

DIVISION II MODEL CONFERENCE OFFICE DOCUMENT

The NCAA Division II Conference Commissioner's Association (CCA) is currently comprised of Commissioners from 22 conferences. Several years ago when the CCA was asked to formulate a plan to determine conference office staff positions and responsibilities, most conference offices were under the direction of a part-time commissioner and were also understaffed. The Model NCAA Division II Conference Office Document that was created and approved in 2001 has served the CCA well and has provided the catalyst for conferences across the country to fund their conference offices with full-time staff members, who provide important services to the member schools. Since that time, all of the conferences have met the goal of employing a full-time commissioner; however, less than 50 percent have reached the recommended staffing goal of four full-time employees.

The role of the Division II conference office continues to grow in stature, and the responsibilities of the conference office staff continue to evolve to meet the ever-increasing needs of the membership. While the CCA has made significant strides in the past 10 years, there is still much work to be done at the national and conference level, which will require leadership and vision from the commissioners and the conference offices.

The expectations of Division II commissioners have continued to expand. The commissioner's primary focus of efforts varies based upon the needs of individual conferences. The often identified focus of effort includes educating conference members about Division II national initiatives, seeking corporate sponsorships, fundraising and development, maintaining fiscal responsibility and accountability in the administration of various grant programs, monitoring compliance with NCAA policies and procedures, and serving as the primary liaison with the valued roles within the conference.

In 2006, the NCAA Division II Presidents Council adopted the NCAA Division II Strategic Positioning Platform, which more clearly defines the unique philosophy and position of Division II in the larger world of intercollegiate athletics.

The CCA is committed to making the Division II Strategic Positioning Platform a dynamic document that will guide Division II conferences in their future decision-making and further enhance Division II as a membership destination.

With the adoption of the Strategic Positioning Platform, the Division II CCA has been charged with modifying the original Model NCAA Division II Conference Office document so that it is more closely aligned with the Division II Strategic Positioning Platform and to embrace the key attributes of the platform. Parts of the former document remain unchanged; however, the revised document correlates the Model Conference Office with the Division II Strategic Positioning Platform. The various roles and responsibilities for commissioners and conference office staff are linked in the revised document to the six NCAA Division II attributes that are at the forefront of the platform.

I. STAFF.

With the addition of the attributes outlined in the Division II Strategic Positioning Platform, the importance of having sufficient conference staff to promote the platform is further demonstrated. The recommendation of the CCA is that the model conference office should consist of no less than four full-time staff members. In addition to a full-time commissioner, each conference office should have a minimum of three other full-time staff members. In addition, each conference office should have a full-time designated senior woman administrator.

Examples of other conference office positions are: media information director, director of compliance, marketing/promotions director. Following are examples of the job responsibilities for the commissioner and the conference office staff:

1. **Commissioner.** The following responsibilities relate to the position of Commissioner and should not be assigned to other conference office staff.

The commissioner should be the chief administrative officer of the conference and responsible to the chancellors/presidents of the member institutions, including day-to-day operations and supervision of the staff. (Balance/All Attributes)

The commissioner should be a major participant in and shall monitor the progress of the conference strategic plan and implementation of the Division II Strategic Positioning Platform. (Service, Resourcefulness)

The commissioner should promote effective communication among member institution chancellors/presidents, staffs, faculty, student-athletes, media and the public. (Balance, Learning)

The commissioner should be a visible spokesman for the conference. (Passion)

The commissioner should maintain and monitor the records and operations of the conference, which should include financial accountability for the conference budget and investments. (Balance, Service)

The commissioner should oversee and ensure compliance with the guidelines set forth in the Division II conference grant program. (Service, Resourcefulness)

The commissioner should oversee conference championships and student-athlete award programs. (Balance, Service)

The commissioner should maintain vital communications with outside organizations that are vital to conference operations, such as the NCAA, CCA, NACDA, CoSIDA, and FARA. (Resourcefulness, Service)

The commissioner should schedule conference meetings and professional growth opportunities for conference members and their staffs. (Balance, Learning)

