COMPLIANCE MANUAL

2014-15
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INTRODUCTION

Armstrong State University Mission Statement

Armstrong is teaching-centered and student-focused, providing diverse learning experiences and professional programs grounded in the liberal arts.

Armstrong State University Vision

Armstrong strives to be an academically selective institution of first choice, recognized nationally for undergraduate, graduate, and professional education.

Armstrong State University Values

Armstrong embraces these core values:

- We value education that is student-focused, transformative, experiential and rigorous, leading to student success.
- We value balance among teaching, mentoring, and scholarship.
- We value an environment of mutual trust and collegiality that builds an inclusive community.
- We value transparency that fosters shared governance.
- We value and respect diversity.
- We value ethical behavior and accountability that support high standards of performance.
- We value civic engagement through outreach and service.
- We value our relationship with Savannah, its unique geographic location, rich history, and abundant opportunities.
ARMSTRONG STATE UNIVERSITY ATHLETIC DEPARTMENT

Mission

The mission of the Intercollegiate Athletic Department at Armstrong in part is to develop successful, well-rounded student-athletes while providing an environment in which they may complete their undergraduate education and achieve the highest levels of athletic success. We have three fundamental goals in the Intercollegiate Athletic Department to assist you in having a great experience at Armstrong. They are:

1. Armstrong Athletics seeks to foster a quality learning environment where degree completion is the primary objective, by providing the student-athlete with the resources necessary to be successful.

2. Armstrong Athletics looks to develop and maintain a competitive athletic program that competes for Peach Belt Conference and NCAA Championship titles while promoting good sportsmanship and serving as a source of pride for the Armstrong community.

3. Armstrong Athletics encourages the student-athlete to participate in community engagement and to value the importance of giving back to the Savannah community.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

The National Collegiate Athletic Association (NCAA) is a semi-voluntary association of 1,281 institutions, conferences, organizations and individuals that organizes the athletic programs of many colleges and universities in the United States. It is headquartered in Indianapolis, Indiana.

Core Purpose

The NCAA’s core purpose is to govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

Core Values

The Association – through its member institutions, conferences and national office staff – shares a belief in and commitment to:

• The collegiate model of athletics in which students participate as an avocation, balancing their academic, social and athletics experiences.

• The highest levels of integrity and sportsmanship.

• The pursuit of excellence in both academics and athletics.

• The supporting role that intercollegiate athletics plays in the higher education mission and in enhancing the sense of community and strengthening the identity of member institutions.

• An inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.

• Respect for institutional autonomy and philosophical differences.

• Presidential leadership of intercollegiate athletics at the campus, conference and national levels.
PEACH BELT CONFERENCE (PBC)

Peach Belt Conference History

Entering its 23rd year of existence in 2014-15, the Peach Belt Conference has cemented its status as one of the elite Division II conferences in the nation. Since its inception in 1990-91, the Peach Belt has developed a consistent history of excellence which continues to this day with 33 national championships and 28 national finalists.

Starting with only two championships in 1991, men’s and women’s basketball, the conference has expanded to 15 championship sports with the addition of men’s and women’s track and field in the spring of 2013.

The conference traces its roots back to November of 1988 when 11 schools first met in Greenville, S.C. to form a Division II conference. Following a second meeting on Dec. 3, 1989, five of those 11 schools, plus two others, formed the Peach Belt and begin play in fall 1990.

The Peach Belt was less than a year old before capturing a national championship. The Columbus State golf team took the honor by winning the 1992 national crown, the first of three golf championships the Cougars own. One year later, the Lander men's tennis team began their record-breaking run of eight straight national titles, the first PBC dynasty. Since then, USCA men's golf has won three straight national titles from 2004-06.

The PBC is in the midst of another dynasty as the Armstrong women's tennis team captured the league's 33rd national championship in the spring of 2013. The Lady Pirates have now won an NCAA-best eight women's tennis national titles, tied with the Lander men's tennis team for most by a PBC program, and have claimed five of the last six national championships.

Armstrong’s achievement was the highlight to one of the most successful seasons in league history. Peach Belt teams advanced to the national championship round of competition in nine of our 15 sports, earning 51% of all NCAA regional spaces available. 51 PBC teams reached NCAA regional action and league teams hosted eight of nine NCAA regional tournaments. The USC Aiken baseball team, Clayton State women's basketball team, Armstrong women's soccer, women's tennis and men's tennis were all ranked #1 in the nation during the season.

Additionally, the PBC began the Elite 15 Awards program. Modeled after the NCAA Elite 89 award, the Elite 15 recognizes the student-athlete participating in the tournament championships with the highest cumulative GPA. Nine different schools had an Elite 15 Award winner in the first year of the program.

The league office also made history as the first conference office to host an NCAA National Championship as the men's and women's soccer finals were played at Blanchard Woods Park in Evans, Ga. The PBC will host the national championships again this year.

The seven charter members of the conference were Armstrong State University, Columbus State University, Francis Marion University, Georgia College, Lander University, USC Aiken and USC Upstate. The name Peach Belt Athletic Conference was adopted in January of 1990 and modified to Peach Belt Conference in May of 2000.

Augusta State joined the conference in 1991 and UNC Pembroke became the ninth member on July 1, 1992. They were followed by Kennesaw State University on July 1, 1994, Clayton State University on July 1, 1995 and the University of North Florida on July 1, 1997. Kennesaw State and North Florida departed for the Division I
ranks in 2005, USC Upstate did the same in 2007, and the conference welcomed in North Georgia College & State University in 2005 and Georgia Southwestern State University in 2006. In 2009-10, the Peach Belt added Montevallo and Flagler. For the 2012-13 season, the league is expanding once again with the addition of Young Harris College, giving the Peach Belt 14 members for the first time in its history.

Additionally, the PBC welcomed associate members for the first time ever in 2012-13. Shorter University, Nova Southeastern University and the University of Alabama-Huntsville all joined the PBC as associate members in men’s and women’s track & field.

David Brunk was named the second PBC commissioner in May of 2007. Brunk replaced Marvin Vanover, who was the first PBC commissioner from 1991 to 2007. Brunk is charged with continuing the strong growth of the conference as its second era begins.

The conference currently holds championships in 15 sports, seven for men and eight for women. They are men’s and women’s cross country, men’s and women’s soccer, volleyball, men’s and women’s basketball, men’s and women’s tennis, baseball, softball, men’s and women’s golf and men's and women’s track and field.

**Vision Statement**

The Peach Belt Conference is committed to providing through its dependent collegiate members, a forum for student participation in athletic, academic and co-curricular events under the auspices of the National Collegiate Athletic Association, Division II.

We will exemplify the characteristics of a premier intercollegiate conference that prides itself on the inclusion of students of all demographic groups who wish to participate in a well-rounded sports program. Our institutions, our academic goals, our athletic aspirations reflect a commonality of purpose and a commitment to excellence in the classroom and on the playing field.

**Peach Belt Conference Sportsmanship Statement**

In an effort to create a positive game environment at all Peach Belt Conference events, the conference office and all fourteen member institutions have made a sincere commitment to promote good sportsmanship by student-athletes, coaches and spectators. Profanity, degrading remarks, and intimidating actions towards officials, student-athletes, coaches and spectators will not be tolerated. As NCAA Division II student-athletes, we commit to sportsmanship and a good game environment by demonstrating fair play, responsibility and respect. We invite you to support us in this effort.
Compliance Mission Statement
The mission of the Armstrong Compliance Department is to provide support and guidance to student-athletes, coaches, faculty, staff and boosters in regards to NCAA Rules and Regulations. We will conduct ourselves with the highest level of integrity at all times while keeping the importance of student-athlete welfare at the forefront.

Student-Athlete Eligibility Certification Team
*The Student-Athlete Eligibility Certification Team consists of the following members:*

<table>
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<tr>
<th>Position</th>
<th>Name</th>
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<tr>
<td>Athletic Director</td>
<td>Lisa Sweany</td>
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<tr>
<td>Associate Athletic Director for Compliance</td>
<td>Jennifer Rushton</td>
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<tr>
<td>Faculty Athletics Representative</td>
<td>Dr. Will Lynch</td>
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<tr>
<td>Director of Financial Aid</td>
<td>Kaye O’Neal</td>
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<tr>
<td>Registrar</td>
<td>Rock McCaskill</td>
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Compliance Committee
*The Armstrong Compliance Committee consists of the following members:*

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<tr>
<th>Position</th>
<th>Name</th>
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<tr>
<td>Associate Athletic Director for Compliance</td>
<td>Jennifer Rushton- Co-Chair</td>
</tr>
<tr>
<td>Faculty Athletics Representative</td>
<td>Dr. Will Lynch- Co-Chair</td>
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<tr>
<td>Athletic Director</td>
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<td>Director of Financial Aid</td>
<td>Kaye O’Neal</td>
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<tr>
<td>Registrar</td>
<td>Rock McCaskill</td>
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<tr>
<td>Director of Academic Advising</td>
<td>Greg Anderson</td>
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<tr>
<td>Director of Housing</td>
<td>Nick Shrader</td>
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<tr>
<td>Associate VP for Business</td>
<td>Cam Reagin</td>
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<tr>
<td>Director of Admissions</td>
<td>Jonathan White</td>
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<tr>
<td>Internal Auditor</td>
<td>Susan Hacker</td>
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The Armstrong Compliance team serves as an advisory group which discusses processes in relation to Armstrong student-athletes. This includes anything directly affecting student-athletes during their recruitment, admission, matriculation, eligibility, financial aid, graduation, and post-eligibility issue.

Formal Responsibilities for Oversight of NCAA Compliance

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<th>Responsible Party</th>
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<td>Director of Athletics, Lisa Sweany</td>
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<td>Associate AD for Compliance, Jennifer Rushton</td>
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<tr>
<td>Recruiting</td>
<td>Director of Athletics, Lisa Sweany</td>
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<td>Associate AD for Compliance, Jennifer Rushton</td>
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<td>Eligibility</td>
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<td>Financial Aid</td>
<td>Director of Financial Aid, Kaye O’Neal</td>
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<td>Rule Interpretations</td>
<td>Associate AD for Compliance, Jennifer Rushton</td>
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PURPOSE OF THE MANUAL

Rules compliance is the responsibility of everyone associated with Armstrong State University. No one person can or should assume the responsibility of rules compliance. To protect your integrity, it is imperative that you ask questions when unsure about the rules and keep good written documentation on your activities.

The purpose of this manual is to serve as a reference guide for coaches and athletic department staff. You will find this manual contains policies and procedures that pertain to Armstrong Athletics. The appendix contains forms that will allow for proper documentation of activities that will help protect you, Armstrong Athletics and Armstrong State University.

NCAA Principle of Institutional Control
It is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the Association. The institution's president or chancellor is responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures.

The institution's responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of the institution.

COMPLIANCE OFFICE DUTIES

While everyone is responsible for rules compliance, Armstrong has appointed the Director of Athletics as the person charged with the day-to-day administration of a sound compliance program. In turn, the Director of Athletics has charged the Associate Athletic Director for Compliance with working with coaches, student-athletes, faculty, staff and boosters to ensure that these groups have knowledge of NCAA, PBC and Armstrong rules and regulations. The Director of Athletics and the Associate Athletic Director for Compliance also maintain a day-to-day compliance program to ensure that the University, coaches and student-athletes are adhering to NCAA, PBC and Armstrong rules and regulations. As such, the Director of Athletics and Associate Athletic Director for Compliance will:

1. Evaluate current athletic programs to determine and assure the highest levels of compliance and record keeping.
2. Administer all NCAA Compliance programs, including but not limited to, initial and continuing eligibility, financial aid and recruiting.
3. Monitor and record student-athlete eligibility, recruiting and financial aid to assure compliance with all NCAA, PBC and Armstrong rules and regulations.
4. Identify, investigate and report, as necessary, any and all NCAA and PBC rules violations.
5. Serve as the liaison between the Athletic Department and Admissions, Registrar and Financial Aid for all compliance related services for athletics.
6. Maintain Eligibility Lists with assistance from the Faculty Athletics Representative, Financial Aid and the Registrar.
7. Submit scholarship renewals, reductions and new awards as submitted by coaches.
11. Verification of Amateur Status and International SA’s.
12. Monitor Complimentary Admissions.
13. Administer Declaration of Seasons Form.
14. Other duties as assigned by the Director of Athletics or President.
COACHES COMPLIANCE RESPONSIBILITIES

While the Athletic Director and the Associate Athletic Director for Compliance have many compliance responsibilities, coaches have many compliance responsibilities as well. Responsibilities include but are not limited to the following:

Documentation of the following through compliance forms provided by the Compliance Office:
1. Playing & Practice Logs: Documents countable athletically related activities each week
2. Voluntary hours: If a SA participates in voluntary workouts, SA must provide documentation that the activity was initiated by them
3. Official Visit Form: Keep a copy of the form and attached documentation for your files
4. Official Visit Expenses: Keep a copy of the form that is submitted to the Compliance Office
5. Unofficial Visit Form: Track all PSA’s on campus, including those that visit from admissions
6. Recruiting Declaration Form: Must be submitted for each contact with a PSA
7. Contact and Evaluation Log
8. Camps and Clinic Documentation
9. Athletically Related Income and Benefits
10. Fundraising Approval Form
11. Community Engagement Approval Form
12. Occasional Meal Request Form

RULES EDUCATION

Any questions about rules compliance should be addressed with the Compliance Office. The Compliance Office will meet periodically with individuals on campus to review pertinent NCAA rules. The Compliance Office is responsible for developing rules education programs and other materials for these groups informing them of their responsibilities.

The Compliance Office has identified the following individuals as those, which require priority communications:

A. President

The Director of Athletics will meet as needed with the President and/or the President’s representative to assure he/she is completely informed of compliance matters and PBC and NCAA items.

B. Faculty Athletic Representative (FAR)

The Associate Athletic Director for Compliance will maintain regular contact with the Faculty Athletics Representative (FAR) to assure this individual is fully informed of all relevant aspects of the Athletic Department. The FAR will be notified of all alleged NCAA rules violations and, with the Athletic Director, assume responsibility for investigation of the situation if necessary.

C. Student-Athletes

The Associate Athletic Director for Compliance will meet with all student-athletes at the start of the academic year and then as needed to review NCAA rules. The meetings will cover NCAA regulations including eligibility, financial aid, amateurism, recruiting, extra benefits, gambling and drug testing.

