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IUPUI | Department of Intercollegiate Athletics

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University Organization and Administration

Indiana University Mission Statement

Indiana University is a major multi-campus public research institution, grounded in the liberal arts and sciences, and a world leader in professional, medical, and technological education. Indiana University's mission is to provide broad access to undergraduate, graduate, and continuing education for students throughout Indiana, the United States, and the world, as well as outstanding academic and cultural programs and student services. Indiana University seeks to create dynamic partnerships with the state and local communities in economic, social, and cultural development and to offer leadership in creative solutions for 21st century problems. Indiana University strives to achieve full diversity, and to maintain friendly, collegial, and humane environments, with a strong commitment to academic freedom.

IUPUI Mission Statement

Indiana University-Purdue University Indianapolis (IUPUI), a partnership between Indiana and Purdue Universities, is Indiana's urban research and academic health sciences campus. IUPUI's mission is to advance the State of Indiana and the intellectual growth of its citizens to the highest levels nationally and internationally through research and creative activity, teaching and learning, and civic engagement. By offering a distinctive range of bachelor's, master's, professional, and Ph.D. degrees, IUPUI promotes the educational, cultural, and economic development of central Indiana and beyond through innovative collaborations, external partnerships, and a strong commitment to diversity.

In pursuing its mission and vision, IUPUI provides for its constituents excellence in:

- Teaching and Learning
- Research, Scholarship, and Creative Activity
- Civic Engagement, Locally, Nationally, and Globally

With each of these core activities characterized by:

- Collaboration within and across disciplines and with the community,
- A commitment to ensuring diversity, and
- Pursuit of best practices

IUPUI Department of Athletics Mission Statement

The mission of intercollegiate athletics at IUPUI is to provide athletics programs that contribute in an effective and meaningful manner to the achievement of the broader goals of the university. The athletics programs should aspire to enhance the complete educational experience of students, promote the matriculation and retention of students, advance the reputation of IUPUI, and cultivate pride, spirit, loyalty and support of students, alumni and the community-at-large.

The specific goals of intercollegiate athletics include:

- To assist the campus in student recruitment directly and indirectly
- To help in promoting the image and identity of the campus within the university and into the community

- To provide access to higher education through athletics scholarships for students who otherwise might not be able to afford a college education
- To facilitate the integration of the intercollegiate athletics department and student-athletes into the university community
- To play each sport at a competitive level
- To maintain well rounded, balanced programs that ensure gender and racial equity and that respond to student interests
- To comply fully with a governing athletics association
- To operate fiscally sound and prudent athletics programs
- To maintain programs that serve as models for leadership, on which the university community and the state of Indiana may look with pride
- To emphasize that academics are the priority of the student-athlete's college experience and ensure that all student-athletes progress each year toward graduation, culminating with the awarding of a bachelor's degree in the educational experience
- To provide excellence in learning experiences for student-athletes, including leadership, team building, and community service, and to provide laboratory experiences for student athletic trainers and managers
- To provide through partnerships, role models and mentors for other students and young people in the community who might not otherwise aspire to attend a college or university
- To help create understanding of the campus mission through inter-institutional competition with urban universities
- To serve as a rallying point for involving alumni and the community with the campus

IUPUI Office of Athletics Compliance Mission Statement

The Office of Athletics Compliance at IUPUI maintains the university's loyal commitment to uphold the integrity of the National Collegiate Athletic Association (NCAA) and Summit League. It is our mission to demonstrate the highest standards of ethical behavior, and strict adherence to the letter and spirit of NCAA and League regulations. This office is devoted to educating and supporting coaches, staff, student-athletes and other individuals involved with the athletics program in their institutional responsibilities under the rules, to discover and report any violations that occur, and to implement systems that provide guidance in how to work within the rules.

The University is firmly committed to the principle of institutional control. All individuals involved in IUPUI Athletics have the responsibility to maintain reasonable knowledge of the rules and to act in full compliance with NCAA and League regulations. The Office of Athletics Compliance is committed to promoting a comprehensive monitoring program that includes strong controls and ensures that all individuals comply with the aforementioned regulations.

It is our goal to coordinate a proactive and responsive NCAA compliance program that protects the honor of the institution, as well as the eligibility of our exceptional student-athletes.

IUPUI Faculty Athletics Council

University faculty and students have direct involvement in the control and review of the intercollegiate athletics program as members of the Athletics Committee.

The Committee may initiate and recommend to the Athletics Administration policies relative to intercollegiate athletics in the following areas:

1. Compliance with governmental, NCAA and academic accrediting agency regulations.

2. Status and level of competition in each sport (including pre-season and post-season) and League affiliations.
3. Financial aid, academic eligibility, and athletics awards.
4. The addition or deletion of any varsity sport.
5. Formal approval of all intercollegiate schedules.

No policy or course of action may be taken regarding the above without the advice of the Athletics Committee. It shall also give advice and counsel in the area of long range planning.

Student-Athlete Advisory Committee (SAAC)

Purpose:

1. To facilitate communication about concerns, problems or suggestions between the athlete and Athletic Administration.
2. To promote more interaction between IUPUI athletics, the IUPUI campus, and the surrounding communities.
3. To continually strive for improvement in all aspects pertaining to IUPUI athletics (from academics to facilities).
4. Encourage unity, common purposes, and camaraderie between teams and among all athletes in the program.

Organizational Chart

Click [here](#) for the IUPUI Intercollegiate Athletics Organizational Chart.

Rules Compliance

NCAA Principle of Institutional Control

In accordance with the NCAA Constitution, every member institution has a responsibility to control its intercollegiate athletics program in compliance with NCAA rules and regulations. The institution is responsible for the actions of all its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of the institution. The institution's chief executive officer is responsible for the administration of all aspects of the athletics program.

NCAA Principle of Rules Compliance

Per the NCAA Constitution, a member institution will comply with all applicable NCAA rules and regulations. An institution is also responsible for monitoring its athletics programs to assure compliance, and for identifying and reporting all instances in which compliance has not been achieved.

NCAA Certification of Compliance

It is the policy of IUPUI to adhere to all applicable NCAA, League and University rules and regulations in the conduct of its athletics programs. It is the obligation and responsibility of all Department of Athletics staff members to act within all applicable rules and regulations at all times. All Department of Athletics coaching and administrative staff members are required by NCAA Bylaws to sign the NCAA Certification of Compliance annually in good faith.

Compliance Office Responsibilities

The Chancellor has delegated the coordination of IUPUI's rules compliance efforts to the Office of Athletics Compliance, which includes the Assistant Athletics Director for Compliance and the Compliance Coordinator. The Office of Athletics Compliance is overseen by the Assistant Athletics Director for Compliance, who reports to the University Chancellor's Chief of Staff. The Assistant Athletics Director for Compliance oversees the day-to-day management, coordination, and oversight of the IUPUI Athletics compliance efforts. The Assistant Athletics Director also handles athletics certification and eligibility related concerns, rules violations and waivers, institutional reporting, and education efforts. The Compliance Coordinator, who reports directly to the Assistant Athletics Director for Compliance, is generally responsible for the institution's monitoring efforts and data management.

Head Coaching Control

An institution's head coach is presumed to be responsible for the actions of all assistant coaches and administrators who report, directly or indirectly, to the head coach. Head coaches hold an inescapable responsibility for ensuring rules compliance within the programs they lead.

Indicators of a head coach's commitment to compliance include, but are not limited to:

- Identifiable supervision and monitoring procedures exercised by the head coach over activities and personnel in the coach's charge.
- A well-maintained system of records which could be used to reconstruct actions and events.
- Maintenance of a regular rules-education program.

Compliance Education

All personnel in the Department of Athletics have the ongoing responsibility to develop and maintain knowledge of applicable NCAA, League, IUPUI and Department of Athletics rules and regulations. This should be done through study of appropriate information and materials (e.g., NCAA Manual, NCAA Publications, IUPUI Intercollegiate Athletics Employee Handbook, IUPUI Institutional Compliance Manual, and the IUPUI Jaguars Student-Athlete Handbook), and by active participation in coaching association(s) and the IUPUI compliance education program.

Each academic year, the Office of Athletics Compliance will coordinate a rules education program for coaches, athletics administrators, athletics support staff, student-athletes and the university community. Rules education sessions may be conducted with other appropriate University personnel, e.g., admissions, financial aid, registrar, etc., as is deemed necessary. These sessions will be supplemented by pertinent rules education information and materials circulated to the appropriate constituents when available and necessary. Further, the compliance staff is available to provide sport-specific compliance education during sport staff meetings as requested by the head coach.

In addition to the above methods, targeted rules education information will be disseminated to alumni and representatives of the athletics interests of IUPUI by the Office of Athletics compliance. Examples of “booster” compliance education include, but are not limited to, advertisements in game programs and media guides, flyers at “booster” events, newsletters, and in-person meetings.

Coaches also have responsibility to inform student-athletes and other representatives of athletics interests who are close to their program of relevant NCAA legislation, and to notify the Office of Athletics Compliance of individuals who may require additional monitoring or education. It is the responsibility of each coach to be aware of the activities of these representatives in regard to student-athletes and their relationships with these representatives.

Rules Interpretations

Student-athletes, coaches, administrators, prospective student-athletes, athletics representatives and any other constituents are encouraged to ask questions of the compliance officers. When in doubt, ask before acting. Interpretations prepared by the Office of Athletics Compliance are to be explicitly followed at all times unless subsequent re-interpretations are obtained from the League and/or the NCAA.

All rules-related questions asked of the Office of Athletics Compliance will be responded to as quickly as possible and will be recorded via electronic mail, along with the response given. The electronic record of interpretations shall include the date of the request, name of individual making the request, detailed summary of the nature of the request, and detailed summary of the response. The Office of Athletics Compliance shall also maintain a separate database of selected interpretations intended for future reference.

If the issue must be referred to the League and/or the NCAA for assistance in answering, the response may be delayed accordingly. The Chancellor, Director of Athletics, the Senior Associate Director of Athletics/Senior Woman Administrator (SWA), Faculty Athletics Representative, Assistant Athletic Director for Compliance, and Compliance Coordinator are the only IUPUI employees authorized to make calls to the NCAA and the Summit League. Coaches may not make such calls at any time.

Policy on Violations of NCAA Rules

The NCAA Constitution requires, as an obligation of membership, that the institution monitor its athletics programs to assure compliance with NCAA rules and to identify and report to the NCAA instances in which full compliance has not been achieved.

Reporting a Violation

Any individual (e.g., athletics department staff member, student-athlete, university employee, representative of the university's athletics interest, members of the community) shall immediately report a violation or suspected violation of NCAA regulations to the Office of Athletics Compliance immediately upon learning of the violation or potential violation. Such report may be given in writing, verbally, or [anonymously](#).

Investigating Procedures- Level III and IV Violations

Upon receipt of the report, the Office of Athletics Compliance will evaluate the allegation. If the Office of Athletics Compliance can confirm that a Level III or IV violation has occurred, such violation will be self-reported by the Assistant Athletics Director for Compliance to the League and/or the NCAA. For unconfirmed Level III and IV violations, the following procedures will be followed:

1. The Assistant Athletics Director for Compliance will notify the Faculty Athletics Representative, Director of Athletics, and Chief of Staff that that a potential violation has been reported and that an investigation will commence.
2. The Office of Athletics Compliance is responsible for conducting the appropriate investigation, with input and/or involvement of the Faculty Athletics Representative and Chief of Staff.
3. An investigation plan will be made prior to initiating interviews, document collection, or other investigation steps. All necessary precautions will be taken to protect the integrity of the investigation and to facilitate complete and accurate fact-finding.
4. During the investigation, the Office of Athletics Compliance shall maintain a written record of all relevant information. The record shall include the date that the alleged violation was reported, the name of the individual who reported the violation (if available), a detailed summary of the alleged violation, the identities of those involved, chronology of actions taken by the University, and the rationale for concluding whether the allegation was or was not determined to be a violation of NCAA regulations.
5. The Office of Athletics Compliance findings will be reviewed and evaluated by the Director of Athletics, the Faculty Athletics Representative, and the Assistant Athletics Director for Compliance to determine if a violation occurred. If necessary, additional assistance may be obtained from the League and/or the NCAA.
6. If it is determined that a violation occurred, the Faculty Athletics Representative, the Assistant Athletics Director for Athletics Compliance, and the Director of Athletics will determine what, if any, corrective action will be taken concerning the person(s) involved in the violation. Other university officials may also be consulted when warranted.
7. The violation will then be self-reported to the League and the NCAA by the Assistant Athletics Director for Compliance.

Procedures related to potential Level I and II Violations

1. The Assistant Athletics Director for Compliance, after gathering initial information, shall notify the Chief of Staff to the Chancellor's Office, Faculty Athletics Representative, and Director of Athletics. The Chief of Staff to the Chancellor's Office shall then notify the IUPUI Chancellor.
2. The Assistant Athletics Director for Compliance shall convene an Investigation Committee composed of the Chief of Staff to the Chancellor's Office, Faculty Athletics Representative, Director of Athletics, Registrar, Assistant Athletics Director for Compliance, and University

Counsel. The committee is charged with determining the process and timeline for the investigation and the review of the results of the investigation. If a student-athlete is involved, the Dean of Students will participate on the Investigation Committee.

