

2011-
2012

TNU ATHLETICS COMPLIANCE



Trevecca Nazarene University
333 Murfreesboro Road
Nashville, TN 37210
(2/24/11 Draft)

**Trevecca Nazarene University - Athletic Department
Compliance Manual
Table of Contents**

Trevecca Nazarene University Compliance 4

Principle of Institutional Control 5

NCAA Rules Education..... 6

 NCAA Rules Interpretation Procedures 9

 Reporting & Investigating Potential NCAA Rules Violations..... 9

 Investigating Possible NCAA Rules Violations 11

Eligibility (NCAA Bylaw 14) 14

 Admissions..... 14

 Initial Eligibility 16

 Continuing Eligibility 18

 Designation of Degree Program..... 21

 Progress-Toward-Degree..... 21

 Summer School Procedures 23

 Transferring In 23

 Transferring Out..... 24

Recruiting (NCAA Bylaw 13)..... 26

 Recruiting Off-Campus 26

 Telephone Calls..... 27

 Contacts and Evaluations 28

 Official Visits..... 28

 Unofficial Visits..... 30

 Tryouts 30

 Walk-On Clearance Procedures..... 32

 Procedures to Audit Recruiting Activity 33

Playing and Practice Seasons (NCAA Bylaw 17) 34

 Declaration of Playing Season 34

 Countable/Non-Countable Athletically Related Activities 34

Weekly Limits.....	35
Weekly Playing & Practice Report Procedures:.....	35
Missed Class Time Policy	36
Male Practice Players.....	37
Financial Aid (NCAA Bylaw 15)	39
Process for Initial Grant-in-Aid to New Students.....	39
Athletic Scholarship Appeals Hearings	44
Awards & Benefits (NCAA Bylaw 16)	47
Equipment & Apparel.....	50
Camps & Clinics.....	51
Employment	53
Student-Athletes.....	53
Coaches	53
Fundraising	56
Appendix A	

Trevecca Nazarene University Compliance

Trevecca Nazarene University must abide by NCAA rules and regulations as they relate to all aspects of its athletic program. In addition to ensuring that all of its coaches, administrators, University faculty and staff, and student-athletes are aware of and following NCAA rules, Trevecca Nazarene University is also responsible for educating individuals who are representatives of athletic interests. Compliance with NCAA rules requires the effort of everyone associated with an institution's athletic program and requires a shared responsibility for the education of and compliance with NCAA, conference and University policies and procedures.

Trevecca Nazarene University Compliance Office

Compliance Coordinator	Larry Knight	615-248-1639
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Compliance Support Personnel

Faculty Athletic Representative	Greg Runyan	615-248-1207
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Registrar	Becky Niece	615-248-1268
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Director of Financial Aid	Eddie White	615-248-1242
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Director of Admissions	Michael Cantrell	615-248-1537
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Director of Athletics	Brenda Patterson	615-248-1275
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Associate Provost and Dean of Student Development	Steve Harris	615-248-1245
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Compliance Review Committee

Faculty Athletic Representative	Greg Runyan	615-248-1207
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Director of Admissions	Michael Cantrell	615-248-1537
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Director of Athletics	Brenda Patterson	615-248-1275
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SAAC Representative	Chelsey Taylor	931-267-0636
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Head Coach Representative	Gary Van Atta	615-248-1273
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Associate Provost and Dean of Student Development	Steve Harris	615-248-1245
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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 NCAA. The institution's president 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.

NCAA Rules Education

Rules education is a critical part of the rules compliance program. Education and knowledge of institutional and NCAA rules are the first steps in maintaining compliance and upholding the integrity of the University. Although coaches and staff are not expected to know every NCAA rule, they are expected to know the basic rules, to use the NCAA Division II Manual as a reference point, and to ask for interpretations before acting when the rules or situation seems unclear. The rules education program is intended to prepare coaches and staff to identify areas where compliance problems may exist and to identify infractions, should they occur.

The rules education program is also intended to inform coaches and staff of proposals and changes to NCAA rules throughout the legislative process. In addition, the compliance coordinator will seek input from coaches, staff and the Student-Athlete Advisory Committee (SAAC) members regarding legislation that relates to their specific sport or area.

The compliance coordinator is responsible for providing rules education to the groups identified below, in the manner outlined:

Head and Assistant Coaches

1. The compliance coordinator will schedule and conduct rules education meetings throughout the year as follows:
 - a. An athletic department compliance meeting will be held at the beginning of the academic year to review NCAA rules, regulations and procedures for the upcoming year.
 - b. Monthly athletic department meetings will be held to discuss important information relevant to the time of year, as well as new information or rules interpretations that have just developed. All coaches are required to attend the meetings. Absences will only be due to approved off-campus competition or recruiting that was scheduled prior to the meeting and/or emergency situations. In all instances, when a coach is unable to attend, the coach is responsible for scheduling a review with the compliance coordinator.
 - c. Interpretations of legislation and “hot topics” as defined by the NCAA will be distributed via email to coaches, as necessary.
 - d. All coaches will be given the following:
 - *Trevecca Nazarene University Athletics Compliance Manual*
 - NCAA Division II Manual
 - *Trevecca Nazarene University Student-Athlete Handbook*
 - *NCAA Compliance Calendar*

Coaches are encouraged to regularly refer to the NCAA website (NCAA.org) for updates on rules and pending legislation. Each coach will be given a user name and password so he/she can access the website.

A special emphasis will be given to new coaches when they join the Trevecca Nazarene University coaching staff. The purpose of this emphasis is to accelerate their training and bring them to a satisfactory level of knowledge of NCAA Legislation and Bylaws, in addition to expectations and requirements.

Department of Athletics Staff Members

1. The compliance coordinator is primarily responsible for the education of new staff as soon as an individual has accepted a position at this institution even though the person may not “officially” start work immediately. This will ensure the new employee does not engage in activities that are not permissible. PLEASE NOTE: Once an individual accepts employment, that person becomes an agent of the institution.
2. Staff members are required to attend the athletic department compliance meeting to be scheduled at the beginning of each academic year. This meeting will review current legislation and newly adopted legislation for the upcoming year.
3. Monthly athletic department meetings will be held to discuss important information relevant to the time of year, as well as new information or rules interpretations that have just developed.
4. The compliance coordinator is responsible for distributing educational materials to staff members, as needed.
5. The compliance coordinator will provide a *Trevecca Nazarene University Athletics Compliance Manual* and a NCAA Division II Manual to all staff members with NCAA compliance responsibilities and others as appropriate.

Compliance Review Committee

1. The compliance coordinator is responsible for educating the members of the Compliance Review Committee.
2. The Compliance Review Committee will meet monthly to discuss NCAA rules and compliance policies and procedures for the institution.
3. The Compliance Review Committee will annually evaluate the comprehensive program and make changes as necessary so they can be implemented as soon as possible.
4. The Compliance Review Committee is ultimately responsible for the effectiveness and efficiency of the overall compliance program.

Student-Athletes

1. The compliance coordinator and head coaches share responsibility for educating student-athletes.
2. The compliance coordinator will conduct a rules education meeting at the beginning of the academic year with each team. This meeting will review important NCAA and institutional regulations, including the Summary of NCAA Regulations, academic eligibility rules, financial aid, Code of Conduct, amateurism guidelines, student-athlete employment, playing and practice seasons, and other topics deemed appropriate. This meeting will also cover the administration of NCAA and institutional eligibility paperwork, *NCAA Drug Consent Forms*, *FERPA Forms*, *HIPAA Forms* and the other documents necessary for the upcoming athletic season.
3. The compliance coordinator serves as liaison to the Student-Athlete Advisory Committee (SAAC). The compliance coordinator is responsible for providing rules education materials for SAAC meetings to be distributed to each team by the SAAC members.
4. The head coach and compliance coordinator are responsible for providing student-athletes with written materials regarding relevant rules and interpretations

Boosters, Faculty, Staff, Alumni and Fans

1. Information for faculty, staff, boosters, alumni and fans will be published on the institution's athletics website, distributed to boosters and available in hard copy format. See Appendix A.
2. The compliance coordinator will communicate periodically with boosters to discuss relevant legislation and their involvement with athletics.

Prospective Student-Athletes

1. The compliance coordinator and coaches share responsibility for prospective student-athlete rules education and will provide relevant rules information to prospective student athletes and their families within a reasonable amount of time preceding that student's first arranged encounter.
2. The head coach and compliance coordinator are responsible for providing all prospective student-athletes with initial eligibility and NCAA Eligibility Center information.
3. The head coach will be responsible for communicating with each prospective student-athlete regarding his/her initial eligibility status when provided updated information from the compliance coordinator.

NCAA Rules Interpretation Procedures

The interpretation process is essential for compliance with NCAA legislation. In many cases, the NCAA Division II Manual does not provide a definitive answer to questions and an interpretation is required. It is the responsibility of all coaches and staff to seek an accurate interpretation **before** acting. The procedures for interpretation of NCAA rules are designed to provide accurate and timely answers to questions as they arise for all those involved with athletics. Procedures for requesting rules interpretations are below:

1. All coaches and staff members must direct all rule and interpretation questions to the compliance coordinator.
2. Coaches can submit their requests through a *Rules Interpretation Request Form* or via email. If a question is discussed verbally, the compliance coordinator will ask the coach to follow up the discussion with an email or completion of the *Rules Interpretation Request Form* regarding the question.
3. If the compliance coordinator cannot provide a definitive interpretation, the question will be forwarded, in writing, to the NCAA Academic and Membership Services staff.
4. Once an official interpretation has been received, the compliance coordinator will contact the individual who requested the interpretation and/or send a written response. If relevant, the interpretation will be disseminated to all coaches and staff.

A copy of the *Rules Interpretation Request Form* or the follow-up e-mail outlining the question, along with the response, will be filed by the compliance coordinator under the pertinent bylaw(s) involved in the question.

Reporting & Investigating Potential NCAA Rules Violations

All athletic department staff members (including part-time staff members, graduate assistants, and clerical staff) must sign an *NCAA Certificate of Compliance* form each year, attesting that the individual has reported any knowledge of involvement in any NCAA violation(s) involving the institution. Each staff member must be committed to building a successful athletic program within NCAA and institutional guidelines. It is the responsibility of all staff members to inform the compliance coordinator of any potential violations.

Major Violations

19.02.2.2 Violation, Major. All violations other than secondary violations are major violations, specifically including those that provide an extensive recruiting or competitive advantage. (*Revised: 1/11/94*)

1. If, based on the facts, there is a possible major violation, the compliance coordinator must immediately report the incident, in writing, to the president, provost, associate provost and dean of student development, faculty athletic representative, and director of athletics. If

another individual is notified, it is the responsibility of that individual to notify all individuals identified above.

2. The president, provost, associate provost and dean of student development, faculty athletic representative and director of athletics in consultation with pertinent administrative staff, determine all necessary and immediate actions, including whether outside counsel is warranted. The compliance coordinator should also notify the director of university relations regarding appropriate responses to inquiries while the investigation is being conducted. Note: The official spokesperson for the University is the director of university relations.
3. For violations that may involve the director of athletics and/or the compliance coordinator, the faculty athletic representative will work in conjunction with the president, provost, and associate provost and dean of student development, to ensure that the investigative process meets standards required to adhere to the NCAA Principle of Institutional Control. The faculty athletic representative should also notify the director of university relations regarding appropriate responses to inquiries while the investigation is being conducted. Note: The official spokesperson for the University is the director of university relations.

Secondary Violations

19.02.2.1 Violation, Secondary. A secondary violation is a violation that is isolated or inadvertent in nature; provides or is intended to provide only a minimal recruiting, competitive or other advantage; and does not include any significant recruiting inducement or extra benefit. Multiple secondary violations by a member institution may be collectively considered as a major violation. *(Revised: 7/20/10)*

Level I secondary violations continue to be reported to and processed by the NCAA enforcement staff as they occur and are discovered. In addition, Level I violations may affect the eligibility of the involved prospective or enrolled student-athletes, so reinstatement of eligibility should be sought if appropriate.

Level II secondary violations are processed by the institutions and/or their conferences. Each institution or conference must submit a Level II violations report to the NCAA enforcement staff on at least a quarterly basis (four times per year). Although the staff will review the Level II reports, no formal processing of these reports will occur. In addition, Level II violations will not require institutions to seek reinstatement of eligibility through the formal NCAA student-athlete reinstatement process for any involved student-athletes.

1. If, based on the facts, there is a possible secondary violation, the compliance coordinator must proceed with the NCAA Secondary Violation Self-Reporting Instructions (refer to the NCAA web site for up-to-date instructions).
2. The compliance coordinator should meet with the director of athletics, faculty athletic representative, and other involved individual(s) to determine if the secondary violation is a Level I or Level II violation.

