

NCAA DIVISION III PROVISIONAL AND RECLASSIFYING MEMBERSHIP PROCESS – ROLE OF CHANCELLORS AND PRESIDENTS

Role of Chancellor or President in Division III.

A model Division III member institution's chancellor or president sets forth a vision for the institution's intercollegiate athletics program, ensures that adequate resources exist for the athletics department to carry out this vision, emphasizes the importance of the institution's compliance system and the roles of various departments (e.g., financial aid office) in this system, and ensures that the athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution.

The chancellor or president sets the tone through words, actions and decision making. Strong leadership can create a campus environment where all constituencies contribute to a common goal – to become a viable and valued member of Division III.

Application/Annual Reports for Division III Provisional and Reclassifying Membership.

Many chancellors and presidents underestimate:

- The importance of a complete and well-prepared Division III application and/or annual report.
 - When an application and/or annual report is submitted to the NCAA national office, an institution's president or chancellor must be confident the application and/or annual report has been completed and submitted correctly.
- The athletics and nonathletics personnel needed to ensure a complete and well-prepared application and/or annual report.
 - Institutions are encouraged to convene a review panel comprising, at a minimum, the director of athletics, senior woman administrator, faculty athletics representative, compliance coordinator, athletics health care administrator, athletics direct report (if applicable), and chancellor or president to complete any application and/or annual report. At the conclusion of an application and/or annual report, each of these individuals should certify they have reviewed the application and/or annual report.
- The time needed to complete an accurate and well-prepared application and/or annual report.
 - Sufficient time should be allotted for an accurate and complete application and/or annual report. As part of an application and/or annual report, supplemental documentation will be necessary to provide an accurate and thorough response. This information is required for a complete submission.

- The importance of standardized collection of data (e.g., via institutional research).
 - An institution's application and/or annual report should collect data in a manner comparable to an institution's accreditation process.

Chancellors and presidents should note:

- An incomplete or poorly prepared application could be denied.
- One incomplete or poorly prepared annual report could result in an institution's repeating a year of the provisional or reclassifying membership process.
- More than one incomplete or poorly prepared annual report could result in an institution's dismissal from the provisional or reclassifying membership process.

Sports Sponsorship and Rosters.

Many chancellors and presidents underestimate what is required to satisfy sports-sponsorship requirements.

- Institutions with 1,000 or more students must sponsor six sports for all male/mixed teams and six sports for all female teams. This must include at least three team sports per gender.
- Institutions with enrollment of less than 1,000 students must sponsor five sports per gender, including at least three team sports.
- To satisfy sports-sponsorship requirements in a team sport, an institution must participate in a minimum number of contests.
- To satisfy sports-sponsorship requirements in an individual sport, an institution must participate in a minimum number of contests WITH a minimum number of participants in each contest.

Secondary Violations.

Many chancellors and presidents underestimate that secondary violations of NCAA legislation occur at every NCAA member institution.

A secondary violation is regarded as isolated or limited in nature, can be inadvertent in nature, and only provides a minimal recruiting, competitive or other advantage. As a provisional or reclassifying member of Division III, your institution may commit several secondary violations,

considering your administrators, athletics boosters and student-athletes may be less familiar with Division III legislation. When a secondary violation (or other instance of noncompliance) occurs, your institution is obliged to report it to the NCAA enforcement staff in a timely manner.

Attendance at NCAA Convention.

Attendance is instructional for exploratory and provisional/reclassifying institutions, as well as a demonstration of commitment to Division III. While presidential attendance is recommended for all years of the new member process, in light of the demands that face institutional presidents and chancellors, presidential convention attendance is required only during the first two years of the membership process (exploratory year and provisional/reclassifying year one; or provisional/reclassifying years one and two for those institutions that receive a waiver of the exploratory year) and during any subsequent year in which the institution has new presidential leadership. The required attendance during the first two years shall include attendance at the following convention sessions: the provisional and reclassifying member reception, the Division III Issues Forum and the Division III Business Session.