3. Formation of the Investigation Committee and the initiation of an investigation shall be of top priority, regardless of the University calendar or holidays. Should an above listed member be unable to participate on the Investigation Committee due to unavoidable obligations, a substitute may be nominated by the Chief of Staff to the Chancellor's Office.
4. The Investigations Committee shall draft a written investigation plan which may consist of, but is not limited to, document review and in-person interviews. The Investigations Committee shall take care to schedule interviews and document requests in such a way that protects the integrity of the investigation by minimizing contamination of evidence and facilitating ethical conduct.
5. The Director of Athletics and/or Assistant Athletics Director for Compliance shall notify The Summit League and/or NCAA about the potential violation(s) and the institution's investigation. Should the NCAA and/or Summit League request to be involved in the investigative process, the institution shall proactively assist the NCAA and/or Summit League by any means possible. If the Summit League and NCAA do not request involvement in the investigative process, the Assistant Athletics Director for Compliance shall regularly update NCAA and Summit League staff on the investigation's progress.
6. If, after an initial investigation is conducted, there is sufficient evidence of a Level I or II violation, or of Level III/IV violations that may constitute a Level I/II violation in aggregate, the Investigations Committee shall determine the range of sanctions appropriate to self-impose. The Director of Athletics shall make the determination on meaningful self-imposed sanctions with the concurrence of the Chief of Staff of the Chancellor's Office. The Dean of Students shall also be consulted in the event of a possible sanction against a student-athlete. The Personnel Subcommittee of the Athletics Committee shall be consulted in the event of a possible sanction against a staff member, and a full report shall be made to the Athletics Committee, consistent with institutional policy. The Assistant Athletics Director for Compliance shall draft a self-report of the violation(s) to the NCAA and Summit League, subject to final review by the Investigations Committee. The finalized report shall be promptly submitted to the Summit League and the NCAA.
7. If, after an initial investigation is conducted, there is evidence of a Level III/IV violation, the Assistant Athletics Director for Compliance shall notify The Summit League and report the violation through regular channels.
8. Individuals involved in the investigations shall be notified of the Investigation Committee's findings at the conclusion of the investigation.
9. Official public statements, when necessary, are drafted by the Assistant Athletics Director for Communications. An appropriate spokesman for the IUPUI campus is appointed by the Chancellor's Chief of Staff.

Ethical Conduct

Individuals employed by or associated with IUPUI to administer, conduct or coach intercollegiate athletics shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, IUPUI and they, as individuals, represent the honor and dignity of fair play and generally recognized high standards associated with wholesome competitive sports. Additionally, all individuals employed by or associated with IUPUI Athletics are expected to abide by all NCAA legislation governing sports wagering, banned substances, and ethical conduct.

Each year, all student-athletes, athletics department staff members, and institutional staff members who have responsibilities within or over the athletics department, shall sign a [Sports Wagering and Unethical Conduct Affidavit](#) acknowledging that the individual understands and will abide by NCAA Division I Bylaw 10.3 during the upcoming academic year.

Sports Wagering

Athletic department staff members shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition. This prohibition extends to non-athletics department staff members who have responsibilities within or over the athletics department, such as the Chancellor, Chief of Staff, and Faculty Athletics Representative.

Sports wagering includes placing, accepting or soliciting a wager on any intercollegiate, amateur or professional team or contest where there is both a risk and a reward. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. Sports wagering includes friendly wagers, including contests during golf tournaments, March Madness pools, and bets that involve small items of value (e.g. apparel, meals) in exchange for the possibility of gaining another item of value.

Knowledge of Use of Banned Drugs

IUPUI Department of Athletics staff members or others employed by the intercollegiate athletics program who have knowledge of a student-athlete's use of a substance on the list of banned drugs, as set forth in Bylaw 31.2.3.4, shall report his or her knowledge to the Director of Athletics. Staff should also be aware of the IUPUI Drug Testing Policy found in the [Student-Athlete Handbook](#).

Unethical Conduct

Unethical conduct by a current/former Indiana University or IUPUI staff member (e.g., coach, professor, tutor, teaching assistant) may include, but is not limited to, the following:

1. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA, Summit League, IUPUI, or Indiana University;
2. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
3. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;

4. Knowingly furnish the NCAA, Summit League, IUPUI, or Indiana University with false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
5. Receipt of benefits by an IUPUI staff member for facilitating or arranging a meeting between a student-athlete and agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
6. Knowing involvement in providing a banned substance or impermissible supplement to a student-athlete, or knowingly providing medication to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
7. Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center, IUPUI Admissions, and the Athletics Department regarding an individual's academic record or amateurism status; OR
8. Fraudulence or misconduct in connection with entrance or placement exams;
9. Engaging in any athletics competition under an assumed name or with intent to otherwise deceive.

Personnel

Declaration of Sport Program Staff

Each year, head coaches shall submit the [Staff Declaration](#) form to their respective sport administrator. Once approved, the sport administrator shall submit the form to the Assistant Athletics Director for Compliance. Head coaches are responsible for using the Staff Declaration form to accurately declare the names and titles of assistant coaches, administrative/operational staff, volunteer coaches, undergraduate assistant coaches, graduate assistant coaches, and other appointed and non-appointed staff. Head coaches are expected to accurately classify each staff member according to his or her duties pursuant to NCAA legislation. This form shall be submitted annually by August 1. Any and all staff changes throughout the year should be reported to the Office of Athletics Compliance by submitting a new staff declaration form.

Head coaches and sport administrators are also responsible for ensuring that the institution does not employ a coach with an impermissible association with prospective student-athletes. IUPUI shall not employ a high school, preparatory school, or two-year college coach of the same sport. Further, IUPUI shall not employ an individual associated with a men's basketball prospective student-athlete in any non-coaching staff position or strength and conditioning staff position during a two-year period before a prospective student-athlete's anticipated enrollment and for a two-year period after the prospective student-athlete's actual enrollment.

All IUPUI athletics staff department members must maintain current first aid, CPR, and AED certification. Such certification must be noted on the annual [Staff Declaration](#) form, but must also remain on file in the Director of Athletics' office.

Sport-Specific Staff Member Coaching Agreement & Recruiting Affidavit

All sport-specific staff members are required to submit the [Sport-Specific Staff Member Coaching Agreement & Recruiting Affidavit](#) by August 1 of each year. This form includes appropriate rules education information and information related to recruiting during their employment. If a sport-specific staff member is hired at any time during the academic year he/she should report to the Office of Athletics Compliance and complete this form prior to the individual beginning any activity with the sport program.

Coaching Staff Limitations

There is a limit on the number of individuals permitted to engage in coaching activities in each sport. Coaching activities include, but are not limited to, providing instruction to student-athletes and engaging in recruiting activities with prospective student-athletes. Below are the limits on the number of coaches who may be employed by an institution. Outside consultants/advisors may be utilized, but are not permitted to have interaction with student-athletes.

Sport	Limit on Number of Coaches
Basketball	4
Cross Country/ Track and Field	3
Golf	2
Soccer	3
Softball	3

Swimming and Diving	3
Tennis	2
Volleyball	3

Sports other than basketball may designate one additional individual coach to engage in coaching activities, provided the individual does not receive any type of compensation or remuneration from the athletics department and does not engage in recruiting coordination functions (e.g. evaluate prospective student-athletes, contact prospective student-athletes off-campus, or make telephone calls to prospective-student-athletes). Such coaches may not receive athletics scholarships, parking passes, or any type of benefit other than complimentary meals incidental to organized team activities or official visits.

Certification to Recruit Off-Campus

Only those coaches who have been certified may contact or evaluate any prospective student-athletes off campus. Certification is obtained by taking the NCAA coaching certification exam and passing with a score of 80% or better. The coaching certification exam is administered by the Faculty Athletics Representative (FAR) on an annual basis and expires July 31 each year.

Athletically Related Outside Income

All athletically related income and benefits from sources other than IUPUI must be reported in writing to the Chancellor on an annual basis. This requirement is applicable to outside athletically related income of all Department of Athletics staff members. Example sources of income include, but are not limited to the following:

1. Income for annuities.
2. Sports camps.
3. Housing benefits (including preferential housing arrangement).
4. Country club memberships.
5. Complimentary ticket sales.
6. Television and radio programs
7. Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.
8. Speaking engagements or appearances.
9. Private lessons or individual skills instruction.

The [Athletically-related Outside Income Reporting Form](#) is to be completed by each coach and submitted to the Assistant Athletics Director for Compliance by July 15th each year. Departing staff members are expected to complete the Outside Income Reporting Form no later than their last day affiliated with the program. The completed forms are then sent to the Director of Athletics for verification and, followed by the Chancellor for approval. Completed forms are also sent to the Office of General Counsel.

Conduct of Athletics Personnel

Below are IUPUI Athletics policies regarding the conduct of athletics personnel. All coaches and staff are also expected to abide by the policies and procedures described in the [Indiana University Staff Handbook](#).

Responsibility for Violations of NCAA Regulations

IUPUI staff members and found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, whether such

violations occurred at Indiana University or during the individual's previous employment at another member institution.

Use of Association Name or Affiliation

Department of Athletics staff members shall not use, directly or by implication, the University name or logo in the endorsement of commercial products or services for personal gain without prior written approval from the Director of Athletics and Chancellor.

Scouting of Opponents

Coaches and staff members with sport specific duties are prohibited from attending athletic contests involving future opponents of their sport program(s) scheduled in the same season, other than future opponents participating in the same tournament or double-header at the same site. Staff members without sport specific responsibilities may attend athletic contests involving future opponents, but may not engage in any type of scouting activities.

Promotion of Non-institutional Camps/Clinics, Events, Facilities and Teams

A coaching staff member may not promote a non-institutional camp or clinic by permitting the use of his or her quotations and/or pictures in the camp or clinic brochure, unless that coaching staff member is employed by the camp. No athletics department member may serve as a consultant for a non-institutional athletics event that primarily involves prospective student-athletes, and may not endorse or promote such an event. Further, an athletics department member shall not promote or endorse a prospective student-athlete's team or coach, or an athletics facility that is primarily used by prospective student-athletes. Accordingly, best practice is to avoid publically commenting on teams of prospective student-athletes, coaches affiliated with prospective student-athletes and facilities where prospective student-athletes participate in athletics.

Contractual Agreement with Shoe/Apparel/Equipment Manufactures or Distributors

All contracts for athletics apparel and/or equipment must either be between the university and vendor or a tripartite agreement between the University, a Department of Athletics employee and the vendor. The University must be a party to all agreements. Therefore, any contractual agreement between a coach or the Department of Athletics staff member and a shoe/apparel/equipment manufacturer or distributor must be approved by the Director of Athletics prior to entering into the agreement. The written contract must be submitted to the Director of Athletics for prior approval.

Prior Written Approval for Compensation in Exchange for Use of Merchandise

Department of Athletics staff members shall not accept compensation or gratuities from an athletics shoe, apparel or equipment manufacturer in exchange for the use of such merchandise during practice or competition without prior written approval from the Director of Athletics and Chancellor.

Student Managers

Head coaches are required to submit the [Manager Activation](#) form for any students who are added to the staff as team managers. The Office for Athletics Compliance will ensure the student is eligible to serve as a team manager. Once approved, the Associate AD for Academics will place a 12-hour hold on student's account, which will prevent the student from dropping below full-time status. This form is only valid for one academic year. If the head coach decides to retain a team manager for the next academic year, he/she must submit a new Manager Activation form. If at any point the head coach decides to deactivate a team manager, he/she must notify the compliance staff via email.

Use of Tobacco Products

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition.

Compliance Component in Job Descriptions, Performance Evaluations and Employment Agreements/Salary Letters

All athletic department appointed staff members have job descriptions which include a statement of the employee's obligation to fully comply with NCAA, League, and institutional rules, regulations, policies and procedures. It is further stated that failure to do so may result in disciplinary action up to and including termination of employment. Annual performance evaluations for all athletic department appointed staff members have a compliance component, evaluating the employee on their compliance-related activities and efforts.

All coaching contracts include a statement indicating the expectation that the employee will fully comply with NCAA, League, and institutional rules, regulations, policies and procedures. It is further stated that failure to do so may result in disciplinary action up to and including termination of employment. Appointed athletic department staff members who do not have employment agreements receive an annual salary letter from the university. This salary letter is accompanied by a memorandum from the athletic director which sets forth compliance obligations for employees, including their obligation to comply fully with NCAA, League, and institutional rules, regulations, policies and procedures and failure to do so may result in disciplinary action up to and including termination of employment.

Amateurism

Agents and Advisors

IUPUI takes great pride in the accomplishments of all its student-athletes, and aims to assist them in reaching their professional goals. The IUPUI Office of Compliance serves as a point of resource to all student-athletes aspiring to careers in professional sports, as a student's success often depends on his or her understanding of NCAA rules, Indiana state law, and the range of resources available to assist him or her.

Student-athletes wishing to meet with an athlete-agent should meet with their head coach and the Assistant Athletics Director for Compliance to ensure that steps are taken to protect his or her remaining collegiate eligibility. The IUPUI Professional Sports Counseling Panel is also available to advise student-athletes on disability insurance, the agent selection process, professional contracts, and other issues related to post-collegiate career decisions.

Basics of NCAA Rules Involving Agents

An athlete-agent is any individual who, directly or indirectly, represents or attempts to represent a student-athlete for the purpose of marketing his or her athletic ability or reputation for financial gain. An individual is also considered an agent if he or she seeks to obtain any type of financial gain or benefit from securing a student-athlete's potential earnings as a professional athlete. Athlete-agents and those affiliated with them, may also be known as brand managers, runners, financial advisors, attorneys, or other titles.

A student-athlete may not agree, orally or in writing, to be represented by an agent until his or her eligibility is exhausted. This includes agreements to be represented by an agent in the future. Student-athletes may not allow their parents, family members, or friends to agree that the student-athlete will be represented by an agent until his or her eligibility is exhausted.

Student-athletes may not accept, or allow their family and friends to accept, anything of value from an agent, or those affiliated with agents, without jeopardizing their eligibility. Items of value include, but are not limited to meals, cash advances, transportation, entertainment, and jewelry.

Student-athletes may permissibly meet with attorneys, provided the attorney does not act as an agent on behalf of the student-athlete and the student-athlete pays all involved legal fees.

