



Longwood University
Department of Athletics

Compliance Manual
2007-08

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Mission Statement

Athletic Department

Longwood University Athletics will be recognized as a model amongst its peers in the pursuit of academic and athletic excellence through its commitment to champion citizen leaders.

Core Values

Pinciple

To promote and nurture the highest standards of integrity and sportsmanship

Respect

To ensure and protect an environment of trust, communication, and cooperation

Inspiration

To foster a culture of leadership and motivation within the campus community and beyond

Diversity

To embrace and actuate inclusion, equity, and individuality among all constituents

Excellence

To strive to be the best in all endeavors

PRIDE – The Lancer Logo never comes off.

Assistant Athletic Director for Compliance (Compliance Officer)

As a member of the National Collegiate Athletic Association (NCAA), Longwood University is committed to complying with all rules and regulations of the NCAA in the conduct of its intercollegiate athletic department. The institution is responsible for monitoring all aspects of its athletic programs to ensure compliance and to identify and report to the NCAA any areas in which we may have failed to maintain compliance with NCAA rules and regulations. In such cases, Longwood University shall fully cooperate with the NCAA and take the appropriate corrective measures, if necessary. This responsibility is a collective endeavor that is shared by athletics department staff, student-athletes, other appropriate institutional personnel and individuals and groups representing the athletic interests of the institution.

It is each individual's responsibility to ask questions, make no assumptions and follow through on all compliance procedures and guidelines. Compliance with Longwood University and NCAA rules can only be obtained when every individual presents a positive, practical and ethical attitude toward compliance. By

acknowledging your role in institutional compliance, accepting responsibility for the integrity of your program and making yourself aware of the legislation, compliance with the University and NCAA is assured.

The main objective of the Compliance Officer is to ensure that members of Longwood University and the Athletic Department understand and follow NCAA rules and regulations in an effort to prevent rules violations. This prevention is obtained through rules education, interpretation, and the thorough monitoring of procedures. Self-reporting of violations is highly recommended and encouraged and will aid the institution in reporting such violations to the NCAA.

Expectations of Athletics Department Staff and Coaches

1. Have a thorough knowledge of NCAA rules and regulations regarding your sport or department area and areas in which you may be susceptible to compliance issues (interaction with prospects, boosters, current student-athletes, etc.)
2. Retain and comprehend the rules education material that is presented by the Athletics Department and Compliance Staff. “I didn’t know” or “I didn’t understand” is not an acceptable response in the result of a NCAA violation
3. Ask questions, before you act. This expectation is imperative due to the broad and vast reaching nature of the NCAA rules. Assume that your actions or objectives are subject to NCAA rules and ask questions if you are unclear of the rules governing those actions or objectives.
4. If you receive an interpretation that you believe is inaccurate based on past interpretations or actions of other institutions, present that information to the Compliance Officer for further review. The most important goal is getting the correct answer that ultimately advances your program.

Compliance Review Committee

The Compliance Review Committee (CRC) is composed of the following individuals:

- Faculty Athletics Representative (Chair)
- Athletic Director
- Compliance Officer
- Liaison from the Registrar’s Office
- Liaison from the Admission’s Office
- Liaison from the Financial Aid Office

The responsibilities of the Compliance Review Committee are as follows:

- Provide oversight for the compliance program
- Evaluate compliance policies and procedures
- Assist in establishing procedures related to rules compliance areas
- Ensure NCAA rules compliance
- Provide spot checks for compliance documentation

The Compliance Review Committee will meet a minimum of six times during the academic year in order to meet these objectives. The Compliance Officer is responsible for providing rules education to the Compliance Review Committee annually.

Individual Compliance Responsibilities

The **Compliance Officer** is responsible for the overall development, implementation and review of the Longwood Compliance Program. The Compliance Officer is responsible for the daily operation of the compliance program including rules education, interpretation and monitoring of compliance areas. However, each individual associated with Longwood University is responsible for being aware of University and NCAA legislation as it applies to their individual responsibilities.

- **Director of Athletics.** This individual ensures compliance with all NCAA and Longwood University regulations and is responsible for the integrity of the athletics program.
- **Assistant Athletics Director for Business.** This individual is responsible for approving team budgets, team travel, travel authorizations, monitoring the athletic training program, camps/clinics as well as providing documentation for audits and certification.
- **Assistant Athletics Director/Media Relations.** This individual is responsible for knowledge and monitoring of NCAA rules in the area of media guides, announcement of signings, public relations and promotional activities.
- **Admissions.** The individual(s) assigned the duty of processing admissions recommendations for student-athletes is/are responsible for admitting student-athletes within the University's and NCAA's rules and regulations.
- **Athletic Trainers.** These individuals are responsible for knowledge and monitoring of NCAA rules in the areas of the NCAA drug testing program and medical and rehabilitation services, playing and practice season limitations, and extra benefits as well as contributing to educating student-athletes in these areas.
- **Faculty Athletics Representative.** This individual is responsible for serving as liaison between the Longwood Athletic Department and the faculty and administration. The FAR signs waiver requests, administers the coaches' certification exam, serves as Athletics Certification Liaison and receives notification of any rules violations.
- **Financial Aid.** The individual(s) assigned the duty of awarding athletically related financial aid is/are responsible for monitoring all athletics aid, institutional aid and outside aid awarded. This individual inputs all financial data into Compliance Assistant Internet .
- **Head/Assistant Coaches.** These individuals are responsible for knowledge and implementation of NCAA rules and regulations, in the areas of amateurism, eligibility, recruiting, financial aid, playing and practice seasons, and awards and benefits. Coaches are expected to fully cooperate and participate in compliance related policies and procedures, within University and NCAA guidelines.

- **Registrar's Office/Certifying Officer.** 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. The individual(s) is/are also responsible for inputting all degree progress information into Compliance Assistant Internet.
- **Strength and Conditioning Coach.** This individual is responsible for knowledge and implementation of NCAA rules and regulations in the areas of countable athletically related activity, playing and practice seasons, awards/benefits, recruiting, and the NCAA Banned Substances List.
- **Student-Athlete Academic Success Coordinator.** This individual is responsible for knowledge and implementation of NCAA rules and regulations in the areas of initial eligibility, continuing eligibility, transfer requirements, recruiting, and awards/benefits. This individual is responsible for providing counseling the areas of academics (with emphasis on NCAA eligibility requirements), athletics, personal and career preparation. This individual is also responsible for implementation of the CHAMPS/Life Skills program and will serve as liaison for the Student-Athlete Advisory Committee.
- **Ticket and Athletics Event Manager.** This individual is responsible for knowledge and implementation of NCAA rules and regulations in the areas of ticketing, complimentary admissions, and the use of tobacco and alcohol products at all Longwood University athletic events.
- **University Advancement.** These individuals are responsible for knowledge and implementation of NCAA rules and regulations in the areas of promotions, sponsorship, boosters, the Lancer Club, recruiting and awards and benefits.

Rules Education

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

The rules education program is also intended to inform coaches and staff of proposals and changes to NCAA rules throughout the legislative process. In addition, the Compliance Officer will seek input from coaches and staff regarding legislation throughout the process that relates to their specific sport or area.

The following sections define the responsibilities of rules education for each constituency involved with the Longwood University Athletic Department.

A. Head Coaches & Full-Time Assistant Coaches

1. The Compliance Officer has the primary responsibility for educating coaches.

2. The Compliance Officer will schedule and conduct rules education meetings throughout the year as follows:
 - a. A departmental compliance meeting will be held at the beginning of the academic year to cover new legislation and procedures for the upcoming year.
 - b. Monthly Department Meetings will be held to discuss important information relevant to the time of year, as well as new information or rules interpretations that have just developed.
 - c. During the academic year, the Compliance Officer will conduct monthly rules education sessions. **All coaches are required to attend each meeting.** Absences will only be due to approved off-campus recruiting or team travel prior to the scheduled meeting and emergency situations. If unable to attend, the coach is responsible for reviewing the information with a coach who was in attendance.
 - d. Interpretations of legislation and “hot topics” as defined by the NCAA will be distributed via email to coaches, as necessary.
 - e. All coaches will be given the following:
 - a. *Access to the Compliance Manual*;
 - b. *NCAA Manual*;
 - c. Subscription to the *NCAA News*, as appropriate.