Investigating Possible NCAA Rules Violations

Any potential or self-discovered NCAA rules violations are to be reported immediately to the compliance coordinator. The compliance coordinator will inform the director of athletics and the faculty athletic representative of the potential violation and will initiate a preliminary investigation to determine the facts by interviewing all the parties involved in the alleged violation. The following investigative procedures will be followed when it is necessary for the institution to conduct a formal investigation:

1. The compliance coordinator is the person to whom information regarding allegations of rules violations must be reported.
2. The compliance coordinator, in consultation with the director of athletics and the faculty athletic representative is responsible for determining what types of inquiries or investigations are warranted and establishing a timeline for conducting the investigation.
3. As soon as possible, the compliance coordinator, athletic director, and the faculty athletic representative will meet and interview together all involved parties. An interview guide will be developed, specific to the case, and used to ensure the same questions are asked of each party, and, that if different questions are applicable, those are addressed adequately. Follow-up questions will be documented in each interview.

Self- Reporting Major or Secondary Level I Violations

1. After all pertinent information has been gathered, if it has been determined that a Major or Secondary Level I violation has occurred, a written self-report will be prepared by the compliance coordinator and faculty athletic representative. The director of athletics and the associate provost and dean of student development will be notified. The report must be sent to the NCAA and the conference office. The report shall include the following information:
 - The date and location of the violation
 - A description of the violation, including the rule that was violated
 - The identity of the coach(es), prospective and/or enrolled student-athlete(s) and/or any other individuals involved in the violation
 - The reason(s) the violation occurred
 - The means by which the institution became aware of the violation
 - All investigative actions the institution completed
 - A list of corrective and disciplinary actions taken by the institution (self-imposed) and conference (if any)
 - An acknowledgement that a violation occurred and the institution's position regarding whether the violation is major/secondary

- A statement indicating whether any eligibility issues need to be resolved and, if so, whether the institution is requesting restoration of eligibility for any prospective or enrolled student-athletes
 - Any other information that should be considered in reviewing the case
 - Date of the self-report
2. The compliance coordinator will research the Legislative Services Database Internet (LSDBi) and correspondence with the NCAA enforcement staff to find case precedents. After review, the compliance coordinator will submit proposed penalties for the approval of the faculty athletic representative and the director of athletics.
 3. Self-imposed sanctions on individuals and/or programs involved in any confirmed rules violation may include letters of admonishment and/or reprimand, when appropriate, for institutional and non-institutional employees.
 4. The president, provost, associate provost and dean of student development, director of athletics, faculty athletic representative, and senior woman administrator will receive copies of the self-report. In the event of a major violation, the institution's attorney will be included as a recipient of the report.
 5. A summary of violation reports and NCAA responses will be presented to the Intercollegiate Athletic Committee and the Compliance Review Committee, with a copy kept on file in the compliance office. **(Does the conference need to be copied?)**

Self-Reporting Secondary Level II Violations

1. If it is determined that a Secondary Level II violation occurred, the institution is required to impose prescribed penalties, report the violation on the *NCAA Level II Violation Report Form* and forward the 'running list' of violations to the conference office or NCAA enforcement staff on a quarterly basis.
2. If the institution believes that the circumstances are such that the prescribed penalty is not appropriate, it may submit the violation to the NCAA enforcement staff for processing with an explanation as to why relief from the prescribed penalty should be provided.
3. If there are no prescribed penalties required per NCAA legislation, the institution will consult with the conference office and take appropriate, agreed upon, corrective measures to address the issue and take the appropriate actions internally to prevent a repeated violation in the future.
4. Copies of the quarterly violation reports will be sent to the president, provost, associate provost and dean of student development, director of athletics, faculty athletic representative, senior

woman administrator, Intercollegiate Athletic Committee and the Compliance Review Committee, with a copy kept on file in the compliance office. **(Copy conference?)**

Alleged Violations Involving Other NCAA Institutions

1. If an individual has knowledge of an alleged violation that involves another NCAA member institution and impacts the institution, he/she must report the alleged violation(s) to the compliance coordinator and/or the director of athletics.
2. The director of athletics, compliance coordinator, and faculty athletic representative will discuss the alleged violation to establish the institution's response. The individual(s) who presented the accusation may also be consulted.
3. Options for dealing with an alleged violation at another NCAA institution may include:
 - The director of athletics or a designee may contact the director of athletics at the other member institution in an attempt to persuade the parties to refrain from further wrongdoing and self report. It is assumed the other member institution will address the alleged violation, rectify the issue and self-report to the NCAA and other required entities (e.g. conference office).
 - If the other member institution does not address the issue, the director of athletics may contact the conference commissioner (if applicable) in an attempt to have the conference deal with the alleged violation.
 - If the conference commissioner does not take action, the director of athletics may contact the NCAA to inform the enforcement staff of alleged violations of NCAA rules.

Eligibility (NCAA Bylaw 14)

Admissions

The admissions office is responsible for ensuring that all student-athletes are admitted under the same standards as the general student applicant. The compliance coordinator is responsible for sending all appropriate paperwork to the admissions office, monitoring admissions status, and serving as liaison between the department of athletics and the admissions office.

Freshman

1. The head coach or designee is responsible for entering prospective student-athlete information into Compliance Assistant (CA).
2. The head coach is responsible for informing the prospective student-athlete that he/she must submit to admissions transcripts and test scores for evaluation of admissibility.
3. The head coach is responsible for informing the prospective student-athlete to register with the NCAA Eligibility Center.
4. The prospective student-athlete is responsible for submitting to the admissions office a completed *Application for Admission* to Trevecca Nazarene University including official high school transcripts, official standardized test scores, and an application fee.
5. The head coach is responsible for informing the student-athlete to include his/her sport on the application.
6. The admissions office will send updated lists of admissions or denials to the compliance coordinator as available. The compliance coordinator will inform the head coach of the student-athlete's status.

Transfers

1. The head coach or designee is responsible for entering prospective student-athlete information into CA (Transfer) and advising the prospective student-athlete to have official transcripts (for all high school and post-secondary educational institutions attended) sent to admissions.
2. The head coach is responsible for informing transfers from NAIA, 2-Year College or Division III to register with the Amateurism Clearinghouse. The head coach will send the prospective student-athlete the *Historical Questionnaire* and have it completed and returned to the compliance coordinator.
3. The prospective transfer student-athlete is responsible for submitting a completed *Application for Admission* to Trevecca Nazarene University, all documents including official high school

transcripts, official college transcripts(s) from all schools attended, official standardized test scores (if applicable) and an application fee to the admissions office.

4. Once the transcript evaluation is completed, the director of financial aid will check the National Student Loan Data System (NSLDS) to determine what other schools the transfer student-athlete has attended and compares it with the information provided by the prospective student-athlete through the *Historical Questionnaire*.
5. The admissions office will make all official transcripts available to the registrar's office to evaluate transferable credit and determine grade point average (according to NCAA regulations).
6. The head coach is responsible for informing the student-athlete to include his/her sport on the application.
7. The admissions office will email updated lists of admissions or denials to the compliance coordinator as available. The compliance coordinator will inform the head coach of the student-athlete's status.

International Students

1. The head coach or designee is responsible for entering prospective student-athlete information into CA (High School) or prospective student-athlete into CA (Transfer). The head coach will send the prospective student-athlete the *Historical Questionnaire* and have it completed and returned to the compliance coordinator.
2. Freshman international students must submit a completed *Application for Admission* to Trevecca Nazarene University, application fee, official documents including an English translation of official high school transcripts and official TOEFL test scores (if applicable).
3. International transfers are responsible for submitting a completed *Application for Admission* to Trevecca Nazarene University, application fee, official documents including an English translation of official transcripts from high school and any post-secondary institutions attended and official TOEFL scores (if applicable).
4. Once admitted to Trevecca Nazarene University, a student must submit an *International Student Affidavit of Support Form* and supporting documents prior to being awarded financial aid.
5. When evaluated, the admissions office will notify the compliance coordinator of their evaluation and/or decision.
6. The admissions office will email updated lists of admissions or denials to the compliance coordinator as available. The compliance coordinator will inform the head coach of the student-athlete's status.

Initial Eligibility

Monitoring the initial-eligibility status of prospective student-athletes (PSA) is the responsibility of the compliance coordinator. Once a prospective student-athlete's name is submitted by the head coach to the compliance coordinator, the prospective student-athlete is placed on an *Institution Request List* (IRL).

Preliminary status reports from the NCAA Eligibility Center will be distributed to head coaches. It will be the responsibility of the head coach to review the report and communicate with the prospective student-athletes. When a "Final Certification" is rendered from the NCAA Eligibility Center, it will declare the prospective student-athletes as "Certified or Not Certified." This will be communicated from the compliance coordinator to the head coach.

Freshman

Refer to Bylaw 14.3 in the NCAA Division II Manual for regulations governing freshman academic requirements. The procedures for initial eligibility of all freshman student-athletes are the following:

The head coach is responsible for:

- Educating prospective student-athletes of their responsibility to register with the Eligibility Center
- Submitting an *Institution Request List* (IRL) Request Form to the compliance coordinator
- Placing the prospective student-athlete's information into Compliance Assistant

Head coaches have two responsibilities when they receive preliminary Eligibility Center reports. First, each head coach is required to communicate with a prospective student-athlete regarding any documentation needed by the Eligibility Center. Second, each head coach is required to update his/her *Institution Request List* (IRL) by submitting additional *IRLs* or by striking through the names of prospective student-athletes the coach is no longer recruiting and returning it to the compliance coordinator.

The compliance coordinator is responsible for:

- Entering the prospective student-athlete on the Institutional Request List (IRL).
- Monitoring (prints) the preliminary Eligibility Center reports on a weekly and/or daily basis (depending on the time of the year) to determine initial and amateur eligibility for all prospective student-athletes on the *IRL*.
- Distributing printed preliminary Eligibility Center reports and distributing to each head coach each Monday.
- Updating each sport's *IRLs* based on the information provided by each head coach.
- Communicating with the head coach via e-mail regarding the final certification of each freshman student-athlete.

Once the institution has received the prospective student-athlete's final certification from the Eligibility Center, the compliance coordinator prints two copies of the 48-C report. One copy is placed in the student-athlete's file in athletics. The other is sent to the registrar and is placed in the student's permanent file. If the prospective student-athlete received a "Certified" decision the compliance coordinator updates Compliance Assistant by identifying student-athlete eligibility for competition on the particular date that the 48-C report was printed and notifies the head coach. If the prospective student-athlete received a "Not Certified" decision the Partial Qualifier/ Nonqualifier procedures are followed.

Prospective student-athletes are responsible for:

- Submitting all documentation to the Eligibility Center at the earliest possible date to avoid delays in participation

Partial Qualifier/Nonqualifier Procedure

A prospective student-athlete's Partial Qualifier or Nonqualifier status is determined on the 48-C report:

1. When Partial Qualifier status is the certification decision, the compliance coordinator may add the student-athlete, as a Partial Qualifier, on the registrar's eligibility certification sheet (squad list). These student-athletes can practice and receive financial aid, but cannot compete or receive benefits incidental to participation. (see page 19, #4)
2. Nonqualifiers are not permitted to receive athletic financial aid, practice or compete during their first year of enrollment and are not placed on the squad list.
3. The head coach, registrar, and director of financial aid are notified of the status of all Partial Qualifiers and Nonqualifiers.
4. The head coach is responsible for ensuring Partial Qualifiers only participate to the degree allowed and Nonqualifiers do not practice or engage in countable athletically related activities.

Transfer Student-Athletes

1. The head coach is responsible for informing transfer student-athletes that they must submit:
 - a. *Application for Admission* to Trevecca Nazarene University
 - b. Official high school transcripts
 - c. Official college transcripts(s) from all schools attended
 - d. Official standardized test scores (if applicable)
 - e. Application fee to the admissions Office
 - f. *Historical Questionnaire*
 - g. For those who are attending a Junior college, DIII or NAIA transfers, they must register with the NCAA Amateurism Clearinghouse.

