# Table of Contents

Description and Duties of the Compliance Office
   Assistant Athletic Director for Compliance  4
   Compliance Duties  4
   Rules Education Administration  4
   Rules Education  5
   Rules Interpretations  7
   Philosophy on Self-Reporting Rules Violations  7
   Reporting and Investigating Rules Violations  8

Personnel
   Outside Employment  9

Amateurism
   Agents  10
   Charitable and Educational Projects Releases  10
   Charity, Promotional or Sport Skill Instruction Releases  11

Recruiting
   Recruitment of Prospective Student-Athletes  12
   Recruiting Compliance Procedures  12
   Checkpoints on Recruiting  13
   Accounting of Recruiting Funds  13
   Offering Official Visits  13
   Approved Official Visits  14
   Conducting Official Visits  14
   Unofficial Visits  15
   National Letter of Intent Procedure  16
   Transfer Procedure  16
   Permission to Contact Texas A&M University-Kingsville Student-Athletes  17

Eligibility
   Initial Eligibility Procedure  18
   Continuing Eligibility  18
   Foreign Student-Athlete Certification  19
   Athletic Information Forms  19
   Minors Authorization Procedure  20
   Walk-on Student-Athletes  20
   Adding, Switching or Exiting a Sport  20
   Athletics Disassociation  21
   Academic Advisement  21
   Withdrawing from Academic Classes  21
   Student-Athlete Reports  22
   NCAA Rules That May Affect Advisement  22
Financial Aid
Financial Aid Administration 24
Financial Aid Policy 24
Grant-in-Aid Policy 24
Grant-in-Aid Renewals and Non-Renewals 26
Occasional Meals 26

Playing and Practice Seasons
Sports Sponsorship 28
Playing Season Limits 28
Declaration of Playing Season 28
Monitoring of Playing and Practice Seasons 28
Season Participation Form – Redshirt/Hardship Waiver Form 28
Assistant Athletic Director for Compliance

The objective of Assistant Athletic Director for Compliance is to monitor the University’s programs and events to assist with ensuring compliance with all applicable NCAA and Lone Star Conference rules. The Assistant Athletic Director reports directly to the President and the Director of Athletics and works on a daily basis with other department administrators and the Faculty Athletic Representative. The Compliance Office is responsible for ensuring the successful day-to-day operation of all aspects of the athletics program within the rules and regulations of the NCAA, the Lone Star Conference, the State of Texas, federal guidelines and other regulatory agencies to which the athletics department and the institution are responsible.

Compliance Duties Shall Include

1. Evaluating current athletics programs to determine and ensure the highest levels of compliance and recordkeeping;

2. Providing administration of NCAA compliance programs, including but not limited to, initial and continuing eligibility, financial aid and recruiting;

3. Monitoring and recording student-athlete eligibility, recruiting and financial aid information to ensure compliance with all NCAA, conference and institutional rules and regulations;

4. Providing a program of continuing rules education and interpretation center for student-athletes, athletics staff, coaches, boosters, alumni and institutional staff;

5. Identifying, investigating and reporting, as necessary, any and all NCAA and conference rules violations;

6. Providing reports detailing varying areas and levels of compliance to the Athletic Director, the Faculty Athletic Representative, institutional officials, the President and others as necessary;

7. Serving as a liaison between the Athletics Department and the offices of Admissions, Registrar, Business, Student Services, and Financial Aid for all compliance-related services for athletics; and

8. Other duties as may be assigned by the University President, Director of Athletics or Intercollegiate Athletic Committee (IAC).

Rules Education Administration

The Compliance Office shall provide the necessary programs and materials to the athletics staff and other parties, which have direct athletics responsibilities. To ensure that all areas are kept up-to-date, the Compliance Office, as necessary, will provide them with the most recent NCAA, state and federal legislation and interpretations that may affect them.

These publics include:

- President
- Office of Admissions
- Office of the Registrar
- Office of Financial Aid

- Faculty Athletic Representative
- Intercollegiate Athletics Committee
- Departmental Academic Advisors
- University Administrators
Meetings or correspondence should be made with these groups at least annually. The Compliance Office is responsible for communicating rules education and informing them of their responsibilities and advising them of the services provided by the Athletics Department.

RULES EDUCATION

The Compliance Office has identified the following areas as those, which require priority communications:

A. President’s Office

The Assistant Athletic Director for Compliance will meet annually with the President and/or the President’s representative to ensure compliance with the mandatory functions of the CEO in NCAA regulations. The President will also communicate in person and/or in writing with the athletics staff, reaffirming the institution’s commitment to both intercollegiate athletics and the rules and principles of the NCAA. The President will be apprised of all alleged NCAA rules violations.

B. Faculty Athletic Representative

The Assistant Athletic Director for Compliance will maintain regular contact with the Faculty Athletic Representative (FAR) to ensure this individual is fully appraised of all relevant aspects of Athletics Department programs. The FAR will receive all rules updates, rules interpretations, and distribution of various Conference materials.

The FAR will be apprised of all alleged NCAA rules violations. The FAR will oversee the recruiting examinations of all coaching staff eligible to recruit off campus.

C. Student-Athletes

The Assistant Athletic Director for Compliance will meet with all student-athletes to ensure initial and continuing eligibility requirements and to review regulations pertaining to financial aid, amateurism, recruiting, gambling, drug education and drug testing.

The Compliance Office will strive to maintain open lines of communication with student-athletes to ensure they are comfortable with recognizing and reporting possible alleged violations to their coaches, the Compliance Office or other members of the Athletics Department Administration.

D. Prospective Student-Athletes

The Compliance Office will work to ensure that prospective student-athletes (PSAs) recruited by Texas A&M University-Kingsville have the highest possible awareness of NCAA rules and regulations. To help meet this goal, the current edition of the NCAA Guide for the College-Bound Student-Athlete will be available on the Javelina Athletics website.

As a regular part of the continuing rules education process, the Compliance Office will review all pertinent recruiting legislation with coaches. Coaches will be reminded of the need to ensure
their PSAs understand and comply with recruiting legislation.

E. **Boosters**

To outline regulations affecting booster organizations and any other representatives of athletics interests at Texas A&M University-Kingsville, the Compliance Office will provide booster information on the Javelina Athletics website.

In addition, the Compliance Office will provide departmental officials with any materials or information they may need to present to groups at local or regional meetings. Athletics officials and coaches will be encouraged to remind the boosters and alumni of their restricted roles in recruiting at all such meetings.

