

Conference Grant Guidelines and Instructions

Instructions:

For research purposes, conferences are required to complete an annual report of uses form for the funds distributed in June 2015. The form is available on-line for completion and outlines the Conference Grant fund's expenses within the approved stated areas for the 2015-16 academic year.

Once you have completed the report of uses form, aligning with the spending categories, please save your information by clicking the save icon at the bottom of the form. When you are ready to send the information to the NCAA, please click the submit icon at the bottom of the form.

For questions, please contact Andrea Worlock at aworlock@ncaa.org or 317/917-6253.

Guidelines:

These grant funds must be used to maintain, enhance or implement programs and services in each of the following areas:

- A. Improvement of men's and women's officiating programs in all sports.
- B. Enhancement of conference compliance and enforcement programs.
- C. Heightening the awareness of athletics staff and student-athletes to programs associated with drug use, and assisting coaches, athletics administrators and student-athletes in this regard.
- D. Enhancement of opportunities: employment, professional development, career advancement and leadership/management training in intercollegiate athletics for ethnic minorities.
- E. Development of conference gambling education programs.

The administration of the grant will take into consideration the diverse nature of conference structures and allow conferences a reasonable degree of flexibility in constructing their programs. At the same time, adherence to specific criteria and restrictions is required to ensure that the grant funds are used according to the principles below and provide for responsible financial accountability. The general principles guiding the grant are as follows:

1. A conference has the authority to determine the amount to allocate to the five aforementioned areas. However, the conference must spend a portion of the grant in all five.
2. The funds must be used to enhance existing programs, to maintain programs initiated by the NCAA grant funds or to implement new programs.
3. Conferences may establish a "consortium" with one another in one or more of the five areas by pooling grant funds and conducting joint programs, subject to the approval of the Board of Governors.
4. A conference may allocate a portion of its grant in the form of sub-grants to one or more of its member institutions for specific programs approved by the conference in the areas of drug education and the enhancement of opportunities for ethnic minorities and women.
5. It is assumed that programs provided by the conference in the areas of compliance, enforcement and drug education will serve both men's and women's athletics programs. However, it is possible that in the area of officiating improvement separate programs and services for men and for women may be implemented. If separate officiating programs are implemented, at a minimum, the amounts allocated to the men's and women's programs must be in proportion to the total grant. [For example, Conference A receives \$150,000, of which \$112,500 is by virtue of its men's automatic qualification and \$37,500 for the women's. If the conference determines that it will spend \$60,000 of the conference grant funds

on basketball officiating improvement then at least \$15,000 must be allocated to women's basketball officiating (one-fourth, in proportion to the \$37,500/ \$150,000 split).]

6. A conference must allocate its entire grant for programs and services each year. It may not carry over the funds to the next year, unless the NCAA Board of Governors approves an appropriation for subsequent year spend within the above categories; e.g., to allow the purchase of equipment that might be ordered in one fiscal year, but delivered and paid for in the next fiscal year.

Conferences will complete an annual report of uses form. This form outlines the Conference Grant fund's uses within the approved stated areas.

- Enhancement Opportunities – Ethnic Minorities
- Enhancement Opportunities – Women
- Gambling & Compliance
- Men's Officiating
- Women's Officiating
- Drug Education

This information is utilized by membership as well as NCAA officiating, Health and Safety and Inclusion groups to increase awareness of membership initiatives.

MEN'S AND WOMEN'S OFFICIATING PROGRAM

Required Components:

As a condition of eligibility for a grant, a conference must develop a plan, or maintain a plan initiated by NCAA grant funds, for the improvement of men's and women's officiating programs. The plan must include each of the following components:

1. Establish and maintain a program for regular, systematic training and evaluation of officials by the supervisor or trained evaluators;
2. Develop a plan or continue to actively identify and recruit new officials with the potential to officiate at the Division I level, and
3. Initiate or continue the assignment of officials by the conference office or by an independent booking agency, as opposed to having this done by individual institutions.

Following are suggestions as to how a conference might develop the required components above; it may choose to implement all, some or none of them and may develop additional plans for the NCAA Board of Governor's consideration:

1. Training and Evaluation of Officials. This program might include:
 - a. On-site evaluation of every official during the regular season and submission of written evaluations to the conference office and to the officials.
 - b. Videotaping of each official during the season with a written evaluation of the tape to be provided for the official and a written self-evaluation of the videotape to be submitted by the official.
 - c. Annual attendance by officials at an off-season or preseason on-court training and evaluation session,

either conducted by the conference or an outside group.

