

A G E N D A

National Collegiate Athletic Association

Division II <Sport> Regional Advisory Committee Orientation Call

Dial-in: <Phone Number>

<Date>

Access Code: <Number>

<Time>

Webinar link: <Insert link>

1. Welcome and introduction.
2. Role of the Regional Advisory Committee (RAC) chair.
 - a. Chair the RAC as needed and conduct regularly schedule conference calls to review and rank teams regionally;
 - b. Address any questions or concerns regarding selected teams;
 - c. Ensure that RAC conversations are confidential;
 - d. Ensure that RAC members are making decisions based on policies and appropriate information, and not position as a coach/administrator at a specific institution;
 - e. Serve as and/or recommend individuals to serve as NCAA representatives at preliminary sites;
 - f. Serve as spokesperson on behalf of the RAC;
3. Role of RAC members.
 - a. Prepare for and participate on weekly RAC ranking calls.
 - b. Provide information regarding teams in your conference and sport region to assist national committee in the evaluation and ranking process.
 - c. Submit rankings after each RAC ranking call via confidential online ballot.
 - d. Provide information regarding facilities of potential hosts during bid evaluation process.
 - e. Serve as a site representative at preliminary-rounds.
 - f. Confidentiality requirement.

- g. Spokesperson.
 - RAC members should report concerns to regional chair, regional chair reports to national committee and national committee chair serves as committee spokesperson.

- 4. Rankings and selection timeline.
 - a. Date and time score reporting data should be available.
 - b. One mock ranking and three published rankings.
 - c. Date of final RAC ranking call. (Confirm time with Regional chair).
 - d. Date and time of selection show.

- 5. Evaluation process.
 - a. Philosophy.
 - b. Selection criteria (Pre-Championship Manual).

- 6. Online score reporting website.
 - a. Navigating the website.
 - b. Data.

- 7. Voting procedures.
 - a. User IDs and passwords.
 - b. Participation.
 - c. Published rankings.

- 8. Open forum.

- 9. Adjournment.