history review will include an assessment of the teams and leagues with which a prospective student-athlete participated, evaluation of any compensation or other benefits associated with athletics participation and evaluation of possible agent involvement. Reviews will be completed in the order received and may require institutional involvement in order to address questions. The reviews will not include any evaluation of delayed collegiate enrollment (NCAA Division III Bylaw 12.1.4).

6. Reviews typically take two to three days once the EC obtains all information. If there are complicating factors, reviews can take up to three weeks. Once a review is completed, an email will be sent to the institution and copied to the conference office. Summary level data will be provided to the conference offices.

7. The EC will provide comprehensive periodic reports to the institution and conference office.

8. Any questions from student-athletes, institutional personnel and conference offices should be directed to the dedicated Division III Eligibility Center email address (D3_hockey@ncaa.org)
9. There will be no academic certification review.

10. In January 2018, the Division III Management Council waived the requirement for pilot participants to complete Form 17-10c: General Amateurism and Eligibility Form for International and Select Student-Athletes, since the EC will be conducting the international student-athlete participation review history.

11. All EC reviews and findings are final and binding. There will be a Fact-Finding Committee to review disputed findings. The member institution may also pursue additional relief through the legislative relief waiver process if mitigating factors exist.

12. The NCAA will pay the $135 fee to conduct each review. Prospective student-athletes who have previously registered for an EC certification account will not be reimbursed. Estimated total expense: $10,000.

Pilot desired outcomes include the following:

- Track the institutions that submit names to the EC. These names will be compared to the master-list of ice hockey schools.
- Track how many names are submitted from each institution.
- Track the dates that institutions submit the roster lists.
- Determine how many of the submitted names are already in the EC certification queue. They will have already paid the $135. And of these, how many were on a Division I or Division II IRL?
- Determine how long it takes the EC to complete each participation history review. This data will allow us to compare with Divisions I and II and give us an idea as to how much burden the process can remove from schools.
- Determine how many international student-athletes are cleared to participate and how many are denied participation. If denied, why?
- Identify how many calls were driven to the NCAA Customer Service Center from this population.
- The EC will provide summary information on the student-athletes including country of origin, age, and institution they’re attending.

If the pilot is a success, the governance structure and membership could consider expanding the concept to include other sports or propose related legislation.
NCAA Internal Audit Process

The NCAA internal audit department has expressed the need to conduct a more thorough and regular assessment all NCAA grants and scholarships including the Division III Strategic Initiatives Conference Grant Program. The assessment is consistent with better business practices, the desire for greater accountability and the significant dollar value allocated to NCAA grant and scholarship programs. Based on the internal audit department’s suggestions, the Division III governance staff has developed the following draft proposal.

Scope of Work

Each year, following the fall review of the conference grant, the Conference Grant Review Subcommittee of the Strategic Planning and Finance Committee (SPFC) shall submit at least three conferences for a Level Two review (as defined in the Conference Grant Program Policies and Procedures document). This review may be part of the national office’s program to monitor grant funding or may be for cause. To identify the three conferences selected, the subcommittee will first determine if any conferences should receive a for-cause audit, based on the rationale detailed in the policies and procedures document. The subcommittee will select the remaining conferences on a rotational basis.

A Level Two assessment entails the NCAA collecting the conference’s receipts and other grant related documents for examination and validation. The NCAA director of internal audit will initiate the assessment by contacting the conference office, via teleconference, to discuss the assessment timeline and process. NCAA staff will then provide a document request that lists the documents required to complete the review. Additionally, staff will schedule a follow-up teleconference to discuss the supporting documentation. The Level Two assessment usually takes less than one week to complete once all information is received.

Following the Level Two assessment, a report will be presented to the subcommittee to outline any findings and outstanding questions that may have resulted from the assessment. Following its review, the subcommittee will present a report to SPFC outlining its findings. If the assessment shows that funds have been used in a manner inconsistent with the grant program policy, SPFC will act based on the criteria defined in the policies and procedures document.

Every conference that completes a Level Two assessment will receive a follow-up letter of finding regarding the outcome of the review.

Questions to be addressed in forthcoming Q&A communication to the membership

Beyond the information detailed above, the following is a list of potential questions that should be addressed in a forthcoming Q&A document to the Division III Commissioners Association.

1. Who would the letter of finding be sent to?
2. What is the standard response time requirement for a conference to submit all requested documentation following the initial teleconference?
3. Would the conference’s third-party reviewer be contacted or need to participate in the Level Two assessment process?
4. If the third-party reviewer needs to participate in the review, would the NCAA provide additional grant dollars to offset the time requirement for that individual?
5. If a conference is selected for a Level II review, does the conference need to submit the Third-Party review?
Per our recent discussions, please accept this email as the official request from the Division III Commissioners Association (DIIICA) Conference Grant Subcommittee for consideration of a change in NCAA Division III Strategic Initiative Conference Grant policies, beginning in the 2018-19 academic year.

After receiving a request from an individual commissioner requesting permission to use Tier I grant monies to send a conference representative to the N4A national conference, our subcommittee held a larger discussion regarding the viability and appropriateness of using Tier I funds for athletic directors outside the traditional uses for ethnic minority professional development.

With the recent additions of sports information directors (SIDs) and athletics trainers as groups approved for possible Tier I professional development usage, athletics directors (ADs) are really the only group in the DIII governance structure without access to these types of funds. After looking into the individual request, it became clear that trying to pick and choose which organizations should be approved and which should not for grant funding was extremely challenging on a number of levels.

As such, we have reached consensus as a subcommittee on the following request to Strategic Planning and Finance Committee:

"Tier I funding may be used by a conference for funding for a conference athletics director to attend any professional development organization conference/workshop under the NACDA umbrella of organizations. This will not be a required expenditure under Tier I - rather, it should be available as a voluntary option for conferences after all Tier I requirements have been met if there is funding left over. The 25% rule (maximum funding for conference office personnel in Tier I) still applies to all Division III conferences."

I hope the rationale and wording for this request is clear. If you need additional information or if I can answer any questions, please do not hesitate to contact me.

Thanks in advance. Your consideration of this formal request is greatly appreciated, as always, as is your continued willingness to work with our subcommittee to improve and strengthen the Division III Strategic Initiative Grant policies.

Joe Onderko
PAC Commissioner - DIIICA vice president, chair of DIIICA conference grant subcommittee

On behalf of DIIICA Conference Grant Subcommittee members:
Joe Walsh, GNAC (SPFC member)
Candice Poiss Murray, NEAC (SPFC member)
Keri Luchowski, NCAC
Andrea Savage, NESCAC
Tom Hart, USA South

CC: Chuck Yrigoyen, DIIICA president; Dan McKane, DIIICA past president
DIVISION III CONFERENCE GRANT
TIER ONE REQUIREMENTS
AT A GLANCE

ANNUAL SPENDING REQUIREMENT: SPECIFIC DOLLAR ALLOCATIONS

- **STUDENT-ATHLETE ADVISORY COMMITTEE**
  - min of $200 x 
    - # of conference schools
- **CONFERENCE OFFICE STAFF**
  - max = 25% of tier one total
- **CAMPUS SPORTS INFORMATION DIRECTORS**
  - min = $1,000

ANNUAL SPENDING REQUIREMENT: NO SET DOLLAR AMOUNT

- **CAMPUS SENIOR WOMAN ADMINISTRATORS**
- **COMPLIANCE AND RULES SEMINAR EDUCATION**
- **FACULTY ATHLETIC REPRESENTATIVES**

BIENNIAL REQUIREMENT

- **ETHNIC MINORITIES**
  - no set dollar amount
- **ATHLETIC TRAINERS**
- **ATHLETICS DIRECT REPORTS**

OPTIONAL: NO SET DOLLAR AMOUNT

Strategic Initiatives
Conference Grant Program
POLICIES AND PROCEDURES

2018–22 Funding Cycle
(Revised March 2018)

All grant related resources are available at the Division III Strategic Initiatives Grant Program homepage
Table of Contents

Goals of the Grant Program ................................................................. 3
General Overview of Tiers ............................................................... 4
Overall Grant Program Policies and Procedures ................................. 6
Appropriate Usage of Funds Within Each Tier ................................... 10
  Appropriate Usage of Tier One Funds ............................................. 10
  Appropriate Usage of Tier Two Funds ........................................... 16
  Appropriate Usage of Tier Three Funds ......................................... 22
  Appropriate Usage of the Administrative Stipend ........................... 26
Note: Highlighted items indicated language that has been added or amended since the previous policy update (February 2016).

The NCAA Division III Strategic Initiatives Conference Grant Program allocates funds to all NCAA Division III voting conferences and the Association of Division III Independents to encourage collaboration, involvement and accountability among all Division III constituent groups in support of the priorities detailed in the Division III Strategic Plan. The program offers Division III conferences and the Association of Independents the opportunity to advance Division III priorities in ways most meaningful at the local level. Presidential oversight and accountability with the process and budget allocations, consistent with the legislated leadership role of presidents within conference governance, is paramount.

**Goals of the Grant Program:**

1. Make efficient use of national resources to serve local needs and realize Division III strategic priorities.

2. Encourage broad-based strategic initiative participation and collaboration between conference constituents.
General Overview of Tiers:

The funding for this grant program consists of three primary tiers and an administrative stipend. A summary of the three primary tiers is provided here, with specific funding usage instructions for each tier provided in a later portion of this policies and procedures guide.

