

Coppin State University

Athletic Compliance Procedures Manual

COPPIN STATE UNIVERSITY
ATHLETIC COMPLIANCE PROCEDURES MANUAL
Table of Contents

Table of Contents	2-3
Introduction	4
Student-Athlete Statement, Drug Testing Consent, General-Eligibility for International Student-Athletes and Student-Athletes' Affirmation of Eligibility Forms	5
NCAA Rules and Regulations	5
Student-Athlete Statement	5
Drug-Testing Consent Form	5
General-Eligibility for International Student-Athletes	6
Student-Athletes' Affirmation of Eligibility Form	6
Procedures	6-7
Coppin State University Student-Athlete Handbook	8
CSU Rules and Regulations	8
Procedures	8-9
Employment/ Financial Aid Monitoring Form	10
NCAA Rules and Regulations	10
Procedures	10-11
Team Rules	12
CSU Rules and Regulations.....	12
Procedures	12
Mid-Eastern Athletic Eligibility Certificates	13
MEAC Rules and Regulations	13
Procedures	13-14
Contact and Evaluations	15
NCAA Rules and Regulations	15
Contacts	15
Evaluations	15-16
Telephone Contacts	16
Procedures	16
Practice and Playing Season Schedules	17
NCAA Rules and Regulations	17
Limitations	17
General Regulations	17
Procedures	17-18
NCAA Initial Eligibility Clearinghouse and Eligibility Information	19
NCAA Rules and Regulations	19
Procedures for Recruited Prospects	19
Procedures for Non-Recruited, Enrolled First-Year Students	19-20
Official Visits	21
NCAA Rules and Regulations	21
Definitions	21
Limitations	21
Academic Requirements	21-22
CSU Requirements	22
Length of Visit	22
Procedures	22

Prospect Declaration Form	23
CSU Rules and Regulations	23
Procedures	23
Transfer Release Request	24
NCAA Rules and Regulations	24
Procedures	24-25
Sport Sponsorship	26
NCAA Rules and Regulations	26
Procedures	26
Information	26
Squad Lists	27
NCAA Rules and Regulations	27
Procedures	27
NCAA Student-Athlete Assistance Fund	28
NCAA Rules and Regulations	28
Procedures	28-29
Slush Funds	30
NCAA Rules and Regulations	30
CSU Rules and Regulations	30
Procedures	30
Student-Athlete Athletic Department Evaluations	31
CSU Rules and Regulations	31
Procedures	31
Student-Athlete Exit Interviews	32
NCAA Rules and Regulations	32
Procedures	32
Registration	33
NCAA Rules and Regulations	33
Requirement for Practice	33
Requirement for Competition	33
Eligibility Between Terms	33
Designation of Degree Program	33
CSU Rules and Regulations	33
Procedures	33-34
Championships	35
General Rules and Regulations	35
Procedures	35
Institutional Control: Athletics Representative/ Booster Club	36
NCAA Rules and Regulations	36
Procedures	36
Collection and Retention of Compliance Materials	37
Appendix	
A- Forms Packet (Check in, Personal Info., Consent, Employment, Student-Athlete Statement, Drug Testing Consent)	
B- Department of Athletics Donation Form	
C- Squad List	
D- Eligibility Form	
E- Affirmation of Eligibility	
F- Five Visit Letter	
G- Student Host Form	
H- Walk-on Form	

Introduction

The *Athletic Compliance Procedures Manual* is designed to provide Athletic Department personnel with the following: Procedures for the Student-Athlete Statement, Drug Testing Consent, and Student-Athletes' Affirmation of Eligibility Forms and General-Eligibility Form for International Student-Athletes; procedures for determining employment and other aid to student-athletes; procedures for distributing the *Coppin State University Student-Athlete Handbook*; procedures for distributing team rules; procedures for practice and playing season schedules; procedures for requesting eligibility information from the National Collegiate Athletic Association (NCAA) Initial Eligibility Clearinghouse; procedures for official visits; procedures for requesting permission to contact a four-year college prospect (transfer release); procedures for sports sponsorship; procedures for NCAA squad lists; procedures for the NCAA Special Assistance Fund; procedures for monitoring potential slush funds; procedures for conducting student-athlete Athletic Department evaluations; procedures for conducting student-athlete exit interviews; procedures for disseminating NCAA rules to the Coppin State University (CSU) Community; and procedures for the collection and regulations relating to each of the above activities will be given prior to the procedure's portion, if applicable.

This manual does not include athletic scholarship procedures and compliance information. An in-depth overview of these procedures and guidelines can be found in the *Coppin State University Athletic Scholarship Procedures Manual*.

Please Note: This Manual only contains information on the procedures for selected compliance issues. Rules and regulations pertaining to each of these issues and all others not covered in this Manual can be obtained in the *NCAA Manual*, *Coppin State University Intercollegiate Athletic Policies and Procedures Manual*, *Coppin State University Athletic Scholarship Procedures Manual*, *Student-Athlete Handbook* or through the Assistant Athletic Director for Compliance.

**Student-Athlete Statement, Drug Testing Consent,
General-Eligibility for International Student-Athletes and
Student-Athletes' Affirmation of Eligibility Forms**

I. NCAA Rules and Regulations

A. Student-Athlete Statement

1. Content and Purpose

Prior to participation in intercollegiate competition each academic year, a student-athlete must sign an NCAA student-athlete statement form. In the form the student-athlete submits information related to eligibility, recruitment, financial aid, amateur status and involvement in organized gambling activities related to intercollegiate athletics competition under the NCAA governing legislation. Failure to complete and sign the statement will result in the student-athlete becoming ineligible to participate in all intercollegiate competition.

2. Administration

The Assistant Athletics Director administers this form annually during the beginning of the year team meetings to each student-athlete prior to the individual's participation in intercollegiate competition.

B. Drug Testing Consent Form

1. Content and Purpose

Each academic year a student-athlete must sign a form in which the student consents to be tested for the use of drugs prohibited by NCAA legislation.

