WILLIAM AND MARY ATHLETIC DEPARTMENT

Playing Season Declaration Information and Instructions

1. The Playing Season Declaration process is required per NCAA regulations and must be completed PRIOR to the start of each segment. Once the Playing Season Declaration Template and packet of supporting information is completed, submitted and approved through signature by the Associate Athletic Director, any changes to a declared season must be made in writing prior to the start of a designated segment.

2. The Compliance Assistance Software (CAi) provides an easy and efficient means of calculating and documenting the sport playing season. All sports are required to complete the Details and Contests tabs (listing all competitions through at least their Conference Championship). All entries are calculated and affirmed by the software that the proposed playing season and contests are within the NCAA guidelines for your sport. The link to the CAi program is https://web1.ncaa.org/compliance/exec/login. The link to access the CAi help documents (e.g., Online Training Videos, User Guide) is http://www.ncaa.org/compliance-assistant.

NOTE: CAi will not work with the Chrome browser. It will work with Internet Explorer and Firefox browsers.

3. Projected Missed Class Summary – In addition to the schedule entered in CAi, all sports must submit a copy of their complete schedule (home and away) through their Conference Championship, noting for each competition the estimated departure and return dates, times and total days of missed class, grouped according to class schedules: Monday, Wednesday, Friday (MWF) and Tuesday, Thursday (TR). For departures prior to 1PM count 1 full day. For departures between 1 PM and 5 PM count ½ day. There is no missed class time for departures after 5 PM. If class will be missed for a home game, that information should also be listed. Complete the form by totaling the MWF and TR columns and then entering a combined total for all missed class. Completed forms are submitted prior to the start of each semester to the Administrative Assistant to the Athletic Director. A sample worksheet is available in Appendix 7-Cb.