IUPUI will not permit any student-athlete accused of agreeing to be represented by an agent or accepting benefits from an agent to compete in intercollegiate competition until an investigation is completed and the student-athlete is cleared of any potential wrongdoing. Further, the Athletic Department will notify the State of Indiana if any violation of the state athlete-agency law is suspected.

Donation Requests and Autographs

All requests for donations from IUPUI Athletics must be submitted using the [Donations Request for Approval](#) form. No memorabilia, tickets, apparel, or other Athletics items will be donated to any organization without written approval from the IUPUI Compliance Office.

Student-athletes are encouraged to use caution when asked to provide autographs. While IUPUI seeks to have a positive relationship with fans in the community, NCAA rules prohibit the sale of individual student-athlete's autographs and personalized memorabilia. As a result, student-athletes should personalize autographs by including the name of the requesting individual in the autograph itself. Student-athletes

should also avoid signing multiple items for the same individual and look for warning signs that an individual is obtaining autographs for reasons other than his or her own personal use.

Outside Activities

Prior approval is required any time a team will be involved in a fundraising, community service or promotional activity outside the Athletic Department. A [Promotional Activity Form](#) must be completed by the head coach (or designee) and submitted to the Office of Athletics Compliance a minimum of two weeks prior to the date of the activity. The activity must be approved by the Office of Athletics Compliance and the sport administrator (as designated by the Director of Athletics) in order for the team and/or coach to participate.

Team Promotional and Community Activities

Coaches who want to have promotional activities for their sports are to work with External Affairs. No promotional activities at athletics contests are to be held without prior notification of External Affairs and the appropriate sport supervisor.

Student-Athletes

Student-athletes are permitted to be involved in promotional and fund-raising activities under certain conditions. Other than those activities below, student-athletes are not permitted to participate in fund-raising or promotional activities or to allow their picture or name to be used by any entity outside IUPUI.

1. NCAA regulations permit a member institution or recognized entity thereof, e.g., fraternity, sorority or student-government organization, a member League or a non-institutional charitable, educational or nonprofit agency to use the student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:
 - a. The student-athlete receives prior written approval from the Director of Athletics (or another appropriate athletics administrator) to participate in the activity, subject to the limitations on playing and practice seasons.
 - b. The activity does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials. The company's emblem, name, address and telephone number may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited.
 - c. The student-athlete does not miss class to participate.
 - d. All money derived from the activity goes directly to the member institution, member League or the charitable, educational or nonprofit agency related to participation in such activity.
 - e. The student-athlete may accept legitimate and normal expenses from the member institution, member League or the charitable, educational or nonprofit agency related to participation in this activity, provided it occurs within the state or, if outside the state, within a 100 mile radius of the IUPUI campus.
 - f. The student-athlete's name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency.
 - g. Any commercial items with names or pictures of student athletes may be sold only at outlets controlled by the charitable or educational organization, e.g., location of the charitable or educational organization, site of charitable event during the event, or the member institution in which the student-athlete is enrolled.

- h. The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with these requirements.
2. The appearance, name or picture of an enrolled student-athlete may be used to promote the fund-raising activities of an institution or a charitable, educational or nonprofit organization at the location of a commercial establishment, provided the commercial establishment is not a co-sponsor of the event and the student-athlete does not promote the sale of a commercial product in conjunction with the fund-raising activity.

Staff Members

NCAA regulations prohibit Department of Athletics staff members from using the institution's name or logo in the endorsement of commercial products or services for personal gain without prior approval from the Chancellor. Department of Athletics staff members also may not be compensated by an individual or commercial business for assistance in the promotion and/or distribution of sale items (e.g. calendars, pictures, etc.) bearing the names or pictures of student-athletes.

Team Fund-Raising Activities

Coaches who want to hold fund-raising activities in order to raise money to support various team activities, e.g., spring training trip, must receive prior written approval from the Director of Athletics (or designee). All funds must be accounted for and deposited according to University policies.

Outside Competition

Prior written approval from the Office of Athletics Compliance is required for any student-athlete who plans to participate in outside competition. In addition, all student-athletes should inform their respective coaches of their plans to participate in outside competition. To request approval, the student-athlete must submit the [Outside Competition Request for Approval](#) form.

All Basketball, Soccer, Softball, and Volleyball student-athletes who wish to participate in a summer league, must submit the [Summer League Request for Approval](#) form to their coaches. The head coach (or designated assistant coach) signs the form to signify general knowledge of the intended summer league participation. The coach submits the form to the Office of Athletics Compliance for review.

All outside competition and summer league requests will be reviewed by the Compliance Coordinator. Once an approval decision has been made, the Compliance Coordinator will notify the student-athlete and coaches via e-mail. Included in all approval emails will be appropriate rules education material. IUPUI coaches and student-athletes are expected to read this information prior to participating in the outside competition.

Student-athletes may not miss class to participate in outside competition.

Employment and Fee-for-Lesson Instruction

A student-athlete may receive legitimate earnings from either on or off-campus employment during the academic year, vacation period, and/or summer. The student-athlete must submit the [Employment Declaration](#) form prior to his/her start date. The information on this form shall be verified and signed by the employer before submitting to the Office of Athletics Compliance.

Student-athletes may not be employed on the basis of his or her athletics ability or the value that the student-athlete may have for the employer because of his or her athletics reputation. Accordingly, student-athletes

are not to participate in endorsements or advertisements for commercial enterprises, even if the student-athlete is a legitimate employee. Student-athletes must be compensated for work actually performed at a rate commensurate with the going rate in the area for similar services.

Student-athletes may receive compensation for teaching or coaching sports skills and techniques, provided the compensation occurs on a fee-for-lesson basis and is paid only by the lesson recipient. IUPUI facilities may not be used, the student-athlete may not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lessons sessions. If group lessons are provided, the student-athlete must provide instruction comparable to the instruction that would be provided during a private lesson. Any student-athlete interested in providing fee-for-lesson instruction must submit a [Fee-for-Lesson Instruction Written Statement](#) prior to commencing any activity involved with fee-for-lesson instruction. The information on this form shall be verified and signed by the individual(s) receiving/paying for this instruction before submitting to the Office of Athletics Compliance.

The Compliance Coordinator is responsible for the oversight of student-athlete employment. After the employment form is reviewed, the Compliance Coordinator will enter the information in the Student-Athlete Employment database, send an educational letter to the employer, and file the Employment Declaration.

Recruiting

Recruiting Philosophy

The IUPUI Department of Intercollegiate Athletics promotes the ethical and professional recruitment of prospective student-athletes to ensure that IUPUI and the Athletics Department is viewed positively by the surrounding community, state, the Summit League, and the NCAA. It is expected that the coaching staff will recruit student-athletes that meet the institution's standard admissions requirements and are qualified athletically to compete at the Division I level. Furthermore, the IUPUI Principles of Undergraduate Learning define the experience of IUPUI students and play an integral part during the recruitment process.

The IUPUI Principles of Undergraduate Learning:

- Core Communication and Quantitative Skills
- Critical Thinking
- Intellectual Depth, Breadth, and Adaptiveness
- Integration and Application of Knowledge
- Understanding Society and Culture
- Values and Ethics

Recruiting Funds

NCAA regulations require that all funds for the recruiting of prospective student-athletes must come from IUPUI and must be used in accordance with university and athletic department fiscal policy. No outside funds may be used for the recruitment of prospects. All receipts pertaining to the recruitment of prospective student-athletes shall be submitted to the Office of Athletics Compliance. Once approved, the receipts will be forwarded to the Athletics Business Manager for reimbursement/payment.

Permissible Recruiters

All in-person on- and off-campus recruiting contacts may be made only by authorized institutional staff members. Only those coaches who have been designated/certified as a "Recruiting Coach" may contact or evaluate any prospective student-athletes off campus. Certification is obtained by passing the NCAA coaching certification exam administered by the Faculty Athletics Representative on an annual basis and expires July 31 each year. Representatives of IUPUI athletics interests, i.e., "reps" or "boosters", are prohibited from making any contacts, telephone contacts or written correspondence with prospects.

Activities That Constitute Recruitment

Actions that cause a prospective student-athlete to become a recruited prospective student-athlete at that institution are:

- Providing the prospect with an official visit,
- An arranged in person, off campus encounter with the prospect, prospect's parent (s) or legal guardians, or
- Initiating or arranging a telephone contact with the prospect, family member or guardian on more than one occasion for the purpose or recruitment.

Prospective Student-Athlete Status

A prospective student-athlete is a student who has started classes for the ninth grade (seventh grade in men's basketball). In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. An individual remains a prospective student-athlete until he or she registers and enrolls in a minimum full-time program of studies as a degree seeking student and attends classes during a regular academic semester; participates in a regular, permissible practice or competition that occurs prior to the student's first regular semester at the institution, or the student reports to an institutional orientation session that is open to all incoming students within 14 days prior to the opening day of classes of a regular academic year term. Summer terms are not considered regular academic terms.

However, students who have signed a National Letter of Intent (NLI) or provided the institution with a financial deposit in response to its offer of admission are not subject to contact and evaluation restrictions. All other recruiting legislation remains in place until the student triggers initial enrollment at IUPUI. Coaches should confirm that the student signed a valid NLI or paid an admissions deposit in response to an offer of admission prior to contacting or evaluating the student outside the constraints of Bylaw 13.1. Further, coaches must be cognizant of situations that may result in violations involving incoming student-athletes. For example, student-athletes may not allow incoming student-athletes to live in their summer housing, and coaches may not provide local transportation to incoming student-athletes.

IUPUI Official Recruiting Visit Policy

All recruiting activities shall be done in accordance with NCAA, Summit League, and IUPUI regulations and policies. Each staff member involved in the recruitment of prospective student-athletes shall possess a sound working knowledge of all applicable policies and regulations. The Chancellor has reviewed and approved these policies.

- Institutions cannot use private or chartered airplanes when transporting prospects; instead, they must use commercial air travel at coach-class fares.
- Campuses must use standard vehicles to transport prospective student-athletes and those accompanying them on official visits.
- Prospects and their parents or legal guardians must be housed in standard lodging and offered standard meals similar to those offered on campus.
- Institutions must provide an educational component of the visit. A meeting with a school's advisor is encouraged. A meeting with the Compliance/Academic Support Services office is also encouraged.
- All coaching staff members and Athletics Department staff members involved with the prospects visiting campus will be required to attend a Rules Education session regarding Recruiting.
- Student hosts must be current student-athletes or students who conduct visits or tours as part of the admissions process. Gender-specific groups will be allowed if they are organized consistent with an institution's overall campus visit program.
- Institutions cannot use personalized recruiting aides (such as jerseys or scoreboard presentations) or game-day simulations during campus visits. Prospects can visit the locker room before or after a game or stand on the sidelines during pre-game activities under this measure.

In addition, categories of prohibited recruiting activities, practices, and conduct by any institutional employee, student-athlete, student, and representative of the institution's athletics interests, as well as prospective student-athletes shall include, but not be limited to, the following:

- Excessive meals and transportation
- Use of escorts or exotic dancers
- Use of alcohol
- Gentleman and adult entertainment facilities visits
- Use of drugs or sex as a recruiting device
- Activities that violate criminal law
- Gambling/gaming activities
- Activities or events at any location that may cause a perception of impropriety

Any person aware of impermissible recruiting activities identified in this guide or as regulated by the NCAA should contact the Office of Athletics Compliance immediately. Failure to report impermissible activities may result in sanctions being placed by the NCAA toward the institution. Individuals involved with an impermissible recruiting activity will be sanctioned appropriately by the institution. Sanctions may include, but are not limited to: reprimand, admonishment, suspension, expulsion, termination.

Official Visits

An official visit is any visit by a prospective student-athlete and members of a prospective student-athlete's family when any expense, such as meals or transportation, is paid for by an institutional staff member.

Timing of Official Visit

In sports other than basketball, a prospective student-athlete may not make an official visit until the opening day of classes of his/her senior year of high school. Men's basketball may provide an official visit to a prospect beginning January 1 of the prospect's junior year in high school, and Women's basketball may provide an official visit to a prospect beginning the Thursday following the NCAA Division I Women's Basketball Championship game of the prospective student-athletes junior year in high school. Furthermore, in women's basketball, official visits are not permitted during the July evaluation periods unless the prospect has signed an NLI with IUPUI.

Requirements for Official Visit

Prior to the official visit, prospective student-athletes with no previous collegiate enrollment must provide the institution with documentation displaying his or her official standardized test scores from the PSAT, SAT, PLAN, or ACT. Acceptable documentation of official test scores include the individual's high school transcript, copy of score report, or scores reported to the NCAA Eligibility Center. In addition, the PSA must provide a high school transcript and register with the NCAA Eligibility Center.

Four year college transfer student-athletes must present their current college transcript, proof of registration with the NCAA Eligibility Center, and written permission to contact from his or her current institution prior to an official visit.

Junior college students must present their current college transcript and proof of registration with the NCAA Eligibility Center prior to an official visit. Students who are not academic qualifiers, including students who have not completed the academic review process, may not be provided an official visit until his or her first academic year is completed.

Number of Official Visits per Prospect

A prospect may take a maximum of five (5) official visits, with not more than one permitted to any single institution. The one-visit limitation applies separately to the period in which the prospective student-athlete is in high school and to the period beginning October 15 following the prospect's senior year of high school. Multisport prospective student-athletes are limited to one visit per institution.

Number of Official Visits per Institution

Men's and women's basketball are limited to 12 official visits during the period August 1 - July 31. There is no limit on the number of official visits that can be made for other sports.

Procedures for Official Visit

One week prior to the Official Visit start date, the head coach (or designee) must submit the [Official Visit Request](#), a tentative itinerary, and requisite transcript and test scores to the Compliance Coordinator. The Compliance Coordinator will review the documentation and may request additional information to ensure NCAA compliance. Once the visit is approved by the Compliance Coordinator, the Compliance Coordinator will enter visit information in the applicable compliance database and add the prospective student-athlete to the Institutional Request List (IRL). After these compliance procedures have been completed, the Compliance Coordinator will send an approval email to the head coach, copying assistant coaches, Assistant Athletic Director for Compliance, Assistant Athletics Director for Fiscal Affairs, and Athletics Business Manager. Any monies spent prior to written approval from the Office of Athletics Compliance could result in departmental, institutional, and/or NCAA sanctions.