2. Administration

a. * For sports in which the NCAA conducts year-round drug-testing: the consent form must be administered individually to student-athletes each year academic year at the time the intercollegiate squad first reports for practice or prior to the Monday of CSU's fourth week of classes, whichever date occurs first. Failure to complete and sign the form prior to practice will result in the student-athlete's ineligibility for participation in all intercollegiate athletics.

b. ** For sports in which the NCAA does not conduct year-round drug-testing: the consent form must be administered individually to student-athletes each academic year prior to CSU's first scheduled intercollegiate competition in that sport. Failure to complete and sign the form prior to the first competition will result in the student-athlete's ineligibility for participation in all intercollegiate athletics.

c. Nonrecruited Student-Athlete Exception: a nonrecruited student-athlete in sports other than those sports involved in the NCAA's year-round drug-testing program may participate in preseason practice activities prior to the team's first contest or date of competition before signing the consent form. A non-recruited student-athlete must complete the proper walk-on documentation prior to any practice activities.

*** Track and Field**

**** Baseball, Basketball, Bowling, Cross Country, Softball, Tennis, Volleyball**

C. General-Eligibility Form for International Student-Athletes

1. Content and Purpose

To qualify international student-athletes for intercollegiate competition and assess compliance with NCAA general-eligibility rules.

2. Administration

The Assistant Athletics Director administers this form individually to each international student-athlete prior to the individual's participation for the first time in intercollegiate competition at CSU. The administration of this form will take place at the initial team meeting in the fall of each academic year.

D. Student-Athletes' Affirmation of Eligibility Form

1. Content and Purpose

This form indicates that each student-athlete listed on the form has completed and signed the Student-Athlete Statement and Drug-Testing Consent forms.

2. Administration

The Director of Athletics and head coach in the sport in which the student-athlete participates must sign a form indicating their affirmation of the student-athlete's eligibility before competition begins each year. The form will be prepared by the Assistant Athletics Director from information compiled in the NCAA Compliance Assistant Software Package.

II. Procedures

A. The Student-Athlete Statement, Drug Testing Consent, and General-Eligibility for International Student-Athletes Form are administered annually by the Assistant Athletic Director for Compliance.

B. The Men and Women's Cross Country / Track & Field, and Women's Volleyball team *must* schedule individual team meetings with the Assistant Athletic Director during their first week of preseason practice. All other teams *must* schedule individual team meetings with the Assistant Athletic Director sometime during the first three weeks of September.

- C. During these meetings the Assistant Athletic Director passes out the Student-Athlete Statement, Drug Testing Consent form, employment information form, and other Department of Athletics forms to each student-athlete.
- D. The Assistant Athletic Director then gives an overview of the material on each form during which student-athletes are encouraged to ask questions. In addition a summary of NCAA Regulations produced annually by the NCAA is passed out and reviewed.
- E. Student-athletes are then *required* to thoroughly read over each form.
- F. Once read, each form *requires* the student-athlete's signature including the first middle and last name, birth date, sport(s), permanent home address and the date the form was completed.
- G. Any student-athlete under the age of 18 *must* also have his or her parent's signature on the Drug Testing Consent Form. The Assistant Athletic Director makes a copy of each minor's form and mails the original along with an explanation letter to the parent(s)/ legal guardian(s) with a return envelope
- H. Once completed the Assistant Athletic Director checks each form to ensure all forms have the required information, dates, and signatures.
- I. Student-athletes who join a team subsequent to the scheduled team meeting are considered walk-ons and must go through the walk-on process.
- J. The Assistant Athletic Director will notify a coach of those student-athletes who have not signed the forms by the required dates. A student-athlete will not be permitted to practice or compete until the forms have been signed and completed. It is the *responsibility* of the head coach to contact the student-athlete and make the proper arrangements to ensure completion of the forms.

Coppin State University Student-Athlete Handbook

I. CSU Rules and Regulations

A. Content and Purpose

The *CSU Student-Athlete Handbook* provides student-athletes with pertinent information relating to the policies, procedures, and regulations pertaining to their participation in intercollegiate athletics at CSU. The *Handbook* is not intended to provide the student-athlete with information and answers to every NCAA, MEAC, and CSU rule and regulation dealing with intercollegiate athletics. Additional information should be sought through the student-athlete's coach(es), the *CSU Catalog*, the Assistant Athletic Director, the Associate Athletic Director for Administration and Communication or the Athletic Director.

B. Administration

The *Handbook* must be updated on an annual basis to provide student-athletes with current information and also must be distributed to each student-athlete on an annual basis. Each student-athlete must sign a form indicating his or her receipt of the *Handbook* and his or her obligation to read and follow all the rules contained there in.

II. Procedures

- A. The *CSU Student-Athlete Handbook* is administered by the Assistant Athletic Director.
- B. During the individual team meetings the Assistant Athletic Director passes out a handbook to each student-athlete.
- C. The Assistant Athletic Director then gives a brief overview of the material contained in the manual during which student-athletes are encouraged to ask questions. The overview includes but is not limited to the following:
 1. Permissible athletic award reductions
 2. Maximum aid allowed
 3. Aid included in a student-athlete's limit
 4. Aid excluded from a student-athlete's limit
 5. Academic Requirements
 6. Study Hall
 7. Practice Limitations

Student-athletes are also encouraged to seek out their coaches, the Assistant Athletic Director, Office of Financial Aid, Office of the Registrar, Office of Freshman and Undeclared Majors, and other Athletic Department staff members if they have questions or concerns relating to their athletic and/ or academic eligibility.

- D. Each student-athlete is then *required* to sign a statement indicating receipt of the *Handbook* and his or her obligation to read and follow all the rules contained there in.

- E. Student-athletes who join a team subsequent to the scheduled team meeting *must* setup individual meetings with the Assistant Athletic Director. Coaches should contact the Assistant Athletic Director to relay the names of walk-on's who will be making individual appointments to sign the required forms and receive a *Handbook*. No walk-on is to practice before meeting with the Assistant Athletic Director.

- F. The Assistant Athletic Director will notify a coach of those student-athletes who have not picked up the *Handbook*. It is the *responsibility* of the Head Coach to contact the student-athletes and make the proper arrangements to ensure receipt of the *Handbook*.

Employment/ Financial Aid Monitoring Form

I. NCAA Rules and Regulations

A. General Definition

A student-athlete will not be eligible to participate in intercollegiate athletics if he or she receives financial aid that exceeds the cost of a full grant-in-aid. A full grant-in-aid consists of tuition and fees, room and board, and required course-related books.

