A G E N D A

National Collegiate Athletic Association

Division I Championships/Sports Management Cabinet

Hyatt Regency San Antonio
San Antonio, Texas

February 17-18, 2009

1. Opening remarks and review of schedule. [Supplement No. 1] [No action anticipated.]

2. Review of minutes of September 16-17, 2008, Division I Championships/Sports Management Cabinet meeting. [Minutes were sent previously to all cabinet members.] [**Action anticipated**.]

3. Report from February 16 Administrative Committee meeting. [No action anticipated.]

4. Cabinet Policies and Operating Procedures. [Supplement No. 2] [No action anticipated.]

   Background: *Note that Appendix N, NCAA Conflict of Interest Policy; and Appendix O, Vacation Policy for Championships Infractions, have been added.*

5. Report from Division I Leadership Council, Division I Board of Directors and Executive Committee October 2008 and January 2009 meetings. (Beth DeBauche) [No action anticipated.]

6. Consent package. [Supplement No. 3] [**Action anticipated**.]

   Background: R*outine matters such as approving the appointment of new committee chairs and the automatic qualification (AQ) of conference teams have been pulled from the sports committee supplements and placed in a consent package for cabinet member approval. Any item may be removed from the consent package at the request of a cabinet member.*

7. Presentations from championship sport managers. [No action anticipated.]

   Background: *Videoconferences are scheduled 10 a.m. Eastern time (9 a.m. Central time) for one hour on Tuesday and Wednesday for staff sport managers to introduce themselves and to provide profiles on championships.*

8. Broadcast contract status and negotiation. (Greg Shaheen via videoconference) [No action anticipated.]

   Background: *The cabinet will receive information regarding the substance of the NCAA's media rights agreements and an update on the status of those agreements.*

9. Bid selection process. (Steve Brown) [No action anticipated.]

   Background: *The cabinet will receive information regarding the new bid process to host championships.*

10. Sports committees' recommendations regarding Division I and National Collegiate Championships. (Committee or liaison listed in parenthesis) [**Action anticipated**.]

    Background: *The cabinet will review informational items and formulate a position and/or offer suggested modifications regarding the action items contained in the following sport committee requests:*

    a. Division I Baseball Committee. [Supplement No. 4] (Bruce Rasmussen) [No action anticipated.]

       Background: *Only informational items have been provided to the cabinet.*

    b. Division I Women's Basketball Committee. [Supplement No. 5] (Judy Rose) [**Action anticipated**.]

       Background: *The cabinet will be asked to approve the selection of a committee chair.*

    c. Division I Women's Golf Committee. [Supplement No. 6] (Dave Blank) [**Action anticipated**.]

       Background: *The cabinet will be asked to approve a request to add three teams to each of the three regional women's golf championships.*

    d. Division I Men's and Women's Track and Field Committee. [Supplement No. 7] (Brad Walker) [No action anticipated.]

       Background: *Only one informational item has been provided to the cabinet.*

11. Report of Women's Basketball Issues Committee. [Supplement No. 8] (Myndee Larsen) [No action anticipated.]

    Background: *Only informational items have been provided to the cabinet.*

12. Report of Olympic Sports Liaison Committee. [Supplement No. 9] (Chris Hoyles) [No action anticipated.]

    Background: *Only informational items have been provided to the cabinet.*

13. Report of Committee on Competitive Safeguards and Medical Aspects of Sports. [Supplement No. 10] (Connie Dillon) [**Action anticipated.]**

    Background: *The cabinet will be asked to approve some recommendations related to legislative items and also will be provided informational items.*

14. NCAA playing rules process. [Supplement No. 11] (Ty Halpin via videoconference) [No action anticipated.]

    Background: *The cabinet will be given an overview of the NCAA playing rules process.*

15. Review of legislative proposals. (Brad Hostetter) [No action anticipated.]

    Background: The *cabinet will be briefed on the status of cabinet sponsored legislative proposals.*

16. Updates and new information. (Steve Brown) [No action anticipated.]

    Background: *The cabinet will be provided an update on championships travel. The cabinet will be provided information regarding the championships performance standards survey. Also, they will be briefed on the championships strategy group's analytical look at 11 identified sports.*

17. Championship staff updates. (Joni Comstock) [No action anticipated.]

    Background: *The cabinet will be provided updates and asked for its feedback on key opportunities or proposals to elevate and create value for championships.*

18. Expense reports. [Supplement No. 12] [No action anticipated.]

    Background: *The cabinet is being provided information regarding the completion of online expense reports.*

19. Future meeting dates and sites.

    a. September 15-16, 2009; Indianapolis Downtown Marriott, Indianapolis.

    b. February 16-17, 2010; TBD, Indianapolis.

    c. September 14-15, 2010; TBD.

20. Other business.

21. Adjournment.

# # # # #

Schedule for February 17-18, 2009, Meeting of the Division I Championships/Sports Management Cabinet

Monday, February 16		**Meeting Room**
Administrative Committee (Dinner provided)	6 to 8 p.m.	TBD
Tuesday, February 17		
Continental breakfast	8 to 8:30 a.m.	TBD
Cabinet meeting	8:30 a.m. to noon	TBD
Lunch	Noon to 1 p.m.	TBD
Cabinet meeting	1 to 5:30 p.m.	TBD
Wednesday, February 18		
Continental breakfast	8 to 8:30 a.m.	TBD
Cabinet meeting	8:30 a.m.to 1 p.m. *	TBD

***** Working lunch. Lunch will be provided at 11:30 a.m.

NCAA Division I Championships/Sports Management Cabinet

Policies and Operating Procedures

[Effective December 17, 2008]

NCAA Division I Championships/Sports Management Cabinet

Policies and Operating Procedures

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OBJECTIVES OF THE NEW NCAA DIVISION I GOVERNANCE STRUCTURE

If the recent governance restructuring is to ultimately achieve its desired goals and be responsive to the NCAA Division I Board of Directors, it is imperative that both staff liaisons and representatives serving within the governance structure be mindful of the objectives behind this restructuring and stay true to its intent.

OBJECTIVES AT THE LEVELS BELOW THE NCAA DIVISION I BOARD OF DIRECTORS OF ALL DIVISION I CABINETS

1. Develop a national dialog within the full membership on consequential issues facing Division I and use representative governance bodies to develop legislation and discuss policy issues.

2. Achieve a significant contributing role for the membership in decisions that set the direction of the Association.

3. Identify a delegated agenda from the Board on which the governance entities take action for the Association.

4. Ensure governance matters are addressed at the appropriate level in the substructure so the Board and the NCAA Division I Legislative Council and the NCAA Division I Leadership Council are not tied down addressing minutiae.

5. Attract the right people to serve (experience, maturity, respect and judgment) for meaningful work.

6. Regain membership trust that the operating level of intercollegiate athletics has a voice in consequential decisions within the Association.

7. Provide for minimum representational (functional, gender, ethnicity) distribution in some defined sense overall within the governance structure, but not necessarily on each Council, cabinet or committee.

Division I Championships/Sports Management Cabinet
Policies and Operating Procedures

CABINET RESPONSIBILITES

1. The NCAA Division I Championships/Sports Management Cabinet has Oversight Authority in the following areas:

    a. NCAA Division I National Championships and National Collegiate Championships;

    b. Sports sciences issues, including injury surveillance, drug education and drug testing;

    c. Playing and practice seasons;

    d. Olympic sports issues; and

    e. Sports and sports issues committees.

2. The following Committees Report to the Cabinet:

    a. All sports committees and sports issues committees;

    b. Competitive Safeguards and Medical Aspects of Sports Committee;

    c. Olympic Sports Liaison Committee; and

    d. Playing Rules Oversight Panel (informational purposes).

3. Additional Responsibilities:

    a. Oversight of the NCAA statistics program;

    b. Oversee the Championships Awards Program;

    c. Offering comments on legislative proposals as directed by the Legislative Council; and

d. Provide counsel to NCAA staff on matters under the cabinet jurisdiction.

Initially the cabinet will meet two times annually (February and September). The number of annual meetings will be evaluated on a regular basis. The cabinet's meetings will take place during a designated three week window for all Division I cabinets. If a cabinet member is unable to attend a cabinet meeting, a conference may appoint an alternate for that individual. Alternates may attend, participate fully and vote in any cabinet meeting or activity in which the regular member is unable to participate (excluding the NCAA Division I Championships/Sports Management Cabinet Administrative Committee meetings). The cabinet will use technology to the greatest extent possible to help manage the workload.

CABINET ORGANIZATION

Thirty-one individuals serve on the cabinet; all 31 multisport conferences are represented. Beginning September 2, 2008, representatives on the cabinet will have been assigned staggered terms of two, three and four years to help create a level of continuity. On expiration of these terms, all service terms will be four years in length.

1. Leadership Roles.

The cabinet will operate with a chair and a vice chair. Cabinet chairs shall serve at least one year but no more than two years in that role. A vice chair will be appointed when the chair has one year remaining on his or her term. The cabinet chairs and vice chairs will be forwarded to the Board for approval. At least once in every three rotations, there shall be a representative serving as chair who is not from the Football Bowl Subdivision.

One representative from the NCAA Division I Student-Athlete Advisory Committee will serve as a nonvoting member of the cabinet.

2. Administrative Committee.

The cabinet has established the Administrative Committee to allow the cabinet to make timely and efficient progress on issues between meetings. The Administrative Committee consists of four members, including the chair of the cabinet (who also serves as chair of the Administrative Committee) and one member from each of the subdivisions of Division I. The vice chair of the cabinet will serve as a nonvoting member of the Administrative Committee if he or she is not already a member of the Administrative Committee.

- The Administrative Committee is authorized to:

  (1) Act for the cabinet on routine and noncontroversial matters (e.g., site recommendations) between cabinet meetings;

  (2) Act for the cabinet on matters of an emergency nature, particularly those related to the health and safety of student-athletes;

  (3) Organize and structure meeting agendas; and

  (4) Hear appeals from individuals and institutions on matters determined to be misconduct by governing sports committees.

The full cabinet will receive minutes or reports of Administrative Committee actions as soon as possible.

3. Conference Representation in the Governance Structure.

- Weighted voting and voting percentages. Weighted voting shall be applied at the Leadership Council, Legislative Council and Championships/Sports Management Cabinet levels, as these bodies are the three 31-member bodies in the Division I governance structure. The voting percentages in the new governance structure reflect the percentages established under the 1997 agreement. These percentages are listed below as follows:

  (1) One representative (who shall have three votes) from each of the following seven conferences:

    (a) Atlantic Coast Conference;

    (b) Big East Conference;

    (c) Big Ten Conference;

    (d) Big 12 Conference;

    (e) Conference USA;

    (f) Pacific-10 Conference; and

    (g) Southeastern Conference.

  (2) One representative (who shall have 1.5 votes) from each of the following four conferences:

    (a) Mid-American Conference;

    (b) Mountain West Conference;

    (c) Sun Belt Conference; and

    (d) Western Athletic Conference.

(3) One representative (who shall have 1.2 votes) from each of the following conferences:

(a) America East;

(b) Atlantic 10 Conference;

(c) Atlantic Sun Conference;

(d) Big Sky Conference;

(e) Big South Conference;

(f) Big West Conference;

(g) Colonial Athletic Association;

(h) Horizon League;

(i) Ivy Group;

(j) Metro Atlantic Athletic Conference;

(k) Mid-Eastern Athletic Conference;

(l) Missouri Valley Conference;

(m) Northeast Conference;

(n) Ohio Valley Conference;

(o) Patriot League;

(p) Southern Conference;

(q) Southland Conference;

(r) Southwestern Athletic Conference;

(s) Summit League; and

(t) West Coast Conference.

REPRESENTATIONAL REQUIREMENTS AND THE APPOINTMENT PROCESS

1. Gender and Diversity Requirements. The legislated minimums of 20 percent ethnic minorities and 35 percent of either gender shall be applied independently to two separate groups of governance bodies (i.e., the three 31-member governance bodies and the five 21-member governance bodies). Specifically, the representational minimums shall be applied to the 93 service opportunities provided by the cabinet, the 31-member Legislative Council and the 31-member Leadership Council. The minimum percentages shall be applied separately to the 105 service opportunities provided by the five 21-member cabinets.

2. Positional Requirements. While there are no specific positional requirements at the Council and cabinet levels, it is expected that the Division I governance structure will be populated by faculty members and athletics administrators who hold a variety of positions.

3. Role of the Board in the Appointment Process. The Board will make all appointments to the Councils and cabinets. As part of this process the Board will examine slates of nominees not only to ensure they meet the legislated requirements but to confirm that each governance body has balanced representation.

AGENDA DEVELOPMENT AND REPORT DISTRIBUTION

Any cabinet member or conference may submit an agenda item for a meeting. Agenda items should be sent to the staff liaison at the NCAA national office. The staff will consult with the cabinet member or conference to determine how best to handle the item and what supplementary material should be provided, if any. The item will be placed on the agenda with the name of the member or conference that submitted the item.

The staff will send a request for agenda items to cabinet members approximately 10 weeks prior to the meeting. Items must be submitted eight weeks prior to the meeting. The agenda and supplements will be mailed approximately three weeks prior to the meeting so as to be received at least 17 days prior to the meeting. All materials will be posted on the NCAA Web site at least 17 days prior to the meeting. Every effort will be made to ensure the meetings materials are as complete as possible at the time of mailing and the distribution of supplemental materials at meetings are kept to a minimum. In the event additional supplements need to be distributed after the 17-day mailing/posting deadline, these supplements will be posted to the NCAA Web site in a timely fashion.

Coaches associations should submit issues through the respective sports committees, rather than directly to the cabinet.

Agendas will include background information regarding action items to assist the cabinet members and the membership in putting the issues in contest.

Every effort will be made to ensure that the cabinet has the best information possible and will enlist the participation of subject matter experts as appropriate. Generally, appearances before the cabinet must be approved by the Administrative Committee on a case-by-case basis.

The report from the Cabinet meetings will be written and posted on the NCAA Web site within three days of the scheduled conclusion of the meeting.

Reports shall distinguish between action items and informational items, and between legislative items and nonlegislative items.

CABINET COMMUNICATION WITHIN THE GOVERNANCE STRUCTURE

- NCAA Communications and Coordination Committee.

  a. Duties. The NCAA Communications and Coordination Committee, which is composed of the chairs of the cabinets and Councils, is charged with coordinating consideration of issues and legislative concepts between the various Division I governance bodies.

  b. Staff Liaisons. At least one staff liaison from each cabinet and Council will be expected to participate on this group's conference calls and in-person meetings.

  c. Communication with Governance Representatives and with the Membership.

     - Cabinet Level. The cabinet chair may be asked to attend a meeting of one of the Councils from time to time depending on the issues being discussed but it will not be required as a matter of course. Additionally, as a supplement to the work of the Communications and Coordination Committee, representatives from both Councils will be assigned as informal liaisons to follow the work and discussions of each cabinet. These liaisons will not automatically be expected to attend their assigned cabinet meetings; rather the type and frequency of communication between the Councils and the cabinets will be dictated by the issues being examined.

ESTABLISHMENT OF BRACKETS/FIELD SIZES

The cabinet will review sports sponsorship numbers and trends for all NCAA championship sports annually at its February meeting, with a view toward long-range planning for future bracket/field size expansion or reduction. This planning is intended to ensure the appropriate allocation of the Association's financial resources relative to the membership's priorities, and to encourage the maintenance of a consistent and equitable championships program. [Appendixes D, E and F]

1. Accordingly, sports committees are not permitted to submit specific requests for bracket expansion independent of the February cabinet review. Instead, after reviewing the sports sponsorship trends at its February meeting, the cabinet will determine which, if any, sports committees would be asked to submit data at the February meeting that would support bracket/field size expansion. [Note: Relative to this policy, requests for expansion of regional competition for which the Association does not reimburse transportation and per diem expenses are considered bracket expansions, regardless of whether there is any cost to the Association.]