Upon approval by the Compliance Coordinator, the Official Visit documents will be sent to the Athletics Business Manager for business approval. The Athletics Business Manager will process the Student Host Allowance. Prior to the host receiving the allowance, he/she must complete the [Student-Athlete Host Instructions](#) form.

During the visit, it is the responsibility of the head coach (or designee) to retain all itemized receipts from lodging, meals, travel and entertainment and must submit these with the post-visit paperwork. Coaches shall also collect itemized receipts from expenses paid for using the official visit student host allowance. Following the completion of the Official Visit, the coach should submit the [Official Visit Expense Report](#) (including itemized receipts), remaining Student Host Allowance funds, Final Official Visit Itinerary, and [Prospective Student-Athlete Declaration Form](#) to the Compliance Coordinator. The Compliance Coordinator will enter the information into the appropriate compliance database, make copies to file, and forward the original post-visit paperwork and remaining Student Host Allowance to the Athletics Business Manager.

Individuals Accompanying Prospective Student-Athletes on an Official Visit

Individuals accompanying a prospective student-athlete on an official visit must be identified before the visit on the [Official Visit Request](#) form submitted to the Compliance Coordinator. Guests should be of a close relationship to the prospect. Parents and/or legal guardians, or close relatives with a parental-type role in the prospect's life, are the most appropriate individuals to accompany prospects on an official visit. Siblings, including half-siblings and step-siblings, may also accompany a prospect on an official visit, provided that coaches alert the Office of Athletics Compliance if the prospect's sibling is also a prospective student-athlete. Coaches and third parties involved in the recruiting process are not prohibited from accompanying a prospect on an official visit, but must be specifically approved by the Office of Athletics Compliance in writing before the visit.

Length of Official Visit

An official visit may not exceed 48 hours. The 48-hour period of the official visit generally begins at the time the prospect arrives on campus, provided travel to and from campus is without delay for personal reasons or entertainment purposes. If a coach accompanies a prospect during transportation to the official visit, the 48-hour period begins when the coach begins transporting the prospect to campus. Coaches may only accompany prospects when traveling by ground transportation, and any contact (in excess of a greeting) that occurs prior to initiating travel must be counted as an in-person, off-campus contact and must occur during a permissible contact or recruiting period.

Transporting a prospect from the Indianapolis airport to campus or local hotel does not trigger the beginning of the 48-hour period, provided no stops are made along the way. Lodging in Indianapolis may be provided to a prospect the night before an official visit, provided the prospective student-athlete arrives too late to begin the official visit that day and no recruiting contact is made. Similarly, any actual and reasonable expenses incurred by the prospect during travel, such as a meal, may be provided by the institution without triggering the beginning of the 48-hour period. Providing these expenses to an individual accompanying the prospect, including a parent, will trigger the beginning of the 48-hour period of an official visit.

Prospects and their guests must depart campus immediately at the conclusion of the 48-hour period. Coaches accompanying prospects during the return trip must ensure that the transportation to the prospect's destination concludes within the 48-hour period.

Any deviation from the 48-hour requirement, even in case of emergency, must be reported to the Office of Athletics Compliance.

Transportation and Lodging Expenses

Actual and necessary expenses resulting in travel to Indianapolis may be arranged in advance or reimbursed through regular institutional procedures. If a prospect travels to campus in a family member's vehicle, the institution may reimburse the family for their expense using the institution's current mileage reimbursement rates. Coach class airfare may be provided to a prospect, but not individuals accompanying him or her.

During the official visit, the institution may provide lodging (up to two rooms) for the prospective student-athlete and his or her parents or legal guardians. Additional guests, such as a prospect's sibling, may stay in the same room as the prospect or his or her parents, provided the hotel does not charge a fee for additional room occupants. Parking costs may be provided to official visitors, as well as local transportation in a staff member or student-athlete's vehicle. Providing a prospect with the use of a vehicle is not permissible.

Return expenses may be provided by the institution if the prospect and those accompanying the prospect depart campus within the 48-hour period of the official visit. If return expenses are provided, the prospect must be returning to his or her original point of departure. If the student is not returning to his or her original point of departure, the institution may provide transportation expenses to the prospect's home, educational institution, or site of competition, provided the total incurred transportation costs do not exceed the round trip cost from the original point of departure.

Basketball Exceptions

In basketball, the institution may provide the actual round-trip costs, including coach class airfare, for a prospect's parents or legal guardians (up to two people) to accompany the prospect on his or her official visit. The institution may also provide actual and reasonable expenses (i.e. meals and lodging) incurred by a prospect's parents/legal guardians (up to two people) during travel without triggering the beginning of an official visit.

Entertainment and Activities During Official Visits

The institution may provide entertainment for the prospect and the prospect's parents (or legal guardians) or spouse and only within a 30-mile radius of the institution's main campus. The entertainment must be paid for using the Student Host Allowance, which shall not exceed \$40/day. It is not permissible to entertain other relatives or friends (including dates) of a prospect at any time at any site. Entertainment shall be at a scale comparable to standard entertainment experienced by the general student population. Personalized recruiting aids or game day simulations are not permitted at any time. Entertainment related directly or

indirectly to alcohol, drugs, gambling, and/or sex is also prohibited. Souvenirs, cash, and other items of value may not be provided to prospects or those accompanying a prospect on an official visit.

Entertainment provided by or contact with representatives of the institution's athletics interests during the official visit is prohibited. However, entertainment may be conducted at the home of an institutional staff member on one occasion during the visit. If recreational equipment is used to entertain a prospect or guest at an institutional staff member's home during an official visit (e.g. boat, snowmobile, RTV), the normal retail cost of similar entertainment must be deducted from the student host allowance. Accordingly, if the normal cost of similar entertainment exceeds \$40/day, the entertainment may not be provided.

Complimentary admissions to IUPUI athletic events may also be provided during official visits. ([Complimentary Admissions Policy](#))

Prospects may not attend events in which professional tryout or workout activities occur, but may participate in an on-campus evaluation in basketball. ([On-Campus Evaluation Policy](#))

Meals during an Official Visit

The institution may provide up to three meals (and one reasonable "snack") per day for the prospect and the prospect's parents (or legal guardians). The meals must be comparable to those provided to student-athletes during the academic year and held within a 30-mile radius of the institution's main campus. Meals can occur at the home of an institutional staff member, provided the meal is not excessive and only occurs once during the visit. No alcohol may be purchased using institutional funds, even for those above the legal drinking age.

Please consider patronizing IUPUI sponsors during official visits. Restaurants that are sponsors and considered comparable to meals received by student-athletes during the academic year include, but are not limited to, the following:

- City Barbeque
- Dave and Busters'
- Buca di Beppo
- Scotty's
- Toppers Pizza
- Old Spaghetti Factory
- Judges Barbeque

Any meals purchased using the student-athlete host allowance shall be included in the three-meals-per-day policy.

Unofficial Visits

Coaches must report all unofficial visits to the Office of Athletics Compliance. After the prospect leaves campus, the head coach (or designee) must submit the [Unofficial Visit Post-Visit Declaration](#). If the coach(s) dine with the PSA, receipts should be submitted to the compliance office as an attachment to the post-visit declaration. Guidelines for Unofficial Visits are as followed:

1. **First opportunity to make an unofficial visit:** A prospect may make an unofficial visit anytime except during a "dead period", including the time period prior to the prospect's senior year in high school. Men's Basketball prospects may not make Unofficial Visits during July; however, a prospective student-athlete is permitted to make an unofficial visit during July beginning the calendar day after he signs a National Letter of Intent (NLI) or signs the IUPUI Grant-in-Aid form, or IUPUI receives a financial deposit from the PSA in response to the institution's offer of admission.
2. **Number of unofficial visits permitted:** There is no limit on the number of unofficial visits a prospect may make.
3. **Transportation on unofficial visit:** IUPUI may provide transportation only to view off-campus practice and competition sites in the prospect's sport(s) and other institutional facilities within a 30-mile radius of the IUPUI campus. An IUPUI staff member must accompany the prospect during such a trip. Reimbursement for parking expenses, parking vouchers, and special parking arrangements are not permitted.
4. **Meals on an unofficial visit:** IUPUI may not provide any meals to a prospect while on an unofficial visit. The prospect may pay the actual cost of a meal and eat with other prospects or with enrolled student-athletes while dining on campus. Please be aware that dining at an establishment off-campus (or having any other off-campus contact) with the PSA may result in a recruiting violation. Review dining options on campus [HERE](#).
5. **Lodging on an unofficial visit:** IUPUI may not provide lodging for a prospect while on an unofficial visit. A prospect may stay in an enrolled student-athlete's on-campus dormitory room as long as the prospect abides by all Campus Housing rules and no additional expenses are incurred.
6. **Entertainment on an unofficial visit:** The only entertainment that IUPUI may provide is a maximum of three (3) complimentary admissions to an on-campus athletic event in which an IUPUI team is competing. These admissions are to be used only by the prospect and those accompanying the prospect on the visit. Coaches should review the IUPUI Complimentary Admissions Policy before the visit.
7. **Academic interviews on an unofficial visit:** Academic interviews may be arranged by members of the Department of Athletics staff for a prospect while on an unofficial visit.

On-Campus Evaluations

On-campus evaluations of a prospective student-athlete are permitted in basketball only. Head coaches must submit the [On-Campus Evaluation Request for Approval Form](#), which must be approved by the Assistant Athletics Director for Sports Medicine and the Assistant Athletics Director for Compliance prior to the on campus evaluation. Prospective student-athletes must sign the approved On-Campus Evaluation Request for Approval Form prior to participating in any physical activity. A parent or legal guardian of the prospective student-athlete must also sign if the participating student is a minor.

On-campus evaluations shall be conducted only during an official or unofficial visit, and may not be conducted after the first day of fall classes. On-campus evaluations may only be conducted on-campus or at a facility at which the team normally conducts practice or competition. A staff athletic trainer must be present for the entirety of any on-campus evaluation. High school or preparatory school students may

participate after the conclusion of their season and after he or she has exhausted high school or preparatory school eligibility in basketball. Junior college students may participate after the conclusion of their season and he or she has exhausted his or her two-year college eligibility in basketball. Four year college prospective student-athletes may participate only after his or her season concludes and after the Office of Athletics Compliance has permission to contact the student on file. IUPUI may conduct not more than one on-campus evaluation per prospective student-athlete, although that limitation applies separately to the time period in which the student completes high school or preparatory school and the time period after he or she enrolls at a two or four year collegiate institution.

Before participating in the on-campus evaluation, the prospective student-athlete is required to undergo a medical exam administered by or supervised by a physician. The exam must be administered either within six months prior to the on-campus evaluation or within six months prior to the student's initial participation in basketball activities during his or her immediately completed season. If the medical exam is not within six months of the on-campus evaluation but is within six months prior to his or her initial basketball activities during the most recent season, the requesting coaching staff must obtain written documentation from the prospective student-athlete's current institution documenting when basketball activities began during the most recently completed season. In the alternative, IUPUI must schedule a physical exam for the prospective student-athlete during his or her visit, which must be an official visit if the physical exam will be at an off-campus physician's office. The exam must include a sickle cell solubility test unless documented results of a prior test are provided to IUPUI or the student declines the test and signs the [IUPUI Sickle Cell waiver](#).

The duration of the on-campus evaluation, other than any medical exam, must be limited to two consecutive hours. IUPUI may provide equipment and clothing to a participating prospective student-athlete on an issuance-and-retrieval basis, but may not provide additional food or beverages (other than sports drinks and water) unless the participant is on an official visit. Current student-athletes may participate, provided such participation is counted towards any applicable limitations on countable athletically related activity.

Local Sports Clubs

NCAA rules permit coaches in sports other than basketball to be involved with prospect-aged individuals on a regular basis through a local sports club, provided all participating prospective student-athletes reside within a 50 mile radius of IUPUI. If an IUPUI coach or athletic department staff member will be coaching with a local sports club, he/she is required to complete the [Local Sports Club Registration](#). The completed form should be submitted to the Compliance Coordinator on an annual basis.

Documentation of Recruiting Activities

NCAA regulations specifically limit the recruiting activities listed below. Therefore, each coach is required to itemize each of these activities insofar as applicable by written record for every prospective student-athlete:

- Contacts & Evaluations (Off-Campus Recruiting)
- Official Visits
- Unofficial Visits
- Telephone Calls

It is IUPUI Department of Intercollegiate Athletics policy that all recruiting activities be documented using the web-based, recruiting software Scoutware. This program should be used to record demographic data on prospective student-athletes, telephone calls, contacts, evaluations, official and unofficial visits,

mailings, etc. Additionally, each head coach is responsible for ensuring that the recruiting activities are accurately and contemporaneously documented, are made available to the compliance office for review and are kept on file for six (6) years.

Off-Campus Recruiting

Coaches must submit to the Office of Athletics Compliance a detailed summary of each recruiting trip on the [Recruiting Trip Itinerary](#) at least two business days prior to departure. The information should include date, time, location, event/opponent, and type of activity (contact/evaluation). Coaches should also list names of known prospects being contacted/evaluated, as well as the PSA's expected graduation date. The recruiting trip itinerary is designed to be a preventative control. The Compliance Coordinator will review all itineraries submitted before the two-business-day deadline. However, the control is only as useful as the information provided on the form. Therefore, coaches are encouraged to be as detailed as possible on all recruiting trip itineraries. Any discussion of academic performance with teachers, guidance counselors or principal's office staff are also considered to be evaluations. However, contacts and evaluations that occur on the same day need only be counted as one recruiting opportunity (a contact).