B. Aid Included in Limit (for more details see the *CSU Athletic Scholarship Procedures Manual*)

1. Government Grants: government grants for educational purposes
2. Other Scholarships and Grants: other institutional or outside scholarships or grants-in-aid, except an honorary academic award or research grant that is exempted
3. Gifts: value of gifts given to a student-athlete following completion of eligibility in appreciation for or recognition of the student-athlete's athletics accomplishments
4. Professional Sports Stipend: any bonus or salary from a professional sports organization
5. Athletics Participation Compensation: any other income from participation in an athletics event unless eligibility has been exhausted in that sport
6. Loans: loans, except legitimate loans that are based upon a regular repayment schedule, available to all student and administered on the same basis for all students

II. Procedures

- A. The Student-Athlete Employment Agreement Form is administered by the Assistant Athletic Director.
- B. During the individual team meetings the Assistant Athletic Director passes out the form to each student-athlete.
- C. The Assistant Athletic Director then gives a brief overview of the material on the form during which student-athletes are encouraged to ask questions.
- D. Student-athletes are then *required* to fill in all financial aid they are receiving including the names of their employers.
- E. Once completed, each form *requires* the student-athlete's signature, sport(s) and the date the form was completed. Student-athletes are informed that any change in their employment status will require them to see the Assistant Athletic Director in person and make the necessary changes on the required paperwork.

- F. Once completed the Assistant Athletic Director checks each form to ensure all forms have the required information, dates, and signatures.
- G. Student-athletes who join a team subsequent to the scheduled team meeting *must* setup individual meetings with the Assistant Athletic Director. Coaches should contact the Assistant Athletic Director to relay the names of walk-ons who will be making individual appointments to sign these forms.
- H. The Assistant Athletic Director will notify a coach of those student-athletes who have not signed the form by the required date. It is the *responsibility* of the head coach to contact the student- athlete and make the proper arrangements to ensure completion of the form.
- I. At the conclusion of each Academic year as part of the End of the Year Evaluation Process each student-athlete will be required to verify income earned during the academic year to insure compliance with NCAA rules. Any student-athlete who is in violation of NCAA rules with regard to employment will have other forms of countable aid reduced to bring them in compliance with NCAA regulations.

Team Rules

I. CSU Rules and Regulations

A. Content and Purpose

Each sport is required to have written team rules, updated on an annual basis if needed. Team rules must include but are not limited to the following:

1. Academic requirements
2. Attendance policies for practice and competition
3. Prohibited conduct during practices and competitions
4. Prohibited conduct at away matches (i.e., evening curfews, bed checks, study hall, etc.)
5. Uniform and equipment use and return policies

B. Administration

Team rules must be given to each student-athlete on an annual basis no later than two weeks after the official start of practice for that team. Each student-athlete must also sign a form indicating his or her receipt of the rules, that the rules were explained to him or her by a coaching staff member and his or her obligation to read and abide by them.

II. Procedures

- A. Coaches have the option of distributing their team rules during the individual team meetings with the Assistant Athletic Director or at a different time.
- B. Each student-athlete *must* receive a copy of the team rules no later than two weeks after the official start of practice for that team.
- C. Coaches have the obligation to explain each rule listed at which time student-athletes should be encouraged to ask questions.
- D. Once the rules have been reviewed with the student-athletes, each student-athlete is *required* to sign a form indicating his or her receipt of the rules, that all rules were explained to him or her by a coaching staff member, and his or her obligation to abide by them.
- E. Student-athletes who join a team subsequent to the first two weeks of official practice should receive team rules, with a coach's explanation and the form to sign as an indication of receipt, no later than one week after they join the team.
- F. The student-athlete signature forms are required to be kept by the head coach for one academic year.

Mid-Eastern Athletic Eligibility Certificates (Generated through the NCAA Compliance Assistant Software Package)

I. MEAC Rules and Regulations

A. Content and Purpose

The MEAC requires that all student-athletes participating in intercollegiate athletics appear on an eligibility certificate for each sport they compete or practice in (certificate must include all qualifiers and partial qualifiers). This form verifies the eligibility of a student-athlete as it pertains to NCAA Bylaws with regards to satisfactory-progress and seasons for competition. Forms are required to be completed prior to the first competition date for each sport.

B. Administration

The Assistant Athletic Director in conjunction with the registrar's office compiles and completes the forms for each sport using information provided through the PeopleSoft Academic Progress System.

II. Procedures

- A. In April of the previous academic year coaches are requested to provide the Assistant Athletic Director with a tentative roster including all returning student-athletes and incoming freshmen and transfers. This roster is to be updated throughout the summer as any changes occur.
- B. Once received, the Assistant Athletic Director begins compiling the necessary information requested on the MEAC Eligibility Certificates.
- C. Information for all questions relating to continuing eligibility are obtained from CSU's Administrative Mainframe in conjunction with the Academic Progress System.
- D. Coaches are notified of any student-athlete about to complete their fourth semester who has not yet signed up for a major. It is then the head coach's responsibility to ensure that those student-athletes complete the proper paperwork before leaving school at the conclusion of their fourth full time semester.
- E. Fifth semester student-athletes who have not yet declared a major will not be declared eligible until they have provided the Assistant Athletic Director with a copy of the declaration of major form or it appears in CSU's Administrative Mainframe.
- F. Information about questions regarding freshman eligibility is obtained through the NCAA Eligibility Center.

- G. Once the collaborative effort is completed the Assistant Athletic Director forwards the certificate to the Athletic Director for approval.
- H. Once the Athletic Director has verified the information to be correct he or she signs the certificate where indicated.
- I. The certificate is then forwarded to the FAR for final approval and signature.
- J. Once completed the FAR returns them to the Assistant Athletic Director.
- K. Once received the Assistant Athletic Director faxes a copy to the MEAC Office.
- L. A final copy is forwarded to the coach with comments in the comments section as to why a student-athlete is not eligible and what needs to be done in order for the student-athlete to become eligible.
- M. Student-athletes who have an N in the eligibility column are *not eligible* to compete. Coaches should notify the Assistant Athletic Director if they believe a student-athlete has been omitted or they need clarification as to why a student-athlete was omitted.

*Certificates must be received by the MEAC office before the team's first contest.

