

NCAA

DIVISION III

CONFERENCE SELF-STUDY GUIDE (CSSG)



NCAA Constitution 3.3.4.6 requires that member conferences conduct a comprehensive self-study and evaluation of their intercollegiate athletics programs at least once every five years, using the Conference Self-Study Guide. Once the self-study is completed, the Notification of Completion Form must be signed by designated conference administrators indicating the date of completion and forwarded to NCAA membership services staff. Note: The completed Conference Self-Study Guide is to be retained on file with the conference office and made available for examination on request by authorized representatives of the Association.

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Table of Contents

	Page
Introduction to the Conference Self-Study Guide	3
I. Conference Purpose, Philosophy and Attributes	5
II. Institutional Personnel Involvement	5
III. Conference Organization and Operation	6
IV. Conference Accountability and Control	7
V. NCAA Involvement.....	7
VI. Sportsmanship, Ethical Conduct and Diversity	8
VII. Student-Athlete Inclusion and Development.....	8
Notification of Completion of Conference Self-Study	9

Introduction to the Conference Self-Study Guide

The NCAA Division III Conference Self-Study Guide (CSSG) is designed to assist Division III conferences in assessing the overall operation of the conference and to satisfy the self-study requirements of NCAA Constitution 3.3.4.6. On completion of the CSSG, the conference is required to submit to the NCAA membership services office the Notification of Completion Form (which accompanies the self-study guide) signed by the chancellor or president, conference executive and other designated senior administrators, as well as indicating the date of completion. The completed CSSG is to be retained on file with the conference office and made available for examination on request by authorized representatives of the Association, including the NCAA Division III Membership Committee. Failure to submit the Notification of Completion Form by the deadline may result in the conference's loss of Division III strategic initiative funding. All new conferences must forward a copy of the completed CSSG to the NCAA membership services staff at the conclusion of the initial year of conference membership. Completion of the CSSG is required at least once every five years.

The CSSG is not meant as a substitute for the NCAA Division III Manual or other NCAA or conference publications containing the rules governing intercollegiate athletics. Rather, its intent is to:

1. Provide a periodic review of conference policies to ensure sound conference operations in accordance with the Division III philosophy and the conference-based components of the strategic plan;
2. Involve senior-level administrators in a review of conference operations that can enhance their knowledge of how their athletics conference relates directly to their institution;
3. Familiarize senior-level administrators of Division III conferences to the conferences strengths and weaknesses; and
4. Identify specific areas in Division III athletics programs that reinforce appropriate current practices and/or identify areas that may require further attention based on conference philosophy and operations.

The CSSG should be coordinated by conference personnel in a manner that is appropriate and applicable to the conference. The CSSG should be completed with an intent that adequately represents all institutional perspectives. The study should include broad constituent participation and be provided sufficient time and resources to gather all information called for by the CSSG.

A committee comprised of chancellors or presidents and other staff (including, but not limited to, conference executives, senior administrators with athletics oversight, faculty athletics representatives, directors of athletics, senior woman administrators, coaches, sports medicine personnel, sports information personnel and student-athletes) should be included in the completion of the CSSG. Following this initial study, the committee may wish to perform periodic follow-up checks using the entire instrument or selected sections that relate to specific areas of concern.

