

NOTRE DAME de NAMUR UNIVERSITY
DEPARTMENT OF ATHLETICS



COMPLIANCE MANUAL

1. Mission Statement

The compliance mission of the Athletic Department at Notre Dame de Namur University shall be to efficiently monitor and coordinate the acquisition of all NCAA and Pac West Conference rules and regulations. NDNU Athletics maintains the highest standards of quality and excellence and promotes a competitive athletics program that encompasses the institution's vision of integrity in the area of compliance.

Intercollegiate athletics is an essential part of the institution and the student-athletes are an essential part of the student body. By educating the whole person and offering guidance and assistance to the whole NDNU family, NDNU Athletics enhances a student-athletes overall college experience. With comprehensive compliance awareness, NDNU has created an environment that promotes respect, personal growth, and ethical conduct, that enables student-athletes to be productive in there academic, social, spiritual and personal endeavors.

Purpose Statement

Notre dame de Namur University pursuant to current NCAA and PAC West Conference guidelines on compliance has chosen a proactive role in the critical area of NCAA rules adherence. In that regard, it's essential that the athletic program educate and monitor coaches, administrators, staff, prospective and enrolled student-athletes, faculty, donors, boosters, and alumni as efficiently and consistently as possible.

Each appropriate individual will be continually educated and are expected to understand and abide by the NCAA and PAC West rules that govern them. Coaches will have regular meetings and trainings. Administrators will be constantly educated so rules and regulations are extensively understood. Student-athletes will be constantly monitored and periodically educated to ensure adherence. And, Prospective Student-athletes will be notified of rules and regulations pertaining to recruitment and initial eligibility.

NCAA Principles of Institutional Control

In accordance with the NCAA constitution, an institution has a responsibility to control its intercollegiate athletic program in compliance with NCAA rules and regulations. NDNU is responsible for the actions of all its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of the institution. The Athletic Director is responsible for the administration of all aspects of the athletics program.

As a provisional member of the NCAA, NDNU will comply with all applicable NCAA rules and regulations. NDNU is responsible for monitoring its athletics programs to assure compliance for identifying and reporting all instances in which compliance has not been achieved.

Compliance Policy

- It is the policy of Notre Dame de Namur University to adhere to all applicable NCAA, PAC West Conference and University rules and regulations in the conduct of its athletic programs.
- It is the obligation and responsibility of all Athletic Department staff members to act within all applicable rules and regulations at all times.
- All Athletic Department coaching and administrative staff members are required by NCAA Bylaws to sign the NCAA Certification of Compliance annually. This document will be filed in the compliance office.

2. University Committee for Athletics

The role of the NDNU Athletic Committee is to oversee and evaluate the current direction of the athletic program. The Athletic Committee will meet once a year to examine the annual report and strategic plan. A further meeting will determine compliance with the athletic mission statement and equity act. Furthermore, GSR, IPADS including Academic Success Rates, injury reports, violation summaries and student exit evaluations will be reported upon. All documentation from these meetings will be filed with the Athletic Director.

The Athletic Advisory Committee will be chaired by the Faculty Athletic Representative and is made up of the following members:

1. Athletic Director
2. Assistant Athletic Director/Senior Women's Administrator
3. One coach (selected annually)
4. One Faculty member from each School
5. Student Athletic Council Representative
6. Faculty Athletic Representative (FAR)
7. All Stakeholders
8. One Alumni member
9. One Booster Representative
10. Senior Staff who understands the rules of athletics
11. Student Government Representative

3. Individual Compliance Responsibilities

A. Director of Athletics:

Under the authority delegated by the President, the Director of Athletics ensures full compliance with NCAA and university regulations and has the basic administrative responsibility for the direct supervision, approval, conduct, and control of the athletic program. He/she reports to the President with the documentation and recommendations necessary for decisions regarding athletics policy, administration, budget, personnel, programs, and all related matters for the integrity of the athletics program.

It is the specific responsibility of the Athletic Director to:

1. Set policies and standards of conduct for all representatives of the institution's athletic programs, including the conduct of the coaches and each program within the department.
2. Address maintenance and implementation of policies approved by the Board of Trustees, and for those policies that are subject to the rules of the NCAA Clearinghouse.
3. Be the voting representative at all NCAA meetings and Pac West Conference meetings.
4. Provides letter of NCAA rules to National Letter of Intent signers
5. Presents NCAA rules in athletic department publications
6. Explains Certification of Compliance Form at staff meeting in the fall
7. Meets with board officers of booster organizations to review NCAA rules

8. Reviews contest schedules where applicable
9. Selects administrators and coaches with integrity and history of rules compliance
10. Approves use of institution's logo
11. Facilitates prior approval of outside athletically-related income
12. Evaluates potential NCAA rule violations
13. Declares student-athletes who violate NCAA rules ineligible
14. Establishes commitment to rules compliance
15. Manifests commitment to student-athletes
16. Establishes organizational lines of authority with oversight and accountability
17. Maintains ongoing evaluations of staff members' commitments to compliance
18. Supports a comprehensive rules education program
19. Generates and promotes legislative proposals
20. Arranges for periodic self studies of athletics department

B. Assistant Director of Athletics/Senior Women's Administrator:

The Assistant Athletic Director works in tandem with the Athletic Director to ensure that all operations within the athletic department are working in full compliance with NCAA and NDNU rules and regulations. The Assistant Athletic Director supports the Athletic Director in all areas described above but has the following key responsibilities:

1. Observing and evaluating coaching staff and student employees
2. Monitor compliance related matters such as Title IX and Rules Education
3. Chair of the Student Athletic Advisory Committee (SAAC)
4. Department representative at Pac West Conference/NCAA meetings
5. Program coordinator for student-athlete work-study placement
6. Compliance Committee member.

C. Compliance Coordinator:

Reports directly to the Athletic Director and Assistant Athletic Director to identify, educate and monitor all compliance related issues as directed by the NCAA, Pacific West Conference, and Notre Dame de Namur University. The compliance officer works closely with coaches, student athletes, faculty and the NDNU community to provide guidance for operating within established policy and subsequent complexities of NCAA Division II Bylaws. This includes regular rules education for staff, student-athletes and the university community. The compliance coordinator recognizes and responds to any violations that may occur, ensuring that compliance is an institutional commitment and that the integrity and reputation of the university is upheld.