Contacts and Evaluations

I. NCAA Rules and Regulations

A. Contents

1. Definitions

- a. A contact is any face-to-face encounter between a prospect or the prospect's parents, relatives or legal guardian(s) and a coach during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect's educational institution or at the site of organized competition or practice involving the prospect or the prospect's high school, preparatory school, two-year college or all-star team is considered a contact, regardless of the conversation that occurs.
- b. Any number of contacts made during the same day (12:01 a.m. to midnight) count as one contact.

2. Limitations

- a. In-person, off-campus recruiting contacts cannot be made with a prospect or the prospect's relatives or legal guardians prior to July 1 following the prospect's completion of his or her junior year in high school.
- b. In sports other than basketball, CSU is limited to three (3) in-person, off-campus recruiting contacts per prospect at any site which includes contacts made with the prospect's relatives or legal guardian(s) but does not include contacts made during an official visit. In basketball, CSU is limited to five (5) recruiting opportunities (contacts and evaluations combined) per prospect and not more than three (3) of the five (5) opportunities may be contacts.
- c. In the sport of basketball, coaches may visit a prospect's educational institution on not more than one occasion during a particular week within a contact period, regardless of the number of prospects enrolled in the institution or whether any prospect is contacted on that occasion.

B. Evaluations

1. Definitions

- a. An evaluation is any of-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect's educational institution (during which no contract occurs) or the observation of a prospect participating in any practice or competition at any site at which the prospect participates.

- b. Any number of evaluations made during the same day (12:01 a.m. to midnight) count as one evaluation.

2. Limitations

- a. In sports other than basketball, CSU is limited to 7 recruiting opportunities (contacts and evaluations combined.) In basketball, CSU is limited to five (5) recruiting opportunities (contacts and evaluations combined) per prospect and not more than three (3) of the five (5) opportunities may be contacts.
- b. A visit, without contact, by coaching staff member to a prospect's educational institution counts as an evaluation for all prospects in that sport, at that educational institution.

C. Telephone Contacts

1. Definitions

- a. Telephone calls do not include other electronically transmitted correspondence.

2. Limitations

- a. Telephone calls cannot be made to a prospect to a prospect's relatives or legal guardians prior to July 1 following the prospect's completion of his or her junior year in high school.
- b. After the July 1 date, a coach cannot make such telephone calls more than once per week. If more than one call per week occurs due to a scheduled official paid suit that subsequently is canceled by the prospect, the violation will be considered an institutional violation.

II. Procedures

- A. Coaches are *required* to keep accurate logs on all contracts, evaluations and telephone calls. This includes all official and unofficial visits that a prospect makes to CSU. Coaches are required to maintain recruiting information in the recruiting log provided by the Assistant Athletic Director.
- B. Coaches must update the recruiting log, sign the back of the log, and pass the log in every two weeks.
- C. Coaches who do not conduct any activities during a particular two-week period *must* still hand-in a log indicating no activity for the two-week period.
- D. If a sport has multiple coaching staff members all members are required to input their recruiting activities and sign verifying the accuracy of the log.

Practice and Playing Season Schedules

I. NCAA Rules and Regulations

A. Limitations

1. CSU must limit its organized practice activities, the length of its playing seasons, and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in noncollegiate-sponsored athletics activities, to minimize interference with the academic programs of its student-athletes.
2. In all sports, a student-athlete's participation in countable athletically related activities will be limited to a maximum of four 4 hours per day and twenty (20) hours per week.
3. During the playing season, all countable athletically related activities are prohibited during one calendar day per week.
4. Daily and weekly hour limitations do not apply to countable athletically related activities occurring during CSU's official vacation period and the academic year between terms when classes are not in session.

B. General Regulations

1. The playing season for a particular sport is the period of time between the date of CSU's first officially recognized practice session and the date of CSU's last practice session or date of competition, whichever occurs later.
2. The playing season is the only time within which each sport can conduct countable athletically related activities other than conditioning and voluntary skill instruction.
3. CSU must determine the playing season for each sport. Declaration of CSU's playing season in each sport must be on file, in writing, in the athletics department prior to the beginning of CSU's playing season for each sport.

II. Procedures

- A. Head coaches are required to provide the Assistant Athletic Director with the length of their playing season no later than August 15 of each academic year. To assist the head coaches with this task the Assistant athletic Director will provide them with a reminder memo during the month of July. This memo will have a space where the coach will indicate the sport and length of the playing season.

- B. Coaches are also provided with a playing and practice log by the Assistant Athletics Director.
- C. Coaches *must* log the number of hours of practice hours or competition in the practice log provided by the Assistant Athletics Director.

NCAA Eligibility Center and Eligibility Information

I. NCAA Rules and Regulations

A. Purpose

1. The NCAA Eligibility Center serves the purpose of certifying the academic requirements of all high school prospects' and some 2-year transfer students.

B. Certification

1. The NCAA Eligibility Center must give final certification for all first-year student-athletes and two-year transfers who do not possess an Associate of Arts degree, before they can participate in outside competition at CSU.
2. Recruited student-athletes may practice for two (2) weeks prior to a final certification by the Eligibility Center.
3. Nonrecruited student-athletes may practice for forty-five (45) days prior to a final certification by the Eligibility Center.

II. Procedures for Recruited Prospects

- A. A coach *must* provide the social security number for all prospects they are recruiting via the CSU recruiting log. Any non-recruited prospects social security number may be forwarded to the Assistant Athletic Director in person or in writing.
- B. The Assistant Athletic Director will then submit social security numbers through the Institutional Request List submitted via the Internet.
- C. If the prospect is in the system an indication of such will be provided via the Internet. If a student has not registered the Assistant Athletic Director will indicate to the coach that the prospect must register with the NCAA Eligibility Center as soon as possible.
- D. The Assistant Athletic Director regularly checks the NCAA Eligibility Center status of prospects and distributes monthly a copy of their web-status report which indicates the academic and amateur status of the prospect or what is lacking at the Eligibility Center in order to evaluate the prospect.

III. Procedures for Non-Recruited, Enrolled First-Year Students

- A. Enrolled first-year students who were not recruited and attend the team meetings with the Assistant Athletic Director will be given the following information at that time. All other students *must* make an appointment to meet with the Assistant Athletic Director.

