



**SOUTHERN UNIVERSITY**

**INTERCOLLEGIATE ATHLETIC  
Compliance Manual**

**2010-2011**

# Southern University

*Intercollegiate Athletics*

*Compliance Manual*

*2010-2011*

## **Table of Contents**

MISSION STATEMENT .....	3
ATHLETICS DIVERSITY STATEMENT .....	4
GAMBLING ACTIVITIES .....	5
RULES INTERPRETATIONS .....	5
NCAA RULES EDUCATION.....	5
RULES VIOLATION REPORTING PROCEDURE .....	6
NCAA OPERATING BYLAWS.....	6
ATHLETICS DEPARTMENT STAFF ATHLETICALLY RELATED INCOME .....	6
BONUSES FOR SPECIFIC AND EXTRAORDINARY ACHIEVEMENT .....	7
COACHES CERTIFICATION TO RECRUIT OFF CAMPUS.....	7
DECLARATION OF COACHING STAFF.....	8
AMATEURISM.....	8
AMATEURISM CLEARINGHOUSE .....	8
AMATEURISM STATUS OF CONTINUE STUDENT-ATHLETES .....	9
AGENT POLICY.....	9
STUDENT-ATHLETE EMPLOYMENT PROGRAM .....	10
STUDENT-ATHLETE INVOLVEMENT IN INSTITUTIONAL, CHARITABLE, .....	11
EDUCATIONAL AND NONPROFIT APPEARANCES.....	11
FUND RAISING.....	11
MEMORABILIA REQUEST .....	12
RECRUITING .....	12
CERTIFICATION OF RECRUITED STATUS.....	12
WEEKLY CONTACT AND EVALUATION SUMMARY FORM .....	13
SOUTHERN RECRUITING LOG.....	13
OBTAINING PERMISSION TO CONTACT A STUDENT-ATHLETE FROM A FOUR YEAR INSTITUTION .....	13
RELEASING A STUDENT-ATHLETE TO ANOTHER FOUR-YEAR INSTITUTION.....	14

NATIONAL LETTER OF INTENT.....	15
CAMPS AND CLINICS .....	16
SPORTS CAMP AND CLINIC FUNDS .....	17
USE OF INSTITUTIONAL FACILITIES .....	18
NCAA STUDENT-ATHLETE STATEMENT .....	18
NCAA DRUG-TESTING CONSENT .....	19
PARTICIPATION RECORD .....	19
HARDSHIP WAIVER.....	20
INITIAL ELIGIBILITY CERTIFICATION.....	20
INTERNATIONAL STUDENT-ATHLETE ELIGIBILITY CERTIFICATION .....	21
CONTINUING ELIGIBILITY CERTIFICATION.....	21
TRANSFER ELIGIBILITY CERTIFICATION .....	22
SCHOLARSHIP RENEWALS AND NONRENEWALS .....	22
EXTRA BENEFITS.....	23
COMPLIMENTARY ADMISSION .....	24
AUTOMOBILE REGISTRATION CHECK.....	24
OCCASIONAL MEALS .....	25
DECLARATION OF PLAYING AND PRACTICE SEASON AND FIRST DATE OF .....	25
COMPETITION .....	25
COUNTABLE ATHLETICALLY RELATED ACTIVITIES .....	25
SECONDARY / MAJOR VIOLATIONS.....	26
ACADEMIC PERFORMANCE PROGRAM.....	26
PRINCIPLES OF INSTITUTIONAL CONTROL AS PREPARED BY THE NCAA.....	28
COMMITTEE ON INFRACTIONS .....	28
TICKET POLICY .....	28
OUTSIDE COMPETITION .....	28
REDSHIRT / MEDICAL HARDSHIP POLICY .....	29
SEASONS OF ELIGIBILITY .....	30
MEDICAL HARDSHIP WAIVER.....	30
EXIT INTERVIEWS .....	31
ATHLETIC TRANSFER APPEALS COMMITTEE HEARING PROCEDURES .....	31
APPENDIX.....	34

## **MISSION STATEMENT**

Southern University is committed and obligated to the principle of institutional control in operating its athletics program in a manner that is consistent with the letter and the spirit of the NCAA, SWAC, and University rules and regulations.

The Compliance Office coordinates, monitors, and verifies compliance with all NCAA requirements and educates the various constituencies of the University and the community regarding NCAA/SWAC regulations. The Compliance Office is dedicated to providing educational programs and interpretive support to ensure that all individuals involved with the athletics program understand and adhere to the university's compliance expectations.

The Athletics Department is committed to the principle of institutional control through the education of coaches, staff, student-athletes and other individuals within the athletics program. The Compliance Office has put into place monitoring procedures and educational programs that provide guidance in how to work within the rules. Each individual within the Athletics Department is obligated to maintain competency in knowledge of rules, to act within his or her realm of responsibility in full compliance with the rules and to report any violations of the rules.

When a violation occurs, the Associate Athletics Director for Compliance conducts an investigation and reports the findings to the Director of Athletics and the Faculty Athletics Representative. Rules violations are reported to the conference office and NCAA with copies going to the President, FAR, Conference Commissioner, Director of Athletics and any staff members involved. Appropriate self-imposed penalties will be included as well as any corrective action that was taken to rectify the situation that caused the problem.

The Compliance Office is located in AW Mumford Fieldhouse Room 206 and is staffed by the Director for Compliance. It is the goal of the compliance program to place the university in a pro-active position by educating, overseeing, and monitoring the intercollegiate athletics program and maintaining a positive compliance environment.

## **ATHLETICS DIVERSITY STATEMENT**

The Department of Athletics will promote, embrace, and value multiculturalism and diversity amongst its staff and student-athletes and provide a comfortable environment for the understanding of, respect for, and sensitivity to multiculturalism and diversity.

## GAMBLING ACTIVITIES

The NCAA membership adopted NCAA **Bylaw 10.3** prohibiting athletics department staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events.

Staff members of a member conference, staff members of the athletics department of a member institution and student-athletes shall not knowingly: *(Revised 4/22/98 effective 8/1/98)*

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
2. Solicit a bet on any intercollegiate team;
3. Accept a bet on any team representing the institution;
4. Solicit or accept a bet on any intercollegiate competition for any item (e.g. cash, shirt, dinner) that has tangible value; or *(Revised: 9/15/97)*
5. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. *(Revised: 1/9/96, 1/14/97 effective 8/1/97)*

The use of the Internet shall be prohibited for the purpose of any gambling activity involving intercollegiate athletics or professional athletics.

Finally, a prospective or current student-athlete found in violation of NCAA Bylaw 10.3 shall be subject to becoming ineligible for further intercollegiate competition. An institutional staff member found in violation of this policy shall be subject to suspension without pay or terminated if found to be involved in deliberate or serious violations of NCAA regulations.

## RULES INTERPRETATIONS

1. The Compliance Coordinator is responsible for rules interpretations and all questions concerning NCAA and/or conference rules should be directed to the Compliance Coordinator.
2. Only when the Compliance Coordinator is unavailable and the rules interpretation question is urgent should a question be directed elsewhere. When the Compliance Coordinator is unavailable, the question should be referred to the Compliance Assistant or the Athletic Director.

## NCAA RULES EDUCATION

All coaches and staff members will be kept informed of NCAA and SWAC rules by the Compliance Coordinator through use of e-mails, phone contact, and memos. In person Sport department meetings will be conducted periodically. Meetings for coaches and staff with the Compliance Coordinator will be held monthly to update coaches on rule changes. All newly hired coaches are required to attend an NCAA introductory rules education session. Policies and procedures for Southern University's compliance program will be reviewed. It is the responsibility of the head coach to arrange this orientation at the earliest opportunity for the new employee.

## RULES VIOLATION REPORTING PROCEDURE

Knowing and understanding NCAA and SWAC rules is the responsibility of all athletics coaches and staff. If any coach or staff member suspects that a rule has been violated, he/she have an obligation to report it to the Athletics Director and the Director of Compliance on a timely basis. The Athletics Director, the Director of Compliance, and the Faculty Athletics Representative will determine whether or not there has been a violation and will take appropriate action. At the discretion of the Faculty Athletic Representative, individual violation cases may be brought to the Athletic Advisory Committee for detailed review. All violations are reported annually to the Athletic Advisory Committee for review and monitoring.

If any coach or staff member suspects that another school has violated a rule, he/she should report it to the Athletics Director and the Director of Compliance, who will inform the conference office of the suspected violation. The conference office will look into the matter and take appropriate action.

## NCAA OPERATING BYLAWS

**11.1.2.1 Responsibility of Head Coach.** It shall be the responsibility of an institution's head coach to promote an atmosphere for compliance within the program supervised by the coach and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach.

## ATHLETICS DEPARTMENT STAFF ATHLETICALLY RELATED INCOME

<b>BYLAW:</b>	<b>11.2.2</b>
<b>PURPOSE:</b>	Report athletically related income per NCAA rules
<b>FORMS:</b>	Athletics Department Staff Athletically Related Income Form
<b>PROCEDURE:</b>	Forms to be completed by Athletics Department staff member, reviewed and signed by Director of Athletics then submitted to the President at the time of signing his/her letter of appointment.