2. Upon acceptance to Trevecca Nazarene University and receipt of a tuition deposit, a transfer evaluation will be performed by the registrar. The registrar's office will then provide a copy of the transfer of credit evaluation, according to institution's policy, to the compliance coordinator and the admissions office. The registrar will evaluate transferable degree credits and calculate the transferable GPA in accordance with NCAA rules. A student may not be certified as eligible until final official transcripts have been received.
3. The registrar will determine whether the transfer student-athlete is eligible or not. The faculty athletic representative and the compliance coordinator will confirm the eligibility and send e-mail confirmation to the head coach.
4. For transfer student-athletes who are transferring from a DI or DII NCAA institution for the first time, the compliance coordinator reviews preliminary NCAA Eligibility Center certifications using the same protocol used for freshman initial eligibility.
5. For transfers that are beginning their 5th full time term, the registrar must ensure that the student-athlete has declared a major and is enrolled in courses that will count toward the designated degree program.

Continuing Eligibility

Please refer to Bylaw 14 in the NCAA Division II Manual for regulations governing continuing eligibility. As a general rule, Trevecca Nazarene University places responsibility for certifying continuing eligibility on the registrar. The faculty athletic representative, compliance coordinator and the registrar collaborate regularly throughout the academic year in order to ensure compliance with NCAA rules when certifying continuing eligibility for all returning student-athletes.

Full-Time Enrollment

Student-athletes are required to be enrolled in 12 semester hours in order to practice or compete. When a student athlete drops below 12 semester hours, at any time, he/she is not eligible to practice or compete. If the student-athlete competes in intercollegiate competition the team will have to forfeit the competition(s) and be reinstated by the NCAA if the student-athlete becomes enrolled in 12 semester hours. The student-athlete must communicate all schedule changes after the start of the semester with their head coach.

1. The compliance coordinator will provide the academic records office a list of all student-athletes by August 1st or earlier, identified by sport.
2. The registrar is responsible to ensure each student-athlete's record is "flagged" in the institutional database so that full time enrollment can be monitored.
3. Subsequent to the drop-add period, the academic records office will run the Minimum Hours Required Report prior to each contest and/or departure for team travel.

4. The registrar reports any student-athletes who have dropped below full-time status to the compliance coordinator and financial aid. The head coach and the student-athlete are also immediately notified by the compliance coordinator that he/she has been declared ineligible and must cease participating in practice and competition. This student-athlete cannot receive benefits incidental to participation (e.g. travel with the team, training table meals).
5. It is the head coach's responsibility to make certain that the student-athlete does not receive benefits incidental to participation until notified in writing by the compliance coordinator that the student-athlete has enrolled as a full-time student and has been reinstated by the NCAA (if necessary).

Good Academic Standing & GPA Requirements

In order to remain in good academic standing, the student-athlete must meet the minimum cumulative grade point average associated with their classification.

The breakdown is as follows:

Earned TNU Credits	GPA Minimum	Earned NCAA Credits	GPA Minimum
0-29 Credits	1.6 GPA	0-23 Credits	1.5 GPA
30-59 Credits	1.8 GPA	24-47 Credits	1.8 GPA
60-89 Credits	1.95 GPA	48-71 Credits	1.9 GPA
90+ Credits	2.0 GPA	72 + Credits	2.0 GPA

1. The registrar prints team grade reports at the end of each term for the head coach of each sport and for the compliance coordinator.
2. The registrar certifies cumulative GPA, once per year, prior to the beginning of fall semester. It is calculated based on the same method used by the institution for all students and includes all coursework normally counted by the institution in calculating cumulative GPA. At Trevecca Nazarene University, transfer coursework that is accepted by the institution is included in a student's cumulative GPA.
3. The registrar notifies the compliance coordinator and faculty athletic representative of each student-athlete's eligibility status using the *Athletics Certification Form*.
4. The compliance coordinator notifies the head coach of the student-athlete's status.

It is the head coach's responsibility to make certain that the student-athlete does not compete if the standard has not been met.

Six Hour Rule

All student-athletes, including transfers, are required to earn a minimum of 6 credit hours in the previous full-time term of attendance to be eligible for competition in the next semester.

This rule does not apply to graduate students or a student seeking a second bachelor's degree. If a student is in the final year of his/her degree program, the six hours may be acceptable toward any of the institution's degree programs as long as the student is carrying the necessary hours to complete the degree at the end of the next two semesters. The procedure for certifying the six-hour requirement is as follows:

1. The registrar checks the hours earned for all student-athletes at the end of each term. The registrar checks the official transcript of transfers to determine if the 6 hour rule has been met at the previous institution.
2. The registrar notifies the compliance coordinator and faculty athletic representative of each student-athlete's eligibility status (6-hour rule) using the *Athletics Certification Form*.
3. The compliance coordinator notifies the head coach and the student-athlete if the six hour minimum has not been met.
4. It is the head coach's responsibility to notify and make certain that the student-athlete does not compete if the standard has not been met.

24-Hour Rule

Once a year, a student-athlete will be certified as either passing 24 hours in the last 2 semesters or an average of 12 hours per term of attendance in college. After the 6th and 8th semesters, these credits will need to count toward the student-athlete's designated degree program.

1. The registrar checks the hours earned for all student-athletes at the end of each academic year. The registrar also checks again at the beginning of second semester for those found ineligible in the fall.
2. The registrar notifies the compliance coordinator, head coach, and faculty athletic representative of each student-athlete's eligibility status using the *Athletics Certification Form*.
3. It is the head coach's responsibility to notify the student-athlete and make certain the student-athlete does not practice or compete if the standard has not been met.
4. A student-athlete not meeting this requirement may be able to become eligible by attending summer school.

75-25 Rule

At least 75 percent, or 18 credit hours, earned for eligibility certification MUST be earned within the regular academic year (fall-spring). Therefore, a maximum of 6 credit hours (25 percent) can be taken in the summer and be applied for eligibility purposes. However, there is a “banking” of 25% that can be utilized for a student-athlete that has not previously utilized summer hours.

1. The registrar checks the hours earned for all student-athletes at the end of each term.
2. It is the head coach’s responsibility to make certain that the student-athlete understands his/her at-risk status.

As a preventative measure, student-athletes that are determined to be “at risk” based on spring mid-term grade reports will be contacted by the registrar and faculty athletic representative to schedule a meeting to discuss potential summer school.

3. The registrar and faculty athletic representative are responsible for approving summer courses before student-athletes enroll.

Designation of Degree Program

During the first 2 years of enrollment, a student-athlete can use credits acceptable toward ANY degree program. A student-athlete 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 or seventh quarter) and thereafter shall make progress toward that specific degree. (Bylaw14.4.3.1.5) The designation of degree is documented on the *Student-Athlete Designation of Degree Program Form* via the registrar.

1. It is the student-athlete’s responsibility to declare a major no later than the completion of the fourth semester of full time enrollment.
2. After the major is declared, ALL courses attempted during the 5th and 6th semesters of full-time enrollment MUST count toward that student-athlete’s degree program for determining eligibility.
3. The registrar’s office must approve and document all change of degree program decisions.
4. The registrar checks to verify any student-athletes who have completed their 4th semester and have yet to declare a major.

Progress-Toward-Degree

1. The registrar identifies student-athletes who are enrolled in their 4th and 6th semesters and determines a date, time and place to hold a meeting with them (March 15th).

2. The compliance coordinator contacts all head coaches with the list of student-athletes that are expected to be in attendance at the meeting.
3. The registrar and faculty athletic representative lead the meeting and provide the student-athletes with information regarding Progress-Toward-Degree requirements and process for completing the application for graduation.
4. The registrar completes degree audits for all student-athletes listed after spring commencement.
5. The registrar or faculty athletic representative follows up with at-risk student-athletes to make sure they are registering for appropriate classes for the upcoming summer term and fall semester.
6. Once the list has been compiled, the registrar verifies that each student-athlete on that list passed at least 24 degree credits during their 5th and 6th semester that are applicable to their degree program.

Exceptions

The responsibility to determine if a student-athlete meets any of the exceptions listed below resides with the registrar, compliance coordinator, and faculty athletic representative. Exceptions may include:

- Missed-Term Exception
- Mid-Year Enrollee Exception
- Non-recruited, Nonparticipant Exception
- Graduate Student Exception
- 2-Year Nonparticipation Exception
- Medical Absence Waiver
- International Competition

Final Certification Prior to Practice and Competition

1. The head coach submits an *Eligibility Roster* by August 1st or earlier to the compliance coordinator. This report should include every current student-athlete on a given sport's roster, (including those receiving athletics aid and not participating) and how many seasons each student-athlete has used. When a coach wishes to add a student-athlete to his/her roster, a new *Eligibility Roster* and *Late Addition Form* should be submitted to the compliance coordinator.
2. The compliance coordinator forwards the *Eligibility Roster* to the registrar's office.
3. The registrar tracks each student's eligibility on a single *Athletics Certification Form* which is kept on file in the registrar's office. This form will provide a specific academic historical record for eligibility purposes for each student-athlete.

4. The registrar will certify all aspects of the student-athlete's eligibility criteria (e.g. 6-hour requirement, 24 hour requirement, progress toward degree) for returning students.
5. The registrar will certify all aspects of transfer eligibility criteria (e.g. average of 12 transferable credits per term at 2-year college, 2-year college transfer GPA).

Once each sport's individual student-athlete's eligibility has been determined on the *Athletics Certification Form*, the data will be transcribed onto the institutional *Academic Eligibility Report Form* and reviewed by the registrar, compliance coordinator and faculty athletic representative. This form tracks the number of seasons used, semester of initial collegiate enrollment, total semesters of full time enrollment at the institution, eligibility status, the number of full time semesters at all institutions, hours enrolled, transfer eligibility information, continuing eligibility information, the 6 hour rule, overall cumulative GPA and degree program designation.

Summer School Procedures

Student-athletes may NOT use more than 6 semester hours of summer school courses towards the annual requirement of 24 semester hours needed to be eligible for intercollegiate competition from one year to the next. Student-athletes may utilize credits beyond the 6 for eligibility if the student-athlete needs the additional credits to fulfill the degree or grade point average requirements.

Grades achieved for courses taken at another institution cannot be utilized for improving the student-athletes grade point average. Credits achieved at other institutions may be used at the certifying institution. In addition, for summer courses taken at another institution, all transferable courses will be transferred back to the certifying institution.

1. The student-athlete must complete a *Summer School Request Form*.
2. The completed form must be submitted to the registrar, no later than April 15.
3. The registrar, in consultation with the faculty athletic representative, determines whether the courses included on the request will satisfy continuing eligibility requirements.
4. When the summer school request is approved or denied, the compliance coordinator notifies the head coach and the student-athlete regarding the approval/denial.
5. The institution does not provide funding for summer school.

Transferring In

2-year College Prospects—Transfer Procedures

Refer to Bylaw 14.5 in the NCAA Division II Manual for the regulations governing 2-year college transfers. The procedures for recruiting 2-year college transfers are the following:

1. At the earliest opportunity, the head coach is responsible for e-mailing the compliance coordinator the name of the prospective student-athlete and the institution the prospective student-athlete currently attends.
2. The compliance coordinator is responsible for sending (either by fax or e-mail) a *Permission to Contact and Eligibility Verification Form* to the prospective student-athlete's institution within 24 hours of the coach's initial e-mail.
3. The compliance coordinator is responsible for communicating with the head coach upon receipt of the tracer.

4-year College Prospects—Transfer Procedures

Refer to Bylaw 14.5 in the NCAA Division II Manual for the regulations governing 4-year college transfers. The procedures for recruiting 4-year college transfers are as follows:

1. The head coaches must notify the compliance coordinator, via e-mail, of any student-athlete who seeks a transfer to Trevecca Nazarene University prior to their discussing the possibility of transferring with the prospective student-athlete.
2. The compliance coordinator is responsible for sending (either by fax or e-mail) appropriate transfer release and requests (*Permission to Contact and Eligibility Verification Form*) to the prospective student-athlete's institution within 24 hours of the coach's initial e-mail.
3. The compliance coordinator provides the head coach with a copy of the response from the student-athlete's current institution. If given written permission from the previous institution, the coach can contact the prospective student-athlete.

Transferring Out

Request and Appeal Process

1. A student-athlete, who wishes to discuss the possibility of transfer to another NCAA member institution, must contact the head coach and the compliance coordinator.
2. If the compliance coordinator approves the request, the paperwork is processed.
3. The compliance coordinator provides a release letter for the student-athlete after notifying the head coach. A copy of the release is kept on file in the compliance office.
4. If the request is denied, the student-athlete and head coach meet with the director of athletics to discuss the reason for the transfer request and the rationale for denying it.
5. If the request is denied at this level, the student-athlete is referred to the faculty athletic representative to determine if the student-athlete wants to appeal the denial. If the student-

athlete wants to appeal, the faculty athletic representative makes the appropriate arrangements for the Athletic Appeals Committee to hear the case.