- B. If a student has already submitted the required information to the Eligibility Center and indicated that CSU is permitted to obtain the information, the Assistant Athletic Director submits a request via the Internet to access the prospects initial-eligibility information.
- C. If the student hasn't submitted his or her information to the Eligibility Center he or she is provided the "Guide to the College Bound Student-Athlete" instruction book, which contains the necessary information and forms to register with the NCAA Eligibility Center.
- D. The student *must* fill out the Release Form and provide a check or money order for \$60 (NCAA fee for the cost of processing the form). Students are encouraged to provide a money order to hasten processing by the NCAA Eligibility Center.
- E. A student's final high school transcript and test scores may be sent by the high school or CSU's Admissions Office. Students are informed that to hasten the process CSU's Admissions Office will send the academic information for them if final transcripts are currently available in the admissions office.
- F. If the student opts to have his or her high school send the academic requirements he or she needs to follow the instruction booklet. If the student opts to have CSU's Admissions office send his or her academic information, the prospect *must* return the completed Release Form and a check or money order to the Assistant Athletic Director or they may send it in the enclosed envelope.
- G. Once the completed Release Form and payment have been received by the Assistant Athletic Director it is forwarded to the Eligibility Center.
- H. The final status of a prospect will be determined via the web-status report.
- I. A final copy of the students report is sent at a later date and placed in the student athlete's individual file.

Official Visits

I. NCAA Rules and Regulations

A. Definitions

1. An official visit is any visit by a prospect to CSU, which is financed in whole or in part by CSU.

B. Limitations

1. CSU may provide only one official visit per prospect and the prospect has a five-visit limitation.
2. CSU cannot provide a visit prior to the prospect's first day of classes of his or her senior year.
3. Basketball has a maximum of twelve (12) visits per year and baseball has a maximum of (25) visits per year.
4. Staff members may make unlimited telephone calls to prospect during the five days immediately preceding the prospect's official visit. However, if more than one call per week occurs due to a scheduled official paid visit that subsequently is canceled by the prospect, the violation will be considered an institutional violation.
5. The one-visit limitation and limitations on total official visits (5) changes beginning October 15 following the prospect's completion of high school. Thus, a prospect may take a maximum of ten (10) official visits – five (5) while in high school and five (5) beginning October 15 after they complete high school.
6. A prospect who was not a qualifier and who is enrolled in a two-year college may not take an official visit to CSU until they have completed one academic year at the two-year college.
7. A prospect attending a four-year college can visit CSU only after permission to contact has been granted by the first institution.

C. Academic Requirements

1. A prospect must present CSU with his or her scores from a PSAT, SAT, PLAN, or ACT test taken on a national testing date under national testing conditions prior to an official visit. The score must be provided in writing from the official high school or testing agency document but does not have to come directly from the testing agency.

2. A prospect must present CSU with his or her high school or college academic transcript prior to an official visit. The academic transcript may be an unofficial photocopy of an official document.
3. A prospect must be registered with the NCAA Eligibility Center with an ID number from the Eligibility center prior to taking an official visit.

D. CSU Requirements

1. CSU must notify a prospect in writing, prior to the prospect's visit, of the five-visit limitation.
2. CSU must provide a prospect with the NCAA Admissions and Graduation Date report at the earliest opportunity after CSU's first arranged in-person encounter with the prospect or upon request. However, in no event can CSU provide the report later than the day prior to a prospect's signed acceptance of the NLI or signed acceptance of CSU's written offer of admission and/or financial aid.

E. Length of Visit

1. The official visit cannot exceed 48 hours. A prospect may stay in the area after the 48-hour period but the prospect must leave the campus and CSU cannot pay any expenses thereafter, including the cost of return transportation to the prospect's home. If the prospect does not return home prior to attending CSU, the one-way transportation fee to visit will be a violation of the rule relating to providing transportation to enroll.
2. The 48-hour period begins at the time the prospect arrives at the CSU campus.

II. Procedures

- A. A coach *must* completely fill out the official visit request form prior to any official visit.
- B. Verification of a prospective student-athlete's high school transcript and test scores prior to an official visit *must* be made by the Initial Eligibility Clearinghouse or the Assistant Athletic Director at least *two (2) working days* (48 hours) prior to the visit. Weekend days are excluded.
- C. The Assistant Athletic Director then mails the prospect the required five-visit limitation letter and a copy of the admissions and graduation data report if available from the NCAA at the time of the visit.
- D. Once the official visit form is processed it will be placed in the Head Coaches box with the additional forms that must be filled out once the prospect completes the visit.

*In order to ensure the limitation letter and graduation data report are mailed and the transcript and test scores are verified before the prospect arrives on campus, coaches are encouraged to hand-in completed forms at least one week in advance of an official visit.

Prospect Declaration/Student Host Form

I. CSU Rules and Regulations

A. Purpose

In order to ensure that a prospect is aware of pertinent NCAA rules relating to his or her official visit a declaration/ student host form is administered to each prospect. The form also acts as a check and balance for coaches during the official visit.

B. Administration

The Assistant Athletic Director should meet with each prospect to administer the declaration form. If the meeting with the Assistant Athletic Director is not until well after the visit has begun it is the responsibility of each head coach to administer the form.

II. Procedures

- A. Each prospect *must* read and sign a Prospect Declaration Form during his or her official visit.
- B. Regardless of who administers the form to a prospect, the prospect *should* be encouraged to ask questions relating to anything on the form, as well as, anything not appearing on the form.
- C. Once the prospect has read the form and asked questions, the prospect *must* print his or her name, the sport he or she is taking the visit for, and sign and date the form.
- D. The Assistant Athletic Director then files the form by prospect and sport. A copy of the form may be requested by the prospect if they so desire.

Transfer Release Request

I. NCAA Rules and Regulations

- A. A prospect who was not a qualifier and who is enrolled in his or her first year at a two-year college may not be contacted in-person on or off CSU's campus for recruiting purposes.
- B. An athletics staff member or other representative of the institution's athletics interest cannot make contact with the student-athlete of another four-year collegiate institution, directly or indirectly, without first obtaining written permission from the first institution's athletics director, regardless of who makes the initial contact. If permission is not granted, CSU cannot encourage the student-athlete to transfer and cannot provide financial assistance until the student-athlete has attended CSU for one academic year.
 - 1. CSU may contact a student-athlete who has officially withdrawn from a four-year collegiate institution without obtaining permission from the first institution only if at least one academic year has elapsed since withdrawal.