The Athletics Department conforms to NCAA and SWAC guidelines relative to athletically related income. Staff members are required to annually provide a written detailed account to the chief executive officer for all athletically related income and benefits from sources outside the institution. The staff member's request for approval also shall be in writing and shall include the amount and source of the income. Sources of such income shall include, but are not limited to, the following: income from annuities; sports camps; housing benefits including preferential housing arrangements); country club memberships; complimentary ticket sales; television and radio programs; and endorsement or consultation contracts with athletics shoe, apparel, or equipment manufacturers.

Policies for Outside Employment as presented in the Southern University Faculty/Staff Handbook apply to Athletics Department personnel.

## BONUSES FOR SPECIFIC AND EXTRAORDINARY ACHIEVEMENT

### BYLAW 11.3.2.3

**PURPOSE:** To permit full-time coaches for any Southern athletic team that wins a conference championship to qualify for pay adjustments if funds are available. Bonuses may also be available in accordance with the University's policy.

**PROCEDURE:** Southern will permit additional (non-recurring) supplemental pay to coaches for team participation in post-season games. To be eligible for such pay, a "team" is defined as a group of at least five student athletes participating in post-season play. Such play will be funded from outside funds to be deposited and paid through the University according to the policy of the Board of Supervisors. The following table represents the maximum percentage that will be approved for each level of post-season competition.

Participation in post-season team competition  
(First round) leading to a national title (including NIT) 1.50%

Participating in the second round 2.00%

Participation in the third round 2.00%

Participation in additional rounds 2.00% each

Compensation will go only to full-time personnel who coach the particular sport involved.

## COACHES CERTIFICATION TO RECRUIT OFF CAMPUS

### BYLAW: 11.5.1

**PURPOSE:** To certify that coaches have an understanding of the NCAA rules. It is required by the NCAA and is administered institutionally with oversight by the Southwestern Athletic Conference.

**PROCEDURE:** All coaches receive a copy of the NCAA and Southwestern Athletic Conference manuals. All recruiting must be in accordance with NCAA and SWAC rules. At the end of each academic year, all coaches must take the NCAA Coaches Certification Exam. The NCAA requires a minimum 80% score on the test in order to be certified. All coaches employed at later dates are required to take the coaches Certification Exam before they are allowed to recruit off campus.

The test is administered by the Institutional Representative or by the Compliance Office.

The Athletics Compliance Office will be responsible for reviewing all recruiting rules and any new legislation with the various team coaches prior to their



recruiting season. The Athletics Compliance Coordinator will furnish Compliance Calendars to all coaches.

## **DECLARATION OF COACHING STAFF**

- BYLAW:** 11.7.1.1
- FORMS:** Declaration of Coaching Staff Form
- PURPOSE:** This form identifies the number of coaching staff members.
- PROCEDURE:** Before each academic year, the Head coach will declare his or her coaching and support staff. This form is required by the NCAA.

Coaches shall abide by the rules and regulations of the NCAA and any conference of which the University is a member. If found in violation of NCAA or Conference regulations, coaches may be suspended for a period of time, without pay, or employment terminated if the coach is found to be involved in deliberate and serious violations of NCAA or Conference regulations.

Each year department staff members (including part-time and clerical staff members) will attest that the individual has reported any knowledge of involvement in any violations of NCAA legislation involving the institution. **(Bylaw 20.3.5)**

## **AMATEURISM**

- BYLAW:** 12.01
- PURPOSE:** To ensuring the institution adheres to the NCAA's general principles regarding amateurism; ensure that student-athletes remain amateurs and that the institution shall maintain the athletics program as an integral part of the educational program.
- PROCEDURE:** By August 15 of each academic year, the Compliance Coordinator (CC) reviews Bylaw 12 for any legislative changes. The CC educates student-athletes and staff and makes alterations to any forms as required by the legislative changes, if any.

## **AMATEURISM CLEARINGHOUSE**

- BYLAW:** 12.1
- PURPOSE:** To ensure the institution and its student-athletes adhere to the NCAA's Amateurism Clearinghouse process.

**PROCEDURE:** The Compliance Coordinator (CC) regularly educates coaches and staff regarding the requirements for registering for the NCAA Amateurism Clearinghouse and any changes to the registration process. The coaches and their staffs educate the prospects they are recruiting about the NCAA Amateurism Clearinghouse requirements.

The CC tracks the Amateurism Clearinghouse status of the institution's prospective student-athletes on the NCAA Initial-Eligibility Spreadsheet.

The CC updates the spreadsheet weekly between March 1 and the beginning of the fall term. The CC updates the spreadsheet weekly for any mid-year enrollees between November 1 and the beginning of the spring term.

The CC consults with the appropriate head coach regarding any prospective student-athlete whose certification status shows as "preliminarily not certified," "preliminarily certified with conditions," "not certified," or "certified with conditions." The CC works with the appropriate coach and prospective student-athlete on any appeals of findings or determinations by the NCAA Amateurism Clearinghouse.

## AMATEURISM STATUS OF CONTINUE STUDENT-ATHLETES

**BYLAWS** 12.1.2

**PURPOSE:** To ensure that it and its returning student-athletes meet the NCAA standards for amateurism.

**FORMS:** Gambling, Agents and Amateurism Form

**PROCEDURES:** Each student-athlete completes a Gambling, Agents and Amateurism Form on SAS annually. The Compliance Coordinator (CC) or Compliance Assistant (CA) reviews the SAS amateurism form and notes any occasion where a student-athlete has answered Yes to any of the Yes or No questions on the form. If necessary, the CC or CA generates a list of follow-up questions for the student-athlete to obtain additional information regarding any Yes responses on the form. The CC or CA reviews any follow up questions with the student-athlete. If any coach, student-athlete or other individual has a question about the amateur status of a student-athlete, the individual should submit an Interpretation Form to Compliance. The CC reviews the request and provides a response within two business days.

## AGENT POLICY

NCAA rules state: "Any individual who contracts or who has ever contracted orally or in writing to be represented by an agent in the marketing of the individual's athletic ability or reputation in a sport no longer shall be eligible for intercollegiate athletics within that sport. An agency contract not specifically limited in writing to a particular sport or particular sports shall be deemed applicable to all sports."

Securing advice from a lawyer concerning a proposed professional sports contract shall not be considered contracting for representation by an agent under this rule unless the lawyer also represents the student-athlete in negotiations for such a contract.

A proposed contract also may be reviewed by an authorized institutional career counseling panel, which may meet with the student-athlete and representatives of professional teams. Any individual, agent or organization representing a prospective student-athlete for compensation in placing the prospect in a collegiate institution as a recipient of athletically related financial aid shall be considered an agent or organization marketing the athletic ability or reputation of the individual.”

The following guidelines should be observed in order to ensure avoidance of any practice which might endanger his/her eligibility of good standing as a student-athlete:

1. Report **any** contact – personal, verbal or written – by anyone wishing to represent a student-athlete to his/her head coach or the Compliance Coordinator. Be certain to get names, addresses, and phone numbers of any such person.
2. Inform any agent or counselor that they should contact his/her coach or the Compliance Coordinator prior to any further contact. They will be informed of the “Agent Guidelines” at that time.
3. Remember the following critical points:
  - a. No verbal or written contract is permitted before eligibility is complete
  - b. Do not accept money or loans from any agent or counselor
  - c. Do not permit any agent or counselor to buy meals, clothes or anything of material value.

**REPORT ANY CONTACT BY AN AGENT OR COUNSELOR!**

## **STUDENT-ATHLETE EMPLOYMENT PROGRAM**

**BYLAW:** 12.4

**FORMS:** Student-Athlete Employment Information Letter  
Student-Athlete Employment Information Questionnaire  
Fee for Lesson Form

**PURPOSE:** Monitor student-athlete employment to ensure that student-athletes are not in violation of NCAA rules.

**PROCEDURE:** Forms to be completed by student-athlete, compliance Office, and subsequently verified by student-athlete’s employer. The forms are to be completed before the first day of employment by the student-athlete.

### **Coaches Involvement with Prospects Prior to Full Time Enrollment at Southern University**

1. Coaches will send a list of prospects who have not satisfied eligibility requirements to the Compliance Office.

2. Coaches will not encourage transfer prospects who have not met eligibility requirements to relocate to Baton Rouge, LA nor have any involvement with academic course work required to meet eligibility standards.
3. Coaches will arrange a meeting for prospective athletes who choose to relocate prior to full-time enrollment with the Compliance Coordinator. At this time the prospect will complete the form in which the prospect declares he is residing in Baton Rouge prior to Initial full time enrollment

## **STUDENT-ATHLETE INVOLVEMENT IN INSTITUTIONAL, CHARITABLE, EDUCATIONAL AND NONPROFIT APPEARANCES**

**BYLAW:** 12.5

**FORMS:** Use of Student-Athlete's Name, Picture or Appearance to Support an Institutional, Charitable, Educational or Nonprofit Promotional Activity Form

**PROCEDURE:** The release form used to cover all promotional activities involving a student athlete and an institutional, charitable, educational or nonprofit organization is the **Use of Student-Athlete's Name, Picture or Appearance to Support an Institutional, Charitable, Educational or Nonprofit Promotional Activity Form.**

There is a space provided for the brief identification of the date, time and location of the promotional activity, as well as the name of the organization sponsoring the activity, the context and purpose of the activity, the student-athletes that will be involved in the activity and any expenses that may be provided to the student-athlete.