Tier One – Professional Development, Education and Communication. Conferences are provided funding to support the attendance of designated constituents at specific professional development events. There is a list of preapproved constituents and events for this tier. This list is not exhaustive, and approval can be given for other uses. The focus of Tier One is to support administrative advancement for the following constituent groups or events: student-athlete advisory committee (SAAC), compliance and rules seminar education, faculty athletics representative (FAR) enhancement, senior woman administrator (SWA) enhancement, athletics direct report (ADR) enhancement, athletics trainers’ enhancement, ethnic minority/diversity enhancement and conference office travel. Conferences are expected to support most of these constituent groups on an annual basis; exceptions are described in the Tier One policy section of this guide. Conferences may request approval to send designated constituents to events beyond the preapproved list by making such request to the grant administrator at the NCAA national office, and, while Tier One does not cover coaching related events, coaching related professional development may be funded using Tier Three. Tier One policies allow conference offices to spend up to 25 percent of Tier One annual funding within the category of conference office travel.

Tier Two – Social Responsibility and Integration. Tier Two operates on a four-year cycle and includes four core values or initiatives:

1. Student-Athlete Well-Being/Community Service;
2. Sportsmanship;
3. Equity and Inclusion; and
4. Identity and Integration Activities (optional).

A conference must demonstrate financial support of each of initiatives one through three in the above list over the course of a four-year period, though this financial support may come from a source other than the Strategic Initiatives Conference Grant Program. In satisfying Tier Two, funds may be used for conference-wide programming or provided directly to institutions. The Identity and Integration Activity is not a required initiative (though that initiative remains a permissible use of Tier Two funds).

Tier Three – Quality of the Participation Experience. Tier Three includes a series of optional strategic enhancements (technology, officiating improvement, athletics training/sports medicine and nutrition, promotions and marketing/Division III Identity, championships enhancements and professional development). Conferences may also use Tier Three funds on permissible Tier One or Tier Two initiatives, or any other initiative that can be justified by the Division III Strategic Plan. In addition, coaching related professional development may be funded using Tier Three.
Administrative Stipend (‘Tier Four’). Conferences are provided with an administrative stipend to offset the costs of grant program administration including coordination of the annual required third-party review. Conferences may choose to contract out the grant administration or manage the program with existing staff. This administrative stipend is listed under “Tier Four” within the grant reporting system; however, reporting on how the administrative stipend was used is not required. Sample grant administrator duties may be accessed on the Division III Strategic Initiatives Grant Program homepage.
Overall Grant Program Policies and Procedures:

1. This program was formally approved by the governance structure and endorsed by the Division III Commissioner’s Association in 2005 and launched in 2006-07. Grant allocations and policies are reviewed annually by the NCAA Division III Strategic Planning and Finance Committee, which includes representation from the Division III Commissioner’s Association.

2. Currently, conferences are allocated between $45,000 to $90,000 annually based on the number of active conference members.

3. To receive funding, conferences must complete the following annual forms:
   
   a. **Impact Form Report – due July 15** (following the academic year in which funds were used). The impact form report describes fund use and its impact on the conference (including self-certification), which affirms with the commissioner’s signature that the conference office will submit a third-party external review by October 15 each year. The annual impact form report is completed through the online conference grant program and can be accessed on the [Division III Strategic Initiatives Grant Program homepage](#). The homepage also contains a detailed online grant program users guide.

   b. **Requisition Form – due July 15** (in advance of the academic year in which funds will be provided). The Requisition Form affirms that the conference office will accept funds and use them in an appropriate manner. The form also provides verification from the conference office on the number of member institutions the conference will have in the year of grant funding. The annual requisition form is completed through the online conference grant program and can be accessed on the [Division III Strategic Initiatives Grant Program homepage](#). The homepage also contains a detailed online grant program users guide.

   c. **Third-Party Review Form – due October 15** (following the academic year in which funds were used). The third-party review form provides documentation of a third-party external review of grant fund usage. The current third-party review form may always be accessed on the [Division III Strategic Initiatives Grant Program homepage](#).

4. Conferences should initiate broad-based, conference-wide dialogue to establish the policies governing the distribution of funds and the selection of grant recipients. To acknowledge this broad-based dialogue, upon submission the conference office will be checking a box that indicates that the grant usage has been shared and reviewed by an AD, SWA, FAR and a conference SAAC member. These four individuals also will receive an email copy of the final report and will be given two weeks to express any concerns related to that report to the grant administrator at the NCAA national office. This step is taken to ensure that the conference has used a broad-based and inclusive approach in determining grant usage and distribution of funds.

5. In July and August, the NCAA staff will conduct its standard review of each conference’s impact form submitted to the national office, as well as confirm receipt of the conference’s requisition form. Following the NCAA staff review, the Conference Grant Review Subcommittee of the Strategic Planning and Finance Committee will conduct a review of the
conference impact forms. At this point, the subcommittee may deem that a Level Two review is necessary. This assessment may be part of the national office’s program to monitor grant funding or may be for cause. If a Level Two (for cause) assessment is deemed necessary, it would entail the NCAA collecting some of the conference’s receipts and other grant related documents for examination and validation. Issues that may trigger a Level Two (for cause) assessment include:

a. Not submitting the third party external review by the October 15 deadline;

b. Inconsistencies between accounting and narrative sections of the Impact Form;

c. Lack of detail provided in the narrative section of the Impact Form: and

d. Failure to abide by grant program policy with reported spending.

This list is only a sample and not an exhaustive list.

6. Following the Level Two (for cause) assessment, a report is will be presented to the Conference Grant Review Subcommittee of the Strategic Planning and Finance Committee to outline any findings and outstanding questions that may have resulted from the assessment.

7. If a conference allocates, or an institution uses, funds in a manner inconsistent with grant program policy, the Strategic Planning and Finance Committee will take one of four actions, depending on the nature of the fund use:

a. Issue a warning to the commissioner, conference athletics director and conference president/chancellor that such fund use shall not be permitted in the future;

b. Deduct the misused funds that were used in a manner inconsistent with grant program policies from the conference’s next annual grant allocation;

c. Require the conference to reimburse the NCAA in an amount equal to the misused funds that were used in a manner inconsistent with grant program policies. The conference is responsible for this reimbursement; however, it may require the institution to submit funds to the conference; or

d. Audit fund use and take other steps as deemed necessary by the staff or committee.

8. The deadline for completion of the Impact Form and Requisition Form (including required signatures) is July 15. The online Impact Form may be accessed on the Division III Strategic Initiatives Grant Program homepage. The homepage also contains a detailed online grant program users guide. The deadline for the annual third-party review form is October 15 each year.

9. Conferences will be provided a two-day grace period for submitting the online Impact Form before being penalized a late fee of $500 per week. The fine will be removed from the coming year’s administrative portion of the grant.
10. Funds are typically distributed in September each year.

11. If a conference has a question about application of grant program policy or permissible use of funds, those questions may be forwarded to Jay Jones (jkjones@ncaa.org), the grant program administrator, who will apply program precedent in granting approval or submit the question to the Division III Commissioner’s Association Conference Grant Subcommittee or to the Division III Strategic Planning and Finance Committee representatives for review.

   a. For every check that is distributed, a receipt or document will be kept in the conference office.
   b. Conference offices will complete and submit a Requisition Form with the annual Impact Form. The Requisition Form affirms that the conference office will accept funds for the coming year and use them in an appropriate manner.
   c. Conferences must submit an annual third-party external review form not later than October 15. Third-party external reviewers will be independent of the conference’s daily operations, accounting and approval processes. Examples of appropriate third-party reviewers are a member institution’s business office (that does not handle conference finances directly); chair of the conference’s presidential oversight body (e.g., institutional president); the conference’s bank; or an outside accounting firm; etc. The current third-party review form may always be accessed on the Division III Strategic Initiatives Grant Program homepage.
   d. Beginning in 2012, $400 in additional Tier Four grant funding was added to offset the cost of a third-party external review each year.

   a. Provisional members are not taken into account in the determination of the allocation of funds to each conference; however, conferences that have provisional members may choose to share grant resources with those member institutions.
   b. Conferences with members in two conferences will receive allocations for "half-members" (.5). With the adoption of NCAA Division III Proposal No. 2012-2, there shall not be any new conferences entering into such an arrangement, but relationships existing on or before August 1, 2012, will continue to be honored.
   c. The Association of Division III Independents will support its current members as well as independent institutions that are not members of that Association.
   d. Tier One and Tier Two allocations are based on the number of active member institutions in a conference. Tier Three allocations include an equal-base allocation for all conferences, plus an additional allocation per member institution. All conferences
shall receive an equal allocation to support the administrative expense of managing this program including the annual third party external review.

e. Because Tier Three is the flex tier, those funds may be spent as described in the Tier Three policies, which includes any initiative permissible under Tiers One or Two, since these tiers are based on the Division III Strategic Plan. Use of Tier One and Tier Two funds are limited to the specific parameters described for those tiers.

f. Allocations will vary each year based on fluctuating membership numbers and overall grant program budget adjustments.

13. Unused funds must be returned to the NCAA with two exceptions:

   a. Exception One: If the conference has a remaining unused amount of funds amounting to $300 or less within a particular tier, those dollars will not ‘carry over’ for required usage in the following year. In addition, the conference will not be required to provide a plan for future usage of those dollars, nor will the system flag those dollars for an explanation. Any tier with a carryover of $301 or more will continue to require an explanation and plan for future usage. A conference may retain any unused funds totaling $1,000 or less (across all three tiers combined), provided that the conference submits its justification and plans for the future use of the excess funds in the conference’s impact form. This does not require committee approval.

   b. Exception Two: A conference may retain unused funds in excess of $1,000 (beyond $301 in any single tier) provided that the conference submits a detailed plan regarding how the excess funds will be used and the Strategic Planning and Finance Committee approves the plan.