- d. Attendance by supervisors at an advanced summer officiating camp and mandatory attendance by selected officials requiring additional work.
- e. Participation in off-season training, including officiating in summer leagues or international competition, film study and instructing and/or evaluating at summer officiating camps.
- f. Attendance by evaluators and observers (in addition to the mandatory attendance of supervisors, coaches and officials) at NCAA officiating clinics.

2. Identification of New Officials. This might include:

- a. Attendance at summer officiating camps by supervisors;
- b. Establishment of a system to "scout" high school, junior college and Divisions II and III officials during the season (e.g., a communication network between the conference and the state high school federation, and with assigning agents for Divisions II and III conferences);
- c. Conduct of specialized officiating camps or sessions for prospective "high-potential" officials, and
- d. Conduct of tryout sessions in conjunction with preseason scrimmages.

COMPLIANCE AND ENFORCEMENT PROGRAM

Required Components:

As a condition of eligibility for a grant, a conference must develop a plan, or maintain programs initiated by the NCAA grant program, to enhance its compliance and enforcement programs. The plan must address each of the following three components:

education, self-study, and review and communication.

Following are suggestions as to how a conference might use grant funds to develop or maintain programs that would address each of the required components. A particular conference may choose to include all, some or none of the following and may develop additional plans better suited to the conference's needs, subject to NCAA Board of Governor's consideration:

1. Education. Programs in this area might include:

- a. Ongoing NCAA (and conference) rules education for conference members;
- b. Participation in forums conducted by the NCAA concerning interpretation and implementation of NCAA rules;
- c. Rules examinations and narratives to stimulate discussion in campus review sessions;
- d. Professional development, including education of new conference personnel (e.g., compliance officers) or establishment of intern programs;
- e. Participation by conference administrators in orientation sessions conducted by NCAA membership services staff members;

- f. Information to conference members concerning membership services available from the NCAA or conference office;
 - g. "Booster" education.
 - h. Gambling education. Information to address concerns regarding threat of sports wagering or the integrity of collegiate sports and the health and safety of the student-athletes.
- 2. Self-Study and Review. Conferences may wish to consider:
 - a. Assistance to conference members engaging in NCAA institutional self-studies, the Division I athletics certification program, NCAA compliance reviews and conference-administered compliance reviews.
 - b. Meetings with selected groups (e.g., financial aid administrators, certification officers, and recruiting coordinators) to review compliance issues and pose essential questions for discussion;
 - c. Periodic on-campus compliance reviews, ranging from "spot checks" of records and forms to comprehensive reviews of athletics programs;
 - d. Regular entrance interviews for freshmen and transfers concerning recruitment by conference and NCAA member institutions, and
 - e. Development of human resources (e.g., conference experts who may be utilized in educational efforts or in "peer review" programs).
- 3. Communication. Suggested programs include:
 - a. Purchase of computer hardware and software to facilitate reporting and monitoring procedures (e.g., access to legislative services database);
 - b. Legislative assistance (e.g., interpretations, legislative updates);
 - c. Specific timetables for implementing comprehensive compliance and enforcement programs;
 - d. Procedures for treating secondary violations and policies for reporting conference enforcement actions;
 - e. Consistency among conference members as to forms, and procedures and policies in place to certify eligibility, award financial aid, monitor recruiting, administer playing-seasons requirements and track other athletics participation rules, and
 - f. Information to high school and junior college athletics and coaches associations concerning NCAA and conference rules.

ALCOHOL, TOBACCO AND OTHER DRUGS EDUCATIONAL PROGRAM

Required Components:

As a condition of eligibility for a grant, a conference must develop or maintain programs initiated by the NCAA grant program, which states that goals and objectives should be aimed at heightening the awareness of staff and student-athletes to the problems associated with alcohol, tobacco and other drugs use, and must recommend ways in which institutions can better assist coaches, athletics administrators and student-athletes in this area.

The plan must include a statement of purposes and objectives to accomplish its goals. Following are suggestions as to how a conference might develop, or maintain, such a program:

1. Develop precise program objectives with written policies. Policies should include recruitment activities and procedures to be followed in the event of a student-athlete's involvement in drug use and any penalties to be imposed as a result of violation of substance-use policies.
2. Establish policies and procedures for counseling of student-athletes with drug problems.
3. Distribution and use of educational resources (e.g., videotapes, brochures, posters and speakers).
4. Identify individuals who do not use drugs (e.g., coaches, trainers, faculty and student-athletes) to act as role models. This can be accomplished through production of public service announcements (PSAs), lectures and other informal methods.
5. Develop and sponsor meetings, seminars and courses to assist student-athletes in adapting to college life, noting pressures associated with athletics participation and providing materials concerning medications that are acceptable in relation to athletics participation.
6. Develop and sponsor seminars to educate coaches and other athletics personnel regarding drug-use prevention and intervention techniques.