6. The Athletic Appeals Committee shall be chaired by the faculty athletic representative. The chairperson shall, at his/her discretion, name the other committee members, which shall be any university employee (except athletics department employees). The committee shall not be restricted in its size. Each committee member shall be familiar with NCAA Bylaws governing the appeal. The committee shall give each side involved in each case the opportunity to be heard (the student-athlete and/or his/her parents, in addition to the director of athletics or head coach of the sport involved).
7. The committee, at its discretion, may hear the appeal in a variety of communication forms (in writing, in person, by telephone, by videoconference, etc.). However, once the method of communication has been established for that particular case, that method shall be used to hear both sides.
8. Once a decision for a particular case has been reached, the committee chair shall inform each side involved in writing.

Note: Any student-athlete who quits a sport, transfers to another institution or graduates from Trevecca Nazarene University must complete a *Trevecca Nazarene University Student-Athlete Exit Interview*.

Recruiting (NCAA Bylaw 13)

Monitoring the recruitment of prospective student-athletes is the responsibility of each head coach and the compliance coordinator. The compliance coordinator will conduct monthly checks of recruiting documentation. Such documentation will be kept on file for seven years.

Please refer to Bylaw 13.02 in the NCAA Division II Manual for the definition and applications of recruiting rules and representatives of athletics interests.

Coaches Certification Test

According to NCAA rules, all head coaches are required to pass the Coaches' Certification Test each year before engaging in any off-campus recruiting activities. Any coach recruiting on behalf of the athletic program must pass the Coaches Certification Test in order to recruit off-campus.

The Coaches Certification Test procedures are as follows:

1. Dates for the coaches' certification test will be announced by the faculty athletic representative as early as the Coaches Certification Test is available. There will be a minimum of 3 dates.
2. The faculty athletic representative will proctor all tests.
3. The tests will be administered in accordance with the Coaches Certification Test administrator instructions and procedures as provided by the conference responsible for the institution's testing as required by the NCAA.
4. Any coach not receiving a passing grade of 80% cannot recruit off-campus until a passing grade is achieved. The individual(s) not receiving a passing grade cannot retake the test for 30 days. The coach will be informed of the next earliest test date and will be allowed, if so desired, to review their previous test in the presence of the faculty athletic representative prior to retaking the test.
5. The faculty athletic representative will send test results to the sponsoring conference.

Recruiting Off-Campus

Off-campus recruiting is not permitted by a member of the coaching staff unless the Coaches Certification Test has been taken, a passing score has been achieved and the coach is certified to recruit off-campus.

Before engaging in any kind of recruiting activities off-campus, the coach is required to abide by the following procedures:

1. All coaches must complete a *Notification of Off-Campus Recruiting/ Recruiting Trip Record*.
2. All coaches must submit all applicable forms to the compliance coordinator for approval prior to the request of any recruiting expenses and/or prior to leaving campus.

3. If the request is approved, the compliance coordinator will forward the request forms to the director of athletics for budgetary approval.
4. Each month, all coaches must submit a completed *Credit Card Detail/Expense Report* with receipts to the secretary in the department of athletics.
5. The secretary in the department of athletics makes copies of all receipts from charges incurred during the recruiting trip and forwards them to the compliance coordinator.
6. The compliance coordinator compares the *Credit Card Detail/Expense Report* and receipts to the approved *Notification of Off-Campus/Recruiting Trip Record*.
7. The compliance coordinator files copies of all receipts with the original request for recruiting.

Telephone Calls

Procedures for telephone recruiting calls are as follows:

1. The head coach is responsible for ensuring that not more than one call per week is made to any given prospective student-athlete (PSA). Prospective student-athletes that are being recruited by multiple sports cannot have more than one call per week by the institution. Therefore, the institution must ensure coaches from the different sports do not call the prospective student-athlete during the same week. Prospective student-athletes can only receive one call per week from the institution for athletic recruiting purposes.
2. All coaches are responsible for logging every phone call (including attempted but not completed phone calls) within 24 hours of the time the phone call was made, using the recruiting module of Compliance Assistant (CA).
3. All coaches may make recruiting calls from personal cell phones or from home phones only if they agree to provide Trevecca Nazarene University with their personal phone records each month. Coaches are not permitted to make recruiting calls from any phone if corresponding long distance phone records are not provided. Coaches are required to provide long distance phone records for any phones used for recruiting, other than their campus office phones, no later than the 15th day of each month.
4. Each coach must record all calls when someone answers or a message is left. It will be the responsibility of each coach to verify if it was or was not a “countable” call.
5. The compliance coordinator is responsible for forwarding to the director of athletics, the name of any head coach who is not compliant with the telephone call guidelines.

Contacts and Evaluations

Procedures for contacts and evaluations are as follows:

1. All coaches are responsible for knowing the specifics of their respective sports' recruiting calendars and abiding by the recruiting calendar in all recruiting activities.
2. All coaches are responsible for contacting the compliance coordinator with questions regarding a particular recruiting calendar.
3. Once the compliance coordinator has approved the *Notification of Off-Campus Recruiting/ Recruiting Trip Record*, the head coach is responsible for monitoring all recruiting activities involving off-campus contacts by all coaches certified to recruit off-campus for that sport.
4. The head coach is required to maintain a *Recruiting Contacts & Evaluations Summary* regarding which prospective student-athletes (PSA) the coaching staff sees during off-campus recruiting activities.
5. The head coach is responsible for ensuring all information pertaining to the prospective student-athlete and the contact is recorded in Compliance Assistant (CA) within 48 hours after returning to the institution from the off-campus recruiting trip. Coaches are expected to complete all tabs and all fields within those tabs relevant to the trip.
6. The head coach is responsible for ensuring that the institution does not exceed three off-campus contacts per prospective student-athlete. For more information in this particular regulation refer to Bylaw 13 in the NCAA Division II Manual.
7. The compliance coordinator is responsible for forwarding to the director of athletics monthly, the name of any head coach who is not compliant with the contact guidelines.

Official Visits

Procedures for official visits are as follows:

1. The head coach identifies a prospective student-athlete (PSA) he/she would like to bring to campus for an official visit.
2. Prior to requesting an official visit, the head coach must place the prospect on the *Institution Request List (IRL)*. The official visit will not occur until the prospective student-athlete is registered with the NCAA Eligibility Center.

3. The head coach completes the *Official Visit Request Form*. This should be done at least one week prior to the visit.
4. Once an *Official Visit Request Form* is received by the compliance office, an *Official Visit Checklist* is completed by the compliance coordinator. If the *Official Visit Checklist* is completed properly, is accompanied by all required documentation, and the visit conforms to all applicable NCAA rules, the documentation is forwarded to the admissions office. Based on the admissibility of the prospective student-athlete as determined by the admissions office, the visit will either be approved or denied.
5. The compliance coordinator completes the bottom portion of the *Official Visit Request Form* and approves or denies the official visit. A copy is sent to the head coach and the admissions office.
6. The head coach must work in conjunction with the admissions office for all official visits. A tentative itinerary must be submitted 48 hours prior to the official visit.
7. If the prospective student-athlete is staying with a student host, the head coach must meet with the student host. After review of the student host instructions, the *Student-Athlete Host Contract* is signed. This must occur before the prospective student-athlete arrives on campus and must be approved by the compliance coordinator before any funds are distributed to the host for entertainment purposes.
8. When the prospective student-athlete arrives on campus, the 48 hour time limit begins.
9. If the prospective student-athlete is planning to attend an athletic event, the coach adds the prospect's name to the complimentary admissions pass list.
10. Both the coach and the prospective student-athlete complete and sign the *Official Visit Recruiting Record* at the conclusion of the visit. This form provides important information that indicates and verifies what occurred during the visit. The prospective student-athlete concludes the official visit within 48 hour limit and leaves campus.
11. The head coach submits a completed and signed *Official Visit Summary* to the compliance coordinator within two days after completion of the visit.
12. The head coach documents the official visit within 48 hours in Compliance Assistant.

Coaches are prohibited from trying out a prospective student-athlete or having a prospective student-athlete stay over-night in campus housing unless such documentation was attached to the initial *Official Visit Checklist*. However, the *Official Visit Checklist* may be supplemented at any time prior to a tryout or on-campus overnight stay pending compliance coordinator approval.

Unofficial Visits

The procedures for unofficial visits follow:

1. The head coach contacts the admissions office to set up a visit with a prospective student athlete. In some cases, the admissions office may notify the head coach of a prospective student athlete who wishes to visit campus and meet with a coach.
2. If the prospective student-athlete is planning to attend an athletic event, the coach adds the prospect's name to the complimentary admissions pass list.
3. Once scheduled, the admissions office will email a copy of the itinerary to the head coach and the compliance coordinator.
4. When the prospective student-athlete comes on the unofficial visit, the institution is allowed to provide one meal in the cafeteria (or elsewhere if closed) and three complementary admissions to watch an on-campus athletic event.
5. The compliance coordinator enters all unofficial visit information in Compliance Assistant within 48 hours of the visit.
6. The head coach is responsible for maintaining a monthly *Unofficial Visit Log* and submitting it by the 5th of each month.

Tryouts

The tryout must occur at the institution's regular competition or practice facilities. Competition against team members is permissible during the academic year. A tryout cannot last more than two hours on a given day. Current student-athletes can participate so long as the time is counted within weekly hour limitations. No coaching activities may occur with enrolled student-athletes participating in the tryout.

1. Currently enrolled students are allowed to tryout in accordance with NCAA Bylaw 13 specific to the respective sport.
2. High school students-athletes can only try out in a term other than the term in which their traditional season in the sport occurs or their eligibility has been exhausted. See Bylaw 13 for details.
3. 2-year transfer students-athletes can tryout at the conclusion of that sports season or anytime after they have exhausted their eligibility in that sport.
4. 4-year transfer student-athletes may try out at the conclusion of that sport's season with permission from their current institution's director of athletics.
5. The following forms must be completed prior to a try-out:
 - *Try-Out Waiver*
 - *Try-Out Legislation Form*

- *Physical Examination Form*
- *Medical Release Form*

Prospective Student-Athletes

The following procedures apply to tryouts for prospective student-athletes:

1. The coach identifies prospective student-athletes that are going to be invited for tryout.
2. The tryout may be conducted only for high school seniors who are enrolled in a term other than the term(s) in which the prospective student-athlete's high school's traditional season in the sport occurs or who have completed high school eligibility in the sport; for a two-year college student, after the conclusion of the sport season or anytime, provided the student has exhausted his or her two-year college eligibility in the sport; and for a four-year college student, after the conclusion of the sport season, provided written permission to contact the prospective student-athlete (per Bylaw 13.1.1.2) has been obtained. (Bylaw 13.11.2.1)
3. The prospective student-athlete must bring the required forms and signatures to campus when the tryout is to be conducted. If the prospective student-athlete does not bring all required forms and signatures the prospective student-athlete will not be permitted to tryout.

Enrolled Students

The following procedures govern tryouts for enrolled students:

1. The head coach is responsible for informing the student that he/she needs to contact the compliance coordinator to schedule a meeting before the tryout can be conducted. The coach is also responsible for informing the student that he/she must bring proof of a physical examination and proof of insurance to this meeting.
2. The compliance coordinator must determine the student's academic eligibility (from the registrar), complete compliance paperwork, obtain the student's signature on a try-out waiver, and review/verify proof of medical physical and insurance. The compliance coordinator will share medical and insurance information with the athletic trainer to ensure there are not any medical issues. This may take up to three days.
3. The compliance coordinator will contact the coach granting approval for the student-athlete to tryout.
4. The tryout shall be limited to the length of the institution's normal practice period in the sport but in no event shall it be longer than two hours.
5. If the student trying out is kept on the team as a participant, the coach must email the compliance coordinator with additions to the roster as soon as this decision is made.
6. The compliance coordinator must also confirm that this student-athlete has completed the following:
 - *Historical Questionnaire*

- *NCAA Student-Athlete Statement*
 - *NCAA Drug Testing Consent Form*
 - *Student-Athlete Information Form*
9. The student-athlete must meet with the athletic training staff in order to be cleared for additional participation. Due to timing, this may result in non-participation by the student-athlete for a day or two.
 10. The compliance coordinator is responsible for notifying respective institutional staff members (e.g. director of athletics, registrar, financial aid, faculty athletic representative, sports information director) when a student-athlete is added to a team's roster.
 11. The compliance coordinator will add the student-athlete to the team's squad list in Compliance Assistant (CA) and have an official eligibility certification performed by the registrar.
 12. The updated squad list will be forwarded to the financial aid office, faculty athletic representative and director of athletics.
 13. The compliance coordinator, faculty athletic representative, registrar and financial aid office will review the updated squad list to ensure eligibility and financial aid limits are acceptable.

