

## **NCAA Sports Sponsorship/Demographic Form Frequently Asked Questions**

### ***Logging in to the System***

Question No. 1: How do I access the application's log in screen?

Answer: Access to the Sport Sponsorship and Demographic form is granted via the Single-Source Sign-On System. Single-source sign-on administrators must grant individuals involved in completing the form access using the NCAA Application Account Maintenance Tool. The link will then appear on the user's homepage once they log into the membership side of NCAA.org.

Question No. 2: What is the institution's username and password?

Answer: Institution usernames and passwords are no longer used to log into the Sports Sponsorship And Demographic Form. Users will use their individual email ID and password to log into the form. This is the same email ID and password combination used to log into the membership side of NCAA.org.

### ***Demographics***

Question No. 1: What address should be listed on the demographics page?

Answer: Indicate a main address, not the address of a specific individual, unless the institution desires that individual to receive general membership related materials distributed by the national office.

Question No. 2: What if my institution belongs to more than one conference?

Answer: The conference on the demographics page should be your primary conference. The sport specific conferences will be collected on the sport update screens.

Question No. 3: What if my institution is in the process of changing our overall division?

Answer: The system will indicate your current division as does the NCAA academic and membership affairs department at the national office. The NCAA staff is aware of those institutions in the reclassification process and will track the institution through the entire process, but not until the institution is active in the new division will it be reported as such.

Question No. 4: How do I answer the question about a written policy against competition on a particular day for religious reasons?

Answer: Some institutions have an institutional policy against competition on a particular day for religious reasons, and are required to inform the NCAA national office prior to September 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. So if your institution employs such a policy and would request that the championship schedule be adjusted to accommodate the policy, the question should be answered with a "Y."

Question No. 5: How do I answer the coach's certification test question?

Answer: If all of the individuals required have taken the exam for your respective division you may answer "Yes." If anyone that meets the description has not taken the exam you must indicate "No."

Question No. 6: How do I know if my institution is a member of an athletics consortium?

Answer: An athletics consortium consists of one member institution and neighboring member or nonmember institutions (but not more than one nonmember institution), recognized and approved by a two-thirds vote of the Administration Cabinet. The student-athletes of the combined institutions are permitted to compete on the NCAA member institution's athletics teams, provided they meet the eligibility requirements of the NCAA and the member institution.

### ***Personnel***

Question No. 1: Are the personnel listed on the form intended to represent last academic year or the upcoming year?

Answer: The contacts that are submitted should represent your institution for the upcoming academic year.

Question No. 2: How do I access the contact information of the people listed on the form?

Answer: Each name is a live link, click on the individual name to see the contact data including address, phone, fax and email. Remember it is the responsibility of each member to keep the contact data current.

Question No. 3: How do I update the personnel data listed for each individual?

Answer: Click the "Personnel Change Request" link to access the update form. Complete the entire form. All updates are manually entered into the NCAA Membership Database and will not appear corrected immediately. To expedite the process, please complete the entire form.

Question No. 4: How do I verify the personnel updates submitted have been entered?

Answer: The NCAA Directory is available via the membership side of [www.ncaa.org](http://www.ncaa.org). Hover over the "Contact" heading and select the "NCAA Directory" which is the fourth bullet in the list. Please check the directory for the updates. Allow a week to 10 business days for the updates submitted to be complete in the listing. The member will also have record of the update on the report printed prior to submission of the form. The member does not have to wait for the updates to appear in the directory prior to submitting the form.

Question No. 5: We have more administrators in our athletics department than are listed, should I list everyone?

Answer: Not necessarily. The NCAA national office is looking for specific individuals who have specific job functions. Based on current legislation and outreach efforts in the national office, we are looking for the following contacts: president/chancellor, director of athletics, senior woman administrator, senior compliance administrator, sports information director, fifth person, Title IX coordinator, head athletic trainer, single-source sign-on administrator, athletics direct report (for NCAA Division III only). One individual may hold more than one of these roles.

Question No. 6: What if we do not have administrators in those positions at this time?

Answer: Enter your director of athletics in those roles until the institution fills those positions to ensure information directed to those administrators is not missed.

Question No. 7: What happens when a new person is hired for a position?

Answer: It is very important when an individual is hired during the academic year that the member submit a "Personnel Update Request" through the NCAA Directory found on the membership side of [www.ncaa.org](http://www.ncaa.org). Hover over the "Contact" heading and select the "NCAA Directory" which is the fourth bullet in the list. The member may also update personnel through the Sports Sponsorship and Demographic Form; however, this form is only available from May to August. This data is used by the national office daily.

Question No. 8: Is this the only time I can update personnel information for administrators for my institution?

Answer: No. You can update personnel via the NCAA Directory at any time.