The Compliance Office will contact the Associate Athletic Director for External Advancement to provide reminders and information concerning NCAA legislative restrictions affecting Javelina Club activities.

F. **Coaches and Staff**

The Compliance Office shall conduct rules education sessions monthly with all coaches and staff regarding all compliance-related areas. These sessions will be designed to keep coaches and staff up-to-date on the latest developments in the NCAA and other applicable rules areas. The agenda for these meetings may include, but is not limited to:

- Rules updates.
- Distribution of rules interpretations.
- Distribution of conference education materials.
- Staff presentations featuring certain rules or aspects of rules applications.
- Distribution of latest NCAA legislative assistance columns.
- Presentation by university administrative officials explaining their roles in the compliance effort and process.
- Once a year, coaches will meet with the Registrar, Director of Admissions and Director of Financial Aid or their designees to discuss their interactions with those areas.
- Administration and review of tests to evaluate the rules knowledge of coaches and staff.
- Opportunity for questions from coaches and staff.

Rules education sessions will be conducted to review all-important issues pertaining to current compliance efforts. Periodically, a meeting will be conducted to review relevant proposed NCAA legislation and its potential impact on the Texas A&M University-Kingsville athletics program. Coaches’ input will be relayed to the Director of Athletics, the Compliance Office, the Faculty Athletic Representative, the Intercollegiate Athletics Committee (IAC) and the President, as applicable, for consideration in determining the institution’s position. Materials will be distributed periodically to review information on legislation decisions, their impact on Texas A&M University-Kingsville’s athletics programs and implementation.

An opportunity for discussion on topics raised by the coaches will be presented at all meetings.

G. **Registrar, Admissions and Financial Aid Officials**

The Assistant Athletic Director for Compliance will meet at least once a semester with these
officials to discuss rules applications, changes, new interpretations and problem areas that have recently developed. Maintaining smooth, open communication between these offices and the Athletics Department is essential. Each year, these offices will be asked to present information and materials regarding relevant topics to the coaches and staff.

RULES INTERPRETATIONS

The Assistant Athletic Director for Compliance will serve as the Athletic Department interpretation center. Any questions concerning compliance, the NCAA manual or rules interpretations should be directed to the Assistant Athletic Director for Compliance. **If the Assistant Athletic Director for Compliance is unavailable, questions should be directed to the Assistant Athletic Director for Academic Outreach who can contact the Assistant Athletic Director for Compliance if needed.** Additional information may be requested in writing, even if the request was originally submitted via telephone or in-person.

If the Assistant Athletic Director for Compliance cannot satisfactorily answer an inquiry, or if further explanation or supportive material is required, the Conference Office and NCAA Membership Services can provide interpretations. Only the following individuals are authorized to contact the Conference Office or NCAA Membership Services regarding interpretation questions:

- President – Dr. Steven Tallant
- Director of Athletics – Ken Oliver
- Assistant Athletic Director for Compliance – Marques Dantzler
- Faculty Athletics Representative – Dr. Randall Williams

Coaches and athletics staff members may not contact the Conference Office or NCAA Membership Services; however, they should not hesitate to contact the Assistant Athletic Director for Compliance at any time. **Be sure before you act!**

PHILOSOPHY ON SELF-REPORTING RULES VIOLATIONS

“Any system that heightens the institution’s awareness as to potential problem areas and illustrates institutional control is far superior to any ‘surprises’ that may take the form of an official inquiry...” – NCAA Rules Compliance Seminar

An important aspect of NCAA compliance is the self-reporting of secondary rules violations. It is virtually impossible at some point to not inadvertently violate a NCAA policy. Self-reporting these violations reflect a solid program of institutional control.

Secondary violations result in minor, if any, penalties, especially if they are infrequent and correctable. Therefore, coaches and athletics staff should take a proactive stance in reporting such violations. Self-reporting is important for several reasons.

Immediate awareness of potential violations provides an opportunity for the department to correct the situation before it develops into a major infraction. Immediate awareness also identifies areas that can be addressed in departmental policy and/or continuing education programs. Unidentified problems, on the other hand, cannot be corrected.

Depending on the nature of the potential violation, a speedy, objective and thorough investigation
will be completed by the Assistant Athletic Director for Compliance, the Director of Athletics, the Faculty Athletic Representative, or Intercollegiate Athletic Committee (IAC).

Should an investigation be initiated by the NCAA enforcement staff, the Athletics Department, university staff, student-athletes and any representatives of athletics interest who may be involved or called on are expected to cooperate fully with investigators. When appropriate, the institution will conduct its own investigation simultaneously and will turn in all pertinent findings to the conference or NCAA investigators.

REPORTING & INVESTIGATING RULES VIOLATIONS

1. A potential violation is brought to the attention of the Athletic Department or directly to the Compliance Office.

2. The Athletic Department notifies the Compliance Office of the potential violation.

3. The Compliance Office notifies the Director of Athletics that an investigation has been initiated.

4. Depending on the severity of the potential violation, the Faculty Athletic Representative and/or the Assistant Athletic Director for Compliance interviews the individuals implicated in the potential violation to determine the validity of the compliant. **In the case of a serious violation/infracton, the Texas A&M University System legal counsel will be contact for further assistance.**

5. Based on the information gathered in the preliminary inquiries, the Assistant Athletic Director for Compliance determines which NCAA regulations may have been violated and reports the findings to the Director of Athletics and the Faculty Athletic Representative.

6. A final report, with findings and recommended penalties, will be forwarded to the Lone Star Conference, the University President, the Vice President for Institutional Advancement, the Director of Athletics and the Faculty Athletic Representative and the NCAA based on the policies for reporting infractions. If applicable, a request for student-athlete reinstatement will be made at this time.

7. The Director of Athletics will implement any penalties called for in the final report. If applicable, a letter of information (admonishment or reprimand) will be kept in the file of all departmental staff involved.

8. The Compliance Office will implement any changes in policy or procedures called for in the final report.

9. The Compliance Office will provide continuing education for all parties involved, and will cover at the next staff compliance meeting to ensure a sound and thorough understanding of NCAA regulations.
OUTSIDE EMPLOYMENT

The NCAA and Texas A&M University-Kingsville both have specific guidelines to provide full disclosure of potential earnings from outside sources. Therefore, Texas A&M University-Kingsville has developed policies and procedures to track outside income.

