



## COMPLIANCE CALENDAR

July	
Begin entering NCAA financial aid form information into Compliance Assistant (CA) (optional)	As rosters become available.
Submit signed National Letter of Intent (NLI) to conference office.	Conclusion of season or not later than July 1.
Monitor official and unofficial visits.	Continual. As required by compliance office (weekly or monthly).
Proposed amendments to NCAA legislation submission deadline.	July 15
Secondary rules violations report.	Date set by conference office.
Update booster club educational information and distribute.	By end of July.
Collect declaration of practice and playing season for all sports.	By end of July.
Monthly Rules Education Session: Ethical Conduct and Personnel	
August	
Conduct rules education seminar for staff. <ul style="list-style-type: none"> <li>• Distribute NCAA Division II Manuals.</li> <li>• Discuss new legislation.</li> <li>• Distribute and review institutionally developed compliance manual.</li> <li>• Review institutional compliance procedures.</li> <li>• Administer certification of compliance form for staff members.</li> <li>• Distribute/review NCAA recruiting calendars.</li> </ul>	Prior to start of academic year.
Complete certification of insurance coverage.	Prior to first day of practice.
Conduct student-athlete compliance meetings. <ul style="list-style-type: none"> <li>• Review Summary of NCAA Regulations.</li> <li>• Administer NCAA Student-Athlete Statement.</li> <li>• Administer NCAA Drug-Testing Consent Form.</li> <li>• Administer HIPAA/Buckley Amendment Consent/Waiver Form (optional).</li> <li>• Distribute and review student-athlete handbook developed by institution.</li> <li>• Review gambling, extra benefit and ethical conduct legislation.</li> </ul>	Prior to first day of practice.

<b>August (Continued)</b>	
Mandatory medical exams.	Prior to first date of tryout, practice, skill instruction or competition.
Complete team eligibility list(s).	Prior to first date of outside competition.
Complete NCAA financial aid form(s).	Prior to the first date of competition, and updated as student-athletes change of status occurs.
Submit NCAA Sports-Sponsorship and Demographic Form.	August 1.
Submit NCAA minimum financial aid report.	August 15.
Initial Publication of Proposed Legislation (IPOP) available on LSDBi.	August 15.
Monitor countable athletically related activities.	Weekly or monthly, as required by compliance office.
Verify full-time enrollment status and monitor status daily.	Continual.
Monitor declaration of playing season and preseason practice schedules.	Continual.
Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
Collect team roster information, including walk-ons.	Continual.
Review and monitor book scholarship procedures.	Continual.
Enter continuing eligibility summer information into CA.	As available.

**Monthly Rules Education Session: Playing and Practice Seasons**

September	
Certification of compliance for staff members of athletics departments.	September 15.
Certification of compliance for institutions.	September 15.
Second Publication of Proposed Legislation (SPOPL) available of LSDBi.	September 23.
Monitor countable athletically related activities.	Weekly or monthly, as required by compliance office.
Collect roster changes and update financial aid forms.	Continual.
Monitor full-time enrollment.	Continual.
Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
<b>Monthly Rules Education Session: Recruiting Activities.</b>	
<b>October</b>	
Confirm eligibility certification for winter sport student-athletes.	By end of October.
Identify injured fall semester sport student-athletes for medical-hardship waiver application.	As needed.
Monitor countable athletically related activities.	Weekly or monthly, as required by compliance office.
Collect roster changes and update financial aid forms.	Continual.
Monitor full-time enrollment.	Continual.
Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
<b>Monthly Rules Education Session: Extra Benefits and Awards/Amateurism.</b>	

November	
Submit APC Data.	Due 15 weeks after first day of classes in the fall semester or quarter.
Review NLI signing dates/dead period.	By November 1.
Official Notice is released. Review proposed legislation for NCAA Convention.	November 15.
Review and confirm all permission to contact and/or transfer release requests for upcoming spring semester.	As needed.
Monitor countable athletically related activities.	Weekly or monthly, as required by compliance office.
Collect roster changes and update financial aid forms.	Continual.
Monitor full-time enrollment.	Continual.
Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
<b>Monthly Rules Education Session: Gambling and Sports Wagering.</b>	
<b>December</b>	
Submit APC Data.	Due 15 weeks after first day of classes in the fall semester or quarter.
Review NLI signing dates/dead period for football.	Beginning of December.
Enter Continuing Eligibility Summer Information into CA.	As available.
Monitor countable athletically related activities.	Weekly or monthly, as required by compliance office.
Collect roster changes and update financial aid forms.	Continual.
Monitor full-time enrollment.	Continual.
Begin certifying for practice and/or competition spring sport student-athletes and midyear enrollees.	By end of December.
Certify nine-hour rule for the student-athletes competing in the spring.	By end of December.
Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
<b>Monthly Rules Education Session: Proposed Legislation.</b>	