Conferences may pre-emptively request authorization to pool funds across years of the grant program, as long as the funds are to be allocated within the four-year grant cycle (e.g., 2014-18).
Appropriate Usage of Funds Within Each Tier

**Tier One – Professional Development, Education and Communication:**
Specific Spending Requirements and Preapproved Uses

Tier One funds are meant to support administrative professional development. While coaches are eligible for Tier One funds in some cases, these funds may not be used to support coaching specific events. **Coaching specific events may only be funded using Tier Three funds.** There is a Tier One infographic available on the [Division III Strategic Initiatives Grant Program homepage](#).

<table>
<thead>
<tr>
<th>Student-Athlete Advisory Committee (SAAC).</th>
<th>Preapproved uses of SAAC funds include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual spending is required.</td>
<td>1. Conference SAAC meeting and communication expenses (e.g., travel and meals for student-athletes and advisors).</td>
</tr>
<tr>
<td>Conferences shall spend at least $200 per member institution in support of the conference SAAC.</td>
<td>2. Guest speakers for conference SAAC meetings.</td>
</tr>
<tr>
<td></td>
<td>3. Conference SAAC t-shirts.</td>
</tr>
<tr>
<td></td>
<td>4. Conference SAAC leadership banquet or retreat.</td>
</tr>
<tr>
<td></td>
<td>5. Expenses related to conference SAAC directed community service projects.</td>
</tr>
<tr>
<td></td>
<td>6. Conference SAAC website creation and maintenance (including blogs and polling devices).</td>
</tr>
<tr>
<td></td>
<td>7. Promotions of conference SAAC initiatives (e.g., sportsmanship giveaways, posters, marketing of National Student-Athlete Day).</td>
</tr>
<tr>
<td></td>
<td>8. Conference SAAC logo development.</td>
</tr>
<tr>
<td></td>
<td>9. Increasing committee size.</td>
</tr>
<tr>
<td></td>
<td>10. Conference SAAC Scholar-Athlete of the Month program.</td>
</tr>
<tr>
<td></td>
<td>11. Student or SAAC led initiatives to raise awareness of equity or inclusion issues.</td>
</tr>
</tbody>
</table>

**NOTE:** Other uses may be permissible; however, require approval from the conference grant administrator.

<table>
<thead>
<tr>
<th>Compliance and Rules Seminar Education.</th>
<th>Preapproved uses of Compliance and Rules Seminar Education funds include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual spending is required.</td>
<td>1. NCAA Regional Rules Seminars.</td>
</tr>
<tr>
<td>There is no set minimum dollar amount that is required to be spent.</td>
<td>2. Up to $1,500 to support the overall costs of a regional-based Conference Rules Seminar event. (Only permissible in the year which a conference is hosting a Conference Rules Seminar).</td>
</tr>
<tr>
<td></td>
<td>3. Travel expenses for Conference Rules Seminar event attendees.</td>
</tr>
</tbody>
</table>

**NOTE:** Other uses may be permissible; however, require approval from the conference grant administrator.
<p>| <strong>Faculty Athletics Representative (FAR)</strong>&lt;br&gt;<strong>Annual spending is required.</strong>&lt;br&gt;There is no set minimum dollar amount that is required to be spent. | Preapproved uses of FAR funds include:&lt;br&gt;1. FARA Annual Meeting and Symposium.&lt;br&gt;2. NCAA Convention.&lt;br&gt;3. NCAA Inclusion Forum.&lt;br&gt;4. NCAA Regional Rules Seminar.&lt;br&gt;5. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIIIAA, Women’s Leaders in College Sports.&lt;br&gt;&lt;br&gt;If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.&lt;br&gt;&lt;br&gt;NOTE: Other uses may be permissible; however, require approval from the conference grant administrator. |
| <strong>Campus Senior Woman Administrators (SWA)</strong>&lt;br&gt;<strong>Annual spending is required.</strong>&lt;br&gt;There is no set minimum dollar amount that is required to be spent. | Preapproved uses of SWA funds include:&lt;br&gt;1. NCAA Convention.&lt;br&gt;2. Women’s Leaders in College Sports Convention.&lt;br&gt;3. NCAA Equity and Inclusion Forum.&lt;br&gt;4. NCAA Women’s Leadership Symposium.&lt;br&gt;5. Women’s Leaders in College Sports Institutes (Administrative Advancement, Leadership Enhancement and Executive).&lt;br&gt;6. Title IX seminars, generally.&lt;br&gt;7. NCAA Regional Rules Seminar.&lt;br&gt;8. NACDA&lt;br&gt;&lt;br&gt;If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.&lt;br&gt;&lt;br&gt;SWA funds may not be used to fund professional development for a female director of athletics, including attendance at the NCAA Convention.&lt;br&gt;&lt;br&gt;SWA funds may be used to support attendance at the list of preapproved events for SWAs and individuals aspiring to hold the designation of SWA.&lt;br&gt;&lt;br&gt;NOTE: Other uses may be permissible; however, require approval from the conference grant administrator. |</p>
<table>
<thead>
<tr>
<th><strong>Campus Sports Information Directors (SID)</strong></th>
<th>Preapproved uses of member institution SIDs funds include:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual spending is required.</strong></td>
<td>1. The annual CoSIDA meeting.</td>
</tr>
<tr>
<td><strong>At least $1,000 is required to be spent in this category in support of member institution’s SIDs.</strong></td>
<td>2. The annual ECAC SIDA meeting.</td>
</tr>
</tbody>
</table>

If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.

NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.
| Athletic Direct Reports  
| (ADR - Vice Presidents OR Presidents to whom athletics directly reports) | Preapproved uses of ADR funds include: |
| | Annual spending is strongly encouraged, but optional. | 1. NCAA Convention. |
| | | 2. NCAA Inclusion Forum. |
| | | 3. NCAA Regional Rules Seminar. |
| | | 4. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIIIAA, Women’s Leaders in College Sports. |
| | Funding for these preapproved uses can be provided for a president if he or she serves as the ADR. | |
| | If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event. | |
| | NOTE: Other uses may be permissible; however, require approval from the conference grant administrator. | |
### Conference Office Staff

- **Tier One – Appropriate Usage**

**Annual spending is required.**

No more than 25% of the Tier One total amount can be spent within this category.

**Preapproved uses of Conference Office staff funds include:**

- Attendance at D3CA summer meeting;
- CoSIDA and/or ECAC SIDA meetings;
- NCAA Convention;
- NCAA Regional Rules Seminars;
- Women’s Leaders in College Sports Convention;
- NCAA Equity and Inclusion Forum;
- NCAA Women’s Leadership Symposium;
- Women’s Leaders in College Sports Institutes (Administrative Advancement, Leadership Enhancement and Executive); and
- Title IX seminars, generally.

In respect of a previous increase in funding to this initiative, the conference office must use some Tier 1 dollars to provide the conference SID with professional development programming at least every other year.

No more than 25% of the Tier One total amount can be spent within the Conference Office Staff category.

### Ethnic Minorities

**Biennial spending is required (e.g., at a minimum there must be some funding provided within this category every other year)**

There is no set minimum dollar amount that is required to be spent.

**Preapproved uses of Ethnic Minority funds include:**

1. General administrative professional development opportunities offered by the affiliate groups of the BCA, MOAA, NACDA, NADIIAA, Women’s Leaders in College Sports.
2. NCAA Inclusion Forum.
3. NCAA Regional Rules Seminar.
4. Professional membership dues to specific organizations geared toward ethnic/minority athletics administrators. (In order to receive the funding under this usage, the recipient must show proof of attending or participating in an educational/professional development program with the organization.)

If a conference does not have a racial or ethnic minority administrator available to attend one of the preapproved events, they also may send an ethnic minority coach to an event other than a coaching convention or send an ethnic minority student-athlete to the NCAA Convention. In the latter case, the student-athlete must have an interest in pursuing a career in athletics, and the conference must commit to making the Convention a meaningful experience for the student-athlete.

If all options for racial or ethnic minority candidates have been exhausted, conferences may provide funding for any administrator to attend an event specifically designed to increase campus or conference diversity or to help campuses or conferences develop...
strategies to generate diverse candidate pools. An example of such an event would be the NCAA Inclusion Forum.

If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.

NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.

<table>
<thead>
<tr>
<th>Athletic Trainers</th>
<th>Preapproved uses of Athletic Trainers funds include:</th>
</tr>
</thead>
</table>
| Annual spending is optional. | 1. NATA Annual Clinical Symposia & AT Expo  
2. College Athletic Trainers’ Society (CATS) Annual Meeting  
3. Any expenses Related to Certification-Based Clinics or Training Sessions (e.g., Local, Regional or State Clinics). |

If a conference desires to host a professional development event not on this list (i.e., a conference-based event), it may do so on a schedule not to exceed once every three years. In order to permissibly use funding in this manner, an agenda and attendee list must be approved by the NCAA staff grant administrator in advance of such an event.

NOTE: Other uses may be permissible; however, require approval from the conference grant administrator.