2. Any changes contemplated in the size of a specific championship bracket or field size will be based on the following factors:

    a. Maintenance of an equitable number of opportunities for men and women in the overall championships program (i.e., gender equity);

    b. The responsible allocation of the Association financial resources;

    c. The ability to efficiently manage and administer the event;

    d. The number of Division I conferences that sponsor each sport;

    e. The number of conferences eligible for automatic qualification and the need to provide access for all eligible conferences;

    f. The last time the particular bracket or field size was expanded;

    g. Any trend (increase or decrease) in sponsorship of the sport;

    h. Whether a sport is considered an emerging sport for women;

i. For National Collegiate Championships, the number of Divisions I, II and III institutions sponsoring the sport;

j. General interest in and commitment to creating opportunities for student-athletes;

k. The ratio of championship berths in a particular sport relative to the number of institutions that sponsor the sport; and

l. Perceived quality of competition in a particular sport.

3. The established bracket sizes within each percentage category are not intended to be automatic; in some cases, it would be logical that there be interim steps for bracket expansion when some increase is warranted (e.g., from 16 to 20 or 24 teams, rather than 32). What those appropriate interim steps are may differ from sport to sport and will be considered on a case-by-case basis.

WORKING PRINCIPLES FOR SEEDING/PAIRING/SITE SELECTION (CHAMPIONSHIPS OTHER THAN MEN'S AND WOMEN'S BASKETBALL)

The following principles have been established for all sports other than men's and women's basketball:

A fair and equitable championship should be created to provide national-level competition among the best eligible student-athletes and teams of member institutions, with consideration also for approved regional structures for certain championships.

Access to championships shall be provided by a combination of automatic qualifiers and at-large selections (the cabinet previously approved guidelines based on sponsorship percentages).

Consideration should be given to the academic impact on the participating institutions and to the financial impact on the participating institutions and the NCAA.

1. Top teams should be seeded (no more than 25 percent of the bracket, except for those brackets where 25 percent does not make sense, for example allowing a 48-team bracket to seed the top 16 rather than the top 12).

2. First-round conference matchups should be avoided. First round is defined as first contest.

3. Higher seeded teams should be given consideration in hosting (e.g., taking into account other factors such as missed class time, quality and availability of the facility and other necessary accommodations, attendance history, financial considerations, geography, quality of the student-athlete experience, championship atmosphere and accessibility of fans, etc.).

4. After seeding the approved number of teams, teams should be placed in brackets per NCAA Bylaw 31.1.3.2.5 (i.e., geographically) with consideration given to missed class time, the quality of the student-athlete experience, championship atmosphere and accessibility of fans.

APPEALS OF CHAMPIONSHIPS MATTERS

The following sports committee actions relative to championships administration are subject to appeal to the cabinet, which acting for the Leadership Council, is the final authority on appeals of championships matters: (1) Automatic qualification/play-in conference decisions; (2) Assessment of penalties for misconduct (Item No. 6 below); and (3) Assessment of penalties for failure to adhere to policies and procedures governing championships administration. In addition:

1. The appeal of a decision made by a sports committee first must be submitted to and considered by the sports committee itself. The appeal must be submitted in writing not later than 30 days after receipt of notification of the original decision.

2. The sports committee must make available to the involved party the opportunity to present the appeal during a telephone conference, if the appellant wishes to do so. Otherwise, the appeal will be by written submission.

3. If consideration of an appeal could potentially impact an institution or conference other than the one submitting the appeal (for example, if a conference appeals for automatic qualification and such action would displace another conference), that other entity must be provided an opportunity to respond as well.

4. If the sports committee upholds its original decision, that action may be appealed to the cabinet. That appeal must be submitted to the cabinet within 30 days of receipt of notification of the sports committee's action.

5 If a decision involving failure to adhere to championships policies and procedures is appealed to the cabinet, the cabinet will afford to the involved party the same opportunity for a telephone conference, if the appellant wishes to do so; otherwise, the appeal will be by written submission. In appeals of automatic qualification/play-in conference decisions, the cabinet may, but is not obligated, to hear an appeal via telephone conference.

6. Appeals of Division I misconduct findings go directly to the Administrative Committee of the cabinet. If a decision involving misconduct is appealed to the cabinet, the cabinet will afford to the involved party the same opportunity for a telephone conference, if the appellant wishes to do so; otherwise, the appeal will be by written submission. The subcommittee has the authority to grant the appeal, in whole or in part or uphold or reduce but not increase penalties imposed by the sports committee.

LEGISLATIVE PROCESS

1. Sponsoring Legislation. The Legislative Council along with the Board, Leadership Council, cabinets and any of the 31 multisport conferences will be permitted to propose legislation under the Division I governance structure.

2. Timeframe for Sponsoring Legislation. The deadline for sponsoring legislation for the conferences, cabinets and Councils is July 15.

3. Role of the September Cabinet Meeting. The six issue-specific cabinets will meet within a three week window in September to begin offering comments and suggested modifications to legislative proposals in the annual legislative cycle. Comments will appear in the official notice, published November 15.

4. Emergency/Noncontroversial Legislation – Guidelines. The following guidelines are to assist in determining whether a proposal should be considered outside the normal legislative process as either noncontroversial or emergency legislation:

   a. Noncontroversial legislation**.** Legislative proposals shall be considered noncontroversial only if:

      (1) Broader consultation and debate are unlikely to improve the proposal in any substantial way;

      (2) Significant disagreement or alternative points of view will not be generated; or

      (3) Such proposals do not have a significant impact (unanticipated consequences, undesirable precedent) on existing legislation or proposed legislation.

   b. A noncontroversial proposal, at a minimum, should have the following factors present:

      (1) The proposal should have minimal impact on competitive or recruiting equity;

      (2) The proposal should have minimal financial impact;

      (3) The proposal must enjoy broad support from its primary stakeholders;

(4) The proposal should not negatively impact student-athlete welfare; and

(5) The proposal should not significantly impact the Division I academic standards (initial and continuing eligibility).

c. Emergency legislation. Legislative proposals shall be considered emergency legislation only if:

(1) Significant values or harm are at stake; or

(2) The use of the regular legislative cycle is likely to cause undue hardship to the Association or the Division I membership because of the delay in its effective date.

(3) Examples of situations in which it may be appropriate to consider legislation emergency include, but are not limited to, the following:

(a) Immediate health and safety concerns or issues;

(b) Potential legal actions;

(c) Issues that have a significant financial impact;

(d) Egregious situations involving disparities in fairness; or

(e) Unintended or unanticipated consequences resulting from the current legislation.

5. Process for Considering Noncontroversial or Emergency Proposals.

There is a two-part process for voting on noncontroversial or emergency proposals, as follows:

a. The Legislative Council shall initially vote on whether a proposal shall be considered as noncontroversial or emergency. The proposal must receive three-fourths majority of all Legislative Council members present and voting to satisfy such a standard. Those proposals that do not satisfy such standards will not be considered defeated, but will be considered by the Division I membership in accordance with the normal legislative process.

b. A proposal that satisfies the initial standard as being either noncontroversial or emergency will then be debated by the full Legislative Council on its merits. Such a proposal will then require a three-fourths majority of Legislative Council members present and voting to approve the proposal. Proposals that do not receive a three-fourths majority vote, but receive a majority vote, will be remanded back into the normal legislative cycle.

LIAISON ASSIGNMENTS

The cabinet has assigned its members to serve as liaisons to committees that report to the cabinet, to enhance communication and understanding of committees' issues and recommendations, and to better communicate the cabinet actions to the committees. These liaisons are to be a communication link between the committees and the cabinet, as opposed to a "champion" for a particular sport or an advocate for a particular sport or rules committee's issues or recommendations. There also should be consistency in the liaisons' degree of involvement in their respective committees' work.

Liaisons will receive the minutes of all meetings and telephone conferences of the sports committee for which they serve as liaison. In addition, prior to each cabinet meeting, liaisons should discuss with their sports committee chair the recommendations that will be submitted by the committee for cabinet consideration. Liaisons should be sufficiently knowledgeable about their sports committee's recommendations and issues to present them in a balanced and impartial manner to the full cabinet at each meeting (including making the cabinet aware of both the pros and cons of a recommendation) and to be prepared to offer clarification or explanation of them. Finally, it is not necessary for liaisons to attend sports or rules committee meetings or championships. [Appendix G]

CONSENT PACKAGE

In consultation with the chair of the cabinet, the staff has identified the following recommendations as noncontroversial or "housekeeping" in nature. The recommendations will be voted on as a package. Any objection from any member of the cabinet will remove the relevant item from the consent package for separate consideration and a separate vote.

- Division I Women's Basketball Committee. [Refer to Supplement No. 5 of cabinet agenda.]
  -committee chair

REPORT OF THE NCAA DIVISION I BASEBALL COMMITTEE

INFORMATIONAL ITEMS.

1. **College World Series of Omaha, Inc.** College World Series of Omaha, Inc. presented the coaches' survey results from the 2008 Men's College World Series (MCWS). The committee was provided with proposed 2009 MCWS ticket prices, which were subsequently approved. All current Rosenblatt Stadium maintenance projects were reviewed. City of Omaha representatives updated the committee on the design process of the new downtown baseball stadium.

2. **ESPN.** The committee was informed that ESPN will have Tom McNealey as the producer for the 2009 MCWS. ESPN has also met with the new stadium design team to provide insight on the television technologies that are needed in the new stadium.

3. **American Baseball Coaches Association (ABCA).** Dave Keilitz, Executive Director of the ABCA, provided a report to the committee regarding the ABCA Convention that will be conducted in San Diego, California in January.

4. **NCAA Umpiring Program.** The committee received an update from Gene McArtor, national coordinator for baseball umpires, regarding plans for the 2008-09 season. The committee reviewed and approved several changes to the umpires manual.

5. **Men's College World Series (MCWS).** The committee voted to move the MCWS prechampionship meeting to the Thursday (9 p.m.) prior to the start of competition. In an effort to pick up the pace of play, the committee will strongly encourage the national coordinator of umpires to instruct the umpires to put an emphasis on the batter keeping one foot in the batter's box and other pace of game rules.

6. **Rating Percentage Index (RPI).** The committee approved a change to the RPI reports to display an extra decimal point. The committee agreed to include the California State University, Bakersfield; Southern Illinois University Edwardsville; and University of North Dakota as a Division I opponent for purposes of RPI calculations. The Committee also approved the release of the RPI on the proposed dates of April 22, April 29, May 6, May 13 and May 20 of 2009.

7. **Selection Meeting Procedures.** The committee agreed to add language to the selection procedures document that a 70 percent vote is needed in order to remove an at-large team that had previously been voted into the tournament. The committee also determined to allow a committee member from a conference office to remain in the room when a team(s) from their conference is being discussed.

8. **Committee Member Responsibilities.** The committee reviewed and approved their subcommittee assignments and regional advisory committee appointments. The committee will seek replacements to their regional advisory committees.

9. **NCAA Travel Initiatives –** The committee reviewed and provided comment on the proposed NCAA travel initiatives. This feedback was provided to the Division I Championships/Sports Management Cabinet.

Committee Chair: Tim Weiser, Big 12 Conference
Staff Liaison(s): Dennis Poppe, Baseball and Football
Randy L. Buhr, Championships
Damani Leech, Baseball and Football

REPORT OF THE NCAA DIVISION I WOMEN'S BASKETBALL COMMITTEE

***ACTION ITEM*.**

Committee Chair.

1. Recommendation. That Jane Meyer, senior associate director of athletics at the University of Iowa, serve as chair effective September 1, 2009.

2. Rationale. Ms. Meyer is entering her fourth year on the committee and has extensive knowledge and experience in administrative oversight and event operations. The committee members believe that she will provide outstanding leadership and direction in her service as chair.

3. Estimated Budget Impact. None.

4. Student-Athlete Impact. None.

Committee Chair: *Jacki Silar, Duke University*
Staff Liaisons: *Denee Barracato, Division I Women's Basketball*
Jackie Campbell, Division I Women's Basketball
Sue Donohoe, Division I Women's Basketball
Meredith Miles, Division I Women's Basketball
Rick Nixon, Division I Women's Basketball
Michelle Perry, Division I Women's Basketball

REPORT OF THE NCAA DIVISION I WOMEN'S GOLF COMMITTEE

***ACTION ITEM*.**

Additional Teams Selected to Regional Championship.

1. Recommendation. That three additional teams be added to each of the three regional championships which would add a total of nine teams to the field, effective 2009-10.

2. Rationale. Presently, the committee selects a total of 21 teams to each of the regional championship sites. The current championship format allows for this increase with no additional cost to run the championship. There are 42 tee times for each event, 21 tee times on the front and the back nine which leaves five tee times per round not being used (see attachment).

   The parity in women's golf has increased over the past five years. There have been 18 new programs since 2004 and an increase in the number of automatic qualification conferences from 19 (2004) to 24 (2009); therefore, decreasing the number of true at-large teams selected to the championship. Adding nine teams to the field would provide opportunities for deserving teams.

3. Estimated Budget Impact. There is no impact to the championship budget. The committee does recognize there will be a budget cost to the individual institutions that are selected and we approximate that cost to be $7,860 per team.

Airfare ($650 x 7 travel Party)	$	4,500.00
Per diem ($120 x 4 days x 7 travel party	$	3,360.00
Estimated Total cost per team	$	7,860.00

4. Student-Athlete Impact. Providing the championship experience to 45 additional student-athletes is seen as a very positive impact.

5. Championship Group Comments.

   a. Historical treatment of the item, if any.

      (1) The committee has submitted an informational item in the past to the Division I Championships/Competition Cabinet documenting the increase in sponsorship for women's golf.

      (2) In 2000, there was an increase of the total number of regional competitors from 252 to 321.

      (3) Two hundred and forty-three institutions sponsor women's golf. Sixty-three teams and nine individuals are invited to the championship which represents 26 percent of the institutions that sponsor women's golf.

b. Applicability to other sports.

- Two hundred and ninety-one institutions sponsor men's golf. The men's championship invites 81 teams which represents 28 percent of the institutions that sponsor the sport.

- The men's championship had a change in format for the 2009 championship which allowed for an increase of participants from 423 participants to 450 (increase of 27 participants) in the individual portion of the championship.

c. Consistency with comparable decisions of cabinet.

- The cabinet has increased the field of championships when growth of a sport has taken place.

d. Operational concerns.

There will be no impact to the operations of the championship.

e. Summary of likely opposition to proposal, if any, and committee response to the opposition.

- There is no opposition by the women's golf coaches or the national women's golf committee.

- There will be a cost to the additional institutions selected to the championship. The committee believes that the additional institutions selected would say the opportunity to participate in the championship outweighs any additional cost.

f. Student-athlete experience.

- The committee believes providing additional access to the championship will allow 45 student-athletes to have an experience of a life time.

g. Fan access/experience.

- The increase in the field should directly impact additional interest from the 9 institutions selected to the championship.

Committee Chair: Nancy Cross, Purdue University
Staff Liaisons: Tina Krah, Championships

REPORT OF THE NCAA MEN'S AND WOMEN'S TRACK AND FIELD COMMITTEE

INFORMATIONAL ITEM.

Outdoor Track and Field – Participant Cap in New Qualifying Format. After the cabinet's approval of the qualifying format for the outdoor track and field championships, the committee established the fundamentals of the championship meet set-up, including the mechanics of the advancement procedures from the two first round sites to the final championship site. In all aspects, the committee followed the principles laid out in the competition rules book while maintaining a commitment to hold no more than two rounds of competition in any event at the finals site.

In addition, the committee felt it important to standardize the maximum field size for all events at 24, thereby making it highly improbable to reach the NCAA participant cap of 544 per gender. As a result, combined events competitors will not be added to exceed the field size of 24 though relay teams will be increased from 16 to 24 as long as the cap allows. As a result, it is possible that either or both of the genders will fall short of the cap in any given year depending on the number of student-athletes qualifying in more than one event at the final site (commonly known as "doubling").