All sport staff designated as "Recruiting Coaches" are required to submit monthly Scoutware Contact/Evaluation Reports. The reports must be signed and submitted to the Office of Athletics Compliance within the 15 days following each month. For example, January recruiting logs (1/1 – 1/31) must be submitted to the Office of Athletics Compliance by February 15th.

Telephone Calls

All sport-specific staff designated as "Recruiting Coaches" are required to submit monthly Scoutware "Outgoing Telephone" Call Reports. The reports must be signed and submitted to the Office of Athletics Compliance within the 15 days following each month. For example, January recruiting logs (1/1 – 1/31) must be submitted to the Office of Athletics Compliance by February 15th.

Recruiting Coaches for the sports of Cross Country/Track and Swimming & Diving are required to log all telephone calls made to prospective student-athletes. Recruiting Coaches in all other sports (sports other than Cross Country/Track and Swimming & Diving) are permitted to make telephone calls to prospective student-athletes at their discretion ("unlimited phone calls"). Coaches in these sports are only required to log the first two countable telephone calls made to each prospective student-athlete. This information will be used when determining if an incoming student-athlete meets the definition of a "recruited" student-athlete.

Head Coach Responsibility

Each head coach is responsible for ensuring the completion/accuracy of information logged into Scoutware. Additionally, he/she is required to monitor the submission of compliance forms and ensure that all recruiting documentation is submitted in a timely fashion. Each head coach is responsible for ensuring that all recruiting activities are accurately documented and kept on file for six (6) years.

Recruiting Calendars

Recruiting periods are sport specific. Therefore, it is each coach's responsibility to be cognizant and comply with the appropriate sport recruiting calendar. The NCAA makes available detailed multipage recruiting calendars and guides. The Office of Athletics Compliance also makes available a one-page recruiting calendar with a short summary of NCAA rules pertaining recruiting periods:

- [Men's Basketball](#)
- [Women's Basketball](#)
- [Cross Country, Track & Field](#)
- [Softball](#)
- [Volleyball](#)
- [All Other Sports](#)

Recruiting Materials

NCAA Bylaw 13.4 provides detailed regulations pertaining to recruiting materials and what items can be provided to prospective student-athletes. Head coaches are expected to read, understand, and adhere to these rules and submit an exhaustive list of materials, including electronic files, used in the recruitment of prospective student-athletes to the Office of Athletics Compliance.

All coaches are expected to keep record of all mailings (electronic or printed correspondence) sent to a prospective student-athlete. Coaches should log all correspondence in Scoutware. In addition, the Compliance Coordinator will request examples of recruiting correspondence at least once per year. Head coaches are expected to have approval from the compliance office before printing/ordering new materials (e.g., notecards, letterhead, postcards, etc.) The Compliance Coordinator will review these materials and send an approval decision to the head coach (or designee), as well as the Athletics Business Manager. Once approved, the Athletics Business Manager shall provide payment for the products.

Social Media Policy

Social media are electronic communication tools that can be used for both, private and public messaging. Information posted on such platforms is regulated by the National Collegiate Athletic Association (NCAA). Therefore, IUPUI Athletics must monitor the information being posted on behalf of the university and athletics department employees.

Monitoring – Coaches and Athletics Department Staff

All coaches and athletics department staff, including volunteers, must permit the Office of Athletics Compliance to monitor any social media platform utilized for recruiting purposes or referencing IUPUI Athletics. While coaches/staff are not required to provide login/password information, they must accept any and all “follow” (or similar permission) requests made on behalf of the official compliance office social media accounts. Additionally, coaches/staff are required to notify the Compliance Coordinator when they start utilizing a new method of social media. These platforms are monitored on an occasional basis to ensure compliance with NCAA regulations.

Further, all staff are expected to abide by all policies found in the [Indiana University Guidelines for Social Media](#). Personal social media accounts that do not reference IUPUI Athletics and are not used for any type of employment purpose (recruiting, promotion of athletic events, etc.) are not subject to this policy.

Monitoring – Current and Prospective Student-Athletes

The Office of Athletics Compliance reserves the right to view the public comments and postings made by student-athletes' social media accounts. If there is a reasonable belief that evidence of a violation of NCAA, League, or institutional rules exists on a social media account controlled by a student-athlete, the student-athlete will be required to provide the appropriate IUPUI administrators access to view the information within the student's account. Failure to do so may affect the student-athlete's eligibility to represent the institution in intercollegiate athletics.

Further, student-athletes are expected to follow the IUPUI Online Social Networking Policy found in the [Student-Athlete Handbook](#).

Rules Education

All athletics department coaches, staff, student-athletes, and stakeholders are encouraged to follow the IUPUI Office of Athletics Compliance on Twitter at @IUPUICompliance. The compliance office will use this platform to provide information pertaining to NCAA, Summit League, and institutional policies and procedures.

Sports Camps and Clinics

An institutional sports or institutional clinic is any camp or clinic that is owned or operated by a member institution or an employee of the member institution's Department of Athletics, either on or off its campus, in which prospective student-athletes participate. An institutional camp or clinic focuses on a particular sport or sports and provides specialized instruction, practice or competition and involves activities designed to improve overall skills and general knowledge in the sport(s), or a diversified experience involving athletics activity without emphasis on instruction, practice or competition in any particular sport, e.g., strength development. A camp is "owned" or "operated" by an institutional staff member if he or she owns at least 51 percent of the camp or clinic. To be considered its "operator", the staff member must be personally and directly responsible for managing and operating the camp or clinic.

Coaches must submit a [Request for Approval](#) to the Office of Athletics Compliance before publicizing any camps/clinics. Attached to the request form should be the [Employee List](#), proposed agenda, and any marketing materials or advertisements for this camp. All camp/clinic advertisements and press releases must be approved by the Office of Athletics Compliance prior to publication.

The compliance coordinator will review all camp and clinic requests. He/she may request clarification regarding information submitted, revisions that need to be made, or additional documentation as needed. Once an approval decision has been made, the compliance coordinator will notify the coaches via email.

At the completion of institutional camps/clinics, the event owner/operator must submit [Student-Athlete Employment Agreements](#) for any student-athletes who worked at the camp. This form should accurately display the total amount paid to the employed student-athlete. In addition, coaches must submit a [Financial Report](#) and attach a list of all camp participants and total participation fee paid by each individual. All participation and performance awards provided to campers must be included in the fees paid by each participant. Discounts shall not be provided to any participant unless previously approved by the Office of Athletics Compliance.

The Compliance Coordinator will review the post-visit camp paperwork and may request additional information as needed. Any potential violations will be reported to the Assistant Athletics Director for Compliance. Once the review is complete, the Compliance Coordinator will archive the documents.

Basketball camps and clinics may require additional pre- and post-camp paperwork. All coaches can use the [Camps & Clinics Checklist](#) to help track all institutional camp/clinic paperwork.

Institutional Sports Camp or Clinic

A camp or clinic that meets the definition of an institutional sports camp or clinic shall be open to any and all entrants, limited only by number and age. An institution, members of its staff or representatives of its athletics interests shall not employ or give free or reduced admission privileges to a high school, i.e., grades 9-12, preparatory school or two-year college athletics award winner.

Non-Institutional/Private Sports Camp or Clinic

Except for basketball athletics department personnel, athletics department personnel may serve in any capacity (e.g., counselor, guest lecturer, consultant) in a non-institutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with restrictions applicable to institutional camps (e.g., open to any and all entrants, no free or reduced admission to or employment of athletics award winners). Prior to accepting an opportunity to work at a non-institutional camp, athletics department personnel must receive approval from the Office of Athletics Compliance. Coaches and athletics staff members are expected to submit the [Non-Institutional Camps & Clinics Request for Approval](#) form to the Compliance Coordinator. The Compliance Coordinator will review the request and send an approval decision via email.

Camp/Clinic Providing Recruiting or Scouting Service

No Department of Athletics staff member may be employed, either on a salaried or a volunteer basis, by a camp or clinic established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospects.

Recruiting During Camps and Clinics

Institutional camps and clinics may not be conducted during a dead period. Further, volleyball coaches may not serve in any capacity at a non-institutional camp conducted during a quiet period.

Institutional staff members employed at any camp or clinic are prohibited from recruiting any prospective student-athlete during the time that the camp or clinic is conducted. The prohibition against recruiting includes extending written offers of financial aid and organizing recruiting events such as campus tours, admissions presentations, and meetings with faculty members. Conversations between prospective student-athletes are not included in the prohibition on recruiting at camps and clinics and do not count as contacts. Coaches who observe prospective student-athletes at a camp or clinic do not utilize a recruiting opportunity (i.e. evaluation), provided the coach is employed by the camp or clinic in some capacity. Other coaches must comply with appropriate recruiting contact and evaluation periods and restrictions.

Employment of Student-Athletes in Institutional Sports Camps or Clinics

All student-athletes who are employed in any sports camp or clinic must be listed on the camp/clinic [Employee List](#), as well as sign the [Student-Athlete Employment Agreement](#). In addition, they must meet the following requirements:

1. Compensation received shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be received on the basis of the value the person may have for the employer because of the athletics reputation or fame the person has achieved.
2. May not receive compensation for simply lecturing or demonstrating.
3. May not be permitted to conduct own camp or clinic.
4. May not participate in organized practice activities other than during the institution's playing season in that sport.
5. Office of Athletics Compliance must give prior approval.

Employment of Prospective Student-Athletes

Coaches shall not employ a prospective student-athlete at his/her camp, nor should they have any involvement with a non-institutional camp that employs prospective student-athletes. One exception, however, is that coaches may employ prospective student-athletes who have signed a National Letter of Intent with IUPUI and/or their financial aid agreement or the institution has received his or her financial

deposit in response to its offer of admission. Furthermore, the employment shall meet requirements set forth in NCAA Bylaw 13.12.1.7.1.1.

Employment of Individuals Involved with Prospective Student-Athletes in Institutional Sports Camps or Clinics

Coaches may employ a high school, preparatory school or two-year college coach or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved at its camp or clinic, provided the individual receives compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experience. Additionally, the individual shall not be paid on the basis of the value he or she may have for the employer because of his or her reputation or contact with prospective student-athletes. In Men's Basketball, the coaching staff shall not employ (either on a volunteer or paid basis) an individual associated with a recruiting prospective student-athlete.

Eligibility

Eligibility Rosters

Student-athlete eligibility for practice, competition, and travel is communicated to head coaches and the athletic administration using eligibility rosters. Eligibility rosters are prepared by the Office of Athletics Compliance prior to each sports' first countable athletically related activity of the academic year. Information provided on the eligibility roster includes, but is not limited to:

- Student-Athlete Name
- Financial Aid Status (athletic aid)
- Current year within the "Five Year Clock"
- Current year of athletic eligibility
- Status in the Athletic Training room
- Status with mandatory compliance forms
- Eligibility for Practice
- Eligibility for Competition

Student-athletes may not participate in countable athletically related activity until he or she is listed as eligible for practice on the eligibility roster. Student-athletes may not travel, compete, or receive competition related expenses until he or she is listed as eligible for competition.

The Office of Athletics Compliance will distribute original eligibility rosters, as well as any updates, in a timely fashion to the following individuals:

- Director of Athletics
- Senior Woman Administrators
- Faculty Athletics Representative
- Sport Administrator
- Associate Athletic Director for Academics
- Team Academic Advisor
- Study Table Coordinator
- Director for Operations and Facilities
- Head Athletic Trainer
- Team Athletic Trainer
- Sports Information Director
- Compliance Coordinator
- NIFS staff
- Head Coach
- Business Manager
- Assistant Athletics Director for Fiscal Affairs
- Others Individuals, as needed

Eligibility rosters are also prepared for summer access activities in basketball.

Admission to IUPUI

Participation in intercollegiate athletics at IUPUI is contingent on the prospective student-athlete's admission to the university. The admissions process at IUPUI is considered "athletics blind." The Athletics Department shall have no influence on who is admitted into the university and no IUPUI faculty or athletics staff member may be involved in the admissions process. Other than the Assistant Athletics Director for Compliance and Compliance Coordinator, no coach or athletics staff member should contact the admissions office directly or indirectly about the admission or admission status of a prospect. All questions pertaining to a specific prospective student-athlete's admission status should be directed to the Assistant Athletics Director for Compliance. If a PSA does not meet regular institutional admissions requirements, then he/she cannot participate in intercollegiate athletics for IUPUI.

The priority deadline for prospective student-athletes who wish to be considered for both admissions and maximum scholarship consideration is November 15th. The university admissions process is a rolling process and admissions applications continue to be considered after November 1st, however some financial aid may not be available after this date. The final admissions deadline for prospective student-athletes is May 1. Applications may be considered after that date if the student presents extraordinary circumstances outside of his/her control that directly impact the student's ability to apply to IUPUI prior to the admissions deadline.

Foreign applicants to the institution apply to the Office of International Affairs. The admission deadline for fall semester is March 1 of the previous spring, while the admissions deadline for the spring semester is September one of the previous fall. No international student shall be provided documentation to obtain a student visa prior to obtaining Final Qualifier status unless he or she demonstrates sufficient financial means to attend the institution exclusive of his or her athletics scholarship.

Review of Initial Eligibility and Admissions Status

The Assistant Athletics Director for Compliance is responsible for facilitating the initial eligibility process for prospective student-athletes including:

- Maintaining academic documentation for initial eligibility.
- Performing preliminary evaluations of initial eligibility of prospective student-athletes.
- Serving as the primary liaison to the NCAA Eligibility Center
- Communicating with coaches regarding the initial eligibility of prospective student-athletes.
- Communicating with prospective student-athletes and high school counselors, as needed.
- Upon request of the coach, reviewing initial eligibility information with prospective student-athletes and parents during on-campus recruiting visits.