**NCAA Requirements:**

The NCAA requires all full-time or part-time athletics department staff members (excluding secretarial or clerical personnel) to receive prior written approval for outside athletic related compensation. The NCAA rules that require this approval are as follows:

**NCAA Bylaw 11.3.1 (Control of Employment and Salaries)** – The institution, as opposed to any outside source, shall remain in control of determining who is to be its employee and the amount of salary the employee is to receive within the restrictions specified by NCAA legislation.

**NCAA Bylaw 11.3.2.1 (Promotional Activities)** – A staff member of a member institution’s athletics department 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.

**NCAA Bylaw 11.3.2.2 (Recruiting Service Consultants)** – Institutional athletics department staff members may not endorse, serve as consultants or participate on advisory panels for recruiting or scouting service involving PSAs.

**NCAA Bylaw 11.02.1 (Bonus)** – A bonus is a direct cash payment over and above an athletics department staff member’s institutional salary in recognition of a specific and extraordinary achievement.

**NCAA Bylaw 11.02.2 (Supplemental Pay)** – Supplemental pay is the payment of cash over and above an athletics department staff member’s institutional salary by an outside source for the purpose of increasing that staff member’s annual earnings.

**Texas A&M University-Kingsville Requirements:**

Texas A&M University-Kingsville requires that all employees shall report outside income.

Under both NCAA and Texas A&M University-Kingsville policy, select employees are required to complete a form and submit it for prior approval for outside employment earnings. In addition, updates are required when the financial information changes. The Athletic Director will facilitate obtaining the necessary approvals and confidential disbursement of information.
AGENTS

NCAA Bylaw 12.3 specifically prohibits eligible student-athletes from entering into written or oral agreements with agents for the purpose of marketing athletics ability or reputation in any sport. The penalty is immediate ineligibility and, if not reported, possible forfeiture of athletic contests in which the involved student-athlete performed.

While most sports agents are principled and well-meaning, the potential for and record of abuse (both deliberate and inadvertent) in this area make it one of the most important to monitor and control. Administrators and coaches should regularly remind all student-athletes of this regulation, especially those who potentially may be targeted by agents. They should encourage the student-athlete to report any contact from an individual who represents him/herself as an agent, athletic talent scout or someone who attempts to arrange a meeting with the same. This could be a certified sports agent, a local business, family friend, lawyer or a loyal Texas A&M University-Kingsville supporter. There have been reports of opposing coaches trying to arrange agent contacts for players of rival teams.

Communication in this area is of the utmost importance. If a student-athlete wishes to explore his/her options in a sports-related career, he/she should set up a meeting with the Athletics Director to discuss the matter. Such meetings may also be arranged for groups or whole teams.

Contacts with agents must be monitored closely for the sake of the student-athlete and the program. No student-athlete should enter into extended conversation or contact with a person representing him or herself as an agent or runner for an agent until reporting the name of the individual to the Assistant Athletics Director for Compliance (not the coach) and receiving clearance to converse with that person.

The extent of the initial contact with an agent should be to request a business card and a list of other athletes that the agent represents. The student-athlete should ask the agent if he/she has been in contact with the Assistant Athletics Director for Compliance. Regardless of the answer, the student-athlete should tell the individual, “I have to report this contact to my AD. I appreciate your interest and will get back in touch with you.” Under no circumstances should the student-athlete sign anything or accept anything else from the agent (even a meal, a soda, etc.). The contact should be immediately reported to the Assistant Athletic Director for Compliance or the Athletic Director (at home, if at night or on a weekend).

CHARITABLE & EDUCATIONAL PROJECTS RELEASES

NCAA regulations permit under certain circumstances a student-athlete’s involvement in campus and community charitable projects (e.g., sports skills) and/or appearance in educational projects (books, videos, articles, etc.). Any such participation requires prior approval of the Director of Athletics and the signed release statement of the athlete and project promoter(s) that the project or event is within the guidelines of NCAA regulations.

The Promotional Activities Form is available in the Compliance Office. Any student-athlete or coach approached on behalf of a student-athlete should immediately contact the Compliance Office. While most types of events or projects are permissible, it is important to have a clear understanding of exactly what will be taking place and how the student-athlete will be involved. The intent of NCAA regulations is to avoid using the student-athlete promote a commercial enterprise.
Failure to comply with these regulations can result in the loss of eligibility and financial aid for the student-athlete. It should be noted that student-athletes who have completed their eligibility (e.g., senior volleyball players or cross-country runners in their final spring semester) but are still receiving financial aid continue to be subject to this regulation.

CHARITY, PROMOTIONAL OR SPORT SKILL INSTRUCTION RELEASES

While NCAA amateurism statutes prohibit the use of student-athlete’s name, picture or appearance for commercial purposes, under specific circumstances outlined in NCAA bylaws it is possible for student-athletes to take part in charitable work, non-commercial promotional events or sports skill instruction demonstrations, films or tapes (NCAA Bylaw 12.5).

Participation in these activities requires the completion of the Promotional Activities Form by the student-athletes involved, as well as permission from the Director of Athletics. Never should a student-athlete participate in any such activity, without first contacting the Compliance Office. Future eligibility could be at stake if the student-athlete knowingly violates this requirement.

If a student-athlete is asked about participating in such an event he or she should get as much information as possible, including a contact person, address and phone number. The student-athlete must then contact the Compliance Office.

The Compliance Office will then authorize the completed release document to certify the event.
RECRUITMENT OF PROSPECTIVE STUDENT-ATHLETES

All applicable NCAA and Conference rules and regulations regarding recruiting must be followed. Coaches are required to be thoroughly familiar with and have knowledge of the recruiting, eligibility and financial aid regulations found within the NCAA manual (Bylaws 13, 14 and 15) before attempting to recruit any prospective student-athlete (PSA).

Recruiting expenses are a part of a sport’s budget and should be requested during the budget-making process. Funds should be designated for mailings, phone calls, coaches’ recruiting (visitation and evaluation) travel and recruit visitation expenses.

Coaches must remember that PSAs and parents on an unofficial visit are not eligible for lodging or transportation. PSAs on an unofficial visit are eligible only for up to three complimentary admissions to an on-campus athletic event, and you may provide one meal in the on-campus dining facility.

Only coaches may contact PSAs. All athletic staff members who plan to recruit off-campus must pass the NCAA recruiting exam. Alumni, boosters and representatives of athletics interests are specifically prohibited from making any contact with a PSA, either in-person, by phone or mail.