Estimates based on participation at the past five championships suggest that, on average, the number of female competitors will be 510 while the number of male competitors will be 544 if all events, including relays, are filled to 24. The committee will reevaluate the number of student-athletes "doubling" after competition occurs in the future, but speculates that the trends are likely to change toward fewer "doublers" with the advent of the new qualifying system.

Committee Chair: Alecia Shields-Gadson, Coppin State University
Staff Liaisons: Maisha Palmer, Championships
Liz Turner Suscha, Championships

REPORT OF THE NCAA DIVISION I WOMEN'S BASKETBALL ISSUES COMMITTEE

The NCAA Division I Women' Basketball Issues Committee submits the following report from its December 15, 2008, conference call:

1. ACTION ITEMS.

a. Legislative Items.

- None.

b. Nonlegislative Items.

- None.

2. INFORMATIONAL ITEMS.

a. Continued Discussion Regarding the Development of an Academic and Athletic Access Summer Model. At its September 24-25, 2008, meeting, the Women's Basketball Issues Committee continued its discussion regarding the development of an academic preparation, enhancement and summer access model involving both summer school attendance and access for women's basketball student-athletes. The purpose of the December 15, 2008, conference call was to allow the committee to review the terms of the previously developed concept and to continue its work on development of a model.

b. Update from the Men's Basketball Academic Enhancement Group. The Women's Basketball Issues Committee received an update on the ongoing efforts of the Men's Basketball Academic Enhancement Group and learned of recent changes to that group's preliminary recommendations as a result of the group's December 3, 2008, in-person meeting. During the course of this review, the committee members discussed the fact the men's efforts are focused on seeking to improve the academic performance of men's basketball student-athletes, while the objective of the women's basketball examination is multifaceted. The development of an academic-access model in women's basketball is intended to contribute to the long-term well-being and development of student-athletes, increase the potential of improved academic performance and academic culture, enhance the coach and student-athlete relationship, assist with the acclimation of incoming student-athletes into the collegiate environment and acknowledge the role basketball plays in allowing student-athlete's to achieve a sense of balance. Additionally, the Women's Basketball Issues Committee discussions continue to possibly include developing an incentive-based model, different than the Men's Basketball Academic Enhancement Group.

c. Discussion of concepts. The Women's Basketball Issues Committee entered into a far–reaching discussion regarding possible academics and athletics access models that

could be classified into three general categories. Given that the discussion occurred over a conference call, it should be noted the concepts are still general in nature and there may be elements under all three concepts that could be used in the development of additional models.

(1) Model One: Incoming Student-Athlete Mandatory Summer School and Optional Thereafter (Preliminary concept identified in September). The committee discussed the fact that the economic landscape, along with the focus of the Men's Basketball Academic Enhancement Group relative to mandatory summer school, have changed since the September meeting. While individual members shared their views regarding requiring all incoming freshmen and transfer-athletes to attend summer school, the committee felt the concept identified during their September meeting warranted further discussion. The preliminary concept, as previously developed, is summarized below as follows:

(a) Incoming Freshmen and Transfer Division I Women's Basketball Student-Athletes.

(i) Summer School Attendance Requirement. All incoming freshmen and transfer Division I women's basketball student-athletes, who have signed financial aid agreements to receive athletically related financial aid for the ensuing regular academic year shall be required to attend the institution's summer term prior to initial full-time enrollment. Such student-athletes shall satisfactorily complete a minimum of three hours of acceptable academic degree credit as a prerequisite for eligibility in the fall term, in addition to participating in study skills/life skills education.

(ii) Study Skills/Life Skills Requirement. Institutions must provide such student-athletes study skills/life skills education during the summer session.

(iii) Athletics Activities. Such student-athletes would be permitted to engage in a total of 10 hours of athletics skill-related instruction during the time the student-athletes are enrolled in the summer term. As a reminder, such student-athletes may engage in voluntary summer workouts conducted by the institution's strength and conditioning coach with department-wide duties and may receive workout apparel (on an issuance and retrieval basis).

(iv) Exceptions and Waivers. The concept would provide for an exception for institutions that do not offer summer courses. The

concept also allows for exceptions for programs that do not offer athletically-related financial aid.

(v) A waiver from the application of the mandatory attendance requirements for incoming student-athletes would be available when unique circumstances preclude an incoming student-athlete from attending summer school.

(b) Continuing Division I Women's Basketball Student-Athletes.

- Summer School Attendance and Athletics Activities. The current legislation relating to summer school attendance for continuing student-athletes would remain the same; however, there would be a provision for athletics activities for those student-athletes enrolled in summer school. Such student-athletes would be permitted to engage in a total of 10 hours of athletics skill-related instruction during the time the student-athlete is enrolled. Such student-athletes may engage in voluntary summer workouts conducted by the institution's strength and conditioning coach with department-wide duties and may receive workout apparel (on an issuance and retrieval basis).

[Note: The concepts referenced in Models Two and Three below are not as fully developed as is Model One due to the time constraints of the December 15, 2008, conference call. It is anticipated that the Women's Basketball Issues Committee will continue to seek to further develop these and other models in the months ahead.]

(2) Model Two: Incentive-Based Athletics Access. Pursuant to this model, summer athletics access would be tied to successful individual and/or team academic performance during the academic year rather than enrollment in summer school. The foundation for this model is the intention to establish an incentive for academically successful programs. This model would focus on the development of even more well-rounded women's basketball student-athletes as academically successful student-athletes should not only have the option of attending summer school, but should have the option of exploring other opportunities during the summer such as obtaining employment or internships, enrolling in study abroad programs or return home for a longer period of time.

Issues that still need to be addressed under this model include: A determination of how academic success should be defined that would ultimately allow for summer athletics access? Whether the standard should be different for incoming student-athletes than it is for returning student-athletes? Whether this academic success determination should be based on the academic performance of the team or the individual student-athlete or a combination thereof? Whether the access should be limited to 10 hours during the summer as noted in Model

One or whether it should be limited in some other way? And what type of interaction or contact should be permitted under the phrase "athletics access"?

(3) Model Three: Current Institutional Discretion Approach to Summer School with Limited Athletics Access. Under this model, institutions would be allowed the discretion to determine whether or not to provide women's basketball student-athletes with funding for summer school, as is the current practice. Limited athletics access would be provided during the summer session to allow student-athletes an opportunity to develop stronger relationships with coaches, to better acclimate to college life and intercollegiate athletics, to work on skill development and fundamentals. This model is developed on the premise that access between coaches and student-athletes during the summer has potential to enhance the student-athletes academic, emotional and athletics foundation for success. While the amount of access has still to be determined, this model is also based on the premise that the amount of access must be sufficiently limited so the opportunity for access does not serve as the primary incentive for student-athletes attending summer school.

Issues that need to be addressed under this model include: What are the proper limits on access during the summer? Should such limits be based on hours or should other elements such as the type of athletics access be included? Should this model apply to both incoming and returning student-athletes? Does this model help achieve the Women's Basketball Issues Committee's objectives of improving the level of academic performance in Women's Basketball, help establish a healthy culture for women's basketball student-athletes and enhance the foundation of the game?

d. **Future Meetings/Teleconferences**. The committee's next in-person meeting will occur in spring 2009. The staff will seek to arrange teleconferences during the winter 2009 to continue development of models intended to achieve the committee's stated objectives.

Committee Chair: Nora Lynn Finch, Atlantic Coast Conference
Staff Liaisons: Jackie Campbell, Women's Basketball
Beth DeBauche, Governance
Sue Donohoe, Women's Basketball,
Lynn Holzman, Membership Services
Michelle Perry, Women's Basketball

REPORT OF THE NCAA OLYMPIC SPORTS LIAISON COMMITTEE

1. ACTION ITEMS.

- Legislative Items.
  - None.

2. INFORMATIONAL ITEMS.

a. Strategic plan. The committee reviewed its strategic plan and noted that it has taken action on several items, including increasing the United States Olympic Committee (USOC) and the national governing bodies' knowledge and understanding of NCAA rules and regulations through the national governing bodies handbook now available on the NCAA Web site; continuing to enhance the relationships between the NCAA and the USOC and national governing bodies by meeting with national governing bodies executive directors and including NCAA Eligibility Center representatives in the October USOC, national governing bodies and Olympic Sports Liaison Committee's (OSLC) October meeting.

b. National governing bodies handbook. The committee reviewed the new online version of the national governing bodies handbook. The committee encouraged the national governing bodies to forward any suggestions to improve the handbook to the NCAA staff. In this regard, the national governing bodies representatives suggested including NCAA bylaws as often as possible.

c. Review of relevant 2008 legislative proposals. The committee reviewed but took no action on NCAA Proposal No. 2008-13 (amateurism -- exception for prize money for student-athletes -- NCAA outside the playing season during an official vacation periods -- individual sports); Proposal No. 2008-33 (eligibility -- seasons of competition -- five-year rule – criteria for determining season of eligibility – delayed enrollment – women's volleyball); Proposal No. 2008-39 (eligibility – outside competition, effects on eligibility – exception – conference all-star competition against U.S. national team – women's ice hockey); Proposal No. 2008-40 (financial aid – maximum institutional grant-in-aid limitations by sport – women's volleyball) and Proposal No. 2008-59 (division membership – definitions and applications – emerging sports for women – archery, badminton, synchronized swimming, team handball and sand volleyball).

d. Review of the blanket waiver for women's water polo granted by the NCAA Division I Legislative Council Subcommittee for Legislative Relief, the NCAA Division II Committee for Legislative Relief and the NCAA Division III.

Management Council Subcommittee for Legislative Relief. The committee noted that the Legislative Council Subcommittee for Legislative Relief and the Committee for Legislative Relief granted a waiver for the 2008-09 academic year to permit women's water polo student-athletes to participate in the women's Speedo Top 40 event. The committee noted that the waiver was not a long-term solution to the legislative issues resulting from the participation of student-athletes in this event. The committee agreed that the water polo community should continue to seek alternatives (e.g., an alternative format for the event) for the 2009 fall semester in order for student-athletes to be allowed to participate. The committee agreed to consider three options (in rank order) in this regard.

(1) Request the appropriate NCAA Divisions I, II and III rule interpretation committees to consider amending an October 18, 2006, official interpretation of Bylaw 14.7.3-(d) to broaden the definition of an official tryout, thereby allowing student-athletes to participate in events like the Top 40 without jeopardizing their eligibility;

(2) Recommend noncontroversial and emergency legislation to broaden the definition of an official tryout as noted above; or

(3) Recommend legislation to broaden the definition of an official tryout as noted above.

The committee noted that similar legislative issues pertain to the United States Water Polo, Inc.'s premier league, which is a series of men's water polo events that occur annually in the spring.

e. Sport sponsorship incentive. The committee continued its discussion (from previous meetings) to consider recommending legislation for a sport sponsorship incentive that would allow NCAA Division I institutions to receive an increased financial incentive for either continuing to sponsor or to begin sponsoring selected endangered Olympic sports. The general concept would permit institutions that sponsor or begin sponsoring a sport listed on the endangered sports list to doublecount the sport in terms of the established revenue distribution formula for sport sponsorship. The committee determined that the financial benefits of this concept would not outweigh the costs and, as a result, this option would not be a worthwhile solution to pursue at this time.

f. Provision of student-athlete expenses by institutions for outside competition. NCAA Bylaw 16.8.1.3. The national governing bodies reiterated their request to consider changing NCAA legislation to allow member institutions to pay expenses for student-athletes to participate in more than one round of a qualifying event for international competition. This request was raised previously by the national governing bodies and at that time, the committee requested a chart from the USOC detailing how and when the various national governing bodies conduct their qualifying events to determine national team selection. The USOC and national governing bodies agreed to continue compiling this chart.

g. Meeting with representatives from the USOC and national governing bodies. The USOC was represented by Chris Vadala, Steve Roush and Dale Neuburger. The committee met with executive directors of the following national governing bodies: Debbie Hesse, USA Diving; Doug Beal, USA Volleyball; Steve Penny, USA Gymnastics; Doug Logan, USA Track and Field; Shelia Walker, USA Field Hockey, and Kevin Dornburger, US Bowling Congress. The USOC and national governing bodies representatives requested the OSLC consider the following initiatives:

(1) Olympic supporter award. The USOC expressed an interest in creating an award to recognize NCAA institutions that are particularly supportive of Olympic sports and that accomplish special achievements in the Olympic sports world. The committee expressed support for the idea although it also noted concern that as an alternative, such an award might detract from the NACDA Directors Cup. The committee suggested the USOC consider more of a certification concept that would allow the USOC to recognize multiple institutions for the successes of their student-athletes and for improvements made in support of the Olympic movement.

(2) Vacancies on the OSLC. The USOC expressed an interest in helping identify potential nominees for the committee. The committee expressed appreciation for any future assistance the USOC might provide in this regard.

(3) Member institution coaches' involvement with prospective Olympians in U.S. Olympic Trials. [References: May 1, 2008, educational column; NCAA Bylaw 14.7.3.-(b); Bylaw 16.8.1.3 and Bylaw 17.1.1.1] The USOC expressed appreciation for the NCAA staff's assistance in clarifying this bylaw. The NCAA staff noted that it would be willing to do so for future USOC sponsored trials.

(4) Bylaw 14.1.8.1.6 waiver: USOC and national governing bodies. The committee continued its discussion with the USOC and the national governing bodies relative to requests that the USOC and the national governing bodies made pertaining to the following aspects of Bylaw 14.1.8.1.6:

(a) Extension of five-year rule [Bylaw 14.1.8.1.6-(g)]. The committee expressed general support to recommend that this legislation be modified to allow a student-athlete to participate in two consecutive Olympic opportunities following the student-athlete's graduation or exhaustion of eligibility, whichever is earlier;

(b) Eliminate the requirement that former student-athletes who have not graduated be required to be enrolled at least part time to practice with an intercollegiate team. The committee reiterated (from previous meetings) its lack of interest in supporting this concept;

(c) Allow a student-athlete who has graduated to practice at an institution other than where the student-athlete attended as an undergraduate [Bylaw 14.1.8.1.6-(a)]. The committee expressed general support for this concept; however, the committee expressed concerns regarding insurance liability issues on the part of the member institution and the additional stress and burdens this type of outside coaching places on the member institutions and their coaches. The committee noted that institutions occasionally hire these former elite student-athletes as coaches to allow the former student-athletes to practice with the institution's team, thereby helping to resolve the insurance issue. The committee noted that limiting the number of former student-athletes who are permitted to train with a member institution's team may help control the cost and strain concerns on institutions and coaches. The USOC agreed to work with the national governing bodies to determine the levels and types of insurance available for these athletes;

(d) Allow a student-athlete who has not graduated to practice at an institution other than where the student-athlete attended [Bylaw 14.1.8.1.6-(a)]. The committee reiterated (from previous meetings) its lack of interest in supporting this concept, noting that student-athletes should be encouraged to graduate; and

(e) Stricter guidelines surrounding the waiver of the full-time enrollment requirement for student-athletes who are training during an Olympic year. The USOC and national governing bodies' representatives expressed

concerns that the waiver was not being applied correctly and that continued abuse might eventually result in the waiver being eliminated from the NCAA Manual. Concerns were noted regarding the use of the waiver during the fall term rather than the spring term (prior to a summer Olympics) and that this type of usage could create a competitive advantage. In this regard, to help alleviate potential abuse, the USOC expressed support for requiring that the waiver be required for one year.

The committee noted that because a national governing body is required to recommend the student-athlete as a viable candidate, the conference office staffs who administer the waivers are placed in a difficult position to deny a request. It was agreed that the USOC would work with the national governing bodies to develop objective standards that could be used when identifying student-athletes to recommend for the waiver. The committee agreed to request data from various conferences regarding the total number of waivers requested during the previous Olympic cycle. The USOC agreed to request the same information from the national governing bodies.