The Assistant Athletics Director for Compliance, or his/her designee, will evaluate a prospect's academic records using the [Review of Initial Eligibility and Admission Status](#) spreadsheet. Information indicating potential deficiencies will be provided to the head coach (or designee). While it is the responsibility of the coaching staff to inform the prospect of the potential deficiencies, the Assistant Athletics Director for Compliance is available to discuss routes to final qualifier status, answer prospective student-athletes' questions, and work jointly with high school guidance counselors. Coaches should request academic transcripts from the prospect/ high school and send to the Office of Athletics Compliance at the earliest possible date after the prospect's junior year in high school. Additional/updated transcripts will be reviewed upon the request of the head coach (or designee).

The Office of Athletics Compliance relies on the Office of International Affairs to review the status of foreign applicants to the institution. Coaches should provide the Assistant Athletics Director of Compliance with foreign applicants' transcripts, including line-by-line English translations, prior to the admissions

deadline. The Assistant Athletics Director of Compliance shall notify the Office of International Affairs that the applicant is a prospective student-athlete, which alerts the Office of International Affairs that an athletic scholarship may be available to that student. Coaches are expected to notify international student-athletes that full athletic scholarships do not cover the entire cost of attendance for international students. Specifically, international students are responsible for taxes, insurance, and other fees not covered by athletic scholarships.

Medical Certification

It is the responsibility of the head coach (or designee) to ensure the Assistant Athletics Director for Sport Medicine has received a complete list of student-athletes who need to complete medical certification requirements. When the Office of Athletics Compliance is notified that student-athletes have completed physicals and required paperwork, Eligibility Roster are sent to all athletics administrators and coaches of the involved sport. Eligibility Rosters reflect that student-athletes are eligible to participate in practice; such rosters do not indicate whether a student-athlete is medically able to practice or if he/she is under any medical restrictions.

Eligibility Forms

The Assistant Athletics Director for Compliance schedules compliance meetings in the late summer/early fall for all teams. The meeting date will depend upon first practice and competition date. Any student-athletes unable to attend their team's scheduled meeting must contact the Assistant Athletic Director for Compliance to request meeting time that takes place in conjunction with another IUPUI team meeting. Student-athlete will not be certified to participate in practice/competition until they attend one of these meetings and complete and required forms. Student-athletes who are added to the roster after all team meetings are completed will be provided with the NCAA publication titled "*Summary of NCAA Regulations – NCAA Division I*" after all required forms are completed.

The Compliance Coordinator (or designated extern) inventories, reviews (following-up on any incomplete information with the student-athlete or reporting information of concern to the Assistant Athletics Director for Compliance) and files each completed form. It is the head coach's responsibility to ensure that any student-athlete who does not attend a team meeting at the beginning of the academic year, completes the required forms prior to their participation in practice/competition. The following is a list of forms to be completed by each student-athlete, not including any forms required by the Office of Athletic Training:

- NCAA Student-Athlete Statement
- NCAA Drug Testing Consent (includes NCAA Banned Drugs List)
- IUPUI Student-Athlete Information Sheet
- IUPUI Drug and Alcohol Education and Testing Program Consent Form
- IUPUI Sports Wagering and Unethical Conduct Affidavit
- Student-Athlete Authorization/Consent for Disclosure of Protected Health Information for NCAA-Related Research Purposes
- IUPUI Incoming Student-Athlete Information Sheet (if applicable)
- General Amateurism and Eligibility Form for International Student-Athletes (if applicable)
- Employment Form (if applicable)
- Financial Aid from Outside Sources Award Declaration Form (if applicable)

Initial Eligibility Certification Process

While the NCAA Eligibility Center certifies initial eligibility and amateur status of prospective student-athletes, institutions are ultimately responsible for the proper certification of every student. Coaches should encourage prospective student-athletes to register with the NCAA Eligibility Center as early as possible. At that time, prospects should complete the amateurism survey to initiate the amateurism certification process and submit preliminary documentation, including official high school transcripts from any/all high schools attended and electronic SAT or ACT scores directly from the testing agency. Students with credit from institutions other than their high school, such as dual enrollment credit taken at a college or credit earned online, must submit transcripts directly from those institutions. International students must submit official documents, as well as a line-by-line translation of the document.

Once the coach decides to add a prospective student-athlete to the following year's team roster, he/she shall complete the [Team Roster Student-Athlete Activation](#) form or a [Grant-in-Aid Request Form](#) and submit to the Assistant Athletics Director for Compliance. When the NCAA Initial Eligibility Center certifies the amateur and initial eligibility status of prospective student-athletes, the Assistant Athletics Director for Compliance will prepare documentation to be reviewed by the certification committee. The certification committee will verify the initial eligibility decision and certify the student-athlete's eligibility for competition. The Assistant Athletics Director for Compliance will also provide the Office of Scholarships with a listing of all incoming freshmen who are ineligible to receive athletic based financial aid due to non-qualifier status. No incoming student-athlete will receive his/her athletic scholarship prior to receiving final qualifier status with the NCAA Eligibility Center.

Each summer, the Assistant Athletics Director for Compliance shall regularly update head coaches on the Eligibility Center status of all incoming student-athletes on their rosters. The Assistant Athletics Director for Compliance is responsible for filing initial eligibility waivers for final non-qualifiers if it is determined that the student has extraordinary circumstances or an academic record that suggest a waiver may be successful. Final non-qualifiers may not receive athletics aid, participate in athletics in any way, or participate in outside competition during their first year in residence.

Transfer Eligibility Certification Process

Coaches should notify the Assistant Athletic Director for Compliance as soon as possible during the transfer recruiting process and before the student applies to the institution. Upon being notified of an incoming transfer student-athlete, the Assistant Athletic Director for Compliance will request the prospect's transcript. Upon receipt of the transcript, the Assistant Athletics Director for Compliance will send a copy of the transcript to the Associate Athletic Director for Academics and the academic adviser supporting the student's sport. The academic staff will not advise coaches regarding transfers until the student's transcript is sent to Academics from the Assistant Athletic Director for Compliance. Upon receipt of the transcript, the academic staff will advise the student regarding potential majors and the possibility of meeting percentage towards degree in the student's desired major. At that time, and prior to any applicable admissions deadline, the student should apply to the institution and the desired degree program.

Prior to each regular academic semester, the Assistant Athletic Director for Compliance requests [Transfer Eligibility](#) forms for each incoming transfer student-athlete. Transfer Eligibility forms are completed by the previous institution attended by each incoming transfer student-athlete and are required for all four year college transfers. The Assistant Athletic Director for Compliance uses the Transfer Eligibility form to verify the student's previous academic, financial aid, and athletic history, that the institution has permission to contact the student-athlete, and that the student departed his or her previous institution academically eligible and in good standing. If the Transfer Eligibility form is unavailable for a two year college transfer, the Assistant Athletic Director for Compliance will assume that the incoming student-athlete participated

in his or her sport each academic year in residence at the two year institution and rely on the student's transcript(s) for academic information. Supplemental documentation, such as Nonparticipation Affidavits and Missed Term Exception Affidavits, may be required on a case-by-case basis.

The Assistant Athletic Director for Compliance shall also provide Admissions with a list of incoming transfers. The Admissions Office will complete [Transfer Tracer](#) forms for each incoming transfer to verify the institutions and number of full-time semesters the student previously attended, the number and type of credits transferable into IUPUI, the student's transferable GPA, and whether the student previously obtained a degree.

Using the information provided by Admissions, the student's previous institution, and any necessary supplementary information, the Assistant Athletic Director for Compliance will determine whether the student is eligible under applicable transfer legislation using the [Transfer Eligibility Checklists](#).

Continuing Eligibility and the Certification Process

Each School at IUPUI must designate an appropriate staff member, such as the Recorder, to provide the Athletic Department with the academic documentation to properly certify each student-athlete within that School. At the conclusion of each academic semester, including summer, the Associate Athletic Director for Academics shall request degree audit forms from the assigned administrator at each School. Automated degree audit forms (AARs) prepared through the Indiana University Student Information System are appropriate, provided the School has verified that their program AARs are appropriately coded and reliable. The Associate Athletic Director for Academics shall request academic records for each student who has not declared a major from the University Registrar, who also provides an official certification roster listing all student-athletes.

Prior to each regular academic semester, the Assistant Athletics Director for Compliance shall organize a meeting with the Associate Athletic Director for Academics to compile data collected from each School and the data provided by the University Registrar. The Associate Athletic Director for Academics and Assistant Athletic Director for Compliance shall review each student individually, manually enter the additional data provided by each school (if the student has declared a major) into the report provided by the University Registrar. The Eligibility Committee uses IU grade point averages, not program GPAs, to certify academic eligibility. The minimum IU GPA required for graduation from IUPUI is a 2.0. However, if a student is enrolled in a School that requires a higher IU GPA for graduation, the Eligibility Committee will require the GPA required by the School to certify the student-athlete. If academic records (i.e. course enrollment, GPA) change after the University Registrar provides the official report to Athletics, the Assistant Athletics Director for Compliance and the Associate Athletics Director for Academics shall note the current information without altering data that originated in the original report from the University Registrar. During this meeting, the Assistant Athletic Director for Compliance will also list whether incoming freshmen and transfers meet all applicable requirements for eligibility on the compliance roster. The Associate Athletic Director for Academics and Assistant Athletic Director for Compliance also specify whether the student-athlete satisfied all applicable progress-towards-degree requirements.

After the Associate Athletic Director for Academics and Assistant Athletic Director for Compliance complete the certification roster originating in the Office of the Registrar, the Assistant Athletics Director for Compliance convenes the Eligibility Committee. The Committee consists of the University Registrar, Faculty Athletics Representative, Associate Athletic Director for Academics, and the Assistant Athletic Director for Compliance. The Registrar and Faculty Athletics Representative verify the accuracy of the certification rosters by reviewing degree audit forms provided by each School, the academic data report from the Office of the Registrar, initial eligibility reports from the NCAA Eligibility Center, Transfer Tracer forms completed by Admissions, and Transfer Eligibility forms provided by other institutions. The

Registrar and Faculty Athletics Representative serve as certifying officers; no certification shall be official until verified by both the Registrar and the Faculty Athletics Representative.

After each certification meeting, the Assistant Athletic Director for Compliance shall prepare Eligibility Rosters for distribution within the Athletics Department. Eligibility rosters list the student-athletes on each team, whether the student is receiving athletics aid, the number of years of eligibility the student has remaining after the current academic year, and whether the student is eligible for practice and competition. All eligibility rosters are distributed to athletic administrators, athletic trainers, and strength coaches. Coaches receive eligibility rosters for their squads. Student-athletes shall not participate in practice or competition unless listed as eligible on the Eligibility Roster.

Squad Lists

The squad list for each sport will be generated by the Office of Athletics Compliance, signed by the head coach and Director of Athletics (or designee), approved by the Registrar and Faculty Athletics Representative, and submitted to the Summit League prior to competition in that sport. Any student-athlete who signs a NCAA Drug Testing Consent Form must be included on the squad list. The squad list must be kept updated with additions, deletions and changes in status. The Assistant Athletics Director for Compliance continuously reviews the squad lists for compliance with applicable NCAA regulations and will immediately notify the Director of Athletics and coaches should any change be necessitated.

Removal from Roster

If a student-athlete leaves the team with eligibility remaining for any reason, the head coach (or designee) must submit to the Office of Athletics Compliance the [Team Roster Student-Athlete Deactivation](#) form. The Assistant Athletics Director for Compliance will review the form, make changes to the eligibility roster and compliance databases, notify the Office of Scholarships to make any necessary changes to financial aid, notify the student's athletic advisor to remove student-athlete holds on the student's account, and change the student-athlete's status on the team Squad List. Student-athletes will not be deactivated from their rosters until the Deactivation form is received by compliance.

Tryouts and Additions to Rosters

Open tryouts must be approved on a case-by-case basis by the Director of Athletics. Circumstances warranting an open tryout generally stem from a situation making it difficult to field a competitive team, such as a high number of significant injuries. Coaches must secure such approval prior to advertising the tryout opportunity or conducting any type of tryout activity. All tryouts, including tryouts for invited, recruited non-scholarship student-athletes, are subject to Bylaw 17 restrictions, including any limitations on the number of students participating in skill instruction. Students participating are subject to all countable athletically related activity limitations and should be included on ARA Logs. Further, tryouts may not be publicized if the tryout is to include skill instruction outside the declared playing and practice season (i.e. outside the 20 hour per week period).

Individual participants must also be approved to participate with an athletic team on a tryout basis. In order to verify eligibility, participants must submit all tryout documentation required by the Office of Athletics Compliance. Such documentation should be submitted directly to the coaching staff, who will provide the complete information to the Office of Athletics Compliance no later than one week prior to the tryout. Tryout documentation includes, but is not limited to, the [IUPUI Tryout Compliance Review checklist](#), the [IUPUI Health History Questionnaire](#) (as proof that a medical professional cleared the student for participation in athletic activity within six months of the tryout date), the [IUPUI Authorization for](#)

[Disclosure of Health Information](#) form, and a signed acknowledgement of the [IUPUI Concussion Management Protocol](#). The student is also required to provide proof of a sickle cell solubility test within the past six months or, if the student declines the test, a signed copy of the [IUPUI Sickle Cell waiver](#). The Office of Athletics Compliance will provide all documentation related to a student's medical history to the Office of Athletic Training.

All participating students must be a regularly admitted, full-time student seeking a bachelors or graduate degree and be registered with the NCAA Eligibility Center. If a student has previously transferred from another institution, the Office of Athletics Compliance must be able to secure the student's eligibility information from the previous institution prior to the tryout. After each piece of information is reviewed by the Office of Athletics Compliance and the Office of Athletic Training, the Office of Athletics Compliance will approve or deny each individual's participation in the tryout. At that time, the Office of Athletics Compliance will distribute an eligibility roster listing the approved student-athletes.