B. Staff Members

1. The Compliance Officer is primarily responsible for the education of staff members.
2. Staff members are required to attend the departmental compliance meeting to be scheduled at the beginning of each academic year. This meeting will review appropriate legislation and newly adopted legislation for the upcoming year.
3. All staff members are required to attend a rules education meeting relevant to their area of responsibility as set by the Compliance Officer annually. Staff members are also required to attend any monthly rules education session deemed appropriate to their area of responsibility as deemed necessary by the Compliance Officer.
4. The Compliance Officer is responsible for distributing educational materials to staff members, as needed.
5. The Compliance Officer will provide a *Compliance Manual* and a *NCAA Manual* to all staff members, as appropriate.

C. Compliance Review Committee

1. The Compliance Officer is responsible for educating the members of the CRC.
2. The CRC will meet a minimum of six times during the academic year to discuss NCAA rules and compliance policies and procedures for Longwood University

D. Student-Athletes

1. The Compliance Officer and head coaches are responsible for educating student-athletes.

2. The Compliance Officer will conduct a rules education meeting at the beginning of the academic year with each team. This meeting will review important NCAA and Longwood regulations, including the Summary of NCAA Regulations, Academic Eligibility Rules, Financial Aid, Playing and Practice Season, Promotional Activities, Code of Conduct, Amateurism Guidelines and Playing and Practice Seasons. This meeting will also cover the administration of NCAA and Longwood Eligibility Paperwork, NCAA Drug-Testing Consent Forms, Buckley Amendment Forms, HIPAA Forms and the Student-Athlete Statement.
3. The Compliance Officer will attend each SAAC meeting, scheduled for a minimum of once per month during the academic year. The Compliance Officer is responsible for providing a rules education segment at least once per month to be distributed to each team by the SAAC members.

E. Boosters

1. The Compliance Officer is primarily responsible for educating boosters.
2. Information for faculty, staff, boosters, alumni and fans is published on the Longwood Athletics website, distributed to boosters and available in hard copy format upon request.
3. The Compliance Officer will meet annually with the Lancer Club Board of Directors to discuss relevant legislation and their involvement with Longwood Athletics.
4. The Compliance Officer will meet annually with the University Advancement Office to review and discuss NCAA legislation and their involvement with Longwood Athletics. The Assistant Director of Development/Athletics is responsible for forwarding any rules questions or interpretations to the Compliance Officer regarding the activities of the University Advancement Office.

F. Prospective Student-Athletes

1. The head coach or designee is responsible for providing the *NCAA Graduation Rates Report and Banned Substances, Nutritional Substances List, Academic Performance Rate, and initial eligibility requirements* to prospective student-athletes at the first available opportunity.

Interpretation Process

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

A. Procedures

1. All coaches and staff members shall direct rules questions and interpretations to the Compliance Officer.

2. Coaches can submit their request through a Rules Interpretation Request Form or via email. If a question is discussed verbally, the Compliance Officer will ask the coach to follow-up the discussion with an email regarding the question.
3. If the Compliance Officer cannot provide an accurate interpretation, the questions will be forwarded to the NCAA Membership Services Staff.
4. Once an official interpretation has been received, the Compliance Officer will contact the individual who requested the interpretation and/or send a written response to the individual. If relevant, the interpretation will be disseminated to all coaches and staff.

Compliance Procedures

The following sections will outline the Compliance procedures for all coaches and staff to adhere to in the areas of recruiting, complimentary admissions, eligibility, financial aid, admissions, playing and practice seasons, the National Letter of Intent (NLI) and awards and benefits.

A. Recruiting

1. **Policy** – Monitoring the recruitment of prospective student-athletes is the responsibility of the head coach and the Compliance Officer. The Compliance Officer will conduct monthly checks of recruiting documentation and such documentation shall be kept on file for seven years.
2. **Definitions** – Recruiting involves several interactions with prospects including general correspondence, telephone contact, contacts and evaluations. Below are recruiting definitions to ensure accurate documentation and understanding of the recruiting legislation.
 - a. **Contact** – NCAA Bylaw 13.02.3 – any face-to-face encounter between a prospect or the prospect’s parents, relatives or legal guardian(s) and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting.
 - In basketball, a coach may visit a prospect’s school only once per week during a contact period. This limit applies even if there are multiple prospects at one school.
 - Multiple contacts with a prospect on the same day count as one contact.
 - Any face-to-face encounter between a coach and a prospect at the site of a prospect’s practice or competition is considered a contact.
 - A coach may not contact a prospect before or during any athletic competition in which he/she is participating. Once the prospect has been released by the coach or other authority and has left the competition, locker room or meeting facility, as applicable, you may contact the prospect.
 - Only coaches who have been certified to recruit off-campus are permitted to have off campus contact with prospective student-athletes. On-campus contact, during an official or unofficial visit, may be made by coaches, student-athletes, athletics staff and institutional staff members. Members of the Board of Visitors or representatives of our athletics interest may not have contact with prospects on or off-campus.
 - In person, off campus contact may not be made with a prospective student-athlete related to the signing or a National Letter of Intent or activities surrounding the signing of a National Letter of Intent. Personal delivery of the National Letter of Intent is also prohibited.

- In sports other than women’s basketball, there shall be no limit on the number of contacts subsequent to the National Letter of Intent provided:
 1. Any contact at a prospects educational institution in men’s basketball shall be confined to the permissible contact period and shall not exceed one visit per week.
 2. No in-person, on- or off-campus contact may be made during a dead period.
 3. No on- or off-campus contact (including correspondence and telephone calls) may be made by a representative of our athletics interests, except those involving permissible pre-enrollment activities, and
 4. Contact at a site of the prospects competition shall continue to be governed by principles listed in bulletpoint 4.
 - In women’s basketball, there shall be no limit on the number of contacts subsequent to the National Letter of Intent provided:
 1. No in-person, on- or off-campus contact may be made during a dead period.
 2. No on- or off-campus contact (including correspondence and telephone calls) may be made by a representative of our athletics interests, except those involving permissible pre-enrollment activities, and
 3. Contact at a site of the prospects competition shall continue to be governed by principles listed in bulletpoint 4.
- b. **Evaluation** – NCAA Bylaw 13.02.6 – any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to the prospects educational institution (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.
 - A visit to a prospect’s school (without contact) counts as an evaluation for all prospects in that sport at that school.
 - Multiple evaluations made during the same day count as one evaluation.
 - In team sports, all prospects participating at any one time on a given day in a contest you observe are considered evaluated. A coach attending a competition in an individual sport on a specific day uses an evaluation for all prospects observed participating on that day.
- c. **Number of Recruiting Contacts & Evaluation** –
 1. **Sports other than Women’s Basketball** – In sports other than basketball, each institution is limited to seven annual recruiting opportunities (contacts and evaluations combined), during the academic year, per prospective student-athlete and not more than three of the seven may be contacts.
 2. **Women’s Basketball** – In women’s basketball, each institution is limited to five annual recruiting opportunities (contacts and evaluations combined) during the academic year per prospective student-athlete and not more than three of the five may be contacts.
 3. **Counting Contacts and Evaluations** – Contacts and evaluations occurring during the academic year must be counted towards the permissible number of recruiting opportunities. Evaluations outside of the academic year are not required to be counted to the permissible number of recruiting opportunities, however all contacts must.
 4. **Tournament Evaluations** – Evaluations during each day of a tournament held during the academic year shall count as a separate evaluation except as follows:
 1. Evaluation of multiple contests in a tournament that occurs on consecutive days shall count as a single evaluation
 2. Evaluation of multiple contests in a single tier of a tournament (district, regional, etc) shall count as a single evaluation.

