AGENDA

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.

   a. User IDs and passwords.
   b. Participation.
   c. Published rankings.

8. Open forum.