II. Procedures

- A. 1(a) If a prospective student-athlete or his or her parent/ guardian contacts a coach, one of the first questions the coach *should* ask is whether or not the prospect is currently attending a four-year institution. If the answer is "yes" the coach *must* immediately inform the prospect or his or her parent/ guardian that he or she cannot discuss the athletic program until CSU has obtained permission from the prospect's institution's athletic director. The coach *must then terminate the contact immediately*, however, the coach can and should obtain the prospect's name and the institution's name before doing so.
- B. (b) If a prospect or the prospect's parent/ guardian leaves a message on a coach's answering machine and the name of the prospect and institution he or she is attending has been given, the coach *cannot* phone the prospect or his or her parent/ guardian until CSU has obtained permission from the prospect's institution's athletic director.
- C. (c) If a prospect or the prospect's parent/ guardian leaves a message on a coach's answering machine and neglects to leave the name of the prospect and/ or the institution's name he or she is attending the coach **CANNOT** phone the prospect or his or her parent/ guardian to obtain that information. If a four-year prospect wants to come to CSU, he or she will call back the coach at a later date.
- D. (d) If a prospect or a prospect's parent/ guardian informs a coach that he or she is looking to transfer from a four-year institution to CSU but he or she is *not* a student-athlete a coach *must* still request a transfer release. The coach should inform the prospect that he or she can't continue to discuss the program until such permission has been granted. This step will safeguard CSU from any potential violation if it is later learned that the transferring student was a student-athlete at that institution or another one.

- E. The coach will contact the Assistant Athletic Director to request that a release be sent to the four- year school that the student-athlete is currently attending.
- F. There are no guarantees as to when the release form will be faxed back to the Assistant Athletic Director. If the Assistant Athletic Director does not hear back from the prospect's institution within four to seven working days he or she may call the institution as a follow up.
- G. Once the release form has been returned, the Assistant Athletic Director will verbally notify the Head Coach.
- H. If the prospect's institution denies the request a coach **CANNOT** call the prospect or prospect's parent/ guardian to relay this information. If the prospect or prospect's parent/ guardian calls the coach at a later date, the coach *must immediately* inform him or her that the institution did not grant CSU permission to contact him or her. A coach can inform a prospect that he or she has a right to hearing to appeal the denial for a transfer release but then the conversation *must then be terminated*.

Sport Sponsorship

I. NCAA Rules and Regulations

A member of Division I must sponsor in Division I a minimum of:

- A. Seven varsity intercollegiate sports, including at least two team sports and involving all-male teams or mixed teams of males and females, and seven varsity intercollegiate sports (of which a maximum of two emerging sports may be utilized), including at least two team sports and involving all-female teams; or
- B. Six varsity intercollegiate sports, including at least two team sports and involving all-male teams or mixed teams of males and females, and eight varsity intercollegiate sports (of which a maximum of two emerging sports may be utilized), including at least two team sports and involving all-female teams.

II. Procedures

Throughout each sport's season the Assistant Athletic Director will obtain team and/ or individual student-athlete sport sponsorship information from either the Sports Information Office or individual head coaches.

A. Information

1. All sports will have information provided by the Sports Information Office.
2. Two to four times during each sport's season the Assistant Athletic Director will obtain a copy of the team's statistics report as verification of the dates and matches played.
3. One to two weeks before the end of each sport season the most current, updated statistics report for each team will be reviewed to ensure the team has or will meet minimum sports sponsorship.
4. Reviewing each report near the end of each sport's season will guarantee that a team sport which falls under the minimum will have ample time to schedule the needed matches to put them at or above the minimum for that sport.

Squad Lists

I. NCAA Rules and Regulations

- A. To be eligible to represent CSU in intercollegiate athletics competition, a student-athlete must be included on CSU's squad-list form.
- B. CSU's Athletics Director must compile a list, on a form approved by the Council, of the squad members in each sport on the first day of competition and must indicate thereon the status of each member in the categories listed.
- C. Any student-athlete who signs a drug-testing consent form must be included on CSU's squad-list form.

II. Procedures

- A. Squad Lists are maintained and monitored by the Assistant Athletic Director (a copy of these forms can be obtained from the Assistant Athletic Director).
- B. The Assistant Athletic Director utilizes CSU's Administrative Mainframe to complete these forms.
- C. A student-athlete's financial aid and bill screen are utilized to keep track of state status and countable awards.
- D. The lists are checked and updated a number of times during the academic year as new financial aid sources are added to student-athletes accounts.
- E. No student-athletes are allowed to pick up any rebate check until the Assistant Athletic Director verifies that the monies about to be disbursed remain in accordance with NCAA financial aid limits.
- F. Squad Lists are forwarded to the Conference Office at the beginning of each year and are updated and forwarded to the conference office prior to the championship for that particular sport.
- G. A final check of all squad lists is after the completion of the academic year. The information is forwarded to the financial aid office for a final verification and signature. A final copy is then sent to the Conference Office and filed in the office of the Assistant Athletic Director. Information is also maintained on the NCAA Compliance Assistant Software Package

NCAA Student-Athlete Special Assistance Fund

I. NCAA Rules and Regulations

A. Purpose

A student-athlete may request additional financial aid (with no obligation to repay such aid) from a fund established by the NCAA Council to assist student-athletes with financial needs to purchase necessary items.

B. Who Can Apply

1. Any student-athlete who is receiving a Pell Grant and is participating (practicing and/or competing) in a sport is eligible.
2. A nonqualifier is *not eligible* for the fund during his or her first academic year in residence.
3. A student-athlete who does not receive a Pell Grant is eligible for the fund only if he or she is receive countable athletically related financial assistance from CSU and the Director of Financial Aid certifies in writing that the student-athlete has unmet financial need, as demonstrated by a needs analysis conducted according to the Federal Congressional methodology.
4. A foreign student-athlete is eligible for the fund only if the Director of Financial Aid certifies in writing that the student-athlete has unmet financial need beyond the value of a full grant-in-aid, as demonstrated by a needs analysis conducted according to the Federal Congressional methodology.
5. The student-athlete and may be awarded to meet expenses only in the following areas:
 - a. Clothing and shoes
 - b. Medical expenses, except those covered by another insurance program, either institutional or personal;
 - c. Travel expenses related to family emergencies for parents or student-athletes.