Duties and responsibilities include:

1. Reviewing declaration of playing and practice season and schedule of contests submitted by coaches
2. Conducting team orientation before each sport's playing season
3. Reviewing all student-athlete NCAA compliance forms (Drug Testing Consent Form and Student-Athlete Statement)

4. Assisting with compilation and publication of the NCAA Equity in Athletics Disclosure Act each year
5. Coordinating the education of student-athletes, coaches, and college personnel with regard to NCAA, conference, and institutional rules
6. Preparing and maintaining NCAA squad lists in conjunction with the financial aid office
7. Acting as department liaison with the NCAA initial Eligibility Clearinghouse
8. Receiving final Clearinghouse eligibility decisions, placing the decisions in students' admissions files, and notifying the athletics department when a final decision is rendered
9. Overseeing student-athlete initial and continuing eligibility and communicating status to coaches
10. Coordinating institutional effort to determine student-athletes continuing eligibility.
11. Reviewing and auditing off-campus contact and evaluation requests
12. Reviewing academic transcripts and test scores to approve official visit requests
13. Monitoring the number of official visits provided in all sports
14. Interpreting NCAA rules for coaches and staff
15. Monitoring permissible recruiting material with Bylaw 13.4.1
16. Securing release for potential transfer students and facilitating release of student-athletes seeking a transfer (in consultation with head coach and director of athletics)

17. Reviewing and filing monthly practice/competition logs and recruiting phone logs
18. Maintaining participation records and determining seasons of competition utilized by student-athletes
19. Identifying potential NCAA rules violations and reporting them to the Director of Athletics and FAR
20. Assisting in investigations of reported secondary NCAA rule violations
21. Participating in student-athlete exit interviews with the Director of Athletics and FAR
22. Providing review of appropriate summer regulations for coaches and student-athletes
23. Coordinating the National Letter of Intent program for athletes
24. Coordinating the release of National Letter of Intent signees (with athletic communications, financial aid, admissions and the conference)
25. Monitoring outside scholarships with Financial Aid
26. Coordinating process of initial and annual renewal / non-renewal of athletic grants-in-aid with Financial Aid
27. Acting as Department liaison with Admissions, Financial Aid, Registrar, and FAR
28. Coordinating all conference and NCAA appeals

D. Faculty Athletics Representative (FAR):

This individual is responsible for serving as liaison between the athletic department, student-athletes, faculty and administration. The FAR signs waiver requests, administers the coaches' certification exam, serves as athletics certification contact, participates on the Compliance Committee and receives notification of any rules violations.

The FAR is authorized by NDNU Athletics to make contact with the NCAA membership services staff, and has a number of legislated responsibilities that include:

1. The FAR or President is required to sign requests for waivers of initial-eligibility requirements, NCAA Bylaw 14.3.1.7
2. Any appeal to restore the eligibility of a student-athlete must be submitted in the name of the institution by the FAR, President, or AD, NCAA Bylaw 14.14.2.
3. The FAR, President and AD must sign institutional appeals to the Student-Athlete Reinstatement Committee, NCAA Bylaw 14.12
4. The FAR must be made aware of any institutional request for a waiver of division membership requirements NCAA Bylaws 20.3.5.2 and 20.9.6.3.6.
5. The FAR is included in notifications from the NCAA that an official inquiry is being initiated to determine whether rules violations have occurred, NCAA Bylaw 32.5.1
6. Enforcement and Appeals Process
7. Athletics Certification – Institutional Self-Study
8. Oversight for Athletics Program
9. Upholding academic integrity and student-athlete welfare

10. Monitoring prospects' academic credentials, academic progress of continuing students and graduation rates for student-athletes
11. Ensuring that academic services are available to student-athletes
12. Active involvement with institutional student-athlete advisory committee
13. Overseeing student-athlete exit interviews in all varsity sports in compliance with Bylaw 6.3.2
14. Involvement in all NCAA Waivers and secondary NCAA violations
15. Assisting in the education of athletics for student-athletes, coaches and staff
16. Overseeing NCAA Coaches Certification
17. At-large member of the Athletic Scholarship Hearing Board
18. Member of the Athletics Committee
19. Represent NDNU at the yearly NCAA Convention, FARA Fall Forum, Regional Rules Compliance Seminars, and at PACWEST meetings.

E. Head Coaches/Coaches:

NDNU Coaching personal are responsible for sustaining knowledge of their sport in relation to complying with NCAA rules and regulations regarding amateurism, eligibility, recruiting, financial aid, playing/practice seasons, and awards and benefits. Coaches are expected to fully cooperate and participate in compliance related policies and procedures both within the University and under NCAA guidelines.

Head Coaches/Coaches have the following responsibilities include:

1. Attend and participate in monthly education meetings
2. Review NCAA rules with student-athletes when necessary and reinforce the importance of compliance
3. Facilitate the provision of all information necessary to determine prospective student-athlete eligibility
4. Provide complete off-campus contact and evaluation request forms
5. Monitor the permissible number of contacts and evaluations utilized
6. Provide complete and accurate expense reports
7. Provide Graduation-Rate Report to prospective student-athletes and parents
8. Provide complete and accurate required information for all official visits
9. Declare playing and practice season to the Athletic Director for review and approval
10. Ensure sport's compliance with NCAA rules related to playing and practice seasons including monthly athletic related activity and recruiting logs
11. Responsible for the actions of all assistant coaches and staff and the sport's compliance with NCAA rules
12. In cooperation with the Athletic Director, monitor the scheduling process, verifying that the schedule meets NCAA and conference scheduling requirements
13. Educate student-athletes of NCAA regulations regarding reporting of employment earnings

14. Annually pass the NCAA Recruiting Exam
15. Initiate the renewal and non-renewal of athletically related financial aid process
16. Annually declare and receive approval from the Director of Athletics and President for athletically related income
17. Ensure compliance with Bylaw 12.5.4 regarding uniform logos
18. Ensure compliance with Bylaws 13.7.5.2 and 16.2 regarding complimentary tickets
19. Ensure compliance with Bylaw 13.13 regarding summer camps
20. Coaches are not permitted to contact admissions, financial aid, registrar or faculty concerning prospective student-athletes or enrolled student-athletes. All contact with these offices or individuals should be coordinated with the Compliance Coordinator and FAR

F. Sports Medicine and Athletic Training:

These individuals are responsible for administering medical and rehabilitation services to student-athletes. They are responsible for sustaining knowledge and monitoring NCAA rules and regulations regarding the NCAA Drug Testing Program, playing/practice season limitations, extra benefits, as well as contributing to educating student-athletes in all of the aforementioned areas. The sports medicine staff is responsible for the following:

1. Monitoring compliance with Bylaw 14.2.5 regarding documentation for medical hardship waivers
2. Student-athlete and coaches' rules education regarding use of banned substances and drug testing.
3. Student-athlete and coaches' rules education regarding NCAA and institutional insurance programs

4. Supervising and monitoring ineligibility for the use of banned drugs with Bylaw 31.2.3-31.2.3.5
5. Assisting in compliance with Bylaw 17.1.6.1 and 17.1.6.2 regarding daily and weekly hour limitations
6. Reporting any revisions, additions, or cancellations of practices and/or games

G. Registrar's Office:

As part of the compliance committee team, the registrar works directly with the compliance coordinator, the athletic director, and the assistant athletic director in the careful assessment of all student-athletes.