- d. **Telephone calls** – NCAA Bylaw 13.1.3.1 - any electronically transmitted direct human interaction voice exchange shall be considered a telephone call – If you can hear another person’s voice it is a telephone call.
 - A countable call is one that is initiated by a coach in which the coach talks to the prospect or the prospect’s parents, relative or legal guardian(s) regarding the prospect.
 - Student-athletes may not telephone a prospect at their own or the institution’s expense. However the prospect may telephone a student-athlete or institutional staff member at the prospect’s own expense.
- e. **Official Visit** – NCAA Bylaw 13.02.13.1 - any visit to Longwood University that is financed in whole or in part by Longwood University. Only high school seniors, graduates, junior college or four-year college students may make an official visit. Official visits may not take place prior to the first day of classes of the senior year for high school prospects, except that men’s basketball prospects may be provided an official visit after January 1 of the prospect’s junior year in high school. Only one official visit may be provided to each prospect.
- f. **Unofficial visits** – NCAA Bylaw 13.6.1 - any visit to Longwood University that is paid for solely by the prospect and his/her family are permissible at any time. Exception – men’s basketball prospects may not make an unofficial visit during the month of July.
- g. **Recruiting Person Day - Men’s Basketball – NCAA Bylaw 13.02.7** – one coach engaged in an off-campus recruiting activity of a men’s basketball prospective student-athlete on one day (12:01 a.m. to midnight); two coaches engaged in recruiting activity on the day shall use two recruiting person days. Men’s basketball shall not exceed 130 recruiting person days.
- h. **Recruiting Person Day - Women’s Basketball – NCAA Bylaw 13.02.7** – one coach engaged in an off-campus recruiting activity of a women’s basketball prospective student-athlete on one day (12:01 a.m. to midnight); two coaches engaged in recruiting activity on the day shall use two recruiting person days. Men’s basketball shall not exceed 85 recruiting person days.
- i. **High School, Prep School, Two-Year College Coaches** – Entertainment of high school, prep school, or two-year college coaches are limited to the permissible 2 complimentary admissions (through a pass gate only) during a home athletics contest. Material items (clothing, tangible items), meals, lodging, travel, etc are prohibited unless expressly permitted by NCAA rules (i.e. lodging for all camp employees, etc).

3. Documentation – Head coaches or designee are responsible for documenting their recruiting activities as follows:

- a. **Telephone Log** – A telephone log shall be completed for all telephone contacts made to prospects. The log must include the date, time, length of call, name, telephone number, source from which the call was made, countable/noncountable designation, and any comments (i.e. Official Visit, NLI, day of contact). Telephone contact made after the signing of an NLI should also be documented. A copy of the telephone logs should be submitted to the Compliance Officer on the 10th of each month for the previous month’s telephone calls. Failure to submit the log by the 10th of each month could result in being prohibited from recruiting or other activity until those are completed.
- b. **Contacts and Evaluations** – A log of all contacts and evaluations shall be maintained for all prospects. The log should include the date, location, nature of the contact or evaluation, and contact with whom. A copy of the contact/evaluation logs shall be submitted to the Compliance Officer on the 10th of each month for the previous month’s contacts/evaluations. In the case of

multiple evaluations at a large tournament event, the head coach or designee is responsible for indicating the tournament and number of prospects evaluated. If any of those prospects are recruited prospects (i.e. those that have been offered an official visit, NLI, more than one telephone call has been initiated by the coaching staff, or contact has been made with), those prospects should be listed individually. Failure to submit the log by the 10th of each month could result in being prohibited from recruiting or other activity until those are completed.

c. Official Visits –

1. Pre-Visit Procedures – Head coaches or a designee shall submit a Recruit Identification Form, Official Visit Request Form, Copy of Official Visit Itinerary, Request for Travel Authorization (RTA), transcripts (high school or college) and PSAT, SAT or ACT scores to the Compliance Officer at least one week prior to the visit to obtain approval. The itinerary should include all scheduled activities including initial contact with prospect (when, where), arrival on-campus (when, where), meals, time spent with hosts, tours, attendance at games/events, meetings with faculty/staff/coaches, departure from campus, etc. It is the responsibility of the coaching staff to assure the prospect has registered with the NCAA Initial Eligibility Clearinghouse upon recruitment.
2. Student Host Instructions – Prior to an official visit, the head coach shall review the Student Host Instructions with each student-athlete that will be serving as a host. The head coach and student host will sign the Student Host Form indicating review of the instructions, receipt of any student host entertainment money and review of the Official Visit Policy prior to the visit. After the visit, the head coach and student host shall sign the Expense Reporting form indicating how much of entertainment money was spent and is being returned to the coach. This form should be sent to the Compliance Officer along with the Reimbursement Voucher and Paid Visit Expense Report (See Sections 3 and 4). See Sections 6 and E for more information on the Official Visit Policy and student host regulations.
3. Reimbursement Process – After the visit, the head coach or designee shall submit a Reimbursement Voucher along with appropriate receipts to the Compliance Officer before a reimbursement will be given. See Section 4 for more information on the Paid Visit Expense Report.
4. Paid Visit Expense Report – After the visit, the head coach or designee shall submit an Official Visit Expense Report separated by each day of the visit, including meals, entertainment, lodging, any other expenses and who received each expense. This form should be submitted during the reimbursement process. The Reimbursement Voucher may substitute for the Expense Paid Visit report provided all information noted above are included.
5. On-Campus Visit Log – A log of all official visits shall be completed and submitted to the Compliance Officer on the 10th of each month for the previous month's official visits. Failure to submit the log by the 10th of each month could result in being prohibited from recruiting or activity until those are completed.
6. Official Visit Policy – The head coach is responsible for reviewing the Official Visit Policy with all student hosts as well as prospects on an official visit at the start of each official visit. At the start of the official visit, the head coach and student host are responsible for signing the Student Host Form, which acknowledge the Official Visit Policy has been reviewed by the head coach, prospect and student host.

- d. Unofficial Visits – A log of all unofficial visits shall be maintained and submitted to the Compliance Officer on the On-Campus Visit Log on the 10th of each month for the previous

month's unofficial visits. Failure to submit the log by the 10th of each month could result in being prohibited from recruiting or other activity until those are completed.

- e. Student Host Regulations - The following are required for a student or student-athlete to act as a student host:
1. The student or student-athlete must be enrolled full-time.
 2. Only one student-host may be provided a free meal if attending a restaurant.
 3. The student host shall only receive money to entertain the prospect, the prospect's parents or spouse and the student host or any staff member accompanying the prospect.
 4. A maximum of \$30.00 a day will be provided to cover all entertainment expenses. An additional \$15.00 a day may be provided for each additional prospect being hosted by one student-athlete.
 5. A student host may not purchase alcoholic beverages regardless of whether the host or the prospect are of legal drinking age.
 6. No cash may be given to the visiting prospect.
 7. A student host may not use entertainment funds to purchase gifts for the prospect.
 8. A student host may not use transportation provided or arranged by a Longwood staff member or booster of the athletics program.
 9. A student host may not transport the prospect or friends/family more than 30 miles from campus.
 10. A student host should not allow recruiting conversations to occur, on or off campus, between a prospect and a booster
 11. A student host may receive complimentary admission when accompanying a prospect to an on campus athletics event.
 12. A student host shall be responsible for turning in any and all receipts the day after the visit.
- f. Transfer Students – A written release must be obtained from the previous institution's Director of Athletics for all domestic four-year college transfers prior to contact with the prospective student-athlete. The Compliance Officer will solicit a release at the request of a coach. For two-year college prospects, the Compliance Officer will send out a transfer information request at the request of the coach. Upon receipt of the transfer release/information request, the Compliance Officer will provide a copy of the response to the head coach.

The head coach or designee is responsible for submitting transcripts to the Compliance Officer at the first available opportunity to evaluate transfer eligibility for four-year and two-year college transfers. Transcripts should be current, including any courses that the student is registered for in a subsequent semester. The head coach or designee is also responsible for informing the Assistant Athletics Director/Compliance of desired degree majors. See Admissions and Eligibility Sections for further information regarding transfers

- g. Graduation Rate Reports, Banned Substances List, Academic Performance Rate & Initial Eligibility Requirements – Each head coach or designee must provide all prospective student-athletes with the NCAA Graduation Rates Reports, Banned Substances and Nutritional Supplements List, Academic Performance Rate reports and initial eligibility requirements at the first available opportunity and no later than the day prior to a prospect's signing of a NLI or signed acceptance of admittance or financial aid. A link to each of these documents is located on the NCAA Compliance page of our website. The head coach or designee may send this link to the prospective student-athlete at the first available opportunity to meet this requirement.

- h. Recruit Identification Form – The head coach is responsible for submitting a Recruit Identification Form for any prospect receiving an official visit, a National Letter of Intent, a Financial Aid Agreement, any prospect seeking an admissions evaluation and all freshmen or transfer student-athletes. Please review the corresponding sections for more information.