Walk-On Clearance Procedures

It is the responsibility of the compliance coordinator to complete the *Walk-On Clearance Form*. The form must be completed prior to any participation in any practice activities.

1. The walk-on student-athlete must complete the personal information portion of the *Walk-On Clearance Form*.
2. The head coach must confirm that he/she has spoken with the walk-on student-athlete and is willing to provide an opportunity to be a part of the program, if eligible. The head coach must also confirm that this student-athlete was not recruited.
3. The training room staff must confirm that the walk-on student-athlete has a current *Physical Examination Form* and proof of insurance on file in the training room.
4. The compliance coordinator must confirm with the registrar's office that the walk-on student-athlete is enrolled as a full-time student in the current semester and the eligibility status of the walk-on student-athlete has been certified.
5. The compliance coordinator must also confirm that this student-athlete has completed the following:
 - *Historical Questionnaire*
 - *NCAA Student-Athlete Statement*
 - *NCAA Drug Testing Consent Form*
 - *Student-Athlete Information Sheet*

6. The student submits a completed Trevecca Nazarene University *Athletics Walk-On Agreement* to the compliance coordinator.
7. The compliance coordinator is responsible for adding the walk-on to the squad list.

Procedures to Audit Recruiting Activity

The compliance coordinator is responsible for regularly auditing the following recruiting activities:

- Telephone Calls
- Contacts & Evaluations
- Official Visits
- Unofficial Visits
- Try-Outs
- Walk-Ons

The procedures are as follows:

1. All coaches are required to keep recruiting records up to date.
2. The compliance coordinator monitors each sport's recruiting records in Compliance Assistant (CA) or via required compliance forms to ensure coaches are maintaining current recruiting records.
3. The compliance coordinator spot checks phone records against calls recorded in Compliance Assistant to ensure prospective student-athletes are not receiving more than one call per week.
4. Contacts and evaluations are monitored via Compliance Assistant or compliance forms to ensure contacts and evaluations are taking place in the appropriate period and Trevecca Nazarene University has not exceeded the number of contacts allowed.
5. Requests for recruiting travel are periodically checked against contacts and evaluations recorded in Compliance Assistant or through compliance forms. They are also cross referenced with coaches' *Credit Card Detail/Expense Reports*.
6. Official visits are monitored by sport to ensure that prospective student-athletes do not exceed their five (5) visit limit and that the visit does not exceed 48 hours.

Playing and Practice Seasons (NCAA Bylaw 17)

The compliance coordinator is responsible for monitoring the playing and practice seasons for all sports. This includes monitoring playing season declarations, athletically-related activities, practice hours in-season and out-of-season and number of contests.

The head coach is responsible for completing and submitting all playing and practice season documentation to the compliance coordinator as instructed. Playing and practice season documentation is kept on file by the compliance coordinator throughout the academic year.

Declaration of Playing Season

1. The head coach is responsible for completing and submitting the *Declaration of Playing Season* to the compliance coordinator for his/her sport.
2. Prior to the beginning of playing and practice seasons, head coaches must meet with the compliance coordinator to calculate the first day of practice for entry on Compliance Assistant (CA).

Countable/Non-Countable Athletically Related Activities

The following activities are considered countable athletically related activities for the purpose of practice hour limitations.

- Practice (no more than four hours per day)
- Athletic meetings with a coach that are initiated or required by the coach
- Competition (counts as 3 hours regardless of actual length)
- Field, floor, or on-court activities
- Setting up offensive and defensive alignments
- On-court or on-field activities called by any member of the team and confined to members of the team
- Required weight training and conditioning activities
- Required participation in camps/clinics
- Visiting the competition site in golf or cross country
- Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff
- Discussion or review of film
- Participation in a physical activity class for student-athletes only and taught by athletics staff
- Participation in clinics in which student-athletes and coaches are both present

The following activities are not considered countable athletically related activities for the purpose of practice hour limitations.

- Compliance meetings
- Meetings with a coach that are initiated by the student-athlete
- Drug/alcohol educational meetings or CHAMPS/Life Skills meetings
- Study hall, tutoring, or academic meetings
- Student-Athlete Advisory Committee (SAAC) meetings
- Voluntary weight training not conducted by a coach
- Voluntary sport-related activities, no attendance taken, no coach present
- Traveling to/from the site of competition
- Training room activities
- Recruiting activities (e.g., student host)
- Training table meals
- Attending banquets
- Fund-raising activities or public relations/promotional activities or community service project

Weekly Limits

17.1.6.1 Daily and Weekly Hour Limitations—Playing Season. A student-athlete’s participation in countable athletically related activities (see Bylaw 17.02.1) shall be limited to a maximum of four hours per day and twenty (20) hours per week. (*Adopted: 1/10/91 effective 8/1/91*)

17.1.6.2 Weekly Hour Limitations—Outside of Playing Season. Outside of the playing season during the academic year, only a student-athlete’s participation in weight-training, conditioning, individual skill instruction and, in football, review of game film shall be permitted. A student-athlete’s participation in such activities shall be limited to a maximum of eight (8) hours per week, of which not more than two hours per week may be spent on individual skill workouts set forth in Bylaw 17.1.6.2.1 and, in football, review of game film. All countable athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of the institution’s final examinations. Participation in voluntary individual workouts monitored by strength and conditioning personnel for safety purposes per Bylaw 17.02.1.1 shall not count against the weekly hour limitation. (*Adopted: 1/10/91 effective 8/1/91, Revised: 1/10/95 effective 8/1/95, 1/14/97 effective 8/1/97, 1/14/02 effective 8/1/02, 1/14/08 effective 8/1/08, 4/15/08*)

Weekly Playing & Practice Report Procedures:

1. The head coach is responsible for submitting either an *In-Season Weekly Playing and Practice Report* or *Out-of-Season Weekly Practice Report* each Monday by 5:00 PM for the previous week. The Trevecca Nazarene University practice week is defined as Monday through Sunday. For each day, the head coach is responsible for indicating the date and the length of all team activity in the following areas: practice, competition, team meeting, conditioning, weight training and film review.
2. A current member of the team must sign the form verifying its accuracy.
3. Log submissions are reviewed by the compliance coordinator and then filed. The director of athletics is notified of any missing forms.

Playing & Practice Report Auditing Procedures

At random, a sport team member, chosen by the compliance coordinator, will also fill out an *In-Season Weekly Playing and Practice Report* or *Out-of-Season Practice Report* to compare to what the head coach submitted.

Missed Class Time Policy

1. It is the head coach's responsibility to ensure that practice is scheduled at times that will not conflict with student-athletes' scheduled classes. If schedules conflict with a student-athlete's class, the student-athlete cannot miss the class for practice.
2. It is the compliance coordinator's responsibility to ensure student-athletes know NCAA regulations regarding missed class time for practice and non-championship segment competition.
3. It is the head coach's responsibility to ensure that scheduled athletic events are minimally disruptive to academic pursuits.
4. It is the student-athlete's responsibility to contact her/his instructors for missed class work/assignments at least 3 class periods prior to an absence. Only classes can be missed for competition during a championship segment.
5. Student-athletes should not miss a class that has not been discussed with the instructor.
6. If an instructor will not make arrangements for missing an assignment (e.g. presentation, test) the student-athlete should contact the faculty athletic representative who will determine whether or not it is appropriate to intervene on behalf of the student-athlete. Coaches should never intervene in these instances.
7. Student-athletes should not miss a class in which an instructor advises against it and/or will not permit the student-athlete to make up an assignment or test.

Missed Class Time Monitoring Procedures

1. The responsibility for monitoring and compiling missed class time data rests with compliance coordinator. The compliance coordinator will require each head coach to complete a *Missed Class Time Report* following the season.
2. The compliance coordinator will compile data from each coach's submittal and prepare a summary report for the faculty athletic representative.
3. The faculty athletic representative is responsible for reporting the data to the president, provost, associate provost and dean of student development and the Intercollegiate Athletic Committee.

Male Practice Players

Guidelines for male practice players for women's sports are the following:

- Each male practice player may only practice up to 2 days per week with a women's team.
- Male practice players must be included in the practice logs (they are required to fill it out and sign practice logs on the days they practice with a women's team).
- The maximum number of male practice players practicing at the same time with a women's team shall be determined upon the number of players needed to scrimmage for each sport. The maximum numbers are the following:
 - Women's basketball – 3 male practice players
 - Women's soccer – 6 male practice players
 - Women's softball – 5 male practice players
 - Women's volleyball – 3 male practice players

The procedures for male practice players for female sports are the following:

1. The head coach is responsible for notifying the compliance coordinator via e-mail of the names and phone numbers of any male students who they recommend to serve as male practice players.
2. The compliance coordinator is responsible for setting up an eligibility meeting for potential male-practice players and notifying the head coach of the date and time.
3. The head coach notifies prospective male-practice players about date and time of meeting.
4. All male practice players are required to complete NCAA paperwork and attend a compliance eligibility meeting with the compliance coordinator prior to engaging in practice sessions with a women's team. During the compliance meeting, male practice players fill out the *Male Practice Player Certification Form* & the *Male Practice Player Waiver and Approval*.
5. Once the compliance coordinator certifies male practice players for practice via the *Male Practice Player Certification Checklist*, the compliance coordinator is responsible for adding them to the squad list and sending an e-mail confirmation to the head coach.
6. The head coach is responsible for ensuring that male practice players practice no more than 2 days per week with the women's team.
7. The head coach is responsible for including male practice players on the practice reports and ensuring that they fill out and sign the reports on the days they practice with the women's team.

Female sports are permitted to use male practice players who meet all of the following qualifications:

- The male student must be a current student-athlete currently on the women's team squad list

- The male student must be a non-scholarship athlete
- The male student must be enrolled full-time during the term that he practices with a women's team.

Financial Aid (NCAA Bylaw 15)

Responsibility of the Financial Aid Office

The individual(s) assigned the duty of awarding athletically related financial aid is/are responsible for monitoring all athletics aid, institutional aid and outside aid awarded. The individual also inputs all financial data into Compliance Assistant (CA).

The director of financial aid must assume the following responsibilities:

1. Determining the institution's cost of attendance.
2. Awarding all athletic grants-in-aid, institutional grants and all other aid to athletes.
3. Determining countable financial aid per NCAA regulations.
4. Providing financial information to the compliance coordinator for the NCAA squad lists.
5. Assisting the compliance coordinator in monitoring for compliance with NCAA rules equivalency financial aid limits.
6. Assisting the coaches and the compliance coordinator in processing the initial and annual renewal/non-renewal of athletic grants-in-aid.
7. Assisting coaches with packaging financial aid for prospective student-athletes and transfer student-athletes. Completing financial aid estimated packages.
8. Assisting the compliance coordinator and monitoring NCAA Bylaw 15.

Financial Aid Policy

Monitoring individual and team limits is the responsibility of the director of athletics, director of financial aid and the compliance coordinator. Student-athletes at the institution may not receive athletically related financial aid over a full grant-in-aid as defined by NCAA Division II which includes tuition, required fees, room, board and books. A student-athlete may receive other non-countable financial aid unrelated to athletic ability (i.e. academic or honors Scholarships) up to the full cost of attendance or the value of a full grant-in-aid plus aid that is permissible by federal regulations. Federal entitlement grants, loans and work are NOT countable in financial aid limits under NCAA regulations (NCAA Bylaw 15.2.4).

Process for Initial Grant-in-Aid to New Students

1. The head coach of each sport is responsible for verifying, with the director of athletics and the compliance coordinator, that sufficient funds are available for awards and for monitoring the permissible number of equivalencies in his or her sport prior to making a commitment to a

prospective student-athlete. The compliance coordinator and the director of financial aid will monitor financial aid limits offered based on team budgets.

