

## **NCAA Division II Membership Committee**

### **Minimum Requirements for a Conference to be Considered for Membership in Division II**

In order for a conference application to be considered by the NCAA Division II Membership Committee for entrance into the Division II membership, a conference must demonstrate that it meets the following minimum requirements. Ultimately, the committee has the authority to accept or not accept a conference's application to enter Division II even if the conference is meeting the minimum requirements at the time of application.

#### **Analysis/Feasibility Study**

The conference shall demonstrate that broad-based discussions have occurred regarding membership in Division II including a discussion of the necessary resources and personnel to effectively operate a Division II conference. The conference should also demonstrate consideration of its overall fit and alignment with Division II philosophy, attributes and the strategic platform. If the conference used the services of an outside firm or consultant to conduct a feasibility study, the conference must share the findings of the study with the committee.

#### **Accredited Four-Year Baccalaureate Degree(s) Granting Institutions**

The conference shall demonstrate that its members are accredited by one of the six regional accrediting agencies and that all institutions have been offering four-year baccalaureate degree(s) for a minimum of one academic year prior to the conference submitting an application to enter the Division II. Conferences with a Canadian institution(s) must indicate whether the Canadian institution(s) have applied to a United States regional accrediting agency prior to being considered for acceptance into Division II.

#### **Strategic Plan for the Conference**

The conference shall provide a clear, detailed strategic plan for its operations including an outline of key goals and priorities, associated timeline, and commitment of financial and personnel resources. The conference must demonstrate the documented approval of the strategic plan by the conference's governance structure and that implementation of the strategic plan will occur.

#### **Financial Model for the Conference**

The conference shall demonstrate that it administers its office with prudent management and fiscal practices to ensure financial stability including, but not limited to, sufficient operating budgets for the effective operation of conference championships.

#### **Commitment of Personnel and Current Staff**

At the time of application a conference shall demonstrate it has the necessary personnel to operate the conference office at the Division II level including, but not limited to, a full-time commissioner. In addition, a conference shall demonstrate a plan to hire a full-time administrator whose primary responsibility is compliance. This individual shall be in place not later than the date on which the conference will achieve active status.

### **Sports Sponsorship**

The conference shall demonstrate that it is meeting the Division II minimum sports-sponsorship requirements for a conference as outlined in NCAA Constitution 3.3.2.2.3 and the three-season requirement as outlined in Constitution 3.3.2.2.3.1 at the time of application. An institution in the conference would have to satisfy the minimum contest and minimum participant requirements in Bylaw 20.10.3.5 in a given sport in order for that sport to be considered when determining whether the conference has six member institutions that sponsor and compete in that sport.

### **Student-Athlete Advisory Committee**

An applicant conference shall demonstrate that it has established at the time of application a plan to develop a student-athlete advisory committee for its member institutions' student-athletes. The conference shall be able to produce bylaws and/or policies and procedures for the duties of the student-athlete advisory committee.

### **Additional Evaluation Criteria**

The following criteria are important in determining a conference's fit for Division II membership.

#### **Demonstrated Commitment to the Community**

The conference shall demonstrate that it is committed to the Division II Community Engagement Initiative for developing student-athletes and communities by actively engaging in shared experiences.

#### **Success of Member Institutions in Athletics**

The conference shall demonstrate that the varsity athletics programs of its members have demonstrated a history of success on the playing fields as measured by athletics accomplishments on a national level.

#### **Academic Achievement of Student-Athletes**

The conference shall demonstrate a commitment to the academic success of student-athletes at its member institutions measured by the graduation rate of the student-athletes in each sport being equal to or greater than that of the general student body.

#### **Demonstrated Commitment to Sportsmanship**

The conference shall have policies in place that demonstrate a commitment to the Division II game environment initiative including good sportsmanship by all coaches, fans and student-athletes.

# NCAA DIVISION II NEW CONFERENCE APPLICATION FORM

## General Information

1. Name of Conference: \_\_\_\_\_
2. Mailing Address of Conference Office: \_\_\_\_\_  
City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_
3. Conference Web Site Address: \_\_\_\_\_
4. Name of Individual Completing Application: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
5. Personnel (Please provide the following information on your conference staff):

Name	Title	Email Address	Telephone Number

6. Member Institutions.
  - Please fill out FORM A completely and include as an attachment with your application.
7. Intercollegiate Sports in Which the Conference Conducts Competition for Men.
  - Please fill out FORM B completely and include as an attachment with your application.
8. Intercollegiate Sports in Which the Conference Conducts Competition for Women.
  - Please fill out FORM C completely and include as an attachment with your application.