*If a conference does not satisfy the requirement to support an FAR and/or SWA’s professional development for two consecutive years, it shall be penalized $500 from its administrative grant. To avoid being subject to this penalty, a conference may opt out of a required category. A conference that opts out of a required category will lose funding for that category but will not be subject to additional penalty. Forfeited funds will be redistributed to conferences that have historically satisfied all required categories and have unmet needs in Tier One.
**Tier Two – Social Responsibility and Integration: Specific Spending Requirements and Preapproved Uses**

The conference must support each of the following areas within the four-year grant cycle (2014-18):

1. Student-Athlete Well-Being/Community Service.
2. Equity and Inclusion.
3. Sportsmanship.

Identity and Integration Activities is an optional initiative during the four-year cycle. Tier Two dollars may be used to support Identity and Integration Activities, but that usage is not required.

Conferences may spend the entire Tier Two allotment in one area in a given year or may divide it between areas. A conference must demonstrate financial support of each of the three required Tier Two areas over a four-year period; though this financial support may come from sources other than the Strategic Planning and Finance Committee.

**Preapproved uses of Student-Athlete Well-Being/Community Service funds include the following:**

1. Academic banquet and awards.
2. Adversity training.
3. Alcohol abuse prevention programs or speakers.
4. Anger management programs.
5. Career planning seminars for student-athletes*.
6. Community outreach.
7. DIII week activities.
8. Etiquette training*.
11. Hazing education.
12. Healthy relationships/sexual health and abuse education or programming.
13. Concussions education (e.g., Impact Program).
14. Leadership development speakers or materials*.
15. Life planning programming*.
16. Life skills programming*.
17. Media training for student-athletes.
18. Mental discipline/performance psychology training*.
19. Motivational speaker for student-athletes*.
20. Nutritional/diet information (handbook, access to nutritionist).
21. Purchase of AEDs.
22. Rest/recovery education.
23. Safe competition techniques.
24. Special Olympics initiatives (See the Division III Special Olympics partnership website for programming ideas).
25. Sports massage and relaxation techniques.
26. Student-athlete attendance at NCAA Convention.
27. Time management skills training*.
28. Training for student-athlete mentors (SAM program).
29. Treatments by sports psychologist to address issues including stress management, anxiety, burnout and life balance.
30. Sports Wagering Prevention (this is a subtopic of student-athlete well-being). The NCAA’s Sports Wagering webpage offers further information.
   a. Funding for awareness around National Problem-Gambling Awareness week. This can be a campus-wide event with a sport wagering focus. Awareness week is strategically placed in March soon after Super Bowl and before March Madness.
   b. Giveaways for students during National Problem-Gambling Awareness week for participation in organized prevention events.
c. Advertising about Awareness week or other gambling prevention on campus (television scrolls, campus newspaper; local newspaper, mass emails).

d. Posters/postcards to promote prevention events or to disseminate information about gambling (i.e., sports betting/office pools).

e. Campus speaker about gambling.

f. Distribution of problem-gambling brochure to student-athletes and parents.

g. Employ the Step-Up program, a pro-social behavior/bystander-intervention program.

h. Annual letters to local media.

i. Gambling websites blocked in computer labs.

j. Conduct a Wellness Assessment Survey.

k. Props for tabling events to attract students (green felt, card shuffler, display board).

l. Funding for a campus task force lead by athletics using the National Center for Responsible Gaming (NCRG) report to help guide policy and prevention (See ncrg.org website for report and recommendations).

*Per NCAA Division III extra benefit regulations, similar programming must be open to the general student-body for these services to be provided to student-athletes (see NCAA Division III Bylaw 16.3.2). Please contact your Academic and Membership Affairs conference contact if you have interpretive questions regarding the extra benefit regulations.

Impermissible fund use includes the following:

- Televisions or entertainment equipment for locker rooms or other common spaces.

Preapproved uses of Equity and Inclusion funds include the following:

1. Attendance by student-athletes, coaches or administrators at equity or inclusion focused education or professional development events.

2. Campus or community equity or inclusion workshops.

3. Creative presentations to raise awareness of equity or inclusion issues (e.g., plays, spoken word performance, art exhibits or other artistic expressions).

5. Recruitment and retention of ethnic minority student-athletes.

6. Recruitment and retention of women and ethnic minority staff.

7. Events to encourage women and ethnic minorities to pursue careers in athletics (e.g., Winning Careers in Athletics, women’s coaching symposiums, student-athlete attendance at the NCAA Convention).

8. Guest speakers on equity or inclusion topics.

9. Panel discussions on equity or inclusion topics.

10. Service or mentoring activities with a focus on equity or inclusion awareness.

11. Sponsor an internship program for female or ethnic minority junior or senior students with an interest in pursuing a career in athletics. The duties and responsibilities for the internship will vary and the overall goal is to provide administrative duties, including sports information, and professional networking in order to give a quality career experience in college athletics. Since the internship is meant for current students, there would be no coaching responsibilities assigned.

12. Student or SAAC-led initiatives to raise awareness of equity or inclusion issues.

13. Student-Athlete Retreat focusing on equity and inclusion issues.

The Commissioners Association Diversity and Well-Being Subcommittee constructed an inventory of equity and inclusion programs that have enhanced the educational experiences of student-athletes on Division III campuses and created opportunities for increasing understanding and appreciation for diversity by all campus constituents. That list can be accessed on the Division III Strategic Initiatives Grant Program homepage. The list includes program titles, descriptions and costs, where possible and is updated annually.

Preapproved uses of Sportsmanship funds include the following:

1. All-Conference sportsmanship teams or other conference-based awards.

2. Banners and signage.


5. Division III Week activities.
6. Educational materials, including, but not limited to, mailings to parents and program inserts.
7. Establishment of good sportsmanship student-body pep group or pep rally.
8. Guest speakers.
9. Halftime events.
10. In-game announcements.
11. Newspaper ads promoting sportsmanship.
12. Partnering with SAAC for workshops and seminars.
13. Play with Respect ... Live Respectfully – Program includes five seminars on positive sports behavior, appropriate decision making and core life values for student-athletes, coaches and athletics staff.
15. Promotional items including, but not limited to, awareness bracelets and t-shirts.
16. Sportsmanship day.
17. Sportsmanship summit including supervisor of officials, student-athletes, coaches and directors of athletics.

For additional information, please refer to The NCAA Sportsmanship and Ethical Conduct Committee webpage.

Identity and Integration Activities

Effective with the 2014-15 to 2017-18 conference grant program’s four-year cycle, the Identity and Integration Activity is no longer a required initiative; however, it remains permissible to use Tier 2 funds in this way. Activities and symposiums should emphasize the Division III identity and the integration of intercollegiate athletics in the campus and conference context. Conference Identity and Integration Symposia and Activities are intended to bring key conference constituents together in an effort to discuss ways in which each school (and the conference as a group) might best support the integration concept, consistent with Division III’s unique philosophy, identity and Strategic Positioning Platform. To assist in the planning and conduct of an Identity and Integration symposiums, please see the Sample Identity and Integration Symposium and Activity Guide on the Division III Strategic Initiatives Grant Program homepage.
Other permissible identity and integration activities that may include key conference constituents or campus only key constituents include the following:

1. Support of faculty mentor programs designed to promote a better understanding of the student-athlete experience.

2. Campus-based identity/integration discussions: Provide various campus constituencies (e.g., faculty, academic staff, administration) with the opportunity to learn about the role of athletics, the Division III philosophy, how athletics is integrated within the university as a whole and how athletics contributes to the overall mission of the institution and conference.

3. Celebration of Division III Week incorporating various campus departments.

4. Host a faculty forum on intercollegiate athletics.

5. Recognize National Student-Athlete Day, incorporating various campus departments.

6. Collaborate with admissions office to conduct an annual recruiting seminar.

7. Partner with development office and devise a specific fundraising project that would aid both athletics and development.

8. SAAC-led identity and integration presentations to institutional constituents, such as boards of trustees, faculty, and alumni, and facilitate other campus discussions.

9. Student-athlete integration discussions: engage student-athletes in discussions about the Division III philosophy, how athletics is integrated within the university as a whole, and how athletics contributes to the overall mission of the institution.

10. Programs focused on establishing and assisting students in achieving essential learning outcomes through the identification and integration of learning outcomes taught both on and off-the-field.

11. Conferences may use Tier Two funds on promotional materials (including video) supporting the Division III Identity.
Tier Three – Quality of the Participation Experience: Specific Spending Requirements and Preapproved Uses

Tier Three funds may be used on any permissible Tier One or Tier Two initiative or any other initiative justified by the Division III Strategic Plan.

Impermissible Tier Three fund use includes the following and will be denied:

1. Salary or benefits for campus or conference full-time employees.
2. Standard operating expenses beyond technology expenses.
3. Property plant and equipment that cannot be linked directly to enhancing the participation experiences (e.g., replacing standard athletics equipment or facility maintenance).

Preapproved uses of Technology funds include the following:

1. Color printing equipment and supplies.
2. Communication hardware and software.
5. Game film exchange.
6. Internet and cellular service.
7. Wind gauge (automatically feeds wind speeds into track results program).
8. Statistical software packages and updates.
9. Webcasting (web production and equipment).
10. Web enhancements, including a conference scoreboard.

Preapproved uses of Officiating Funds include the following:

1. Assignment software (e.g., Arbiter Sports).
2. Funding pre-season officiating meetings.
3. Hiring officials’ observers, who evaluate, educate and recruit officials.
4. Officials’ enhancement education, including attendance at the annual July National Association of Sports Officials (NASO) Annual Sports Officiating Summit.