The individual(s) assigned the duty of certifying the academic and overall eligibility of each student-athlete is/are responsible for monitoring the six credit hour requirement, progress towards degree, GPA requirements, full-time status, declaration of major and preparing the overall eligibility rosters for all teams. This individual(s) are responsibility for inputting all degree progress information into Compliance Assistant Internet.

The role of the registrar is imperative in maintaining and evaluating student-athlete eligibility by means of academic performance, progress towards degree and the completion of institutional requirements.

The Registrar's Office must assume responsibilities for the following:

1. Assisting the Compliance Coordinator and FAR in the process of determining continuing eligibility for returning student-athletes
2. Evaluating and determining all transfer credits accepted by the institution
3. Assisting the Compliance Coordinator and FAR in the process of monitoring full-time enrollment

4. Assisting the Compliance Coordinator and FAR in the process of monitoring satisfactory progress and good academic standing
5. Monitoring designation of academic degrees

H. Financial Aid Office Representative:

The Director of Financial Aid is assigned the duty of awarding athletically related financial aid and inputs all financial data into Compliance Assistant Internet. The Director of Financial Aid determines the cost of attendance, grant-in aid, and is an important member of the compliance committee. The Financial Aid office is responsible for monitoring all athletics aid, institutional aid and outside aid awards, and is responsible for notifying the Athletic Department of renewal, non-renewal, and change of financial aid status of student-athletes.

Other responsibilities include:

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

8. Assisting the Compliance Coordinator and monitoring NCAA Bylaws 15.02.3.

I. Admissions Office Representative:

This individual(s) has the duty of processing admissions recommendations for student-athletes and is/are responsible for admitting student-athletes in compliance with NDNU and NCAA rules and regulations. This individual is accountable for determining transferable degree credit for all transfer prospective student-athletes.

Specifically the Admissions Office liaison must assume the following responsibilities:

1. Facilitating the admissions process for prospective student-athletes
2. Meeting with all prospective student-athletes and transfer student-athletes who visit officially as per Compliance Office approval and unofficially upon coach requests
3. Assisting with educating prospective student-athletes and members of the Admissions office staff about the NCAA Initial Eligibility Clearinghouse, referring prospective student-athletes to the university web link to NCAA
4. Providing coaches annually with information about admissions events per NCAA Bylaw 13.8.2.1.1.1.2

4. Rules Education

The compliance coordinator will be readily available as a rules and regulations resource to student-athletes, coaches, faculty, and families of the NDNU community. Any interpretations and questions will be directed to the compliance coordinator.

A. Prospective Student-Athletes:

The Athletic Department at NDNU ensures that all prospective student-athletes become aware of applicable NCAA, Pac West Conference, NDNU, and Athletic Department rules and regulations. We will educate each student who becomes a recruited athlete, as well as his/her parents, coach, and school official, as per NCAA rules and regulations pertaining to the recruiting process and initial eligibility. All prospective student-athletes will be provided information and/or resources to comply with all procedures for eligibility at NDNU and with the NCAA, including the Clearinghouse.

This will include but not limited to the following process:

1. Coach identifies recruits and makes contact under NCAA rules and regulations informing them of procedures such as applying for NCAA Eligibility Centre.
2. The Compliance Coordinator and/or Athletic Director will enter prospective student-athletes into the IRL list through the NCAA Eligibility Centre.
3. The coach gathers important documents (i.e. 5 Visit Letter, Try Out Form, Tryout Waiver, Graduation Rates, Proof of Physical Exam Form) and mails to prospective student-athlete at least one week prior to official visit.
4. Important documents must be completed in full and returned to the coach or compliance office at least 48hrs before the official visit. The prospective student-athlete must return proof of physical exam within 6 months, include SAT or ACT scores, and submit a Tryout Waiver if necessary at least 48hrs before official visit is approved.

B. Student Athletes:

The Athletic Department at NDNU ensures that all student-athletes are aware of applicable NCAA, Pac West Conference, NDNU, and Athletic Department rules and regulations. We will continue to educate every student-athlete including but not limited to the following:

1. The Compliance Coordinator will be provided Student-Athlete Handbook containing information about NDNU and its policies regarding NCAA rules and regulations pertinent to the enrolled student-athlete and continuing athletic eligibility.
2. The Compliance Coordinator will conduct a rules education component that will address NCAA eligibility, rules and regulations, and to certify adherence to such rules and regulations through both the NCAA Student-Athlete Statement and the Drug Testing Consent Form.
3. The Head Coach will ensure all Student-Athletes are present at the initial signing of NCAA paperwork or they will be considered ineligible for competition, practice, and any athletic related activity until rules education component has taken place. It is the responsibility of the coach that each student-athlete is present, and alternative arrangements are made ahead of time with the compliance coordinator to complete the rules education component.
4. The representatives from SAAC will disseminate rules education updates and reminders by way of team meetings, handouts and group emails.
5. Student Athletes will be encouraged to consult the NDNU Athletic Departments Website for all related compliance information and current catalog of forms.

It is the goal of NDNU Athletics to continually educate and inform its student-athletes. As legislation changes and new situations arise, NDNU understands the significance of the student-athlete contribution, and strives to support all of its athletes by providing comprehensive rules education.

C. Coaching Staff:

The Athletic Department at NDNU ensures that all personnel become knowledgeable of all applicable NCAA, Pac West Conference, NDNU, and Athletic Department rules and regulations.

This will be achieved by the following procedures:

1. The Compliance Coordinator will conduct a rules education seminar at the start of the fall season.
2. The FAR and/or Compliance Coordinator will proctor the NCAA Coach's Certification Exam. All Fall Sports Coaches will take this exam July 15th. All other coaches will take the exam on the 8th August. (No coach will work with student-athletes or get paid until such test has been successfully completed with an 80% or more score).
3. The Compliance Coordinator will conduct a rules education component at each staff meeting that takes place every third week. These components are outlined in the NCAA Division II Compliance Calendar and are as follows:

August	(Fiscal Procedures)
September	(Recruiting Activity)
October	(Extra Benefits)
November	(Gambling and Sports Wagering)
December	(Proposed Legislation)
January	(Adopted Legislation)
February	(Promotional Activity/Amateurism)
March	(Transfer Regulations/Eligibility)
April	(Playing and Practice Seasons)
May	(Camps and Clinics)

Furthermore, the Compliance Coordinator will relay important news and updates via group email providing resources for assisting with rules education.

6. If specific questions regarding interpretation of NCAA or Pac West rules arise, coaches or administrative staff should contact the Compliance Coordinator for correct assessment of the rule. A Rule Interpretation Request Form must be submitted to the Compliance Coordinator to accompany the question. (see section 5a)

7. Each year, all personnel of the Athletic Department will be required to sign the NCAA Certification of Compliance for Staff Members of Athletic Departments. This document certifies that they have reported to the Athletic Director, Assistant Athletic Director, or Compliance Coordinator any knowledge pertaining to violations of NCAA legislation involving NDNU.