Publications and Educational Materials

The NCAA produces a variety of alcohol, tobacco and other drug-education materials to help member institutions and conferences develop effective educational programs. The following resources are available from the NCAA Sports Science Institute staff:

1. Educational Posters. The NCAA has produced posters addressing a variety of health and safety posters for student-athletes. For more information, contact the Sports Science Institute department at 317/917-6309.
2. Drug Education and Drug Testing Program Video.
The NCAA produces this instructional video to illustrate the policies and procedures of the NCAA drug-testing program. The video is available on line at ncaa.org/health-safety, and copies may be requested from the NCAA Sports Science Institute staff at 317/917-6309.
3. Drug-Education Research.
 - a. NCAA Survey of Institutional Drug-Education and Testing. Every two years, the NCAA surveys member institutions about their drug-education and drug-testing programs. Survey results are available via the NCAA Web site at www.ncaa.org/drugtesting.

- b. NCAA Substance Use Study of College Student-Athletes. This survey is completed every four years by approximately 20,000 student athletes representing all divisions and sports. Findings from the 2013 study conducted by the NCAA are available at www.ncaa.org/drugtesting.
1. NCAA Sports Science Institute Speakers Grant Program. An NCAA active member institution or conference is eligible to apply for grants that partially or fully fund speaker fees for athletics department drug-education and/or wellness programs. The application, guidelines and list of speakers is located on the membership side of www.ncaa.org under About Us/Resources/Events or click [here](#).
2. APPLE Conferences. The NCAA sponsors APPLE Conferences promoting student-athlete wellness and substance abuse prevention conducted by the University of Virginia's Center for Alcohol and Substance Education (CASE). The goals of the conferences are to enable the "prevention team" of students, coaches, trainers and alcohol and other drug abuse prevention personnel to analyze the current substance-abuse prevention efforts in their own athletics department, and to create an action plan for improving those efforts based on the University of Virginia's APPLE model. For more information about the APPLE conferences, please contact CASE, University of Virginia, 434/924-5276.
3. CHOICES Alcohol Education. CHOICES is a competitive three-year grant program that encourages NCAA colleges, universities and conferences to develop, implement and evaluate campus-wide alcohol-education programs that integrate athletics into the campus prevention efforts. A call for proposals and grant guidelines is released each fall.
4. Tobacco. The use of tobacco products by student-athletes, coaches and game officials is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.
5. At NCAA championships, tobacco use by any individuals on the field of play -- as well as during other championship activities, such as banquets, autograph sessions, press conferences and postgame interviews, is prohibited. The appropriate sports committee, according to the misconduct provisions of NCAA Bylaw 11.1.4 shall deal with violations of this policy. Further, in the sport of baseball, dugouts are considered to be on the "field of play."
6. TEAM. The NCAA is a member of the TEAM (Techniques for Effective Alcohol Management), a national coalition that includes representation from the professional sports leagues, the broadcasters, stadium managers, vendors, the government and industry.
7. The TEAM coalition provides effective alcohol service training in public assembly facilities and promotes responsible fan behaviors and policies that limit alcohol consumption in order to enhance the entertainment experience while reducing alcohol-related instances both in facilities and on surrounding roadways.
8. NCAA Health & Safety Web site. This website can be accessed through the NCAA Web site at www.ncaa.org under About Us/Health and Safety or by clicking [here](#). This is a source of information on all NCAA health and safety and NCAA drug testing programs, as well as sports medicine research and guidelines.

ENHANCEMENT OF OPPORTUNITIES FOR ETHNIC MINORITIES

Required Components:

As a condition of eligibility for a grant, a conference must develop a plan, or maintain a program initiated by NCAA grant funds, for the enhancement of opportunities for ethnic minorities. Following are suggestions as to how a conference might use grant funds to develop or maintain programs to meet this requirement. A conference may

choose to include all, some or none of the following and may develop additional plans better suited to the conference's needs, subject to Executive Committee consideration:

1. Internship. A conference might offer a conference office internship available only to ethnic minorities. Interns might concentrate their experiences on one or more areas within the conference office; e.g., compliance, championships or publications.
2. Personnel. A conference might actively seek ethnic minorities to become conference officials by providing low- or no-cost incentive programs in training and officiating experience. The conference might hire ethnic minorities into administrative positions in the conference office (as opposed to clerical positions).
3. Seminars. The conference might sponsor seminars for ethnic minorities and women, focusing on the areas of:
 - a. Professional development;
 - b. Career advancement opportunities;
 - c. Leadership, management and communication skills;
 - d. Diversity education, and
 - e. Gender equity and Title IX.
4. Scholarships. The conference might establish an ethnic minority graduate scholarship or sixth-year athletics scholarships comparable to the programs offered by the NCAA. Recipients may or may not be required to use their scholarships at a conference member institution.
5. Subgrants. Conferences might provide subgrants to member institutions to offer similar opportunities in hiring, training and scholarships for ethnic minorities within their athletics departments. Subgrants might be utilized to support ethnic minority internship programs at conference member institutions.

ENHANCEMENT OF OPPORTUNITIES FOR WOMEN

Required Components:

As a condition of eligibility for a grant, a conference must develop a plan, or maintain a program initiated by NCAA grant funds, for the enhancement of opportunities for women. Following are suggestions as to how a conference might use grant funds to develop or maintain programs to meet this requirement. A conference may choose to include all, some or none of the following and may develop additional plans better suited to the conference's needs, subject to Board of Governors' consideration:

1. Internship. A conference might offer a conference office internship available only to women. Interns might concentrate their experiences on one or more areas within the conference office; e.g., compliance, championships or publications.
2. Personnel. A conference might actively seek women to become conference officials by providing low- or no-cost incentive programs in training and officiating experience. The conference might hire women into administrative positions in the conference office (as opposed to clerical positions).
3. Seminars. The conference might sponsor seminars for women, focusing on the areas of:
 - a. Professional development;
 - b. Career advancement opportunities;
 - c. Leadership, management and communication skills;
 - d. Diversity education, and
 - e. Gender equity and Title IX.
4. Scholarships. The conference might establish a women's graduate scholarship or sixth-year athletics

scholarships comparable to the programs offered by the NCAA. Recipients may or may not be required to use their scholarships at a conference member institution.

5. Subgrants. Conferences might provide subgrants to member institutions to offer similar opportunities in hiring, training and scholarships for women within their athletics departments. Subgrants might be utilized to support ethnic minority and women's internship programs at conference member institutions.

PERMISSIBLE AND NONPERMISSIBLE USES OF GRANT MONIES

Several questions have been raised relative to what constitutes acceptable uses of the grant monies. Following are examples of permissible and nonpermissible expenditures; the list is not intended to be all-inclusive, and it is anticipated that additional questions will arise that require interpretation.

As indicated elsewhere in this document, however, the guiding principle is that the monies must be used to implement, maintain or enhance programs in the areas of men's and women's officiating, drug education, compliance and enforcement, and enhancement of opportunities for ethnic minorities and women.

1. Examples of permissible expenditures.

- a. Purchase of equipment such as a videotaping and viewing machine, videocassette recorder, projector or computer.
- b. Purchase of office equipment (e.g., desks) or leasing of additional office space to accommodate personnel hired to implement new or enhance existing programs.
- c. Payment of salaries and benefits for additional full-time clerical and administrative personnel, or upgrading of part-time personnel, as long as their duties are substantially related to implementing or enhancing programs and services in one of the five grant areas. However, not more than 60 percent of the total grant may be used for this purpose.
- d. Payment of salaries and benefits for an individual(s) hired in an administrative capacity (not clerical) relative to the enhancement of opportunities for ethnic minorities and women. Such use of grant funds is subject to the 60-percent restriction in paragraph c above.
- e. Payment of salaries or stipends for conference interns relative to the enhancement of ethnic minorities and women. However, such use of grant funds is not charged against the 60-percent salary restriction.
- f. Payment or supplementing of basketball officials' travel expenses and tuition for training or evaluation sessions and officiating camps, excluding the mandatory NCAA regional officiating clinics.

2. Examples of nonpermissible expenditures.

- a. Payment or supplementing of the commissioner's salary or benefits.
- b. Payment or supplementing of basketball officials' travel expenses to attend the annual NCAA regional officiating clinics.
- c. Payment of officials' game fees or implementation of the three-man system of officiating.
- d. Purchase or lease of equipment unrelated to the five grant program areas.
- e. Payment of salaries and benefits for persons whose responsibilities are not substantially related to one of the five areas of the grant program.
- f. Payment of expenses related to conference institutional or institutional drug-testing programs.