



**NCAA Sports Sponsorship and Demographic Form  
Frequently Asked Questions  
-Institutions-  
(Updated: April 2023)**

## LOGGING INTO THE SYSTEM

**Question:** How do I access the application's login screen?

**Answer:** Access to the 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. Individuals completing the form will need to have the "Sports Sponsorship Administrator" box checked within the NCAA Directory application.

**Question:** This is my first time completing the form. How can I see what has been submitted in previous years?

**Answer:** Prior year forms can be viewed under the "Reports" tab in the system. Select which year(s) you wish to view on the drop-down menu and then click "View Report" button. The report will load as a pdf on your computer which you can save, print or both.

## ABOUT

### Campus Information.

**Question:** 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 NCAA national office. Note: Please use street address (not a P.O. Box).

**Question: What is NAIA or NCCAA?**

**Answer:** The National Association of Intercollegiate Athletics (NAIA) and the National Christian College Athletic Association (NCCAA) are membership organizations that govern and promote collegiate athletics participation. The user should indicate if the institution is a dual member meaning they are a member of one of those organizations in addition to their NCAA membership. Dual membership forms are no longer submitted to the NCAA championships staff.

**Question: What if my institution belongs to more than one conference?**

**Answer:** The conference on the demographics page should be the primary conference. The sport-specific conferences are collected on the individual sport screens.

**Question: 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.

**Regional Accreditation.**

**Question: Why do I need to report regional accreditation information?**

**Answer:** Regional accreditation is a membership requirement. It is important to enter the accreditation agency, institution through which the accreditation was granted, accreditation status (i.e., accredited, accredited on warning, accredited on probation), date of the most recent accreditation and date of the next reaffirmation.

**Question: What if my institution is not accredited by a regional accreditation?**

**Answer:** Regional accreditation is a membership requirement. It is vitally important to contact the correct divisional Membership Committee as soon as accreditation is not reaffirmed, or any other accreditation issues arise.

**Religious Day Competition.**

**Question: 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. 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."

### **Coaches/Consortium.**

**Question:** 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:** How do I know if my institution is a member of an athletics consortium?

**Answer:** An athletics consortium consists of the combination of one member institution and neighboring member or nonmember institutions (but not more than one nonmember institution), recognized and approved by the division-specific governance structure. 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.

### **SPONSORED SPORTS**

**Question:** 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 2022-23, 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 2023-24, fill out the bottom portion of the Sport Update page.

**Question:** 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:** What do I do if I know a sport did not meet minimum sports-sponsorship requirements?

**Answer:** You may indicate your institution did not meet minimums and the reason from the drop-down options provided.

**Question:** What sports do I include in this reporting?

**Answer:** Include only varsity sports; do not include junior varsity, intramural or club sports.

**Question: 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. Note for purposes of the sport sponsorship and demographic form NCAA Bylaw 20 for Division I members and NCAA Bylaw 7 for Division II members defines "countable contest."

**Question: What is the definition of an exempted contest?**

**Answer:** Exempt contests include contests against the varsity program of four-year, degree-granting collegiate institutions that do not count against the institution's maximum number of regular season contests (e.g., an exhibition against an opponent in a different NCAA division).

**Question: 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: (1) Is listed as a team member; (2) Practices with the varsity team and receives coaching from one or more varsity coaches; or (if applicable) (3) Receives athletically related student aid.

**Question: 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 menu provided.

**Question: Do I have to complete the participant and coaching staff ethnicity breakdown on the sport page?**

**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 U.S. Non-Resident. Click the Ethnicity Breakdown heading or the column headings individually for assistance with the descriptions of the categories.

**Question:** Why am I being asked to confirm my sports conference for each sport?

**Answer:** Some members have an overall primary conference but for some sports, compete with another league or conference in a particular sport. For example: An institution is a member of a primary conference that does not sponsor wrestling. Their sport conference sponsors wrestling and should be listed as the conference for this particular sport.

**Question:** Do I include emerging sports in the reporting?

**Answer:** Yes. If your institution is sponsoring an emerging sport, it should be included in the reporting and may be used to satisfy minimum sports-sponsorship requirements. Please note there may be divisional differences so verify with the applicable legislation for your membership division (Division I Bylaw 20.10.6; Division II Bylaw 20.10.3.1; and Division III Bylaw 20.11.3.4).

**Question:** Do I report volunteer coaches on this page?

**Answer:** No. The coaches to be reported should be those who receive a salary for coaching the particular sport.

## **DIVERSITY**

**Question:** 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 U.S. Non-Resident. Click the Ethnicity Breakdown heading or the column headings individually for assistance with the descriptions of the categories.

**Question:** 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.

**Question:** What gender/ethnicity do I report if we had a change in personnel during the year?

**Answer:** Please report on the individual who currently holds the position. If the position is vacant, please report who used to be in the role.

## **PAY DUES**

**Question: Why is this payment option available?**

**Answer:** The online payment system is available to better serve the membership and to make payment processing more efficient. You may contact Sharon Kincaid in accounting at [skincaid@ncaa.org](mailto:skincaid@ncaa.org) or 317-917-6481 with any questions about this method of payment.

**Question: Why does the dues payment option 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: Will my institution receive an invoice?**

**Answer:** If you choose not to pay online or have not submitted dues by August 1, you will receive a mailed invoice. Note: Payment is due by September 1.

**Question: 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 the payment to:

Accounting Department  
NCAA  
P.O. Box 540014  
Atlanta, Georgia 30353-0014

**Question: 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: What are the consequences for not paying 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 Constitution Article 3].

**Question: Do I have to pay my dues before I submit the form?**

**Answer:** No, the deadline for submitting this form is July 21, while the deadline for dues payment is September 1. **Please do not wait to pay your dues before submitting.**

## GENERAL INFORMATION

**Question: 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: When I submit the form, does this automatically save my changes to any prior sport, conference or diversity information?**

**Answer:** Yes. Once the data are submitted, the changes have been saved and will be loaded into the NCAA membership database for the 2023-24 academic year August 1, 2023.

**Question: Can I make any changes after I submit the form?**

**Answer:** Yes, corrections can be made to the form after you submit your data. Please email [sportsponsorship@ncaa.org](mailto:sportsponsorship@ncaa.org) with any changes after you submit your data. Please note that any corrections made after the data have been rolled over for the new academic year (after September 1) will be reflected in both the database and the form. The on-line report will reflect these changes and will be different than what was originally submitted.

**Question: Whom do I contact if I have questions concerning the form, data entry or system errors?**

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

**Question: Whom do I contact if I have questions concerning bylaw interpretation?**

**Answer:** Questions concerning bylaw interpretations should be directed to Requests and Self-Reports Online (RSRO). Once the question is in RSRO, a member of Academic & Membership Affairs will respond.

**Question: 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: 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.