Question No. 9: What is a Title IX coordinator?

Answer: All educational agencies who receive federal funding must designate a university-wide Title IX coordinator to comply with Title IX requirements. The coordinator may be housed in the equal opportunity office, affirmative action office, provost's office, ombudsman's office, human resources or the office of student affairs. The Title IX coordinator is responsible for directing the institution's compliance efforts under Title IX, as well as investigating complaints alleging noncompliance with Title IX.

Question No. 10: What is a single-source sign-on administrator?

Answer: The single-source sign-on administrator is the person responsible for designating access to NCAA applications or systems to individuals in the athletics department. Under the Single-Source Sign-On System, individuals will log in with an individual email ID and password. Users will only have access to applications for which the single-source sign-on administrator has given them access.

Question No. 11: What is an athletics direct report (Division III)?

Answer: The athletics direct report is the person to whom the athletics department reports if it is not the president or chancellor.

### ***Ethnicity***

Question No. 1: Do I have to complete the ethnicity breakdown on the demographic form?

Answer: Yes. All three divisions have adopted legislation indicating the membership must complete the ethnicity breakdown annually to be eligible for championships. Complete the information according to the following categories: American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, Native Hawaiian or Other Pacific Islander, White/Non-Hispanic, Two or More Races, Other/Unknown or Non-Resident Alien. Click the Ethnicity Breakdown heading or the column headings individually for assistance with the descriptions of the categories.

Question No. 2: How do I fill out the ethnicity breakdown portion of the demographic form?

Answer: Follow the directions listed on the form. If the institution is located in a state in which ethnicity is not a reported demographic, please use your best guess to complete this portion of the form. The user may have to count a staff member more than once if they hold multiple roles in the department.

### *Sport List*

Question No. 1: How do I add a sport to the Sport List?

Answer: The user may choose a sport that is not in the sport list from the drop-down options by the "Add Sport" field. If the institution sponsored the sport being added to the list in 2010-11, the user must provide all of the data in the top portion of the Sport Update page. If the institution plans to sponsor the sport being added to the sport list in 2011-12, fill out the bottom portion of the Sport Update page.

### *Sport Update*

Question No. 1: How do I access and update each individual sport listed on the sport list tab?

Answer: Choose the sport you wish to update on the sport list tab by clicking the name of the sport listed in the chart. Once the sport is selected, the system will automatically forward the user to the sport update page.

Question No. 2: What do I do if I know a sport did not meet minimum sports-sponsorship requirements?

Answer: The user should list all varsity sports for your campus. You may indicate your institution did not meet minimums and the reason from the drop-down options provided.

Question No. 3: What is the definition of a countable contest?

Answer: Please refer to the bylaw reference. For individual sports, a contest may only be counted if your team meets the minimum number of participants. All contests in which you meet the required minimum number of participants may be counted to meet minimum contest requirements which include postseason contests.

Question No. 4: What is the definition of a participant?

Answer: For purposes of this form it is a student-athlete who as of a varsity team's first scheduled contest: (a) is listed as a team member; (b) practices with the varsity team and receives coaching from one or more varsity coaches; or (if applicable) (c) receives athletically related student aid. A more detailed definition can be found on the form.

Question No. 5: What is the difference between a participant and someone on the squad?

Answer: In some cases they are the same number; in other cases one may be higher than another. For example, the squad list would include only those student-athletes who use a season of competition or eligibility.

Question No. 6: How do I indicate my institution is dropping a sport?

Answer: Near the bottom of the Sport Update page there is information pertaining to next academic year, please indicate that the institution does not plan to sponsor the sport for next year with a "No" and provide a reason from the drop-down options provided.

Question No. 7: Do I have to complete the participant and coaching staff ethnicity breakdown on the demographic form?

Answer: Yes. All three divisions have adopted legislation indicating the membership must complete the ethnicity breakdown annually to be eligible for championships. Complete the information according to the following categories: American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, Native Hawaiian or Other Pacific Islander, White/Non-Hispanic, Two or More Races, Other/Unknown or Non-resident Alien. Click the Ethnicity Breakdown heading or the column headings individually for assistance with the descriptions of the categories.

Question No. 8: What is the difference between the primary conference, sport conference and secondary league or conference? Or, what is a secondary sport league or conference?

Answer: Some members indicate that although they have an overall primary conference and a separate sport conference they are also affiliated with another league or conference in a particular sport. The Secondary Sport League/Conference field allows the member to record that information. This field is not a requirement and most of the time is not applicable. (For

example: An institution is a member of a primary conference that does not sponsor wrestling. Their sport conference sponsors wrestling and for purposes of this example the institution would also like to indicate they are also a member of an NCAA member wrestling league.) If the sport conference is the same as the primary conference and you do not participate in any other league or conference these fields can be left alone.