The Associate Athletic Director for Compliance will strive to maintain open lines of communication with student-
athletes to ensure they are comfortable with recognizing and reporting possible violations to their coaches or other administrators in the Athletic Department.

D. **Prospective Student-Athletes**

The Compliance Office will work to ensure that prospective student-athletes (PSA’s) recruited by Armstrong have the highest possible knowledge of NCAA rules and regulations. To help meet this goal, the coaches should refer PSA’s to the current edition of the *NCAA Guide for the College Bound Athlete* located at www.ncaa.org. Additionally, the coaches should encourage PSA’s to contact the Compliance Office with any specific compliance questions or concerns.

As part of the regular rules education process, the Compliance Office will review all pertinent recruiting legislation regarding PSA’s with coaches. It is important that coaches communicate recruiting rules with their PSA’s and remind them to register and submit all of their academic information to the NCAA Eligibility Center.

E. **Representatives of Athletics Interests (Boosters)**

Representatives of Athletics Interests will be provided with a copy of Armstrong’s “NCAA RULES GUIDE FOR FANS, FRIENDS AND ALUMNI” on an annual basis. In addition, information for Representatives of Athletics Interests will be provided on the Armstrong Compliance Website.

**Brochure:** An educational brochure has been developed that is sent out to all Representative of Athletics Interests and is accessible on the Armstrong Athletic webpage. This brochure is developed by the Associate Athletic Director for Compliance and will be approved by the Athletic Director.

F. **Coaches and Athletic Staff**

1. The Associate Athletic Director for Compliance will conduct a monthly rules education session with all Armstrong Coaches.
2. Coaches are notified at the start of each academic year of the dates of the meetings.
3. Attendance is required for all members of the coaching staff and full time staff members. If necessary, any absences must be cleared by the Associate Athletic Director for Compliance prior to the meeting and the coach must re-schedule a time to meet with the Compliance Office to review the missed materials.
4. Meetings will cover educational items including NCAA Bylaws, proposed legislation, newly adopted legislation, rules interpretations, infractions, current events, policies and procedure reminders and other pertinent information.

The Associate Athletic Director for Compliance develops educational sessions for the various staff members in the Athletic Department. Some of the groups that will receive an educational session for the academic year are the Admissions Office, Registrar’s Office, Sports Communication Department, Sports Medicine and Financial Aid. The staff also receives the educational emails from the Associate Athletic Director for Compliance.

G. **Registrar, Admissions, Financial Aid Offices**

The Associate Athletic Director for Compliance will meet as needed with these offices to discuss rules, interpretations and any problem areas. Maintaining open communication between these offices and the Athletic Department is essential. These offices will be asked to present information to the coaching staff each academic year to update the coaches on relevant information. The Associate Athletic Director for Compliance will be involved with any communication between these offices and the coaches.
RULES INTERPRETATIONS

All questions regarding NCAA or PBC rules should be made directly to the Compliance Office. A request can be made by phone, in writing or in-person with the Associate Athletic Director for Compliance. Any member of the Armstrong Coaching or Athletic Department Staff, University Staff, alumni, booster, student-athletes or prospective student-athletes may make a request.

The Compliance Office will research data provided by the NCAA and PBC. If there is additional information needed, the Compliance Office will contact the individual making the request for additional information. If the answer is not found by the Compliance Office, the PBC will be contacted for additional assistance. If the conference office is not able to answer the question, the NCAA will be contacted for a decision. Once a final decision is rendered, the individual making the request will be notified in writing by the Associate Athletic Director for Compliance and the interpretation will be kept on file in the Compliance Office.

The Associate Athletic Director for Compliance is responsible for all rules interpretations. Coaches may email or call with their questions. Email is the preferred method of requesting a rules interpretation so that all involved can have written documentation. The Athletic Director, Associate Athletic Director for Compliance and the Faculty Athletics Representatives are the only individuals permitted to call the NCAA or PBC for rules interpretations. The Associate Athletic Director for Compliance will always work hard to get an answer to you in a timely manner. When possible, you should allow appropriate time for the Compliance Office to research the question.

SELF-REPORTING RULES VIOLATIONS

An important aspect of NCAA compliance is self-reporting rules violations. It is virtually impossible at some point to not inadvertently violate an NCAA rule. Self-reporting these violations reflects a solid program of institutional control.

Secondary violations result in minor, if any, penalties especially if they are infrequent and correctable. Therefore, coaches and athletics staff should take a proactive approach in reporting such violations. Self-reporting is important for several reasons.

Immediate awareness of possible alleged violations provides an opportunity for the department to correct the situation before it develops into a major infraction. Immediate awareness also identifies areas that can be addressed in departmental policy or continuing education programs. Unidentified problems, on the other hand, cannot be corrected.

Depending on the nature of the possible violation, a speedy, objective and thorough investigation will be completed by the Associate Athletic Director for Compliance, the Athletic Director and the Faculty Athletics Representative with consultation from the PBC.

It is policy that all violations be reported to the PBC and/or the NCAA. If an individual has knowledge of a potential violation, he/she shall report the information to the Athletic Director and/or the Associate Athletic Director for Compliance immediately.

The Compliance Office will research the potential violation by making a complete record of the events including any dates, times, circumstances, events and names. The Compliance Office will then report to the Athletic Director, Faculty Athletics Representative and/or members of the President’s staff of the current situation and will begin a preliminary inquiry.
The preliminary inquiry will include but is not limited to: interviews with coaches, staff and student-athletes or a review of records. The main purposes of the preliminary inquiry are to obtain information, determine the likelihood of an infraction and determine the nature of the infraction.

After the preliminary inquiry, the Associate Athletic Director will consult with the Athletic Director and Faculty Athletics Representative, and any other appropriate University personnel about any discoveries to decide upon a course of action. If the preliminary inquiry indicates no evidence of a violation, the Associate Athletic Director and the Athletic Director will agree that no further action will need to be taken. Should a violation have occurred the Associate Athletic Director for Compliance will notify the appropriate members of the Athletic Department, President’s staff, PBC staff and/or NCAA staff.

The NCAA Enforcement Staff recommends that the following information be included in an institution’s report:

- The date and location of the violation
- The names of those involved in the violation
- How the University became aware of the violation
- The cause of the violation (e.g. lack of knowledge, human error, etc.) and an explanation of the circumstances surrounding the violation and any mitigating circumstances that may exist.
- A list of corrective and/or punitive actions taken by the institution in response to the violation.
- The institution’s position regarding the violation and surrounding circumstances. The institution will indicate the specific legislation it believes has been violated.

INVESTIGATING RULES VIOLATIONS

Armstrong athletics staff, coaches, and student-athletes are required by NCAA rules to cooperate and disclose all information regarding possible rules violations. Failure to cooperate will result in an unethical charge from the NCAA and could mean termination from Armstrong State University, no future employment at an NCAA institution or for student-athletes, an end to their athletic careers. The best policy is to be up-front with all information and work through the NCAA process for rules violations.

Coaches, student-athletes, athletics department staff, institutional employees, boosters, or anyone associated with Armstrong are expected to report possible NCAA rules violations or questions concerning rules to the Associate Athletic Director for Compliance. The Athletic Director and Faculty Athletics Representative will work with the involved parties to resolve the issue.

Should a possible violation be discovered, conveyed, initiated, etc. by the PBC office or the NCAA, the athletics department, college staff, student-athletes and any representatives of athletics interest who may be involved or called on are expected to cooperate fully with investigators. When appropriate, the institution will conduct its own investigation simultaneously and will turn in all pertinent findings to the conference or NCAA investigators.
REPORTING RULES VIOLATIONS

Whenever violations of NCAA or conference bylaw/rules occur, it is the responsibility of all parties (administrator, faculty, staff, student-athlete, etc.) involved to report the violation or possible violation immediately. It is also important that violations be reported in a timely manner and that all self-reports be truthful, accurate and factually complete.

Bylaw, Article 10 addresses Ethical Conduct while Bylaw, Article 11 addresses the responsibility for violation of NCAA regulations.

To protect the privacy of student-athletes and staff who may be involved in violations, every attempt must be made to avoid public disclosure of facts, assumptions or rumors.

The procedure established within the athletics department to ensure that all sanctions from report violations are properly processed is as follows:

- Violation is reported to the Athletics Compliance Office and Athletic Director
- An “open” violation file is created for gathering all information collected in the investigation.

When conducting an interview as part of the investigation, the staff member(s) and or/student-athlete(s) involved must sign the Compliance Office Interviews-Unethical Conduct form and at least two persons from the athletics department should be present and/or the interview must be recorded. If the violation impacts eligibility or welfare of the student-athletes, the Faculty Athletics Representative should also be present.

In cases involving the reinstatement of a student-athlete’s eligibility by NCAA Student-Athlete Reinstatement, the student-athlete must sign the Buckley Amendment to submit to the NCAA with the reinstatement.

If it is concluded from the investigation that a violation has been committed, a Violation Self-Report Form from the Peach Belt Conference will be completed by the Associate Athletic Director for Compliance and reviewed by all parties. The Violation Self-Report is then emailed to the conference office.

Level I and Level II Violations are reported to the Peach Belt Office and the NCAA through the RSRO (Requests/Self-Reports Online). The PBC will review the violation first. Once the PBC has accepted the institutions actions, the violation will be reported to the NCAA through the RSRO website.

A Violation Summary Report is prepared by the Athletics Compliance Office to document the chronological order of events and communications involved. A letter of admonishment will be issued to the individuals involved in the violation that will outline what occurred and the steps to correct the violation from occurring in the future.

In cases where repayment of an extra benefit or aid is sanctioned, the student-athlete must complete and follow the repayment schedule for violations or provide full repayment, depending on the value of the benefit or aid. Payment will be made directly to a charity.

All repayments by a student-athlete are recorded on the Violation Reimbursement Log when the funds or a letter from a charity documenting the gift are received by the Athletics Compliance Office.

In cases involving a Level I, Secondary violation or a case involving the reinstatement of a student-athlete’s eligibility, the violation folder will remain “open” until case decisions are received from NCAA Student-Athlete Reinstatement. Student-Athlete Reinstatement cases may be forwarded from NCAA Student-Athlete Reinstatement to NCAA Enforcement. Cases reported to the NCAA Enforcement staff will remain “open” until case decisions are received from enforcement.
In cases where a student-athlete has been declared ineligible, the student-athlete will not be certified for competition prior to having the summary completed and all related documentation from the NCAA on file.

Once all sanctions have been completed, all events are documented in chronological order on the violation summary report, and the violation summary report is signed by the Athletic Director, coach of the sport involved, Faculty Athletics Representative and possibly the student-athlete(s) involved, the violation will be considered closed. Copies will also be placed in the SA’s history file (if appropriate) and the sport’s yearly folder. The head coach will be given a copy and the original will be stored in an annual violations folder in the Athletics Compliance Office.

PERSONNEL

10.1 UNETHICAL CONDUCT

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member which includes an individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following:

a. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual’s institution;

b. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete;

c. Knowing involvement in offering or providing a perspective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;

d. Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual’s institution false or misleading information concerning an individual’s involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;

e. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., “runner”);

f. Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state or federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.5; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;

g. Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or institution’s admissions office regarding an individual’s academic record (e.g., schools attended, completion of coursework, grades, test scores);

h. Fraudulence or misconduct in conjunction with entrance or placement examinations;

i. Engaging in any athletics competition under an assumed name or with intent otherwise to deceive; or

j. Failure to provide complete and accurate information to the NCAA, NCAA Eligibility Center or the institution’s athletics department regarding an individual’s amateur status.
10.2 KNOWLEDGE OF USE OF BANNED DRUGS

A member institution’s athletics department staff members or others employed by the intercollegiate athletics program who have knowledge of a student-athlete’s use at any time of a substance on the list of banned drugs, as set forth in Bylaw 31.2.3.4, shall follow institutional procedures dealing with drug abuse or shall be subject to disciplinary or corrective action as set forth in Bylaw 19.5.2.2.

10.3 SPORTS WAGERING ACTIVITIES

The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition;

a. Staff members of an institution’s athletics department;

b. Nonathletic department staff members who have responsibilities within or over the athletics department (e.g. Chancellor or President, Faculty Athletics Representative, individual to whom athletics reports);

c. Staff members or a conference office; and

d. Student-athletes

Gambling activities that are impermissible include the following:

a. Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;

b. Solicit a bet on any intercollegiate team;

c. Accept a bet on any team representing the institution;

d. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or

e. 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.

The NCAA opposes all forms of legal and illegal sports wagering. NCAA rules strictly prohibit student-athletes and athletic department staff members from sports wagering on ANY intercollegiate or professional athletics contest. Wagering on professional sports events in which the NCAA conducts a championship competition, Division I-A football and emerging sports is impermissible.

Wagering/betting includes receiving or offering any item that has a tangible value (e.g., cash, clothes, dinner) based on the outcome of an athletic event. Any type of betting “pool” (e.g. March Madness, Super Bowl), including office pools and pools organized by family, friends, etc., for cash or other prizes is impermissible. In addition, internet gambling is impermissible. This includes “Fantasy Leagues” that cost money to join and pays individuals based on their “team’s” performance.

It is impermissible to provide information (i.e., injury status of Armstrong athletes) to individuals who may use such information for gambling purposes.

Participation 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 is prohibited.
Sanctions
Institutional staff members who violate this policy and NCAA rules shall be subject to disciplinary and corrective actions to be determined by the Athletic Director.

Student-athletes who violate the rules face the following sanctions:

a. A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., point shaving) or who participates in any sports wagering activity involving the student-athlete's institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.

b. A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum period of one year from the date of the institution's determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility. If the student-athlete is later determined to have been involved in a violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

11.1.1 HONESTY AND SPORTSMANSHIP

Individuals employed by or associated with a member institution to administer, conduct or coach intercollegiate athletics shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

11.1.2 RESPONSIBILITY FOR VIOLATIONS OF NCAA REGULATIONS

Institutional staff members found in violations of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual’s previous employment at another member institution.

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.