5. Officials training (could include subsidizing registration with Arbiter Sports).

6. Officiating crew manuals.

Preapproved uses of Athletic Training/Medicine/Nutrition funds include the following:

1. Athletic training equipment.


3. Eating to Win program.

4. Funding for planning team to implement heat protocol (including communication initiatives and educational materials).

5. Health and safety posters.


7. Nutrition lectures.

8. Portable AED units.

9. Professional development session for certified athletic trainers.

10. Renew site licenses for IMPACT Concussion Management software.

11. Session for staff or student-athletes: identify signs or symptoms of depression.

Preapproved uses of Promotions/Marketing/Identity (Division III identity activation) funds include the following:

1. Conference banners.
2. Conference directory.
3. Logo development.
4. Schedule cards.
5. Traveling conference trophies.

Preapproved uses of Championships Enhancement funds include the following:

1. Championship t-shirts for participants.
2. Conference awards (participant, MVP, other).
3. Conference-wide championships program.
4. Employment of a professional timing company for swimming, indoor and outdoor track and field and/or cross-country championships.
5. Increased signage.
6. Reimbursing expenses for sportsmanship chaperones.

Preapproved uses of Professional Development, Administration/Coaching Education Enhancement funds include the following:

1. Professional development activities for coaches, other campus athletics staff, conference interns or any of the constituents included in Tier One. Events include the preapproved list from Tier One or other events the conference determines to be effective professional development programming. While Tier One does not cover coaching related events, coaching related professional development may be funded using Tier Three.
2. Conference SAAC leadership retreat.
3. Host a professional development day for entire conference.
4. Host session on professional ethics in coaching.
5. Host speaker on catastrophe management.
6. Attendance at Intercollegiate Athletics Forum.
7. New coach’s seminar (compliance review, general).
8. Support attendance at the NCAA Coaches Academy.
Administrative Stipend (“Tier Four”)

Conferences are provided with an administrative stipend to offset the costs of grant program administration including coordination of the third-party review. Conferences may choose to contract out the grant administration or manage the program with existing staff. This administrative stipend is listed under “Tier Four” within the grant reporting system; however, reporting on how the administrative stipend was used is not required. Sample grant administrator duties may be accessed on the Division III Strategic Initiatives Grant Program homepage.
ACTION ITEMS.

None.

INFORMATIONAL ITEMS.

1. **Review and discuss Division III sportsmanship webpage contents.** The working group reviewed the finalized version of the Division III sportsmanship webpage and provided the staff with recommendations for amendments to some language and functionality. Overall, the working group was pleased with the outcome and content of the webpage.

2. **Detail plans for two remaining online pieces.** NCAA staff provided an update on the new ‘learning management system’ software that the national office has acquired and the timeline for its implementation. It was noted that the software would be implemented in the spring of 2018. Based on that relatively short timeline and the improved technology, the working group supported delaying the production of the online training modules until after the software has been brought online.

   The working group noted that Julie Kline, Laura Mooney and Karen Tompson-Wolfe would work with the staff to finalize a post-training assessment tool and implement its usage. Approval for the final tool can be given by the full working group via email.

3. **Discuss training and communication plans for 2018 Convention.** The working group noted the following key talking points for discussion at its upcoming conference meetings at the 2018 NCAA Convention:

   a. 107 Division III administrators are now trained as Gameday the DIII Way facilitators;

   b. Working group members should encourage those that are unfamiliar with the program to read the Champion Magazine article and listen to the podcast to understand the philosophy behind the program. Both of those resources are posted on the Division III sportsmanship webpage;

   c. Encourage members to visit the sportsmanship webpage for details on how to request a campus or conference training; and

   d. Share the ‘Campus Self-Evaluation and Discussion Tool’ on the webpage that they can use to assist in implementing the service standards at their institution.
Staff reminded the working group there would be a Gameday the DIII Way training session offered at the NCAA Convention Thursday, January 18, from 1 to 2:30 p.m.; currently 130 participants are registered to attend.

4. **Appreciation of service and adjournment.** Gary Williams thanked the working group for their efforts over the last couple of years. Staff informed the working group that there would not be additional standing teleconferences scheduled and that the need for future work could be handled, as issues arise, through smaller subgroups. The teleconference adjourned at approximately 2:50 p.m. Eastern time.

*Chair: Gary Williams, Wittenberg University, North Coast Athletic Conference  
Staff Liaison: Jay Jones, Division III Governance*

| NCAA Division III Sportsmanship & Game Environment Working Group  
January 11, 2018, Teleconference |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendees:</strong></td>
</tr>
<tr>
<td>Erik Bitterbaum, State University of New York at Cortland</td>
</tr>
<tr>
<td>Cedrick Fry, Carthage College</td>
</tr>
<tr>
<td>Tracy King, Liberty League</td>
</tr>
<tr>
<td>Julie Kline, University of LaVerne</td>
</tr>
<tr>
<td>Jeff Martinez, University of Redlands</td>
</tr>
<tr>
<td>Laura Mooney, Massachusetts College of Liberal Arts</td>
</tr>
<tr>
<td>Candice Murray, North Eastern Athletic Conference</td>
</tr>
<tr>
<td>Justin Newell, Kenyon College</td>
</tr>
<tr>
<td>Mike Snyder, Illinois College</td>
</tr>
<tr>
<td>Karen Tompason-Wolfe, Westminster College (MO)</td>
</tr>
<tr>
<td>Leonard Reich, University of Mount Union</td>
</tr>
<tr>
<td>Gary Williams, Wittenberg University, chair</td>
</tr>
<tr>
<td><strong>Absentees:</strong></td>
</tr>
<tr>
<td>Chuck Mitrano, Empire 8</td>
</tr>
<tr>
<td>Kayla Porter, Frostburg State University</td>
</tr>
<tr>
<td>Brian Wigley, Shenandoah University</td>
</tr>
<tr>
<td><strong>NCAA Staff Support in Attendance:</strong></td>
</tr>
<tr>
<td>Jay Jones</td>
</tr>
<tr>
<td><strong>Other NCAA Staff Members in Attendance:</strong></td>
</tr>
<tr>
<td>Kristin DiBiase</td>
</tr>
</tbody>
</table>
ACTION ITEMS.

- None.

INFORMATIONAL ITEMS.

1. Welcome and Roster. The chair, Gerard Bryant, commenced the NCAA Division III Diversity and Inclusion Working Group teleconference at 2:02 p.m. Eastern time Monday, February 12, 2018. He welcomed the group and conducted a roll call.

2. Report of November 2, 2017, Teleconference. The working group reviewed the report and had no changes.

3. Division III Mandatory Student-Athlete Graduation Rate Reporting. Heather Benning and Nnenna Akotaobi shared feedback from the January Division III Management Council meeting. While the Council won’t take formal action until its April meeting, it did provide feedback on the 2019 proposed legislation. In concept, it appears the Council supports the proposal. However, there were some concerns related to administrative burden and proposed consequences for noncompliance. Staff also discussed the topic at the Division III presidents and chancellors luncheon held during the 2018 NCAA Convention. Overall, the room appeared split on its support for the proposed legislation.

The working group supports the proposed legislation but recommends the submission date be moved to July 1 as some institutions are still in school in early June. [Note: After the teleconference, staff clarified that since the student-athlete cohort is for six years, a very small number of student-athletes are still in class by the June 1 submission date. Further, the June 1 date is consistent with institutions abiding by the mandatory IPED deadline to the Department of Education].

The working group also discussed solutions to the following questions and perceived hurdles:

What is the current Division III graduation rate reporting process?

a. All Division III institutions are currently mandated to annually submit student body graduation rates. This information is public on NCAA.org and the Department of Education websites.

b. Approximately 40 percent of the membership consistently submits the voluntary student-athlete graduation rates annually. The report is private and can only be viewed by the institution via the Academic Portal, a password-protected web-based application used by institutions to submit graduation rate and enrollment data.
c. The data is incorporated into the NCAA’s Institutional Performance Program (IPP) where institutions may view their student-body and student-athlete graduation rates as well as create anonymous peer groups for benchmarking.

Why does the working group want mandatory reporting?

a. It will allow for the development of evidenced-based best practices. The existing voluntary data show retention rates of male African-Americans and football student-athletes have been considerably lower than other sports and race/ethnicity groups for eight consecutive years. Best practices may help institutions increase retention rates.

b. Enhance usage of the NCAA’s IPP.

c. Enable the Division III membership to better tell its very positive academic story and highlight its unique philosophy. The current data show that Division III student-athletes graduate at a higher rate than the overall student-body, as well as student-athletes in other NCAA divisions.

What are the administrative requirements and burdens?

a. Staff requested the working group members solicit testimonials regarding the reporting process, burdens and benefits. All information should be sent to staff not later than March 15. The testimonials will be shared on its April teleconference.

b. The working group commented that there may be some concerns with how to count a student-athlete for the reporting process. [Note: after the teleconference, staff clarified with NCAA Research that any student-athlete that is on the roster on the first date of competition is counted for the purpose of the graduation rate report].

How will the data be used?

a. Individual institution academic success rates reports will not be publicly released. They will only be available through the password-protected NCAA Academic Portal application.

b. A division-wide aggregate report will be compiled and released.

c. Individual institution data will be incorporated into the NCAA IPP for institutions to conduct a self-review and benchmark against anonymous peer groups to identify areas of needed improvement.
4. **Student Immersion Participant Feedback.** Staff reviewed the feedback from the third annual Student Immersion Program held in conjunction with the 2018 NCAA Convention. Overall, the feedback was positive, and the participants provided suggestions for future programs.