Once all the information is filled out on the form, the final approval of the activity will be met by the dated signature of the Director of Athletics on the front of the form.

A copy of the completed form will be kept on file in the promotional activities folder in the Compliance Office. Not having this form completed could render the student-athlete ineligible.

## **FUND RAISING**

Any involvement of student-athletes in fund-raising activities requires prior approval. Coaches will complete the Special Activity Form (Appendix S) to receive approval before conducting fund-raising activities.

## MEMORABILIA REQUEST

<b>BYLAW:</b>	<b>12.5</b>
<b>FORMS:</b>	Institutional Memorabilia Record
<b>PURPOSE:</b>	To ensure that memorabilia is distributed within NCAA guidelines.
<b>PROCEDURE:</b>	The form titled <b>Questionnaire for Items Containing the Name, Picture or Image of a Current Student-Athlete</b> is used. All memorabilia requests are initiated through the specific coach's office, and then handled through the Compliance Office. All requests must complete a form and receive a copy of the guidelines for autographed item.

## RECRUITING

The recruitment philosophy of the Southern University Athletics Department is to identify young men and women who possess the intellectual, athletic and personal attributes necessary to succeed in a highly competitive collegiate environment. Coaching staff members must be committed to understanding a prospect's background, and determining if he/she has the character, academic skills, and athletic talent to graduate and compete athletically at Southern University.

The athletic staff or representative of its athletics interests shall not recruit a prospective student-athlete except as permitted by the NCAA, Southern University and the SWAC.

## CERTIFICATION OF RECRUITED STATUS

<b>BYLAW:</b>	<b>13.02.12.1</b>
<b>FORM:</b>	Certification of Recruited Status Form
<b>PURPOSE:</b>	To determine if a prospective student-athlete is a recruited prospective student athlete.
<b>PROCEDURE:</b>	The student-athlete will complete and sign the form. The Director of Compliance will review the form to determine whether or not the student-athlete was recruited.  After making this determination, the Director of Compliance will identify the recruited status on the form and then sign and date the form.  These forms are to be filed in alphabetical order in the appropriate sports folder.

## WEEKLY CONTACT AND EVALUATION SUMMARY FORM

<b>BYLAW:</b>	<b>13.1</b>
<b>FORM:</b>	Prospect Telephone Log (Appendix B) Off Campus Recruiting Form
<b>PURPOSE:</b>	To monitor recruiting contacts with a prospect by institutional staff members.
<b>PROCEDURE:</b>	A copy of the off campus recruiting form is turned in by each coach who has made a recruiting contact or an evaluation of a prospective student-athlete for reimbursement.  The form is to be filled out and signed by the coach who made the recruiting related travel. The form is forwarded to the Compliance Office.  The prospect telephone log is to be turned in every month to the Compliance Office for monitoring of phone calls made.

## SOUTHERN RECRUITING LOG

<b>BYLAWS:</b>	<b>13.1.3, 13.1.6, 13.1.8.1</b>
<b>FORM:</b>	Recruiting log (Appendix B)
<b>PURPOSE:</b>	To monitor weekly telephone calls and recruiting contacts with a prospect by institutional staff members.
<b>PROCEDURE:</b>	The coaching staff is to turn in all recruiting logs at the end of the fiscal year. Spot checks will be conducted twice during the academic year.

## OBTAINING PERMISSION TO CONTACT A STUDENT-ATHLETE FROM A FOUR YEAR INSTITUTION

<b>BYLAW:</b>	<b>13.1.1.2 and 13.1.1.3</b>
<b>FORM:</b>	Transfer Release Form
<b>PURPOSE:</b>	To obtain permission of an institution's Director of Athletics (or designee) to contact a student at that institution.
<b>PROCEDURE:</b>	When a transfer situation arises, the Head coach requests that a transfer release form be sent to the institution at which the athlete is a student. This form is directed to the appropriate college's Director of Athletics (or designee) requesting information and permission to talk to an incoming transfer student.

## RELEASING A STUDENT-ATHLETE TO ANOTHER FOUR-YEAR INSTITUTION

- BYLAW:** 13.1.1.3
- FORM:** Transfer Release Form
- PURPOSE:** To grant another four-year institution permission to contact a student-athlete enrolled at Southern University.
- PROCEDURE:** Please note that Southern University will not grant any “permission to speak” or “releases” to other schools in the SWAC. A student-athlete still has a right to appeal. When a student-athlete informs a Head coach that he/she would like to transfer to another institution, he/she must fill out a written exit survey form before the Compliance Coordinator will provide the requested release. When a student-athlete notifies the Compliance Coordinator, they must notify the appropriate Head coach. Then final notification to transfer should be sent to the Compliance Coordinator. Once notification has been conveyed to the Compliance Coordinator, it is the Head coach’s responsibility to determine the student-athlete’s transfer status. If a Head coach restricts or limits which schools can contact the student-athlete, then it is the Head coach’s responsibility to provide this information to the Compliance Coordinator. The student-athlete will be informed of their right to an appeal. NCAA Bylaw 13.1.1.3.1. This appeal must be done in a timely manner by a committee made up of individuals outside of the athletics department.
- In accordance with Bylaw 13.1.1.3.1, the student-athlete must be informed of the right to an appeal. The student-athlete must request an appeal and provide a written statement outlining their reasons for requesting a transfer. The appeal should be convened in a timely manner and chaired by the Dean of Student Services and consists of faculty members and administrators from outside the athletics department. Once a decision is rendered, the Compliance Office will be notified of the committee’s findings and the appropriate paperwork will be completed. Copies of related correspondence, releases and committee decision will be kept on file with the Compliance Office.

### **Academic Evaluation of Prospects:**

1. Coaches in all sports should present transcripts to the Administrative Specialist for review before the prospect signs the National Letter of Intent. The suggested timetable for submission of transcripts is: Football - before December 1; other sports - two months before signing.
2. The Administrative Specialist will review the transcripts of prospective student athletes and supply an opinion to each coach as to the probable academic eligibility of the prospects at Southern University.

## NATIONAL LETTER OF INTENT

**BYLAW:** 13.9

**FORMS:** Athletics Scholarship Award Sheet (Appendix A)  
National Letter of Intent  
Grant In Aid (Appendix O)

**PURPOSE:** When signed by a prospective student-athlete, the National Letter of Intent (NLI) commits the prospect to attend Southern University for the next academic year.

**PROCEDURE:** The signing process begins with the head coach/recruiting liaison of a sport request for a National Letter of Intent and a Grant in Aid for a prospective student-athlete.

The coaches are responsible for completing the request for a National Letter of Intent and a Grant In Aid. The Compliance Office will complete the forms and return to the coach. The coach is responsible for obtaining the Director of Athletics signature on the National Letter of Intent and the Grant in Aid. The Grant in Aid also must be signed by the Director of Scholarships or her designee before the papers are sent to the recruit for his/her signatures.

The Compliance Office keeps notebooks titled GIA for the purpose of filing the Grant In Aid and National Letter of Intent on each recruit per sport. The compliance staff must check to ensure that each NLI is a valid NLI. A valid NLI is one that is completed during an NLI signing period and filed by the conference within three weeks of the date of the signee's signature. Each signed recruit keeps one copy of the Grant In Aid and the National Letter of Intent, the Compliance Office keeps one copy of the Grant In Aid and the National Letter of Intent in the notebooks for the current year. The Director of Athletics office will get a copy of the National Letter of Intent and the Grant In Aid to keep in the student-athlete's folder. The Scholarship Office will receive a copy of the Grant In Aid.

**BYLAW:** 13.9.1

An institution shall not provide a high school or preparatory school prospective student-athlete a written offer of athletically related financial aid (Bylaw 115.3.2.3) until he or she has registered with the NCAA Eligibility Center and the institution has placed the prospective student-athlete on its institutional request list (IRL) with the NCAA Eligibility Center. (*Adopted 4/26/07, effective 8/1/07*)

### Prospect Signing:

1. The Compliance Office will compile a list of signees upon receipt of National Letters of Intent. All comments from coaches and institutional staff about signees will be made in compliance with NCAA rules.(Bylaw 13.10.8)
2. a. Compliance Coordinator sends a list of signees to Admissions/Records Technician.  
b. The Athletics Compliance Coordinator will mail a signing packet to each signee.



The packet will include:

- Admissions Application
  - Southern U. Immunization Policy
  - Free Application for Federal Student Aid
  - Southern Housing Application
3. The Admissions/Records Technician receives the admission information from the Signees and remains in contact with the NCAA Clearinghouse. The Admissions/Records Technician periodically updates the Compliance Coordinator as to what forms have been received and what information is needed by the University or the NCAA Clearinghouse. All Clearinghouse forms will be distributed to the coaches when updates occur.
  4. The Athletics Compliance Coordinator will periodically notify each head coach as to what forms have been received and which are still needed.
  5. The coach that recruits the student-athlete is responsible for reminding the athlete to send in all of the required forms to the University and the NCAA Clearinghouse.
  6. The head coach of each sport is responsible for submitting to the Compliance Coordinator all signees' names along with all returning student-athletes on scholarship list prior to June 1st of each year.
  7. The Compliance Coordinator is responsible for compiling all the student-athletes names on the appropriate squad list and distributing these lists to the Director of Athletics, Registrar, and Director of Financial Aid by July 1st of each year.
  8. Once the signee has cleared the NCAA Clearinghouse, the Admissions/Records Technician will work with the Registrar in preparing the Conference Eligibility list and after obtaining the appropriate signatures, forwards the list to the Conference office.