DECLARATION OF COACHING STAFF/RECRUITERS

CERTIFICATION TO RECRUIT OFF CAMPUS

- The certification test will be administered on-line by the Faculty Athletics Representative.
- It is a timed (80 minutes), open book forty question test. Test participants shall be permitted to use copies of the NCAA Division II Manual, the NCAA Official Notice of the current NCAA Convention and the current Legislative Summary. The use of any other resource materials during the test shall be prohibited.
- The minimum passing score requirement for the test is 80 percent. Those individuals who answer at least 32 of 40 questions correctly will obtain the minimum passing score.
- Testing opportunities shall be limited only by the stipulation that 30 days shall elapse between a participant’s test date. Please note the 30 day waiting period may not be waived.
• The annual certification period shall be effective August 1 through July 31.

Prior to the start of each academic year, each head coach will declare the names of the coaches eligible to recruit in that sport during the academic year as well as a listing of all coaching staff to include managers and volunteer coaches. This declaration will be submitted to the compliance office where it will be held on file according to NCAA rules. The head coach may make alterations to the list, as necessary, throughout the year.

AMATEURISM

12.1.1 VALIDITY OF AMATEUR STATUS

As a condition and obligation of membership, it is the responsibility of an institution to determine the validity of the information on which the amateur status of a prospective student-athlete (e.g., including two-year and four-year college transfers initially enrolling at an NCAA Division II Institution) is based. An institution is responsible for notifying the NCAA when it receives additional information, or otherwise has cause to believe, that a prospective or transfer student-athlete’s amateur status that has been previously certified has been jeopardized.

INITIAL ELIGIBILITY PROCEDURES

ARMSTRONG STATE UNIVERSITY ADMISSIONS POLICIES

Admission Requirements

<table>
<thead>
<tr>
<th></th>
<th>New Freshman</th>
<th>Transfer</th>
<th>Adult Student</th>
<th>Joint Enrolled Accell student</th>
<th>International Student</th>
<th>Home Schooled</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT reading/math</td>
<td>440/410 (Combined score 900)</td>
<td>Not required¹</td>
<td>Not required</td>
<td>530/430</td>
<td>440/410 (Combined score 900)</td>
<td>500/500</td>
</tr>
<tr>
<td>ACT verbal/math</td>
<td>Regular 18/18</td>
<td>Not required¹</td>
<td>Not required</td>
<td>24/18</td>
<td>18/18</td>
<td>21/21</td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>2.5</td>
<td>2.0, college GPA</td>
<td>Not required</td>
<td>3.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>College Prep courses</td>
<td>17 units, see chart</td>
<td>Not required</td>
<td>Not required</td>
<td>On-track with requirements</td>
<td>Not required</td>
<td>16 units (see chart)</td>
</tr>
<tr>
<td>(see chart)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GED scores</td>
<td>Not accepted</td>
<td>Not required</td>
<td>Accepted</td>
<td>Not accepted</td>
<td>Not required</td>
<td>Not accepted</td>
</tr>
<tr>
<td>Freshman Index (FI)</td>
<td>Regular 1940</td>
<td>Not required</td>
<td>Not required</td>
<td>Regular 1940</td>
<td>Regular 1940</td>
<td>Not required</td>
</tr>
<tr>
<td>TOEFL</td>
<td>Not required</td>
<td>Not required</td>
<td>Not required</td>
<td>Not required</td>
<td>Written 523</td>
<td>Not required</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Computer 193</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Internet 70</td>
<td></td>
</tr>
</tbody>
</table>
New Freshmen - College Preparatory Courses

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum units</th>
<th>Grades received must be C- or above in each class.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 years</td>
<td>Culminating at a level higher than Algebra.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 years</td>
<td>Biology, Physical Science or Physics, Chemistry, Earth Science or Environmental Science and a fourth science.</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 years</td>
<td>Completing two years of the same high school-level foreign language</td>
</tr>
<tr>
<td>Science</td>
<td>4 years</td>
<td>Biology, Physical Science or Physics, Chemistry, Earth Science or Environmental Science and a fourth science.</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2 years</td>
<td>Completing two years of the same high school-level foreign language</td>
</tr>
</tbody>
</table>

NCAA INITIAL ELIGIBILITY

All high school athletes wishing to compete in college must register with the Eligibility Center. Information about the Eligibility Center can be found in the Guide for the College-Bound Student-Athlete. The NCAA Eligibility Center will include an amateurism certification questionnaire that will be used to determine the amateur status of domestic and international freshmen and transfer prospective student-athletes initially enrolling at Armstrong.

CERTIFICATION OF NCAA INITIAL ELIGIBILITY

1. Each head coach or designee is responsible for making sure that their prospective student-athletes (PSA’s) register with the NCAA Eligibility Center.

2. Additionally, each head coach or designee is responsible for informing the Associate Athletic Director for Compliance of the PSA’s they are recruiting and all walk-ons to the team.

3. The Associate Athletic Director and coaches will communicate throughout the year regarding recruited and non-recruited PSA’s and transfers who may be part of the team next academic year.

4. Coaches recommend/inform the Compliance Office of PSA’s to add to the NCAA Eligibility Center Institutional Request List (IRL). The Associate Athletic Director for Compliance will automatically add all PSA’s who are brought on an official visit or provided a written offer of athletically related financial aid.

5. Throughout the recruiting process and during the summer months, the Associate Athletic Director for Compliance reviews the IRL for each sport and will provide a copy to coaches showing any changes and updates on each prospect. If necessary, the Compliance Office will contact the PSA to inform them of their Initial Eligibility Status and things he/she may need to complete.

6. The Associate Athletic Director will input Initial Eligibility into Compliance Assistant (CA).

7. Initial Eligibility information is reviewed and approved by the Associate Athletic Director for Compliance and the Faculty Athletics Representative (FAR).
8. The Associate Athletic Director for Compliance will communicate any information to coaches when initial eligibility issues arise.

**A QUALIFIER** is a student who, for purposes of determining eligibility for financial aid, practice and competition in Divisions I and II institutions, has met all of the following requirements (see Bylaw 14.3):

(a) Graduation from high school;

(b) Successful completion of a required core curriculum consisting of a minimum number of courses in specified subjects;

(c) Specified minimum grade-point average in the core curriculum; and

(d) Specified minimum SAT or ACT score.

**A PARTIAL QUALIFIER** is a student who does not meet the requirements for a qualifier but who, at the time of graduation from high school, presents one of the following academic requirements (see Bylaw 14.3): *(Revised: 1/10/91 effective 8/1/91)*

(a) Successful completion of a required core curriculum consisting of a minimum number of courses and a specified minimum grade-point average in the core curriculum; or

(b) Specified minimum SAT or ACT score.

**A NONQUALIFIER** is a student who has not graduated from high school or who, at the time specified in the regulation (see Bylaw 14.3), presented neither the core-curriculum grade-point average and SAT/ACT score required for a qualifier.

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**CONTINUING ELIGIBILITY**

**Progress Toward Degree Requirements**

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall maintain progress toward a baccalaureate or equivalent degree at that institution as determined by the regulations of that institution. As a general requirement, “progress toward degree” and “good academic standing” is to be interpreted at each member institution by the academic authorities who determine the meaning of such phrases for all students.

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain progress toward a baccalaureate or equivalent degree.

A student-athlete shall meet the “satisfactory completion” provision of this requirement by maintaining a grade-point average that places the individual in good academic standing, as established by the institution for all students who are at an equivalent stage of progress toward a degree. To fulfill the “satisfactory completion” provision of this requirement, a student must achieve the following cumulative minimum grade-point average (based on a maximum 4.0) at the
beginning of the fall term or at the beginning of any other regular term of that academic year, based on the student athlete earning:

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>1.800</td>
</tr>
<tr>
<td>48</td>
<td>1.900</td>
</tr>
<tr>
<td>72</td>
<td>2.000</td>
</tr>
<tr>
<td>96</td>
<td>2.000</td>
</tr>
</tbody>
</table>

Eligibility for Competition

a) Satisfactory completion of six-semester hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full time at any collegiate institution; and

b) For a midyear transfer student-athlete, for a student-athlete following the student-athlete’s first academic year in residence or after the student-athlete has used one season of eligibility in any sport at the certifying institution, the certification shall be determined but the student-athlete’s academic record in existence at the beginning of the fall term or at the beginning of any other regular term that academic year, based on:

1) Satisfactory completion before each fall term of a cumulative total of academic semester hours equivalent to an average of at least 12-semester hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled in a term or terms; or

2) Satisfactory completion of 24-semester hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution’s preceding regular two semesters.

Exception- Final Academic Year of Degree Program- Six-Hour Requirement

A student-athlete who is in the final academic year (i.e. final two semesters) of his or her designated degree program may use credit hours acceptable toward any of the institution’s degree program to satisfy the six-hour requirement per bylaw 14.4.3.1-(a), provided the institution certifies, through review by appropriate academic officials that the student-athlete is carrying (for credit) the courses necessary to complete degree requirement at the end of the two semesters. Thereafter, the student-athlete shall forfeit eligibility in all sports, unless the student-athlete completes all degree requirements during the final two semesters and is eligible to receive the baccalaureate diploma on the institutions next degree-granting date.

Designation of Degree Program

All continuing student-athletes, including transfer students, shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester) and thereafter shall make progress toward that specific degree.
Hours Earned During the Regular Academic Year

A student-athlete shall earn at least 75 percent of the minimum number of semester hours required for progress toward degree during the regular academic year. A student-athlete shall earn no more than 25 percent of the minimum number of semester hours required for progress toward degree during the summer or through correspondence courses.

1. 75% of 24 hours = 18 hours
2. 25% of 24 hours = 6 hours

TRANSFER ELIGIBILITY

Refer to page 15 for Transfer Admission Requirements.

2-4 TRANSFERS

If a qualifier... (with no previous attendance at a four-year school)

At the two year school, did the transfer:

1. Spend one full-time semester or quarter at the two-year school?
2. Earn a GPA of 2.000 in those transferrable credit hours?
3. Complete an average of 12-semester or 12-quarter hours for each full-time term at the two-year school?

If Yes to all:
Transfer can practice
Transfer can receive athletically related financial aid
Transfer can compete during the first year

If No to at least one:
Can practice
Can receive athletically related aid
Cannot compete in the first year
Must serve a year in residence

If a partial qualifier...

At the two year school, did the transfer:

1. Complete at least two full semesters or three full quarters? (excluding summer school)
   AND
2a. Graduate from the two-year school? 25% of credit hours earned at the 2-year school must count towards degree
   OR
2b. Complete an average of 12-semester or 12-quarter hours for each full-time attendance at the two-year school that can be transferred to your degree at the four-year school AND earn a GPA of 2.0 in those transferrable credit hours.

   Note: If the student-athlete did not graduate from the two-year school, they must also transfer 6 hours of English credits and 3 credits of math.

If Yes to all:
Transfer can practice
Transfer can receive athletically related financial aid
Transfer can compete during the first year

If No to at least one:
Can practice
Can receive athletically related aid
Cannot compete in the first year
Must serve a year in residence
If a nonqualifer...

At the two-year school, did you:

1. Complete at least two full semesters or three full quarters? (excluding summer school)
2a. Graduate from the two-year school? 25% of credit hours earned at the 2-year school must count towards degree
OR
2b. Complete an average of 12-semester hour or 12-quarter hours for each term of full-time attendance at the two-year school that can be transferred to your degree at the four-year school AND earn a GPA of 2.0 in those transferrable credits.

Note: If the student-athlete did not graduate from the two-year school, they must also transfer 6 hours of English credits and 3 credits of math.

If Yes to 1 and 2a or 2b: If No to 1 or 2:
Transfer can practice No practice
Transfer can received athletically related financial aid No athletically related aid
Transfer can compete during the first year No competition

In addition to these requirements, a transfer student from a two-year college who is either a partial or Nonqualifier shall have a minimum of six semester or eight quarter hours of transferable English credit and three semester or for quarter hours of transferable math credit. Remedial English and math courses may not be used to satisfy this requirement. (Adopted 1/15/11 effective 8/1/11 for student-athletes initially enrolling full-time in a collegiate institution on or after 8/1/11).

4-4 TRANSFERS

The general rule for four-year college transfers requires them to serve a year in residence at the certifying institution unless they meet an exception.

Common exceptions for the four year school are applied by the certifying school. The certifying school determines whether the transfer is eligible to play immediately. The certifying school has the authority to grant exceptions based on the following:

Exemptions can be used during your first year of collegiate enrollment if you are a qualifier.

Note that if you are a qualifier, have signed a National Letter of Intent, and transfer during the first year enrolled full-time, a year in residence may be required at the certifying institution, even if an exception is met.

Partial and Nonqualifiers must spend at least one year in residence before an exception can be used. An exception cannot be used if the transfer is currently serving a year in residence.

Only qualifiers can use exceptions during the first year after they enroll at the new school.

EXCEPTIONS FOR FIRST TIME TRANSFERS

One-Time Transfer Exception
The student transfers to the certifying institution from another four-year college and all of the following conditions are met:

A) The student has not previously transferred from a four-year institution, unless, in the previous transfer, the
A student-athlete received an exception per Bylaw 14.5.5.3.5 or 14.8.1.2-(d). A 4-2-4-4 transfer is not eligible for this exception.

B) The student is in good academic standing and meets the progress-toward-degree requirements at the previous four-year institution at the time of the transfer to the certifying institution. The transfer must have been academically eligible had he or she remained at the previous school.

C) The previous school must certify in writing that it has no objection to the student being granted an exception to the transfer residence requirement.

D) If the student who has one season of competition remaining in his or her sport or two full-time semesters in which to complete his or her eligibility and who has not earned a baccalaureate degree, they shall have satisfactorily completed an average of 12-semester hours of transferrable degree credit towards a baccalaureate degree program for each semester in full time attendance with a cumulative minimum GPA of 2.0.

**Discontinued/Nonsponsored Sport Exception**

A) The student’s original four-year collegiate institution dropped the sport (in which the student has participated at the previous school).

B) The student’s original four-year college never sponsored the sport on the intercollegiate level while the student was in attendance at the institution, provided the student had never transferred from any other collegiate institution that offered the sport.

**Non-Recruited Student Exception**

A) The student-athlete was not recruited by the certifying institution;

B) No athletically related financial aid was received by the student; and

C) The student athlete has not competed for any previous institution and has not participate in countable athletically related activities beyond a 14-consecutive day

**Return to Original Institution without Participation or with Minimal Participation Exception**

The student enrolls at a second four-year collegiate institution, does not compete and does not participate in other countable athletically related activities in the involved sport at the second institution beyond a 14-consecutive day period and returns to the original institution.