2. An *Initial Athletics Grant-in-Aid Scholarship Request Form* (GIAR) must be filled out completely and signed by the head coach for each prospective student-athlete. This form must be provided to the compliance coordinator for approval a minimum of two weeks prior to the day which a *Tender of Athletic Scholarship/Letter of Intent* is to be issued to a prospective student-athlete.
 - a. A spreadsheet must also be submitted to the director of athletics and the compliance coordinator detailing how the head coach projects to fund all student-athletes on his or her team for the year (renewals and initial offers) in order to verify that each team equivalency is not exceeding the maximum allowed under NCAA regulations and showing how the coach plans to meet roster goals.
 - b. Before the *GLAR* will be approved, prospective student-athletes must be registered with the NCAA Eligibility Center.
 - c. Before the *GLAR* will be approved, every prospective student-athlete must have had their transcript(s) and test scores (if applicable) sent to the admissions office to determine if the student-athlete will be accepted for admission. (NCAA Bylaw 13.9.2)
 - d. In order to issue a *Tender of Athletic Scholarship/Letter of Intent*, the head coach must also have an *Early Estimator Form* completed in conjunction with the *GLAR* for offers happening prior to February 15th or a completed Free Application for Federal Student Aid (FAFSA) after February 15th for any student-athletes they are recommending a scholarship AND who want to receive federal financial aid. Early Estimator Forms will be given directly to the Trevecca Nazarene University financial aid office for processing.
3. After verification of the information, the compliance coordinator submits the *GLAR* to the director of financial aid to be matched with the estimator form or FAFSA results. The director of financial aid will input the student-athlete's financial aid awards into a database shared with the compliance coordinator so that the funds are considered "spent".
4. The compliance coordinator will complete the top portion of the *Tender of Financial Assistance/Letter of Intent* and submit it to the director of financial aid to add the listing of institutional and federal financial assistance and amounts. Upon signing the form, it will be returned to the compliance coordinator for distribution.
 - Timelines for written offers will follow the national signing dates.
5. The compliance coordinator obtains the signature of the director of athletics and the head coach. Three (3) copies of the *Tender of Athletic Scholarship/Letter of Intent* and any supplemental documentation is/are sent to the prospective student-athlete. The compliance coordinator notifies the head coach when the agreements are sent.

6. The prospective student-athlete and parents (if the prospective student-athlete is under 21) must sign the agreement and return two copies (2) of the *Tender of Athletic Scholarship/Letter of Intent* to the compliance coordinator within fourteen (14) days of the date of issuance indicated on the *Tender of Athletic Scholarship/Letter of Intent*. A faxed copy of the signature page, followed by mailing the originals, is acceptable if faxed by the date indicated.
7. Any financial aid offered to a student based on athletic ability may not be awarded in excess of one academic year. (NCAA Bylaw 15.3.3.1)
8. Once received by the compliance coordinator, the signed original *Tender of Athletic Scholarship/Letter of Intent* will be on file with the athletic department and one copy of the *Tender of Athletic Scholarship/Letter of Intent* will be on file with the director of financial aid. Coaches may request additional copies from the compliance coordinator.
9. All grant-in-aid funds will be posted to the student's billing account by the student accounts office prior to the beginning of each semester at a point in time consistent with all financial aid awards.

Process for Renewal of Grant-In-Aid Scholarships to Returning Students

All returning students must be sent a letter from the director of financial aid regarding their grant-in-aid for the subsequent year on or before July 1st. This letter will inform each returning student-athlete if his/her aid will be renewed at the same rate/cancelled/increased or decreased. Every student-athlete whose aid has been reduced or cancelled has the opportunity, under NCAA rules, to appeal this decision to the Athletic Scholarship Appeals Committee. (See Athletic Scholarship Appeals Policy and Procedures.)

1. The director of financial aid will provide the director of athletics and the compliance coordinator with a list of all current student-athletes grant-in-aid summary rosters by sport. The compliance coordinator will forward lists to respective head coach for review. The head coach will recommend renewals for the following academic year by completing a *Scholarship Review Form*. Head coaches will submit the forms to the compliance coordinator for review. The compliance coordinator and the director of athletics will determine final approval. Once approved, the compliance coordinator will forward forms to the director of financial aid for awarding aid. Renewal schedule by sport as follows:
 - a. Fall sports (Volleyball, Men's & Women's Cross Country and Men's & Women's Soccer) renewal forms are due from head coaches no later than February 1st.
 - b. Winter sports (Men's & Women's Basketball) renewal forms are due from head coaches no later than March 15th.
 - c. Spring sports (Baseball, Softball, and Men's & Women's Golf) renewal forms are due from head coaches no later than April 15th.

2. The director of financial aid is responsible for sending renewal letters by July 1st or prior to the official financial aid award letter, whichever is earlier. A copy of the renewal letters will be kept on file in the financial aid office and a copy will be sent to the compliance coordinator to be kept on file in the athletic department.
3. All grant-in-aid funds will be posted to the student's billing account by the student accounts office prior to the beginning of each semester at a point in time consistent with all financial aid awards.

Process for Reduction/Cancellation of Grant-in-Aid Scholarships for Returning Students

The following steps must be followed for reduction or cancellation of a returning student-athlete's award to be considered:

1. The head coach will recommend reductions or cancellations for the following academic year by completing a *Scholarship Reduction/Cancellation Form*. Head coaches will submit the forms to the compliance coordinator for review. The schedule for completing this process by sport is as follows:
 - a. Fall sports (Volleyball, Men's & Women's Cross Country and Men's & Women's Soccer) reduction/cancellation forms are due from head coaches no later than February 1st.
 - b. Winter sports (Men's & Women's Basketball) reduction/cancellation forms are due from head coaches no later than March 15th.
 - c. Spring sports (Baseball, Softball, and Men's & Women's Golf) reduction/cancellation forms are due from head coaches no later than April 15th.
2. The director of athletics, compliance coordinator and the director of financial aid will review the head coach's recommendation. Additional data may be requested from the head coach, if needed, to make a final decision. If a non-renewal request is denied, the aid will be renewed at the same rate as the prior academic year. The head coach will be notified by the compliance coordinator of the decision and the form will be updated and submitted to the director of financial aid.
3. If the recommendation (to reduce or not renew) is approved, the compliance coordinator will complete the *Scholarship Reduction/Cancellation Form* and forward it to the director of financial aid.
4. In cases of approval, the compliance coordinator will notify the head coach of this decision, directing the head coach to meet with the student-athlete to inform him/her of the scholarship reduction/cancellation decision. The head coach is responsible to verbally advise the student-athlete of the appeal process. (See NCAA Bylaw 15.3.2.4 for procedure for athletic scholarship appeals).
5. The director of financial aid is responsible for sending letters via certified mail to student-athletes receiving a scholarship reduction/cancellation by May 1st. The written notification to the student-athlete includes the opportunity for an appeal.

Scholarship Changes

(NCAA Bylaws 15.3.4.1.2 & 15.3.4.3)

Increases: Once an award period begins, institutional financial aid may only be increased if the institution can demonstrate an increase is unrelated in any manner to an athletics reason. Institutional financial aid may be increased prior to commencement of the period of the award for any reason.

Reductions/Cancellations: Once an award period begins, institutional financial aid may not be reduced/cancelled based in any degree on athletic ability such as a) on the basis of a student's athletic ability, performance or contribution to the team, b) because of an injury, illness, physical or mental medical condition, or c) for any other athletics reason.

Process for Cancellation/Reduction during Period of Award

Institutional athletic grant-in-aid may be reduced or canceled during the period of the award if the student recipient:

1. Renders himself 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 by Trevecca Nazarene University; or
4. Voluntarily withdraws from a sport at any time; or
5. Violates any other conditions in the *Tender of Athletic Scholarship/Letter of Intent*.

The following steps must be followed for reduction/cancellation during the period of the award to be considered:

1. The head coach submits the *Scholarship Reduction/Cancellation during an Award Period Form* to the compliance coordinator within 48 hours of the occurrence.
2. The compliance coordinator, director of athletics and director of financial aid will review the head coach's recommendation. The decision to approve or deny the coach's recommendation based on the written documentation provided by the coach based upon whether the request complies with NCAA regulations. If the recommendation for reduction/cancellation is denied, the student-athlete's athletic financial aid will not be changed.
3. If the recommendation is approved, the compliance coordinator will complete the *Scholarship Reduction/Cancellation during an Award Period Form* and forward it on to the director of financial aid to make changes to the student's scholarship.
4. In cases of approval, the compliance coordinator will notify the head coach of this decision, directing the head coach to meet with the student-athlete to inform him/her of the scholarship

reduction/cancellation decision. The head coach is responsible to verbally advise the student-athlete of the appeal process. (See NCAA Bylaw 15.3.2.4 for procedure for athletic scholarship appeals).

5. Within fourteen (14) consecutive calendar days of written notification by the compliance coordinator, the director of financial aid shall send written notification to the student-athlete by certified mail regarding the opportunity for an appeal.

Athletic Scholarship Appeals Hearings

Procedures for Reduction or Cancellation of Scholarships Hearings

Student-athletes whose athletically-related aid is reduced or cancelled have a right to appeal. (NCAA Bylaw 15.3.2.4) The procedure is as follows:

1. The Athletic Scholarship Appeals Committee shall be comprised of four members who are not within the athletic department and is chaired by the director of financial aid.
2. The Athletic Scholarship Appeals Committee shall convene to hold hearings relative to the reduction and cancellation of athletically related financial aid.
3. Student athletes who have received such notification who wish to use the appeal procedure shall send written notice to the director of financial aid of their request for a hearing. This request must be received by certified mail or in person. Email or campus mail requests will not be accepted. Written notice of appeal and supporting evidence and documentation must be received from the student within fourteen (14) days of the date noted on the certified mail receipt.
4. The director of financial aid shall promptly schedule the hearing within ten (10) business days after receiving written notice of appeal, and shall send the director of athletics, the head coach and the student-athlete notice of the same. Such notice shall include the date, time and location of the hearing.
5. The hearing shall be conducted as follows:
 - a. The student-athlete shall appear first and shall put forward his/her case.
 - The student-athlete has the right to representation in an advisory capacity and the right to produce evidence.
 - The student-athlete may choose to have an open hearing. If so chosen, the student athlete must request the open hearing, in writing, to the director of financial aid at the time they submit their notice of appeal. If no request is made at that time, the hearing will be closed.
 - The student-athlete may introduce written statements, produce witnesses, and/or testify personally. The names of the witnesses and their relevance must be presented to the director of financial aid at least one working day

- prior to the hearing. The number of witnesses the student athlete may have will be limited to two (2).
- Testimony of the witnesses may be by question and answer or narrative.
 - After the student-athlete has finished presenting each witness, members of the Athletic Scholarship Appeals Committee may question the witnesses and/or the student-athlete if he/she chooses to testify.
 - The representative of the department of athletics may also ask questions, but the questions must be directed through the chair of the committee.
- b. The department of athletics shall put forward its case after the student athlete has concluded his/her case. The presentation shall be in the presence of the student-athlete.
- The presentation shall be made by the coach, if possible, and written documentation should be available to support all statements made. If the coach cannot present the case, the name of the replacement shall be submitted to the chair of the committee with an explanation of why the coach could not present the case.
 - The department of athletics may present witnesses in support of its case or, with the approval of the chair of the committee, written statements may be submitted.
 - The testimony of witnesses may be question and answer or narrative.
 - The names of the witnesses and their relevance must be given to the chair of the committee at least one day prior to the hearing. The number of witnesses the department of athletics may have will be limited to two (2).
 - At the completion of the testimony, members of the committee may ask questions, and the student athlete may also ask questions but the questions must be directed through the chair of the committee.
- c. The chair of the appeals committee, the director of financial aid, shall have the right to exclude evidence if determined to be irrelevant to the issue at hand. The number of witnesses may be restricted if it appears that participation is irrelevant or merely cumulative.

After consultation with the members of the Financial Aid Appeals Committee, the director of financial aid shall render the decision of the committee and this decision shall be final. Written notification of the decision will be sent to the student athlete, the head coach, and the director of athletics within seven business days of the hearing.

Non-institutional Outside Financial Aid

All student-athletes must report any outside financial aid to the financial aid office per NCAA Bylaw 15.2.6. Outside aid must be indicated on the *Outside Scholarship Questionnaire*. Each head coach and the compliance coordinator will be informed by the director of financial aid of any student-athlete who has not completed all required paperwork, and it will be the responsibility of the student-athlete to complete the *Outside Scholarship Questionnaire*. The director of financial aid must evaluate all outside

financial aid to assure that team and individual limits have not been exceeded. These forms will be reviewed with the director of financial aid to ensure that applicable outside aid is counted toward individual and team equivalencies.

Student-Athlete Employment

Prior to employment, all student-athletes must complete the *Student-Athlete Employment Form*. The student-athlete must obtain the employer's information prior to submitting the form to the compliance coordinator. (NCAA Bylaw 15.2.7).

1. Earnings from a student-athlete's on or off campus employment that occurs at any time is exempt and is not included when determining a student-athlete's full grant-in-aid or the institution's financial aid limitations, provided:
 - i. Student-athletes may not receive compensation for value or utility the student-athlete may have for the employer because of publicity, reputation, fame or personal following.
 - ii. Student-athletes must be compensated only for work actually performed.
 - iii. Student-athletes must be compensated at the rate commensurate with the going rate in that locality for similar services.