## CAMPS AND CLINICS

**BYLAW:** 13.2

**FORMS:** Camps and Clinics Packet

**PURPOSE:** To monitor the employment of employees at institutional summer camps and to monitor the attendance of prospective student-athletes who attend institutional summer camps.

**PROCEDURES:** The most current Institutional Camps and clinics Policy must be followed. This policy is located in the Offices of the Vice President for Business Affairs and the Director of Athletics.

**Camp brochures must be presented to the Compliance Coordinator for approval before printing.**

Coaches may operate camps, clinics, or workshops for the teaching of athletic pursuits on University property to the end of better utilization of facilities and with suitable compensation paid to the University for use of such facilities. The use of University facilities will be determined by the availability of those facilities as established by the University. Coaches in sports other than men's basketball may be employed in non-institutional / privately owned camps /

clinics per NCAA **By-law 13.12.2.3**. Coaches are required to submit in writing details of employment to the Compliance Coordinator prior to their employment.

1. Coaches who conduct camps will complete the Camps and Clinics packet. Copies of this report must be submitted to the Compliance Office and the Office of Business Affairs.
2. The Compliance Coordinator will check the recruiting list against the camp list to check for prospects.
3. The Compliance Coordinator will check how recruits got to camp, registration fees, etc., for NCAA rules compliance.
4. Coaches will follow all Southern University policies regarding camps.

## **SPORTS CAMP AND CLINIC FUNDS**

### **Institutional Accounting Control**

Any sports camp and clinic funds must be deposited and expended through authorized institutional accounts and in accordance with normal institutional accounting practices and procedures. Daily deposits of all cash and checks are required. The Office of Business Affairs oversees the financial aspect of camps and clinics. All requests for authorization should be addressed to the President's Office.

All registration forms (with accompanying fees) must be submitted to the Athletics Business Office to be recorded and processed as payment of registration fees (forms available in the Athletics Directors Office and Athletics Business Office).

The Athletics Business Manager must approve all institutional camp and clinic expenditures.

No free or reduced fee admissions waivers for any camps or clinics may be granted without following the attached procedures (Forms available in the Athletics Directors Office and Athletics Business Office).

The Athletics Business Office must pre-approve all refunds to participants.

The appropriate reporting forms must be used and completed by the camp director and submitted to the Athletics Business Office (forms available in Athletics Business Office).

Within thirty (30) days following the conclusion of the camp or clinic a financial report/summary must be presented to the Athletics Business Office including the following:

- a. Staff compensation
- b. Receipts for registration fees
- c. A final list of registrants, no shows, free or reduced admissions recipients and refunds (including amount and reason for refund)
- d. A listing of expenditures related to facility usage, use/purchase of equipment, facility/field preparation, and maintenance and clean up
- e. Concession sales
- f. Housing/meal expenses
- g. Promotion/advertising expenses
- h. Inventory of items used by participants (e.g., equipment, and shirts)

All camps and clinics are subject to financial audit by the Internal Auditor and the

Legislative Auditor.

### **Process for Corporate Accounts**

2. Any sports camp and/or clinic funds must be deposited and expended in accordance with normal accounting practices and procedures.
3. Receipts:
  - a. No free or reduced fee admission waivers for any camps or clinics (camp/clinic individual discounts and/ or camp/clinic group discounts) may be granted without prior permission from the Athletic Compliance Coordinator.
  - b. All deposits must be made intact on a daily basis. "Intact" means that all cash collected since the last deposit must be deposited and that no disbursements can be made from these un-deposited receipts.
4. Within 30 days following the conclusion of the camp or clinic, a compilation report will be prepared and submitted by a private certified accounting firm.
5. All camps and clinics are subject to a financial audit by the Internal Auditor and the Legislative Auditor.
6. Any tax forms required (for example, in the instance of compensation pay) is the sole responsibility of the corporation.

## **USE OF INSTITUTIONAL FACILITIES**

Prior approval is required before outside (i.e. high school, JR. high, summer league, etc.) teams involving prospects are permitted to use athletic facilities. The request should be submitted to the event coordinator at least 24 hours prior to event.

Use of facilities for camps and clinics must be in accordance with institutional policy.

## **NCAA STUDENT-ATHLETE STATEMENT**

<b>BYLAW:</b>	<b>14.1.3</b>
<b>FORM:</b>	NCAA Student Athlete Statement
<b>PURPOSE:</b>	To monitor and verify eligibility status for student-athletes.
<b>PROCEDURE:</b>	The form will be completed at the beginning of the academic year at student-athlete compliance orientation or as student-athletes join the team. The form must be completed prior to competing for the university.

## NCAA DRUG-TESTING CONSENT

- BYLAW:** 14.1.4
- FORM:** NCAA Drug Testing Consent form
- PURPOSE:** To affirm that the student-athlete is aware of the NCAA drug testing program and authorize the NCAA to conduct a drug test. A listing of NCAA banned drugs is also provided.
- PROCEDURE:** The form will be completed at the beginning of the academic year at student-athlete compliance orientation or as student-athletes join the team. These forms must be completed prior to competing for the university.
- The completed forms are filed alphabetically in the appropriate sport folder in the compliance office.

## PARTICIPATION RECORD

- BYLAW:** 14.2
- FORM:** SWAC Participation Record
- PURPOSE:** To identify those student-athletes who actually participated and used one of their four seasons of competition or identify student-athletes who were on the squad list for a particular sport but did not actually participate in any competitions during the sport's playing season.
- PROCEDURE:** After the playing season of the sport is completed, the Head coach is asked to place anyone who has participated in the season on the participation record.
- The completed SWAC Participation form is signed by the Head Coach, Director of Athletics, and Sports Information Director before sending to Compliance office. The Compliance office rechecks for accuracy and then signs and sends a copy to SWAC office.

## HARDSHIP WAIVER

- BYLAW:** 14.2.4
- FORM:** NCAA Hardship Waiver Form
- PURPOSE:** To petition to the NCAA that a student-athlete who is injured to the point where he or she can no longer participate during that playing season in athletic competition and has not already used a redshirt season may receive a hardship waiver.
- PROCEDURE:** A student-athlete can only receive a hardship provide they did not participate in more than the maximum number of competitions allowed by the NCAA for their specific sport and the physician attests to the fact that the injury is season ending. The form is to be completed and signed by the head coach, the team physician, the director of athletics, and the faculty athletics representative.
- The original completed hardship waiver with attached physician's statement regarding the injury is to be forwarded to the NCAA office. A copy of the completed hardship waiver is to be filed along with the copies of related correspondence in the hardship waiver file.

## INITIAL ELIGIBILITY CERTIFICATION

- BYLAW:** 14.3
- FORMS:** SWAC Eligibility Certification for Competition  
NCAA Initial-Eligibility Clearinghouse Status Report
- PURPOSE:** To ensure that all student-athletes are certified as eligible to participate in intercollegiate athletics.
- PROCEDURE:** At various times of the year, the Compliance office receives a list of prospective student-athletes being recruited by each of the sports program's Head coach/recruiting liaisons. Prior to providing an official visit, the NLI prospective student-athletes must be placed on the Eligibility Center's IRL. Bylaws 13.6.3 and 13.9.1.
- The Clearinghouse website provides Southern University with a list of prospects by sport identifying missing documents and preliminary eligibility status using eligibility codes. There is a form for identifying these eligibility codes that accompanies these reports. Once the reports are reviewed by the Administrative Program Specialist from the Clearinghouse website, copies of them with the attached code identification form are then distributed to the appropriate sport's coach/recruiting liaison and the Compliance office for review.

At the beginning of the academic year, the names of all student athletes are placed on the SWAC Eligibility Declaration Form. The form is to be completed and signed by the Certifying Official and the Compliance Coordinator to be certified as eligible for competition. This form is issued on an individual basis and has to be used throughout the playing season for all first time participants prior to being certified for competition.

## **INTERNATIONAL STUDENT-ATHLETE ELIGIBILITY CERTIFICATION**

- BYLAW:** 14.3.5.4
- FORM:** NCAA General Eligibility Form for International Student-Athletes
- PURPOSE:** To collect information related to the eligibility and amateur status of the international student-athlete.
- PROCEDURE:** The NCAA General Eligibility form for International Student-Athletes is to be completed and signed by all foreign student-athletes prior to them being certified to participate in intercollegiate competition.
- This form should be signed at the first team meeting prior to practice and competition.
- Once the form has been returned and the information has been verified, the certifying official signs the form.
- The completed form is filed in the sport's folder.