After the tryout and within fourteen calendar days, the head coach must submit Roster Activation forms for any student-athlete who will join the squad on a permanent basis. At such time, the student-athlete must sign the NCAA Drug Testing Consent form, the NCAA Student-Athlete Statement, and all other Eligibility Forms required by the Office of Athletics Compliance. The student-athlete is not eligible to participate in practice beyond a fourteen day period without signing each of these documents. The student must also complete a team physical and sign all necessary medical paperwork with the IUPUI Athletic Training staff.

After the head coach submits a Roster Activation form, the student-athlete has completed all required Eligibility Forms, and the Athletic Training Office verifies that the student has completed a team physical and signed all necessary medical forms, the Office of Athletics Compliance will include the student on the team's squad list and in the compliance database. The Office of Athletics Compliance will also distribute an updated eligibility roster verifying the new student-athlete's eligibility for practice.

Tryout student-athletes will be certified for competition at the Eligibility Committee's next opportunity. The Office of Athletics Compliance will not request expedited reviews from the NCAA Eligibility Center or convene special meetings with the Eligibility Committee to certify walkons unless extenuating circumstances require exception (e.g. the program requires additional student-athletes to meet Division I participation minimums). After certification, the Office of Athletics Compliance will update the team's squad list, provide the updated squad list to the League, and distribute an updated eligibility roster verifying the new student-athlete's eligibility to travel and compete with the team.

Male Practice Players

It is permissible for male students to engage in practice sessions with women's teams provided such activities have been approved by the Office of Athletics Compliance. Head coaches shall submit the [Male Practice Player Activation](#) form to the Assistant Athletics Director for Compliance. The male student must be certified as eligible for practice in accordance with applicable NCAA eligibility regulations. Additionally, practice apparel shall not be provided to male practice players until after they have been certified for practice.

Transfer Release

In consultation with the head coach and Director of Athletics (or designee), the Assistant Athletics Director for Compliance will administer all permission to contact letters and transfer tracers. IUPUI student-athletes who do not have a cumulative GPA of 2.6 or higher will not be granted a full release to due to APR penalties, unless the student is transferring to a non-Division I institution. Letters granting permission to contact

shall clearly state the GPA requirement for a full release. The Assistant Athletics Director for Compliance will notify student-athletes who are denied the opportunity to utilize the one-time transfer exception in writing.

Procedures to Appeal the Decision to Deny the Transfer Request

Student-athletes who are denied a full transfer request may appeal the Athletics Department decision to a committee outside of Athletics. If the student-athlete desires to submit an appeal, this appeal must be submitted in writing to the Appeals Committee Chairperson within 30 days from the date contained on the original formal notification. The written appeal, and any supporting documentation supplied by the student-athlete, will be reviewed by The Appeals Committee. Student-athletes may elect to participate in the hearing, whether in person or via conference call. The Appeals Committee shall provide written results of the hearing to the student-athlete within 15 business days of receipt of the student's request for an appeal. If a decision is not provided within 15 business days, IUPUI will provide a written release to the student-athlete.

Student-Athlete Exit Interviews

Each year, Division I institutions are required by NCAA regulations to interview student-athletes in all sports who will no longer be participants in the IUPUI athletics program. The purpose of the interview is to find out how student-athletes perceive their experience at the institution. The actual responses on the exit interviews will be kept confidential, to be read only by the Director of Athletics, Senior Associate Director of Athletics/SWA, Assistant Athletics Director for Compliance, and the Faculty Athletics Representative (FAR). The information will be discussed in general terms with the Athletics Advisory Committee (AAC). The information obtained from the exit interviews will be used to help determine the strengths and weaknesses of the IUPUI programs and to help decide where changes and/or improvements should be made.

Identification of Student-Athletes for Exit Interviews

Student-Athletes Who Have Exhausted Their Eligibility

The Senior Associate Director of Athletics will arrange an exit interview at the end of each sport season for each student-athlete who has exhausted eligibility in his or her sport. The names of those student-athletes who will exhaust their eligibility during the current academic year may be obtained from the Office of Athletics Compliance. If a former student-athlete fails to participate in an exit interview, a hold will be placed on his or her student-account.

Student-Athletes Departing a Sport Prior to Exhausting Eligibility

The Senior Associate Director of Athletics will arrange an exit interview at the end of each sport season for each student-athlete who has departed his or her squad prior to exhausting his or her athletic eligibility. The names of those student-athletes may be obtained from the Office of Athletics Compliance. If a former student-athlete fails to participate in an exit interview, a hold will be placed on his or her student-account.

Financial Aid

Awarding Athletic Financial Aid

All academic year athletics financial aid requests are to be submitted to the Office of Athletics Compliance on an [IUPUI Grant-in-Aid Request](#) form. This includes all initial, renewal and revised financial aid requests. If a National Letter of Intent is to be offered, this intention must be indicated at that time by the coach. Summer financial aid requests must be requested using the [IUPUI Summer Grant-in-Aid Request](#).

Awards are made only in accord with NCAA regulations and guidelines established by the IUPUI Department of Intercollegiate Athletics. All financial aid renewals shall be postmarked no later than July 1 pursuant to NCAA Bylaw 15.3.5.1. Incoming student-athlete financial aid is issued according to the National Letter of Intent [signing dates](#).

Steps in the academic year Athletics Grant-in-Aid process:

1. The Fiscal Officer will advise each head coach of the next year's funds at the end of each academic year. The head coach for each sport, in cooperation with the Athletics Compliance office and Business office, is responsible for verification that sufficient funds are available to offer the recommended award and for monitoring the permissible number of awards that can be made for his/her respective sport.
2. An [IUPUI Grant-in-Aid Request](#) must be completed and signed by the head coach. Completed requests should be delivered to the Sport Administrator as expeditiously as possible. The request will indicate if the awardee will be an incoming freshman, a new transfer, or a returning student-athlete. If the awardee is to be issued a National Letter of Intent, it must be indicated on this form. Grant-in-Aid and National Letter of Intent (NLI) requests shall be submitted to the Office of Athletics Compliance no later than two weeks prior to the initial signing date. Renewal awards for the subsequent academic year are due no later than June 1st.
3. The sport administrator will verify the information provided on the Grant-in-Aid Request, confirm that sufficient funds are available to offer the requested awards, sign the form, and submit to the Assistant Athletics Director for Compliance.
4. The Assistant Athletics Director for Compliance will ensure that each student is projected to be eligible for athletically related financial aid and that the requested awards will not result in a violation of individual or team financial aid limitations. The Assistant Athletics Director for Compliance also ensures that continuing student-athletes' awards are not reduced in violation of institutional policy and that students whose scholarships will not be renewed receive aid cancellation letters from the Office of Scholarships.
5. The Office of Athletics Compliance will prepare an NLI (if applicable) and IUPUI Department of Intercollegiate Athletics Grant-in-Aid offer for signature by the Head Coach, the Assistant Athletics Director for Compliance, the Assistant Athletics Director for Fiscal Affairs, and the Financial Aid Authority (Office of Student Scholarships designee).

6. The signed Athletics Grant-in-Aid and NLI (if applicable) will be sent to the student-athlete for signature(s) along with a cover letter. Scholarship documents may be sent by express mail, United States Postal Service, university email, or for incoming students, to the email address the student used to register with the NCAA Eligibility Center.
7. The (prospective) student-athlete is expected to return signed scholarship documents to the Office of Athletics Compliance in a timely fashion.
8. An executed copy of each Grant-in-Aid is sent to the Office of Student Scholarships by the Office of Athletics Compliance.
9. The Office of Student Scholarships shall process athletics financial aid in accordance with regular institutional policy and federal law. The Office of Scholarships shall also make adjustments to each student-athlete's account to ensure that no student exceeds his or her individual full grant-in-aid amount or cost of attendance.
10. The Office of Student Scholarships shall also input athletics based aid into Compliance Assistant Internet (CAi). All sports other than basketball and women's volleyball will use average grant-in-aid figures to determine their financial aid equivalencies. However, each scholarship received by a volleyball and basketball student-athlete will be calculated using his or her exact, individualized grant-in-aid and/or cost of attendance figures.
11. The Office of Athletics Compliance shall provide the Summit League office and/or the NCAA with squad lists before each sport's first date of competition and as needed.
12. Prior to each academic year, the Office of Athletics Compliance will provide the Office of Scholarships with a list of incoming freshmen, transfer, and continuing student-athletes who are counters that do not meet the minimum academic benchmarks to exempt non-athletics based financial aid. The Office of Scholarships uses this list to ensure that any non-athletics based institutional financial aid is classified as countable in CAi.

Determination of Room and Board

Each spring, the Athletics Compliance office contacts the IUPUI Housing staff to determine the weighted average cost to live on-campus during the following academic year. The Athletics Compliance office combines that amount with the cost of the unlimited meal plan offered by IUPUI Auxiliary Services to determine the maximum permissible amount of room and board. Full scholarship student-athletes residing off-campus receive this amount as a refund processed through their Bursar account. On-campus, full scholarship student-athletes have their actual room charges covered by their athletic scholarships and receive a board allowance up to the cost of the unlimited meal plan. Head coaches of full-scholarship, head count sports must require on-campus student-athletes to purchase a meal plan. Coaches may also allocate a portion of a student-athlete's board check as JagTag dollars. The cost of a meal plan and any JagTag dollars will be deducted from each student-athlete's board allowance.

Textbook Authorization Procedures

Basketball student-athletes receiving full scholarships are entitled to receive textbooks required for each of their courses. Books must be ordered by the Director of Basketball Academics. Under no circumstances shall student-athletes order their own books.

Prior to the beginning of each semester, the Director of Basketball Academics sends the course schedules for each basketball student-athlete on full scholarship to the Assistant Manager of the campus bookstore. The campus bookstore will box the required books for each course for each student-athlete. Student-athletes are then instructed to pick up the required textbooks on a specific date. Student-athletes are responsible for checking the receipt and ensuring they receive all the books listed. Student-athletes will sign two copies of the receipt. One receipt is retained by the campus bookstore; the other is kept by the Director of Basketball Academics.

At the conclusion of each semester, student-athletes are instructed to return all athletics issued books to the campus bookstore. The Director of Basketball Academics ensures all books have been returned. Student-athletes with unreturned books will be billed for the cost of the book. Any returned book with value will be sold back to the campus bookstore. Books with no resale value are donated to the Campus Library or disposed of appropriately.

Student-athletes who drop or add classes during the same semester are issued under the same procedure. No student will be provided with newly issued textbooks until all outstanding books are returned or appropriately paid for. If a professor assigns a required textbook that is not available at campus bookstore, the Director of Basketball Academics will obtain the required textbook from another campus bookstore or through an online retailer and retain the appropriate signed receipts.

Financial Aid from Outside Sources

A student-athlete is not permitted to receive financial aid that exceeds the cost of attendance. Further, the combination of a student's institutional and non-institutional scholarships cannot exceed the value of a grant-in-aid, or the cost of tuition and required fees, room, board, and required textbooks, unless the aid is issued without regard in any degree to athletics ability. Any financial aid awarded to a student-athlete from a source other than IUPUI or the student-athlete's parent must be reported by the student-athlete to the Office of Athletics Compliance. If the Office of Athletics Compliance determines that the student-athlete's scholarship from an outside source is based in any degree on athletics ability, the information will be forwarded to the Office of Student Scholarships. The Office of Student Scholarships will ensure that the student-athlete's financial aid is repackaged to not exceed the value of a full grant-in-aid.

A student-athlete's failure to report financial aid from outside sources may be declared ineligible for competition or experience a reduction of institutional financial aid awarded on the basis of athletics participation.

Maximum Institutional Financial Aid Limitations by Sport

IUPUI must ensure that the total amount of scholarships issued by each sport program does not exceed the NCAA defined maximum allowed for each sport. IUPUI must also ensure that each student's scholarship package does not exceed permissible individual scholarship limitations. The Office of Student Scholarships maintains documentation of student scholarships, verifies that student-athletes do not exceed individual scholarship limitations, and ensures that all scholarships are accurately reflected on Squad Lists. The Office of Athletics Compliance also maintains documentation of student scholarships, ensures student-athletes are eligible to receive athletically-related financial aid, and confirms that sport programs do not exceed the NCAA legislated maximums.

Basketball, women’s volleyball and women’s tennis are “head count sports,” or sports that limit the number of students on each team that may receive athletics aid. All other IUPUI sports are “equivalency sports,” or sports that limit the total amount of athletics aid that may be awarded.

Head-Count Sports: Each counter is tallied as one, regardless of the amount of aid they receive. The total number of counters allowed in one academic year are:

Men's Basketball	13
Women's Basketball	15
Women's Tennis	8
Women's Volleyball	12

Equivalency Sports: One full grant-in-aid can be divided among two or more student-athletes. To measure aid against the limits, the grant percentages for all counters in the sport are added, not the number of "heads" or individual recipients. The equivalency limits allowed in one academic year are:

<u>Men's Sports</u>		<u>Women's Sports</u>	
Cross Country / Track & Field	12.6	Cross Country / Track & Field	18.0
Golf	4.5	Golf	6.0
Soccer	9.9	Soccer	14.0
Swimming & Diving	9.9	Softball	12.0
Tennis	4.5	Swimming & Diving	14.0

A **counter** is a student-athlete who must be included against the institution's maximum financial aid limits in a particular sport. A counter fits one of the following descriptions;

- The student-athlete receives financial aid based in any way on athletic ability.
- The student-athlete was recruited, receives institutional aid not based on athletic ability, and participates in varsity intercollegiate competition in men's or women's basketball.

A **non-counter** is a student-athlete who does not have to be included against the institution's maximum financial aid limits. A non-counter fits one of the following descriptions:

- The student-athlete does not receive any institutional financial aid.
- The student-athlete was not recruited, and receives financial aid that is not based in any way on athletic ability.
- In sports other than men's and women's basketball, the student-athlete was recruited and receives financial aid that is not based in any way on athletic ability, regardless of whether the student represents IUPUI in competition.