II. Procedures

- A. A student-athlete must be eligible to participate in intercollegiate athletics to apply for the funds.
- B. The funds will first be distributed to those student-athletes receiving a Pell Grant.
- C. Student-athletes who are receiving a Pell Grant will be given an NCAA Student-Athlete Assistance Fund Form and an estimation form and will be required to estimate where the funds will be spent and must return the signed forms to the Assistant Athletic Director.

- D. Once the forms have been turned in, the Assistant Athletic Director will verify each student-athlete's athletic and Pell grant status by utilizing the Office of Financial Aid.
- E. Once this has been verified, the Assistant Athletic Director signs the Assistance Fund Form (Compliance Officer).
- F. Each form is then presented to the CSU Assistance Fund Committee which is made up of a representative from both the Office of Financial Aid and Student-Athlete Advisory Council, the Assistant Athletic Director, and the Athletic Director.
- G. This Committee will meet one to two weeks after each due date and act as the review panel, verifying the request, amount of funds requested and reason for the request.
- H. Once the Committee has reviewed each request, those forms which have been approved are signed by the Athletic Director. Any form not approved will be forwarded back to the Assistant Athletic Director who will produce a letter to the student-athlete explaining why he or she has been denied.
- I. The Director of Financial Aid's signature acts as the final authorizing official.
- J. Once final authorization has been granted the forms and all supporting documentation are forwarded to the MEAC Office.
- K. There is no definite time table as to when the MEAC Office will inform the Athletic Director of those requests that were approved and denied.

Slush Funds

I. NCAA Rules and Regulations

- A. All funds for the recruiting of prospects must be deposited with CSU, which must be exclusively responsible for the manner in which such funds are expended.
- B. CSU cannot permit any outside organization, agency or group of individuals to utilize, administer or expend funds for recruiting prospects, including the transportation and entertainment of, and the giving of gifts or services to a prospect or his or her relatives, legal guardian(s) or friends.
- C. The pooling of resources for recruiting purposes by two or more persons will constitute such a slush fund.

II. CSU Rules and Regulations

The CSU Athletic Department allows a coach to use his or her own automobile to make recruiting contacts and evaluations. The coach may also use his or her own funds for per diem costs or telephone calls made on the road or at home and to purchase equipment for his or her team that cannot be covered in his or her budget. Under Athletic Department policy not all of these activities can be reimbursed (i.e., contact or evaluation made at a local high school, non-approved expenditures for equipment, etc.). When these types of activities are done, they are counted toward the team's recruiting/ equipment budgets. However, due to the nature of the activities, one-time costs of less than \$50 cannot be claimed on any federal, state, or local income tax forms. Approval for claiming one-time costs in excess of \$50 as donations must come from the Athletic Director.

III. Procedures

- A. Any coach who voluntarily engages in a recruiting activity that the Department of Athletics cannot approve for reimbursement or pays for equipment, etc. that cannot be covered in his or her budget must fill out the Department of Athletics Donation Form, in full .
- B. Coaches can obtain the form from the Business Manger.
- C. It is the responsibility of each head coach to ensure that all activities for which CSU will not or cannot reimburse are submitted on the Donation Form by the end of each fiscal year, by each coach who engaged in that activity.

Student-Athlete Athletic Department Evaluations

I. CSU Rules and Regulations

At the end of each academic year, student-athletes will be given the opportunity to evaluate all facets of the Athletic Department.

II. Procedures

- A. Student-athletes will be provided an Athletic Department Evaluation Form (a copy of the evaluation can be obtained from the Assistant Athletic Director) to be completed at the end of each academic year.
- B. The student-athlete representative from each team will be provided the forms during the months of April and May.
- C. A due date will be set for the forms to be returned to the Department.
- D. Student-athletes will be notified of the due date by their student-athlete representative and flyers posted on the coaches and Assistant Director's doors.
- E. Completed forms can be turned into the Assistant Athletic Director, the Associate Athletic Director, or the Director of Athletics.
- F. Once all forms have been returned, the Assistant Athletic Director reviews the forms making notes of any trends, negative or positive, and any key observations that a student-athlete may have indicated in the written section of the form.
- G. Once completed the Athletic Director, the Associate Athletic Director and Assistant and Athletic Director meet to discuss any trends and/ or key observations.
- H. Once completed all requests/ recommendations are forwarded to the appropriate offices/ individuals.

Student-Athlete Exit Interviews

I. NCAA Rules and Regulations

CSU's Athletic Director, or his or her designee, excluding coaching staff members, must conduct exit interviews in each sport with a sample of student-athletes (as determined by the institution) whose eligibility has expired. Interviews must include questions regarding the value of the student-athlete's athletic experiences, the extent of the athletics time demands encountered by the student-athlete, proposed changes in the program and concerns related to the administration of the student-athlete's specific sport.

II. Procedures

- A. Exit interviews, in-person and mailed, are conducted at the end of each academic year for those student-athletes who have exhausted their eligibility.
- B. The in-person interviews will be conducted by the Director of Athletics, Associate Director of Athletics or the Assistant Director of Athletics.
- C. Each candidate will receive a letter sometime in early April of each academic year, indicating their participation and whether or not they will be required to attend the in-person interview or complete an exit interview form.
- D. Deadlines for both types of interviews are indicated in the letters.
- E. Once all the in-person interviews have been completed and the mailed forms have been received, the Athletic Director, Assistant Athletic Director and Faculty Athletic Representative meet to review each form.
- F. Once completed all requests/ recommendations are forwarded to the appropriate offices/ individuals.

Registration

I. NCAA Rules and Regulations

A. Requirement for Practice

To be eligible to participate in organized practice sessions, a student-athlete must be enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree (12 credits).

B. Requirement for Competition

To be eligible to compete, a student-athlete must be enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree, which cannot be less than twelve (12) semester hours.

C. Eligibility Between Terms

To be eligible for competition between terms, a student-athlete must:

1. Have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, if the student is continuing enrollment, or
2. Be accepted for enrollment as a regular full-time student for the regular term immediately following if the student is either continuing enrollment or beginning enrollment.

D. Designation of Degree Program

A student-athlete must designate a program of studies leading toward a specific baccalaureate degree at CSU by the beginning of his or her third year (fifth semester) and thereafter must make satisfactory progress toward that specific degree. This provision is applicable to the eligibility of a continuing and transfer student-athlete.