**TRANSFER REGULATIONS**

No member of the Athletics Department is allowed to speak with any student-athlete currently enrolled at another four-year institution, without first receiving permission to contact from the Athletics Director at that institution. The permission must be obtained in writing. The student-athlete wishing to transfer can request that Athletics Director of his/her current institution send such permission to Armstrong or Armstrong’s Compliance Office can initiate the request.

Any coaching staff member who has been contacted by, or intends to contact, a prospective student-athlete, who is attending or has attended another four year institution, regarding his or her interest in transferring to Armstrong, should contact the Compliance Office and provide the PSA’s name, institution and sport. The Compliance Office will generate a request for permission to contact the student.

An athletics staff member or other representatives of Armstrong’s athletics interests shall not make contact with the student-athlete of another four-year institution, directly or indirectly, without first obtaining the written permission of the first institution’s Athletic Director to do so, regardless of who makes the initial contact.
PROCEDURES FOR TRANSFER STUDENT-ATHLETES

Certification of Initial Eligibility for Transfer Student-Athletes

1. Armstrong coaches must provide the Compliance Office with the full name of the student-athlete, the institution that the student-athlete is transferring from and the sport they are participating in.

2. The Associate Athletic Director for Compliance will fax a transfer request for release which includes permission to contact and other pertinent information needed to determine eligibility.

3. When a response is received, a copy will be provided to the sport’s head coach. If the other institution fails to respond within 5 business days, a follow-up request will be sent by the Associate Athletic Director for Compliance.

4. Upon receipt of the institutions Transfer Release Form, it will be reviewed by the Associate Athletic Director for Compliance for evaluation.

Admissions

The coach will provide the Compliance Office with a copy of High School and College Transcripts for evaluation for Admission or work with transfer evaluation to have the transcripts reviewed.

Unofficial Athletics File Review

- Compliance Office or coach will provide copy of transcript to Admissions.
- Admissions will preliminarily evaluate the transfer credits and provide Compliance Office with notice if the student is admissible.

Eligibility

After the Unofficial Athletic Review File is complete, the file will be sent to the Registrar’s Office for transfer credit evaluation. The Registrar’s Office will either approve a course for transfer credit or deny it. In some cases, faculty members are consulted for consideration of courses.

When the results on the admission decision and transfer credits is determined, Coaches are notified of the number of transferable hours as well as the number of transferable hours needed for eligibility. Updates will be provided to coaches as additional information is received.

Once this is completed a Peach Belt Conference Transfer Information Form will be completed and will include pertinent information to determine eligibility. Once this is completed, the Athletic Director, Faculty Athletics Representative and the Registrar will review the form and sign off to ensure its accuracy.

The information will then be entered into Compliance Assistant by the Compliance Office. The Peach Belt Conference Transfer Information Form will be sent to the Conference Office for approval along with squad lists.
Student-Athletes Transferring From Armstrong

- Armstrong’s policy on is that all student-athletes seeking to transfer must serve a year of residency at their new institution before being eligible to compete. Any exceptions to this policy must be approved by the Athletic Director.
- The Head Coach from Armstrong must provide the Compliance Office with the full name of the student-athlete, the name of the institution the student is wishing to transfer to and the sport. If another institution sends a request to contact an Armstrong Student-Athlete, the Associate Athletic Director for Compliance will notify the Head Coach of the request and seek approval/denial of the request. If the Head Coach places any restrictions on the transfer opportunity, it must be approved by the Athletic Director.
- The Compliance Office will complete the other institution’s form and fax the completed form to the institution in which the student-athlete is interested. If there has not been a form received in the Compliance Office, Permission to Contact Letter will be sent to the institution the student-athlete is interested in transferring to.

Appeals Process

- If the head coach decides to deny the student-athlete’s request for permission to speak with another institution regarding the transfer, the Associate Athletic Director for Compliance will notify the student-athlete his/her rights in writing to appeal the coach’s decision. If the student-athlete wishes to pursue the appeal, it shall be the student-athlete’s responsibility to request the appeal to the Faculty Athletics Representative. The student-athlete will have 14 days from the initial notification to appeal the decision.
  o The first level of the appeal will be to the Athletic Director. If the Athletic Director overturns the coach’s decision, permission to contact (along with the release) shall be granted to the particular institution(s) in which the student-athlete was appealing the denial of permission to contact. If the Athletic Director upholds the denial of permission to contact, the student-athlete will be referred to the Intercollegiate Athletic Committee (IAC).
  o It is at the discretion of the Armstrong IAC as to the process for making the decision. If the Armstrong IAC overturns the denial of permission to contact, permission to contact (along with the release) shall be granted to the particular institution(s) in which the student-athlete was appealing the denial of permission to contact. If the Armstrong IAC denies the appeal, permission to contact the particular institution(s) will be withheld and the appeals process required per NCAA Bylaw 13.1.1.2.1 is complete.

STUDENT-ATHLETE COMPLIANCE MEETING

All student-athletes must attend the Student-Athlete Compliance Meeting and complete all required paperwork before they are permitted to practice. The Associate Athletic Director for Compliance will coordinate meeting times with the head coaches to schedule team meetings before starting practice to ensure the proper paperwork is on file. If a student-athlete cannot attend their scheduled meeting, they must schedule a time to meet with the Associate Athletic Director for Compliance to complete paperwork. The following information will be covered during these meetings:

1. NCAA Student-Athlete Statement
2. NCAA Summary of Rules and Regulations
3. NCAA Drug Testing Policy & Armstrong Drug Testing Policy
4. HIPPA Forms
5. FERPA Forms
6. Financial Aid
7. Sports Wagering
8. Extra Benefits
9. PBC Sportsmanship Initiative
10. Amateurism
11. Armstrong Student-Athlete Handbook
TRYOUTS AND WALK-ON PROCEDURES

All prospective student-athletes and currently enrolled student-athletes that wish to participate in a tryout must have the proper paperwork on file in the compliance office before a tryout occurs. Head Coaches are responsible for completing a “Tryout Approval” Form and submitting it to the Compliance Office at least three days prior to the tryout. If the tryout is approved by the Compliance Office, the form will then be given to the Head Athletic Trainer for final approval.

If the head coach decides to add a prospective student-athlete or currently enrolled student-athlete to their roster, they must notify the Associate Athletic Director for Compliance. The head coach must schedule a meeting with the Associate Athletic Director for Compliance and the student to complete all NCAA paperwork before practice with the team begins.

INTERNATIONAL STUDENT-ATHLETE CERTIFICATION

Armstrong International Admissions Policies

1. $25.00 non-refundable application fee (cash, check, money order, or cashier’s check - must be issued by a US bank)
2. International Student Application
3. One of the following: Official TOEFL, IELTS, SAT, or ACT score report
4. Official evaluation of high school transcript by an approved company
5. Official evaluation of ALL university or college transcripts by an approved evaluation agency
6. Proof of vaccinations/immunizations
7. Confidential Declaration of Finances and original supporting financial documents
8. Copy of passport (photograph, name, birthdate, citizenship, and expiration date)

Due to the difference between American and International systems, some international students may have amateurism issues that will need to be resolved before being declared eligible to compete at a Division II Institution. Coaches should take great care in researching the international student-athlete athletics background. Obtaining information about international student-athletes can be very time consuming. Therefore, coaches are encouraged to work closely with the Admissions Office and the Compliance Office.

ELIGIBILITY CHECK LIST AND SQUAD LIST

PRIOR to a team’s first date of competition, each student-athlete must have his/her eligibility certified. The Associate Athletic Director for Compliance, the Faculty Athletic Representative and the Registrar’s Office will work closely to determine all student-athletes’ eligibility. Each student-athlete’s eligibility information is listed on the institution’s eligibility check list. Coaches are required to review and sign the eligibility check list prior to the first date of outside competition, including scrimmages and exhibitions.

Also, prior to the first date of competition, each student-athlete’s financial aid information must be certified by the financial aid office. All financial aid given to student-athletes on a team must fall within NCAA limits. Each coach is responsible for ensuring that the financial aid received by his/her student-athletes does not exceed their sport’s NCAA limits. The Financial Aid Office, FAR and Compliance Office will prepare the financial aid squad list that indicates the amount of financial aid that each student-athlete receives and the NCAA team countable aid totals. Coaches are required to review and sign the financial aid squad list prior to the first date of outside competition, including scrimmages and exhibitions. The Compliance Office will send all signed eligibility checklist and squad lists to the Peach Belt Conference before the first date of outside competition.
ROSTER MANAGEMENT

ALL STUDENT-ATHLETES WHO ARE PARTICIPATING ON YOUR TEAM MUST BE LISTED ON THE ELIGIBILITY CHECKLIST AND FINANCIAL AID LIST. If a student-athlete is not on these lists, they are not eligible to practice or compete with Armstrong. If you notice an omission of a SA or a correction, please contact the Compliance Office immediately.

It is extremely important that the head coach contacts the Compliance office immediately when someone quits the team or someone is allowed to walk-on. For a walk-on, there are several NCAA forms that need to be completed prior to practice starting. Additionally, there is a possibility that the individual will need to be cleared by the NCAA Eligibility Center, which can take some time. An individual MUST be cleared by the Compliance Office and then by the athletic training staff PRIOR to being eligible for practice and competition. All walk-ons must appear on your eligibility checklist and squad list and certified as eligible prior to playing in any contest. If someone quits your team, please inform the Compliance Office ASAP so they can inform the individuals who need to know (e.g. sports information, financial aid, etc.).

All student-athletes who have exhausted their eligibility will be asked to complete an exit interview. The interview will be administered by the Athletic Director, Associate Athletic Director for Compliance & Student Services or the Faculty Athletic Representative.

In the event that a student-athlete on scholarship voluntarily withdraws from a team, the student-athlete will be required to meet with the Associate Athletic Director for Compliance and Student Services. This meeting will assist in determining whether the athletics department will cancel the student-athlete’s aid or allow the SA permission to transfer. Final determination on status of athletic aid and permission to transfer will be decided by the Athletic Director.

ACADEMIC ADVISEMENT

It is the athletic department policy that each head coach is directly responsible for overseeing the academic progress of each student-athlete involved in their program. However, the actual academic advisement of the student-athlete should be conducted by the student-athlete’s assigned academic advisor.

It is also important that head coaches identify at risk student-athletes and advise the Compliance Office of those individuals. These individuals could be required to meet with the Associate Athletic Director for Compliance & Student Services throughout the year to discuss academics.

Prior to dropping any classes, the student-athlete must receive approval from his/her head coach and the Associate Athletic Director for Compliance. The head coach and the Associate Athletic Director for Compliance are responsible for ensuring that the student-athlete maintains full-time status. Each student-athlete must be enrolled in a minimum 12 hours to practice or participate (9 hours if a graduate student). At the end of each academic year, all student-athletes must have completed at least 24 hours applicable to their declared degree. The Registrar’s Office will verify that student-athletes have met these requirements. All other NCAA rules relative to normal progress must be followed.

Coaches and student-athletes should contact the Compliance Office or their specific academic advisor any time they have a question on academic advice they receive.
BOOK SCHOLARSHIPS

Athletic Scholarship Book Purchasing Procedure:

At the start of the semester, the student-athletes will pick up their books at the Follett Bookstore. Follett will receive a copy of each student-athlete’s schedule along with the amount of scholarship money given to him/her. The student-athlete should bring a current class schedule with him/her to the bookstore in case any change in his/her schedule has taken place after the original schedule is released.

The student-athlete will pull his/her books from the shelves and proceed to a dedicated register for check out. Follett staff will verify the class schedule and books required as well as the scholarship amount. Any amount owed above and beyond the scholarship amount will be paid by the student-athlete at that time.

If a student-athletes needs to pick up a book for a flex term class, the student-athlete must first notify the Associate Athletic Director for Compliance. Upon approval, the student-athlete will bring his/her schedule to the bookstore and Follett will simply charge the student-athlete’s account; provided scholarship money is available or charge the student-athlete for the cost of the book if he/she exceeds the scholarship amount.

Following the conclusion of the flex term Follett Bookstore will send all charges to the financial aid department as well as the athletic department.

Athletic Scholarship Book Return Procedure:

Leading up to or at the completion of finals week, the student-athletes will return all of their books to the Sports Center athletic administrative office. Follett will provide a spreadsheet of all of the books purchased by the student-athletes. As the student-athletes return their books to the athletic office, the books indicated on the spreadsheet will be marked “returned.” Athletics will monitor which student-athletes still need to return their books and communicate with the respective coach to ensure they are all returned during the specified return dates. Any books not returned or lost by the student-athlete will result in a charge to the student-athlete for the full purchase price of the book. After all of the books are received, athletics will return them to Follett and get reimbursed for the buy-back price of each book that is deemed acceptable to be bought back.

Follett will purchase a Cashier’s Check for the buy-back amount to the Armstrong Athletic operating account.

If a student-athlete fails to return their books to the Sports Center, they will be billed for the full price of the books they did not return.

WITHDRAWING FROM CLASSES

While a student-athlete can drop a class at any time, they should understand their action could jeopardize their eligibility. Student-Athletes wanting to drop a class should follow these procedures:

1. Student-Athlete meets with their head coach.
2. The head coach may require the student-athlete to meet with their academic advisor.
3. The student-athlete meets with the Associate Athletic Director for Compliance.
4. If approved, the student-athlete will complete paperwork to drop the course at the Registrar’s Office. The form must be signed by the Associate AD for Compliance.
5. If the student-athlete drops below full-time status, then he or she is not eligible for practice or competition.
Armstrong State University is committed to providing its student-athletes every opportunity to succeed academically and athletically. A student-athlete that has the opportunity to pursue a career professionally needs to be informed about rules regarding agents. Armstrong will assist student-athletes and agents to ensure all NCAA rules are followed.