## **CONTINUING ELIGIBILITY CERTIFICATION**

- BYLAW:** 14.4
- FORM:** SWAC Eligibility Certification for Competition
- PURPOSE:** To ensure all student-athletes are certified as eligible to participate in intercollegiate athletics.
- PROCEDURE:** All continuing student-athletes must be making satisfactory progress towards the achievement of a college degree. These satisfactory progress requirements are determined by NCAA standards and are monitored by the academic counselor's office. It is the ultimate responsibility of the Registrar's office to certify that each student-athlete is making satisfactory progress towards a degree and the compliance staff to monitor this progress to ensure that the continuing student-

athletes at Southern University are making satisfactory progress towards their degrees.

All student-athletes are to be certified prior to the athlete's first competition. Once they are certified, the form is signed by the Director of Compliance and the Certifying Official (Registrar or Asst. Registrar). The original is filed Athletic Director's office and copies are maintained in the Registrar's office and in the Compliance office

## **TRANSFER ELIGIBILITY CERTIFICATION**

- BYLAW:** 14.5
- FORMS:** Transfer Release Letter  
SWAC Eligibility Certification for Competition
- PURPOSE:** To ensure all transfer student-athletes are certified as eligible to participate in intercollegiate athletics.
- PROCEDURE:** It is the responsibility of the Compliance Office to ensure through the proper channels that an incoming transfer student is in good standing and meets all eligibility requirements before that student-athlete can be certified by the registrar's office. A transfer release letter from the institution the student is transferring from must be received by the Compliance office prior to certification of student-athletes transferring from a four year institution.
- Any student-athlete who has transferred from a two-year or four-year institution and is eligible for competition is then placed on the SWAC Eligibility Declaration Form. The form is signed by the Director of Compliance and Certifying Official.
- The original is filed in the Director of Athletics' office and copies are maintained by the Certifying Official and in the Compliance office.

## **SCHOLARSHIP RENEWALS AND NONRENEWALS**

- BYLAW:** 15.3.5
- FORMS:** Athletic Scholarship Award (Appendix A)  
Nonrenewal Letter
- PURPOSE:** To notify the student-athlete in writing of the student-athlete's athletic scholarship status by July 1 prior to the academic year in which the scholarship will be effective.

**PROCEDURE:** The Compliance Office sends a list to the scholarship office of all student-athletes who are not being renewed or whose athletics aid ids being cancelled. These students are notified by letter of their right to an appeal of this decision. The scholarship appeals committee handles the requests.

## **EXTRA BENEFITS**

**BYLAW:** 16.1

**PURPOSE:** To ensure that the awards limitations are observed.

**PROCEDURE:** The sport or individual wishing to provide an award to a student-athlete must complete the student-athlete awards approval form prior to dispensing any awards to student-athletes.

The form must be completed by the requestor, signed by the head coach of the sport or the administrator of the department requesting permission to dispense the award(s), and submitted to the compliance office for review and approval.

To be considered complete, the form must be accompanied by a bid, quote or other written verification of the price of the item to be provided as an award.

If a request is made to present an item as an award, which must be put out to bid in accordance with state law, the award request may be approved absent written price verification, contingent upon receipt from the business office of an acceptable bid prior to the award being presented to the student-athletes.

The Compliance Coordinator (CC) reviews the request within 48 hours of submission of the form to the Compliance Department and determines if the award(s) meets the definition of an appropriate award pursuant NCAA legislation. The CA ensures student-athletes have met all NCAA eligibility requirements before they receive an institutional award.

If the request does not meet the legislation, the CC checks the corresponding box on the form signs the form and sends a copy to the requestor of the award and the appropriate athletics business office.

If the CC determines it does meet the legislation, the corresponding box is checked on the form and the Compliance Coordinator signs the form and forwards it to the appropriate Athletics Director or their designee for his/her approval.

The Athletics Director or his or her designee checks the box on the form to approve or deny the request and returns the form to the compliance office.



Within 48 hours after receipt of the form from the Athletics Director, the Cc scans the approved awards form and saves it in the Bylaw 16.1 folder for the appropriate sport. The Cc sends a copy of the approved awards form by email to the requestor of the award, the head coach of the applicable sport (if different from the requestor of the award) and the appropriate athletics business office.

## COMPLIMENTARY ADMISSION

**BYLAW:** 16.2

**PURPOSE:** To ensuring that the institution adheres to the appropriate limits on complimentary admissions and ticket benefits.

**PROCEDURE:** The ticket office oversees issuing complimentary tickets to student-athletes.

Compliance incorporates by reference the ticket office's policies and procedures regarding the issuance of complimentary admissions to student-athletes and their guests.

The Compliance Coordinator meets annually with the ticket office staff to review the applicable policies and procedures and to recommend revisions where appropriate.

Compliance handles any interpretative issues related to tickets through use of its interpretation form.

The Ticket office staff reviews complimentary admissions lists of the guests of football, and men's and women's basketball student-athletes at their home athletics events to ensure that none of the individuals granted complimentary admissions are registered agents.

## AUTOMOBILE REGISTRATION CHECK

**BYLAW:** 16.02.2

**PURPOSE:** To identify improper ownership or loan arrangements between boosters and student-athletes.

**PROCEDURE:** Spot checks of the reported information through campus police are conducted.

## OCCASIONAL MEALS

- BYLAW:** 16.12.1.5
- FORM:** Occasional Meal Request Form (Appendix D)
- PURPOSE:** To monitor occasional meals student-athletes receive throughout the year.
- PROCEDURE:** The coach submits the Occasional Meal Request Form to the Compliance office before a student-athlete or team is provided an occasional meal by a coach, staff member or a representative of the institution's athletics interests. The coach provides the date of the meal, the host and location of the meal and the student-athletes that will be attending.
- The information is kept by the Director of Compliance to monitor the number of occasional meals a student-athlete is receiving each semester.

## DECLARATION OF PLAYING AND PRACTICE SEASON AND FIRST DATE OF COMPETITION

- BYLAW:** 17.01
- FORM:** Declaration of Playing and Practice Season Form
- PURPOSE:** To acknowledge compliance with NCAA rules as it pertains to the length of practice and competition season.
- PROCEDURE:** Prior to the academic year beginning, the coach will complete and sign the Declaration of Playing and Practice Season Form. The Director of Compliance will also sign the form.
- The form will be filed in the Playing and Practice section of the appropriate sports file.

## COUNTABLE ATHLETICALLY RELATED ACTIVITIES

- FORM:** Time Sheet - Countable Athletically Related Calendar (Appendix R)
- PURPOSE:** To monitor compliance with NCAA regulations governing the student-athlete's involvement in athletically related activities.
- PROCEDURE:** This form is to be used by all sports programs in order to monitor compliance with the weekly NCAA limitations on the number of hours and days spent in athletically related activities, practices, and competitions each sport program spends each week.

## SECONDARY / MAJOR VIOLATIONS

**BYLAW:** 19.02.2

**PROCEDURE:** All information is given to the Associate Athletic Director for Compliance to start the investigative process.

Information is reviewed to determine the following:

1. If it has merit
2. If it appears to be a major or secondary violation
3. What are the immediate eligibility issues

The Athletics Director is notified on every occasion. Head coach of the involved sport is notified even if they are not involved with the violation.

All relevant documents and records are obtained.

All interviews are conducted by the Associate Athletics Director for Compliance.

The athlete and coach should be interviewed last.

The final report is written by the Associate Athletics Director for Compliance and is sent to the Southwestern Athletic Conference office. The content of the final report identifies the following:

1. Involved individuals
2. The facts
3. Summary
4. Mitigation
5. Conclusion
6. Penalty
7. Eligibility issues

All secondary and major violations are reported to the Athletics Director, the Faculty Athletics Representative, and the President. Copies of all violations are sent to them via campus mail. The Athletic Advisory Committee will be informed of all violations.

The report is then filed in the "Secondary Violations" or the "Major Infractions" file in the Compliance Office.

## ACADEMIC PERFORMANCE PROGRAM

**BYLAW:** 23.01.1

**PURPOSE:** To ensure that the Division I membership is dedicated to providing student-athletes with an exemplary educational and intercollegiate-athletics experience in an environment that recognizes and supports the primacy of the academic mission of its member institutions, while

enhancing the ability of male and female student-athletes to earn a four-year degree."

**PROCEDURE:** The Compliance Coordinator and the Academic Counselors are the individuals assigned with the responsibility to determine APR for the institution. The Compliance Coordinator coordinates a meeting with the financial aid coordinator within fourteen business days following the fourteen class day of each semester to establish the APR cohorts for each sport.

The APR is submitted by the established deadline to ensure compliance with NCAA Bylaws 30.1. The Compliance Coordinator coordinates an Academic Performance Team (APT) meeting to review the final APR cohorts after submission and prior to the amendment phase in accordance with the APP Timeline. The Compliance Coordinator and APT review each sport's cohort to determine the individuals that lost eligibility and/or retention points.

The Compliance Coordinator confers with the APT to determine the student-athletes that qualify for adjustments to the individual APR scores in accordance with the NCAA Division I APR Adjustment Directive.

The Compliance Coordinator tracks all student-athletes determined to warrant an adjustment to their individual APR score on the Adjustments Tracking Spreadsheet. The Compliance Coordinator collects required documentation for submission of adjustments to the individuals' APR scores.