4. Recruiting Activity

- a. Approval – Each head coach or designee is responsible for submitting a Request for Travel Authorization to the Compliance Officer at least 48 hours prior to departure. The RTA must include the event, actual dates of active recruiting, teams participating, specific prospective student-athlete being evaluated or contacted, and location of the event. If the request is approved, it will be forwarded to the Assistant Athletics Director for Business for budgetary approval. It is the responsibility of the head coach to monitor recruiting calendar dates respective to their sport. The Compliance Officer will notify coaches of important recruiting dates as necessary. It is the responsibility of the head coach to monitor the number of recruiters off-campus at one-time and recruiting activity limits per prospective student-athlete.
- b. Basketball– The head coach or designee is responsible for completing the Summary of Recruiting Person Days and submitting it to the Compliance Officer at the end of the evaluation period. The Summary of Recruiting Person Days should include the date, the location of the evaluation and the coach responsible for the recruiting activity.
- c. Softball – The head coach or designee is responsible for completing the Summary of Evaluation Days and submitting it to the Compliance Officer at the end of the evaluation period. The summary of Evaluation Days should include the date of the evaluation/contact, the location and the coach responsible for the evaluation.

B. Complimentary Admissions

- 1. **Policy** - Complimentary Admissions to Longwood University Athletics Events shall be monitored by the Ticket and Athletics Event Manager and the Compliance Officer.
- 2. **Documentation**
 - a. Student-Athletes – Enrolled student-athletes in sports which charge admissions are eligible for four complimentary admissions to a home athletics event through a pass list only. The head coach is responsible for submitting the complimentary pass list to the Ticket and Athletics Event Manager at least 24 hours prior to the athletic event. Individuals receiving a complimentary admission to an athletic event are required to sign the pass list in order to receive admission to the event. The Pass List will be submitted to the Compliance Officer for review post-event.
 - b. Prospective Student-Athletes – Per Bylaws 13.6.6.1 and 13.7.2.1, prospective student-athletes on an official or unofficial visit may receive three complimentary admissions to a home athletics event through a pass list only. Complimentary admissions are only permissible for the prospective student-athlete and those persons accompanying the prospect on the official/unofficial visit on a single game basis. It is the responsibility of the head coach or designee to indicate on the Official/Unofficial Request Form the number of complimentary admissions. The head coach or

designee is also responsible for informing the Ticket and Athletics Event Manager of the complimentary admissions to be included on the pass list. The prospective student-athlete and those accompanying the prospect are required to sign the pass list to receive admission to the event. The pass list will be submitted to the Compliance Officer for review post-event.

- c. High School, Preparatory School and Two-Year College Coaches – Per Bylaw 13.8.1 high school, preparatory school and two-year college coaches may receive two complimentary admissions to a home athletics event through a pass list only. Additional tickets may not be reserved for the purpose of purchase by the high school, preparatory school or two-year college coach. The head coach or designee is responsible for informing the Ticket and Athletics Event Manager of the complimentary admissions to be included on the pass list. The guest is required to sign the pass list to receive admission to the event. The pass list will be submitted to the Compliance Officer for review post-event.

C. Eligibility

1. **Policy** - Monitoring the eligibility of student-athletes is the responsibility of the head coach, Compliance Officer and the Certifying Officer in the Registrar's Office. If a student-athlete has been declared ineligible or has not yet been declared eligible, it is the responsibility of the head coach to prohibit that student-athlete from practicing and competing until notified by the Compliance Officer. The Compliance Officer will serve as liaison to the NCAA Clearinghouse at the request of the coach if any problems need to be resolved.
2. **Initial Eligibility** - The Compliance Officer will determine initial eligibility for all freshman student-athletes through the NCAA Clearinghouse. It is the responsibility of the Compliance Officer to verify that all freshmen and new student-athletes have been certified by the NCAA Clearinghouse. Initial eligibility information shall be kept by the Compliance Officer in the student-athletes file throughout their participation at Longwood University.
 - a. Freshman Student-Athletes –It is the responsibility of the head coach or designee to inform all prospects about the NCAA Clearinghouse upon recruitment. Each prospect must complete and submit the Student Release Form along with a \$50.00 fee, which may be done by mail or on-line. Each prospect should then submit a copy of the Student Release Form to their high school guidance department and request his/her official transcripts and test scores be sent to the Clearinghouse. If a prospect has attended more than one high school, an official transcript from each school must be sent to the Clearinghouse for an evaluation. Test scores may be sent on the official high school transcript or directly from the testing agency. In addition to academic eligibility, the NCAA Clearinghouse will certify amateurism eligibility for all new Division I student-athletes. After registering with the NCAA Clearinghouse, the prospective student-athlete must complete a list of amateurism questions. The head coach is responsible for submitting a Recruit Identification Form to the Compliance Officer; the Compliance Officer shall activate the prospect with the NCAA Clearinghouse to monitor their status. The Clearinghouse status of all prospects will be updated weekly or monthly by the Compliance Officer and it shall be indicated on the Recruit Roster. It is the responsibility of the head coach or designee to monitor the initial eligibility status of his/her prospects to ensure the process is complete. Once the qualifier status has been declared, the Compliance Officer will update the Recruit Roster, Practice Roster and/or Competition Eligibility Roster to indicate the change in status. See Sections J, K and L for more information.

b. International Student-Athletes – It is the responsibility of the head coach or designee to inform all freshmen international prospects about the NCAA Clearinghouse upon recruitment. First-year international student-athletes must apply to the Clearinghouse by filling out a foreign student release form and paying a \$75.00 fee. The student must then supply original academic records (or certified [attested] copies of the original documents) and certified, literal English translations for records not originally in English sent (not faxed) to the Clearinghouse. In addition to academic eligibility, the NCAA Clearinghouse will certify amateurism eligibility for all new Division I student-athletes. After registering with the NCAA Clearinghouse, the prospective student-athlete must complete a list of amateurism questions. The head coach is responsible for submitting a Recruit Identification Form to the Compliance Officer, the Compliance Officer shall activate the prospect with the NCAA Clearinghouse to monitor their status. The Clearinghouse status of all prospects will be updated weekly or monthly by the Compliance Officer and it shall be indicated on the Recruit Roster. It is the responsibility of the head coach or designee to monitor the initial eligibility status of his/her prospects to ensure the process is complete. Once the qualifier status has been declared, the Compliance Officer will update the Recruit Roster, Practice Roster and/or Competition Eligibility Roster to indicate the change in status. See Sections J, K and L for more information.

1. International Student-Athlete Questionnaire – The head coach is responsible for having all international prospects, freshmen or transfers, complete the International Student-Athlete Questionnaire at the first available opportunity and returned to the Compliance Officer to evaluate amateur status. See the Admissions section for documentation required for admissions.

c. Walk-ons – If a walk-on is identified subsequent to the start of classes, the coach shall complete a Recruit Identification Form for the prospective student-athlete and have the prospect meet with the Compliance Officer. The Compliance Officer shall explain the Clearinghouse process if applicable or obtain the necessary information for an evaluation if the prospect is a transfer or an international student-athlete.

3. **Continuing Students** – All student-athletes must maintain their eligibility throughout the academic year if they wish to compete in intercollegiate athletics. Continuing eligibility will be monitored by the Compliance Officer and the Certifying Officer. If the eligibility status of a student-athlete changes at any time, the head coach and the student-athlete will be notified immediately. It is the responsibility of the head coach to prohibit an ineligible student-athlete from practicing or competing. Continuing eligibility information on all student-athletes shall be kept by the Compliance Officer on Compliance Assistant Internet.

a. Academic Eligibility

1. Full-time Status – The Registrar’s Office shall monitor full-time status on a daily basis and report any student-athletes who have dropped below full-time status to the Compliance Officer. If a student-athlete drops below full-time status, the head coach and the student-athlete will be notified immediately. The student-athlete shall be declared ineligible for competition and the head coach shall make certain the student-athlete does not practice or compete.