Armstrong requires that all agents wishing to represent an Armstrong student-athlete complies with the following rules:

1. All athlete agents are required to register with the Armstrong State University Athletic Department. Registration will be valid from July 1 through June 30 of the following year. Registrations must be renewed annually.
2. Any contact with currently enrolled student-athletes with eligibility remaining will be arranged through the Armstrong Athletic Department. If a student-athlete has eligibility remaining, agents are prohibited from initiating contact (face to face, telephone, text, etc.).
3. Agents may send written materials to a student-athlete provided a copy is also sent to the Compliance Office.
4. Agents and their runners are prohibited from making any type of contact with Armstrong student-athletes that is not made under the supervision of the Armstrong Compliance Office. The Armstrong Compliance Office must be made aware of any and all correspondence with student-athletes that have eligibility remaining.

NCAA bylaw 12.3.1 states that a student-athlete becomes ineligible for participating in an intercollegiate sport, if he or she ever agrees (orally or in writing) to be represented by an agent for the purpose of marking his or her athletics ability or reputation in that sport. This includes agreeing verbally or in writing for future negotiations.

A student-athlete becomes ineligible if he or she (or relatives or friends) accepts transportation or other benefits from an agent.

Penalties for violating NCAA Bylaw 12.3 result in immediate ineligibility and the possibility of forfeiting contests. Administrators and coaches should remind student-athletes about rules with agents and encourage them to speak with the Compliance Office should they receive inquiries from any agents. Armstrong will support their student-athletes to pursue a professional career if they are afforded the opportunity.

**STUDENT-ATHLETE APPEARANCES, CHARITY REQUESTS & COMMUNITY ENGAGEMENT ACTIVITIES**

It is permissible under NCAA regulations for student-athletes to participate in campus and community charitable projects (e.g., sport skills) and/or appearances in educational promotions (books, videos, articles, etc.) Prior to participating in any of these events, a student-athlete must gain approval from the Associate Athletic Director for Compliance and the Athletic Director. The student-athlete will be required to sign a release statement and the project director will be required to sign a release statement stating that the project is within NCAA Guidelines.

While NCAA bylaws do not allow student-athlete’s picture or name to be used to endorse a commercial product, there are some exceptions when it comes to promotional or charity requests. All requests must be approved by the Associate Athletic Director for Compliance and the Athletic Director to avoid violating NCAA rules and losing eligibility. These rules apply to all student-athletes with remaining eligibility or who are on athletic aid.

NCAA Bylaw 13.02.1 defines a community engagement activity as an activity that a member institution participates in for the purposes of enhancing the community, rather than benefiting the institution. The institution must demonstrate how the engagement of the institution’s resources (e.g., student-athletes, facilities) is meeting a specific identified community need or to show how the use of its resources links the institution to an overall school-wide community support strategy.

A community engagement activity cannot be used for recruiting purposes and the institution must obtain written approval from its president or his or her designee confirming the activity meets the definition of a community engagement activity.
A community engagement activity cannot take place during a dead period and any representative of the institution’s athletics interests is limited to participating in a community engagement activity with prospects who reside within 100-mile radius of the institution.

**FINANCIAL AID POLICY**

The Associate Athletic Director for Compliance will work closely with the Financial Aid office to ensure that all policies regarding Financial Aid procedures are followed with regards to the NCAA, PBC and Armstrong State University.

**Maximum Equivalency Limits**

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A “counter” is an individual who is receiving financial aid based on any degree on athletics ability or who is receiving any institutional financial aid, unless there is on file proper certification (per Bylaw 15.5.1) that such institutional aid was granted without regard in any degree to athletics ability. Further, once a student becomes a counter, any countable aid received by that student-athlete is countable against the aid limitations in that sport. (Bylaw 15.5.2.2)

A student-athlete shall be a counter and included in the maximum awards limitations set forth in this bylaw under any of the following conditions:

(a) Athletics Aid. A student-athlete who is receiving financial aid based in any degree upon athletics ability; or

(b) Institutional Financial Aid. A student-athlete who receives institutional financial aid shall be a counter unless there is on file in the office of the athletics director certification by the FAR and the director of financial aid that the student’s financial aid was granted without regard in any degree to athletic ability.

Coaches will be required to recommend athletic aid renewals and non-renewals to the Associate Athletic Director for Compliance no later than May 15th of each year. The Associate Athletic Director for Compliance will discuss renewals and non-renewals with the Athletic Director, who will have final approval. Head Coaches are responsible for monitoring their scholarship awards to ensure they stay within proper NCAA limits.

Each student-athlete will be notified in writing by July 1st of each year if his or her athletic aid will be renewed, canceled or reduced. If reduced or canceled, the student-athlete will be notified that he or she is entitled to appeal the reduction or cancelation. The appeal will be heard by a committee of individuals not associated with the athletic department.

A full grant-in-aid for a student-athlete shall consist of room, board, tuition, mandatory fees and required textbooks. A grant-in-aid may be requested to cover all, any one of the above or a combination of the above. The actual dollar amounts for the above will be established by the financial aid office on an annual basis.
Financial Aid Procedures

1. The Associate Athletic Director for Compliance will collect all renewals and grant-in-aid request from each Head Coach no later than May 15th of each year.
2. All non-renewal letters will be generated and sent to the student-athletes by July 1st of each year.
3. All renewals will be generated and copies of the grant-in-aid contracts will be signed by the Student-Athlete, Athletic Director (or designee), Head Coach, and Financial Aid Director (or designee) by July 1st of each year.
4. All signed renewal contracts will be filed in the student-athlete’s compliance office file.
5. The Associate Athletic Director for Compliance and the Director of Financial Aid will work together to monitor outside scholarships to ensure they meet NCAA rules.
6. The Associate Athletic Director for Compliance will enter financial aid amounts into compliance assistant (CA) to ensure NCAA equivalency limits are met. These numbers will be monitored and updated when changes are made throughout the year.
7. Any adjustments/changes to a student-athlete’s award letter will be communicated via an amendment. The amendment will be signed by the Athletic Director (or designee), Head Coach and Financial Aid Director (or designee).
8. All squad lists will be on file in the Compliance Office and will be signed by the Director of Athletics, Faculty Athletic Representative, Head Coach and Registrar (or designee).
9. All squad lists, eligibility checklists and transfer forms will be sent to the Peach Belt Conference at the beginning of the fall semester.

GRANT-IN-AID POLICY

Coaches are informed on an annual basis the amount of scholarship money they have to award. Coaches are responsible for staying within their scholarship budgets and NCAA limits. Coaches are responsible for submitting their scholarship renewals and non-renewals to the Associate Athletic Director for Compliance by May 15th of each year. The Associate Athletic Director for Compliance will submit the renewals and non-renews to the Athletic Director for final approval. The Associate Athletic Director for Compliance will notify each student-athlete by July 1st of each year the amount of their award. If the grant-in-aid is to be reduced or not renewed, the Associate Athletic Director for Compliance will inform the student-athlete of their right to appeal the decision. Coaches can only make recommendations on financial aid awards. The final determination will be made by the Athletic Director and the Financial Aid Director.

CANCELLATION OF ATHLETICS GRANT-IN-AID

Athletics grant-in-aid may not be reduced or canceled during the period of the award:

1. On the basis of a student-athlete’s ability or contribution to a team’s success;
2. Due to an injury that prevents the student-athlete from participating in athletics; or
3. Any other athletics reason.

Athletics grant-in-aid may be reduced or canceled during the period of the award if the student-athlete:

1. Renders him or herself ineligible for intercollegiate competition; or
2. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
3. Engages in serious misconduct warranting substantial disciplinary penalty, or;
4. Voluntarily withdraws from a sport at any time for personal reasons.

Any increases or cancellation of athletics grant-in-aid must be approved by the Athletic Director.
NATIONAL LETTER OF INTENT PROCEDURE

Armstrong is a member of the National Letter of Intent Program. All signed NLI's for Armstrong are processed through the Peach Belt Conference.

National Letter of Intent (NLI) signing dates are listed on the NLI as well as the NLI website (www.national-letter.org). Coaches should be aware of these dates as they pertain to their sport, especially the dead period surrounding the signing dates. The dead period will always take place 48 hours prior to the signing period. No in-person contact on or off campus can occur during this period.

When an NLI is received from a prospective student-athlete, the Associate Athletic Director for Compliance will review the documents to ensure they are completed properly before sending them to the Peach Belt Conference. Armstrong has 21 days to file a completed NLI with the Peach Belt. NLI's that do not reach the Peach Belt within 21 days from the date of issuance will be declared null and void.

NLI Signing Procedures

1. Coaches must complete a National Letter of Intent Request Form and submit to the Compliance Office.
2. The Associate Athletic Director for Compliance will produce the NLI and the Armstrong Grant-In-Aid offer.
3. The Head Coach, Director of Athletics (or designee) and Financial Aid Director (or designee) will sign the Armstrong Grant-In-Aid offer.
4. The Athletic Director will sign the National Letter of Intent.
5. Once all the signatures are gathered, the Associate Athletic Director for Compliance will send the NLI and Armstrong Grant-In-Aid offer to the PSA.
6. The PSA has 7 days from the date the NLI was issued to sign and return the documents to the Compliance Office.
7. If a PSA has not reached their 21st birthday, a parent or legal guardian must sign the NLI.

Prior to signing the National Letter of Intent, a PSA must be registered with the NCAA Eligibility Center and placed on Armstrong’s Institutional Request List.

AWARDS

All athletic awards given to student-athletes will conform to NCAA Bylaw 16. Awards received for intercollegiate athletics participation may not be sold, exchanged or assigned for another item of value, even if the student-athletes name or picture does not appear on the awards.

Normal retail value will be applied when determining the value of the award even if Armstrong receives institutional awards from an athletic representative or organization free of charge or at a special or reduced rate. Normal retail value is the cost to the institution that is based solely on volume and is available to all purchasers at the same price.

An institution may not combine the value limits of awards given in a sport during the same season or given to athletes who participate in more than one sport, to provide an award more expensive than permissible under separate application to some or all of its participating student-athletes. The value of an award may not exceed specified value limits (NCAA Figure 16-1, 16-2, 16-3), and a student-athlete may not contribute to its purchase in order to meet those limits.
EXTRA BENEFITS

It is impermissible for a student-athlete to receive extra benefits. An extra benefit is defined as any special arrangement by an institutional employee or representative of the institution’s athletics interests to provide the student-athlete or his or her relatives or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit is not considered violation of NCAA Bylaw 16 if it can be demonstrated that the benefit is available to all students and their relatives and friends.

Student-athletes may not receive a special discount, payment arrangement or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., laundry, haircut) from an institutional employee or a representative of its athletics interests.

The Associate Athletic Director for Compliance will provide rules education to all student-athletes at the beginning of the school year and as necessary throughout the school year.

DRUG TESTING

Armstrong State University is committed to the NCAA Drug Testing Program. In addition, the Armstrong Athletic Training staff conducts random drug testing throughout the academic year. Student-Athletes receive education from the Associate Athletic Director for Compliance and Head Athletic Trainer on the NCAA and Armstrong Drug Testing Policies during their compliance meetings.

3.2.4.6 Drug Testing Program and Consent Form

Drug Testing Program

The institution is responsible for:

1. Completing and forwarding their drug-testing availability calendars to The National Center for Drug Free Sport by the date specified by the organization;

2. Respond to the initial drug-testing notification from The National Center for Drug Free Sport by the date specified by the organization;

3. Complete and forward to The National Center of Drug Free Sport a current and accurate institutional squad list by the date specified by the organization;

4. Provide adequate and secure drug-testing facilities as specified by The National Center for Drug Free Sports;

5. Respond to additional requests for assistance in administering the NCAA year-round drug-testing program as specified by The National Center for Drug Free Sport.

Drug Testing Consent Form

1. The consent form shall be administered individually to each student-athlete by the Athletic Director (or designee) each academic year;

2. The Athletic Director (or designee) shall disseminate the list of banned drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes are to be notified that the list may change during the academic year and that updates may be found on the NCAA website (www.ncaa.org) and are to be informed of the appropriate athletics department procedures for disseminating updates to the list; and
3. The consent forms shall be kept on file by the Athletic Director and shall be available for examination on request by an authorized representative of the NCAA.

Ineligibility for Use of Banned Drugs

A student-athlete who, as a result of a drug test administered by the NCAA, is found to have used a substance on the list of banned drug classes, shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the ineligibility provisions in Bylaw 18.5.1.5.1. The certifying institution may appeal to the Committee on Student-Athlete Reinstatement for restoration of the student-athlete’s eligibility, if the institution concludes that circumstances warrant restoration.

Duration of Ineligibility

A student-athlete who, as a result of a drug test administered by the NCAA, is found to have used a substance on the list of banned drug classes, shall be charged with a loss of a minimum of one season of competition in all sports, if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of one full season of competition in all sports, if the student-athlete tests positive during his or her season of competition (i.e. the remainder of contests in the current season and contests in the following season up to the period of time in which the student-athlete was declared ineligible during the previous year). The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e. 365 days) after the collection of the student-athlete’s positive drug test and until the student-athlete tests negative and the student-athlete’s eligibility is restored by the Committee on Student-Athlete Reinstatement. If the student-athlete participates in any contests from the time of collection until the confirmation of the positive result, he or she must be withheld from an equal number of contests after the 365-day period of ineligibility.

Breach of NCAA Drug-Testing Program

A student-athlete who is in breach of the NCAA drug-testing program protocol (e.g. no show, tampering with sample) shall be considered to have tested positive for the use of any drug other than a “street” drug.

ARMSTRONG STATE UNIVERSITY

Drug Testing Policies and Procedures

The Armstrong State University Athletics Department is committed to the physical and mental health and well being of its student-athletes. The University recognizes that the use of certain drugs, legal or illegal, is not in the best interests of the student athlete or Armstrong Athletics. In an effort to combat the use of illicit drugs, Armstrong has implemented a comprehensive substance abuse education and testing program to promote healthy and responsible lifestyles for student-athletes.

Purpose:

The purpose of the Armstrong Substance Abuse Education and Testing Program is multifaceted. The program focuses on the following objectives:

1) Deterring the use of illegal drugs and illegally obtained prescription drugs;
2) Identifying substance-abuse users;
3) Providing rehabilitation and educational services;
4) Promoting the role of Armstrong student-athletes as representatives of the University and positive role models for the youth in the community;
5) Counseling student-athletes who do not adhere to the requirements of the program.
Program Compliance / Eligibility

Participation within Armstrong Athletics is a privilege, not a right. To become and remain a participant within Armstrong Athletics, a student-athlete must comply with the terms of this program that encompasses drug education, screening, and counseling. By signing Armstrong’s Medical Examination & Authorization Waiver, the student-athlete agrees to submit to any and all tests ordered by Armstrong Athletics in order to detect unauthorized drug use. Completion of this document is required of all student-athletes as a part of their pre-participation physical examination.