Compliance refers to the NCAA LSDBi Waiver Portal Instructions for direction on the submission of the adjustments to the NCAA through LSDBi. Amendments are submitted to the APR in accordance with the APP Timeline once confirmed accurate by the APT. The Compliance Coordinator submits APR adjustments in accordance with the APP Timeline.

The Compliance Coordinator communicates the approval or denial of adjustment requests to the Academic Performance Team (APT) members and appropriate coaching staff. The Compliance Coordinator logs into the NCAA APP system to see if the institution is subject to any contemporaneous and/or historical penalties.

The Academic Counselor and Compliance Coordinator review the NCAA Division I APP Penalties and Rewards Guide, the NCAA Division I CAP Contemporaneous-Penalty Waiver Directive, and the NCAA Historical Penalty Waiver Directive to determine if the institution is eligible to submit any waivers to the penalties. The Compliance Coordinator refers to the NCAA LSDBi Waiver Portal Instructions for direction on the submission of the waivers to the NCAA via LSDBi.

The NCAA notifies the institution of the approval or denial of waiver requests. The institution's APR is final and the NCAA emails the institution's president indicating the process is complete. The Compliance Coordinator coordinates an Academic Performance Team (APT) meeting to review the final APR, the academic improvement plans, and address any issues related to APR.

## **PRINCIPLES OF INSTITUTIONAL CONTROL AS PREPARED BY THE NCAA COMMITTEE ON INFRACTIONS**

### **BYLAW: 6 “CONTROL” IS DEFINED IN COMMON-SENSE TERMS**

In determining whether there has been a lack of institutional control when a violation of NCAA rules has been found, it is necessary to ascertain what formal institutional policies and procedures were in place at the time of the violation of NCAA rules occurred and whether those policies and procedures, if adequate, were being monitored and enforced. It is important that policies and procedures be established so as to deter violations and not merely to discover their existence after they have taken place. In a case where proper procedures exist and are appropriately enforced, especially when they result in the prompt detection, investigation and reporting of the violations in question, there may be no lack of institutional control although the individual or individuals directly involved may be responsible.

## **TICKET POLICY**

**Regulations:** complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. “Hard Tickets” shall not be issued. The institution shall be responsible for this administrative procedure, and the student-athlete’s eligibility shall be affected by involvement in action contrary to the provisions of 16.2.1.1 and 16.2.2.1 (i.e., receipt of more than the permissible four complimentary admissions or the sale or exchange of a complimentary admission for any item of value). The Head Coach will inform the student-athlete before the first competition as to the dates and times to assign the student-athlete’s complimentary tickets.

**Issuance Procedures:** The individual utilizing the complimentary admission must present identification to the person supervising the use of the pass list at the admission gate. The individual then shall be provided with a ticket stub or other information of a specified reserved seat, directed to a specific reserved-seating area, or treated as a general admission ticket holder.

## **OUTSIDE COMPETITION**

### **DURING THE ACADEMIC YEAR**

A student-athlete is not eligible in his/her sport for the remainder of the year and the next academic year if, during the academic year, he/she competed as a member of any outside team in any non-collegiate, amateur competition. He/she may compete outside of his/her declared playing and practice season as a

member or an outside team in any noncollegiate, amateur competition during any official vacation period published in the institution's catalog. (Bylaw 14.7.1, 14.7.1.1 and 14.7.3)

### **SUMMER VACATION PERIOD**

Participation during the summer vacation period requires written permission from the Athletics Director or his designee.

## **REDSHIRT / MEDICAL HARDSHIP POLICY**

Every student-athlete is allowed five (5) years to compete four (4) years of athletic eligibility. This means that every student-athlete is allowed to redshirt one season of athletic participation. A redshirt is defined as a season during which a student-athlete does not participate in any intercollegiate competition for an institution that is a member of the National Collegiate Athletic Association. A student-athlete can be redshirted at any point during his/her athletic career. A student-athlete will use a season of intercollegiate eligibility when he/she:

- Represents an institution in any contest against outside competition, regardless of how the competition is classified (e.g. scrimmage or exhibition).
- Competes in the uniform of an institution during an academic year, utilizes any apparel or equipment received from an institution for competition.
- Competes and receives expenses (e.g. meals, transportation, room) from an institution for competition.

Should a student-athlete become injured in the 1st half of the season and the injury result in the inability to compete the remainder of an athletic season, an institution may petition the NCAA for a medical hardship. (Bylaw 14.2.4)

### **REDSHIRT**

#### **Description**

The term "redshirt" is used to describe a student-athlete who does not participate in competition in a sport for an entire academic year. If the student-athlete does not compete during the academic year, he/she has not used a season of competition.

#### **Form**

There is no official form to complete regarding a redshirt student-athlete. A student-athlete's participation in competition is recorded on the "Participation List" which is submitted to the Compliance Office at the completion of a team's season.

### **MEDICAL HARDSHIP**

A medical hardship is for those student-athletes who have sustained an incapacitating injury or illness which prevented them from competing in the remainder of the playing season that concludes with the NCAA championship.

SU needs to complete a medical hardship waiver. SU files all medical hardship waivers with the SWAC office. The SWAC determines whether the student-athlete should be granted an additional year of competition as a result of his/her incapacitating injury or illness.

## SEASONS OF ELIGIBILITY

- Any competition, regardless of time, during a season in an intercollegiate sport shall be counted as a season of competition in that sport except as provided below. This provision is applicable to intercollegiate athletics competition conducted by a two-year or four-year collegiate institution at the varsity or subvarsity level.
  - Women's volleyball and soccer: A student-athlete may engage in outside competition during the segment of the playing season that does not coincide with the NCAA championship.
  - Preseason exhibitions/preseason practice scrimmages during initial year: During a student-athlete's initial year of enrollment at the certifying institution, he or she may compete in preseason exhibition contests and preseason practice scrimmages (as permitted in the particular sport per Bylaw 17) without counting such competition as a season of competition. [14.2.3.1, 14.2.3.1.2, 14.2.3.1.3]

## MEDICAL HARDSHIP WAIVER

- Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:
  - The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution or occurs subsequent to the first day of classes in the student-athlete's senior year in high school;
  - The injury or illness occurs prior to the completion of the first half of the playing season that concludes with the NCAA championship; and
  - **The injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition (whichever is applicable to that sport) or 30% (whichever number is greater) of the institution's scheduled or completed contests or dates of competition in his or her sport.** Only scheduled or completed competition (including exempted events but excluding scrimmages and exhibition contests identified as such in the legislation) against outside participants during the playing season that concludes with the NCAA championship, or, if so designated, during the official NCAA championship playing season in that sport (e.g., spring baseball, fall soccer), shall be countable under this limitation in calculating both the number of contests or dates of competition in which the student-athlete has participated and the number of scheduled or completed contests or dates of competition during that season in the sport. [14.2.4] **[New Legislation]**
- The injury or illness does not have to be the direct result of the student-athlete's participation in organized practice or game competition. [14.2.4.3.2]
- A student-athlete who suffers an injury in the first half of the season that concludes with the NCAA championship or who suffers an injury subsequent to the first day of classes in his or her senior year of high school attempts to return to competition during the second half of that season and then is unable to participate further as a result of aggravating the original injury does not qualify for the hardship waiver. [14.2.4.3.5]
  - A student-athlete does not qualify for a hardship waiver if he/she engages in any outside competition during the second half of the playing season including competition not representing SU.
- All hardship waivers must be supported by contemporaneous or other appropriate medical documentation from a physician (i.e., a medical doctor) who provided care at the time of the injury or illness. [14.2.4.3.3]
  - Medical documentation for hardship waiver cases involving psychological or mental illnesses may be provided by an individual who is qualified and licensed to diagnose and treat the particular illness (e.g., psychiatrist, psychologist.)

- Documentation from an individual other than a physician (e.g., chiropractor, physical therapist, athletic trainer) may only be used to support the medical doctor's documentation.
- A hardship waiver may be based on pregnancy, or drug or alcohol abuse when proper medical documentation is presented that the student-athlete was unable to compete for the remainder of the traditional playing season.

## **EXIT INTERVIEWS**

Exit interviews are to be conducted with student-athletes, in each sport, whose eligibility has been exhausted. All student-athletes will be asked to complete and return a questionnaire. Interviews are to be conducted by the Faculty Athletic Representative, the Director of Athletics, Compliance Coordinator or Athletic Academic Counselors, excluding coaches or coaching staff. The purpose of the interview is to aid in developing athletics programs that continue to meet the needs of students and to aid in developing specific sport's programs.

## **ATHLETIC TRANSFER APPEALS COMMITTEE HEARING PROCEDURES**

*(Effective May, 2005)*

### **I. Composition**

The Committee shall consist of the Dean of Students (chair), Assistant Dean of Students (vice chair), a faculty representative appointed by the Athletics Department, an elected officer of the Student Government Association appointed by the SGA President, and a student athlete appointed by the Athletics Department.



## **II. Participants**

The Athletics Compliance Officer, program sport head coach, and student athlete requesting relief may be called upon to speak before the Committee. The student athlete may also be accompanied by a personal advisor as long as said advisor is not an employee of the University, relative of an employee of the University, or a financial contributor to athletic programs of the University. The personal advisor may advise the student athlete but is strictly prohibited from speaking on behalf of the student athlete in any way during the proceeding.