RECRUITING COMPLIANCE PROCEDURES

Recruiting is one of the most volatile and variable of compliance areas; therefore, recruiting procedures should be clearly defined and documented. Recognizing that no two sports or two coaches will necessarily recruit in the same manner, each head coach should be responsible for developing recruiting procedures for his or her own program. These procedures should be developed in coordination with the Compliance Office to ensure the Athletics Department, on the whole, is not violating NCAA regulations.

One of the most important aspects of recruiting procedures is documentation.

“If a question arises about the recruitment of a prospect or the recruiting practices of a certain coach, it is the responsibility of the athletics department to have up-to-date records with complete information about the recruitment of a particular prospect.” – NCAA Rules Compliance Seminar

In summary, without documentation to the contrary, it is probable that charges brought against a coach or program will not be refuted. It is up to the coach and department to prove its innocence in such a situation. To this end it is recommended that the recruiting procedures adopted should:

1. Be clear throughout
2. Be printed and distributed to all who are involved
3. Include accounting of recruiting funds
4. Include guidelines for and monitoring of coaches’ conduct during off-campus recruiting activities
5. Include procedures to obtain rules interpretations
6. Include procedures to report rules violations
7. Have a calendar of significant dates and tasks
8. List available contact and evaluation periods
9. Identify PSAs (walk-ons, recruits and transfers)
10. Identify recruited PSAs
11. Document coaches’ contacts during the process with PSAs (via phone or in-person), PSA
parents (or guardians), high school or junior college coaches
12. Document coaches’ off-campus evaluations
13. Encourage PSAs and signees to submit admissions materials and academic records early
14. Include rules review sessions for all participants, including student hosts
15. Include review of recruiting materials
16. Include preliminary evaluations of PSAs prior to official visit or signing
17. Provide guidelines for and document official visit activity including:
   a. Transportation and entertainment activity
   b. Student host involvement
   c. Length of visit
   d. Travel reimbursement
18. Permissible contacts
19. Monitor complimentary admissions
20. Monitor entertainment of high school and junior college coaches
21. Monitor publicity of NLI signing
22. Monitor coaches or administrators involvement with high school or junior college all-star contests
23. Document and monitor all unofficial visit activity
24. Monitor improper recruiting inducements and financial assistance to PSAs and high schools
25. Monitor submission of admission materials
26. Monitor walk-on and transfer activity
27. Monitor summer camp activity

CHECKPOINTS ON RECRUITING

The following information should be entered into CAi:

1. Telephone, evaluation and contact logs
2. List of PSAs
3. PSAs receiving complimentary admissions to on-campus athletic events
4. Recruiting trip contacts and evaluations detailed
5. Official visit notification
6. Official visit record
7. Unofficial visit record

ACCOUNTING OF RECRUITING FUNDS

The expenditure of all funds used for recruiting purposes will be handled through and monitored by the Athletic Director’s Office in accordance with standard institutional procedures.

Recruiting travel expenses will be handled separately from all other travel in each sport. No funds other than those initially budgeted for that purpose could be used for recruiting travel. Coaches traveling for recruiting purposes must fully complete the Texas A&M University-Kingsville Travel Authorization form to include all recruiting information.

Travel advances for recruiting travel are not available and reimbursement for a recruiting trip will not be made unless the Travel Authorization form has been completed prior to the trip.

OFFERING OFFICIAL VISITS

Prior to providing an official visit to a PSA, the following items must be submitted to the
Compliance Office:

1. Official Visit Pre-Approval Form
2. Complimentary Ticket request (when applicable)
3. High School transcript (complete through the 11th grade)
4. SAT/ACT/PSAT/PLAN test scores
5. Junior College PSAs provide: JUCO transcript, Proof of qualifier status (48C report)
6. After the visit, present the Official Visit Record form to the compliance office and input information into CAi

APPROVED OFFICIAL VISITS

The Compliance Office will provide the Official Visit Pre-Approval and Summary Form with the official visit box completed to the head coach. The coach must then complete the form at the end of the visit and return a copy to the compliance office.

What if someone other than a parent, guardian or spouse accompanies the PSA on an official visit?

When someone other than a parent, spouse or legal guardian accompanies a PSA on an official visit, you must submit a detailed explanation for accommodations because these individuals are not eligible for expenses such as meals, entertainment, etc.

CONDUCTING OFFICIAL VISITS

These guidelines apply to unofficial visits as well, except those that concern provision of meals, housing and entertainment.

Boosters

Coaches are responsible for ensuring that PSAs and boosters do not interact during an official visit off-campus. Special arrangements must be made within the coaching staff when a large group of PSAs participate on an official visit simultaneously, so that contact with boosters can be avoided through the efforts of the coaching staff or other support staff members.

Meals

During an official visit, the PSA, his or her parents or legal guardians or his or her spouse are the only individuals permitted to have their meals provided by the University. If you plan to take the PSA and his or her parents to a restaurant for a meal, only Texas A&M University-Kingsville coaches may attend the meal, along with the student host. It is not permissible for coaches to provide other family members, such as a brother or sister with a meal off-campus with a PSA.

Entertainment

During the official visit, entertainment of the PSA, the parents or spouse must occur within a 30-mile radius of the Texas A&M University-Kingsville campus and it may not be excessive in nature. Coaches must provide the PSA and his or her parents with a “buffer zone” to prevent any contact with boosters off-campus while entertainment occurs. Contact with a booster, even if inadvertent, is a secondary violation of NCAA regulations and the PSA’s eligibility would have to be reinstated for Texas A&M University-Kingsville to resume recruitment of the PSA.
A student should be assigned to act as host for the PSA during the visit. The host may receive up to $30 per day for entertainment purposes. One student host, per day, per PSA may be provided a meal with the PSA during the visit.

On one occasion, coaches may provide a meal or snack (or dessert) at their home for PSAs and their parents, guardians or spouse. The meal or snack may not be excessive in nature and they do not have to take place on the same day.

**Permissible Meals**

In a 24-hour day, the PSA and his or her parents, guardians or spouse may have three meals and a snack at the coach’s home (only once) while on an official visit.

**NCAA Bylaw 13.6.6.7.1.1** – A luncheon, dinner or brunch at the home of an institutional staff member (e.g., the athletics director, a coach, a faculty member or the institution’s president) may be held for a PSA on an official visit, provided the entertainment is on a scale comparable to that of normal student life, is not excessive in nature and occurs on only one occasion.