The commissioner should oversee, with the help of others, the officiating programs of the conference. (Sportsmanship)

The commissioner should be available for NCAA committee assignments as needed and encourage others within the conference to serve on NCAA committees. (Service)

The commissioner should oversee, with the assistance of others, conference championship administration. (Service, Balance, Sportsmanship)

Other duties assigned or deemed necessary by the chancellors/presidents of the conference. (All Attributes)

2. Conference Office Staff. The staff of a conference office is expected to perform the following duties and assume responsibility for the following tasks as a service to their member institutions and the NCAA. The conference commissioner has the responsibility of designating appropriate job titles and assigning duties to appropriate personnel within the office.

- Coordinate conference statistics services. (Service)
- Coordinate and produce new releases and printed material. (Service)
- Coordinate all conference awards. (Service)
- Assist with the administration of all conference championships. (Service)
- Serve as media liaison for the conference. (Service)
- Maintain the conference Web page, incorporating links, banners, and marks to promote Division II, including those associated with the “I Chose Division II” campaign. (Service)
- Be available for NCAA committee assignments and seek others from the conference for nomination. (Service)
- Monitor compliance issues at member institutions. (Balance)
- Organize professional development opportunities for faculty athletics representatives, senior woman administrators and directors of athletics. (Learning)

- Coordinate activities and meetings of the conference's Student-Athlete Advisory Committee (SAAC). (Balance)
- Organize professional development activities for the conference's SAAC. (Balance)
- Organize professional development activities for members of institutional compliance committees, such as financial aid officers and registrars. (Learning)
- Monitor the commitment to diversity at all levels of institutional and conference administration. (Resourcefulness)
- Apply for and monitor strategic initiative opportunities made available for the conference from the NCAA. (Resourcefulness)
- Administer secondary rules violations. (Balance)
- Conduct investigation and enforcement activities when needed. (Balance)
- Assist with conference championship administration. (Passion)
- Encourage and promote Champs/Life Skills Programming at the conference and institutional level. (Balance)
- Manage the conference office. (Resourcefulness)
- Administer the NCAA coaches certification testing program. (Resourcefulness)
- Administer the National Letter of Intent program (Resourcefulness)
- Coordinate clerical work for supervisors of officials. (Resourcefulness)
- Coordinate clerical work for full-time staff. (Resourcefulness)
- Other duties as assigned by the commissioner. (Resourcefulness)

II. TECHNOLOGY.

Every conference office should provide the necessary technology (e.g., computers, fax machine, cell phones) to allow for the effective administration of all programs and initiatives carried out by conference office staff. It is recommended that conferences assess the long-term technological needs of the conference office and use permissive grant dollars available through the NCAA conference office initiative grant to make these purchases. (Resourcefulness, Service)

Every conference office should have up-to-date computer and communications equipment and connections. (Resourcefulness, Service)

Every conference should have a Web page that is able to be updated daily. (Resourcefulness, Service)

Every conference and member institution should have hardware and software to allow for electronic transfer of statistics. (Resourcefulness, Service)

III. OFFICE LOCATION.

Every conference should have sufficient office space at a location not on a member campus. (Service)

IV. SALARIES AND BENEFITS.

Each year, the Division II CCA conducts a salary survey. Conference presidents/chancellors are encouraged to review the survey when determining compensation for full-time conference personnel. The salary ranges should allow for differences in the cost of living in various regions of the country. (Passion, Service)

All full-time employees should have available full benefits, including health insurance and retirement matched by the conference. (Passion, Service)

Sufficient operating and travel budgets should be maintained to allow for the effective operation of the conference. (Resourcefulness)

Part-time employees should be paid at levels at least the average (as determined by the Division II CCA annual survey) for similar positions. (Passion, Service)

V. GUIDING PRINCIPLES.

The following are guiding principles for model Division II conferences and are intended to support and reflect the NCAA Division II Strategic Positioning Platform:

1. Chief Executive Officer Authority. A model Division II conference shall involve chancellors/presidents in the conference governance model. Consistent with the role chancellors/presidents have in the governance of Division II, chancellors/presidents must have ultimate authority and responsibility for the operation of Division II conferences, including hiring and evaluation of the conference commissioner. Even though this principle addresses the need for chancellor/president involvement in Division II, conferences will have autonomy to determine the best way to include chancellors/presidents in the conference's operations. (All Attributes)
2. Long Range Strategic Plan. A model Division II conference shall engage in long-range planning and develop a long-range strategic plan that supports conference initiatives consistent with the Division II Strategic Positioning Platform. (Learning, Service, Resourcefulness)
3. Division II Conference Grant Program. A model Division II conference shall adhere to all of the guidelines set forth in the Division II conference grant program. (All Attributes)
4. Diversity. A model Division II conference shall be committed to the principle of diversity. (Service, Resourcefulness)
5. Student-Athlete Advisory Committee. A model Division II conference shall have an active conference SAAC that represents the concerns and ideas of the conference's student-athletes. (All Attributes)
6. Rules Compliance. A model Division II conference shall initiate systems and services of rules education and monitoring/enforcement to assist member institutions in complying with all applicable rules and regulations of the NCAA in the conduct of its intercollegiate athletics programs. (Learning, Resourcefulness)
7. Academic Standards. A model Division II conference shall provide support and programs that will assist student-athletes to succeed in academics. (Learning, Passion, Resourcefulness, Balance)
8. Faculty Involvement. A model Division II conference shall feature the active involvement of faculty athletics representatives on institutional and conference issues. (Learning, Passion, Resourcefulness, Balance)
9. Senior Woman Administrator Involvement. A model Division II conference shall have a full-time senior woman administrator and promote the active involvement of senior

- woman administrators on institutional and conference issues. (Learning, Passion, Resourcefulness, Balance)
10. Media Relations and Marketing. A model Division II conference shall promote its events and activities to maximize exposure, interest and revenue for its member institutions, the conference and Division II. (Learning, Passion, Resourcefulness)
 11. Financial Stability. A model Division II conference shall be administered with prudent management and fiscal practices to ensure financial stability. (Passion, Resourcefulness)
 12. Championships/Awards/Recognition. A model Division II conference shall provide student-athletes with championships opportunities and athletics recognition. (Service, Passion, Sportsmanship, Balance)
 13. Game Environment/Citizenship/Leadership. A model Division II conference shall promote and support a positive game environment at all conference championship events and fully support each of its member institutions in their efforts to promote a positive game environment, as outlined in the “Models for Success for a Division II Athletics Program” document. (Service, Passion, Sportsmanship, Balance)
 14. Service on NCAA Committees. A model Division II conference shall be active in nominating the conference's members for membership on Association-wide and Division II committees. (Learning, Service, Passion, Resourcefulness)
 15. Champs/Life Skills. A model Division II conference shall be active in promoting life skills and professional development programming at the conference and institutional levels. (All Attributes)
 16. Community Engagement. A model Division II conference shall be active in promoting community engagement activities at the conference level and assisting its member institutions with similar initiatives. (Service, Passion, Sportsmanship, Resourcefulness, Balance)
 17. Division II National Championship Festival. A model Division II conference shall be active in promoting the Division II National Championship Festival and encourage full participation in all activities planned in association with the event. (Service, Passion, Balance)
 18. Broadcast Promotion. A model Division II conference shall be active in seeking the televising and broadbanding of its athletics contests at the regional and national levels. Regional broadcasts should include significant promotion of Division II as part of the package. (Learning, Passion, Resourcefulness)

19. Non-NCAA Division II Events. A model Division II conference shall be active in promoting pre- and post-season Division II non-NCAA Events (e.g., Disney Tip-Off Classics). (Service, Passion, Resourcefulness, Balance)
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Document Respectfully Submitted by the Division II CCA (April 1, 2008)

The Division II CCA Ad Hoc Committee revised the Model Conference Office Document and submitted it for initial review by the full Division II CCA in January 2008. The document was approved during the Division II CCA's March 2008 meeting

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