2. Six Credit Hour Requirement – All student-athletes must pass six credit hours per semester to maintain their eligibility. The Compliance Officer shall certify all student-athletes have met the six credit requirement after the fall and spring semesters. If a student-athlete has failed to meet this requirement the Compliance Officer and Certifying Officer shall notify the head coach and student-athlete immediately. Credit hours earned during winter or summer session may not be used to satisfy the six credit hour requirement.
3. Eighteen Credit Hour Requirement - All student-athletes must pass eighteen credit hours during each academic year or for the previous two regular academic terms to maintain their eligibility. The Compliance Officer shall certify all student-athletes have met the eighteen credit hour requirement after the spring semester. For a mid-year certifier, the Compliance Officer shall certify the student-athlete has met the eighteen credit hour requirement for the previous fall and spring semester at the conclusion of the fall semester. If a student-athlete has failed to meet this requirement the Compliance Officer and Certifying Officer shall notify the head coach and student-athlete immediately. Credit hours earned during winter or summer session may not be used to satisfy the eighteen credit hour requirement.
4. Progress Towards Degree/Percentage of Degree Requirements

Must complete a minimum of 24 hours of credit before the start of the institution’s third semester after initial full-time enrollment. A maximum of six credits hours may be earned during the summer prior to the third semester to meet the 24 hour requirement.

Percentage of degree/GPA requirements:

Second Year	%degree: none	GPA: 90% (1.8-2.25)*
Third Year	% degree: 40%	GPA: 95% (1.9-2.375)*
Fourth Year	% degree: 60%	GPA: 100% (2.0-2.5)*
Fifth Year	% degree: 80%	GPA: 100% (2.0-2.5)*

* The range in GPA is dependent upon the graduating GPA requirement for the student-athlete’s declared major.

5. Declaration of Major – All student-athletes entering their fifth semester of full-time enrollment must declare a major. The Registrar’s Office and Compliance Officer shall be responsible for monitoring the declaration of majors.
4. **Continuing Eligibility of Transfers** – Eligibility of transfer students will be determined by a transfer evaluation by the Admission’s and/or Registrar’s Office. The head coach or designee is responsible for submitting three copies of a Recruit Identification Form and college transcripts from all colleges attended to the Compliance Officer at the first available opportunity. One copy of the transcript(s) and Recruit Identification Form will be sent to the Admission’s Office for an evaluation of transferable credits. The Compliance Officer will also determine the initial qualifier status from the NCAA Clearinghouse. The Compliance Officer shall request any additional information necessary to complete an evaluation of eligibility. The eligibility status of all transfer student-athletes will be

indicated on the Recruit Rosters, Practice Rosters and Competition Eligibility Rosters. It is the responsibility of the head coach or designee to monitor the status of all transfers student-athletes. See Sections J, K and L for more information.

5. Compliance Forms and Eligibility Documents

- a. Student-Athlete Statement – The Compliance Officer shall be responsible for administering the NCAA Student-Athlete Statement and Summary of NCAA Rules to all student-athletes each academic year. All student-athletes and managers must complete the NCAA Student-Athlete Statement prior to any practice or competition. This documentation will be kept in the student-athlete’s file until the completion of their participation at Longwood.
- b. Drug-Testing Consent Form - The Compliance Officer shall be responsible for administering the NCAA Drug-Testing Consent Form to all student-athletes each academic year. **All student-athletes must complete the Drug-Testing Consent Form prior to any practice or competition.** This documentation will be kept in the student-athlete’s file until the completion of their participation at Longwood University. Any student-athlete under the age of 18 will be required to have a parent’s signature. The Compliance Officer will fax the Drug-Testing Consent Form in order to obtain this signature. A parent’s signature must be obtained before such student-athlete will be eligible for practice or competition.
- c. General Amateurism and Eligibility Form - The Compliance Officer will be responsible for administering the NCAA General Amateurism and Eligibility Form each academic year. All new international student-athletes must complete the General Amateurism and Eligibility Form before practice or competition. This documentation will be kept in the student-athlete’s file until the completion of their participation at Longwood.
- d. Medical Pre-participation Clearance - All student-athletes must meet the medical requirements established by the Longwood Athletic Training Room. This includes completing a Parent’s Information Form, a copy of insurance card, Release of Information Waiver, a medical physical, Athletic Training Policy and a Risk and Liability Waiver. Contact the Athletic Training Room for more information.
- e. Competition Form - In order to document seasons of eligibility, the head coach must complete the Longwood University Competition Report and submit it to the Compliance Officer at the conclusion of the academic year.
- f. Walk-on Tryouts - The head coach or designee is responsible for declaring a tryout period with the Compliance Officer before any tryout may occur. Tryout participants must complete the Tryout Waiver prior to participation. Each participant has 14 consecutive days to tryout before having the complete all eligibility documentation. **The Compliance Officer must confirm, in writing, that all participants are eligible for tryout before any activity may take place.**
- g. Outside Competition - It is the responsibility of the head coach and Compliance Officer to monitor his/her student-athletes participation in any and all outside competition. The student-athlete must submit an Outside Competition Approval Form to the Compliance Officer for approval prior to any outside competition.

- h. Student-Athlete Employment – Each student-athlete must complete a Student-Athlete Employment Form if they wish to be employed during the academic year. It is the responsibility of the head coach to ensure that all student-athletes complete this form and submit it to the Compliance Officer to review.
- i. Recruit Rosters – The Compliance Officer will maintain a Recruit Roster for each team at the start of the spring semester. The Recruit Roster will include all prospects, freshmen or transfer, their Clearinghouse or eligibility status, admissions status and comments regarding eligibility, missing documents, etc. During the spring semester, the recruit roster will be updated monthly and distributed to coaches at each departmental staff meeting. During the months of June and July, the Recruit Roster will be updated every Monday and placed in each coach’s mailbox. Coaches are responsible for monitoring the status of each prospective student-athlete and informing prospects of issues that need to be addressed. See section K for Practice Rosters.
- j. Practice Rosters – Beginning in August and January, the Compliance Officer will maintain a practice roster for each team. The practice roster will include all new and returning student-athletes and indicate which student-athletes are eligible for practice, competition and financial aid. If a student-athlete is not eligible for any of these categories, an explanation will be provided. It is the responsibility of the head coach or designee to monitor all practice rosters, to inform student-athletes or prospects of any issues that need to be addressed and withhold any student-athlete from practice or competition if deemed ineligible. If the eligibility status of a student-athlete changes, the head coach must receive written confirmation from the Compliance Officer before a student-athlete can begin practice or competition. It is the responsibility of the head coach to have a Practice Roster in writing before any practice activities occur.
- k. Competition Eligibility Roster – Each semester, prior to the first scheduled contest in each sport, the Compliance Officer and the Registrar’s Office will complete a Competition Eligibility Roster. The Certifying Officer, Compliance Officer and Head Coach must sign the Competition Eligibility Roster prior to competition. If a student-athlete is listed as ineligible, the head coach is responsible for withholding that student-athlete from competition. An ineligible student-athlete may not receive travel expenses for an away-from home contest. If a student-athlete becomes eligible, the Compliance Officer and the Certifying Officer will produce a new Competition Eligibility Roster indicating the change in eligibility status, to be signed by all parties. A head coach must receive and sign a new Competition Eligibility Roster before a student-athlete may be allowed to compete. It is the responsibility of the head coach to complete the Competition Eligibility Roster with the Assistant Athletics Director/Compliance prior to any competition (this includes scrimmages, exhibitions, etc).
- l. Squad List (Bylaw 14.10.2) – Prior to your first scheduled contest, the Compliance Officer will complete a NCAA Squad List. Any student-athlete participating in intercollegiate competition must appear eligible on that roster prior to any competition. The roster will be signed by the Compliance Officer and the Athletics Director. The head coach is responsible for signing Squad List, along with the Competition Eligibility Roster, prior to the first scheduled competition in each semester.