**Alcohol**

Coaches are responsible for discouraging student hosts from using alcohol on official visits. Most PSAs are not of legal age to drink alcohol. Coaches who allow alcohol to be a part of the official visit activities create a liability for the athletics department and Texas A&M University-Kingsville that could not be defended in a court of law should a PSA become injured or killed in an alcohol-related incident.

**Photographs**

While on an official visit, a PSA may have their picture taken by Texas A&M University-Kingsville personnel (or by photographers directed by Texas A&M University-Kingsville personnel) for Texas A&M University-Kingsville’s use after the PSA has signed the NLI. We may not take their picture and provide it to them for a nominal fee or free of charge. Of course, if the PSA brings his or her own camera, they may take unlimited pictures.

**High School & Junior College Coaches**

High school and junior college coaches may not be reimbursed or provided any kind of benefit for bring PSA to campus for an official visit. They may be provided with two complimentary admissions to a home contest. Avoid awkward situations with coaches who do not understand NCAA regulations. Keep your office clear of any gear or any other Javelina souvenirs so that you are not asked for items that you cannot provide.

**Recruiting Correspondence**

**NCAA Bylaw 13.4.1** – An institution may not provide athletically related recruiting materials (including electronic mail and facsimiles) to a PSA (or his or her parents, legal guardians or coaches) until September 1 at the beginning of the PSA’s junior year in high school.

**UNOFFICIAL VISITS**
Document all unofficial visits on the Unofficial Visit record of CAi.

If the visit required an overnight stay, identify where the PSA stayed and how it was arranged. If the stay was in an on-campus dorm, explain how the room was paid for by the PSA.

If complimentary tickets were issued, be sure to complete that section in CAi.

**NATIONAL LETTER OF INTENT PROCEDURE**

Texas A&M University-Kingsville is a participant in the Collegiate Commissioners Association National Letter of Intent program. Signed National Letters of Intent for Texas A&M University-Kingsville are processed through the Lone Star Conference in Dallas, Texas.

Coaches are encouraged to sign all eligible student-athletes to a National Letter of Intent (NLI) at the same time they sign a grant-in-aid. National Letter signing dates are listed on each National Letter form. Coaches should be aware of these dates as they apply to their sport.

All NLI forms must be completely filled out and signed before being submitted to the Conference Office. All signed NLI forms, along with signed grant-in-aid forms, should be returned to the Compliance Office. Improperly completed forms will be returned to the coach for completion. Failure to have a fully signed and completed NLI delivered to the Commissioner's Office within 21 days of final signature will render the form null and void.

Coaches should be familiar with all NLI regulations and procedures, including:

1. The letter must include the student-athlete’s full name (including middle name or initial) and address before it can be sent to the Director of Athletics for his or her signature.

2. It must be signed by the Director of Athletics with the date of issue BEFORE it is submitted to the prospective student-athlete (PSA).

3. The student-athlete must sign the NLI within 14 days of its date of issue to the student-athlete.

4. It must be signed and dated by the student-athlete’s parents or legal guardians to be valid if the PSA has not yet reached his or her 21st birthday.

**TRANSFER PROCEDURES**

No member of the Athletics Department is allowed to discuss with any student-athlete currently enrolled at another four-year institution, any information about Texas A&M University-Kingsville’s programs or about transferring without first receiving the permission of the Athletics Director at the first institution. This permission must be obtained in writing. Either the student-athlete can request that the Athletics Director of his/her current institution sends such permission or the Compliance Office must write that school to request that permission be sent.

Depending on the athlete and sport, certain academic and background information may also be necessary to determine eligibility and residency waivers. To this end, the Athletics Department has prepared a form to be used for requesting this information from the original institution. When a prospective transfer student-athlete first contacts a coach, the coach should contact the
Compliance Office. A letter requesting permission to contact and additional information will be sent immediately. As soon as a reply is received, the coach will be notified and recruitment may commence.

If a prospective transfer student-athlete already enrolled (attending classes) at Texas A&M University-Kingsville contacts a coach about coming out for the team (walk-on), a notification and permission letter will be sent to the former institution requesting the necessary transfer data.

PERMISSION TO CONTACT TEXAS A&M UNIVERSITY-KINGSVILLE STUDENT-ATHLETES

When a Texas A&M University-Kingsville student-athlete or another institution contacts an athletic staff member about that student-athlete transferring, no steps will be taken until the Compliance Office is certain the student-athlete’s head coach is aware of the situation and has given permission for the student-athlete to explore the transfer. Once this is determined, the permission to contact letter (in accordance with NCAA Bylaws) will be sent to the school(s) involved. If the one-time transfer exception would be appropriate and is requested for the student-athlete in question, the necessary information to make such a determination will also be sent. A copy of the letter will be kept on file in the Compliance Office. It is the Athletic Director’s policy that Lone Star Conference schools will not be given permission to contact Texas A&M University-Kingsville student-athletes.
INITIAL ELIGIBILITY PROCEDURE

Each student-athlete who enters any university has to be considered eligible by the NCAA Eligibility Center or the institution’s Registrar’s Office, Compliance Office and the Faculty Athletic Representative. Determining which entity will decide initial eligibility depends on whether the incoming athlete is a new freshman or a transfer student. The following procedures describe how a freshman or a transfer student-athlete becomes eligible.

First-Time Freshman
In the case of a first-time freshman, the PSA must be placed on the institution’s Institutional Request List (IRL) by the Compliance Office. The IRL can be accessed at www.eligibilitycenter.org.

1. A PSA must register and pay the applicable fee to the NCAA Eligibility Center. (International PSAs must complete a unique application form that may also be accessed through the Eligibility Center website.)

2. The Eligibility Center notifies Texas A&M University-Kingsville of the PSA’s qualifying status through updates on its website.

3. The Registrar’s Office, Compliance Office and the Faculty Athletic Representative will certify the PSA based on information secured from the Eligibility Center website.

Transfer Student-Athletes
The procedure for the initial eligibility of transfer students differs from that of first-time freshmen. (Note: During the 45-day period that commences upon completion of the compliance paperwork to certify eligibility student-athletes may participate in practice only.) The following steps are necessary for transfer students to obtain eligibility:

1. A coach identifies the transfer student-athlete and contacts the Compliance Office with his or her name and the name of the institution from which he or she is transferring.

2. The Compliance Office contacts the transfer student’s institution through a Transfer Release form, two- or four-year tracer form.