D. Other University Representatives:

NDNU will consistently educate its faculty, staff, alumni, boosters, and representatives of NDNU athletic interests in the following ways:

1. The Compliance Coordinator will coordinate with Sports Information Director to provide rules education information regularly, promptly and efficiently by ways of an up-to-date athletic website, newsletters, and a rules education component inside game media guides and/or match day programs.
2. The Compliance Coordinator and the Compliance Committee will attend the Annual NCAA Regional Rules Seminar and will disseminate information back to the appropriate constituents.
3. Under the direction of the Compliance Coordinator, the Sports Information Director will mail out a rules education information brochure for Boosters at the start of each sport season.

It is the intention of NDNU to ensure each individual who supports the athletic department of NDNU, understands and complies with all NCAA, Pac West Conference and University rules and regulations. With extensive rules education, it is hoped that all our supporters act within these guidelines and do not place student-athletes or the institution into any possible position of violating NCAA policy and procedure.

5. Rules Interpretation Process

A. Request by coach, staff member, faculty or member of athletic interests:

Questions regarding rules compliance follow certain steps. All administrators, staff, coaches, student-athletes, prospective student-athletes, and any other constituent of athletic interests must abide by the following procedures:

1. Any member of NDNU Athletics interests may submit completed Rules Interpretation Form to the Compliance Coordinator. Rule Interpretation Form can be found on the Argonaut website or directly from the Compliance Coordinator.
2. The Compliance Coordinator will respond within 48hrs unless clarification is needed from the NCAA National Office or other outside group i.e. Pac West Conference Commissioner and NCAA Consultants.
4. The Compliance Coordinator will respond to rules interpretation via email.
5. The Compliance Coordinator will maintain all requests and responses on file because they will be used for future rules education purposes.

Interpretations of NCAA rules and regulations from the compliance coordinator will be responded only after official documentation is received. Coaches are expected to keep informed and updated on NCAA and PAC West current news, regularly reading the Legislative Assistant section in the official NCAA news publication, and to use the NCAA website for a source of education.

B. Determine Answer and Respond:

Interpretations provided by the compliance coordinator will be answered on a 'first come first serve basis' and will be responded to as quickly as possible. Interpretations may take longer if the issue must be referred to the PAC West Conference or NCAA.

All interpretations must be explicitly followed at all times unless subsequent re-interpretation is obtained from the NCAA or Conference Legislative Services. All correspondence is to be recorded on the appropriate forms and the data collected will be monitored by the compliance coordinator.

“It is strongly encouraged that if you’re in any doubt, ask before acting.”

6. Compliance Procedures

A. Recruiting:

Recruiting is any solicitation of a prospective student-athlete or prospective student-athlete's relatives or legal guardian by an institutional staff member or by a representative of the institution's athletic interests for the purpose of securing the prospective student-athlete's enrolment and ultimate participation in the institution's intercollegiate athletics program.

Notre Dame de Namur University recognizes the unique importance of recruiting as a vital concentration for our coaches and the success of our athletic programs. It is our intention as an athletic department to establish and enforce specific guidelines related to the conduct of our coaches' and administrators in all areas of recruiting.

Coaches and staff representing the Athletic Department of NDNU must follow the following guidelines and procedures in regards to recruiting activity on behalf of NDNU:

1. All possible recruiters must pass the NCAA Coaches Certification Exam with an 80% or higher score or they cannot be involved in any recruiting activity. Tutoring with the Compliance Coordinator and/or Athletic Director will take place to ensure successful passage at the 2nd attempt.
2. Coach will submit a Proposal To Evaluate Prospective Student-Athlete Form to the Compliance Coordinator at least one (1) week before scheduled evaluation takes place.
3. Coaches will create a list of Prospective Student-Athletes and update weekly. The Compliance Coordinator will add and remove Prospective Student Athletes from NDNU's Institutional Request List (IRL).
4. Coaches will record information from each telephone call made to Prospective Student-Athletes and diligently maintain phone records.

- a) Coach will promptly submit weekly time logs to the Compliance Coordinator containing the previous weeks activity. These logs are due by Wednesday at noon for the previous recruiting cycle (sat-sun).
 - b) Coaches need to submit to the Compliance Coordinator complete itemized phone records on the 15th day of each month if cell phones are used for recruiting purposes.
5. Coaches will submit an Official Visitation Approval Request Form to the Compliance Coordinator at least two (2) weeks before Prospective Student-Athlete is scheduled to visit.
6. The Compliance Coordinator will not approve an official visit by until the following are completed;
 - a) PSA's official transcripts on file, SAT or ACT test scores on file, registered with Clearinghouse, and has a documented physical exam within the past six (6) months.
 - b) Tryout Waiver Form completed at least two (2) weeks in advance of visit.
7. Compliance Coordinator will approve official visit and/or unofficial visit request via email and request kept on file.
8. Coaches notify Prospective Student Athlete of Official Five (5) Visit Notification Letter and rules summary information sent to Prospective Student-Athlete at least two weeks before visit.

B. Recruiting Activities:

Any solicitation of a prospective student-athlete, either directly or indirectly by an individual of NDNU's Athletic Department is considered recruiting. This representative acts with the purpose of securing prospective student-athlete's enrollment and ultimate participation in NDNU intercollegiate athletics.

The procedure for recruiting activity is:

1. Before a coach leaves for recruiting activities, a Proposal To Evaluate Student-Athlete Form must be on file 2 weeks in advance with the Compliance Coordinator for potential disbursement of funds. (A possible loss of reimbursement will be incurred if forms are submitted less than 2 weeks before evaluation date).
2. The Compliance Coordinator will keep a photocopy of the proposal form on file and the original form is returned to the coach.
3. Coaches will complete a Recruiting Evaluation Form and submit to the Compliance Coordinator the following Wednesday by noon.
4. If coaches seek a reimbursement, a Reimbursement Form must be submitted to the Athletic Director before being filed.
5. When a coach submits forms to the Compliance Coordinator, a photocopy will be made and submitted to the Athletic Director with receipts attached.

Contacts are limited to certain periods during the year with quiet and dead periods further limiting contact with Prospective Student Athletes. Coaches should consult the NCAA Div II Coaches Manual, the Compliance Assistance Internet or NCAA Website for assistance. If questions cannot be answered contact the Compliance Coordinator, Assistant Athletic Director or the Athletic Director.

(i). Tryouts:

NDNU may not conduct any physical activity (e.g. tryout or practice session) at which more than one Prospective Student Athlete is present. A tryout of a Prospective Student Athlete may only take place on NDNU's campus or regular practice facility.