D. Financial Aid

1. **Policy** - Monitoring of financial aid limits and requirements will be the responsibility of the Compliance Officer and the Office of Financial Aid. Student-athletes may not receive athletically related financial aid over a full grant-in-aid, which includes tuition, fees, room, board and books. A student-athlete may receive any other financial aid unrelated to athletic ability up to the full cost-of-attendance; or the value of a full grant-in-aid plus a Federal Pell Grant, whichever is greater. It is the responsibility of the head coach and the Compliance Officer to monitor the individual team limits for financial aid. Longwood University Policy only allows full athletic scholarship recipients to receive aid for books.
2. **Athletic Financial Aid Agreement** - The head coach shall be responsible for completing an Athletic Financial Aid Agreement and submit it to the Compliance Officer. The Compliance Officer is responsible for monitoring financial aid limits offered based on budgets. The Financial Aid Agreement must be signed by the Associate Director of Financial Aid and the Athletic Director. A copy of the Athletic Financial Aid Agreement will be kept on file while the remaining copies must be mailed to the prospect and signed by the prospect and the prospect's legal guardian. Once the form is completed it should be mailed to the Compliance Officer and placed on file in the Athletic Department and the Office of Financial Aid.
3. **Team/Individual Limits** - The Compliance Officer and the Office of Financial Aid shall be responsible for monitoring all athletic and outside financial aid for all student-athletes to assure that team and individual financial aid limits are not exceeded.
 - a. Counter – A counter is a student-athlete included in the maximum awards limitations for each sport.
 - b. Athletics Aid Received – A student-athlete who is receiving financial aid based in any degree upon athletics ability shall be considered a counter for the academic year in which the aid is awarded.
 - c. Non-recruited Student-Athlete – A student-athlete who is not recruited by the institution and who is not receiving any institutional financial aid shall not be a counter. Institutional financial aid includes any scholarships, grants, tuition waivers, loans (that do not require repayment) and aid from an established outside organization (i.e., church organizations, youth sports organizations, etc.) that is awarded based on athletics ability and is administered by the institution.
 - d. Academic Honor Awards – Academic honor awards are exempt from the team equivalency provided the student-athlete recipient was ranked in the upper 10% percent of his/her high school class, received a core GPA of 3.5 or a minimum of 1200 on the SAT or 105 on the ACT.
4. **Reduction/Cancellation of Aid** - Reductions or cancellations of aid during the period of the award may only occur if the student-athlete:
 - a. Renders himself/herself ineligible for competition
 - b. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement
 - c. Engages in serious misconduct warranting substantial disciplinary penalty; or
 - d. Voluntarily withdraws from a sport at any time for personal reasons

For reductions or cancellations of aid after the period of the award, the head coach or designee shall inform the Compliance Officer at the time the student-athlete has quit or been removed from the team. The Compliance Officer will inform the Associate Director of Financial Aid and a Cancellation/Reduction/Nonrenewal Letter will be sent to the student-athlete. The letter will indicate to the student-athlete that they have ten days to appeal the decision in writing to the Associate Director of Financial Aid.

5. **Outside Aid** - All student-athletes must report any outside financial aid to the Compliance Officer. Outside Aid must be indicated on their Eligibility Paperwork and the Student-Athlete Financial Aid Report. Each head coach will be informed by the Associate Director of Financial Aid of any student-athlete that will be responsible for completing the Outside Scholarship Questionnaire and submitting to the Office of Financial Aid. The Associate Director of Financial Aid shall be responsible for evaluating all financial aid to assure that team and individual limits have not been exceeded.
6. **Student-Athlete Employment** - Prior to employment, all student-athletes must complete the Longwood Student-Athlete Employment Form. The student-athlete must obtain the employer's information prior to submitting the form to the Compliance Officer.
 1. International Student-Athletes – International student-athletes are prohibited from working off-campus unless it is required for their degree program and then must be approved by the Office of International Education.
 2. Guidelines – The guidelines for student-athlete employment are as follows:
 1. Student-athletes may not receive compensation for value or utility the student-athlete may have for the employer because of publicity, reputation, fame or personal following.
 2. Student-athletes must be compensated only for work actually performed.
 3. Student-athletes must be compensated at the rate commensurate with the going rate in that locality for similar services.
7. **Squad List** – The Compliance Officer will produce the NCAA Squad List prior to the first competition of each semester. The Squad List must be signed by the Athletics Director and head coach prior to any competition each semester.

E. Admissions

1. **Policy** – The Dean of Enrollment Management is responsible for ensuring all student-athletes are admitted under the same guidelines as the general student applicant. The Compliance Officer is responsible for sending all appropriate paperwork to the Associate Director of Admissions, monitoring admissions status and serving as liaison between the Athletic Department and the Admissions Office.
2. **Documentation** – The head coach or designee shall be responsible for submitting appropriate documentation to the Compliance Officer in a timely manner as outlined below.
 - a. Freshmen Prospective Student-Athletes – The head coach or designee is responsible for submitting two copies of the Recruit Identification Form and all transcripts and test scores to the Compliance Officer for evaluation of eligibility status. The Compliance Officer will forward a copy of all documents to the Associate Director of Admissions for an evaluation of admissibility. The Associate Director of Admissions will send an email regarding the evaluation and/or decision

to the Compliance Officer and head coach. In the case a student-athlete is not immediately admissible the Compliance Officer will serve as liaison to discuss the decision. The Associate Director of Admissions will forward the transcripts and test scores to the Director of Admissions for evaluation. The decision will go before a committee within the Admissions Office. The Compliance Officer and head coach will be sent an email regarding the final decision. A letter of acceptance or denial will not be sent to a prospective student-athlete without first informing the Compliance Officer and the head coach. The Compliance Officer will indicate the admissions status of all prospects on the Recruit Roster. It is the responsibility of the head coach to monitor the status of all prospects on the Recruit Roster.

The prospective student-athlete is responsible for submitting a completed application, copies of all official documents and a \$40.00 application fee to the Admissions Office. The application fee is only waived for out-of-state students. The head coach is responsible for informing the student-athlete to include their sport on the application.

- b. Transfers - The head coach or designee is responsible for submitting two copies of a Recruit Identification Form and all transcripts (for any institution attended) to the Compliance Officer for evaluation or eligibility status. The Compliance Officer will forward a copy of all documents to the Associate Director of Admissions for an evaluation of admissibility. The Admissions Office will evaluate all transcripts for transferable credits. See eligibility section for more information. The Associate Director of Admissions will send an email regarding the evaluation and/or decision to the Compliance Officer and head coach. In the case a student-athlete is not immediately admissible the Compliance Officer will serve as liaison to discuss the decision. The Associate Director of Admissions will forward the transcripts and test scores to the Director of Admissions for evaluation. The decision will go before a committee within the Admissions Office. The Compliance Officer and head coach will be sent an email regarding the final decision. A letter of acceptance or denial will not be sent to a prospective student-athlete without first informing the Compliance Officer and the head coach. The Compliance Officer will indicate the admissions status of all prospects on the Recruit Roster. It is the responsibility of the head coach to monitor the status of all prospects on the Recruit Roster.

The prospective student-athlete is responsible for submitting a completed application, copies of all official documents and a \$40.00 application fee to the Admissions Office to complete the admissions process. The application fee is only waived for out-of-state students. The head coach is responsible for informing the student-athlete to include their sport on the application.

- c. International Student-Athletes - The head coach or designee is responsible for submitting a Recruit Identification Form, a copy of secondary school transcripts and/or college transcripts, in the original language and English translation, an explanation of the grading system and scale, SAT scores and a TOEFL score to the Compliance Officer. The Compliance Officer will forward a copy of all documents to the Associate Director of Admissions for an evaluation of admissibility. The Associate Director of Admissions will send an email regarding the evaluation and/or decision to the Compliance Officer and head coach. In the case a student-athlete is not immediately admissible the Compliance Officer will serve as liaison to discuss the decision. The Associate Director of Admissions will forward the transcripts and test scores to the Director of Admissions for evaluation. The decision will go before a committee within the Admissions Office. The Compliance Officer and head coach will be sent an email regarding the final decision. A letter of acceptance or denial will not be sent to a prospective student-athlete without first informing the

Compliance Officer and the head coach. The Compliance Officer will indicate the admissions status of all prospects on the Recruit Roster. It is the responsibility of the head coach to monitor the status of all prospects on the Recruit Roster.

The prospective student-athlete is responsible for submitting a completed application, copies of all official secondary school documents (in the original language and English translation), TOEFL scores, Financial Certification Form, Certified Bank Statement, explanation of the grading system and scale and a \$40.00 application fee to the Admissions Office to complete the admissions process. The head coach is responsible for informing the student-athlete to include their sport on the application.