3. The institution completes the Transfer Release form and returns it to the Compliance Office.

4. The transfer student applies and is admitted to Texas A&M University-Kingsville.

5. The Registrar’s Office, Compliance Office and the Faculty Athletic Representative will certify the PSA based on information secured from the Transfer Release form and Official academic transcripts.

CONTINUING ELIGIBILITY

Continuing eligibility applies to returning student-athletes only. In this case, Texas A&M University-Kingsville’s Registrar’s Office, Compliance Office and the Faculty Athletic Representative must clear the student-athlete. The student-athlete must have initial eligibility certification from a previous year to fall under this category. The process is as follows:

1. The Registrar or designee tracks the academic history of the student-athlete named on the
form and certifies the academic standing.

2. The Compliance Office begins the review of the completion of satisfactory progress, using either the 12/24 hour method or the averaging method.

3. The Registrar’s Office, Compliance Office and the Faculty Athletic Representative meet to review the certification of each course as degree applicable.

4. All information is entered into the Compliance Assistant Internet program.

5. Certification of eligibility forms are completed and sent to the Lone Star Conference office. Copies of given to the Head Coach upon request.

6. The Compliance Office and the Athletic Academic Advisor monitor the enrollment status of all student-athletes throughout the semester.

7. At the end of the fall semester, the Compliance Office certifies the 6-hour rule has been met and reports only those who are not in compliance to the Lone Star Conference.

8. The Compliance and Academic Offices evaluate student-athletes each spring after grades are posted to make sure student-athletes have reached the required 24 countable hours. Based on these evaluations, the head coaches are provided with the names of student-athletes who may require summer school hours to maintain eligibility.

**FOREIGN STUDENT-ATHLETE CERTIFICATION**

Foreign student-athletes are generally subject to the same eligibility requirements as American students. If a foreign PSA has not taken the SAT/ACT, that student will be considered a non-qualifier unless he or she is a transfer student.

Another area of concern regarding foreign student-athletes is that the student-athlete completes his or her four years of eligibility within ten semesters of the time he or she first enrolls in a post-high school institution. For example, if a foreign student-athlete is also a transfer student, he or she may have attended another school for a number of years prior to enrolling at Texas A&M University-Kingsville. Therefore, it is important to know the date that a foreign student-athlete initially enrolled in any other post-high school institution.

Please be aware that international student-athletes may have triggered the use of a season of competition if they did not enroll as a full-time student during the regular academic term immediately following high school graduation. Refer to Bylaw 14.2.4.2 in the NCAA manual.

Because it can often be more time-consuming to obtain the information needed to determine the eligibility (or admissions) of the foreign student-athlete, coaches are encouraged to work closely with the International Admissions Office and the Compliance Office when dealing with a foreign PSA. Therefore, these offices should be notified with any necessary documentation or status changes as soon as possible.

**ATHLETIC INFORMATION FORMS**

A considerable amount of information will be required of all student-athletes before they are permitted to practice. The Compliance Office will coordinate with head coaches to set squad
meetings before starting practice to enable the gathering of this information. The Assistant Athletic Director for Compliance or designee shall be present at these meetings. The following forms are currently used:

- Student-Athlete Information Form
- NCAA Student-Athlete Statement
- NCAA Drug Testing Consent – Division II
- Summary of NCAA Regulations for Division II
- General Amateurism and Eligibility Form for International Student-Athletes
- Texas A&M University-Kingsville Drug Testing Consent Form
- Health Information Portability and Accountability Act (HIPAA)
- Texas A&M University-Kingsville Student-Athlete Cheating and Plagiarism Form

**MINORS AUTHORIZATION PROCEDURE**

Occasionally, a student-athlete will have not reached his or her 18th birthday prior to enrolling at Texas A&M University-Kingsville. This poses a potential problem with the filing of drug testing paperwork.

To alleviate this potential problem, the Compliance Office sends the Texas A&M University-Kingsville and the NCAA Drug Testing Consent forms to parents of student-athletes who have not reached their 18th birthday after the initial squad meeting. Underage student-athletes are advised that their parents also must sign the forms before they are returned to the Department of Athletics. Other documents such as medical and insurance records also require parent or guardian signatures.

**WALK-ON STUDENT-ATHLETES**

Generally, there are three categories of walk-on student-athletes:

1. A recruited walk-on who has had regular contact with the coaches and is invited to the initial practice. (This PSA completes required compliance paperwork with the other squad members.)

2. A non-recruited walk-on who attends the initial practice or meeting and is included in the initial team roster. (This PSA completes required compliance paperwork with the other squad members.)

3. A walk-on PSA who does not attend the initial squad meeting requires permission from the Assistant Athletic Director for Compliance to practice. Once the coach determines that this PSA will join the team, the coach should complete the late addition to the team roster form and the data sheet and direct the student-athlete to bring the forms to the Compliance Office. Once all the steps have been completed, the Compliance Office will notify the Head Coach, Trainers and the Sports Information Department of the student-athlete’s eligibility for participation.

**ADDING, SWITCHING OR EXITING A SPORT**

All student-athletes who have exhausted their eligibility will be directed by the head coach to arrange and undergo an exit interview with the Assistant Athletic Director for Compliance at the
time of separation.

No scholarship student-athlete, or student-athlete who has given up a scholarship, will be permitted to leave one sport and participate in another sport without the oral consent of the coach previously responsible for the student-athlete’s scholarship. This applies to student-athletes who are switching from one sport to another or who are adding a second sport.

**ATHLETICS DISASSOCIATION**

Head coaches shall be responsible for the initiation of the disassociation process be it student-athlete or coach-directed.

If a student-athlete is either cut from or quits a team for any reason, the coach must complete a Team Roster Delete Form. If the student-athlete voluntarily quits the team, the coach should also have the student-athlete sign the form. The necessity of this form is evident with regard to scholarships and eligibility monitoring. If either party is unwilling or unable to sign the form, the form shall be delivered to the Compliance Office with any and all attached supplemental documentation.

**ACADEMIC ADVISEMENT**

It is Athletic Department policy that each head coach is directly responsible for overseeing the academic progress of each student-athlete involved in their program. The assigned Faculty or Academic Advisor should perform the actual academic advisement. Coaches may supplement this advisement but not replace it. Semester grades indicate academic progress and are available through a printout of all student-athletes enrolled. Progress reports will be distributed and returned to the Athletic Academic Advisor’s office.