<b>January</b>	
Conduct student-athlete compliance meeting for midyear enrollees (same information used in August).	Prior to first practice.
Summer camp and clinic requests due. Review camp brochure legislation with appropriate staff.	As determined by institution.
Monitor countable athletically related activities.	Weekly or monthly, as required by compliance office.
Monitor roster changes and update financial aid forms. Update rosters for spring sports prior to participation in competition.	Continual.
Monitor book scholarship procedures.	Continual.
Monitor full-time enrollment.	Continual.
Review hardship waiver and 10-semester extension waiver legislation with coaches and training staff.	By end of January.
Confirm full-time enrollment status for student-athletes practicing and/or competing during spring semester.	Beginning of January.
Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
Submit NCAA Financial Reporting System date.	January 15.
<b>Monthly Rules Education Session: Adopted Legislation.</b>	
<b>February</b>	
Monitor countable athletically related activities.	Weekly or monthly, as required by compliance office.
Review student-athlete progress-toward-degree requirements and possible need for summer classes	Continual.
Collect roster changes and update financial aid forms.	Continual.
Review NLI signing dates/dead period.	Continual.
Monitor full-time enrollment.	Continual.
Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
<b>Monthly Rules Education Session: Promotional Activities/Amateurism.</b>	

March	
Monitor countable athletically related activities.	Weekly or monthly, as required by compliance office.
Collect roster changes and update financial aid forms.	Continual.
Monitor full-time enrollment.	Continual.
Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
Monthly Rules Education Session: Transfer Regulations/Continuing Eligibility.	
April	
Identify injured student-athletes for medical-hardship waiver application.	As needed.
Enter continuing eligibility summer information into CA.	As available.
Monitor countable athletically related activities.	Weekly or monthly, as required by compliance office.
Review NLI signing dates/dead period.	Continual.
Collect roster changes and update financial aid forms.	Continual.
Monitor full-time enrollment.	Continual.
Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
Review applicable summer employment and summer financial aid legislation with student-athletes, coaches and athletics department staff members.	By end of April.
Conduct meeting with fall sports staff regarding preseason arrival/practices.	By end of April.
Conduct meeting and discuss post enrollment amateurism legislation with coaches and international student-athletes returning home for the summer.	By end of April.
Review and confirm student-athlete academic eligibility and notify if summer school is necessary for the following academic year.	By end of April.
Monthly Rules Education Session: Camps and Clinics.	

May	
Postmark completed NCAA Division II Institutional Self-Study Guide to the NCAA.	By June 1.
Submit Academic Success Rate (ASR) and federal graduation rate data.	By June 1.
Monitor countable athletically related activities.	Monitor contacts and evaluations.
Collect roster changes and finalize financial aid forms.	By the last day of the spring term.
Monitor full-time enrollment.	Continual.
Retrieve uniforms/equipment and complete inventory.	End of academic year.
Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
<b>Monthly Rules Education Session: Summer School Aid and Activities.</b>	
<b>June</b>	
Complete financial aid renewals/nonrenewals.	Postmarked not later than July 1.
Monitor contacts and evaluations.	Weekly or monthly, as required by compliance office.
Update rosters and eligibility for following academic year.	Continual.
Update compliance manual and compliance forms.	Continual.
Update student-athlete handbook.	Continual.
Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
<b>Monthly Rules Education Session: Foreign Tours.</b>	

General	
<p>Camp Packets.</p> <ul style="list-style-type: none"> <li>• Camp/clinic approval.</li> <li>• Use of facilities.</li> <li>• Insurance certificate.</li> <li>• Compliance affidavit.</li> <li>• Free or reduced admission.</li> <li>• Final registration list.</li> <li>• Final financial report.</li> <li>• Employee compensation agreement.</li> <li>• Incident report.</li> </ul>	<p>90 days prior to camp.            90 days prior to camp.            45 days prior to camp.            45 days prior to camp.            One week following camp.            One week following camp.            One week following camp.            One week following camp.            Immediately.</p>
<p>Recruiting.</p> <ul style="list-style-type: none"> <li>• Recruiting travel.</li> <li>• Tryout paperwork.</li> <li>• Official visit request paperwork.</li> <li>• Travel reconciliation.</li> </ul>	<p>Two weeks prior to travel.            Two weeks prior to visit.            Two weeks prior to visit.            Within 48 hours after travel.</p>
<p>Other.</p> <ul style="list-style-type: none"> <li>• Complimentary admission/pass list.</li> <li>• Roster and student-athlete change form.</li> </ul>	<p>24 hours prior to game.            Within 48 hours of change.</p>