F. Playing and Practice Season

- 1. Policy** – The Compliance Officer shall be responsible for monitoring the playing and practice seasons for all sports. This includes monitoring playing season declarations, athletically related activities, practice hours in-season and out-of-season and the number of contests.
- 2. Documentation** – The head coach or designee shall be responsible for completing and submitting all playing and practice season documentation to the Compliance Officer as instructed. Playing and practice season documentation shall be kept in the Compliance Officer throughout the academic year. If a head coach wishes to make a change to their declared playing and practice season, they must meet with the Compliance Officer to discuss and document such change.
 - 1. Declaration of Playing Season** – The head coach shall be responsible for completing and submitting the Declaration of Playing Season to the Compliance Officer for their respective sport. For early fall sports (i.e. field hockey, soccer), the head coach shall also be responsible for submitting the First Date of Practice Worksheet as instructed each academic year.
 - 2. Weekly Practice Reports** – The head coach or designee shall be responsible for submitting monthly practice reports on the 10th of each month. The institutional practice week is defined as Sunday through Saturday. For each day, the head coach or designee is responsible for indicating the date and the length of the activity in all team activities in the following areas: practice, competition, team meeting, conditioning, weight training and film review. Any individual skill instruction activity must be completed on the Individual Skill Instruction Form, for in-season and out-of-season activity.
 - 3. Individual Skill Instruction** – The head coach or designee is responsible for completing a weekly Individual Skill Instruction Form for all individual skill instruction and submit to the Compliance Officer on the 10th of each month. The form should follow the institutional practice week of Sunday through Saturday. For each day, indicate the time of activity and all student-athletes that participated in that activity. For all sports except basketball, no more than four student-athletes may be participating in individual skill instruction with a coach in any facility at one time.
 - 4. Changes to Roster** – The head coach or designee is responsible for informing the Compliance Officer of any changes to the roster throughout the academic year. Roster changes should be sent to the Compliance Officer in via email at the time of the change. A roster change shall indicate the student-athlete, date of the change and the reason for the change (i.e., student-athlete was cut,

quit the team, etc.). For additions to the roster, please follow the guidelines set for walk-ons or tryouts, as appropriate.

3. **Countable Athletically Related Activities** – The following activities are considered countable athletically related activities for the purpose of practice hour limitations.
 1. Practice (no more than four hours per day)
 2. Athletic meetings with a coach that is initiated or required by the coach
 3. Competition (counts as 3 hours regardless of actual length)
 4. Field, floor or on-court activities
 5. Setting up offensive and defensive alignments
 6. On-court or on-field activities called by any member of the team and confined to members of the team
 7. Required weight training and conditioning activities
 8. Required participation in camps/clinics
 9. Visiting the competition site in golf or cross country
 10. Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff
 11. Discussion or review of film
 12. Participation in a physical activity class for student-athletes only and taught by athletics staff
 13. Participation in National Youth Sports Program clinics in which student-athletes and coaches are both present

4. **Non-countable Athletically Related Activities** – The following activities are not considered countable athletically related activities for the purpose of practice hour limitations.
 1. Compliance Meetings
 2. Meetings with a coach that is initiated by the student-athlete
 3. Drug/Alcohol educational meetings or CHAMPS/Life Skills meetings
 4. Study hall, tutoring or academic meetings
 5. Student-athlete advisory committee/Captain's Council meetings
 6. Voluntary weight training not conducted by a coach
 7. Voluntary sport-related activities, no attendance taken, no coach present
 8. Traveling to/from the site of competition
 9. Training room activities
 10. Recruiting activities (e.g., student host)
 11. Training table meals
 12. Attending banquets
 13. Fund-raising activities or public relations/promotional activities and community service project

G. Camps and Clinics

1. **Policy** - The Compliance Office is responsible for overseeing all sports camps and clinics that involve Longwood University student-athletes and staff.

2. **Documentation** – For all institutional camps, the head coach or designee will be responsible for completing a Sports Camp/Clinic Documentation Packet and submitting to the Compliance Officer. Upon approval the Compliance Officer will forward to the Assistant Athletics Director for Business and then the Athletics Director for final approval. All approvals must be complete prior to

publicizing the camp, ordering supplies, etc. Please see the Sports Camp/Clinic Handbook for more information.

- a. Camp/Clinic Description Form – The Camp/Clinic Description Form provides detailed information about the camp/clinic including a purpose for the camp, age and number of participants and camp fee information. This document shall be submitted to the Compliance Officer no later than one month prior to the start of the camp/clinic for approval.
- b. Camp Brochure – The head coach or designee is responsible for submitting a copy of the camp brochure to the Tickets and Athletics Event Manager prior to printing for approval. Camp brochures are restricted to a single two-sided sheet not to exceed 17” x 22” when completely open. Camp brochures may be provided to prospects prior to September 1 of the junior year.
- c. Student-Athlete Work Description/Compensation Form – The Student-Athlete Work Description/Compensation Form must be completed and submitted to the Tickets and Athletics Event Manager no later than two weeks prior to the start of the camp/clinic.
 - Student-athletes may be employed at a camp/clinic provided:
 - The student-athlete performs duties of a supervisory character, coaching or officiating nature.
 - Compensation provided to the student-athlete shall be commensurate with the going rate for camp/clinic counselors of like teaching ability and camp/clinic experience and may not be paid on the basis of value that the student-athlete may have for the employer because of reputation or fame the student-athlete has achieved.
 - A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance.
 - The student-athlete cannot participate in any organized practice activities other than during the institution’s declared playing season.
- d. Coaches’ Outside Camp/Clinic Employment Form – In order to be employed at an outside camp or clinic, you must complete the Coaches’ Outside Camp/Clinic Employment Form. This must be completed and submitted to the Tickets and Athletics Event Manager for outside institutional camps and privately-owned camps.
- e. Camp/Clinic Staff and Compensation Form – The head coach or designee is responsible for completing and submitting the Camp/Clinic Staff and Compensation Form to the Tickets and Athletics Event Manager no later than one week prior to the start of camp.

H. National Letter of Intent

1. **Policy** – The Compliance Office is responsible for issuing all National Letters of Intent to prospective students and ensuring all NLI deadlines are met.

2. **Documentation** – For all National Letters of Intent, the head coach is responsible for submitting the following documents in a timely manner.
 - a. Recruit Identification Form – The head coach or designee is responsible for submitting a complete Recruit Identification Form to the Compliance Office in advance of issuing an NLI.
 - b. Transcripts/Test Scores – The head coach or designee is responsible for submitting a copy of the prospect’s high school transcript and test scores, along with the Recruit Identification Form, to the Compliance Office. The Compliance Officer will forward these documents to the Director for Admissions to determine admissibility. If the prospect has been admitted or is being considered for admissions by the Admission’s Office, the NLI may be issued. If the prospect does not appear to be admissible to the university, a NLI will not be issued.
 - c. NLI – Once a prospect is determined to be admissible, the head coach or designee is responsible for submitting a complete, hand written copy of the NLI to the Compliance Office.
 - d. Financial Aid Agreement – Along with the NLI, the head coach or designee is responsible for submitting a complete hand-written copy of the Financial Aid Agreement to the Compliance Office.

Once all documents and procedures have been completed, the Compliance Officer will send the copies to the Administrative Assistant to be prepared, obtain the signature of the Athletic Director and Director of Financial Aid and sent out via mail. Once the signed NLI has been received, the head coach will be notified. **Please note: The NLI must be signed by the prospect and his/her parent within 14 days of the date issued. The signed NLI must be filed with the conference office within 21 days of the time the prospect and his/her parent sign. Please be cautious of this time limit and encourage prospects to complete the NLI and return to Longwood as soon as possible.**

Also, the National Letter of Intent may not be hand delivered and a coach may not be present at the time of an off-campus signing.

I. Equipment Issue Policy

1. **Policy** – The Compliance Office is responsible for monitoring equipment and apparel that is issued to student-athletes.
2. **Documentation** – The head coach or designee shall be responsible for documenting all equipment and apparel that is issued to student-athlete, retrieved from student-athletes or kept by student-athletes on an annual basis.
 - a. **Equipment/Apparel Log** – The head coach or designee shall complete the Equipment/Apparel Log annually for each student-athlete. The log must include the student-athlete’s name, academic year the log is being taken, the item of equipment or apparel, purchase price, date issued/received, return date, equipment/apparel kept, market value, price paid (if any by student-athlete), and/or if equipment/apparel was issued for the summer period.