Each head coach must monitor the matriculation process (admission, financial aid, registration and housing). Each student-athlete must be enrolled in a minimum of 12 semester hours to practice or participate. At the end of each semester, the Compliance Office will certify that the student-athlete passed 6 degree countable hours for the previous full-time semester. At the end of each academic year, all student-athletes must have completed at least 24 semester hours applicable to the degree he or she has declared. The Registrar’s Office, Compliance Office and the Faculty Athletic Representative will verify that student-athletes have met these requirements. All other NCAA rules relative to normal progress must be followed.

Study Hall procedures are covered in the student-athlete manual. Head Coaches will determine how often each individual student-athlete must attend study hall. Tutoring services are available during study hall or through the Athletic Academic Advisor’s office if additional help is required.

The Compliance Office will continually work with academic departments and the Registrar to keep the advisors current on NCAA regulations and requirements. Coaches and student-athletes should contact the Compliance Office or their specific academic advisor any time they feel there may be some question about the advice a student-athlete has received. A student-athlete’s opportunity to participate should not be compromised due to ignorance of NCAA academic eligibility standards.

**WITHDRAWING FROM ACADEMIC CLASSES**

No student-athlete should have his or her academic future endangered by having to remain in a
potential high-risk academic situation. Therefore, student-athletes are free to drop classes at any time, even if such action jeopardizes their immediate or future athletic eligibility. However, no student-athlete should take such action without being fully aware of the consequences. Therefore, student-athletes wanting to drop a class should follow the following procedures:

1. The student-athlete meets with the Assistant Athletic Director for Compliance or the Assistant Athletic Director for Academic Outreach.

2. The Assistant Athletic Director for Compliance or the Assistant Athletic Director for Academic Outreach explains the consequences of dropping the class.

3. The Compliance Office contacts the instructor about the student-athlete’s class performance and status, if necessary.

4. A Student-Athlete Drop form must be completed and signed by the student-athlete and his or her head coach or designee.

5. A Registration Add/Drop form must be completed and signed by the student. Two (2) signatures from the Assistant Athletic Director for Compliance, the Assistant Athletic Director for Academic Outreach or the Special Assistant to the Athletic Director are also needed to process the form.

6. The Compliance Office is notified of the student-athlete’s enrollment change via email once the drop has been processed by the Registrar’s Office and also on the daily Less Than 12 Hour report, if applicable.

7. All applicable NCAA and conference regulations will be enforced.

If the student-athletes are not currently in-season practice or participation, care should be taken to ensure they are actually in an academic high-risk situation before getting permission to drop. They should be notified that dropping may require subsequent summer school enrollment to maintain the 24-hour continuing eligibility requirement.

**STUDENT-ATHLETE REPORTS**

The Assistant Athletic Director for Compliance and the Assistant Athletic Director for Academic Outreach will receive and review a report generated daily (except Sunday) listing the student-athletes that are enrolled in less than twelve (12) hours. In addition, they will receive a generated report on Friday with all student-athletes by sport and the number of hours they are enrolled. The head coach will make any additions or deletions from this report for accuracy.

**NCAA RULES THAT MAY AFFECT ADVISEMENT**

**A. SEMESTER REQUIREMENTS**

A student-athlete must be enrolled in at least 12 credit hours each semester. Any time a student-athlete drops below 12 hours of enrollment he or she is ineligible to practice and compete for the remainder of the semester, or until enrollment again reaches the required minimum as recognized by the student-athlete’s department of study.

**B. YEAR REQUIREMENTS**
Student-athletes must pass at least 24 credit hours towards their degree each year to be eligible for competition the following year. A “year” includes fall and spring semesters as well as the summer term between seasons of competition. Developmental studies courses (remedial courses) can only be counted for eligibility purposes during the initial year of college enrollment. Repeated classes can only be counted once for eligibility purposes. The exception for having repeated courses count is if it has been deemed permissible by Texas A&M University-Kingsville regulations.

C. CHANGE OF MAJOR

Changing majors mid-semester may reduce the number of countable hours that are applicable to the student-athlete’s satisfactory progress. Satisfactory progress hours are determined based on the student-athlete’s declared major at the time grades are posted. Coaches should caution student-athletes against changing majors mid-semester.


**FINANCIAL AID ADMINISTRATION**

The Compliance Office will work closely with the university Financial Aid Office to ensure adherence to all applicable NCAA, state and federal regulations.

The Compliance Office will input all athletically related aid into the Compliance Assistant Internet (CAi). The Financial Aid Office will input all other student-athlete aid into CAi. At least once a semester, the Compliance Office will compare department records with the records in CAi. Additionally, at least once a year, they will be reviewed by the Business Office.

**FINANCIAL AID POLICY**

It is the policy of Texas A&M University-Kingsville’s Department of Athletics to make athletic financial aid available in all sports governed by the department. The determination as to which student-athletes will receive recommendations for athletic financial aid will be the responsibility of the head coach. In addition to student-athlete financial aid, a limited number of undergraduate and/or graduate student coaching assistantships also may be available. Financial aid for student managers and trainers should be considered at the time of setting athletic budgets and may be awarded within approved budget limits.

All athletic financial aid will be awarded in accordance with NCAA, Lone Star Conference and Texas A&M University-Kingsville rules and regulations. Athletic financial aid can only be awarded, changed or canceled by the university Financial Aid Office upon the recommendation of the Athletics Department. Any merit, private or federal scholarships or grants received by a student-athlete must conform to NCAA restrictions. All student-athletes are encouraged to apply for need-based assistance (e.g. Pell Grants).

A full grant-in-aid for a student-athlete shall consist of tuition and course-related fees, room and board, required course-related books and required course-related supplies. Grant-in-aid may be requested to cover all, any one of the above or a combination of the above. This may be done each semester or once for the entire academic year. The actual dollar amounts for the above will be established by the university administration annually. These amounts will be the same for all Texas A&M University-Kingsville students.

The following benefits are considered incidental to athletics participation and therefore permissible for student-athletes to receive (see NCAA Manual for full explanation):

- Meals and housing when dorms are closed
- Expenses for off-campus practice and competition
- Travel insurance when on sports-related trips
- Complimentary admissions (four, with restrictions)
- Expenses for participating in special events
- Tutoring and counseling
- Medical benefits for athletically related injuries
- Expenses for eligibility investigation and legal proceedings
- Expenses related to a permanent disability
- Other incidental expense waivers (on appeal)

**GRANT-IN-AID POLICY**
General Procedure

All athletic grant-in-aid shall be administered according to applicable NCAA rules and regulations.