## **III. Quorum**

The committee shall obtain quorum when at least one student representative, one administrator/faculty representative, and the chairman are present.

## **IV. Call to Order & Decorum**

The Chairman shall call the hearing to order, noting the time, date, and location of the hearing, and identifying a secretary to record minutes of the open session proceedings. The Chairman shall then introduce all members of the Committee, and will also identify other participants in the hearing. The Chairman reserves exclusive authority to maintain appropriate order within the hearing. The Chairman may expel any person from the hearing who demonstrates improper decorum toward the Committee or its processes, and may further continue the hearing in the absence of said expelled persons.

## **V. Opening Statement**

The Chairman shall begin the hearing by calling upon the Athletics Compliance Officer to brief the Committee on the specific nature of the case before the Committee, University athletics policies, state and federal laws, and NCAA regulations relative to the case. The Chairman shall remind the Athletics Compliance Officer that providing false information to the Committee is grounds for disciplinary action by the University.

## **VI. Presentation by Student Athlete**

The Chairman will recognize the student athlete and will provide for a fifteen minute presentation of facts, information, and basis for the student's appeal to the Committee. The Chairman shall remind the Student Athlete that providing false information to the Committee is grounds for disciplinary action by the University. The Chairman may, with majority vote of the Committee members present, extend this time up to an additional ten minutes.

## **VII. Presentation by Program Sport Head Coach**

The Chairman will recognize the student athlete's coach and will provide for a fifteen minute presentation of facts, information, and basis relative to the student's case to the Committee. The Chairman shall remind the Program Sport Head Coach that providing false information to the Committee is grounds for disciplinary action by the University. The Chairman may, with majority vote of the Committee members present, extend this time up to an additional ten minutes.

## **VIII. Questions by Committee**

The Chairman will provide an appropriate period for the Committee members to ask questions of the student athlete and program sport head coach at the conclusion of both presentations.

## **IX. Closing Statements**

The Chairman will provide five minutes for the student athlete to make a final closing statement. The Chairman will provide five minutes for the program sport head coach to make a final closing statement.

**X. Deliberation & Decision**

The Committee shall convene into closed session to deliberate the case. No notes or record of the discussion shall be kept. A majority vote of the committee members, within the closed session, shall constitute a decision.

**XI. Announcement of Decision**

The Committee shall reconvene into open session with a call to order by the Chairman. The Chairman shall verbally inform the student athlete of the Committee's finding, including the vote outcome, and shall direct the Athletics Compliance Officer to provide formal written notification to the student athlete by regular mail within three business days. The decision of the Committee is final.

**XII. Adjournment**

The Chairman shall call for adjournment.

**XIII. Disposition of Minutes**

The Chairman shall provide to the Athletics Compliance Officer a written copy of hearing minutes within three business days.

# APPENDIX

SOUTHERN UNIVERSITY



ATHLETIC COMPLIANCE OFFICE  
Grant-in-Aid Award Form

## APPENDIX A

## ATHLETICS SCHOLARSHIP AWARD

Sport: \_\_\_\_\_

Name of student-athlete: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ ST. \_\_\_\_\_ ZIP: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1<sup>st</sup> time freshman \_\_\_\_\_ Jr. college Transfer \_\_\_\_\_

Please check the following boxes for your student-athlete's financial aid award:

\_\_\_\_\_ Out of State Fees

\_\_\_\_\_ Out of State Fees and Tuition

\_\_\_\_\_ Tuition and Fees

\_\_\_\_\_ Amount towards tuition \_\_\_\_\_

\_\_\_\_\_ Books

\_\_\_\_\_ Amount towards books \_\_\_\_\_

\_\_\_\_\_ Amount towards **On Campus** Room and Board \_\_\_\_\_\_\_\_\_\_ Amount towards **Off Campus** Room and Board \_\_\_\_\_

Signature of coach: \_\_\_\_\_



ATHLETIC COMPLIANCE OFFICE  
Scholarship Change Form

**APPENDIX A (1)**

**ATHLETIC SCHOLARSHIP CHANGE FORM**

**DATE:** \_\_\_\_\_

**NAME OF STUDENT-ATHLETE:** \_\_\_\_\_

**SOCIAL SECURITY #:** \_\_\_\_\_

**SPORT:** \_\_\_\_\_

**DESCRIPTION OF CHANGE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REASONS FOR CHANGE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**ATHLETE'S SIGNATURE**

\_\_\_\_\_  
**COACH'S SIGNATURE**

\_\_\_\_\_  
**ATHLETIC DIRECTOR'S SIGNATURE**





ATHLETIC COMPLIANCE OFFICE  
Recruiting Log

### APPENDIX B RECRUITING LOG

(SPORTS OTHER THAN FOOTBALL AND BASKETBALL)

PROSPECT'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_ HS \_\_\_\_\_ 2YR \_\_\_\_\_ 4YR \_\_\_\_\_

SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COACH: \_\_\_\_\_

PHONE #: \_\_\_\_\_

COUNSELOR: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_

### CONTACTS/EVALUATIONS

\* 7 total, with no more than 3 contacts \*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### OFFICIAL VISIT

DATE/TIME	ACCOMPANIED BY
-----------	----------------

1. \_\_\_\_\_

### UNOFFICIAL VISIT(S)

DATE/TIME	ACCOMPANIED BY
-----------	----------------

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\*See Bylaw 13.1.6 for regulations on contacts.  
 \*See Bylaw 13.1.8 for regulations on recruiting opportunities.

RECRUITING COACH: \_\_\_\_\_



ATHLETIC COMPLIANCE OFFICE  
Recruiting Log

### BASKETBALL RECRUITING LOG

PROSPECT'S NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE #: \_\_\_\_\_  
SOCIAL SECURITY #: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_  
CLASSIFICATION: \_\_\_ HS \_\_\_ 2YR \_\_\_ 4YR \_\_\_  
ADDRESS: \_\_\_\_\_  
COACH: \_\_\_\_\_  
PHONE #: \_\_\_\_\_  
COUNSELOR: \_\_\_\_\_  
PRINCIPAL: \_\_\_\_\_

#### PHONE CALLS

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

### CONTACTS/EVALUATIONS

(Academic Year)\*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

\*See Bylaw 13.1.8 for regulations on evaluations.

\*See Bylaw 13.1.6 for regulations on contacts.

\*Women-Five total with no more than three contacts.

\*Men-Limited to five total during the academic year, with not more than one contact at the high-school during the April contact period of the junior year, and not more than Three contacts during the prospect's senior year.

### OFFICIAL VISIT

DATE/TIME

ACCOMPANIED BY

- 1. \_\_\_\_\_

### UNOFFICIAL VISIT(S)

DATE/TIME

ACCOMPANIED BY

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

RECRUITING COACH:

\_\_\_\_\_



SOUTHERN UNIVERSITY

ATHLETIC COMPLIANCE OFFICE  
Official Visit Request Form

**APPENDIX C**

In accordance with NCAA Bylaw 13.6.3 the institution may not provide an expense paid visit to a prospect unless the institution has a score from an ACT, a SAT, PLAN or a PSAT test taken on a national testing date under national testing conditions. Southern must also have a copy of the prospect’s high school or college academic transcript in accordance with NCAA Bylaw 13.6.2.2.2.1 and 13.6.2.2.2.2.

I would like to provide an expense-paid visit to:

\_\_\_\_\_ NCAA ID# \_\_\_\_\_  
(Name of prospect)

\_\_\_\_\_ High School      \_\_\_\_\_ Jr. College Transfer      \_\_\_\_\_ 4 year Transfer

Names of other persons accompanying prospect and relationship to prospect: \_\_\_\_\_  
\_\_\_\_\_

on \_\_\_\_\_ Designated Host: \_\_\_\_\_  
(Dates of Visit) (Required)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Recruiting coach)

\_\_\_\_\_ I have reviewed the prospect’s records and we have

Received

Not received

a) Confirmation that prospective student-athlete has registered with NCAA Initial-Eligibility Clearinghouse and has been placed on the institutional request list which would be in compliance with NCAA Bylaw 13.6.3 (Attach web status report)

b) Test score and an academic transcript which would be in compliance with NCAA Bylaws 13.6.2.2.2.1 and 13.6.2.2.2.2.

c) Tentative itinerary for official visit activities provided.

Signature \_\_\_\_\_





ATHLETIC COMPLIANCE MANUAL  
Occasional Meals

Appendix D

**NCAA Bylaw 16.11.1.5, Occasional Meals:** A student-athlete or an entire team may receive an occasional meal from an *institutional staff member* on infrequent and special occasion in the locale of the institution. The *institutional staff member* may provide reasonable locale transportation to involved student-athletes to attend a meal. A student-athlete or an entire team may receive an occasional meal from a *representative of the institution’s athletic interest (booster)* on infrequent and special occasions, provided the meal occurs in a home, as opposed to a restaurant. (The meal may be catered.) The *representative of the institution’s athletic interests* may provide reasonable local transportation to involved student-athletes to attend the meal, provided the meal occurs in the home of the representative.