5. **Recognition Award.** The working group discussed the creation of a Division III specific diversity and inclusion award. After receiving feedback from the NCAA Minority Opportunities and Interest Committee as well as the leadership of the Minority Opportunities Athletic Association, the working group decided now was not the best time to create a division-specific award that would compete with the NCAA’s Association-wide diversity award. However, the working group emphasized the importance of promoting the monthly Division III Diversity Spotlight Initiative. Monthly, this initiative recognizes and promotes outstanding diversity development projects, programming, and initiatives occurring on Division III campuses and in conference offices.

6. **Hispanic and Latino Graduation Rates.** Staff shared graduation data of Division III Hispanic students and student-athletes. Key takeaways include:

   a. Hispanic students represent almost eight percent of the student-body and six percent of student-athletes.

   b. Hispanic student-athletes had a federal graduation rate of 59 percent; nine points below the overall student-athlete rate.

   c. Male Hispanic student-athletes had a federal graduation rate of 53 percent while female had a 70 percent rate.

   The working group noted that if the proposed student-athlete graduation rate reporting became a mandatory requirement, the data also would benefit the review of Hispanic student-athlete graduation/retention rates.

7. **Other Business.** There was no other business.
8. **Next Steps.** The chair summarized the working group’s next step that includes the submission of testimonials, by March 15, regarding the current reporting process, burden and benefits of student-athlete graduation rates. On the April teleconference, the working group will review the testimonials of the current voluntary student-athlete graduation rate reporting process; finalize its proposal for the April Council meetings; and review the Career Next Steps and Institute for Administrative Advancement rosters.

9. **Future teleconferences.** The next teleconference is scheduled for 2 p.m. Eastern time, Mon., April 2. Staff will send out a doodle for a mid-May teleconference.

10. **Adjournment.** The call adjourned at 3 p.m. Eastern time.

---

**Staff Liaisons:** Louise McCleary, Division III Governance  
Sonja Robinson, Office of Inclusion  
Amy Wilson, Office of Inclusion

<table>
<thead>
<tr>
<th>Teleconference date: February 12, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendees:</strong></td>
</tr>
<tr>
<td>Nnenna Akotaobi, Swarthmore College</td>
</tr>
<tr>
<td>Heather Benning, The Midwest Conference</td>
</tr>
<tr>
<td>Gerard Bryant, John Jay College of Criminal Justice</td>
</tr>
<tr>
<td>Jason Fein, Bates College</td>
</tr>
<tr>
<td>Kelsey Morrison, University of Valley Forge</td>
</tr>
<tr>
<td>Joe Onderko, Presidents Athletic Conference</td>
</tr>
<tr>
<td>Dan Schumacher, University of Wisconsin, Eau Claire</td>
</tr>
<tr>
<td>Jason Verdugo, Hamline University</td>
</tr>
<tr>
<td>Natalie Winkelfoos, Oberlin College</td>
</tr>
<tr>
<td>Nicolle Wood, Salem State University</td>
</tr>
</tbody>
</table>

| **Absentees:**                      |
| Javier Cevallos, Framingham State University |

| **NCAA Staff Support in Attendance:** |
| Louise McCleary, Amy Wilson. |

| **Other in Attendance:**             |
| None. |
REPORT OF THE NCAA DIVISION III
LGBTQ WORKING GROUP
FEBRUARY 9, 2018, TELECONFERENCE

ACTION ITEMS.

- None.

INFORMATIONAL ITEMS.

1. Welcome and roster. The NCAA Division III Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) Working Group commenced business at 2 p.m. Eastern time Friday, February 9. The chair, Neil Virtue, welcomed the group, and staff conducted a roll call. The working group welcomed its newest member Mikayla Costello, a women’s swimming and diving student-athlete at Willamette University. Costello replaced Christopher Deddo as the Division III National Student-Athlete Advisory Committee member on the working group.

2. Report of January 3 teleconference report. The working group reviewed and approved the teleconference report.

3. Mission statement. The working group reviewed its mission statement. The mission statement is a living document and henceforth may be modified at any time.

4. Convention recap. The working group reflected on the Division III Business Session at the 2018 NCAA Convention during which the chair and Brit Katz separately addressed LGBTQ issues. Specifically, Virtue presented to Division III delegates a summary of findings from the LGBTQ Division III membership surveys, solicited additional information via polling questions and encouraged Division III institutions and conferences to be safe for and respectful of LGBTQ student-athletes, coaches and administrators. Katz was recognized by colleagues on the Division III Management Council for his service as chair, which concluded in January 2018. During his remarks to the Division III membership, Katz noted that he was the first openly gay individual to serve as chair of the Division III Management Council and was humbled by the significance. Working group members who attended Convention commended the chair for representing the working group, and congratulated Katz on his recognition and service. Further, those in attendance noted the level of humanity during the business session, and thanked NCAA staff for their commitment to address LGBTQ issues in Division III.

5. Review straw poll results from Convention. The working group reviewed results of the six straw poll questions presented to delegates during the Division III Business Session. The questions were designed to solicit additional information to guide the working group’s next steps. Below are key takeaways from the questions:
a. Respondents indicated written educational guides (38 percent) and facilitator training (37 percent) would most assist their LGBTQ programming efforts.

b. Respondents who do not use existing LGBTQ resources from the NCAA Office of Inclusion noted that they were either not aware the resources existed (39 percent) or did not know where to find them (25 percent). The working group suggested the possibility of developing a communication plan, including using conference commissioners as resource distributors to their member institutions.

c. Respondents (73 percent) preferred the NCAA commit financial resources toward LGBTQ programming. The working group expressed disappointment that the fewest respondents (six percent) preferred a financial commitment toward an LGBTQ recognition event. The working group pondered whether the polling question and/or response options skewed the results.

d. Respondents indicated coaches (47 percent) and athletics administrators (35 percent) should be the initial target for LGBTQ programming. The working group hypothesized that most respondents selected coaches to be the initial target because they interface with student-athletes and administrators, and often serve as an informational and cultural conduit between both groups. However, the working group noted that athletics administrators are important in setting a tone and creating an environment of inclusion in athletics departments.

e. Respondents (77 percent) noted that if made available, they would publicly display a Division III-specific, LGBTQ-inclusive banner/poster in their athletics facilities. The working group was encouraged by the result and expressed interest in pursuing a branding campaign.

f. Respondents (85 percent) noted that if made available, they would use template language to develop LGBTQ-inclusive policy statements, inclusion statements and nondiscrimination clauses for their handbooks. The working group was similarly encouraged by the result and noted developing template language could be a relatively simple, yet impactful, action item.

6. Discuss next steps. The working group discussed next steps regarding the development of Division III-specific, LGBTQ resources, initiatives and programming. Specifically, the working group identified the following priority initiatives:

a. Banner/poster campaign. Since 77 percent of respondents indicated they would publicly display LGBTQ inclusive banners/posters, the working group identified the creation of a banner/poster campaign as a priority. As part of the discussion, the working group inquired how student-athletes could be involved in the design of a banner/poster, such as collaborating with the Division III National SAAC or
creating a division-wide, student-only design competition. The working group and staff also discussed a potential concern. Specifically, staff reminded the working group that the straw poll feedback indicated more respondents (73 percent) preferred the NCAA commit resources toward LGBTQ programming (e.g., train-the-trainer program) compared to 21 percent supporting promotional materials (e.g., banner/poster campaign). Staff did not discourage the working group from prioritizing a banner/poster campaign but wanted to make the group aware that there could be pushback from the Division III membership for prioritizing an initiative with a significant expense that was not the highest priority noted by straw poll respondents.

b. **Policy template language.** Since 85 percent of respondents indicated they would use template language to develop LGBTQ-inclusive language for their handbooks, the working group identified the development of LGBTQ-inclusive policy template language as a high priority. Working group members noted that this initiative could be relatively simple to accomplish if the working group solicits existing policy language from Division III member institutions and conferences, among other LGBTQ-inclusive organizations. The working group also underscored the importance of engaging the Division III National SAAC in a review of template language before making it available to the Division III membership.

c. **Train-the-trainer program.** The working group noted that the majority of straw poll respondents (73 percent) preferred the NCAA commit financial resources toward LGBTQ programming, such as a train-the-trainer program. Therefore, the group agreed that program development is a priority. However, the working group and staff cautioned that a train-the-trainer program will require more time and resources to develop. Therefore, the working group agreed to focus short-term priorities (e.g., three to six months) on the banner/poster campaign and the development of policy template language, and to focus long-term priorities (e.g., six to 12 months) on program development.

d. **Recognition event.** The working group agreed to explore possible event opportunities to recognize LGBTQ student-athletes, coaches and administrators for their contributions to intercollegiate athletics and to celebrate their LGBTQ identity. However, the working group noted that a recognition event would not take precedent over a banner/poster campaign, development of policy template language or development of a train-the-trainer program.

7. **Future teleconferences.** Staff noted the next working group teleconference will be held at 4 p.m. Eastern time Tuesday, March 13, 2018.

8. **Other business.** Michael Vienna contacted staff immediately following the teleconference with a comment. Specifically, Vienna noted that the straw poll results indicated that
primary reasons why respondents do not use existing LGBTQ resources from the NCAA Office of Inclusion is because they are not aware the resources existed (39 percent) or they do not know where to find them (25 percent). Vienna inquired if the working group could add to its list of next-step priorities a communication plan to better inform the Division III membership of LGBTQ resources from the NCAA Office of Inclusion.

9. **Adjournment.** The meeting adjourned at 3 p.m.