The national governing bodies also expressed concern that the waiver is being applied to not only domestic student-athletes, but to foreign student-athletes as well. The NCAA staff noted that six of the seven major conferences contacted by the staff reported that the waivers were only being requested for domestic student-athletes. The seventh conference indicated that it granted the waiver to foreign students after receiving recommendations from the national governing bodies' equivalent in the student-athletes' home countries. The committee suggested that it was possible these foreign student-athletes might be training on member institutions campuses under different circumstances than the waiver provided in this bylaw.

The committee and the USOC agreed to the following: (1) National governing bodies will develop objective standards that student-athletes must meet to be considered for the waiver, (2) NCAA staff will continue to educate conferences on the proper application of the waiver (e.g., education columns) and (3) the USOC and NCAA staff will collect data on the application of the waiver to gain better insight into how it is currently being applied and how often it currently is applied.

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h. **Foreign tours legislation** (Bylaw 30.7.4). The USOC requested that consideration be given to modifying the foreign tours legislation to allow a team to take a foreign tour more than once every four years. The committee noted the financial concerns surrounding the expenses of foreign tours and cautioned the USOC that requests to increase opportunities could result in an elimination of the legislation. The student-athlete members of the OSLC expressed an interest in maintaining foreign tours in some sense, noting that it was a valuable part of the student-athlete experience.

i. **Adjustment in numbers of student-athletes permitted to compete on an outside team** (Bylaw 17). The national governing bodies noted the restrictions on the maximum number of student-athletes permitted to participate together on an outside team and asked the OSLC to: (1) help determine the rationale for the maximum restrictions and (2) consider recommending the maximums be increased. The committee agreed to review this legislation.

Committee Chair: Patty Viverito
Staff Liaisons: Wayne Burrow, Championships
Dan Calandro, Membership Services
Brandy Hataway, Membership Services
Jobrina Perez, Membership Services

REPORT OF THE NCAA COMMITTEE ON COMPETITIVE SAFEGUARDS AND MEDICAL ASPECTS OF SPORTS (CSMAS)

1. ACTION ITEMS.

a. Legislative Action Items.

(1) 2009 NCAA Convention—NCAA Bylaw 11.1.2.2 (Involvement for approving the use of a banned substance) and 30.5.1 (Responsibility of Institution).

(a) Recommendation. Sponsor legislation for the 2010 Convention to amend current NCAA Bylaw 11.1.2.2 (Involvement for approving the use of a banned substance) in order to indicate that athletics staff shall be held to the same level of accountability to which student-athletes are held pertaining to knowledge of NCAA banned substances.

(i) 11.1.2.2 Involvement for approving the use of a banned substance. Institutional staff members involved in approving or encouraging the use of any medication or nutritional supplement containing an NCAA banned substance shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures.

(ii) 30.5.1 Responsibility of Institution. Each member institution is responsible to assure that all staff is educated about NCAA drug policies, banned substances and the products that may contain them. In addition, each member institution is responsible for ensuring compliance with the following elements of the NCAA Drug Testing Program:

(b) Effective Date. August 2010.

(c) Rationale. In recent drug-test appeal cases heard by the CSMAS, student-athletes had been provided approval by athletics department staff to use a nutritional supplement product or medication that contained NCAA banned substances. NCAA policy provides that student-athletes must be educated about NCAA banned substances and the products that may contain them; holds student-athletes responsible for anything they ingest; and encourages student-athletes to check with appropriate athletics staff prior to ingesting any nutritional supplement or medication. This policy can be undermined when staff, either through ignorance or otherwise, erroneously advises student-athletes it is okay to use a nutritional supplement or medication that contains a banned substance. The committee expressed concern that NCAA regulations do not hold staff to the same level of accountability to which student-athletes are held (i.e.,

that ignorance is no excuse for the use of a banned substance). The proposed additional language in 30.5.1 could address the need to educate staff and hold them to the same level of accountability for assuring compliance to NCAA banned drug policies.

(d) Estimated budget Impact. None.

(e) Student-Athlete Impact. Student-athlete health, safety and eligibility will be better protected when athletics staff is held accountable for following NCAA drug policies, banned substances and the products that may contain them, and are held accountable for compliance with the NCAA drug testing program. These changes will not impact time demands and will provide great benefit in support of student-athlete well-being.

(2) Administrative Regulation—Bylaw 31.2.3.4 (Banned Drugs.)

(a) Recommendation. To sponsor an administrative regulation to amend Bylaw 31.2.3.4 (Banned Drugs) to better identify the classes of banned drugs, as follows:

31.2.3.4 Banned Drugs.
The following is the list of banned-drug classes. The Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee) has the authority to identify specific banned drugs and exceptions within each class. The institution and student-athlete shall be held accountable for all drugs within the banned-drug classes regardless of whether **t**hey have been specifically identified. The current list of specific banned drugs and exceptions is located on the NCAA Web site (ncaa.org) or may be obtained from the NCAA national office. *(Revised: 8/15/89, 7/10/90, 12/3/90, 5/4/92, 5/6/93, 10/29/97, 4/26/01, 2/10/06)*

(i) Stimulants; *(Revised: 2/10/06)*
(ii) Anabolic agents; *(Revised: 2/10/06)*
(iii) **Alcohol and Beta Blockers (banned for rifle only)** *Substances banned for specific sports*; *(Revised: 2/10/06)*
(iv) Diuretics and other masking agents; *(Revised: 2/10/06, 5/29/07)*
(v) Street drugs; *(Revised: 2/10/06)*
(vi) Peptide hormones and analogues; and *(Revised: 2/10/06)*
(vii) Anti-estrogens. *(Adopted: 10/27/06 effective 8/1/07)*
(viii) Beta 2 Agonists

(b) Effective Date. August 2009.

(c) Rationale. The language change from Substances Banned for Specific Sports" to "Alcohol and Beta Blockers" provides further definition of the

chemical class. Placing the class "Beta 2 Agonists" from 31.2.3.4.1 to fall under the other banned drug classes further clarifies that these substances are banned except as noted in 31.2.3.4.1.(d) **"**Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only. *(Adopted: 8/13/93)"*

(d) Estimated Budget Impact. None.

(e) Student-Athlete Impact. No additional burden and student-athletes will benefit from a clearer representation of NCAA banned drugs.

b. Nonlegislative Items.

- None.

2. INFORMATIONAL ITEMS.

a. Division I Proposal 2007-92 Football Protective Equipment. In response to a request for further review and comment by the Division I Legislative Council, the committee still opposes Division I Proposal 2007-92 Football Protective Equipment, which specifies that student-athletes may wear lightweight, upper body protective gear. The five-day acclimatization period continues to be an important way to help ensure student-athlete well-being in football. The committee will forward to the Division I Legislative Council the same scientific data presented to the Division I Championships/Competition Cabinet Playing and Practice subcommittee.

The science and physiology of the original model was developed specifically to address the acclimatization to equipment, the heat and exercise intensity. The initial phases of the five-day period were designed to be non-contact. If student-athletes are experiencing significant shoulder injuries due to helmet contact, it is suggested that institutions evaluate current practice and drill planning and develop a plan to reduce such injuries. Adding more gear, especially during the hottest time of the year, places student-athletes at greater risk for heat stress. In general, the more surface area that is covered by the uniform or equipment the greater the physical heat retention and stress.

Committee research has found that the first three days of this period create the most susceptibility to heat illness. Also, the NCAA Injury Surveillance data noted that 20 percent of all preseason injuries that occurred during "helmet only" and "no pads" sessions were heat illnesses as compared to one documented clavicle contusion. There is a lack of scientific evidence on whether "shock pads" have greater, equal, or less heat retention properties; however, there is variability in design of these pieces of equipment because there is not an industry standard and some are designed to replace "standard" shoulder pads. Athletics administrators on the committee also questioned

the ability for institutions to purchase such permissive equipment equally across the division.

b. Division I Proposal 2008-43 Fruits, Nuts and Bagels. CSMAS was asked to submit to the Division I Awards, Benefits, Expenses and Financial Aid Cabinet its position on nutritional supplements and nutrition for student-athletes related to proposal 2008-43. The following is the CSMAS submission to the Division I Awards, Benefits, Expenses and Financial Aid Cabinet:

CSMAS supports policies that promote food over supplements, that educate student-athletes to make good nutrition choices, and that provide supplement products solely for the purpose of providing extra calories and fluids lost through athletics participation.

NCAA Bylaw 16.5.2 g. Nutritional Supplements, effective August 2000, allows institutions to provide only nutritional supplement products to student-athletes that assist with replacing calories and fluids lost through athletics activity. The legislation precluded the provision of muscle-building supplement products, and reflected a philosophy that proper nutrition based on scientific principles is one of the tenets to optimal performance. The nutritional supplement legislation was not intended to replace food with supplement products. The legislation identified vary narrowly what constituted permissible supplements, intending to protect student-athlete well-being, and to address concerns about a lack of federal regulation of "performance" supplement products for purity and efficacy, a risk that can adversely affect student-athlete health and eligibility.

The most recent NCAA GOALS survey of student-athletes reported that 87 percent of student-athletes report eating enough calories to sustain athletic activity most days; however, they struggle with making healthy food choices. From the 2007 NCAA Student-Athlete Advisory Committee survey, of those student-athletes that report missing a meal, breakfast (47 percent) was the main meal missed, mostly because of a perceived "time" limitation (57 percent). Sixty-four percent of Division I institutions consult a sports dietician, (87 percent FBS, 48 percent FCS, 61 percent non- FB) on a regular basis.

Since 2000, the commercial supplement industry has grown to a multi-billion dollar industry driven by a "performance enhancement" philosophy. Of note is the report on recent inquiries to the Resource Exchange Center (REC) – the NCAA sponsored resource for athletics – to ask about banned drugs in supplements. Inquiries were submitted on 356 different protein products, 300 different creatine products and 161 products with anabolic agents.

NCAA research shows that 23 percent of NCAA institutions report they provide nutritional supplements to student-athletes, a 15 percent decrease from 2005. However, divisional differences in this area were striking. Eighty-two percent of

Division I-FBS institutions provided nutritional supplements to student-athletes, while only one percent of Division III schools provided supplements. This disparity is evident even within Division I, where 27 percent of FBS institutions spent over $50,000 on supplements as compared to the majority of remaining Division I institutions spending less than $15,000. It is clear supplements are not provided equally to all student-athletes or to all sports teams.

The supplement industry is unregulated and the supplement provision seems inconsistently applied. In addition, supplements may be used as a recruiting tool, a performance enhancer, and to replace food and meals.

CSMAS supports efforts at the campus level and through membership review of legislative policy that seek to create an environment that supports appropriate nutrition behaviors. CSMAS encourages member institutions to provide student-athletes with time and access to whole food options, to dedicate resources to educate coaches and athletics administrators on appropriate nutrition practices and to continue engaging the services of a registered dietitian.

CSMAS supports the following:

- NCAA legislation that permits a more liberal provision of food to student-athletes.
- Permissible meals legislation that is inclusive of all roster student-athletes not just those on financial aid.
- The passage of 2008-43 Fruits Nuts and Bagels as a distinct permissible benefit under Bylaw 16.5.2.(h) (and not a part of nutritional supplement (g).)
- Continuing limitations on the nature of supplement products permitted under 16.5.2.(g).

c. **NCAA Drug Use survey.** The quadrennial administration of the NCAA Study of Substance Use of College Student-Athletes survey will be conducted on NCAA campuses January through April 2009. The data from this survey will be reviewed by CSMAS as it advises the Association on drug-education and testing policy and practice. Sport specific data is available at NCAA.org for 2005, 2001, and 1997.

d. **NCAA Medical Exception Policies.** A stricter application of the NCAA Medical Exception Policy for stimulant medications prescribed for Attention Deficit Hyperactivity Disorders (ADHD) will go into effect August 2009. This stricter application has been prompted by concerns about potential abuse of banned medications and impact on student-athlete health and safety. A guideline and physician's reporting template will be provided to the membership in early 2009 to prepare them and their student-athletes to have appropriate documentation on file to produce in the event of a positive drug test for the banned medication. Additional membership education on the issue will be provided through various media.

e. **Wrestling.** The CSMAS reviewed the National Wrestling Coaches Association (NWCA) 7-minute Webinar on skin infection prevention. The CSMAS supported placing a link to this educational video on the NCAA Wrestling Rules Web site for educational purposes. The CSMAS reviewed the use of an ultrasound method, also submitted by the NWCA, to evaluate whether it was a valid method to assess body fat percentage in the collegiate wrestling population. The validity study was conducted on a high school population and questions were raised about the validity of the results to the college-aged population and the reliability of the testing methods. The CSMAS recommended supporting a request for proposals to evaluate the validity of using dual energy x-ray absorptiometry (DEXA) scans and ultrasound as compared to skin calipers and underwater weighing in a college-aged wrestling population. The CSMAS will re-evaluate the use of these evaluation tools when more information becomes available.

f. **Soccer. Rules pertaining to medical access to on-the-field player**. The CSMAS will work with the NCAA Soccer Rules committee to discuss possible solutions that would allow the assessment of a student-athlete for any injury deemed by medical personnel as a necessity for medical evaluation. In addition, the group will evaluate how current rules impact the return of said student-athlete during the first half of the competition. Other sports have time limitations that allow for medical evaluation and for return-to-play without limiting participation (wrestling, tennis). The most notable situation is related to collisions with the head and whether officials are in a position to determine whether a player is impaired even if they have not gone down. Assistant referees or a fourth official at center field could watch the field of play or serve as a relay point for sports medicine professionals. There are concerns about student-athlete well-being and medical-legal liability of the officials as well as the institutions.

g. **Track and Field: Pole Vault Helmets.** The current rules in pole vault currently allow student-athletes to wear a helmet and the CSMAS is encouraged that an ASTM standard has been established to ensure pole vault helmets are developed consistently across vendors. It seems premature to mandate the use of the helmet especially when there are sport experts that side on the possibility that it could impact safety due to the increase neck flexion in the landing area. The CSMAS supports the current rule that allow helmets to be permissible.

h. **Softball.** The CSMAS received a research report from Dr. Lloyd Smith of Washington State University on the results of a softball bat compliance study funded by the CSMAS this year. The goal was to determine if fast-pitch softball bats are compliant with the ASA performance limit for both new and used bats most commonly used in the collegiate game. A total of 20 bats models were evaluated. The bat performance test was designed under current ASA standards and measure

maximum bat performance. Study results will be shared with the NCAA Softball Rules Committee. Overall, the study found most bats (89 percent) tested less than the 98 mph performance limit and only 1 test was over 99 mph. The committee has no further action at this time and will work with the NCAA Softball Rules Committee as to determine continued testing needs.

i. **Injury Surveillance.** The NCAA has contracted with the Datalys Center to begin conducting its sports injury surveillance services in July 2009. Datalys Center staff and research experts provided an update to the process for conducting the sports injury surveillance needs of the Association and their scope of service. The review included general design parameters, NCAA stakeholder survey results, proposed essential data elements for a third party vendor data extract process, proposed sampling structure, and NCAA committee structure reporting processes. NCAA Staff notes that the 2004-2008 sport-specific injury surveillance data is still being aggregated and is unavailable for reporting until July 2009. Sixteen years of sports injury data on 15 sports were published in 2007 and is currently available on-line at NCAA.org/health-safety.

j. **Heat Illness Educational DVD.** The CSMAS recommended developing a DVD for student-athlete education in all sports that includes information on the impacts of nutrition, acclimatization, hydration, medication use, and equipment in hot environments.

k. **Sports Medicine Handbook.** It was determined that editing and publishing the hard copy prior to June is not possible at this time. With that barrier, one hard copy will be published and sent to all head athletic trainers and memos will be sent pointing to the online version to other athletic administrators and organizations. Head athletic trainers will also receive an email that highlights those guidelines that have changed as soon as the handbook is available online, typically mid-July. The cost savings will be re-distributed to create an electronic version of the handbook that is searchable, hyperlinked and viewable on the latest portable devices. The CSMAS will explore the possibility to add new guidelines C-spine Management and anterior cruciate ligament (ACL) Prevention with additions of the ADHD templates in the Nutritional Supplement and Banned Substances Guideline. The CSMAS will also review the Nutrition and Athletic Performance guideline, the Institutional Alcohol, Tobacco and Other Drug Education Programs guideline, and Dietary Supplements and Banned Substances Guidelines, and will edit the Cold Weather guideline with the recent publication of a consensus document in the Journal of Athletic Training that outlines thresholds for modifying and canceling competitions. 2008 major revisions included the Skin Infection in Athletics guideline and The Student-Athlete with Sickle Cell Trait guideline. A video outlining event management strategies during cold weather is also currently available at NCAA.org/health-safety.