1. Each sport’s coach completes the Grant-in-Aid Request Form.
2. The completed Grant-in-Aid Request Form is forwarded to the Compliance Office for review.
3. Grant-in-aid forms and NLI (if applicable) are generated.
4. The form is forwarded to the head coach who signs the form.
5. The form is then forwarded, along with a copy of the National Letter of Intent, when applicable, to the Director of Athletics for approval and signature.
6. The form is then forwarded to the Financial Aid office for approval and signature.
7. The form is then returned to the Compliance Office for dispersal to the student-athlete.
8. The student-athlete signs and returns the grant-in-aid within 14 days, keeping a copy for his or her records.
9. All completed athletic grant-in-aid forms must be sent to the Compliance Office.

Permission to Offer

Before a grant-in-aid can be officially offered, the following criteria must be met:

1. The grant-in-aid must be budgeted.
2. The student-athlete must have a reasonable chance of being admitted to Texas A&M University-Kingsville.

Note: The student-athlete must be eligible under NCAA regulations for the grant-in-aid to be valid.

Initial Grants-in-Aid

Athletically related financial aid being awarded to a student-athlete for the first time may be submitted for acceptance at the time appropriate for signing the award.

Renewal Grants-in-Aid

The NCAA and Texas A&M University-Kingsville require that all student-athletes currently on an athletic grant-in-aid be notified about the renewal status of the financial aid by July 1 of each year. If the grant-in-aid is to be reduced or not renewed, the Financial Aid Office will inform the student-athlete of his or her right to a hearing.

Grant-in-Aid Termination

Institutional aid may not be reduced or canceled during the period of its award:
1. On the basis of a student-athlete’s ability or contribution to a team’s success; or
2. Because of an injury that prevents the recipient from participating in athletics; or
3. For any other athletics reason.

Aid may be canceled during the period of award if the recipient:

1. Renders him 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, or;
4. Voluntarily withdraws from a sport at any time for personal reasons.

Any such reduction or cancellation of aid is permissible only if such action is taken for proper cause by the regular disciplinary or scholarships awards authorities of Texas A&M University-Kingsville. Additionally, the student-athlete must have an opportunity for a hearing.

**GRANT-IN-AID RENEWALS & NON-RENEWALS**

The renewal or non-renewal of financial aid based on athletic ability must be made on or before July 1 for the upcoming year. The Financial Aid Office will notify, in writing, each student-athlete who received aid the previous year and who has remaining eligibility in the sport, which previously awarded the aid. The following is a description of the procedure:

1. The Athletic Department generates a letter to indicate renewal, non-renewal or reduction with an explanation of the student-athlete’s right to appeal a non-renewal.
2. The Athletic Department sends this letter to financial aid for signature and processing, and gives a copy to the Compliance Office.
3. The Financial Aid Office signs the letter and sends it back to the Athletic Department.
4. The Athletic Department sends one copy of the letter to the student-athlete in question.
5. The student-athlete may appeal the reduction or non-renewal of the award decision.
6. If the student-athlete appeals, the Dean of Students and the Director of Financial Aid set and hold a hearing.
7. If the Hearing Committee decides in favor of the student-athlete, the Athletics Department generates a new grant-in-aid.

**OCCASIONAL MEALS PROCEDURE**

Any institutional representative either employed by Texas A&M University-Kingsville or outside the institution may provide current teams or individual student-athletes with an occasional meal.

- Employees of Texas A&M University-Kingsville may accompany a student-athlete or athletics team to a local restaurant occasionally.
- Representatives of athletic interests (boosters) of Texas A&M University-Kingsville may only provide the meal at their home.
Prior to the meal taking place, the representative is responsible for securing the permission of the Director of Athletics.
SPORTS SPONSORSHIP

Each head coach is responsible for declaring the beginning and ending of the practice and playing seasons (traditional and non-traditional segments) for the academic year. These declarations will be submitted in late-July or early-August each year to the Compliance Office where they will be kept on file. These dates must be within the parameters of playing and practice seasons as determined by NCAA regulations (Bylaw 17).

PLAYING SEASON LIMITS

As a coach, you must adhere to the rules and policies of Texas A&M University-Kingsville and the NCAA concerning practice and competition for your student-athletes. The playing season for a given sport is the period of time between the date of the first officially recognized practice session and the date of the last practice session or competition, whichever occurs later. Please review Bylaw 17 for dates relevant to your sport. Texas A&M University-Kingsville permits you to conduct officially recognized practice and competition sessions only during your sport’s playing season.

DECLARATION OF PLAYING SEASON

Each member institution shall determine the playing season for each of the sports referenced under Bylaw 17.02.15. Declaration of the institution’s playing season in each such sport shall be on file in writing in the Department of Athletics before the beginning of the institution’s playing season for the sport. Changes in the declaration for a particular sport are permissible and also shall be filed in writing in the office of the institution’s athletics director (NCAA Bylaw 17.1.3).

MONITORING PLAYING & PRACTICE SEASONS

Head coaches have the responsibility of monitoring the amount of countable athletically related activity (CARA – See NCAA Bylaw 17) of each of their student-athletes during the academic year. This system consists of the following four steps:

1. The head coach reviews the summary of countable and non-countable activities and the rules specific to seasonal limitations.

2. Time spent in countable activities is recorded on weekly calendars on a daily and weekly basis for each individual student-athlete.

3. Any required individual workouts which occur beyond the daily times recorded for the team must be recorded on the CARA report.

4. A sample of student-athletes from each team should initial next to their weekly workout to ensure accurate participation.

5. At the end of each month, the head coach, or designee, must sign each weekly CARA report and submit it to the Compliance Office by 12:00 noon on the 1st Monday of the following month.

SEASON PARTICIPATION FORM – REDSHIRT/HARDSHIP WAIVER FORM

After the conclusion of the season, the head coach is responsible for submitting participation
documentation to the Compliance Office. In addition, at the conclusion of the fall semester, all spring sports with scrimmages must submit a list of student-athletes who competed against outside competition. These forms will indicate the names of all student-athletes who performed in each contest throughout the season. Redshirt/Hardship waiver forms should be completed and returned at this time. This form will be held in the Compliance Office with copies of the squad list, participation tracker and mid-season verification forms.