Contributions by Donors

It is permissible for an individual to contribute funds to the university to finance a scholarship or grant-in-aid for a particular sport. However, the decision as to how those funds are allocated within the sport rests exclusively with the institution.

It is not permissible for an individual to contribute funds to finance a scholarship or grant-in-aid for a particular student athlete. (NCAA Bylaw 15.01.4)

Aid to Professional Athletes

An institution may not award financial aid to a student-athlete who is under contract to or is currently receiving compensation from a professional sports organization. (NCAA Bylaw 15.01.6)

Institutions must be aware of the eligibility requirements for students participating in outside competitions and receiving any winnings from those competitions. (NCAA Bylaw 14.7) Students must complete a *Historical Questionnaire* at the institution as well as provide information to the NCAA Eligibility Center. This is particularly important for international student athletes.

Awards & Benefits (NCAA Bylaw 16)

Awards

An extra benefit is any special arrangement by an institutional employee, booster or anyone that the student-athlete is not legally dependent upon (see Appendix A), that provides the student-athlete, or the student-athlete's relative or friend, a benefit not authorized by the NCAA. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the student-athlete ineligible.

Student-athletes are permitted to receive expenses, from the institution, that are directly related to travel and competition while representing the institution, as well as the expenses included in the scholarship agreement. Receipt of any monetary or tangible benefit or award from persons outside of the department of athletics is not permitted.

Student-Athlete Awards

1. Each sport has annual team awards that are based on criteria set by the individual sport.
2. Head coaches must obtain approval, from the director of athletics, for any awards provided to the student-athlete.
3. Awards by outside groups or organizations are not allowed unless approved in advance by the compliance coordinator and the director of athletics.

Championship Rings

Rings may be awarded to team members or individual student-athletes for the following achievements:

- Conference team championship
- NCAA championship
- Individual NCAA championship

The procedure for granting the awards above is as follows:

1. The head coach shall determine who is eligible to receive each award.
2. The list of names that are recommended to receive awards must be approved by the director of athletics.

Benefits

Complimentary Admission to Athletic Events

Complimentary admission shall be provided only by a pass list for guests designated by the student-athlete. The student-athlete may not receive payment from any source for the complimentary admissions and may not exchange them for any item of value. The following guidelines will be adhered to by all Trevecca Nazarene University student-athletes concerning complimentary admissions to their own sport:

- Student-athletes will not receive any payment for complimentary admissions. Any student-athlete found receiving payment will be suspended immediately pending the results of an NCAA investigation. If the student-athlete is found in violation of the NCAA regulations, he/she will automatically lose their NCAA eligibility and privileges.
- On the pass list provided by the coaching staff, designate a maximum of (4) four recipients of complimentary admissions at least 48 hours prior to each home game.
- Designate one admission per person.
- Do not designate a person named by another athlete for the game.
- No additions, changes, or substitutions to the complimentary admission list can be made at the door.
- Be aware that once admission has been signed over by the student-athlete, no name changes will be allowed.
- Alert the person receiving the admission that photo I.D. will be required at the door. Persons without photo I.D. will not be admitted. There will be no exceptions to this rule.

Occasional Home Meal

There is a limit of one occasional meal per student-athlete per month during the academic year and a limit of two occasional meals per student-athlete during the summer. This includes occasional home meals with boosters. The procedure for occasional meals follows:

1. The head coach of the student-athlete(s) or team invited for an “occasional meal” will complete and sign an *Occasional Meal Form* at least one day prior to the meal.
2. The form is then forwarded to the compliance coordinator for approval.
3. If authorized, the form is copied to the head coach and the original is filed in the compliance office. If not authorized, the compliance coordinator will notify the head coach.
4. The compliance coordinator tracks the limitations.

Apparel or Equipment that Includes Institutional Identification

A student-athlete may use institutional equipment during outside competition only when representing the institution. Refer to the *Equipment/ Apparel* section of this manual for specific procedures.

A student-athlete may purchase institutional apparel (or uniform) for use during outside competition provided the apparel (or uniform) is no longer used by the institution.

Retention of Equipment

A student-athlete may retain institutional athletics apparel items (not equipment) as an “award” subsequent to the student-athlete exhausting his/her eligibility (e.g. game jersey).

A student-athlete is allowed to use institutional equipment during vacation periods as long as this is consistent with institutional policy.

General Benefit Limitations

A student-athlete may receive benefits provided to students generally and it is not considered an “extra benefit.”

A student-athlete may not receive “extra benefits” that result in a special arrangement by the institutional employee or representative of the institution’s athletics interest.

A student-athlete may not receive “discounts,” free or reduced-cost services, use of credit cards, or the following from an institutional employees or representatives of athletics interest:

- loan
- guarantee bond
- use of an automobile
- use of a cell phone
- transportation

Equipment & Apparel

Equipment & Apparel

Equipment and apparel are the property of the institution and must be returned to inventory at the conclusion of each academic year or conclusion of the playing season.

1. Student-athletes must be on the squad list in order to be issued equipment and/or apparel.
2. The head coach or designee is responsible for completing an inventory list for each student-athlete. This inventory list must be accurate and current at all times and subject to an audit.
3. This list will be approved by the compliance coordinator and kept on file in the compliance office.
4. On the initial issuance the student-athlete and coach sign an inventory list indicating receipt of the equipment and apparel.
5. If a student-athlete wishes to receive new equipment/apparel, it will be done on an exchange basis. All transactions are recorded on the inventory list and signed by the student-athlete and the coach.
6. If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the academic year/conclusion of playing season, the student-athlete shall be held financially responsible and will be charged.

Camps & Clinics

The director of athletics is responsible for overseeing all sports camps and clinics that involve Trevecca Nazarene University student-athletes and staff.

Institutional Camps and Clinics

The camp director's oversight of sports camps includes:

- Produce and monitor camp and clinic brochures and other information (approved by the compliance coordinator)
- Maintain and monitor financial records
- Monitor enrollment limitations
- Monitor employment of student-athletes, in addition to all other coaches (camp directors must submit to the compliance coordinator a week prior to camp/clinic starting a list of employees to be employed in the institution's camp in accordance with NCAA Bylaws)
- Monitor compensation of student-athletes in accordance with NCAA Bylaws
- Report employment of high school or two-year college coaches to Compliance Coordinator in accordance with NCAA Bylaws

The following procedures must be followed for all institutional sports camps and clinics:

1. The head coach or designee is responsible for submitting a copy of the camp brochure to the compliance coordinator prior to printing for approval.
2. A *Medical Release Form* must be completed for each camper by his/her parent or guardian no later than the day of registration.
3. Student-athletes may be employed at a camp/clinic provided:
 - a. The student-athlete performs duties of a supervisory, coaching, or officiating nature;
 - b. Compensation provided to the student-athlete must be commensurate with the going rate for camp/clinic counselors of like teaching ability and camp/clinic experience and may not be paid on the basis of value that the student-athlete may have for the employer because of reputation or fame the student-athlete has achieved;
 - c. A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance;
 - d. The student-athlete cannot participate in any organized practice activities other than during the institution's declared playing season;
 - e. The institution's director of athletics must give prior approval to the student-athlete's employment arrangement.

Outside Camp/Clinic Employment

Coaches, athletics staff members and student-athletes may not be employed at an outside camp or clinic without written permission from Trevecca Nazarene University. The procedure for requesting permission follows:

1. In order to be employed at an outside camp or clinic, a letter of request for outside employment must be completed and submitted to the compliance coordinator. It is due at least two weeks prior to the camp or clinic.
2. The compliance coordinator, in consultation with the director of athletics, will review the request and grant or deny permission.
3. The compliance coordinator is responsible for notifying the coach, athletics staff member or student-athlete regarding the decision.

Employment

Student-Athletes

Procedures for the Academic Year

1. The compliance coordinator will review NCAA regulations governing student-athlete employment, and all required employment monitoring procedures to be completed by student-athletes, during the mandatory meeting each fall.
2. The student-athlete must complete a *Student-Athlete Employment Form*. The student-athlete must affirm his/her understanding of the terms outlined in the *Student-Athlete Employment Form* and his/her intent to adhere to its provisions.
3. The compliance coordinator will review the *Student-Athlete Employment Form* and will sign the form indicating that all steps have been completed by the student-athlete.
4. The compliance coordinator will provide the student-athlete with a copy of the signed agreement and will keep the original on file in the compliance office.
5. The compliance coordinator will periodically monitor the employment of the student-athlete.

Procedures for Summer Break

Prior to summer break, all student-athletes will be asked to fill out a *Student-Athlete End-of-Year Information Form* indicating where he or she will be living over the summer, whether or not the student-athlete intends to work over the summer, and whether or not the student-athlete has already obtained a job. If the student-athlete has already obtained a job, the student-athlete will be asked to complete employment information on the information form.

The compliance coordinator will keep on file all *Student-Athlete End-of-Year Information Forms* and maintain a master list of student-athletes' employment status.

Coaches

Volunteer Coach

NCAA Bylaw 11: A volunteer coach is any coach who does not receive compensation or remuneration from the institution's athletics department or any promotion of the institution's athletics program (e.g., booster club).

Volunteer coach procedures are as follows:

1. The head coach notifies the director of athletics regarding any individuals they would like to add to their coaching staff as a "volunteer coach".

2. If coach's selection is approved by the director of athletics, then the compliance coordinator will have the volunteer coach fill out the *Volunteer Coach Form*.
3. The compliance coordinator will review all rules and regulations associated with being a volunteer coach with the volunteer coach. The following provisions apply:
 - The individual is prohibited from contacting and evaluation of prospective student-athletes off campus or from scouting opponents off campus and may not perform recruiting coordination functions.
 - The individual may receive a maximum of two complimentary tickets to home athletics contests in the coach's sport.
 - The individual may receive complimentary meals incidental to organized team activities (e.g., pre-or post game meals, occasional meals, but not training table meals) or meals provided during a prospective student-athlete's official visit, provided the individual dines with the prospective student-athlete.
 - Volunteers will not begin until cleared by the director of athletics and the compliance coordinator.
 - All volunteers are subject to NCAA enforcement and held accountable to all NCAA, conference and Trevecca Nazarene University policies and procedures.

Outside Employment

Income in Addition to Institutional Salary

A staff member may earn income in addition to the institutional salary by performing services for outside groups, provided the compensation is for additional work actually performed and at a rate commensurate with the going rate in that locality for services of like character; further, such outside work must be in conformity with the institutional policy and with the approval of the institution. In Divisions I and II, athletically related income requires the prior written approval of the institution's president.

Supplemental Pay

An outside source is prohibited from paying or regularly supplementing an athletics department staff member's annual salary and from arranging to supplement that salary for an unspecified achievement. This includes donations of cash from outside sources to the institution earmarked for the staff member's salary or supplemental income.

Endorsement of Commercial Products

Athletics department staff members shall not use, directly or by implication, the institution's name or logo in the endorsement of commercial products or services for personal gain without the prior written approval of the institution's president.

Promotional Activities

A staff member may not be compensated by an individual or commercial business outside of the institution for employment or assistance in the production, distribution or sale of items (e.g. calendars, pictures, posters, advertisements, cards) bearing the names or pictures of student-athletes. The use of the names or pictures of student-athletes on promotional items is limited to institutionally controlled activities involving the sale of official institutional publications and team or individual pictures by the institution. This restriction shall apply even if the promotional item is provided without charge to the public by an outside individual or commercial business that produces or purchases the item through the assistance of the institution's staff member.

Recruiting Service Consultants

Institutional athletics department staff members may not serve as consultants or participate on advisory panels for any recruiting or scouting service.

Fundraising

Fundraising Procedures:

1. Prior to organizing any type of fundraising event, the fundraising activity must be approved by the director of athletics.
2. If the fund-raising activity requires the use of institutional facilities, they must be reserved through the events coordinator.
3. All proceeds from fundraising activities must be deposited in the appropriate university restricted account.
4. Request for use of the funds in this restricted fund must be submitted to the director of athletics.

Areas of Concern for Fundraising Activities:

Institutional fundraising activities that involve the use of athletic ability by student-athletes to obtain funds (i.e., a-thon events) are permitted only if:

- The money is contributed directly to the institution by the donor
- The money is not raised for the direct benefit of any student-athlete (e.g. funds for the student-athlete to make a special trip)
- The student-athletes receive no compensation or prizes for their participation or based on the amount of money raised

At no time may a student-athlete benefit as a result of their participation in a fundraising event.