In order for a tryout to occur, a Tryout Request Form must be completed with two (2) weeks in advance of scheduled tryout including the following information:

- i). Identified with the NCAA Eligibility Centre
- ii). SAT/ACT test scores on file
- iii). Physical on file
- iv). Tryout Waiver

Open Gyms are not permitted during the summer, if one or more Prospective Student Athletes reveal, demonstrate or display their athletic ability to a member of the coaching staff. A PSA is any individual who has started 9th grade and is not enrolled at NDNU at the time of participation.

(ii). Telephone Logs:

Complete and accurate account of recruiting activity is vital for compliance of NCAA rules and regulations. Telephone calls to and from Prospective Student Athlete's, constitute a majority of all contacts and must therefore be monitored very carefully. The Athletic staff at NDNU will accomplish this by the following procedures:

- A. Coaches will log each call made to PSA's including; name of PSA, time of call, duration of call and summary of contact. This document is due in the Compliance Office on the 15th day each before noon encompassing the last week of activity (sun-sat).

- B. If personal cell phones are used for any recruiting purpose, coaches will submit their itemized cell phone bill to the Compliance Coordinator each 15th day of the month by noon.
- C. Inaccurate or fraudulent telephone log accounting will be subject to disciplinary action and possible sanctioning of NCAA rules violation.

(iv). **Audit Procedure:**

- A. Each week, Countable Athletic Related Activity Forms will be audited by a representative of the Student Athletic Advisory Committee (SAAC) for each sport and the Athletic Trainer to verify accuracy.
- B. Each month, a randomly selected coach will have Phone Logs analyzed and examined alongside itemized office and/or cell phone bill by the Compliance Coordinator.

C. Visit of PSA's

1. High School Prospect:

Prospective student-athletes may not make an official visit until the opening day of classes of his/her senior year of high school, and is registered with the NCAA Clearinghouse. The prospect must also be placed on the NDNU IRL before being allowed to take an official visit. Also, ACT or SAT test scores along with a high school transcript must have been received, and if applicable, an Early Admission Program Waiver completed.

A prospect may only make five (5) official visits, with only one (1) visit permitted to any single institution. A prospect making an official visit must receive a written letter of notification prior to the visit taken place. This letter must include notice that this visit counts as one (1) of five (5) official paid visits and that no more official visits will be allowed to NDNU.

An official visit cannot exceed more than 48hr period, beginning when initial contact is made with a coach or whenever they arrive on campus, whichever comes first. At the completion of a 48hr period the prospect must leave NDNU immediately.

Procedure for Hosting Prospective Student Athlete's on Official Visit:

- A. The Compliance Coordinator assesses and approves all documents necessary for recruiting visit.
- B. The coach will inform student-athlete host of Prospective Student Athlete's arrival date and duration of stay.
- C. Student-athlete host reads and signs Student Host Form. The PSA, Coach and Compliance Coordinator must countersign.
- D. Official PSA Visit/Student Host Evaluation Form is completed by PSA and Student-Athlete Host. All receipts must be attached to the form and any unused money returned and accounted for by the coach.

- E. Official Visit/ Student Host Evaluation Form is signed by PSA, Student Host, Coach, and returned to the Compliance Coordinator.
- F. The Athletic Director will sign the form after assessing costs incurred.

Telephone calls to prospective student-athletes, parents or legal guardian may not be made before June 15th immediately preceding the prospects senior year in high school.

Important Telephone Procedures:

- Telephone calls to prospective student-athletes; parents or legal guardians may not be made during NDNU intercollegiate athletic contests in that sport.
- NDNU staff members may receive telephone calls placed by a prospective student-athlete at that prospective student athlete's own expense at any time.
- NDNU staff members may make unlimited calls to a prospective student-athlete during the five days immediately before their official visit.
- On the initial date and during the proceeding two days of signing the National Letter of intent, NDNU staff members may make unlimited calls. (Adopted by Fall 08)
- NDNU staff members are permitted to make unlimited calls to a prospective student-athlete on the day a permissible, in-person, off-campus contact occurs.

Procedure for High School recruiting contact is as follows:

- i). Coach identifies Athlete as a possible recruit.
- ii). The coach is permitted once a week except under exception 13.1.33
- iii). Coach submits a request to evaluate Prospective Student Athlete with the Compliance Coordinator

2. 2-Year College Prospect:

A coach is permitted to talk to prospects in their second year of College at any time however, all 2-year transfer prospects will follow guidelines of official visits except that they do not have to register with the NCAA Eligibility centre.

The procedure for recruiting a 2-Year College Prospect is as follows:

- A. The coach identifies Athlete as a possible recruit by completing and submitting the Potential Student Athlete Log Form.
- B. Compliance Coordinator will send Transfer Release Form to the college of possible transferring Student-Athlete. This will verify previous enrollment, number of seasons used, qualifying status, GPA and units completed etc.
- C. The coach makes contact once a week except under exception 13.1.33
- D. If evaluation will occur a Potential Student Athlete Log Form and a Request to Evaluate PSA Form is required to be completed and submitted to the Compliance Coordinator.
- E. Transfer Release Form is returned to the Compliance Coordinator by the institution of transfer seeking Student-Athlete and contact approved or denied.

- G. Transcripts are sent to Admissions Office to determine transfer requirements are met.
- H. Transfer Evaluation sent to Student-Athlete from Admissions

3. 4-Year College Prospect:

All 4-year prospects must have a release on file with permission granted to transfer from their current institution before making any contact with NDNU. A one-time transfer is possible under certain criteria, if not, the prospect must serve a year of residency.

The procedures for recruiting a 4-Year College Prospect is as follows:

- A. Prospective Student-Athlete makes initial contact with Coach
- B. The Coach notifies Compliance Coordinator of contact initiated by the Student-Athlete
- C. Compliance Coordinator sends Transfer Release Form to institution of Prospective Student-Athlete verifying previous institutions, number of seasons used, qualifier out of high school, GPA and units completed
- D. If an evaluation will occur a Request to Evaluate PSA Form must be completed and submitted to the Compliance Coordinator regarding possible transfer
- E. Contact permitted to once a week except under Bylaw 13.1.3.7

C. Eligibility

I). Initial Eligibility:

Freshman student-athletes must meet certain criteria for admittance into NDNU but that does not guarantee eligibility for intercollegiate competition. Freshman student-athletes are classified as a qualifier, partial qualifier and non-qualifier and specific rules and regulations on these classifications can be found in the NCAA Coaches Manual.

II). Student-Athlete Transfer Out Procedure:

- a). The Compliance Coordinator, upon receiving a faxed student-athlete release form from the interested school will notify the coach via email or telephone, informing the coach that the student has initiated a transfer.
- b). The Coach, Compliance Coordinator and Athletic Director will meet within 48 hrs to discuss the release.
- c). The Compliance Coordinator will send out a release within 48hrs. The reasons for not granting the request are composed or a release is immediately granted and faxed that same day.
- d). If the student-athlete is denied his request of a transfer, information regarding an appeals process is disclosed by the coach.