Question No. 9: For Divisions II and III only, do I have to fill out the Individual Sport Participant Requirements chart?

Answer: Yes. Divisions II and III require the membership to submit the number of participants at all countable contests for individual sports.

Question No. 10: How do I indicate my intentions to participate in championship competition outside of the NCAA opportunities?

Answer: There will no longer be separate "Joint Declaration" forms sent to institutions that indicate they hold a dual membership with the NCAA, NAIA and/or the NCCAA. If the institution indicates on the Demographic tab that they hold a dual membership, the Sport Update page will display a question asking the user to indicate in which championship the institution plans to participate. Again, the answer to this question takes the place of the Joint Declaration forms previously sent by the NCAA championships staff at the national office.

### ***Paying Dues Online***

Question No. 1: Why is this payment option available?

Answer: The online payment system is available to better serve the membership and to make processing the payments easier and faster for the accounting group. You may contact Mandy Hill in accounting at [mhill@ncaa.org](mailto:mhill@ncaa.org) or 317/917-6463 with any questions about this method of payment.

Question No. 2: Why does this appear on the Sports Sponsorship and Demographic Form?

Answer: The online payment option appears on this form because the Sports Sponsorship and Demographic Forms are required by institutions and conferences annually. It was decided to offer the opportunity while members were in the process of providing information regarding the upcoming academic year.

Question No. 3: Will my institution receive an invoice?

Answer: If you choose not to pay online or have not submitted dues by September 1 you will receive a mailed invoice.

Question No. 4: Can our institution still pay by check?

Answer: Yes, you may still pay your membership dues by check. Please make it payable to the NCAA and mail to:

Mandy Hill  
Accounting Department  
NCAA  
P.O. Box 6222  
Indianapolis, IN 46206-6222

Question No. 5: What is the NCAA membership dues payment deadline?

Answer: Annual membership dues are payable each year by September 1 and cover the upcoming academic year (September 1 through August 31).

Question No. 6: What if choose not to pay the annual NCAA membership dues?

Answer: It is a membership requirement to pay dues each year. A member institution shall not be permitted to vote at the annual NCAA Convention and will not be eligible for championships if dues have not been paid. Further, membership can be terminated if a member fails to pay dues for one year [NCAA Constitutions 3.2.5.3, 3.3.5.3, 3.4.5.2 and 3.5.5.2].

### ***General Information***

Question No. 1: What enrollment figures should be included on the form?

Answer: The institution's full-time undergraduate degree-seeking students enrolled in fall of last academic year.

Question No. 2: Are there two separate forms I can complete and submit for sports sponsorship and demographics?

Answer: No. The forms are consolidated into one electronic document. The system is designed to transfer all of the information at once. Complete all of the information and go to the Submit tab.

Question No. 3: If I do not click on the "save" or "save and continue" button, will I lose the data I entered on the form?

Answer: Yes. Logging off or exiting the web site without saving or submitting the form will lose the data that has already entered. If, at the time of saving, an error or warning message is encountered, the issue must be corrected before the system will save the page. (Save often.)

Question No. 4: Do I need to complete the entire form before submitting it the NCAA?

Answer: Yes. The system will inform you that you have not completed the required fields and will not allow the form to be submitted to the national office.

Question No. 5: When I submit the forms, does this automatically save my changes?

Answer: Yes. Once the data is submitted, the changes have been saved and will be loaded into the NCAA Membership Database for the 2011-12 academic year starting August 15, 2011.

Question No. 6: Can I make any changes after I submit my form?

Answer: Yes, adjustments may be made by logging back into the form prior to August 15. Users will be directed to the "Help" tab where options of editing the form or printing the report will be available. After completion of the update(s), please resubmit the form. After August 15 you will only have access to the report. If adjustments need to be made after August 15, please email [ncaatechnology@ncaa.org](mailto:ncaatechnology@ncaa.org) with the changes.

Question No. 7: Who do I contact if I have questions concerning the form, data entry or system errors?

Answer: Email [ncaatechnology@ncaa.org](mailto:ncaatechnology@ncaa.org) if you have technical problems, errors or questions not covered in the Instructions or Frequently Asked Questions documents.

Question No. 8: What if I receive an error message when I try to save?

Answer: The error messages are designed to help fill out the form completely and accurately. Review the error and correct the problem areas accordingly.

Question No. 9: Why does the system indicate it has "timed out?"

Answer: This form is a web-based form and for security purposes it will time out if nothing has been saved in the form for a specified period of time. Save the information entered often and if you plan to be away from the form for any length of time save the information once again, log out and log back in when you plan to enter more information.