3. LEGISLATIVE ITEMS.

a. Legislative Items.

(1) Modification of Wording – NCAA Bylaw 11.1.2.2 (Involvement for approving the use of a banned substance) and 30.5.1 (Responsibility of Institution).

(a) Recommendation. Approve a modification of wording to amend current NCAA Bylaw 11.1.2.2 (Involvement for approving the use of a banned substance) to indicate that athletics staff shall be held to the same level of accountability to which student-athletes are held pertaining to knowledge of NCAA banned substances.

i. **11.1.2.2 Involvement for approving the use of a banned substance. Institutional staff members involved in approving or encouraging the use of any medication or nutritional supplement containing an NCAA banned substance shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures.**

ii. 30.5.1 Responsibility of Institution. **Each member institution is responsible to assure that all staff is educated about NCAA drug policies, banned substances and the products that may contain them**. **In addition, e**ach member institution is responsible for ensuring compliance with the following elements of the NCAA Drug Testing Program:

(b) Effective Date. August 2010.

(c) Rationale. In recent drug-test appeal cases heard by the CSMAS, student-athletes had been provided approval by athletics department staff to use a nutritional supplement product or medication that contained NCAA banned substances. NCAA policy provides that student-athletes must be educated about NCAA banned substances and the products that may contain them; holds student-athletes responsible for anything they ingest; and encourages student-athletes check with appropriate athletics staff prior to ingesting any nutritional supplement or medication. This policy can be undermined when staff, either through ignorance or otherwise, erroneously advise student-athletes it is okay to use a nutritional supplement or medication that contains a banned substance. The committee expressed

concern that NCAA regulations do not hold staff to the same level of accountability to which student-athletes are held (i.e., that ignorance is no excuse for the use of a banned substance). The proposed additional language in 30.5.1 could address the need to educate staff and hold them to the same level of accountability for assuring compliance to NCAA banned drug policies.

(d) Estimated budget Impact. None.

(e) Student-Athlete Impact. Student-athlete health, safety and eligibility will be better protected when athletics staff is held accountable for following NCAA drug policies, banned substances and the products that may contain them, and are held accountable for compliance with the NCAA drug testing program. These changes will not impact time demands and will provide great benefit in support of student-athlete well-being.

(2) Noncontroversial Legislation – Bylaw 31.2.3. 4 Banned Drugs.

(a) Recommendation. To amend the language to Bylaw 31.2.3.4 Banned Drugs to better identify the classes of banned drugs, as follows:

31.2.3.4 Banned Drugs.

The following is the list of banned-drug classes. The Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee) has the authority to identify specific banned drugs and exceptions within each class. The institution and student-athlete shall be held accountable for all drugs within the banned-drug classes regardless of whether **t**hey have been specifically identified. The current list of specific banned drugs and exceptions is located on the NCAA Web site (ncaa.org) or may be obtained from the NCAA national office. *(Revised: 8/15/89, 7/10/90, 12/3/90, 5/4/92, 5/6/93, 10/29/97, 4/26/01, 2/10/06)*

(i) Stimulants; *(Revised: 2/10/06)*
(ii) Anabolic agents; *(Revised: 2/10/06)*
(iii) **Alcohol and Beta Blockers (banned for rifle only)** *Substances banned for specific sports*; *(Revised: 2/10/06)*
(iv Diuretics and other masking agents; *(Revised: 2/10/06, 5/29/07)*
(v) Street drugs; *(Revised: 2/10/06)*
(vi) Peptide hormones and analogues; and *(Revised: 2/10/06)*
(vii) Anti-estrogens. *(Adopted: 10/27/06 effective 8/1/07)*
(viii) Beta 2 Agonists

(b) Effective Date. August 2009.

(c) Rationale. The language change from Substances Banned for Specific Sports" to "Alcohol and Beta Blockers" provides further definition of the chemical class. Placing the class "Beta 2 Agonists" from 31.2.3.4.1 to fall under the other banned drug classes further clarifies that these substances are banned except as noted in 31.2.3.4.1.(d) **"**Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only. *(Adopted: 8/13/93)"*

(d) Estimated Budget Impact. None.

(e) Student-Athlete Impact. No additional burden and student-athletes will benefit from a clearer representation of NCAA banned drugs.

b. Nonlegislative Items.

- None.

Committee Chair: Debra Runkle, University of Dubuque, Iowa Intercollegiate Athletic Conference
Staff Liaisons: David Klossner, Educational Affairs
Mary E. Wilfert, Educational Affairs

Overview of the NCAA Playing Rules Process

Basics

NCAA Playing Rules cover situations:

1. On the competition area (e.g., field, court, etc.);
2. When game officials are present; and
3. When the competition is between two teams.

Playing rules do NOT deal with the following:

- Recruiting.
- Scrimmages.
- Practices.
- Compliance issues.
- NCAA championship policies.

In general, the playing rules book is intended to include only those things that a game official can reasonably control. There are some cases where the rules book may be the best place to house a certain rule (e.g., wrestling weight-management policies and procedures), but as a guiding principle, enforceability of rules for officials is generally a prerequisite for inclusion in the rules book.

Sports with NCAA Playing Rules

The NCAA publishes 17 rules books for the 19 sports listed below (cross country, indoor track and field, and outdoor track and field are in one book) and has 18 playing rules committees (men's and women's basketball share the same rules book, but have two separate committees).

Fall	Winter	Spring
Football	Basketball	Baseball
Soccer	Bowling	Softball
Women's Volleyball	Rifle	Women's Water Polo
Men's Water Polo	Skiing	Outdoor Track and Field
Cross Country	Wrestling	Men's Lacrosse
	Ice Hockey	Women's Lacrosse
	Swimming and Diving	
	Indoor Track and Field	

Non NCAA Rules Sources

In cases where the rules of an international or other governing body serve the needs of the NCAA membership, a sport may be played under these rules. In most cases, the championship sports committees will make minor modifications to these rules. These modifications go through a similar process as do proposals from NCAA playing rules committees (e.g., PROP oversight). The sports are listed below, noting the governing body handling these competition rules:

Sport	Governing Body
Fencing	United States Fencing Association
Field Hockey	International Hockey Federation
Golf	United States Golf Association
Gymnastics	Federation Internationale de Gymnastique
Rowing	United States Rowing Association
Tennis	Intercollegiate Tennis Association
Men's Volleyball	United States Volleyball

Relationship to NCAA Championship Sport Committees

All NCAA playing rules are used during regular-season and championship competition. Playing rules are written somewhat broadly in some areas to allow for the wide range of NCAA members during the regular season. However, championships committees may be more stringent with some policies (e.g., facility requirements, number of squad members, etc.).

Championship sport committees are given the opportunity to provide input and feedback during the rules process. However, a championship committee is not permitted to alter an NCAA playing rule or overrule a rules committee. Similarly, the playing rules committee is not able to create different rules for championship play or make policy that would affect only championship competition.

In many cases, the secretary-rules editor and chair of the rules committee serve as liaisons to the championship.

Secretary-Rules Editors

The NCAA secretary-rules editors are the official rules interpreters for each NCAA playing rules committee. This individual serves on the committee but does not have a formal vote. In general, secretary-rules editors are long-time members of their sport community with extensive backgrounds in coaching, officiating and educating.

Secretary-rules editors are the lifeblood of the rules committees. This position is critical to the success of the playing rules process and the work of these committees.

Secretary-rules editors are limited to two, four-year terms. The historical knowledge and understanding of rules history is a key element the secretary-rules editor brings to committee discussions and decisions.

Interpretations

There are times when the NCAA rules books do not cover a situation that may be encountered during play. In other cases, a new rule may affect competition in a way the committee did not expect, and a clarification may be required.

In between annual rules sessions, the secretary-rules editor may issue interpretations intended to amplify and clarify the spirit and intent of NCAA playing rules. These interpretations, which are made in consultation with the chair and sometimes the full committee, are to be taken as the rule for play immediately. At the annual rules meetings, the full committee will confirm or overturn these rules interpretations.

Officiating Improvement Programs

Many NCAA sports have an officiating improvement program, which is designed to educate and assign the best officials for NCAA championship competition. The sports with an officiating improvement program are listed below:

- Baseball
- Men's Basketball
- Women's Basketball
- Men's Ice Hockey
- Women's Ice Hockey
- Men's Lacrosse
- Women's Lacrosse
- Softball
- Men's and Women's Water Polo
- Wrestling

Several other sports have well established officiating programs with a national association (e.g., women's volleyball, soccer), and the NCAA has contracted with those groups to assist in assigning and developing officials for championship competition.

Generally, the national coordinator of officials attends NCAA playing rules meetings sessions and provides input from an officiating perspective. This input is critical for the committee and has strengthened the bond between officiating and the rules process. Also, starting in 2007, the NCAA has allocated funding for an active official to attend each rules committee meeting.

Coaches Associations

The NCAA playing rules administration staff relies on the respective coaching associations for feedback from and communication with the coaching community. At each coaches association's annual convention, the secretary-rules editor, rules committee chair and NCAA staff member attend and present regarding the playing rules process and procedures.

In recent years, coaching associations have been increasingly helpful by assisting the rules committees in the distribution of surveys, bulletins and other materials. Coaching associations often have the most up-to-date databases and e-mail contacts for coaches, who are a key constituency for playing rules committees.

In some cases, the coaches associations have reserved space in newsletters and Web sites, and have allowed secretary-rules editors and staff to write articles for their publication. This enhances the communication with this important constituency.

Typical Playing Rules Cycle

The rules process involves four key steps. They are:

- Proposal Development/Annual Meeting.
- Approval Process.
- Feedback/Communication.
- Education/Training.

To illustrate how this process works, a typical cycle for football is listed below:

- *Proposal Development/Annual Meeting (February).* This is the only time the committee meets in person as a group. At this meeting, the committee considers the results of the annual rules survey, reviews proposals from the membership and has a general discussion on the health of the game. Statistics, a balance between offense and defense, and other issues are discussed as well.
- *Approval Process (March).* Once the proposed rules changes are developed and voted on, the committee publishes its proposals. The proposals are sent to the membership for comment. At a minimum, a two-week window is provided for membership comment.
- *Feedback/Communication (April).* The feedback is compiled – along with the proposals – and PROP holds a conference call to discuss the changes. The PROP member assigned to each sport has a separate call with the secretary-rules editor, chair and staff liaison to review the proposals in more detail. On the PROP call, the member assigned to each sport reviews the changes with the full group. If approved by PROP, the changes go into effect upon publications of the next rules book. If any proposals are not approved, NCAA staff communicates this to the membership and committee in a separate announcement.
- *Education/Training (May-July).* Once PROP takes action, the rules book and other materials are produced, depending on each sport. In football, this includes the rules book, video, preseason guide and mechanics manual. The secretary-rules editor and national coordinator make presentations to various coaching and officiating groups at clinics and preseason sessions.

History of PROP

In 1996, when the NCAA federated most of its legislative operations, playing rules remained an Association-wide rules making group. In several instances (most notably the basketball three-point line and expanded lane proposal), the divisions disagreed on a rules proposal. Eventually, the Executive Committee was asked to break the impasse. It was determined that the Executive Committee was not the proper group to be making determinations that dealt with the finer points of the game. Therefore, PROP was created.

PROP's broad charge – other than breaking ties – is to review playing rules proposals for consistency and to assist NCAA staff in directing and supporting the efforts of the rules committees.

PROP Oversight

PROP has three specific areas it is responsible for reviewing with relation to rules committee proposals:

- Student-athlete safety;
- Financial impact; and
- Impact on integrity or image of the game.

PROP Composition

The composition of the Panel mirrors that of the rules committees. Half of its members are Division I; half come from Divisions II and III. Within the Division I membership, there are three members directly appointed to the Panel from the Collegiate Commissioners Association (CCA). Additionally, at least one member of the Panel sits on the Division I Championships/Competition Cabinet and one member each comes from the Division II and III Championships Committees.

TRAVEL EXPENSE SYSTEM- MEETINGS USER GUIDE

(https://web1.ncaa.org/TES/exec/login)

We are pleased to introduce the NCAA's new online meeting reimbursement system. The Travel Expense System (TES) will allow committee members and other travelers to file their requests for per diem and travel expense reimbursement electronically. TES will replace the Statement of Expense forms used previously, and by streamlining the reimbursement process, will allow the NCAA travel and finance staffs to reduce the time it takes to process reimbursements by approximately 75%. This user guide is meant to assist the traveler in filing their expense reimbursement request.

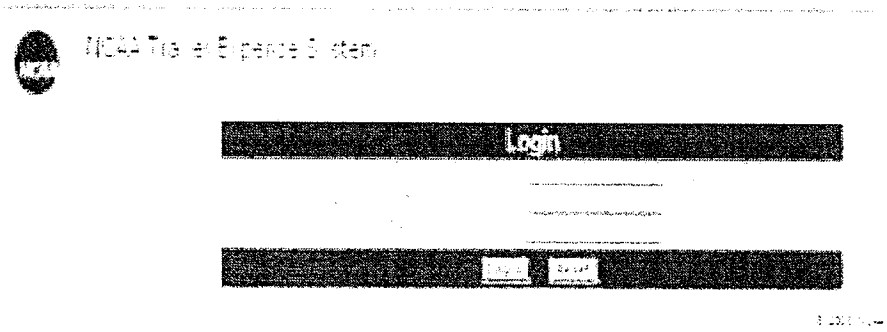
There are three types of travelers that will use TES to submit reimbursement requests:

1. Per Diem recipients. This type of traveler will include most committee members and program participants who receive per diem as part of their expense reimbursement.
2. Honorarium recipients. Travelers who receive honorariums and/or some travel expense for their service instead of per diem.
3. Actual expense travelers. These travelers do not receive per diem or an honorarium but are reimbursed for their travel expenses upon approval by their staff liaison.

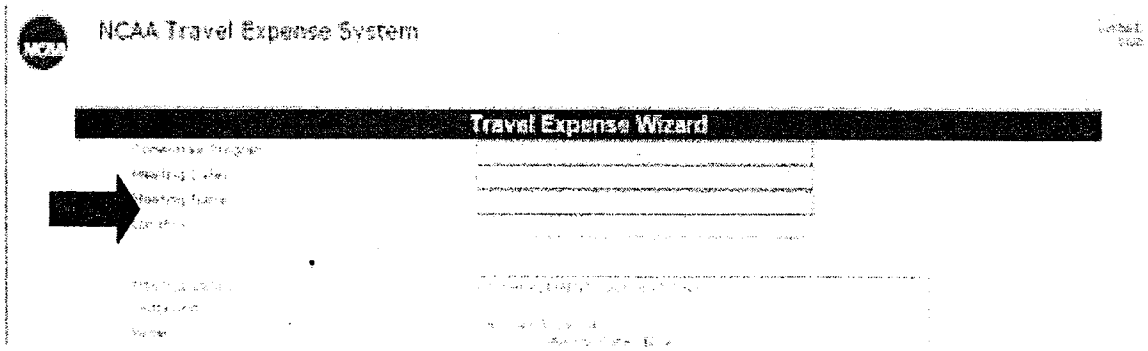
Following the meeting, your liaison will authorize you to file a reimbursement request. Once that authorization has been entered, you will receive an email from travel@ncaa.org. This email contains the one time user name and password for one particular meeting; which you will need in order to file your expense report..