III). Two-Year Student-Athlete Transfer:

A coach may only talk to a 1st year student-athlete if they were previously a qualifier. Under no circumstances may a coach speak in-person to a 1st year non-qualifier or partial qualifier. All 2-year transfer prospects will follow guidelines of official visits except that they do not have to register with the NCAA Eligibility Centre.

Procedures for recruiting a 2-year transfer include:

- a). Once a student-athlete has been identified and a release form is sent to that school, it must be returned with that institutions Athletic Director's signature in order for the release process to begin.
- b). The Compliance Coordinator will notify the coach when the Release Form is returned and this form will be kept in the PSA Transfer Release File.
- c). A request is then made by the Compliance Coordinator to the coach to obtain all transcripts from the PSA.
- d). Transcripts are then evaluated by Admissions, Registrar's Office and the Compliance Coordinator to determine if the student-athlete is eligible to transfer and eligible for intercollegiate athletics.

IV). Four-Year Student-Athlete Transfer:

A four-year prospect must have obtained written permission from their current institution before being permitted to make any contact with NDNU. A one-time transfer is possible under certain criteria, if not, the prospect must serve a full year of residency.

The procedure for transferring as follows:

- a). Once a student-athlete has been identified, a release form must be sent to that school and returned in order for contact to occur.
- b). The Compliance Coordinator will notify the coach when the release form is returned. This form will be kept in PSA release file.
- c). A request is made to the coach to obtain all transcripts from the PSA.
- d). Transcripts are evaluated by Admissions, Registrar's Office and the Compliance Coordinator to determine if the student-athlete

is eligible for a one-time transfer exemption, meets progress towards degree requirements, and fulfills other specific NCAA and NDNU transfer criteria.

V). Certifying Athletes For Playing and Practice Season Eligibility:

- a). Tentative Squad Roster's submitted to the Compliance Coordinator April 20th at noon
- b). The Compliance Coordinator enters a squad list for each sport into the CAi database. This includes data such as grades, progress towards degree information, units etc.
- c). Prospective Student Athlete must sign important material i.e Buckley Consent, Amateur Status, Banned Drug List etc by downloading initial signing forms or collecting form from the Compliance Coordinator and submitting before initial Athlete Orientation Meeting or had ready to submit.
- d). The Compliance Coordinator verifies documents and informs the Financial Aid Director enters Grant In-Aid package into the CAi database.
- e). The Registra's Office will then confirm these details on the CAi database leaving feedback for corrections by the Compliance Coordinator where needed.
- f). The Compliance Coordinator will print out Affirmation of Eligibility and Squad Lists through CAi and submit to the Faculty Athletic Representative for approval.
- g). Faculty Athletic Representative will confirm and sign Affirmation of Eligibility and Squad Lists and return them to the Compliance Coordinator.
- h). Athletic Director and Coaches will sign Affirmation of Eligibility and Squad Lists and the Compliance Coordinator will submit to conference with a photocopy kept on file.

VII) International Student-Athlete Eligibility:

- a). International Student-Athlete completes General Amateurism and Eligibility Form for International and Select Student-Athletes and submits to the Compliance Coordinator. (NCAA Form 07 10B)
- b). Compliance Coordinator assesses eligibility of International Student-Athlete.
- c). If further examination is required, the Compliance Committee will meet to discuss the Student-Athlete and any possible sanctions including loss of a playing season.
- d). The Compliance Coordinator will contact outside NCAA Consultants, the NCAA Office, and/or the PACWEST Conference for further assistance.

VIII). Continuing Eligibility:

NDNU has a duty to ensure that each student-athlete is making satisfactory progress toward the goal of graduating. The NCAA has defined three areas that NDNU will monitor closely. They are:

1. Full-time enrollment in a program of study
2. Maintaining good academic standing
3. Progress toward a recognized degree

The process for monitoring these areas include the following:

- A. Coaches will generate Tentative Squad List and submit to the Compliance Coordinator by **April 20th**
- B. The Compliance Coordinator will monitor academic performance by regularly reviewing academic achievement and informing coaches and Student-Athletes of possible affects on eligibility.

- C. The coach will then discuss concerns with student-athlete and arrange academic measures to support improvement of performance. These measures administered by the FAR could entail personal tutoring, extra study hall, and extra help from teachers.
- D. The Compliance Coordinator will check all grades, units earned and GPA for every student-athlete during mid-term and at the end of each semester.
- E. The Compliance Coordinator will rollover current student-athlete roster onto a new squad list generated on the CAi
- G. The Compliance Coordinator will generate a new Affirmation of Eligibility Form on the CAi
- H. The Faculty Athletic Representative, Athletic Director and Ristrar will sign these forms.

No funds will be dispersed for future recruiting purposes until those recruiting expenses incurred from previous trips are accounted for. (See Recruiting Section 6B)

IX). Good Academic Standing/Satisfactory Progress:

Good standing and progress toward degree is determined by meeting NDNU, Pac West, and NCAA requirements. All continuing student-athletes must decide upon a degree major by the 3rd year or 5th semester of enrollment to remain eligible for athletics participation and financial aid.

At NDNU, a student must maintain a 2.0 GPA at all times. The following credit requirements are necessary:

Credit Requirements:

- a. Satisfactory completion of six (6) semester or six (6) quarter hours of academic credit the preceding regular academic term in which the student-athlete was enrolled full-time.

- b. Twenty four (24) degree credits during the previous academic year including summer school, of which 75% must be during the normal academic year.
- c. An average of twelve (12) credits during each term of full-time enrollment.

X). Medical Certification:

The Athletic Training Staff must follow the following guidelines:

- a). Athletic Training Staff must certify that all student-athletes have personal health insurance documented on file before participating in athletic related activity.
- b). Athletic Training Staff must certify that each Freshman and Sophomore Student-Athlete has taken a physical/medical examination within the last 6 months and a copy is on file. Juniors and Seniors must sign a Health History Questionnaire that is kept on file.
- c). Certify that each student-athlete has signed the Drug Testing Consent Form.
- d). Certify that each student-athlete has completed a health history questionnaire and has an emergency contact on file.

4. Waivers:

Waivers are numerous and varied and the procedure for waiver application is as follows:

- 1. The Coach addresses the possibility of a waiver for student-athlete by completing Waiver Request Form
- 2. The Compliance Coordinator discusses waiver with Athletic Director, the NCAA and/or Outside NCAA Consultants if required.

3. The Compliance Coordinator and Athletic director approve or deny waiver possibility via email
4. The Compliance Coordinator returns waiver request via email with original document kept on file.
5. Waiver application is completed and submitted to the appropriate NCAA committee.

