



## **NCAA Division III Regional Advisory Committee (RAC) Orientation Call Agenda**

1. Welcome and thank you (committee chair).
2. Key NCAA Staff.
3. Review RAC roster.
4. Review RAC timeline.
  - a. Weekly RAC calls (one practice ranking and three published rankings).
  - b. Team/site selections.
  - c. Preliminary rounds.
  - d. Championship.
5. Review conference call number/access code for weekly ranking calls and links/passwords for online score reporting system and online balloting system.
6. Role of the RAC.
  - a. Advisory committee to sport committee – evaluate and rank teams each week based on the selection criteria.
  - b. Assist in evaluating sites for preliminary rounds.
  - c. May be asked to serve as an alternate on the national committee selection call.
  - d. May be asked to serve as a site representative at a preliminary round.
7. RAC responsibilities.
  - a. Ensure that complete and accurate results for all institutions in the sport region are included in the online score reporting system. Provide any score updates/corrections to the designated NCAA statistics staff member.
  - b. Follow established procedures and criteria to compare and rank teams.

- c. Current regional ranking policy: rank 15 percent of teams in region (minimum of six).
  - d. Send RAC chair your initial rankings (top X) by 8 p.m. (EST) each Tuesday.
  - e. Prepare for and participate on weekly ranking calls.
  - f. Submit ballot online by 5 p.m. EST each Wednesday.
8. Confidentiality.
  9. Recusal policy. RAC members may remain on the ranking call when their team is discussed, but may not participate in the discussion except to confirm facts (e.g., wins/losses). RAC members may include their own team on their online ballot submission.
  10. Review sports-sponsorship list by region (pool document).
  11. Review selection criteria.
  12. Review online score reporting system and process to compare teams.
  13. Review online RAC balloting system.
  14. Questions.
  15. Adjournment.