FILING YOUR EXPENSE REQUEST

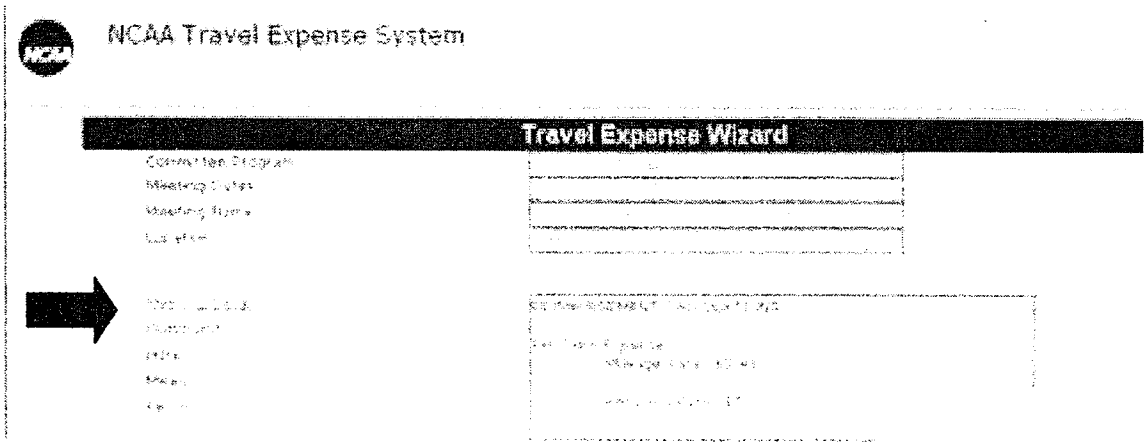
1. Once you receive an email from travel@ncaa.org use the user name and password created specifically for you and this particular meeting and click login. Remember that once you submit expenses with this username and password the username and password will become inactive.



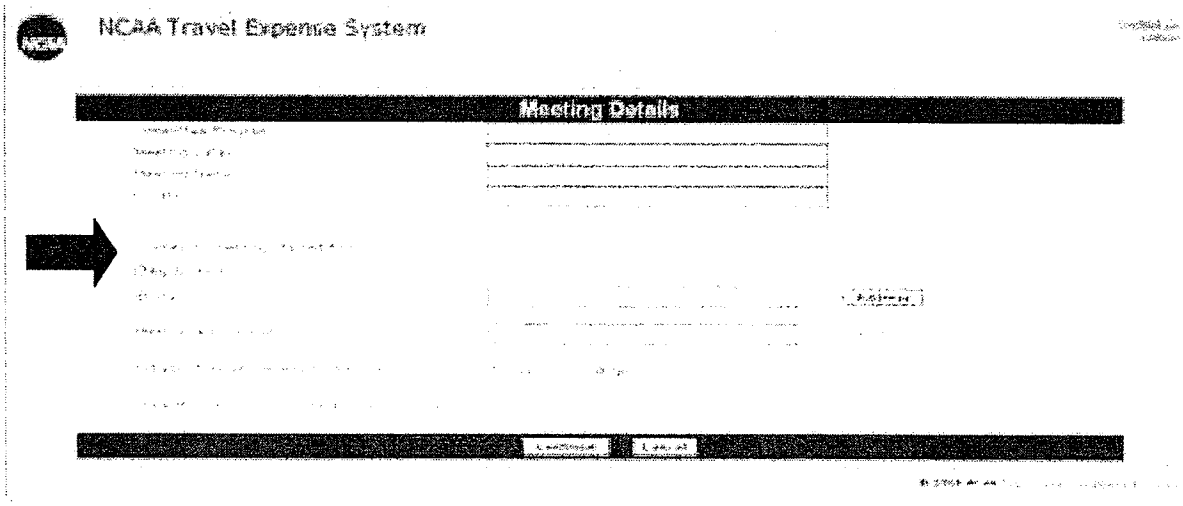
2. Once logged into the system verify the pre-populated fields: Committee/Program, Meeting Dates, Meeting Name and location.



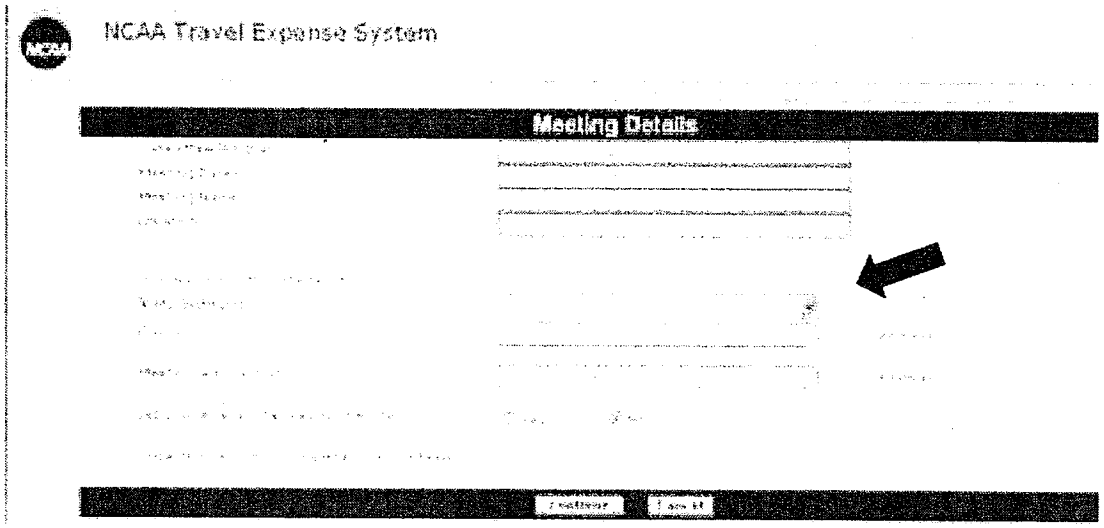
3. Once you confirm you are filing an expense form for the correct meeting, select Meeting Details.



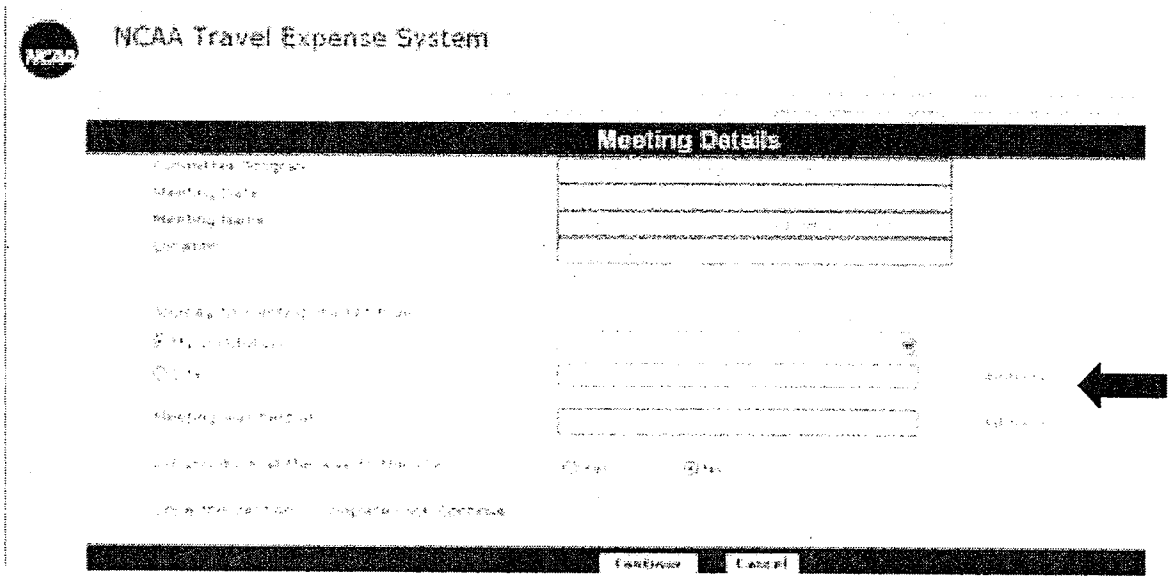
4. Select where your trip started from located under, Journey to meeting started from. If you started from your institution, click My Institution. If you left from your home, select Site.

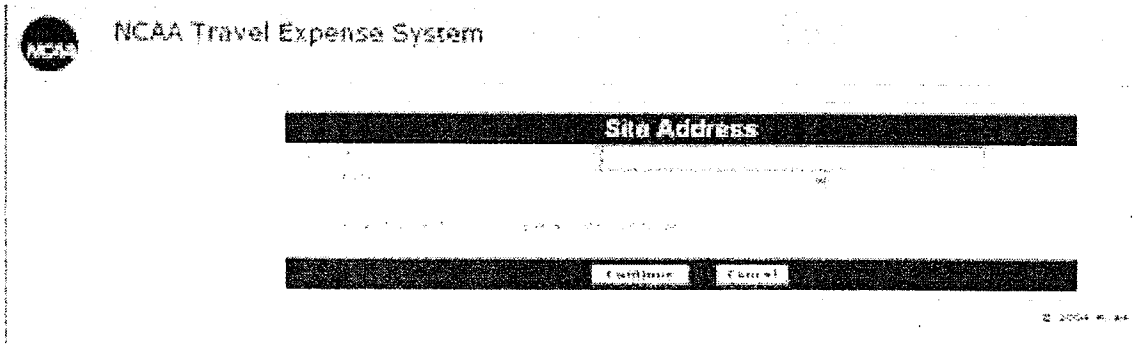


5. If you select My Institution you will need to select your institution from the dropdown menu.

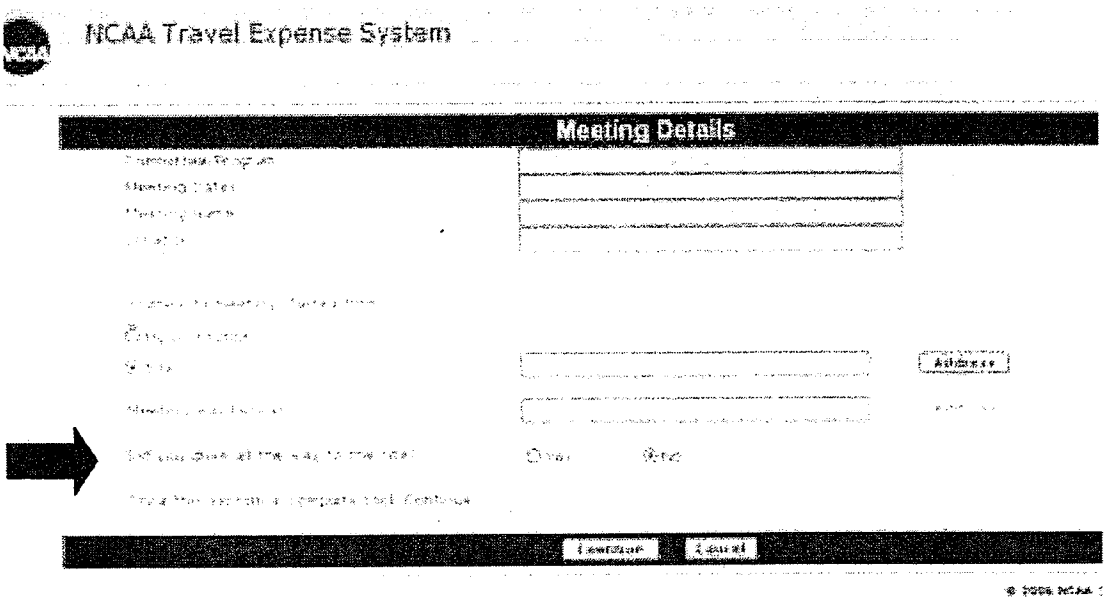


6. If you select Site, you will need to select Address. The Address button will take you to a screen that asks you to enter the city and state where your trip began. Once completed, click Continue.

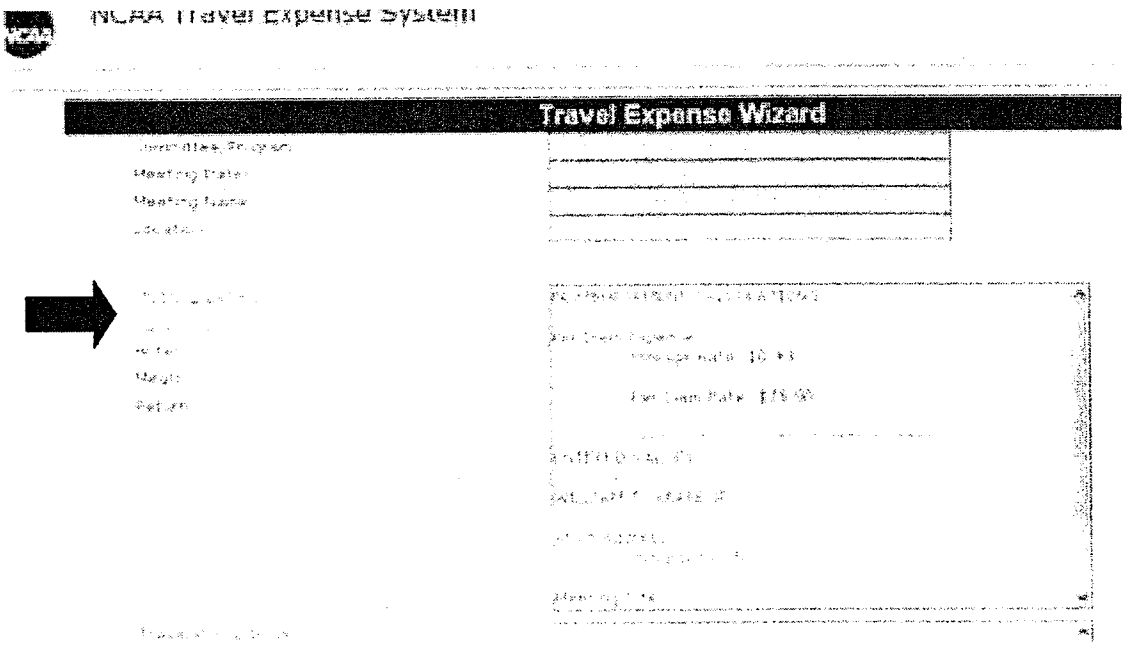




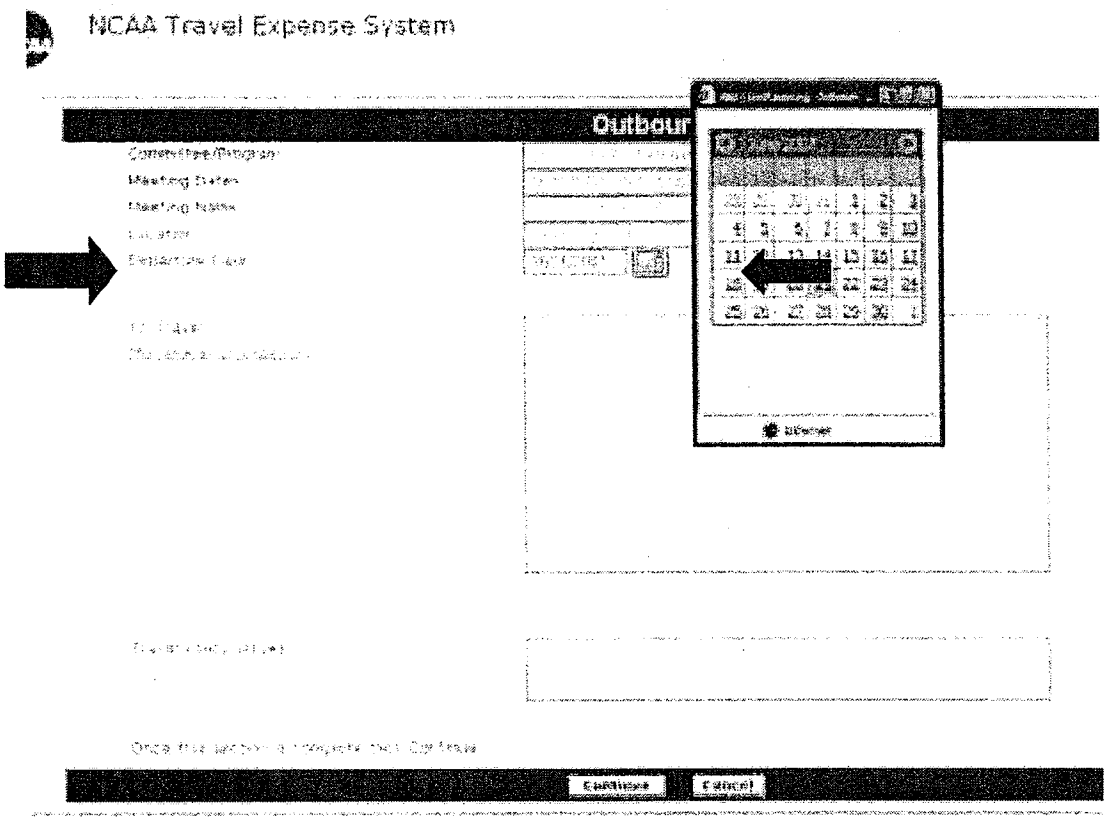
7. After selecting your institution or completing the address screen and being directed back to the Meeting Details page, you will need to answer the next question Did you drive all the way to the site? Choose the answer that applies. Once completed, click Continue. You will then be taken to the main page.