What is Being Tested For / Banned Substances:

The Armstrong State University Athletics Department utilizes the most current NCAA List of Banned Drug Classes (NCAA Bylaw 31.2.3.4) for its substance abuse testing program. This list may be obtained through:

a) A member of the Armstrong Sports Medicine Department;
b) A member of the Armstrong Athletics Compliance Office; or
c) The NCAA Website: (http://www.ncaa.org/wps/wcm/connect/public/ncaa/student-athlete+experience)
d) Another helpful site is the Drug Free Sport website: (http://www.drugfreesport.com/)

No substance belonging to the prohibited class(es) may be used, regardless of whether it is specifically listed as an example.

Selection / Frequency:

All Armstrong student-athletes, student-managers, and student athletic trainers are subject to drug testing. Selection for the drug testing will occur randomly, throughout a student-athlete’s association with Armstrong Athletics. The Director of Athletics and the Head Athletic Trainer, and/or his/her designee will determine the date, time, and site for testing. Armstrong will conduct random drug testing a minimum of one (1) time every six (6) weeks, up to a maximum of once every 24 hours. All student-athletes are eligible for each test. Therefore, someone may be tested more than once per year.

“Reasonable Suspicion” Testing:

In addition to random drug testing, the Armstrong State University Athletics Department reserves the right to screen a student-athlete anytime there is reasonable suspicion that he/she may be engaged in the use of banned substances. The term “reasonable suspicion” means, that information has been given to a member of the coaching staff, Sports Medicine Department, and/or athletics administrator, in good faith, from a reliable source or sources regarding a student-athlete’s use of banned substances. Furthermore, a student-athlete’s possession or use of a prohibited substance or arrest related to the possession of, use or trafficking of banned substances, and/or abnormal conduct interpretable as being caused by the use of banned substances, all rise to the level of reasonable suspicion.

Notification Process:

1. Upon selection, student-athletes will be notified prior to testing by a member of the Armstrong Sports Medicine Department, the student-athlete’s coach, and/or a member of the Armstrong athletics administration.
   a. Personnel will call all available phone numbers; attend student-athlete’s classes, etc. in an effort to notify the student-athlete.
   b. Personnel WILL NOT leave a phone message on the student-athlete’s voice mail or with anyone answering the phone besides the student-athlete.

2. Notification will take place no more than twenty-four (24) hours before the scheduled test.
3. Upon notification, the student-athlete will be asked to read and sign an Armstrong Substance Abuse Testing Notification Form, notifying him/her of the date, time, and site of the testing, as well as any other special instructions pertinent to the test.

4. The student-athlete will be instructed to report to the test site with a picture ID, at the date and time given (no more than 24 hours notice will be given).

5. The student-athlete will not be allowed to practice or otherwise participate in team activities until he/she has reported to the testing site and supplied a viable sample.

6. It is the Armstrong Test Site Coordinator’s responsibility to notify the Director of Athletics and/or his/her designee of those individuals that do not report for their test within the scheduled time periods.

7. If a student-athlete does not report at the scheduled time for his/her test, he/she will be sanctioned appropriately for his/her action. A "no show" will be interpreted as a positive test result, and the student-athlete will enter the Armstrong Substance Abuse Program at the appropriate level.

Collection Procedures:

Substance abuse testing will be done by urinalysis, and every possible step will be taken to ensure and maintain the confidentiality of the test results and to ensure the identity and integrity of the sample throughout the collection and testing process.

1) Only those persons authorized by the Armstrong Director of Athletics and/or his/her designee and/or the Armstrong Test Site Coordinator will be allowed in the specimen collection and processing area.

2) The Armstrong Director of Athletics and/or his/her designee and/or the Armstrong Test Site Coordinator may release a sick or injured student-athlete from the collection area or may release a student-athlete to return to meet academic obligations only after appropriate arrangements for having the student-athlete tested have been made and documented on the Armstrong Substance Abuse Testing Notification Form.

3) Upon entering the collection station, the student-athlete will show his/her picture ID and will be identified by the Armstrong Test Site Coordinator and/or his/her designee. The student-athlete will record the time of arrival and print his/her name on the Armstrong Substance Abuse Testing Roster Form.

4) When ready to urinate, the student-athlete will be asked to remove any unnecessary outer clothing, and to leave his/her briefcase, book bag, and/or other personal belongings that he/she may be carrying outside of the collection station.

5) A crew member will accompany the student-athlete to the restroom, and will monitor the furnishing of the specimen by observation in order to reassure the integrity of the specimen.
   a. A minimum specimen is required.
   b. If a student-athlete has difficulty voiding, he/she may drink fluids and/or eat foods approved by the Armstrong Test Site Coordinator. Such fluids and food items must be caffeine- and alcohol-free and free of any other banned substances.
   c. If the specimen is incomplete, the student-athlete must remain in the collection station with the sample until the sample is complete. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
   d. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the Armstrong Test Site Coordinator, the specimen must be discarded. Upon return to the collection station, the student-athlete will be required to begin the collection procedure again.
6) Once a valid specimen has been provided, the student-athlete is responsible for keeping the collection beaker closed and controlled.

7) The collector, in the presence of the student-athlete, will immediately reassure that the collection beaker is securely closed.

8) The student-athlete, in the presence of the collector, will then apply tamper-evident label/seals to the beaker, write his/her identification number on the tamper-evident label/seal (usually the student-athlete’s social security number or last six digits of the social security number), and initial the tamper-evident label/seal.

9) The student-athlete will witness the collector placing the sealed specimen in a shipping case for express shipment to a testing laboratory.

10) The student-athlete, the collector, and a witness (if present) will sign the Student-Athlete Notification Form, certifying that the procedures were followed as described in the protocol.

11) Any deviation from the procedures outlined must be described and recorded on the Student-Athlete Notification Form at that time. If deviations are alleged and proven, the student-athlete may be required to provide another specimen.

12) The student-athlete will then sign-out on the Testing Roster, collect his/her belongings, and immediately vacate the collection area.

13) After the collection has been completed, the specimens will be forwarded to the designated laboratory.

14) The specimens become the property of the Armstrong State University Athletics Department.

15) Failure to sign the Armstrong Substance Abuse Testing Notification Form, Armstrong Substance Abuse Testing Roster Form, arrive at the collection station at the designated time without justification, or provide a urine specimen according to the aforementioned protocol is cause for the same action(s) as evidence of use of a banned substance. The Armstrong Substance Abuse Testing Site Coordinator will inform the student-athlete of these implications (in the presence of witnesses) and will record such on the Substance Abuse Testing Notification Form.

Self Referral:
1. Any student-athlete may refer himself/herself for evaluation or counseling by contacting a member of the coaching staff, Armstrong Sports Medicine Department, and/or an athletics department administrator.
2. A student-athlete may not initiate self-referral after he/she has been informed of their participation in an impending drug test.
3. This self-referral will be held strictly confidential and no team and/or administrative sanctions will be imposed upon the student-athlete who has made a personal decision to seek professional assistance.
4. A treatment plan will be put into place and the student-athlete will not be sanctioned for entry.
5. A student-athlete testing positive (during random and/or reasonable suspicion testing) after entering this program will be subject to the applicable sanctions.

Notification of Results:
1) The designated laboratory will use a portion of the specimen (“specimen A”) for its initial analysis, consisting of sample preparation, instrument analysis, and data interpretation.
   o If the initial analysis of the specimen shows the presence of a banned substance and/or a masking device, the designated laboratory will immediately arrange for an analysis of the remainder of the specimen (“specimen B”).
   o Preparation and analysis of “specimen B” will be conducted by a laboratory staff member other than the individual who prepared and analyzed the student-athlete’s “specimen A”. The designated laboratory reserves the right to send “specimen B” to another certified laboratory for preparation, analysis, and interpretation.
   o Analysis and interpretation of “specimen B” will be final.
2) Upon verification of “specimen B”, the designated laboratory / Medical Review Officer (MRO) will notify the Director of Athletics and/or his/her designee of the test results.
3) Upon notification of a positive test result, the Director of Athletics and/or his/her designee will verbally notify the student-athlete, the student-athlete’s head coach, the Head Athletic Trainer and/or his/her designee, a
representative of Armstrong State University Office of Counseling and Disability Services, and the team physician (if necessary)

4) The student-athlete will also be notified in writing within 48 hours, with carbon copies being sent to the Head Athletic Trainer and/or his/her designee, the student-athlete’s head coach, a representative of Armstrong State University Office of Counseling and Disability Services, and the team physician (if necessary).

Sanctions for Positive Test Results:
There are three ways in which a student-athlete can test positive under this program:

1) Any legal conviction (including, but not limited to, a plea of guilty or nolo contendere, as well as any pretrial-diversion or First Offender Status) of a student-athlete for the purchase and/or possession of any banned substances;

2) Any on-campus judicial finding or adjudication of a student-athlete for violating the Armstrong State University's Drug and Alcohol Policy. The Armstrong Athletics Department has requested that the University notify the Director of Athletics and/or the Assistant Athletics Director of any such infractions; and

3) A positive result from the Substance Abuse Test.

A positive test result does not include any such banned substance detection, which is the result of a medical treatment prescribed and documented by a qualified physician.

FIRST POSITIVE DRUG TEST RESULT

1) The student-athlete will be required to have a confidential meeting with the Director of Athletics and/or his/her designee, the head coach, and the Head Athletic Trainer and/or his/her designee within 48 hours of the positive test notification.
   a. The student-athlete has the option to request that one person of his/her choosing accompany him/her to this meeting. This person may act as an advisor, but may not participate directly in the meeting or represent the student-athlete.

2) The student-athlete will be suspended indefinitely from all team competitions from the date of his/her notification of a first positive test result for all banned substances.

3) The student-athlete will be referred to Armstrong State University Office of Counseling and Disability Services for evaluation, education, and mandatory counseling sessions.
   a. The student-athlete will be required to sign a waiver to release information regarding his/her attendance in the mandatory counseling services.
   b. The substance abuse counselor will determine the appropriate duration of counseling required.

4) If the student-athlete is under 18 he/she will be required to contact his/her parent or guardian in the presence of the Director of Athletics and/or his/her designee and the student-athlete’s head coach.

5) Upon the successful completion of the rehabilitative effort as defined by the Armstrong Counseling Center and elimination of any banned substance verified through re-testing, the student-athlete will request in writing to the Athletic Director for his/her eligibility to be reinstated.

6) The student-athlete will be randomly tested at the discretion of the Director of Athletics and/or his/her designee for one (1) calendar year after the date of the first positive test.

7) An unexcused absence from, and/or failure or refusal to participate in the conditions set forth and those provided by the Armstrong State University Office of Counseling and Disability Services will be treated as a second positive test result.

8) The student-athlete’s head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges, travel, and/or termination of some or all athletics financial aid.
SECOND POSITIVE DRUG TEST RESULT

1) All procedures listed in the “FIRST POSITIVE DRUG TEST RESULT” will be in effect.
2) The student-athlete will be suspended from participation in all team activities for a portion of the maximum allowable contests during the traditional season from the date of his/her notification of a second positive test result.
   a. All team activities include, but are not limited too, team meetings, strength and conditioning sessions, individual workouts, practices, and competitions.
   b. The student-athlete must be re-tested, with a negative result, prior to returning to the team.

The student-athlete’s head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges, travel, and/or termination of some or all athletics financial aid.
3) The student-athlete will be referred to the Armstrong State University Office of Counseling and Disability Services for evaluation, education, and mandatory counseling sessions.
   a. The student-athlete will be required to sign a waiver to release information regarding his/her attendance the mandatory counseling services.
   b. The substance abuse counselor will determine the appropriate duration of counseling required.

THIRD POSITIVE TEST

1) Upon a third positive test result, the student-athlete will be dismissed from the Armstrong Athletics Program permanently.
   a. All existing athletics financial aid will be terminated immediately.
   b. Further sanctions by Armstrong State University may be imposed, including, but not limited to, suspension or expulsion.

Zero Tolerance:

- Any student-athlete who engages in the illegal sale or distribution of drugs (including prescription drugs) will immediately be dismissed from the Armstrong Athletics Program.
  - Any existing athletics financial aid will be terminated.
  - Further sanctions by the University may be imposed, including, but not limited to, suspension or expulsion.

Confidentiality:

All members of the Armstrong Athletics Department are expected to respect a student-athlete’s right to privacy. It is essential that anything seen, heard, read, and/or otherwise obtained remain confidential by all parties involved. It is illegal for any personnel to gain access to patient information, through any and all means, unless the information is needed in order to treat the patient, or because their job would require such access.

All Armstrong Athletics Department personnel are expected to adhere to this Confidentiality Policy at all times. Violation of the policy may incur disciplinary action at the discretion of the Director of Athletics.
DECLARATION OF PLAYING & PRACTICE SEASONS

1. Each head coach is responsible for declaring the playing and practice season for each academic year.
2. The Declaration of Playing and Practice Season form will be due by July 15th each year.
3. Coaches will be required to submit a copy of their playing schedule and a copy of their practice schedule.
4. Once the season is declared, any changes that need to be made must be on file in the Compliance Office.