7. Financial Aid

A. Initial Grant:

NDNU adheres to the limitations of NCAA rules in regards to providing financial aid to student-athletes. The following procedures will be followed:

1. Prospective Student Athlete applies for admission to NDNU
2. Prospective Student Athlete admitted to NDNU and Financial Aid is notified
3. Financial Aid Director develops Athlete Scholarship Offer Form (ASOF)
3. Financial Aid Director sends ASOF to the Athletic Director
4. Athletic Director discusses Athlete's offer with Coach within 48hrs
5. Coach decides if any changes need to be made
6. Coach and Athletic Director sign ASOF
7. The Athletic Director generates Letter of Intent
8. The Coach, Athletic Director and Financial Aid Director sign the Letter of Intent.
9. Letter of Intent and ASOF sent to Student-Athlete who must sign and return within two (2) weeks or offer maybe cancelled.

NDNU Athletic based financial aid maybe awarded for a maximum period of one year therefore; student-athletes must understand that a renewal of scholarship is not guaranteed. Financial aid is offered on a consistent case-by-case basis. The following financial aid maybe awarded:

1. Tuition and Board - Actual cost of tuition or partial cost of tuition and fees
2. Room and board - Based on official allowance for that particular residential housing. Off-campus housing will be based on a “weighted average” of the on-campus room and board costs.
3. Books - Can be covered at the actual cost provided they are required for the course/s enrolled in.
4. Outside Aid – A student-athlete may only receive financial aid from their parents/legal guardian, awards not based on athletic ability, or an award through an established program to aid students, provided that:
 - i) An award based on past performance but not athletics
 - ii) The disbursement of funds will be administered through NDNU
 - iii) The choice of institution cannot be restricted by the donor of the aid.
5. Summer School – Athletically related aid is not provided for attendance at summer school. Incoming student-athletes attending summer school must be admitted in accordance with regular entrance requirements, they will not engage in any organized athletic practice until official eligibility is determined, and award of aid must be completely without regard to athletic ability.

When a student-athlete receives outside aid, he/she must disclose the amount and donor to the Financial Aid Office. The Compliance Coordinator will be responsible for contacting the source to determine if it will count toward individual and/or team limits. Failure to comply with this requirement could result in loss of eligibility and/or reduction of financial aid awarded on the basis of athletics participation.

B. National Letter of Intent:

The National Letter of Intent is the official document administered by the Collegiate Commissioners Association used by NDNU to establish commitment of a prospective student athlete to attend NDNU.

NDNU shall not provide a prospective high school student-athlete a written offer of financial aid until he/she is registered with the NCAA Eligibility Centre and has been placed on NDNU's institutional request list (IRL) with the NCAA Eligibility Centre.

An NDNU financial aid form may be included in a regular mailing of the National Letter of Intent, but none of the forms enclosed in the mailing may be signed by the prospective-athlete before the initial-signing date in that sport.

i). Signing Dates:

NDNU may indicate in writing to a prospective student-athlete that any athletically related grant-in-aid will be offered; however, NDNU may not permit the prospective student-athlete to sign a form indicating his/her acceptance of such an award before the initial-signing date in that sport.

ii). Procedures:

All prospective student-athletes will sign with the NCAA Eligibility Centre and will then be placed on NDNU's IRL with the Eligibility Centre.

NDNU may participate in a letter of intent program or financial aid agreement during the early period of the NLI however, once the early signing period has elapsed, NDNU may not issue NLI or financial aid agreement prior to the regular or late signing period for the NLI program in the same sport.

NDNU shall not permit a media entity to be present during a recruiting contact made by an NDNU coaching staff member however, NDNU may comment publicly the extent of confirming its recruitment of the prospective student-athlete. NDNU will wait to publicly announce a prospective student-athlete's commitment until after the individual has signed a National Letter of Intent and acceptance of financial aid

C. Other Institutional Aid:

Aid is available through the financial aid office and includes FAFSA eligibility and application procedure, government grants and loans, and various outside loan agencies. Also, student-athletes are permitted further institutional aid depending on individual circumstances to pursue academic scholarships and needs-based grants provided by NDNU. The Director of Financial Aid monitors all institutional aid.

D. Financial Aid Changes:

Any changes in financial aid, a written notification will be given to the Compliance Coordinator or Athletic Director. If a student-athlete's parental contribution changes as reported on the FAFSA, then allocation of financial aid can affect financial aid

E. Renewal, Reduction, Non Renewal and Hearing Opportunity:

1. The Coach recommends to the Director of Athletics his/her desire to change a student-athletes financial aid.
2. A Change of Financial Aid Form must be submitted **no later than April 20th** to the Compliance Coordinator.
3. Athletic Director, Compliance Coordinator, Faculty Athletic Representative and the Coach review recommendations.

4. The Renewal, Reduction and Non-Renewal Aid Form is signed by the Athletic Director, Compliance Coordinator, Faculty Athletic Representative and the Coach.
5. The Financial Aid Office will send out renewal, reduction or non-renewal document to the student-athlete who must sign and return within seven (7) days.

Athletic aid cannot be removed, increased or reduced during the period of the award because of athletic performance, ability, or for any athletic related reason. However, an award can be immediately removed for serious misconduct, ineligibility, providing false information on applications that seriously misrepresent the student-athlete, or withdraws from the sport for personal reasons before the first competition in that sport.

All coaches must inform the student-athlete of their rights to a hearing and this process is described below:

1. Student-Athlete will discuss grievance with the Compliance Coordinator and Faculty Athletic Representative.
2. Student-Athlete will submit a Financial Aid Hearing Form to the Compliance Coordinator.
3. The Grievance Committee including the Athletic Director, Assistant Athletic Director, Compliance Coordinator, Faculty Athletic Representative and the Coach review the hearing request within 7 days of appeal.
4. Student-Athlete informed of decision that terminates the matter.

8. Playing and Practice Season

The playing season for both practice and competition for particular sports are listed in the Coaches Manual Bylaw 17.1. Coaches are expected to be cognizant of these regulations. NDNU will monitor countable athletically related activities and playing and practice seasons with strict guidelines established by the NCAA, including the following:

1. All Coaches must submit Tentative Squad List to the Compliance Coordinator by August 1st at noon.
2. All Head Coaches will be required to fill out a Playing and Practice Season Declaration Form one week prior to the first practice of the season.
3. The Compliance Coordinator will continually monitor Coaches and Student-Athletes by way of Weekly Countable Athletic Related Activity Logs and random observations of practices.
4. The Coach must submit Countable Athletic Related Activity Logs to the Compliance Coordinator on the following Wednesday before noon (sun-sat). These forms must include declarative signatures from all actively participating Student-Athletes.

