

NCAA General Compliance Policies

Summary

NCAA policies governing institutional compliance with standards for amateur athletics.

Purpose

To help keep CSU in compliance with NCAA standards.

Policy

NCAA COMPLIANCE

ETHICAL CONDUCT

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

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member may include, but is not limited to the following:

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

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

Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid

Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in, or knowledge of or, matters relevant to a possible violation of a NCAA regulation

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

Athletics staff members may be suspended for a period of time without pay, or terminated if found to have been involved in deliberate and serious violations of NCAA regulations.

For more information regarding athletics staff members' obligations relative to ethical conduct, refer to Bylaw 10 in the NCAA manual.

RULES EDUCATION

The primary responsibility for the rules education process rests with the Director of NCAA Compliance and the Director of Athletics. The Director of NCAA Compliance, during department meetings, will review any changes in NCAA legislation, recent interpretations and address questions from the coaching staff. Periodically, athletics staff members will be provided with written correspondence related to NCAA legislation. Staff members are encouraged to contact the Director of NCAA Compliance and/or the Director of Athletics with any questions they may have. In addition, the Department of Athletics will hold a mandatory NCAA Compliance meetings for all student-athlete and coaching staffs at the beginning of each academic year. The purpose of this meeting is to educate student-athletes and coaches regarding applicable NCAA, conference and institutional regulations, as well as finalize certifications for all participating student athletes prior to any CARA (Countable Athletic Related Activities) begins with respective team.

COACHES' CERTIFICATION EXAM

The Coaches' Certification Exam is administered annually by the institution's Faculty Athletic Representative. Coaches are prohibited from participating in off-campus recruiting activities until they have passed the examination. The certification period is from August 1 to July 31.

Prior to the examination, the Director of NCAA Compliance and/or the Director of Athletics will review with coaching staff members the relevant sections of the NCAA manual and new legislation information. Coaches, who do not successfully pass the exam, must wait thirty days before retesting. **All coaches must take the current year exam no later than August 15th.**

RECRUITMENT OF STUDENT-ATHLETES

The active recruitment of prospective student-athletes (PSA) is encouraged for all sports. CSU has no specific limitations established as to where prospective student-athletes reside.

All applicable NCAA and conference regulations regarding recruiting must be followed. Coaches are expected to be thoroughly familiar with the recruiting regulations before engaging in the recruitment of any athlete. Recruiting expenses are a part of a sports budget and should be requested during the budget making process. Funds should be

designated for mailings and phone calls, coaches' recruiting (contact and evaluation) travel and for recruit visitation expenses. Student-athletes may not be provided with expenses to recruit a prospect, except for those provided for as a student host. Additionally, CSU may not direct or pay the expenses for student-athletes to call prospects.

All coaching staff members are required to keep their recruiting logs to ensure PSA's are contacted after June 15th preceding their junior year in high school. All contacts, evaluations, phone calls and official visits must be properly documented. These logs should be available for periodic review by the Athletics Director and/or Director of NCAA Compliance. All off campus recruiting visits must be report using the **"Coaches Recruiting Travel Form (See appendix)"** which will be signed the Director of NCAA Compliance at the conclusion of recruiting trip and submitted to the Director of Athletic Budget for appropriate reimbursement to coach if applicable. Only coaches who have passed the NCAA certification test may recruit off campus.

Coaches should submit their **official and unofficial visits** documentation to the Director of NCAA Compliance within 7 days after the visit concludes. Receipts for meals, lodging, transportation, etc. should be attached to the **"Official / Unofficial Visit Summary Form (see appendix)"**. If a student host is utilized during the visit, applicable receipts must be attached.

ELIGIBILITY CERTIFICATION PROCESS

The process of certifying eligibility is very time consuming. Due to the extensive regulations, several individuals on campus are involved in the certification process. These individuals are members of the institution's compliance committee. The committee includes the university Registrar, Faculty Athletics Representative, Director of Admissions, Financial Aid Director, Athletics Director, Senior Woman Administrator and Director of NCAA Compliance. However, the final decision regarding a student-athlete's eligibility rests with the Faculty Athletic Representative. **The Faculty Athletics Representative has been designated as the institution's Chief Certifying Officer.**

Freshmen eligibility decisions are rendered by the NCAA Initial-Eligibility Center, with institutional oversight from the Registrar, Faculty Athletics Representative and Director of NCAA Compliance.

Transfer eligibility certification is monitored by the Director of Admissions with oversight provided by the Faculty Athletics Representative and Director of NCAA Compliance.

Continuing eligibility certification by the University Registrar, with the Director of NCAA Compliance providing interpretations as to applicable regulations.

Student athlete certification forms required prior to any CARA for student athletes, with all forms are available on csucougars.com

Summary of NCAA regulations

NCAA compliance forms

- NCAA Division II student athlete statement
- NCAA drug testing consent form
- NCAA HIPAA Buckley consent form

Sports Medicine

- Pre participation medical examination
- Insurance certification (proof of valid health insurance)
- Sports medicine informational packet

Peach Belt Conference forms

- PBC Promotional Authorization form (**See appendix**)
- PBC Sportsmanship Code form (**See appendix**)

Institutional compliance (Activation by Director of NCAA Compliance)

- Activation of student athlete CSU ID # in Banner ISIS report

PLAYING SEASON REGULATIONS

During the playing season, coaches are permitted a maximum of twenty-hours per week of countable athletically related activities, with no more than four hours of countable activity during a single day. Student-athletes must be provided with at least one day off during the week.