Minimum and Maximum Number of Contests

<table>
<thead>
<tr>
<th>SPORT</th>
<th>MINIMUM NUMBER OF CONTESTS</th>
<th>MAXIMUM NUMBER OF CONTESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>24</td>
<td>50</td>
</tr>
<tr>
<td>Basketball</td>
<td>22</td>
<td>26</td>
</tr>
<tr>
<td>Cross Country</td>
<td>5 contests with 5 participants</td>
<td>7 dates</td>
</tr>
<tr>
<td>Golf</td>
<td>6 contests with 5 participants</td>
<td>21 dates</td>
</tr>
<tr>
<td>Soccer</td>
<td>10</td>
<td>18 plus 5 spring dates</td>
</tr>
<tr>
<td>Softball</td>
<td>24</td>
<td>56</td>
</tr>
<tr>
<td>Tennis</td>
<td>10 contests with 5 participants</td>
<td>25 dates</td>
</tr>
<tr>
<td>Volleyball</td>
<td>9</td>
<td>26 dates plus 4 spring dates</td>
</tr>
</tbody>
</table>

Countable Athletically Related Activity (CARA)

Declared Playing Season Limitations

1. A maximum of 20 hours per week 4 hours per day.
2. One day off is required per week. There are no off day requirements during preseason practice, official vacation periods or NCAA Championships.
3. Competition and all associated activities count as 3 hours regardless of how long the activities take.
4. Scrimmages are to be counted as actual duration but not to exceed 4 hours per day.
5. Practice may never be conducted following competition. This includes film & conditioning activities.
6. A student-athlete may never miss class to attend practice.
7. Each head coach is responsible for tracking hours for each student-athlete on a weekly basis on a weekly practice log. This log must be submitted weekly to the Compliance Office and is due on Monday of each week. A record must be kept even during the periods when no CARA is taking place.
8. Hours must be recorded for all students listed on the official squad list.
9. Each student-athlete must sign and verify their countable hours on the practice log weekly.
10. All playing and practice logs are subject to random audits from student-athletes, athletic training staff and facility personnel.

Outside the Declared Playing Season

Coaches may require up to eight hours of CARA per week outside of the declared playing season during the academic year.

1. Weight training and conditioning and up to 2 hours of individual skill-related instruction may take place. Individual and team sports with starting squad sizes of 6 or less are limited to 4 student-athletes per group. Team sports with starting squad sizes of 7 or more are limited to six student-athletes per group.
2. Per NCAA Bylaw 17.1.6.2.1, no more than two hours of team practice activities can occur in place of individual skill outside the declared playing season.
3. More than one group is permitted in the same area at the same time as long as no co-mingling occurs. Each group must have their own coach and coaches may not switch groups during the workout.
4. Each student-athlete must have 2 days off from CARA during this segment.
5. No CARA may take place the week prior to the start of final exams and during the week of final exams.

Pre-Season Practice Activities

1. During pre-season and prior to the first day of classes, student-athletes may not engage in more than 6 hours of CARA per day.
2. Not more than 5 of the 6 hours can be devoted to physical activities (practice, weight training, conditioning).
3. Any session with physical activities cannot exceed 3 hours in length.
4. Student-Athletes must be provided with at least 3 hours of continuous recovery time.
5. During this time, student-athletes may not attend meetings or engage in any other physical activities, however, they are permitted to receive medical treatment or attend team meals.

No other countable athletically related activities may occur outside of the declared playing/practice seasons!

COUNTABLE & NON-COUNTABLE ATHLETICALLY RELATED ACTIVITIES

NCAA Figure 17-3

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Bylaw(s)</th>
<th>Countable</th>
<th>Noncountable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competition</td>
<td>17.02.2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Individual workouts (as required or supervised by a member of the coaching staff)</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Observation of student-athletes in non-organized sport-specific activities (e.g., pick-up games)</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Participation in camps or clinics</td>
<td>13.12.2.2.2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Participation of student-athletes in permissible tryouts involving prospective student-athletes or full-time students</td>
<td>13.11.2.2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Practice, including but not limited to:</td>
<td>17.02.1</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>• Activities using equipments related to the sport</td>
<td>17.02.1</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>• Activities conducted as part of a physical education class</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>• Chalk talk</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>• Discussions or review of game films, online video, CD, DVD, etc. related to the sport</td>
<td>17.02.1</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>• Field, floor or on-court activity</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>• Lecture on or discussion of strategy related to the sport</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>• Setting up offensive or defensive alignment</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Required preparation of playing field for competition</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Skill instruction</td>
<td>17.1.6.2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Use of institutional athletics facilities when such activities are supervised by or held at the direction of any member of the institution’s coaching staff</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Visiting the competition site (in cross country, golf, skiing)</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Voluntary Skill Instruction at the request of the student-athlete</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
ROSTER CHANGES

Roster Additions

At any time after the pre-season compliance meeting, if you have an addition to your roster you MUST complete a Roster Addition Form and submit it to the Compliance Office prior to the new student-athlete practicing and/or competing. You will receive notification of clearance from the Compliance Office after necessary reviews of the student-athlete’s records are completed as well as any eligibility paperwork processed. The prospective student-athlete may NOT practice/compete until the head coach is notified. The Compliance Office will notify the Head Athletic Trainer and Sports Information Director of the roster addition.

Roster Deletions

At any time after the semester begins or you begin practice, if you have a deletion to your roster (student-athlete is cut from the team or quits the team), you MUST complete a Roster Deletion Form and submit it to the Compliance Office within one week of the student-athlete’s deletion from the team. The Compliance Office will notify the Head Athletic Trainer and Sports Information Director of the deletion.

SEASONS OF PARTICIPATION

Within 2 weeks of the conclusion of the season, the head coach is responsible for reviewing the season ending statistics from the Sports Information Department. Coaches should use this information to note any redshirts, student-athletes who have quit the team, corrections to information, etc. Copies of these statistics are to be turned into the Compliance Office.

OUTSIDE COMPETITION

Basic Rule for Student-Athlete Participation in Outside Competition (Includes Summer)

In all sports except basketball, student-athletes may not participate on any outside team during the intercollegiate season in that sport (championship or non-championship, except during the institution’s official vacation periods. A student-athlete is permitted to practice on such a team at any time as long as he/she does not compete. In basketball, a student-athlete may not practice or compete on any outside team at any time after he/she has become a member of the team (there are limited exceptions to this during the summer). Please see the Compliance Office for specific questions.

Procedures

Prior written approval from the Compliance Coordinator is required for any student-athlete participating in outside competition at any time as a member of a team or as an “unattached” individual.

Outside Competition, Sports Other than Basketball, During the Academic Year- Competition as a Member of an Outside Team

A student-athlete in sports other than basketball may participate as a member of an outside team in any non-collegiate, amateur competition, provided such participation occurs outside of the institution’s playing season and practice season in that sport.

Other than participation on an outside team during the institution’s vacation period and the additional exceptions listed below, student-athletes in sports other than basketball may not participate as a member of any outside team in any non-collegiate, amateur competition.
Exceptions and Waivers

The following exceptions to the outside competition regulations are permitted and do not require a waiver from the NCAA (includes basketball):

- High School Alumni Game (one game per year during the institution’s vacation period, except basketball)
- Olympic Games
- Official Pan American Games
- Official tryouts and competition involving national teams sponsored by the appropriate national governing body of the U.S. Olympic Committee
- U.S. National Teams tryouts and competition
- Official World Championship, World University Games, World Youth Championship and World Cup tryouts and competition
- Officially recognized state and national multi-sport events sanctioned by the NCAA Council

Individual/Unattached Competition

It is possible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete’s sport, as long as the student-athlete represents only him/herself in the competition and does not engage in such competition as a member or receive expenses from any outside team.

Basketball, During the Academic Year

A student-athlete who participates in any organized basketball competition except while representing Armstrong in intercollegiate competition in accordance with the permissible playing seasons specified in 17.5 becomes ineligible for any further intercollegiate competition in the sport of basketball.

RECRUITING POLICIES

Armstrong coaches are responsible for the conduct and safety of the prospective student-athletes that they invite to campus on an official or unofficial visit. As such, the coach should ensure that student hosts (and any accompanying teammates, Armstrong student, etc.) are responsible individuals who will ensure the PSA’s safety and not allow the PSA to be involved in conduct detrimental to him/herself or the University.

Additional official visit restrictions include:

- Providing excessive meals or transportation
- Consumption of alcohol and/or illegal drugs
- Paying for adult entertainment (including entertainment clubs and hiring of escorts/exotic dancers)
- Entering drinking establishments
- Participating in activities or attending events at any location that may cause a perception of impropriety

Armstrong will not tolerate sexual harassment by anyone associated with the University. Coaches and student hosts must ensure that the PSA is aware of the University’s commitment to ensuring everyone is treated with respect and dignity. Again, the student host is responsible for ensuring that the PSA conducts him/herself appropriately. **Anyone aware of any sexual harassment or sexual misconduct must report this information to a coach or athletic department administrator immediately.** Any form of sexual harassment or misconduct will not be tolerated and disciplined appropriately.
At the Head Coach’s discretion a Student Host will be provided up to $30 a day to entertain a PSA. The student host is responsible for keeping receipts on how the $30 is spent. At no time may the student host give cash directly to the PSA. The student host must receive approval from the head coach prior to providing the PSA with any entertainment. The cash may be used for gas money to transport the PSA around town. As a reminder, all entertainment of PSA’s must be within a 30 mile radius of campus. Following the visit, the student host and the head coach will meet to discuss the PSA’s visit and review how the entertainment money was spent.

Any revelation of an NCAA violation during the official visit will be handled just like other rule violations. The Compliance Office will meet with the coaches, student-athletes and athletic department staff members and Armstrong staff periodically to review NCAA rules and regulations regarding recruiting rules, particularly official and unofficial visits.

All applicable NCAA and Conference rules and regulations regarding recruiting must be followed. Coaches are required to be thoroughly familiar with and have knowledge of the recruiting, eligibility and financial aid regulations found within the NCAA manual (Bylaws 13, 14, 15) before attempting to recruit any student-athlete.

**Travel, Meals, Lodging, Recruiting Aides, Prospect and Student Host Forms**

Recruits must use coach class commercial airfare when using air transportation. For recruiting transportation, only the following vehicles will be used: vehicles normally used by Armstrong to transport prospective students during campus visits, personal vehicles of student-athletes and personal/courtesy vehicles of coaching staff and institutional employees.

All recruits and their parents must be housed in standard lodging available to all guests at that hotel. All meals provided to recruits and their parents must be comparable to meals provided to student-athletes during the academic year.

NCAA recruiting rules do not allow the use of recruiting props (e.g. jerseys, name plates, etc.). Additionally, entertainment of PSA’s must be on a scale equivalent to the entertainment of a regular student would have if they visited the college. Coaches are not allowed to provide excessive travel (e.g. limo, police escorts, etc.), put the recruits name on the scoreboard, or utilize an Athletic Department student-athlete hosting group.

Proper documentation will be kept on anyone visiting campus for an official or unofficial visit.

Only coaches may contact prospective student-athletes. Alumni, boosters and representatives of athletics interest are specifically prohibited from making any contact with a recruit, either in person, by phone or mail. Coaches are responsible for assuring that prospects and boosters do not interact during an official or unofficial visit.

**Oversight, Monitoring and Enforcement**

While the control of the Athletics program rests with the President and the Director of Athletics, others at Armstrong have important roles to play in preventing and reporting recruiting abuses.

The responsibilities of the head coach are clearly stated above. The Associate Athletic Director for Compliance, AD and Business Office are responsible for monitoring recruiting activities to be sure the coach is fulfilling his/her responsibilities as noted above. The Compliance Office will assure that the coaches have reviewed this policy and that coaches have reviewed these policies with their teams.
The Compliance and Business Office will assure that the following documents are submitted with each Travel and Business Expense Report after each official visit: Official Visit Tracking Form including methods of transportation, documentation for individuals present at all meals, activities during the visit, signed PSA Visit form and Student Host Visit Form.

Staff, coaches and student-athletes are responsible for following this policy and are informed that any potential violations regarding the recruiting policy should be reported to the Associate Athletic Director for Compliance or the Director of Athletics. In case of potential NCAA infractions, institutional policy will be followed.

Staff or coaches found to be in violation of this policy will face disciplinary action. Student-athletes found to be in violation of these policies may be subject to disciplinary action. Violations of these recruiting policies involving PSA’s will be referred to the Compliance Office on a case by case basis.

RECRUITING COMPLIANCE PROCEDURES

RECRUITING DEFINED
Recruiting is defined as any solicitation of a prospective student-athlete or a prospective student-athletes relatives (or legal guardians) by an institutional staff member or by a representative of the institution’s athletics interests for the purposes of securing the prospective student-athletes enrollment and ultimate participation in the institution's intercollegiate athletics program.

Actions by staff members or athletics representatives that cause a PSA to become recruited are:

a. Providing an official visit
b. Having arranged in-person encounter with the PSA or the PSA’s relatives or legal guardians
c. Initiating or arranging a telephone contact with the PSA, the PSA’s parents or legal guardians on more than one occasion for the purpose of recruitment
d. Issuing a National Letter of Intent or the institution’s written offer of athletically related financial aid to a PSA

A member of the institution’s athletics staff or a representative of its athletic interests shall not recruit a prospect except as permitted by the NCAA, Armstrong or the PBC.

In-person, off-campus recruiting in Division II is limited to authorized intercollegiate athletics staff members. Representatives of an institution’s athletics interests are prohibited from making in-person, on or off-campus recruiting contacts, or written, telephonic or electronic communications with a prospect or the prospect’s relatives or legal guardians.

PROVIDING RECRUITING MATERIALS
You are not permitted to send prospects or a prospect’s coaches recruiting materials (including general correspondence related to athletics) prior to June 15 preceding the prospects Junior year in high school.

Educational information published by the NCAA, a questionnaire and a camp brochure may be provided to a prospect prior to June 15th of the PSA’s junior year in high school. If you have questions about permissible recruiting material, please check with the compliance office prior to mailing. If contacted by a high school sophomore or freshman, you may provide a questionnaire or camp brochure, but DO NOT include correspondence that could be construed as a solicitation for enrollment. You may mention in the letter that NCAA rules prohibit you from contacting PSA’s via telephone or email until they reach their junior year, but they can call you or visit you but you cannot return their call. If you receive a phone call, letter, email, etc. for a PSA in which you are unsure as to the PSA’s age, please forward it to the compliance office so that the compliance office can respond and ascertain this information.
Printed recruiting materials subsequent to National Letter of Intent signing:
Any necessary pre-enrollment information regarding orientation, conditioning, academics, and practice activities may be sent to the prospect provided the prospect has signed a National Letter of Intent or has been officially accepted for enrollment by the member institution.

OFF CAMPUS RECRUITMENT

Guidelines for prospects in high school, two-year colleges and four year colleges
High school prospects and their parents (legal guardians) may be contacted during permissible contact periods on or after June 15 preceding the prospect’s junior year in high school.

Two-year college prospects can be contacted during permissible contact periods. Written permission to contact is not needed for two-year prospects.

Four-year college prospects (transfer students) cannot be contacted until written permission has been granted by the Athletic director (or designee) at the student-athlete’s current institution.