**A few other items to remember are:**

- If the meal is provided by an institutional staff member/coach and it takes place in a restaurant owned by a SU booster, the full cost of the meal must be paid for by the staff member/coach (i.e., the booster can’t “comp” the meal for the staff member/coach.
- Prior approval must be received from the Compliance Office for all occasional meals. That is the only way to ensure SU is staying within the limitation of the rule.
- Student-athletes are allowed **FIVE** occasional meals per semester.
- Incoming freshmen student-athletes must be enrolled in summer school in order to receive an occasional meal.

**This form must be submitted to the Compliance Office prior to the provision of the meal.**

**Sport:** \_\_\_\_\_

**Date and Location of the meal:** \_\_\_\_\_

**Meal Provider and what is their relationship to Southern University?**

\_\_\_\_\_

**What is the occasion for the meal?** \_\_\_\_\_

**By what means of transportation will the student-athletes arrive at the location of the meal, and who will provide transportation?**

\_\_\_\_\_

**What student-athletes will be attending the meal? If entire team, write “Entire Team”.**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Provider Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head Coach’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Compliance Approval: \_\_\_\_\_

Date: \_\_\_\_\_



SOUTHERN UNIVERSITY

 ATHLETIC COMPLIANCE OFFICE  
 Unofficial Visitation Form

**APPENDIX K**  
**UNOFFICIAL VISITATION FORM**

Prospect's Name: \_\_\_\_\_ Sport: \_\_\_\_\_

Parent(s)/Legal Guardian Name: \_\_\_\_\_ Date of Arrival: \_\_\_\_\_ Time: \_\_\_\_\_

Transportation Description: \_\_\_\_\_ Date of Departure: \_\_\_\_\_ Time: \_\_\_\_\_

Accompanied by: \_\_\_\_\_ Lodging:  Hotel  Dorm  Other

**COMPLIMENTARY ADMISSIONS**

Campus Athletic Events	Number of Admissions (maximum of 3 per event)	Date

 Did prospect receive transportation to view off-campus practice and competition sites? Yes  No   
 If "yes", name of driver: \_\_\_\_\_

 Did prospect eat meals with other prospects or current student-athletes? Yes  No 

 If yes, did prospect pay for his/her meals? Yes  No 

 If prospect is in a sport other than football and basketball, did he/she receive meal as part of an admissions department event? Yes  No 

 Did prospect stay in residence hall or off-campus with current student-athletes? Yes  No 

 If yes, did prospect pay for his/her room? Yes  No 

 If no, did prospect have a pre-existing established relationship with the student-athletes with whom he lodged? Yes  No 

 \_\_\_\_\_  
**Prospect's signature** **Date**

 \_\_\_\_\_  
**Athletic Department Staff Member** **Date**  
**Title**



SOUTHERN UNIVERSITY

ATHLETIC COMPLIANCE OFFICE  
Grant-In-Aid Form

## APPENDIX O GRANT-IN-AID OFFER

Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Sport: \_\_\_\_\_

Social Security #: \_\_\_\_\_  
Date of Issuance: \_\_\_\_\_

This award will become effective \_\_\_\_\_ and will conclude \_\_\_\_\_

Dear \_\_\_\_\_:

This is to advise you that the committee on student financial aid at SOUTHERN UNIVERSITY has awarded you an athletic grant-in-aid as described below for use in your education at this institution.

This institution will honor this offer only after you have satisfactorily met all institutional, Southwestern Athletic, and National Collegiate Athletic Association (NCAA) academic requirements and/or admissions standards. Your acceptance of this offer means that you agree to abide by these provisions. The financial aid offer consists of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The receipt of athletic aid may limit your ability to receive nonathletic aid such as institutional and/or outside scholarships, a supplemental educational opportunities grant or a public education grant. You must inform the athletics office before accepting any nonathletic aid.

A summary of the NCAA rules applicable to student-athlete financial aid awards is on the reverse side of this form. Please read this carefully. If you wish to accept this award and will attend this institution, sign all copies and return two copies by \_\_\_\_\_ to the compliance coordinator at the following address:

**COMPLIANCE COORDINATOR  
SOUTHERN UNIVERSITY  
PO BOX 9942  
BATON ROUGE, LA 70813**

If this offer is not returned by the indicated date, it is null and void.

**Accepted** \_\_\_\_\_  
Student-Athlete \_\_\_\_\_ Parent (if under 18 yrs old) \_\_\_\_\_  
**Print** \_\_\_\_\_  
**Date** \_\_\_\_\_

**GRANT-IN-AID OFFER PAGE TWO**  
**STUDENT-ATHLETE GRANT-IN-AID OFFER**

---

**SUMMARY OF PRINCIPLE TERMS AND CONDITIONS**

1. The award must conform to rules and regulations set forth by the institution, the SWAC Conference and the National Collegiate Athletic Association (NCAA).
2. Athletics financial aid may be awarded for any term during which the student-athlete is in regular attendance as an undergraduate student with eligibility remaining (as per NCAA Bylaw 15.01.5). The renewal of athletics financial aid must be made on or before July 1 prior to the academic year it is to be effective.
3. Maximum permissible financial aid may not exceed those elements defined in NCAA Bylaw 15.2.
4. A student-athlete may receive financial assistance only if it is administered by the institution, received from anyone upon whom the student-athlete is naturally or legally dependent, or received from permissible outside sources per NCAA Bylaw 15.2.6. Ask your coach or the compliance administrator at the awarding institution about other important NCAA rules applicable to non-institutional aid that may impact whether it can be received.
5. When athletically-related financial aid is awarded to a student-athlete, such aid combined with other institutional financial aid the student-athlete receives may not exceed the value of the institution's cost of attendance. All athletically related aid combined cannot exceed the full grant-in-aid limit. Some government grants are excluded from this limit. See NCAA Bylaw 15.1.1, 15.1.3, 15.2.4.

**Institutional aid may NOT BE REDUCED OR CANCELLED during the period of this award FOR THE FOLLOWING REASONS:**

1. On the basis of a student's athletic ability, performance or contribution to a team's success;
2. Because of an injury that prevents the student from participating in athletics; or
3. For any other athletically-related reason.

**Institutional aid MAY BE REDUCED OR CANCELLED during the period of this award if this recipient:**

1. Does not satisfy the stated institutional academic requirements for like scholarships or grants-in-aid;
2. Renders himself/herself ineligible for intercollegiate competition for any reason;
3. Fraudulently misrepresents any information on an application, letter of intent, OR financial aid agreement. NCAA Bylaw 15.3.4.1.1 states that "if a student is awarded aid on the basis of declaring intention to participate in a sport.....action on the part of the (student) not to participate (either by not reporting for practice or after making only token appearances as determined by the institution).....would permit the institution to cancel or reduce the aid."
4. Engages in serious misconduct warranting substantial disciplinary penalty. (An institution may reduce or cancel the financial aid of a student-athlete who is found to have engaged in misconduct by the university's regular student disciplinary authority, even if the loss-of-aid requirement does not apply to the student body in general); or
5. Voluntarily withdraws from a sport for personal reasons.

**\*A student must receive written notice of a hearing opportunity if aid is reduced or cancelled during the period of award for any reason.\***



SOUTHERN UNIVERSITY

ATHLETIC COMPLIANCE OFFICE  
Practice Log Sheet

Appendix R

SPORT \_\_\_\_\_

WEEK OF \_\_\_\_\_

COACH \_\_\_\_\_

**TIME SHEET  
ATHLETICALLY RELATED ACTIVITIES**

During the playing season, NCAA Bylaw 17.1.5.1 indicates that a student-athlete's participation in countable athletically related activities shall be limited to a maximum of four (4) hours per day and twenty (20) hours per week with one (1) required day off. During the off-season, student-athletes are limited to not more than eight (8) hours per week of conditioning.

**Instructions:** You **MUST** record the hours on a daily basis. Record and total the exact number of hours spent (in quarter-hour increments) on each activity noted below in the proper "day" column. At the end of each week, record and total hours. Competition always counts as three (3) hours. You **MUST** sign the form and send it to the Director of Compliance by **Wednesday** of the next week.

DESCRIPTION	SUN	MON	TUE	WED	THU	FRI	SAT	
Competition (games)								
Practice, with coach present								
Weight room/Conditioning								
Film Review (required)								
Meeting with coach								
Individual (required workout)								
Other on field/court activities								
<b>TOTAL HOURS</b>								

- Please note:** The following activities are **not** to be counted:
- ...Training table or competition-related meals
  - ...Physical rehabilitation
  - ...Dressing, showering, taping
  - ...Study hall, tutoring
  - ...Meetings with coaches on **non-athletic** matters
  - ...Travel to and from practice and competition
  - ...Medical exams or treatments
  - ...Participation in regular P.E. classes
  - ...**Voluntary** individual workouts and film review, provided they are not required by coaches; may be monitored by conditioning coach, for safety purposes
  - ...Individual consultation with coach initiated by **student**, provided you do **not** engage in athletically related activities

I certify the hours noted above are correct (exceptions are noted on the reverse side),

Student-Athlete \_\_\_\_\_

Date \_\_\_\_\_

Head Coach \_\_\_\_\_

Date \_\_\_\_\_

Coach (if different) \_\_\_\_\_