**Staff Support:** Louise McCleary, Division III Governance
Jean Orr, Office of Inclusion

<table>
<thead>
<tr>
<th>NCAA Division III LGBTQ Working Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 9, 2018, Teleconference</td>
</tr>
</tbody>
</table>

**Attendees:**
- Mikayla Costello, Willamette University; Northwest Conference.
- Margaret Drugovich, Hartwick College; Empire 8.
- Malcolm Huggins, State University of New York at Oswego; State University of New York Athletic Conference.
- Christopher Kimball, California Lutheran University; Southern California Intercollegiate Athletic Conference.
- Donna Ledwin, Allegheny Mountain Collegiate Conference.
- Julie Shaw, Women’s Sports Foundation.
- Michael Vienna, Emory University; University Athletic Association.
- Neil Virtue, Mills College; Independent.

**Absentees:**
- Kyrstin Krist, Methodist University; USA South Athletic Conference.
- Emet Marwell, Mount Holyoke College; New England Women’s and Men’s Athletic Conference.

**NCAA Staff in Attendance:**
- Louise McCleary, Jean Orr, Amy Wilson.
## 2018 NCAA Convention Voting Grid – NCAA Division III
(Saturday, January 20, Business Session)
(Amended Results)

<table>
<thead>
<tr>
<th>Proposal Number</th>
<th>Business Session</th>
<th>Result</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>YES-NO-ABSTAIN</td>
</tr>
<tr>
<td>1</td>
<td>III</td>
<td>ADOPTED</td>
<td>463-4-0</td>
</tr>
<tr>
<td>2*</td>
<td>III</td>
<td>ADOPTED</td>
<td>472-2-0</td>
</tr>
<tr>
<td>3-1</td>
<td>III</td>
<td>ADOPTED</td>
<td>385-85-4</td>
</tr>
<tr>
<td>3 (As Amended)</td>
<td>III</td>
<td>ADOPTED</td>
<td>370-90-1</td>
</tr>
<tr>
<td>4*</td>
<td>III</td>
<td>ADOPTED</td>
<td>372-91-3</td>
</tr>
<tr>
<td>5</td>
<td>III</td>
<td>DEFEATED</td>
<td>169-183-114</td>
</tr>
<tr>
<td>6</td>
<td>III</td>
<td>ADOPTED</td>
<td>417-54-2</td>
</tr>
<tr>
<td>7</td>
<td>III</td>
<td>ADOPTED</td>
<td>329-134-4</td>
</tr>
<tr>
<td>8</td>
<td>III</td>
<td>ADOPTED</td>
<td>188-32-235</td>
</tr>
<tr>
<td>9</td>
<td>III</td>
<td>ADOPTED</td>
<td>429-32-7</td>
</tr>
</tbody>
</table>

*Effective immediately
Results amended to account for the votes of three institutions that were submitted but not calculated due to a technology error.
At its March 6 meeting, the NCAA Division III Administrative Committee reviewed and approved the Division III Football Committee's recommendation for blanket waivers applicable during the 2018 football preseason. Two of the three waivers were the same waivers approved by the governance structure and available during the 2017 preseason.

1. Allow athletically related activities during the administrative day and a half. The same waiver existed for the 2017 preseason. The current legislation uses a counting formula to calculate the first permissible practice date. While institutions may provide expenses a day and a half before the first permissible practice date to complete administrative tasks (e.g., compliance meetings, equipment issue, pictures, medical exams, etc.), current legislation precludes athletically related activity on those days. This waiver allows member institutions to practice on the administrative days.

2. Allow the use of footballs during walk-through sessions after the acclimatization period. The same waiver existed for the 2017 preseason.

3. Allow the flexibility to extend the walk-through session when contact practice on that same day is shorter than three hours. The current rule allows institutions to have a three-hour contact practice and a one-hour walk through session per day. This waiver allows institutions that don’t use the full three hours of contact practice to add the remaining time to the walk-through session on the same day (e.g., conduct a two-hour contact practice and two-hour walk-through session).

The governance structure and membership will continue to explore permanent legislative alternatives to the current preseason football model for possible consideration at the 2019 NCAA Convention and beyond.

If you have questions, please contact Jeff Myers, Director of Academic and Membership Affairs.

Dan Dutcher
Vice President for Division III
w: 317-917-6222 | ncaa.org
P.O. Box 6222, Indianapolis, IN 46206-6222

This email was sent to Presidents, Commissioners, Athletics Direct Reports, Athletics Directors, Senior Woman Administrators, Head Football Coaches and Athletics Trainers.
2018 Football Preseason

Background

At the 2018 NCAA Convention the membership defeated Proposal 2018-5 that proposed the following for the sport of football: (1) Make the first permissible practice date 25 days before the first permissible Saturday contest date; (2) Allow the use of footballs during walk through sessions after the acclimatization period; (3) Mandate a day-off of physical athletically related activity at least once per week of the preseason; and (4) Allow practice time flexibility. Specifically, if a team did not use its entire three-hour contact practice in a given day, it could extend its walk-through session by the time saved during the contact practice. The governance structure sponsored this proposal to address concerns resulting from the elimination of traditional two-a-day contact practices and the Interassociation Consensus: Year-Round Football Practice Contact for College Student-Athletes Recommendations.

The membership defeated the proposal by a narrow margin. A common question during the 2018 Convention concerned the impact to the 2018 football preseason following the membership’s defeat of the proposal. Consequently, the Management Council discussed this question at its post-Convention meeting and set the following timeline:

- February 26-27 NCAA Football Data Task Force review. This meeting involved a discussion of the latest emerging data from the NCAA-DoD CARE Consortium and the NCAA Injury Surveillance Program. Representatives from Division III (including two from the Management Council) were in attendance.

- March 1 Division III Football Committee teleconference. The committee would discuss and forward to the Administrative Committee, potential waivers, for the 2018 football preseason. [Two members of the Division III Football committee attended the Football Data Task Force review.]

- March 6 Administrative Committee Meeting. The committee would review and potentially act on waivers for the 2018 football preseason.

- March 26-27 Division III Football Committee Meeting. The committee will discuss proposals for the 2019 Convention to address the football preseason.

- April 8, Playing and Practice Seasons Subcommittee Meeting. The subcommittee will review 2019 legislative concepts addressing the football preseason including any recommendations from the football committee.

- Spring Management Council and Presidents Council meetings. The Councils will review recommendations related to the 2018 season and potentially sponsor legislation for the 2019 Convention or propose options and seek greater membership input for further consideration at the summer council meetings.

Finally, the Management Council recognized that it is important to act quickly on any waivers that impact the 2018 pre-season to provide institutions adequate notice.
Recommendations.

The football committee recommends the Administrative Committee approve the following for the 2018 season:

1. **Allow footballs during walk-through sessions after the acclimatization period.** The Subcommittee for Legislative Relief approved a blanket waiver last year allowing this same concept. Proposal 2018-5 included this concept as well and the membership did not voice opposition to this aspect of the proposal.

2. **Allow the flexibility to extend the walk-through session when the contact practice is shorter than three hours.** The current rule allows institutions to have one three-hour contact practice per day and one one-hour walk through session. The waiver recommendation would allow institutions that don’t use a full three hours of a contact practice to add that saved time to the walk-through session (e.g., allowing a two-hour contact practice and two-hour walk-through session). Proposal 2018-5 included this concept and similarly the membership did not voice opposition to this aspect of the proposal.

3. **Allow institutions to conduct athletically related activities on the administrative day and a half.** Last year the Presidents Council approved a waiver allowing this activity. Currently, the first permissible practice date is determined by a counting formula. Institutions may provide expenses a day and a half before the first permissible practice date to complete administrative tasks (e.g. compliance meetings, equipment issue, pictures, medical exams, etc.). Current legislation does not allow athletically related activity to occur during this day and a half of administrative time. Consistent with last year, the recommendation is to allow athletically related activity to occur during this administrative time.

The football committee also considered, as an alternative to this recommendation, allowing institutions to start practice 22 days before their first contest. The 22-day model would make the start date consistent for all institutions and represents a middle ground between the existing start date and the 25-day model set forth in Proposal 2018-5 (See Attachment). The Football Committee rejected this option primarily to reduce confusion.

**Options:**

1. The Administrative Committee approves the football committee’s waiver recommendations.

2. The Administrative Committee amends the football committee’s recommendations or approve other changes it deems appropriate.

3. The Administrative Committee takes no action, resulting in institutions applying the current legislation.

Staff will share its recommendation during the meeting.
CONCUSSION SAFETY PROTOCOL CHECKLIST

Below is a checklist that will help the athletics health care administrator ensure that the member school’s concussion safety protocol is compliant with the Concussion Safety Protocol Legislation and is consistent with Interassociation Consensus: Diagnosis and Management of Sport-Related Concussion Best Practices.

Please do not hesitate to reach out to Brian Hainline (NCAA chief medical officer and administrative chair of the committee) at ssi@ncaa.org if you have any questions or concerns. The committee’s primary purpose is to serve as an advocate for promoting and developing concussion safety management plans for each member school.

Last revised: March 2017
PRESEASON EDUCATION:

Education management plan that specifies:

☐ Institution has provided NCAA concussion fact sheets (NCAA will make the material available) or other applicable material annually to the following parties:

☐ Student-athletes.

☐ Coaches.

☐ Team physicians.

☐ Athletic trainers.

☐ Directors of athletics.