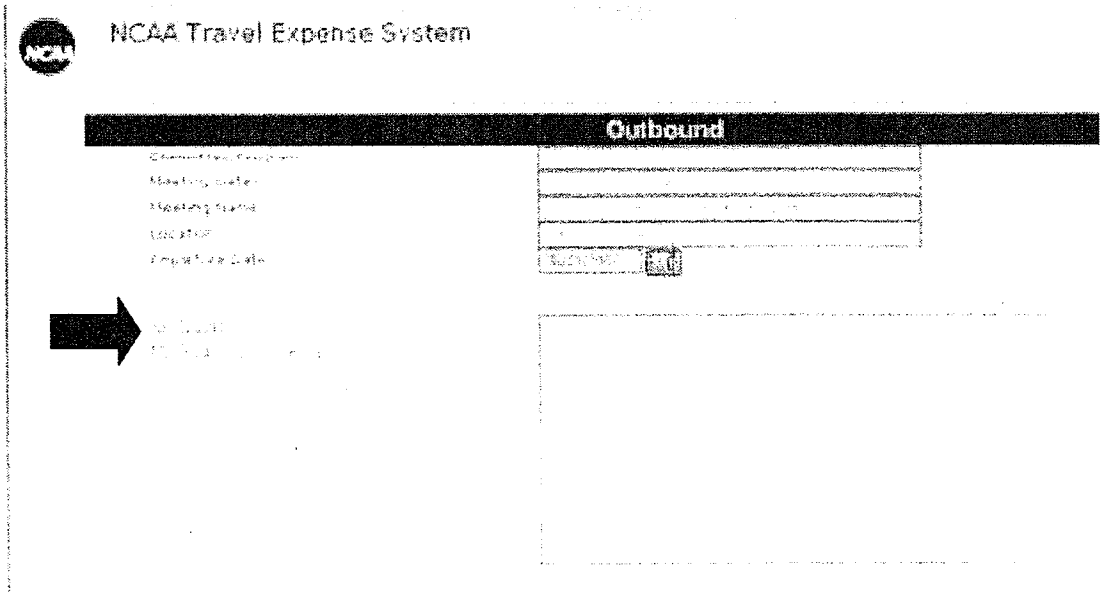
8. The next step is to enter your travel details. Click Outbound to enter your departure information.



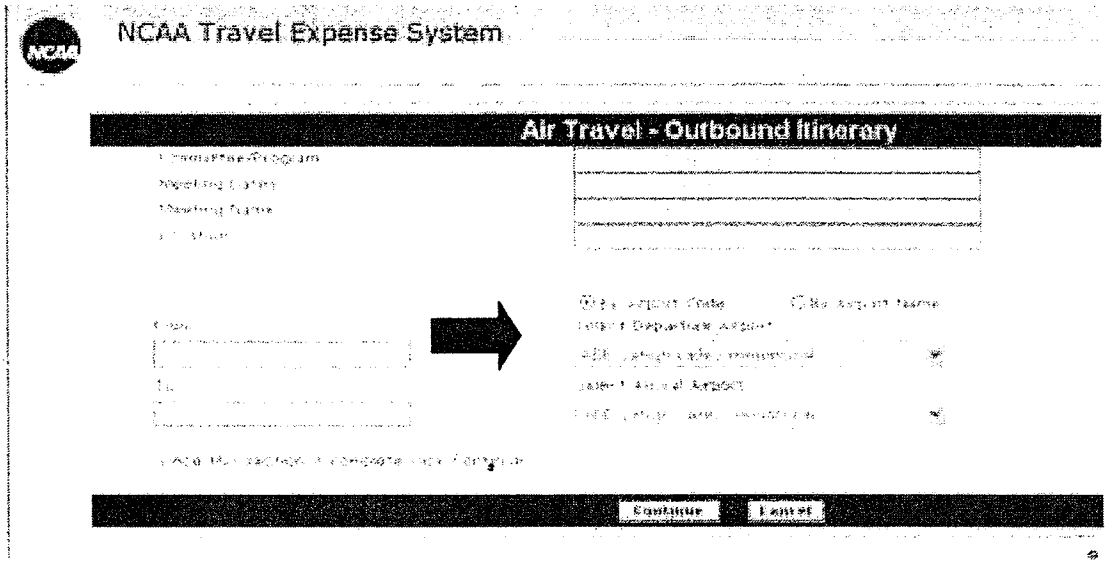
9. Once in the Outbound screen select departure date by clicking on the calendar and then select the day you departed for your meeting.



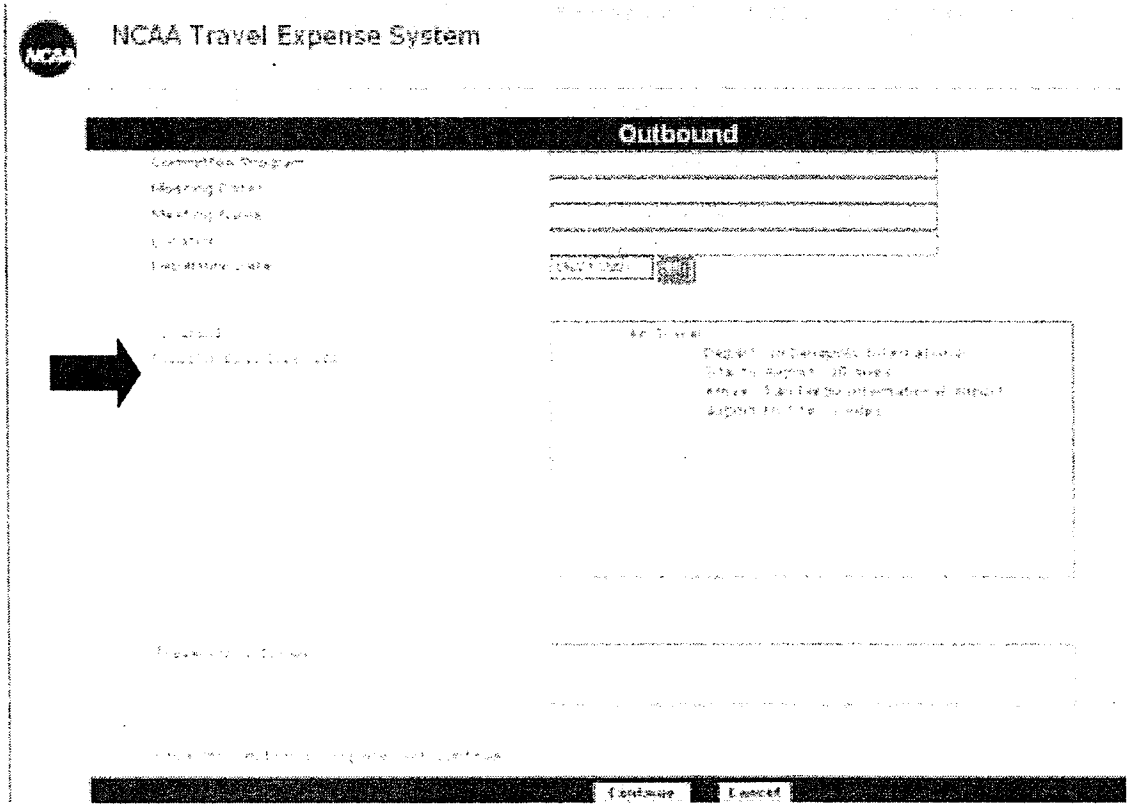
10. If you flew, a link for Air Travel will be present. You will need to click on this link to select your departure and arrival airport. If you drove, you will proceed to the Miscellaneous Expenses page.



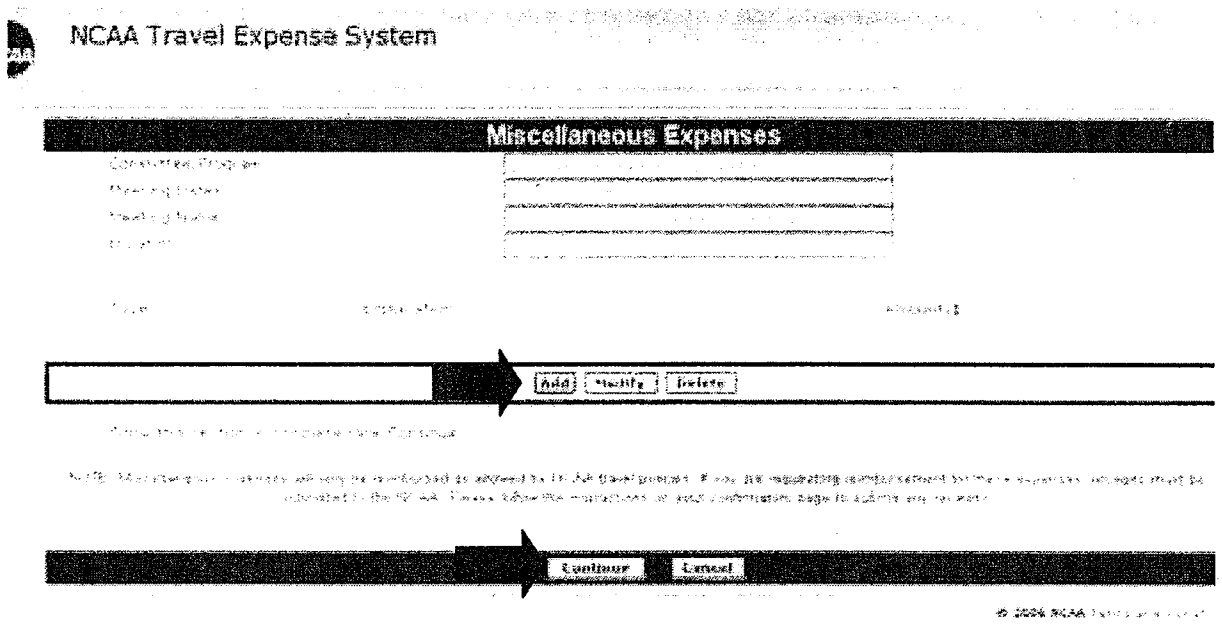
11. On the Air Travel - Outbound Itinerary screen you can select your departure and arrival airport by clicking the drop down arrow and selecting the airport. You have the choice of choosing your airport by the three letter airport code, or by airport name. Once you have completed this page click Continue.



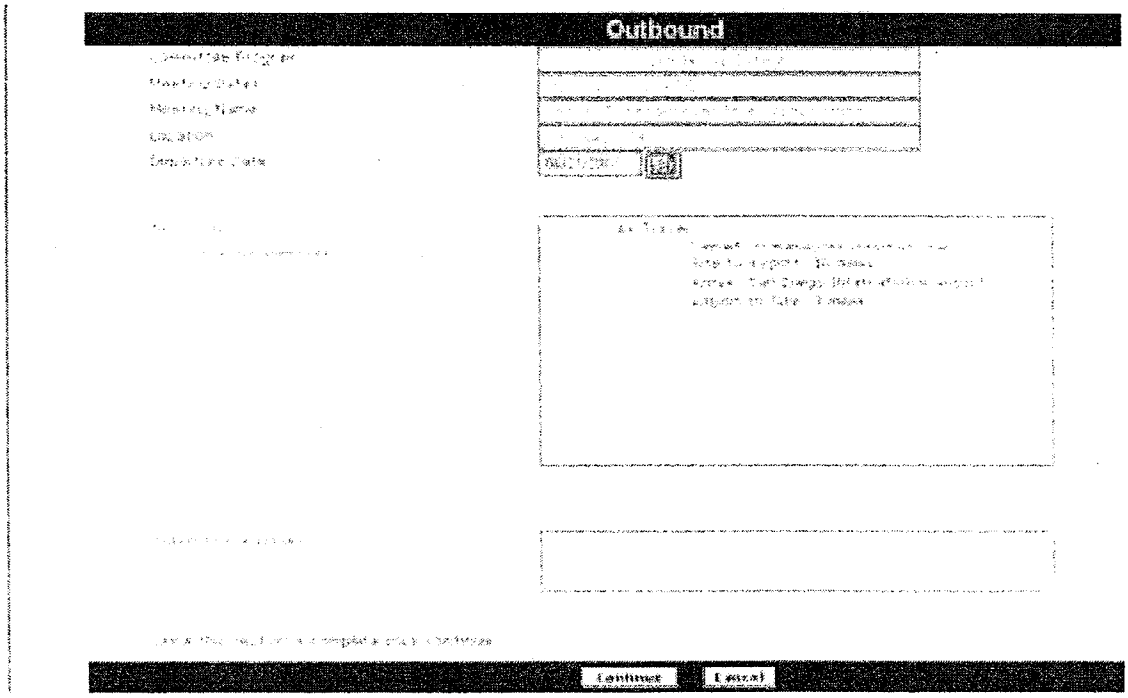
12. If you have any miscellaneous expenses, such as airline change fees or airfare costs not directly billed to the NCAA, click Miscellaneous Expenses to enter the details. Please note anything you claim here will be reviewed by NCAA travel staff and will need to be accompanied by receipts. Most committee members will not use this function.