Outside of the playing season, coaching staff members are permitted to require a maximum of eight hours of weight training and conditioning activities per week, with no more than four hours in a single day. Two of these eight hours may be dedicated to individual skill and /or team instruction. These activities may be supervised by any member of the coaching staff. Student-athletes must also be provided with two days off during each week of this period.

Prior to the beginning of each academic year, each coach will be provided with a **"Playing season declaration form (See appendix)"**. Any changes in the playing season declaration must be submitted in writing to the Director of Athletics and Director of NCAA Compliance. Coaches should never change their schedule without prior approval from the Director of Athletics and Director of NCAA Compliance.

For more information on playing seasons, please refer to Bylaw 17.

STUDENT-ATHLETE EXIT INTERVIEWS

NCAA regulations require that institutions conduct exit interviews from among its graduating student-athlete population. Student-athletes who have exhausted eligibility but that have not yet fulfilled graduation requirements are also interviewed. All student athletes who meet this criteria must comply with the exit interview request. Anyone who does not will be have an administrative hold placed on their respective institutional student account until request if satisfied.

NATIONAL LETTER OF INTENT PROGRAM

The NLI Program is administered by the Collegiate Commissioners Association and is monitored by the NCAA Eligibility Center. Given that the NLI is a binding agreement that has the potential to adversely affect a prospect's eligibility, coaches are expected to fully explain the terms, conditions and penalties associated with it before signing a prospective student-athlete. An NLI, in order to be considered valid, must be accompanied by a written offer of athletic financial aid for one academic year. In addition, it must contain the appropriate signatures, be received by this institution, and then submitted to the conference within the prescribed time period(s).

SCHEDULING

Each coach shall schedule his/her games for the coming year while staying in contact with the Athletics Director. The NCAA rules will apply to the scheduling of athletic contests.

- a. It is imperative when scheduling that coaches keep in mind the number of days a student-athlete misses class. Budget will also dictate the number of contests that a program can play. Please consult your NCAA manual for guidance on scheduling regulations. No class time shall be missed for practice activities. No class time shall be missed for competition or travel during the non-championship segment.
- b. Sports schedules are to be turned into the Athletics Director, Compliance Coordinator, SID and Head Athletic Trainer.
- c. There should be no schedule changes during the season, except for changes due to weather.
- d. Each coach must review his/her schedule with the Athletics Director before completing the Athletic Agreement.
- e. An Athletic Agreement is completed for each athletic contest that the team will play in during the current season. As soon as the Athletics Director has approved a coach's schedule, the coach should complete a form for each event and turn it into the designated Administrative Assistant. Correct signatures will be obtained on the forms and these forms will be mailed to each of our opponents.
- f. As our opponents return the signed Athletic Agreement to CSU, the coach should return these forms to the designated Administrative Assistant where the forms can be filed for departmental records.
- g. Coaches are not permitted to schedule competition on reading days or weekends prior to final exams.

TRY OUT FOR POTENTIAL STUDENT ATHLETES

Athletic teams should abide by NCAA bylaw 13.11 when considering try outs for all potential student athletes (PSA). Please consider the following prior to scheduling a try out for a PSA:

- Not more than one tryout per perspective student-athlete per institution per sport shall be permitted
- Try out must occur outside or at the conclusion of the PSA's athletic season
- Try out may include test to evaluate PSA strength, speed, agility, and sport skills
- Competition against member institution's team is permissible, provided such competition is considered CARA per bylaw 17.02.1
- The time of the try out activities shall be limited to the length of the institutions normal practice period in the sport but in no event shall it be longer than 2 hours
- The institution may provide equipment and clothing on an issuance and retrieval basis to a PSA during the period of the try out

The following items are required for all PSA's prior to participating in a try out:

- Completed physical form within 6 months
- Completed try out waiver **(See appendix)**
- Completed sickle waiver form or sickle test on file **(see appendix)**
- Valid health insurance card

MALES PRACTICING WITH FEMALE TEAMS

Athletic teams should abide by NCAA bylaw 14.1.10 when considering allowing males or male student athletes to practice with Women's teams. Please consider the following prior to allowing males to practice with women's teams:

- Male students who practice with an institutions women's team must be certified in accordance with all applicable NCAA eligibility regulations for practice
- enrolled in a minimum full time program of studies
- signed a drug testing consent form
- included on the institutions eligibility list
- certify insurance coverage
- undergo a mandatory medical examination
- It is not permissible for an institution to provide the following:
 - financial assistance to include room and board, tuition and fees, books
 - awards and benefits per NCAA bylaw 16
 - room and board to remain on campus during the vacation period
 - allow a student athlete or male athlete to participate with a women's teams who serving a year in academic residence or is a non-qualifier
- It is permissible for an institution to provide practice apparel to male students for the purpose of practicing with a women's team

Please use and complete the following form and provide all necessary documents prior to allowing any male to practice with a women's team:

- Male practice player clearance form **(see appendix)**

Related USG Policy

N/A

Last Update

6/2016

Responsible Authority

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