General Information

On behalf of the NCAA Division III Membership Committee, thank you for your interest in submitting an application to host either the 2016 or 2017 Division III Conference Rules Seminar. Logistical information, the minimum requirements and the timeline for the application/selection process are listed below. If you have any questions, please do not hesitate to contact Jay Jones (jkjones@ncaa.org) or Debbie Brown (dbrown@ncaa.org) at the NCAA national office.

Logistical Information:

1. The Conference Rules Seminar application must be submitted via the NCAA’s Program Hub. A user’s guide for Program Hub is included at the end of this information sheet. If you have not used Program Hub in the past, the user guide provides helpful information about how to access and log in to the Program Hub site.

2. The purpose of Conference Rules Seminar is to provide a one-day NCAA Division III compliance seminar that is similar in content to the NCAA Regional Rules Seminars.

3. The goal of the Conference Rules Seminar is to offer opportunities for more department of athletics administrators and coaches to benefit from the educational programming and to enhance efforts to provide consistent messaging to the Division III membership.

4. A minimum of four active Division III conferences are required to host the Conference Rules Seminar but only one application should be submitted from this group of conferences.

5. The conference group selected to host the 2016 and 2017 Conference Rules Seminars will be responsible for planning (including the registration process), hosting and paying the expenses for hosting its event.

6. The Conference Rules Seminar may be conducted on or off campus.

7. Attendance by an institution at the Conference Rules Seminar will satisfy the once in three year Regional Rules Seminar attendance requirement.

8. The conferences joining together to host a Conference Rules Seminar may use a portion of the NCAA Conference Grant Tier 3 funding to pay operating expenses (e.g., meeting room expenses, meal expense) to host the Conference Rules Seminar. Specifically, each conference is limited to using up to 10 percent of the conference’s Tier 3 funding. In addition, each conference also may use an unlimited amount of Tier 1 funding to pay expenses (e.g., travel) for institutional and conference staff members to attend the Conference Rules Seminar.
9. The NCAA staff will develop the educational programming and serve as presenters at the Conference Rules Seminar. The NCAA will pay the expenses for the NCAA staff to attend the event.

10. The conference group may charge a registration fee for Conference Rules Seminar attendees and/or have sponsors to help offset expenses for hosting the event.

11. The NCAA Division III Membership Committee reserves the right to cancel a Conference Rules Seminar due to insufficient progress and/or incomplete planning.

Minimum Requirements:

1. A minimum of 325 attendees and at least one representative from each institution affiliated with the host conference group must attend the Conference Rules Seminar.

2. The Conference Rules Seminar may not be hosted at a location within 300 miles of the NCAA Regional Rules Seminar scheduled in the same year as the Conference Rules Seminar. [Note: The 2016 Regional Rules Seminar sites are Orlando, Florida, and Dallas, Texas. The 2017 sites are TBD. The 2017 host would be tentatively selected. If the site selected for the 2017 Conference Rules Seminar is within 300 miles of either of the selected 2017 NCAA Regional Rules Seminar site locations, the Conference Rules Seminar would be cancelled.]

3. The conference group selected to host the 2016 Conference Rules Seminar must submit a $3,000 deposit not later than September 1, 2015, and the conference group selected to host the 2017 Conference Rules Seminar must submit a $3,000 deposit not later than September 1, 2016. The deposit will be returned to the conference group at the successful completion of the Conference Rules Seminar (in accordance with criteria established by the Membership Committee). Division III Conference Grant funding may not be used for the deposit.

List of Required Amenities and Provisions to be Provided by Host Group:
[Note: A detailed summary of each of these items will be requested after the host group is selected and by submitting the application, the host group is attesting that they can provide each of these necessities.]

1. Adequate onsite parking for attendees or an alternative parking and transportation plan.

2. Proper accommodations for individuals with special needs (e.g., wheelchair access, sign language if applicable, etc…).
3. Air conditioned facility with seating suitable for the number of planned attendees.

4. Established emergency plans for facility.

5. Technology available must include (at a minimum):
   a. Free wireless Internet,
   b. Projector,
   c. Screen,
   d. Microphones,
   e. Easels or white boards.


7. Breakfast and/or snacks and beverages for participants (or vending machines nearby).

8. Nearby hotel accommodations with a block of reserved rooms for NCAA staff and attendees that might need overnight accommodations.

**Timeline:**


2. January 1, 2015: Deadline for conference groups to submit a Conference Rules Seminar application.

3. January – February 2015: Membership Committee reviews applications and selects a conference group to host the 2016 and 2017 Conference Rules Seminars.

4. March 2015: Request for detailed logistics information sent to selected 2016 host group via NCAA Program Hub.

5. May 1, 2015: Logistical information for 2016 Conference Rules Seminar due back to NCAA staff via NCAA Program Hub.
6. September 1, 2015: $3,000 deposit due to NCAA for the conference group selected to host the 2016 Conference Rules Seminar.

7. March 2016: Request for detailed logistics information sent to selected 2017 host group via NCAA Program Hub.

8. May 1, 2016: Logistical information for 2017 Conference Rules Seminar due back to NCAA staff via NCAA Program Hub.

9. September 1, 2016: $3,000 deposit due to NCAA for the conference group selected to host the 2017 Conference Rules Seminar.
Logging Into Program Hub

Figure 1 – Program Hub Welcome screen

2. There are three ways to login to Program Hub:
   - **New User:** Choose this option if you have not already created an account.
   - **Returning User - Program Hub User:** Choose this option if you have already created an account and are not an NCAA staff member or are a designated SSO user at your institution/conference.
   - **SSO/NCAA Staff User:** Choose this option if you have already created a Program Hub profile and are an NCAA staff member or are a designated SSO user at your institution/conference.
Creating a Profile

All users must create a profile before performing any other procedures.

**Figure 2** – Profile tab – Step 1: Login Information screen

**Step 1: Entering Login Information**

3. Enter information in all fields marked with an * (asterisk).

4. Click the **Save and Continue** button.

**NOTE:** Click the **Save** button if you want to save the information on this page (for this step) and complete the remaining steps later.
Step 2: Entering Personal Information

The **Step 2: Personal Information** screen opens.

1. Enter information in all fields marked with an * (asterisk).
2. Click the **Save and Continue** button.
Step 3: Entering Institution and Role Information

1. Select:
   - School/Institution.
   - Affiliate Organization.

2. Enter the Organization Name.

3. Select the Institution Role/Title.

4. Click **Save and Continue**.
Step 4: Confirmation

1. Click the checkbox as indicated in Figure 5.
2. Click Save and Continue. The Home screen automatically displays.
   On the Home screen you will see two messages:
   - Enter verification code.
   - Your account is inactive.
3. Access the email account you used in Step 1 of the Profile Builder. Look for an email with your unique verification code. Copy verification code.
4. Go back to your Home screen in Program Hub. Click link in verification code message and paste code.
5. Click to submit.
   On the Home screen you should see a message in green that confirms your account is active.

Figure 5 – Profile tab – Step 4: Confirmation screen
Quick Reference Guide for Creating A Profile

Figure 6 – Applications tab – Step 5: Applications
1. To see the applications for which you are eligible to apply click on the Applications tab at the top ribbon.

Figure 7 – Applications tab – Step 6: List of applications
1. You will then see a page entitled “My Applications.”
2. In the box under “Select Program Status” click the pull down box “Programs I could apply for.”
3. Programs open to you will be listed, simply click on the program of interest to begin the application.

If you need assistance logging in or creating a profile, please contact the NCAA IS Service Desk at (317) 917-6400 weekdays from 7:30 a.m. to 5:30 p.m. Eastern time.