Guidelines for Contact
There are no limits on the number of contacts that can be made with a prospective student-athlete beginning June 15 preceding the prospect’s junior year in high school. However, NCAA contact periods must be followed.

Contact by athletic staff members is prohibited during National Letter of Intent signing.

Contacting a prospective student-athlete at the PSA’s educational institution is only permitted once permission is given from the institution’s executive officer (principal, athletic director, etc.)

Contact at a practice or competition site is governed by the following rules:

Recruiting contact shall not be made with a PSA before any athletics competition in which the PSA is a participant during the day or days of competition, even if the PSA is on an official or unofficial visit.
   a. Contact shall not be made with the PSA at any site before the contest on the day or days of competition.
   b. Contact shall not be made with a PSA from the time they PSA reports on call and becomes involved in competition-related activity to the end of the competition even if such competition related activities are initiated before the day or days of the competition.
   c. Contact shall not be made after the competition until the PSA is released by the appropriate institutional authority and departs the dressing and meeting facility.
   d. Contact shall not be made with the PSA involved in the competition that requires more than one day of participating (e.g. basketball tournament) until after the PSA’s final contest is completed and he or she is released by the appropriate institutional authority and leaves the dressing and meeting facility.
TRYOUT POLICY
Proper documentation must be on file in the Compliance Office prior to the tryout of a PSA takes place.

1. **General Rules regarding tryouts**
   a. No more than one tryout per prospect per institution per sport may take place
   b. A medical exam conducted within 6 months of the tryout must be on file
   c. A sickle cell solubility test or a waiver of this test must be on file
   d. Tryout may include tests to evaluate strength, speed, agility and sport skills
   e. The tryout may include competition

2. **High School Student Athletes**
   a. May be conducted only for high-school juniors or seniors outside of the traditional season in the sport occurs or have exhausted eligibility in that sport

3. **Junior College Student-Athletes**
   a. May be conducted only after the conclusion of the sport season or anytime provided the student has exhausted their junior college eligibility in that sport

4. **Four-Year College Student-Athletes**
   a. Written permission to contact must be granted
   b. May be conducted only after the conclusion of the sport season

5. **Use of Current Student-Athletes**
   a. Current student-athletes may only participate in tryouts with prospects during the academic year during permissible practice times and must be logged in your weekly and daily CARA limitations.
   b. Current student athletes are not permitted to participate in tryouts during institutional vacation periods (i.e. summer)

**TELEPHONE CALLS/CONTACT/EVALUATION/SUMMARY**
Responsibility of Coaching Staff:
- Any coaching staff member that participate in recruiting activities as mentioned above must complete a Recruiting Declaration form and submit to the Compliance Office within one week of the permissible contact.

**UNOFFICIAL VISITS**
- Unofficial visits of all prospects must be documented via the Unofficial Visit Log and submitted to the Compliance Office on the 1st of each month.

**OFFICIAL VISITS**
Official visits will be documented via the Official Visit Packet.

An official visit of a PSA may not occur until June 15th immediately preceding the junio year of high school.
An institution may finance only one visit to the institution’s campus. The one visit limitation applies separately to the period in which the PSA is in high school and to the period beginning September 1 after the PSA’s completion of high school.

**Requirements for an Official Visit**

- Must present current high school or college-preparatory transcript
- Must register with the Eligibility Center
- Must be placed on the institution’s IRL (Institutional Request List)

**Responsibility of Coaching Staff:**
- Any staff member who invites a PSA to come to Armstrong on an official paid visit must submit the Official Visit Packet with all required documentation at least 48 hours prior to visit.

**COMPLIMENTARY ADMISSIONS**

The following procedures will be used for all athletic events that charge admission for that contest:

All arrangements for the distribution of complimentary admissions to Armstrong PSA’s for home events where admission is charged will be administered by the Armstrong Athletic Department.

Complimentary admissions to prospects are prohibited during the period when it is not permissible to make official or unofficial visits.

**Responsibility of Coaching Staff:**
- Requests for complimentary admission for PSA’s must be submitted to the Compliance Office at least 48 hours in advance. Identification and signature are required to obtain admission tickets.

**PUBLICITY INVOLVING PROSPECTIVE STUDENT-ATHLETES**

**COMMENTS PRIOR TO SIGNING**

Prior to signing a PSA to a National Letter of Intent or written offer of admission, an Armstrong staff member may comment publicly only to the extent of confirming the institution’s recruitment of the prospect. An Armstrong staff member may not comment generally about the prospect’s ability or the contribution the prospect might make to the institution’s team. Additionally, an Armstrong staff member may not comment in any manner about the likelihood of the prospect signing with Armstrong.

**ANNOUNCEMENT OF SIGNING**

Publicity released by Armstrong concerning a PSA’s commitment to attend the institution shall only occur after the PSA has signed a National Letter of Intent or subsequent to the PSA’s signed acceptance of the institution’s written offer of admission and/or financial aid.

Armstrong may make an announcement on the institution’s campus for the sole purpose of presenting at one time to the media the names of all PSA’s who have signed a National Letter of Intent or accepted written offer of admission and/or financial aid from that institution, with the understanding that no PSA’s or their friends or relatives may be in attendance.
It is not permissible for an institution to make a general introduction of a PSA at functions (e.g., athletic contest, team banquet) that is attended by media representatives or open to the public.

**RECRUITING REGULATIONS SUBSEQUENT TO SIGNING NLI**
Specific recruiting regulations remain in effect subsequent to a PSA’s signing of a National Letter of Intent. In accordance with NCAA regulation, a PSA remains a prospect until the first day of classes or the first day of practice, whichever occurs first.

**BOOSTER INVOLVEMENT IN RECRUITING**
Armstrong is responsible for insuring that its various constituencies (e.g., University staff and faculty, student-athletes, alumni and friends) abide by NCAA rules and regulations. Under those rules, all alumni and friends of the University are categorized as “representatives of Armstrong’s athletics interests.”

**Basic points to know:**
A representative of an NCAA Division II institution is prohibited from making in-person on or off-campus recruiting contact with a PSA and his/her parents and/or legal guardians.

*Limited Exception:* A representative may have contact with a PSA in regard to permissible pre-enrollment activities such as summer employment arrangements, provided the prospect has already signed a National Letter of Intent and the institution is aware that they are making these contacts in regard to employment.

An NCAA Division II representative is prohibited from writing or telephoning a prospect and his or her parents and/or legal guardians.

*Limited Exception:* A representative may have a telephone conversation with a PSA ONLY if the PSA initiates the call. The telephone call may not be pre-arranged by an institutional staff member and the representatives are not permitted to have a recruiting conversation but may exhibit normal civility. The representative must refer any questions about the University’s athletics program to an appropriate athletic department staff member.

A representative is prohibited from contacting a PSA’s coach, principal or counselor in an attempt to recruit or evaluate the prospect.

*Limited Exception:* NCAA rules do not preclude a representative from viewing a PSA’s contest on his/her own initiative, subject to the understanding that the representative may not contact the PSA.

**EXTENDING OFFERS AND INDUCEMENTS**
A staff member or representative of Armstrong’s athletics interest may not offer or provide any benefits to a prospect or the prospect’s relatives or legal guardians other than those expressly authorized by NCAA Legislation. Specifically prohibited financial aid, benefits and arrangements include but are not limited to:

a. An employment arrangement for a prospective student-athlete’s relative
b. Gift of clothing or equipment
c. Cosigning of loans
d. Providing loans to a PSA’s relatives or friends
e. Cash or like items
f. Any tangible items

g. Free or reduced-cost services, rentals or purchases of any type

h. Free or reduced-cost housing

i. Use of an institution’s athletic equipment (e.g., for a high school all-star game)

j. Sponsorship of or arrangement for an awards banquet for high school, preparatory school or two-year college athletes by an institution, representative of its athletics interests or its alumni groups or booster clubs

k. The presentation of awards to prospects for outstanding athletics accomplishments

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**OCCASIONAL MEALS PROCEDURES**

Any institutional representative (booster) either employed by Armstrong or outside the institution may provide a team or individual student-athlete with an occasional meal. The meal must occur within the locale of the institution and be provided at the boosters home. The meal may be catered. Prior to the meal taking place, please inform the Compliance Office of the occasional meal via the appropriate form which includes the date, time and location of the meal as well as the party responsible for payment. The Compliance Office is responsible for approving all occasional meals.

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**STUDENT-ATHLETE EMPLOYMENT**

**12.4.1 Criteria Governing Compensation to Student-Athletes**

- Can only be paid for work actually performed
- Paid at a rate commensurate with the going rate in that locality for similar services
- An employer shall not use the athletic reputation of the SA employee to promote the sale of employer’s products or services

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**CAMPS AND CLINICS**

Camps and clinics conducted by Armstrong athletics staff must adhere to all NCAA regulations regarding camps and clinics. All camps and clinics must receive prior approval from the Compliance Office. Camp and Clinic approval forms are to be submitted a minimum one week prior to the start of the camp or clinic. Upon completion of the camp or clinic, a post-camp and clinic form must be submitted to the Compliance Office. This form must be submitted within two weeks upon completion of the camp or clinic.

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**TEAM TRAVEL**

Coaches are responsible for the safety and conduct of the student-athletes and others in the travel party. As a good practice, coaches should establish polices for their team’s travel. The policies should address issues such as not leaving the hotel without a parent, coach or other athletic department employee, consumption/possession of alcohol, drugs, etc. Coaches are responsible for enforcing their team travel policies. A travel roster, along with a travel itinerary is to be submitted to the Director of Athletics and Associate Athletic Director for Compliance at least 24 prior to departure time. Travel itineraries should include hotel information and contact information for the hotel.

NCAA rules do not allow for the Athletic Department to pay for incidental charges that the student-athlete may incur (i.e., telephone calls, mini-bar purchases, movie/game rental, etc.) The NCAA does allow an institution to cover internet
access charges during official team travel. These charges must be necessary for the student-athletes to complete academic coursework that is required while the student-athlete is away from campus on official team travel.

A maximum of $36 a day per diem will be in effect when team travel is involved or when a team is required to stay on campus during breaks (spring break, winter break, etc.). If a coach gives cash to its student-athletes instead of a meal, the maximum that can be paid is $36. No other meals can be provided if cash is given. The usual breakdown is $8 for breakfast, $12 for lunch and $16 for dinner. If cash is provided, the student-athlete must sign that he/she received cash and the amount of cash received.

To avoid missed class time, coaches should communicate in advance to their student-athletes their practice and travel schedule for the semester. All student-athletes should make every effort possible to avoid classes on days when there is team travel and/or home contest.
AUGUST
- Work with Compliance Office to finalize rosters and squad lists
- Communicate with Compliance about walk-ons and SA’s who leave the team
- Schedule team compliance meeting with Compliance Office prior to the first practice
- Develop travel letters for SA’s for professors
- Finalize Eligibility Center

SEPTEMBER
- By September 1st provide Outside Income Form to Compliance

OCTOBER
- Submit NLI request forms for early signing period
- Submit requests for mid-term grades

NOVEMBER
- Early signing period- send out NLI’s

DECEMBER
- Remind PSA’s to register with Eligibility Center and complete process
- Remind PSA’s to return books
- Schedule exit interviews for fall sport seniors

JANUARY
- Update and submit squad lists
- Continue to remind PSA’s to register and complete eligibility center process

FEBRUARY
- Signing date for Cross Country and Soccer
- Continue to remind PSA’s to register and complete eligibility center process

MARCH
- Continue to remind PSA’s to register and complete eligibility center process

APRIL
- Late NLI signing period
- Work with Compliance Office about those students going to summer school
- Continue to remind PSA’s to register and complete eligibility center process
- Remind PSA’s to complete amateurism questionnaire- April 1st
- Submit # of beds needed in housing to Compliance Office

MAY
- Remind PSA’s to submit final transcripts/proof of graduation to eligibility center
- Submit renewals/non-renewals by May 15th

JUNE
- Continue to remind PSA’s to register and complete eligibility center process
- Submit housing requests to Compliance Office
- Submit preliminary rosters to Compliance Office

JULY
- Submit Playing and Practice Season Declaration form- July 15th
- Continue to remind PSA’s to register and complete eligibility center process
### NCAA REQUIRED FORMS AND TIMELINE

<table>
<thead>
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<th>Form</th>
<th>Timeline</th>
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<tbody>
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<td>Coaches Certification Exam</td>
<td>Annually- Expires July 31</td>
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<tr>
<td>Re-take of Coaches Certification Exam</td>
<td>30 days after previous exam</td>
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<tr>
<td>CPR/AED Certification for Coaches</td>
<td>July 1 (bi-annually)</td>
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<tr>
<td>Sports Sponsorship Institutional Demographic Report</td>
<td>August 15</td>
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<td>Certification of Compliance for Institutions</td>
<td>September 15</td>
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<tr>
<td>Certification of Compliance for Staff of Athletics Department</td>
<td>September 15</td>
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<td>Student-Athlete Statement</td>
<td>Prior to start of Practice</td>
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<tr>
<td>Drug Testing Consent Form</td>
<td>Prior to start of Practice</td>
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<tr>
<td>Health Insurance Portability Accountability Act (HIPAA)/Buckley Amendment Consent/Waiver</td>
<td>Prior to start of Practice</td>
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<tr>
<td>General Amateurism Form</td>
<td>Prior to start of Practice</td>
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<td>Financial Aid List</td>
<td>Prior to first date of outside Competition/update as needed</td>
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<tr>
<td>Equity in Athletics Disclosure Act (EADA) Form</td>
<td>October 15</td>
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<tr>
<td>NCAA Annual Report</td>
<td>January 30</td>
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<tr>
<td>Institutional Self Study Guide (ISSG)</td>
<td>Once every five years</td>
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APPENDIX

The Appendix includes versions of forms that you will need for the current Academic Year. These forms will also be provided on the Compliance Website. If there are any questions about these forms, please see the Compliance Office.

- Athletic Aid Renewal/Non-Renewal Form
- Coaching Staff Declaration
- Community Engagement Activity Approval Form
- Countable Activities Log
- Declaration of Playing Season
- Fund Raising Activity Approval Form
- NLI Request Form
- Official Visit Request Packet
- Preliminary Roster Form
- Rule Interpretation Request Form
- Recruiting Declaration
- Tryout Approval Form
- Unofficial Visit Form
- Occasional Meal Form