A. Sport Specific Limitation

1. Championship Segment:

Declaration of NDNU's playing season in each sport shall be on file in writing in the department of athletics prior to the beginning of the playing season for that sport. The declaration of Playing Season Form is required and changes in the declaration for a particular sport are permissible and will be documented. Bylaw 17 in the NCAA manual determines the first date of practice, competition and end of the regular playing season each year.

A student-athlete's participation in a championship segment of countable athletically related activity is limited to a maximum of four hours per day and 20 hours per week.

2. Non-Championship Segment:

Outside of the playing season during the academic year, only a student-athlete's participation in weight training, conditioning, and individual skill instruction is permitted. A student-athlete's participation shall be limited to 8 hours per week.

3. Summer:

A student-athlete may not participate in any countable athletically related activities outside the playing season during any NDNU vacation period (e.g., summer, academic year). Daily and weekly hour limitations do not apply to countable athletically related activities occurring during preseason practice before the first day of classes or the first scheduled contest, whichever is earlier.

B. Individual Skill Instruction:

Student-athletes may participate in individual skill instruction outside of the declared playing season provided no more than four athletes from the same team are involved with their coach(es) at any one time. No more than 2

hours per week may be spent on individual skill workouts. (Bylaw 17.1.5.2.1)

C. Records/Logs:

Coaches will complete weekly logs for preseason, practice, championship segment, and non-championship segment. Logs will be submitted on time, and monitored closely by the compliance coordinator.

D. Audit Process:

The student-athlete and/or athletic training staff will verify the accuracy of logs by signing respected forms.

9. Camps and Clinics

A. Sport Specific

1. Institutional:

A camp or clinic that is owned and/or operated by NDNU that takes place on or off campus must follow NCAA guidelines and will include the following procedure:

- i). Coach or staff member submits a Camp or Clinic Proposal Form to the Athletic Director.
- ii). Athletic Director reviews proposals with Conferences and Events Director and determines viability.
- iii). Athletic Director approves or denies request and offers recommendations where needed.
- iv). Athletic Director, Conferences and Events Director and Coach sign approval or denial of camp or clinic.

2. Private:

A private camp or clinic is not owned or operated by NDNU or employee of NDNU. Athletic staff may serve in any capacity in a privately owned clinic provided the camp/clinic is operated under the restrictions applicable to an institution camp and NCAA rules and regulations are not violated.

B. Staff Employment:

Coaches may be employed in sports camps coaching schools and clinics per Bylaw 13.12

C. Student-Athlete Employment:

Any continuing student-athlete is eligible for employment but prospective student-athletes are not eligible until the first day of attendance at NDNU.

1. Student-athlete must be in good academic standing
2. Student-athlete must possess a social security number and eligible to work in the USA.
3. Student-athlete must not be serving an NCAA suspension
4. Aged over 18 years.
5. Student-Athlete must be currently enrolled at NDNU.

10. Awards and Benefits

A student-athlete will not receive any extra benefit as defined in Bylaw 16.02.3. A receipt of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible for competition in the sport for which the improper award or benefit was received. Specific procedures for awards and benefits include:

1. Policy for Issuing Equipment and Uniform:

Each sports team must adhere to the following procedures:

- a) Each Student-Athlete will be issued home and away playing uniform and necessary equipment that will be signed by both player and coach, and kept on file with the Compliance Coordinator.
- b) Student-athletes will be required to return home and away uniform and equipment at the end of the playing season.
- c) Student-athletes will be billed at the current replacement rate for any missing items.
- d) Under NCAA Bylaw 16.11.15 rules and regulations, a graduating senior is permitted to keep his/her playing jersey at the current replacement cost.
- e) Each Student-Athlete can purchase a players package but contents and price must equate the same for each student-athlete.

2. Meals Allowance Policy:

It's important that student-athletes are eating correctly when on road trips and that sufficient funds are available for proper nutrition. The following procedures must be followed:

- a) The coach will submit travel roster no later than three (3) weeks in advance of trip with money request.
- b) A photocopy is made by the Athletic Director and a check request is made to Accounts Payable.
- c) Accounts Payable issue a check and the coach adjusts budget accordingly
- d) Student-Athletes are required to sign a Meal Money Declaration Form during each trip.
- e) Meal Money Forms must be returned to the Compliance Coordinator 48hrs after returning from traveling.

3. Admissions to Contests and Functions:

- a) Home contests are free to currently enrolled NDNU students.
- b) A student is entitled to two free guests at a home contest but, these names must be submitted to the Sports Information Director at least one day before the contest and names must appear on Gate List.

11. NCAA Rules Violations

Procedure for Processing NCAA Violations

The NCAA Constitution requires, as an obligation of membership, an institution to monitor its athletics programs to assure compliance with NCAA rules and to identify and report to the NCAA instances in which compliance has been achieved. To operate within the letter of NCAA rules and fulfill this membership obligation, it is Notre Dame de Namur University's policy that all personnel, including the Director of Athletics and/or Compliance Coordinator will report any and all situations in which Notre Dame de Namur University is not in compliance with NCAA regulations to the Director of Athletics and the Compliance Committee immediately upon learning that a violation may have/has occurred.

All confirmed rules violations will be self-reported by Notre Dame de Namur University to the Conference and to the NCAA.

1. Any Allegations will be directed to the Compliance Coordinator who will notify the Director of Athletics that a violation has been made and that all pertinent facts surrounding the alleged violation need to be investigated.
2. The Compliance Coordinator and Athletic Director discuss and analyze alleged violation and report to the Compliance Committee.
3. If there are vested interests, the investigation will go outside of the Athletics Department, and either the FAR or Registrar will take control of the investigation, gathering data and verifying possible violations.
4. The Compliance Committee will meet to determine if a violation did occur and discuss the next step.
5. The (Lasdbi) Database or NCAA Consultants will be used for clarification of rules violations.

6. The Compliance Committee will review and undertake corrective action concerning the person(s) involved if the violation is deemed to have occurred.
7. The violation will then be self-reported to the Conference and the NCAA by the Compliance Coordinator. The self-report will provide at least the following information:
 - a. Statement of action including date and location.
 - b. Identification of involved student-athletes, coaches, prospective student-athletes, administrators or other persons.
 - c. Means by which the violation was disclosed or otherwise made known.
 - d. Reasons the violation occurred.
 - e. Institution's position as to whether a violation occurred and citation of specific legislation it believes has been violated.
 - f. Corrective action(s) taken by the institution.
 - g. Mitigating circumstances, if appropriate.
8. The following person will be copied on all self-reports made to the NCAA:

President, Executive Vice President, Director of Athletics, Senior Woman's Administrator, Faculty Athletic Representative, Compliance Coordinator and any involved coach(es) or other Department of Athletics staff member.
9. The Compliance Coordinator will provide the President's office, the Faculty Athletic Representative and the Director of Athletics with a yearly written summary of all self-reported violations and all subsequent NCAA responses/actions.