J. Awards and Benefits

1. **Policy** – The Compliance Office is responsible for monitoring all awards and benefits received by all Longwood student-athletes. Student-athletes will be educated at their compliance meeting at the beginning of each academic year regarding extra benefits. Coaches and staff will be educated each year on the legislation regarding awards and benefits and are responsible for ensuring any extra benefit that is received by their student-athletes is approved by the NCAA and the Longwood Compliance Office prior to receiving the award or benefit. If a coach or staff member becomes aware of an extra benefit received by a Longwood student-athlete, they are responsible for reporting that extra benefit to the Compliance Officer immediately.
2. **Documentation** – The head coach or designee is responsible for completing the following documentation in the area of awards & benefits
 - a. **Annual Team Awards** – Any awards given to student-athletes for performance or participation, other than those given at the Annual Academic and Athletic Department Banquets must be approved by the Compliance Office prior to distribution. The head coach or designee is responsible for completing the Annual Team Award Request Form prior to ordering team awards. The request should include the student-athlete to receive the award, the type of award and the value of the award. Please reference NCAA Bylaw 16.1.4 for information regarding the value limit for specific awards given to student-athletes each year. Please note: the Senior Blanket given by the Athletics Department must be included in the value limit of participation awards given to seniors each year.

K. Amateurism

1. **Policy** – The Compliance Office and head coaches are responsible for ensuring the amateurism of all Longwood student-athletes. Student-athletes shall be amateurs in order to be eligible for intercollegiate competition.
2. **Definitions** – Student-athletes shall be amateurs in order to be eligible for competition in intercollegiate athletics. A student-athlete will lose their eligible for intercollegiate competition if they:
 - Use their athletics skills (directly or indirectly) for pay in any form in their sport
 - Accept a promise of pay (even if the pay will be after graduation or completion of their eligibility)
 - Sign a contract or commitment to play professional sports
 - Receive (directly or indirectly) a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization
 - Compete on any professional athletics team even if no pay or remuneration for expenses is received (except for tennis and golf)
 - Enter in to a professional draft or agreement (written, oral, handshake) with an agent.
3. **Documentation**
 - a. Student-Athlete Statement – Each student-athlete will receive a rules education session at the start of each academic year, which includes information on amateurism. Each student-athlete will then sign the NCAA Student-Athlete Statement which affirms that they understand the

NCAA rules and are eligible for intercollegiate competition under each NCAA principle, including amateurism.

- b. Outside Competition Form – To ensure amateurism while a student-athlete is enrolled in Longwood University, if a student-athlete wishes to participate in competition outside of Longwood, they shall complete the Outside Competition Form, which shall be approved by the Compliance Officer prior to any competition.
 - c. International Student-Athlete Questionnaire – Each international prospective student-athlete shall complete the International Student-Athlete Questionnaire prior to arriving on campus. Each head coach is responsible for sending the Questionnaire to the international prospect at the first available opportunity in the recruiting process.
- 4. Institutional, Educational, Nonprofit and/or Charitable Promotional Activities** – NCAA Bylaw 12.5.1.1 - The NCAA permits under certain circumstances for a student-athlete or his/her name or picture to be used for institutional, educational, nonprofit and/or charitable promotional activities. Any such participation requires prior approval by the Director of Athletics or his/her designee. A student-athlete may not miss class for such activities. If a student-athlete, his/her coach or athletic department staff member is asked to participate in any such activity, contact the Compliance Officer prior to any participation in such activity. While most types of events or projects are permissible, it is important to have a clear understanding of what activities will be taking place. Failure to do so could result in a loss of eligibility and financial aid for the student-athlete.

Annually, each student-athlete will grant permission to Longwood University and any entity within to use his/her name, picture, appearance or likeness to promote the enhancement of the University within the NCAA Bylaws. If a student-athlete is asked to participate in a promotional activity involving Longwood University, he/she or the coach must inform the Compliance Officer prior to participation to approve the promotional activity. If an outside organization wishes to use the name, picture, appearance or likeness of a student-athlete to promote their event/activity, the student-athlete must meet with the Compliance Officer prior to the event for approval.

L. Agents

1. **Policy** – The NCAA strictly prohibits student-athletes from entering into an agreement (written, verbal, or otherwise) for the purpose of marketing a student-athletes ability or reputation in a sport. The penalty for such action is immediate ineligible for intercollegiate athletics and if such information is not reported immediately, possible forfeiture of athletics competitions. Therefore, it is extremely important for coaches and administrative staff to continuously educate student-athletes regarding agents, especially those that may be targeted by agents.

The Compliance Officer shall provide information to all student-athletes at the start of each academic year regarding agents. All student-athletes will be encouraged to report any contact by an agent or athletic talent scout with themselves, their parents, friends or other family members.

Communication is the most effective tool in the area of agents and monitoring is of the utmost importance for the student-athlete and the athletic programs. If a student-athlete wishes to explore his/her option in professional sports, they should set up a meeting with the Compliance Officer.

NCAA Rules Violations

A. NCAA Certificate of Compliance.

All athletic department staff members (including part-time staff members and clerical staff) must sign a Certificate of Compliance form each year, attesting that the individual has reported any knowledge of involvement in any NCAA violation involving Longwood University. Each staff member should be committed to building a successful athletic program within NCAA and University guidelines. It is the responsibility of all staff members to inform the Compliance Officer of any alleged violations immediately.

B. Secondary Violations and Major Violations

A secondary violation is a violation that is isolated or inadvertent in nature, provides or is intended to provide only a minimal recruiting, competitive or other advantage and does not include any significant recruiting inducement or extra benefit. All violations other than secondary are major violations, specifically including those that provide an extensive recruiting or competitive advantage.

C. Policies and procedures for investigating and reviewing possible Violations.

1. Any potential or self-discovered NCAA rules violations are to be reported immediately to the Compliance Officer. A violation may be reported by any individual who has reason to believe a violation of NCAA bylaws may have occurred.
2. The Compliance Officer will inform the Director of Athletics of the alleged violation and will initiate a preliminary investigation to determine the facts by interviewing all the parties involved in the alleged violation.
3. The Compliance Officer will determine if a secondary violation has occurred and will determine if it is a Level I or Level II violation.

Level I violations will continue to be reported to the NCAA national office as they occur and are discovered, and will continue to be processed by the enforcement staff. Level I violations include:

- Specific Bylaws 10-16 cited on the NCAA Website, plus;
- Any violations of bylaws other than those contained in Bylaws 10-17;
- All intentional violations;
- Any violations not isolated or limited in scope; and
- Any similar violations that previously have occurred in the same sport during that same year.

Level II violations will be processed by institutions and a violation report will be submitted to the NCAA on an annual basis for review.

All inadvertent, isolated violations of the operating bylaws (Bylaws 10-17) not identified as Level I violations are considered to be Level II violations.

All Level II violations are either de minimis (do not affect eligibility) or restitution (repayment of value of impermissible benefit if \$100 or less in D-I).

Level II violations require institutions to impose specific penalties as outlined on the NCAA Website.

A copy of any secondary violation or major violation report will be sent to the involved staff members, the Director of Athletics, and Faculty Athletics Representative (FAR) and the President.

4. After determination of the level of violation, the Compliance Officer will propose appropriate penalties to the Athletics Director. Proposed penalties will include, but will not be limited to those prescribed penalties by the NCAA for selected violations.
5. If a Level II violation has occurred, the Compliance Officer will record the violation in a Level II Summary to be sent to the NCAA.
6. If a Level I violation has occurred, the Compliance Officer shall report the violation immediately to the NCAA.
7. If the violation affects the eligibility of a student-athlete, the Compliance Officer shall be responsible for seeking reinstatement of the student-athlete's eligibility, including preparing documents, filing documents and communicating with the NCAA Student-Athlete Reinstatement Staff.

In the case of an alleged major violation or one involving the Athletics Director or the Compliance Officer, the appropriate individual shall inform the Faculty Athletics Representative and/or University President immediately. The FAR and/or President shall determine who is responsible for investigating the alleged violation based on the nature of the incident.

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