Appendix A:

NCAA Guide for Boosters, Alumni & Friends of Athletics

This document has been developed to serve as a guideline for NCAA legislation governing boosters, alumni and friends of NCAA institutions. It summarizes rules and regulations involving situations encountered by our boosters, alumni, and friends and their requests for assistance in complying with NCAA legislation.

Your efforts to follow this legislation are greatly appreciated, because violations could affect the eligibility of involved prospects or student-athletes. Any violation of NCAA bylaws may result in NCAA penalties being imposed on this institution, and lead to restrictions regarding your involvement with the athletics program.

All NCAA legislation cannot be covered in a document such as this. Therefore, any additional questions should be forwarded to the compliance coordinator in the department of athletics. We appreciate your interest and ask you to contact the department of athletics, at the numbers below, should you have any questions.

Director of Athletics: Brenda Patterson

Compliance Coordinator: Larry Knight

PHONE: 615-248-1275

PHONE: 615-248-1639

E-MAIL: bpatterson@trevecca.edu

E-MAIL: lknight@trevecca.edu

ARE YOU A REPRESENTATIVE OF ATHLETICS INTERESTS?

You are a Representative of Athletics Interests (RAI), if you meet any of the following conditions:

1. You are a member of any organization that promotes the athletics program.
2. You have made a financial contribution to the department of athletics or its Representative of Athletics Interests organizations.
3. You have ever assisted in the recruitment of prospects for the department of athletics.
4. You have provided benefits (e.g., summer jobs or occasional meals) to enrolled student-athletes.
5. You have ever, in any way, promoted the athletics program.

NOTE: Please remember that once you become a Representative of Athletics Interests, you retain that identity indefinitely.

WHO IS A PROSPECTIVE STUDENT-ATHLETE?

A prospective student-athlete, commonly known as a “prospect,” is any individual who has started classes for the 9th grade. In addition, student-athletes enrolled in preparatory schools or two-year colleges are considered prospects. Ultimately, a student remains a prospect until enrollment at a four-year collegiate institution.

WHO CAN RECRUIT?

Only coaches who successfully complete the annual NCAA Coaches Certification Exam, which tests their knowledge of NCAA recruiting legislation, are permitted to be involved in the recruiting process.

As a Representative of Athletics Interests:

- YOU MAY NOT make any recruiting contacts with prospects or their relatives. This includes telephone calls, text messages, letters, emails, and facsimiles, along with any face-to-face contact either on or off-campus.
- YOU MAY NOT assist coaches by picking up transcripts, films, or any other information pertaining to a prospect's ability from the prospect's educational institution.
- YOU MAY forward information about prospects to the appropriate coaching staff member as long as you were not asked to do so by an institutional staff member.
- YOU MAY view a prospect's athletics contest on your own initiative, provided you do not contact the prospect or his/her relatives, coach, principal, or counselor in an attempt to evaluate the academic or athletic abilities of the prospect. You are responsible for all incurred costs or fees at a contest.
- YOU MAY speak to a prospect on the telephone ONLY if the prospect initiates the call. You are not permitted to have a recruiting conversation, but you may exhibit normal civility. Under such circumstances, you must refer all questions about the athletics program to the coaching staff.

NCAA RULES REGARDING REPRESENTATIVE OF ATHLETICS INTERESTS INVOLVEMENT WITH PROSPECTS

- YOU MAY NOT provide benefits of any kind (e.g., clothing, special discounts, lodging, meals, transportation, tickets, loans of money) to prospects or their relatives.
- YOU MAY NOT make contact with a prospective student-athlete or his/her parents when the prospect is on campus for an official or unofficial recruiting visit.
- YOU MAY NOT contact a prospective student-athlete to congratulate him/her on signing a National Letter of Intent to attend this institution.
- YOU MAY NOT provide transportation or arrange for payment of transportation costs for a prospect or his/her relatives or friends to visit campus.

- YOU MAY NOT earmark funds for specific prospects to attend our summer camps. Instead, you must donate the funds to the high school, and the school and the students will decide which camps they will attend.
- YOU MAY NOT employ or arrange for employment of a prospect before the completion of his/her senior year in high school or official withdrawal/graduation from junior college or prep school. At this point, you may employ a prospect as long as compensation is for work actually performed and at a rate commensurate with experience and the going rate.
- YOU MAY NOT provide ANYTHING to a prospect or the prospect's family or friends without prior approval from the compliance office.

**NCAA RULES REGARDING REPRESENTATIVE OF ATHLETICS INTERESTS
INVOLVEMENT WITH ENROLLED STUDENT-ATHLETES**

- YOU MAY NOT pay for or arrange for payment of room, board, or any type of transportation at any time for currently enrolled student-athletes, their relatives, or their friends.
- YOU MAY NOT provide student-athletes with any sort of extra benefit, which refers to any special arrangement to provide a student-athlete or his/her relatives or friends with a benefit unavailable to the general student population.
- YOU MAY NOT provide student-athletes with any special discounts (e.g., free or reduced meals, housing), payment arrangements (e.g., cosigning a loan), credits on a purchase (e.g., airline ticket, clothing), or services (e.g., dry cleaning, transportation, use of telephone).
- YOU MAY NOT provide awards or gifts to student-athletes for any reason. This also prohibits honorariums for speaking engagements. All awards to student-athletes must meet NCAA legislation and be approved by the compliance office.
- YOU MAY NOT entertain student-athletes or their family and friends. The only exception to this is that you may, on an occasional basis, provide a student-athlete or team (not family members or friends) with a meal. That meal can be catered, but it must be in your home, and you must notify the coach and receive prior approval from the compliance office.

NOTE: These rules apply throughout the student-athlete's entire enrollment, including summer breaks.

NCAA RULES REGARDING STUDENT-ATHLETE EMPLOYMENT

- PROSPECTS MAY be employed by Representative of Athletics Interests during the summer prior to enrollment. Please note that this employment may not begin until the prospect has graduated from high school or withdrawn/graduated from junior college or prep school.

- CURRENT STUDENT-ATHLETES MAY seek employment during both the academic year and summer. This employment must meet the following regulations:
- The student-athlete’s compensation must not include any remuneration for the value or utility the student-athlete may have for the employer because of the publicity, reputation, fame, or personal following that he or she has obtained because of athletics ability;
 - The student-athlete must be compensated only for work actually performed; and
 - The student-athlete must be compensated at a rate commensurate with the going rate for similar services in that locale. Provided these regulations are met, there is no limit on the amount of money student-athletes can earn. Although there is no longer a limit on student-athletes’ earnings, the compliance office still must keep records verifying all student-athlete employment. If you intend to hire a student-athlete at your place of business, please be sure to remind the student-athlete that he or she should consult the compliance office regarding the employment arrangements.

RULES REGARDING PROMOTIONAL ACTIVITIES FOR STUDENT-ATHLETES

As it would affect their amateur status, student-athletes are not permitted to be involved in the advertisement, recommendation, or promotion of commercial products or services. However, there are certain instances when student-athletes are permitted to be involved in charitable, educational, community engagement or nonprofit promotional activities. These events must be approved by the compliance office prior to the student-athletes’ participation. If you are interested in involving student-athletes in this sort of activity, please contact the compliance office.

NCAA RULES REGARDING THE INTERNET

The internet is considered similar to email, telephone calls, or general correspondence. Therefore, it should not be used by Representative of Athletic Interests to contact prospects, their families, or their coaches. Participating in “chat rooms”, “instant messaging”, or social media networks (Face Book, MySpace, Twitter, etc...) with prospects is also strictly prohibited.

COMMON QUESTIONS

Q: *Can a Representative of Athletic Interests be involved when a prospect is on an official or unofficial visit?*

A: No, a Representative of Athletics Interests is precluded from all recruiting activities, including face-to-face contacts with a prospect or his/her relatives at any time.

Q: *Can a Representative of Athletics Interests contact prospects to encourage them to attend the institution?*

A: No, any such contact could result in the prospect being declared ineligible to participate in athletics at this institution.

Q: *May a Representative of Athletics Interests engage in evaluation activities on behalf of the institution?*

A: Yes, a Representative of Athletics Interests may view a prospect's contest on his/her own initiative, provided no contact is made with the prospect or his/her family. However, this evaluation may not take place at the request or direction of an institutional staff member and a Representative of Athletics Interests is not permitted to contact anyone associated with the prospect in an effort to evaluate him/her.

Q: *May a Representative of Athletics Interests attend a public event (e.g., high school awards banquet or dinner) at which prospects are in attendance?*

A: Yes, however contact with prospects or their families may not occur, and no attempt can be made to recruit the prospect.

Q: *May a student-athlete's name, picture, or appearance be used in a promotional activity?*

A: It depends on the situation. Please contact the compliance office with your specific question.

WHAT CAN YOU DO?

If you know of a prospective student-athlete who might want to attend, we encourage you to call the appropriate coach, as this is the only permissible recruiting activity for Representative of Athletics Interests. Coaches' numbers are listed below:

Baseball	615-248-1276
Men's Basketball	615-248-1603
Women's Basketball	615-248-1273
Men's & Women's Cross Country	615-945-2478
Men's Golf	615-248-1604
Women's Golf	615-248-7735
Softball	615-248-1277
Volleyball	615-248-1317
Women's Soccer	615-248-1724
Men's Soccer	615-248-1440

CONSEQUENCES FOR REPRESENTATIVE OF ATHLETICS INTERESTS WHO VIOLATE NCAA RULES

Under NCAA rules, the institution is responsible for all actions of its boosters. Therefore, it is also our responsibility to make you aware of consequences for violating the rules contained within this document. Representative of Athletics Interests found in violation are subject to losing benefits and privileges, including season tickets. In addition, the NCAA Committee on Infractions, in some cases, has required institutions to disassociate the Representative of Athletics Interests from the institution.

TWO FINAL REMINDERS:

1. Please contact the compliance office at 615-248-1639 if you need a specific NCAA rule interpretation.
2. If in doubt, remember that in most cases,

CONTACT AND/OR PROVISION OF ANY BENEFIT IS PROHIBITED!

WINNING WITH INTEGRITY!

On behalf of all of us at Trevecca Nazarene University, thank you for your tremendous support of our entire athletics program. Our administration, coaches, and, most importantly, our student-athletes are very appreciative of the spirit with which you embrace Trevecca Nazarene University athletic programs.

List of Forms

1. *NCAA Drug Testing Consent Form*
2. *FERPA Form*
3. *HIPAA Form*
4. *Rules Interpretation Request Form*
5. *NCAA Certificate of Compliance Form*
6. *NCAA Level II Violation Report Form*
7. *Application for Admission*
8. *Historical Questionnaire*
9. *International Student Affidavit of Support Form*
10. *Institution Request List (IRL)*
11. *Athletics Certification Form*
12. *Student-Athlete Designation of Degree Program Form*
13. *Eligibility Roster*
14. *Late Addition Form*
15. *Academic Eligibility Report Form*
16. *Summer School Request Form*
17. *Permission to Contact and Eligibility Verification Form*
18. *TNU Student-Athlete Exit Interview?*
19. *Notification of Off-Campus Recruiting/ Recruiting Trip Record*
20. *Credit Card Detail/Expense Report*
21. *Recruiting Contacts & Evaluations Summary*
22. *Official Visit Request Form*
23. *Official Visit Checklist*
24. *Student-Athlete Host Contract*
25. *Official Visit Recruiting Record*
26. *Unofficial Visit Log*
27. *Try-Out Waiver Form*
28. *Try-Out Legislation Form*
29. *Physical Examination Form*
30. *Medical Release Form*
31. *NCAA Student-Athlete Statement*
32. *Student-Athlete Information Form*
33. *Walk-On Clearance Form*
34. *Physical Examination Form*
35. *Athletics Walk-On Agreement*
36. *Student-Athlete Information Sheet*
37. *Declaration of Playing Season Form*
38. *In-Season Weekly Playing & Practice Report*
39. *Out-of-Season Weekly Practice Report*
40. *Missed Class Time Report*
41. *Male Practice Player Certification Form*
42. *Male Practice Player Waiver & Approval Form*
43. *Male Practice Player Certification Checklist*
44. *Initial Athletics Grant-in-Aid Scholarship Request Form (GIAR)*

45. *Tender of Athletic Scholarship/Letter of Intent*
46. *Early Estimator Form*
47. *Free Application for Federal Student Aid (FAFSA)*
48. *Scholarship Review Form*
49. *Scholarship Reduction/Cancellation Form*
50. *Scholarship Reduction/Cancellation during an Award Period Form*
51. *Outside Scholarship Questionnaire*
52. *Student-Athlete Employment Form*
53. *Occasional Meal Form*
54. *Student-Athlete End-of-Year Information Form*
55. *Volunteer Coach Form*