☐ Each party provides a signed acknowledgment of having read and understood the concussion material.
PRE-PARTICIPATION ASSESSMENT:

Pre-participation management plan that specifies:

- Documentation that each varsity student-athlete has received at least one pre-participation baseline concussion assessment that addresses:
  - Brain injury and concussion history.
  - Symptom evaluation.
  - Cognitive assessment.
  - Balance evaluation.
  - Team physician determines pre-participation clearance and/or the need for additional consultation or testing.*

*Consider a new baseline concussion assessment six months or beyond for any varsity student-athlete with a documented concussion, especially those with complicated or multiple concussion history.
RECOGNITION AND DIAGNOSIS OF CONCUSSION:

Recognition and diagnosis of concussion management plan that specifies:

- Medical personnel with training in the diagnosis, treatment and initial management of acute concussion must be “present” at all NCAA varsity competitions in the following contact/collision sports: basketball; equestrian; field hockey; football; ice hockey; lacrosse; pole vault; rugby; skiing; soccer; wrestling. To be present means to be on site at the campus or arena of the competition. Medical personnel may be from either team, or may be independently contracted for the event.

- Medical personnel with training in the diagnosis, treatment and initial management of acute concussion must be “available” at all NCAA varsity practices in the following contact/collision sports: basketball; equestrian; field hockey; football; ice hockey; lacrosse; pole vault; rugby; skiing; soccer; wrestling. To be available means that, at a minimum, medical personnel can be contacted at any time during the practice via telephone, messaging, email, beeper or other immediate communication means. Further, the case can be discussed through such communication, and immediate arrangements can be made for the athlete to be evaluated.

- Any student-athlete with signs/symptoms/behaviors consistent with concussion:
  - Must be removed from practice or competition.
  - Must be evaluated by an athletic trainer or team physician with concussion experience.
  - Must be removed from practice/play for that calendar day if concussion is confirmed.
Initial suspected concussion evaluation management plan that specifies:

- Symptom assessment.
- Physical and neurological exam.
- Cognitive assessment.
- Balance exam.
- Clinical assessment for cervical spine trauma, skull fracture and intracranial bleed.
POST-CONCUSSION MANAGEMENT:

Post-concussion management plan that specifies:

☐ Emergency action plan, including transportation for further medical care, for any of the following:

☐ Glasgow Coma Scale < 13.

☐ Prolonged loss of consciousness.

☐ Focal neurological deficit suggesting intracranial trauma.

☐ Repetitive emesis.

☐ Persistently diminished/worsening mental status or other neurological signs/symptoms.

☐ Spine injury.

☐ Mechanism for serial evaluation and monitoring after injury.

☐ Documentation of oral and/or written care to both student-athlete and another responsible adult.*

*May be parent or roommate.

☐ Evaluation by a physician for student-athlete with prolonged recovery in order to consider additional diagnosis* and best management options.

*Additional diagnoses include, but are not limited to:

✦ Post-concussion syndrome.
✦ Sleep dysfunction.
✦ Migraine or other headache disorders.
✦ Mood disorders such as anxiety and depression.
✦ Ocular or vestibular dysfunction.
RETURN-TO-PLAY:

Return-to-play management plan that specifies:

☐ Final determination of return-to-play is from the team physician or medically qualified physician designee.

☐ Each student-athlete with a concussion must undergo a supervised stepwise progression management plan by a health care provider with expertise in concussion that specifies:

☐ Student-athlete has limited physical and cognitive activity until he/she has returned to baseline, then progresses with each step below without worsening or new symptoms:

☐ Light aerobic exercise without resistance training.

☐ Sport-specific exercise and activity without head impact.

☐ Non-contact practice with progressive resistance training.

☐ Unrestricted training.

☐ Return to competition.
RETURN-TO-LEARN:

Return-to-learn management plan that specifies:

☐ Identification of a point person within the athletics department who will navigate return-to-learn with the student-athlete.

☐ Identification of a multidisciplinary team* that will navigate more complex cases of prolonged return-to-learn:

*Multidisciplinary team may include, but not be limited to:

✦ Team physician.
✦ Athletic trainer.
✦ Psychologist/counselor.
✦ Neuropsychologist consultant.
✦ Faculty athletics representative.
✦ Academic counselor.
✦ Course instructor(s).
✦ College administrators.
✦ Office of disability services representatives.
✦ Coaches.

☐ Compliance with ADAAA.

☐ No classroom activity on same day as the concussion.

☐ Individualized initial plan that includes:

☐ Remaining at home/dorm if the student-athlete cannot tolerate light cognitive activity.

☐ Gradual return to classroom/studying as tolerated.

☐ Re-evaluation by the team physician if concussion symptoms worsen with academic challenges.
MODIFICATION OF SCHEDULE/ACADEMIC ACCOMMODATIONS FOR UP TO TWO WEEKS, AS INDICATED, WITH HELP FROM THE IDENTIFIED POINT PERSON.

RE-EVALUATION BY THE TEAM PHYSICIAN AND MEMBERS OF THE MULTIDISCIPLINARY TEAM, AS APPROPRIATE, FOR A STUDENT-ATHLETE WITH SYMPTOMS LASTING LONGER THAN TWO WEEKS.

ENGAGING CAMPUS RESOURCES FOR CASES THAT CANNOT BE MANAGED THROUGH SCHEDULE MODIFICATION/ACADEMIC ACCOMMODATIONS.

SUCH CAMPUS RESOURCES MUST BE CONSISTENT WITH ADAAA, AND INCLUDE AT LEAST ONE OF THE FOLLOWING:

- Learning specialists.
- Office of disability services.
- ADAAA office.

REDUCING EXPOSURE TO HEAD TRAUMA:

REDUCING HEAD TRAUMA EXPOSURE MANAGEMENT PLAN.*

*While the committee acknowledges that ‘reducing’ may be difficult to quantify, it is important to emphasize ways to minimize head trauma exposure. Examples of minimizing head trauma exposure include, but are not limited to:

- Adherence to Interassociation Consensus: Year-Round Football Practice Contact Recommendations.
- Adherence to Interassociation Consensus: Independent Medical Care for College Student-Athletes Best Practices.
- Reducing gratuitous contact during practice.
- Taking a “safety-first” approach to sport.
- Taking the head out of contact.
- Coaching and student-athlete education regarding safe play and proper technique.
ADMINISTRATIVE:

☐ Institutional plan submitted* to the Concussion Safety Protocol Committee by May 1.

*Plans must be submitted via Program Hub.

☐ Written certificate of compliance signed by the athletics health care administrator that accompanies the submitted plan.
Dear Key NCAA Membership Leaders:

Thank you for your willingness to listen and engage with the Commission on College Basketball. Our Commission members are enjoying their conversations with your groups. I hope that you agree it is constructive to learn of our progress and ongoing efforts and to share your views around the issues challenging college basketball.

Over the past months, the Commission has solicited input from multiple organizations and experts to inform our work. Our goal is to enhance and protect the intercollegiate athletic experience and in doing so, to safeguard the integrity of the game. To do this, we will continue to examine the relationship of the NCAA national office, member institutions, student-athletes and coaches with outside entities; the relationship between the NCAA membership and its national office to promote transparency and accountability; and the NCAA’s relationship with the NBA.

As we move forward, we are looking to your groups as leaders in college sports for input related to the topics above and our initial charter Your perspectives about issues within our charge and any additional information will be key to our understanding of these complicated issues. We want to ensure you have an opportunity to contribute to our discussions.

I invite each of your groups to provide a written submission related to our charge to the Commission via our website at basketballcommission.org. It would be best if you could submit your group’s formal input by March 14, 2018. These submissions come directly to my office and will be thoroughly considered in guiding the Commission’s work. All discussions with the Commission are off the record and not for attribution.

Thank you again for your commitment and contribution to this important conversation. We look forward to hearing from you soon.

Sincerely,

Condoleezza Rice
Chair, Commission on College Basketball

cc:  Mark Emmert
     Donald Remy

CR:cvs
In August 2017, the NCAA Board of Governors adopted an Association-wide policy, recommended by the NCAA Commission to Combat Campus Sexual Violence, to reinforce previous Association efforts in addressing campus sexual violence. In its inaugural year, the deadline for attesting to this policy is approaching.

The policy requires the following three leaders on each NCAA campus -school president or chancellor, athletics director and Title IX coordinator - to declare annually that:

- The athletics department is fully knowledgeable about, integrated in, and compliant with institutional policies and processes regarding sexual violence prevention and proper adjudication and resolution of acts of sexual violence;
- The institutional policies and processes regarding sexual violence prevention and adjudication, and the name and contact information for the campus Title IX coordinator, are readily available within the athletics department, and are provided to student-athletes; and
- All student-athletes, coaches and staff have been educated on sexual violence prevention, intervention and response, to the extent allowable by state law and collective bargaining agreements.

The names of colleges and universities that attest to their compliance will be included in a report delivered each year to the Board of Governors and subsequently published on ncaa.org.

Timeline for completion:

- March 1-attestation form is available for download in Program Hub.
- May 15-deadline for uploading completed attestation form in Program Hub.

Who completes the form?
The form must be signed by your institution's president or chancellor, athletics director and Title IX coordinator. The athletics director, or his or her designee from the athletics department, should access the form for download via Program Hub, secure the required signatures, and re-upload the form once signed.

Questions:
Please direct any questions about the policy or attestation form process to questions@ncaa.org.

This email was sent to NCAA Divisions I, II and III presidents and chancellors, directors of athletics, senior woman administrators, athletics health care administrators, conference commissioners, senior compliance administrators and Title IX coordinators based on contact information in the NCAA Directory. Contact information changes for NCAA members can be sent to eirick@ncaa.org.