

REQUEST TO SHARE NCAA MEMBERSHIP CONTACT INFORMATION WITH EXTERNAL COLLABORATOR

The NCAA Membership Database and Member Reports application is intended for internal NCAA staff use only. Contact information of administration and coaches at NCAA member institutions are not to be shared with external individuals or organizations. An exception to this rule may be made if the NCAA is engaged in a collaboration with an outside entity, pending completion of this form and approval from NCAA Research. The rationale behind not sharing contact lists externally is to minimize unsolicited, impersonal blast email requests of the NCAA membership. Membership contact information is publicly available on institutional websites.

PROCESSING: Allow two weeks for processing a request.

DELIVERY: Information will be delivered via email to the external contact you have listed below. You will be copied when the contact information is shared.

REQUEST INFORMATION:

Name and title of NCAA staff requesting data sharing:	Your name and title.
NCAA department:	Your department.
Rationale behind the need to share contact information externally:	Please detail the nature of this collaboration and why this contact information needs to be shared externally (e.g., why a mailing needs to come from this entity directly and not the NCAA).
Name and title of external point of contact:	Name and title for external contact.
External organization:	Organization name.
Email address for external contact:	Email address for the external collaborator who is to receive file.

LIST CRITERIA:

Describe in detail the information you are requesting be shared with your external collaborator. Include: division, titles, sports, states and all criteria you will need for your selection (e.g., director of athletics at NCAA Division I institutions sponsoring basketball in the state of Maine):

Type description of list here.

When sharing contact information externally, NCAA Research will communicate the following restrictions to external collaborators.

- Information may only be used for the benefit of NCAA members, student-athletes, prospective student-athletes or parents and may not be provided to third parties.

The NCAA is not responsible for any inaccuracies in the information provided.

- Information will be issued for a one-time use only and may not be reproduced or sold.
- The Association reserves the right to review all materials being mailed to staff at member institutions and conferences and to deny any request for information.

I agree the information requested will be used for the benefit of NCAA members, student-athletes, prospective student-athletes or parents only and not provided to a third party or reproduced.

Signature: _____ / ____ / ____
Name Title Date

**Send to: Sadie Martinez (smartinez@ncaa.org) with the subject: NCAA Membership Contact
Information Sharing Request**