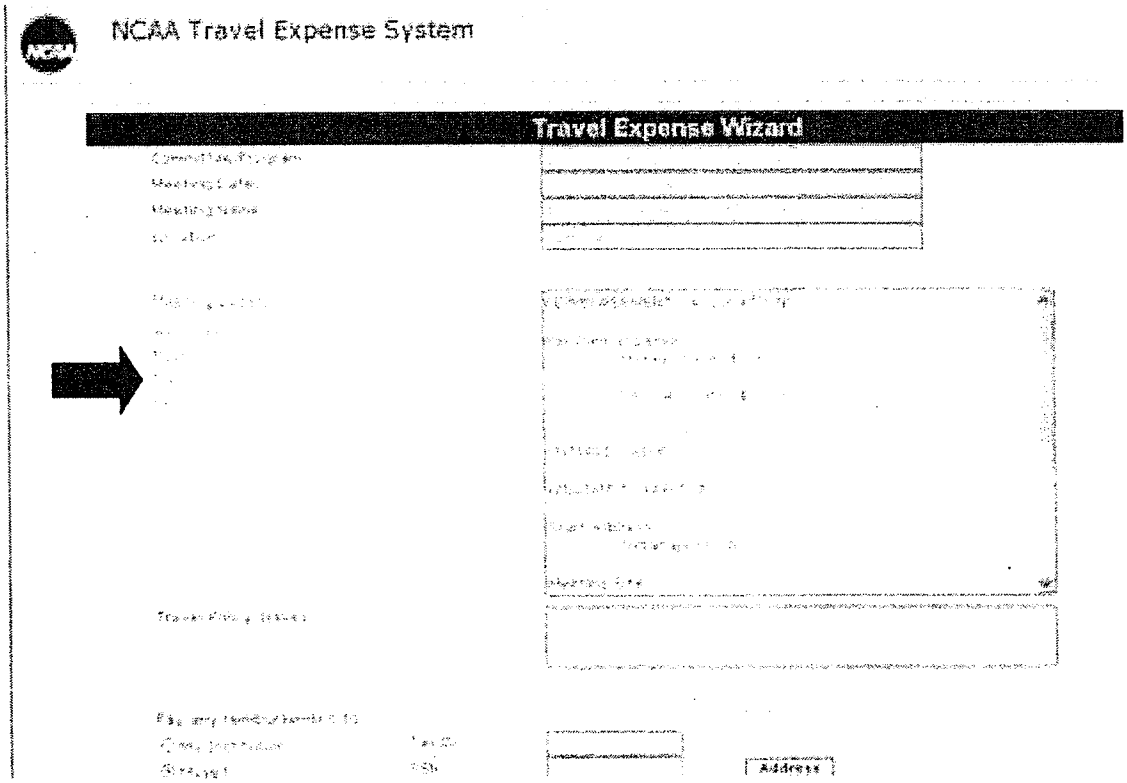
13. If you have Miscellaneous Expenses, click Add, choose the type of expense you are claiming, give the justification or explanation of the expense and the amount. This page will allow you to add as many expenses here as you need. Once you have finished entering your expenses click Continue at the bottom of the page. You will then be directed back to the Outbound page.



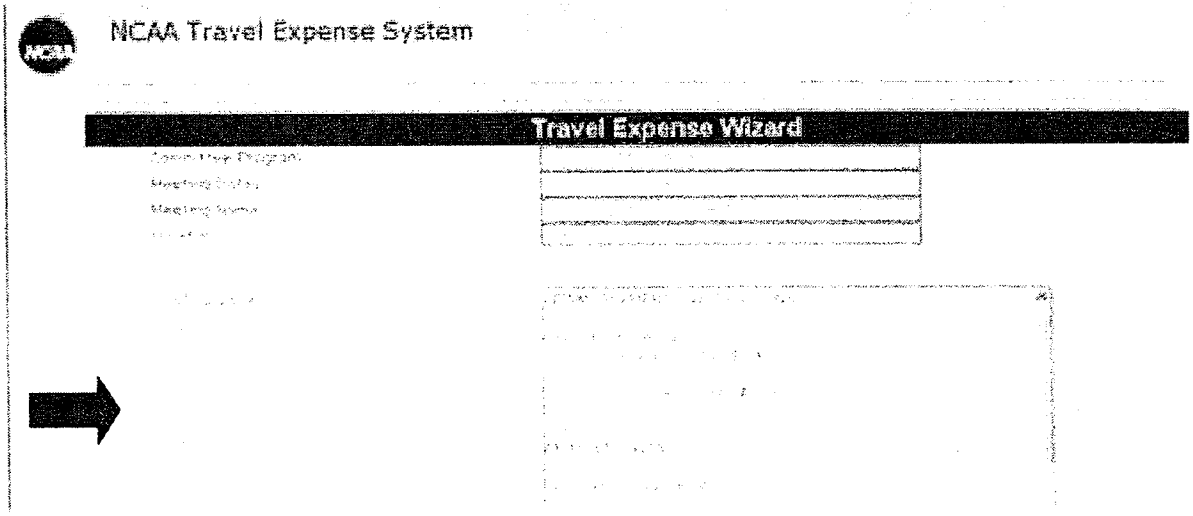
14. The details of your trip, including airports, and any miscellaneous expenses will be listed here. If you need to edit any of the information, click the appropriate link and follow the steps outlined above to make modifications. Once your information is correct, click Continue again to be directed back to the Main page.



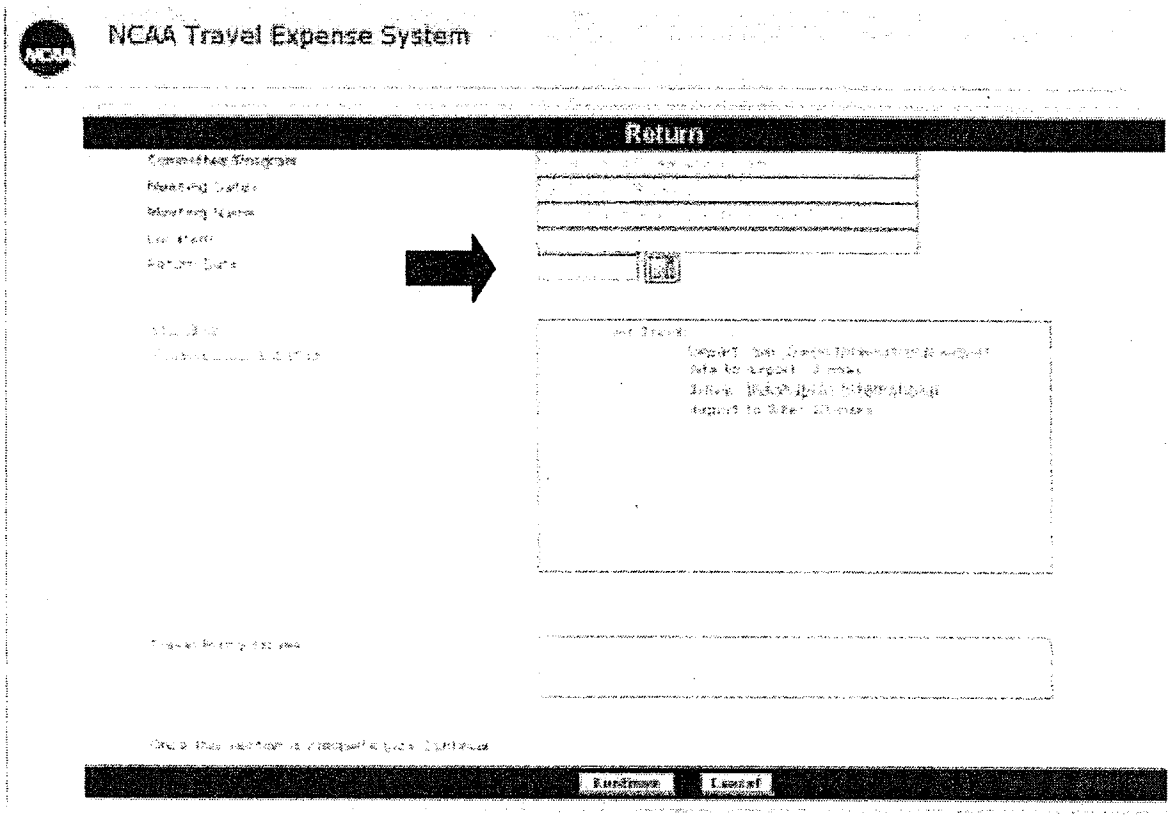
15. Once back on the Main or Travel Expense Wizard screen you have the option of adding Hotel and Meal expenses. These screens will operate just as the Miscellaneous Expense screen did. Most committee members will not use these functions as hotels are directly billed to the NCAA and meals are either provided or covered by per diem. However if you had to pay out of pocket for your hotel, this is where you would claim reimbursement. Some Honorarium recipients or actual expense travelers may also use this section. As with Miscellaneous expenses, travelers claiming reimbursement for these items will need to provide receipts and the reimbursement request will be reviewed by the NCAA travel staff.



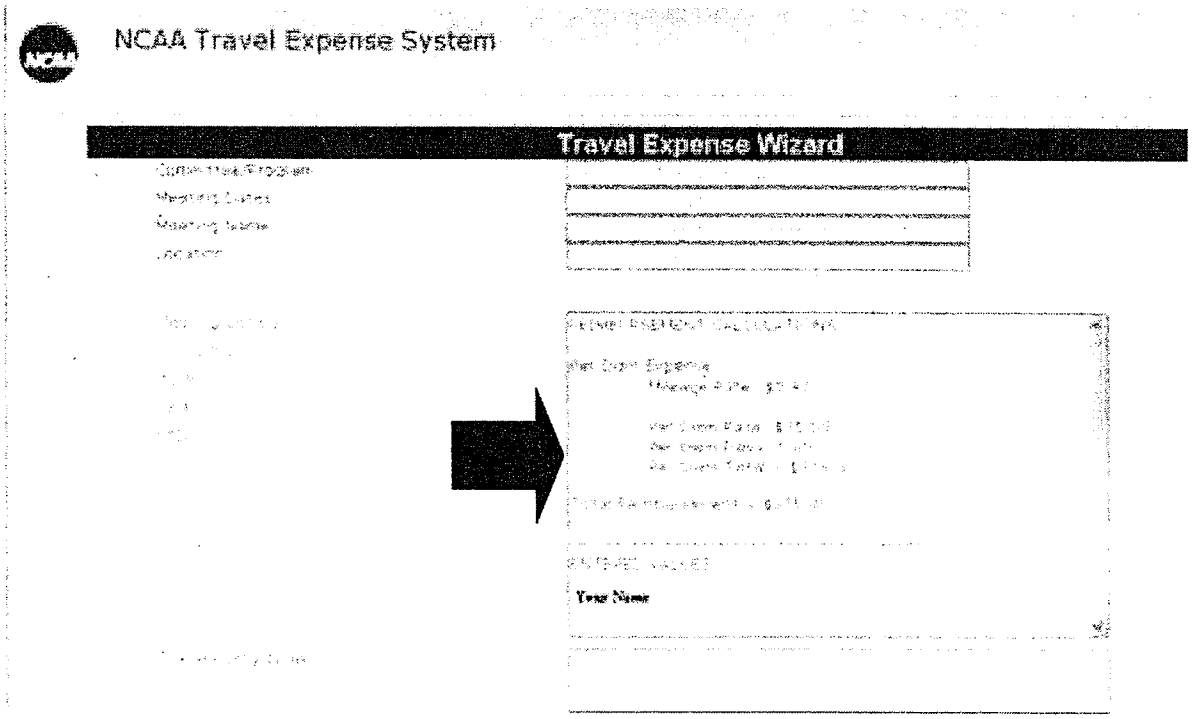
16. The next step will be to provide your return trip details, similar to how you provided your outbound details, by clicking Return.



17. Once on the Return screen again, select the Return Date from the calendar. See steps 10 through 14. Once the information is complete, click Continue to return to the main page.

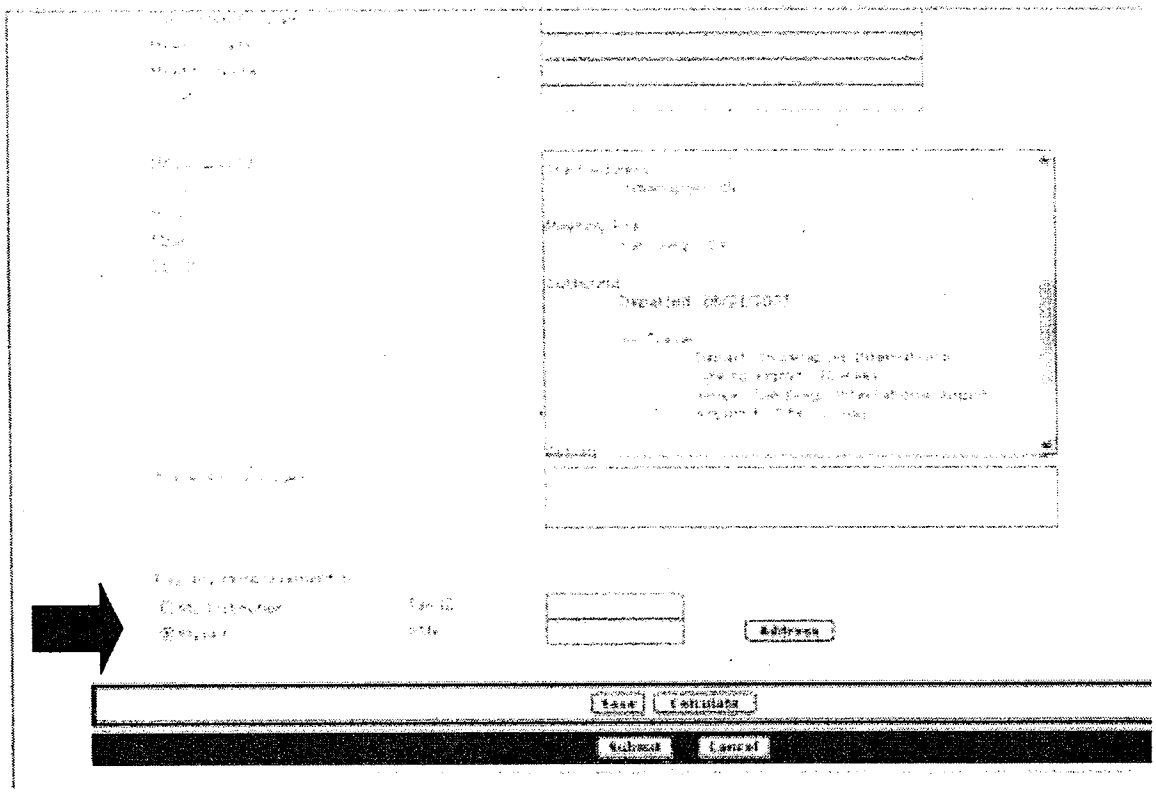


18. The main or Travel Expense Wizard page will contain all the detail you have entered as well as the calculation of expenses to be reimbursed. If any of the information is incorrect, repeat the appropriate step above to make modifications and return to the main page.



19. The final step is to specify who is to be paid. Just as with the current paper forms, you may choose reimbursement to be made to you or to your institution by selecting the appropriate option. If the reimbursement is to be paid to you, you will need to enter your social security number as well as your reimbursement address. If your institution is to be reimbursed, fill in the Tax ID number.

    Just as with the current forms, items submitted for reimbursement and made payable to an individual, are considered taxable by the NCAA. This includes fees, honorariums, per diems and allowances. If your annual taxable income from the NCAA exceeds $600, a 1099-MISC will be issued to you. This amount should be included on your annual income tax return. It is the responsibility of the recipient to keep track of un-reimbursed expenses incurred that could potentially reduce the tax liability. For reimbursement requiring receipts, it is recommended that the recipient retain actual receipts and submit copies of the receipts required for reimbursement.



20. Once this is complete click Submit to complete your request. A confirmation page will appear for your records. A confirmation e-mail will also be sent to the e-mail address used to send you your username and password. Requests that do not include miscellaneous, hotel or meal expenses will be automatically processed, approved and sent to the payables system to have the funds dispersed. Once expenses are approved and sent to the payables system, you will receive another confirmation e-mail. We anticipate payment to be made no more than 3 business days after final approval of an expense request is complete.

If you are claiming miscellaneous, hotel and/or meal expenses, you will need to fax a copy of your receipts, along with your confirmation page to the travel staff at the fax number provided on the confirmation. Once receipts are received, the NCAA travel staff will review them and approve for payment as appropriate per the NCAA expense guidelines. Again, once expenses are approved and sent to the payables system, you will receive a confirmation e-mail.

21. This site has implemented reasonable technical and organizational measures designed to protect the security, integrity, completeness, accuracy and privacy of the personal information that we may collect. We have put into place reasonable precautions to protect such information from unauthorized access, loss, misuse and alteration.

22. If you have any questions or encounter any technical difficulties, please contact the NCAA travel department at 317/917-6757 or by e-mail at travel@ncaa.org.