II. CSU Rules and Regulations

Student-athletes are required to preregister for classes in order to remain eligible. Student-athletes who fail to preregister during designated Department times must register during regular registration. It then becomes the responsibility of the student-athlete to register for courses and not the Department or coaching staff.

III. Procedures

- A. Student-athletes are notified of the early registration period by the Office for Freshman and Undeclared Majors.

- B. Student-athletes who have declared majors must have proposed schedules approved and signed by their advisors.
- C. Student-Athletes are given a copy of their Academic Progress Report indicating what classes need to be registered for in order to continue making progress in their particular degree program.
- D. Student-athletes are encouraged to meet with the Assistant Athletic Director prior to registration if the student-athlete has any questions. This meeting allows the Assistant Athletic Director to assess the progress of the student-athlete and ensure that he or she is registering for those courses which will allow him or her to meet the NCAA Satisfactory Progress rules and regulations.
- E. It is the sole responsibility of a student-athlete to ensure that by the end of his or her fourth semester, he or she has declared a major and completed all of the necessary paper work. Student-athletes will be continually reminded by the Assistant Athletic Director of this responsibility each time he or she preregisters for courses.
- F. Coaches are then notified during the month of June of all fifth semester student-athletes who have yet to declare a major.
- G. A student-athlete who returns to CSU for his or her fifth semester and has not declared a major will be *ineligible* to practice and compete until they have verified with the Assistant Athletic Director that they have done the proper paper work.

Championships

I. General Rules and Regulations

All MEAC championships require an entry form to be completed. These forms then require the Assistant Athletic Director and Athletic Director or SWA's signature to verify that all of the student-athletes listed are eligible to compete in the championship.

II. Procedures

- A. Each entry form requires each student-athlete's name, hometown, class, and the number of seasons of past competition for each student-athlete.
- B. It is the head coach's responsibility to have these forms completed prior to the due date.
- C. Once completed the forms must be forwarded to the Assistant Athletic Director for verification.
- D. Once verified the Assistant Athletic Director signs the entry form and then forwards it to the Athletic Director or SWA for approval.
- E. The Athletic Director or SWA signs all entry forms as the final authorizing official and forwards it back to the Assistant Athletic Director for submission.
- F. Once received the Assistant Athletic Director faxes the entry forms to the MEAC then makes a copy for the coach and one for the files.

**Institutional Control:
Athletics Representative/ Booster Club**

I. NCAA Rules and Regulations

CSU's "responsibility" for the conduct of its intercollegiate athletics program must include responsibility for the acts of individuals when a member of CSU's executive or athletics administration has knowledge or should have knowledge that such an individual:

- A. Has participated in or is a member of an agency or organization that promotes CSU's intercollegiate athletics program;
- B. Has made financial contributions to the athletics department or to an athletics booster organization of CSU;
- C. Has been requested by the athletics department staff to assist in the recruitment of prospective student-athletes;
- D. Has assisted or is assisting in providing benefits to enrolled student-athletes;
- E. Is otherwise involved in promoting CSU's athletics program

II. Procedures

- A. At the beginning of each fall and spring semester the Department provides an athletics representative/ booster pamphlet to all faculty and staff on campus (a copy of the pamphlet can be obtained from the Assistant Athletic Director).
- B. Additional pamphlets are also provided to the Office of Admissions, Institutional Advancement, Sports Information, and Student Life. These offices are requested to place the pamphlets in their outer offices and notify the Assistant Athletic Director if at any time they require additional amounts.
- C. Pamphlets are also provided to the President of the Alumni Association and CSU's Development Officer so that the pamphlets may then be sent to friends and alumni of the College.
- D. The pamphlet is updated on an annual basis, if needed.

Collection and Retention of Compliance Materials

I. Guidelines:

- A. All memos drafted by the Assistant Athletic Director are stored on the hard drive of the office computer.
- B. Original hard copies of all NCAA, MEAC, and CSU forms are retained for ten years.
- C. All hard copies are filed by sport and year.



DEPARTMENT OF ATHLETICS DONATION FORM

The CSU Athletic Department allows a coach to use his or her own automobile to make recruiting contacts and evaluations. The coach may also use his or her own funds per diem costs or telephone calls made on the road or at home and to purchase equipment for his or her team that cannot be covered in his or her budget. Under Athletic Department policy not all of these activities can be reimbursed (i.e., contact or evaluation made at a local high school, non-approved expenditures for equipment, etc.). When these types of activities are done, they are counted toward the team's recruiting/ equipment budget. However, due to the nature of the activities, one-time costs of less than \$50 cannot be claimed on any federal, state, or local income tax forms.

Coach: _____ Sport: _____

I am donating the following costs to the Coppin State University Athletic Department

contact(s) evaluation(s) telephone call(s) equipment miscellaneous

Contact Date(s): _____

Evaluation Date(s): _____

Telephone Call Date(s): _____

Telephone bill(s) **Total \$** _____

Transportation: Car ___ Mileage (___ miles @ ___/ mile) \$ _____

Other _____ Fare \$ _____

Parking _____ Cost \$ _____

Tolls _____ Cost \$ _____

Total Transportation \$ _____

Accommodations: Per Diem _____ (# of meals _____) Total \$ _____

Equipment: **Description:** _____ **Cost \$** _____

Miscellaneous: **Description:** _____ **Cost \$** _____

Total Donation of Telephone/Transportation/Accommodations/Equipment/Miscellaneous

Signature

Date

Coppin State University

Office of Athletic Compliance Asst/AD
2500 West North Avenue Baltimore, MD 21216-3698
Phone 410-951-3742 Fax 410-951-3717

January 1, 2002

Joe Prospect
1 Visit Lane
Anywhere, MD 22222

Dear Joe:

NCAA regulations require that I inform you in writing before your scheduled visit that you may make a maximum of five expense paid visits to a Division I or II institution. In addition, you can not make more than one "official" expense-paid visit to any institution. NCAA regulations allow to make an unlimited number of non expense-paid or "unofficial visits" to any institution. Also, NCAA rules require that you limit your visit to 48 hours from the time you arrive on campus. Entertainment may be provided only to you, your parents (or legal guardians) and your spouse. All official visit activities must take place within 30 miles of the Coppin State University campus.

I am looking forward to your visit to Coppin State University. If you have any questions please contact me at (410) 951-3742.

Sincerely,

Dwayne H. Henry
Assistant AD/Compliance