Is your conference a Limited Liability Corporation or 501-c-3? Yes \_\_\_\_\_ No \_\_\_\_\_  
Does your conference conduct an annual audit? Yes \_\_\_\_\_ No \_\_\_\_\_  
Does your conference have a Presidents Council? Yes \_\_\_\_\_ No \_\_\_\_\_

President's Acknowledgment (FORM D)

By signing, each president of a school in your conference is attesting that the answers provided in this document are accurate and truthful. Further, by signing FORM D, the presidents of each of these institutions are agreeing to abide by the bylaws of the conference including the paying of dues for conference membership.

**It is important to note that completion of this application form does not guarantee acceptance of your conference into Division II. The NCAA Division II Membership Committee has ultimate authority over conference membership.**

Commissioners Acknowledgement

By signing below the commissioner of the conference is attesting that the answers provided in this document are accurate and truthful. Further, by signing this document the commissioner of the conference is agreeing to abide by the bylaws of the conference including the paying of dues for conference membership.

**It is important to note that completion of this application form does not guarantee acceptance of your conference into Division II. The NCAA Division II Membership Committee has ultimate authority over conference membership.**

Name of Conference Commissioner: \_\_\_\_\_

Signature of Conference Commissioner: \_\_\_\_\_

Please provide the following items with your completed application:

1. Feasibility study conducted by the conference regarding Division II membership (as required in the minimum expectations document).
2. Current strategic plan for the conference.
3. Budget for conference office for most recent fiscal year and the upcoming fiscal year.
4. Current conference bylaws and Constitution.

5. Information on how your conference office goals reflect the attributes of the NCAA Division II Strategic Positioning Platform.
6. Plan for creating conference student-athlete advisory committee (SAAC). If a conference SAAC already exists, please detail the initiatives and activities conducted by the SAAC. Also, please provide a conference SAAC handbook if possible.
7. Conference championships policy (e.g., format of championships, policies and procedures).
8. Community-engagement efforts over the past year.
9. Game environment initiatives.
10. Current membership affiliation of each member institution in the proposed new conference.
11. Justification statement detailing why your conference should be accepted into Division II.

Additional questions (please attach as supplements to the application):

1. Describe the involvement and authority of the presidents/chancellors in your conference including involvement in governance operations, budgets and strategic direction.
2. Describe the involvement of athletics directors in your conference including involvement in governance operations, budgets and strategic direction.
3. Describe the involvement of senior woman administrators in your conference including involvement in governance operations, budgets and strategic direction.
4. Describe the involvement of faculty athletics representatives in your conference including involvement in governance operations, budgets and strategic direction.
5. Describe the process used for creating and maintaining the conference's strategic plan including the individuals involved in the process.
6. Describe how your conference supports the principles of diversity and inclusion.
7. Describe how your conference initiates and supports systems and services for rules education and compliance including the monitoring of rules violations.
8. What support programs, initiatives and/or services does your conference have in place to support academic achievement by student-athletes?
9. Describe your conference's current initiatives that promote and protect student-athlete well-being.

**FORM A**

School Name	Location	Athletics Web Site	Director of Athletics	# of Sports Sponsored	Accrediting Agency Name

**FORM B**

\*Please provide additional documentation indicating which institution sponsors each sport.

Sport	Fall	Winter	Spring





**FORM D**

President's Name \_\_\_\_\_ Signature \_\_\_\_\_

Name of School \_\_\_\_\_ Date \_\_\_\_\_

President's Name \_\_\_\_\_ Signature \_\_\_\_\_

Name of School \_\_\_\_\_ Date \_\_\_\_\_

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President's Name \_\_\_\_\_ Signature \_\_\_\_\_

Name of School \_\_\_\_\_ Date \_\_\_\_\_

Please Send Completed Application and Forms to:

Dan Calandro, Jess Rigler or Leslie Schuemann  
NCAA P.O. Box 6222  
Indianapolis, IN 46206-6222

Per Membership Committee Policy, the application fee for a conference is a minimum of \$60,000. If your conference has more than six institutions, please add \$10,000 per institution for every school above six that are a part of your conference.