All aid that is not based on athletic ability must be appropriately certified by the Faculty Athletics Representative, the Office of Student Scholarships, and/or the Director of Admissions. Non-counter certifications are kept on file in the Office of Athletic Compliance.

Terms of Athletics Financial Aid

IUPUI athletics financial aid may be awarded for a maximum period of one year. A coach may verbally inform a prospective student-athlete that he or she has the intention of renewing the financial aid for a four year period; however, the prospective student-athlete must be informed that the renewal is not automatic. Written offers of athletics aid are not permitted prior to August 1 of the prospect's senior year in high school.

Renewal of Athletics Financial Aid

Athletics financial aid renewals, reductions and non-renewals for the next academic year, must be announced to the continuing student-athlete by the Office of Student Scholarships no later than July 1. If the decision is made to reduce/not to renew athletics financial aid for the upcoming year, the coach must inform the Office of Athletics Compliance not later than June 1 of this adverse decision. The decision must be supported by documentation adequate to justify that decision, and must be supported by the Director of Athletics.

Coaches are strongly encouraged to inform the student-athlete about the basis for this decision. The Office of Student Scholarships will formally notify the student-athlete in writing, and must include the opportunity to appeal the decision to a committee outside of Athletics. The written notification for a hearing shall include a copy of the policies and procedures for conducting the hearing, including the deadline by which a student-athlete must request an appeal.

Statement of Policy: Intercollegiate Athletics Grant-in-Aid upon Career Ending Injury or Illness

A student-athlete's athletics grant-in-aid will not be canceled because of a career-ending injury or illness provided the student-athlete complies with certain conditions set forth by the Department of Intercollegiate Athletics. This policy provides a definition of a career-ending injury or illness and the procedural requirements that must be satisfied in order to be eligible to receive continued financial aid.

Certification

The IUPUI Head Team Physician must certify that the injury is a career-ending injury or illness.

Terms and Conditions

1. The student-athlete must meet the NCAA eligibility requirements for satisfactory progress toward degree completion.
2. The student-athlete is required to work for the Department of Intercollegiate Athletics. The Director of Athletics and Head Coach determine the number of hours per week that the student-athlete must work.
3. The student-athlete's aid must be consistent with NCAA Division I Bylaw 15.5.1.3.

Appeal Process

In the case where the student-athlete's athletics grant-in-aid is not renewed or reduced for the subsequent year, the student-athlete may appeal the non-renewal or reduction per NCAA bylaw 15.3.2.4.

Procedural Requirements

1. The process to secure continued financial aid may be initiated by the Head Coach, Head Athletics Trainer or student-athlete by submitting the Summit League Hardship Request Form (hereby referred to as Form) to the Head Athletics Trainer.
2. The Head Athletics Trainer submits the Form to the Head Team Physician.
3. The IUPUI Head Team Physician evaluates whether the injury is a career-ending injury or illness. If the Head Team Physician determines that there has been a career-ending injury or illness, the Head Team Physician completes, signs, and submits the Form to the Director of Athletics.
4. The Director of Athletics reviews the findings of the Head Athletics Trainer and the Head Team Physician. If the Director of Athletics agrees with the findings, the Director signs the Form and submits it to the Assistant Athletics Director for Compliance for submission to the Summit League.
5. The IUPUI Office of Athletics Compliance will notify the student-athlete, head coach, and Director of Athletics of the final decision.

Graduation and Cancellation of Athletics Financial Aid During Period of Award

Athletics financial aid cannot be increased, reduced or canceled during the period of award because of a student-athlete's athletic performance, ability, or for any athletic reason. The institution can immediately reduce or cancel athletic aid during the period of the award if the student-athlete:

1. Engages in serious misconduct that warrants a substantial disciplinary penalty by institution's disciplinary boards;
2. Becomes ineligible to compete in intercollegiate athletics;
3. Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement; or
4. Voluntarily withdraws from the sport and/or athletic scholarship. In which case, the head coach (or designee) shall submit a [Student-Athlete Roster Deactivation Form](#), signed by the student-athlete, to the Assistant Athletics Director for Compliance.

If any of the above four conditions occur, the institution may reduce or cancel athletics financial aid at the end of any academic term if the student-athlete becomes ineligible to compete or withdraws from the sport. Further, a student-athlete receiving an Athletics Room & Board award may have the award reduced at a prorated amount equal to the amount of days the student-athlete was in good standing with NCAA, League,

and/or institutional athletics eligibility rules. The former recipient's aid may not be awarded to another student-athlete in the term in which it was reduced or canceled once the academic year begins.

Procedures to Appeal the Decision to Reduce, Cancel, or not Renew an Athletics Grant-in-Aid

Decisions to reduce, to cancel or to not renew an athletics grant-in-aid may be appealed by the student-athlete upon receiving formal notification from the IUPUI Office of Student Scholarships. The student-athlete initiates the appeals process by formally requesting a hearing opportunity. This hearing request must be submitted in writing to the Director of the Office of Scholarships within 30 calendar days from the date contained on the original formal notification.

Upon being notified of the hearing request, the Office of Student Scholarships will contact the Chairperson of the Appeals Committee. The Chairperson will notify the committee members and request supporting documentation from the student-athlete and the athletics department. The supporting documentation will be reviewed by The Appeals Committee. Following this review, a written decision will be provided by the Chairperson to the student and the athletics department.

If the student-athlete disagrees with the decision of The Appeals Committee, a final appeal may be submitted to the Chief of Staff to the Chancellor in accord with procedures identified at the time of the Eligibility Committee's decision submitted by the Chairperson. The failure of the student-athlete to pursue the appeal as directed or the decision of the Chief of Staff will terminate the issue.

Athletics Financial Aid for Summer School

Student-athletes may be awarded summer financial aid if the student received athletics aid during the previous academic year, is a first-time recipient of financial aid the following academic year, or if the student is initially enrolling at the institution the following academic year. Students who received athletic aid during the previous academic year are limited to the proportion of athletically related aid they received during the previous academic year, and students receiving first-time athletic aid during the following academic year are limited to the proportion of athletically related aid they are scheduled to receive the following year. Equivalency limitations do not apply to student-athletes with exhausted eligibility if they are enrolled in coursework that applies towards their degree. Students initially enrolling at the institution, including transfers, must be enrolled in at least six credit hours and may not receive athletics aid for credits needed to certify the student's academic or transfer eligibility the following academic year. Financial aid for room and board must be approved by the Director of Athletics if the student-athlete is enrolled in online courses only. Further, summer athletic scholarships may be revoked if the student withdraws from a course or fails to earn credit in a course.

In order for a student-athlete to receive athletics financial aid for summer school, the coach must complete the [IUPUI Summer Grant-in-Aid Request](#). Additional terms and conditions may be placed on summer financial aid, including a minimum number of credit hours required.

Awards and Benefits

Receipt by a student-athlete of any award, benefit or expense not authorized by NCAA rules renders that student-athlete ineligible for competition, unless it is demonstrated that the same benefit is generally available to IUPUI's student body or the general public.

Student Athlete Awards

An award is an item given in recognition of athletics participation or performance. All awards provided by an institution, League, or other approved agency must be uniform for all team members receiving the award. No student-athlete shall sell, exchange, or trade a student-athlete award under any circumstances, nor may a student-athlete contribute to the cost of his/her student-athlete award.

Senior Awards Banquet

The Department of Intercollegiate Athletics has an awards program for senior student-athletes, which recognizes athletics participation, academic performance and outstanding achievements. Various awards will be provided to select student-athletes. The awards are purchased through the Athletics Business Office and are reported annually to the Office of Athletics Compliance using the [Student-Athlete Awards - Request for Approval](#).

Team Awards (Annual Participation or Special Attainment, Contribution to Season)

NCAA rules limit the types of awards, maximum value of the award(s) and number of awards the student-athlete may receive. Therefore, any team awards provided to student-athletes shall be approved by the Office of Athletics Compliance. It is the responsibility of the head coach to submit one of the [Student-Athlete Awards - Request for Approval](#) prior to purchasing the award or allowing an outside organization to purchase the awards.

The Compliance Coordinator will review the form, enter the information in the IUPUI Student-Athlete Award Summary spreadsheet. The approval decision will be sent (via e-mail) to the head coach and Business Manager, at which time the business office can purchase (or provide payment) for the award.

Postseason and Special Event Participation Awards

There are very specific rules on awards that a student-athlete may receive based on participation in special events such as postseason tournaments and championships. To assure that IUPUI remains in compliance with NCAA legislation, all awards provided by the institution must receive the prior approval of the Office of Athletics Compliance. Head Coaches must submit the [Student-Athlete Awards - Request for Approval](#). Head coaches must specifically designate each member of the team who will receive the award. Only student-athletes who were eligible to participate in the post-season or special event are eligible to receive the award. The Compliance Coordinator will review the request, ensure that all student-athletes are eligible to receive the award, enter the information in the IUPUI Student-Athlete Award Summary spreadsheet, and send the approval decision (via e-mail) to the head coach.

Awards provided directly by the NCAA and/or The Summit League constitute a separate award. Head Coaches must submit the [Student-Athlete Awards - Request for Approval](#) within one week following the postseason event. Head coaches must specifically designate each member of the team who received the award. The Compliance Coordinator will review the form, ensure that all student-athletes are eligible to receive the award, and enter the information in the IUPUI Student-Athlete Award Summary spreadsheet.

Championship Rings

A special championship ring is designated by the head coach and Director of Athletics (or designee) for members of a championship team or student-athlete who is an individual champion in his/her sport event. The head coach and that sport's administrator recommend, within the department guidelines, individuals eligible to receive the ring. The head coaches must submit the [Student-Athlete Awards - Request for Approval](#) to the Office of Athletics Compliance. The Compliance Coordinator will send an approval decision (via e-mail) to the head coach and sport administrator. The ring design and list of individuals recommended to receive championship rings must be approved by the athletic director.

Regular Season and Postseason Championship Team

In the event that an outside organization, such as the NCAA or The Summit League, provides awards or gifts to a team participating in a post-season event (or other special event), separate awards may be presented to both the regular-season League champion and the postseason League champion, but if the same institution wins both the regular season and the postseason League championship, the combined value of both awards shall not exceed the maximum value of one championship award.

Multi-Sport Student-Athletes

If a student-athlete receives a letter in more than one sport in any year, the athletic department will award only one varsity award per year to the individual. A student-athlete who letters in a second sport will receive a certificate his/her senior year listing the years the student-athlete lettered in that sport.

Student-Athlete Meals

Student-athletes may receive additional meals, outside of regular board procedures, as a result of their athletics participation. All meals other than permissible pre- and post-game meals must be approved in writing by the Office of Athletics Compliance. Requests for such meals shall be made using the [Meal Request for Approval](#) form.

Meals Incidental to Participation

Institutions may provide student-athletes with meals and snacks incidental to their participation when classes are in session and during vacation periods when student-athletes are required to remain on campus for practice and/or competition. Meals incidental to participation may not replace breakfast, lunch, or dinner. Meals incidental to participation must be a supplemental meal or snack designed to meet athletes' increased nutritional and calorie needs. Examples of permissible meals and snacks include a late night meal during preseason or a snack during film review. Meals incidental to participation must be funded by the institution.

Nutritional Supplements

Institutional staff members may provide nutritional supplements to a student-athlete for the purpose of providing additional calories and electrolytes. Permissible nutritional supplements contain less than 30% of calories from protein and are limited to sports drinks, energy bars, carbohydrate boosters, and vitamins/minerals that do not contain any banned substance. No form is required to provide nutritional supplements to a student-athlete, however, coaches are responsible for verifying with the Office of Athletic Training that the supplement does not contain any banned substance. Head coaches should also document that any nutritional supplement is permissibly provided; for example, the coaching staff may keep a log identifying any supplements provided along with the percentage of calories from protein.

Institutional Banquets

Each spring, IUPUI Athletics hosts an annual awards dinner celebrating the accomplishments of students in their final year of athletic eligibility. Individual sport programs may hold a banquet honoring seniors, individual student-athlete achievement, or general team accomplishments. Due to institutional policy, all guests attending IUPUI Athletics (or team) banquets shall be required to pay for the entire cost of their meal.

Meals on an Occasional or Celebratory Basis

A student-athlete or team may receive meals on an infrequent basis and in celebration of special occasions. Occasional meals are typically provided by individuals, not by the institution, and should not occur more than twelve times per year (August 1-July 31). The Director of Athletics (or designee) may approve additional occasional meals at his or her discretion.

Occasional Meals Provided by Staff

Institutional staff members may provide student-athletes meals in the Indianapolis area on an infrequent basis and in celebration of special occasions. An institutional staff member may also provide reasonable local transportation to student-athletes to attend such meals. Staff members providing the occasional meal must submit the [Meal Request for Approval](#) to the Office of Athletics Compliance at least two business days prior to the scheduled meal. The Compliance Coordinator will review the request and send approval decisions (via e-mail) to the host staff member, head coach and Athletics Business Manager.

Occasional Meals Provided by Representatives of Athletics Interests

Further, student-athletes and teams may receive an occasional family home meal from a representative of athletics interests under the following conditions:

1. The meal must be provided in an individual's home, on campus, or at a facility that is regularly used for home competition and may be catered; and
2. A representative of the institution's athletics interests may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative.
3. The individual providing the meal receives a written approval of the occasional meal from The Office of Athletics Compliance in response to submission of the [Meal Request for Approval](#) form.

Student-athletes must have triggered initial full-time enrollment at IUPUI pursuant to Bylaw 13.02.12 prior to receiving a meal provided by a representative of athletics interests.

Meals Provided by Parents of Student-Athletes

Meals provided on an occasional basis by a member of a student-athlete's family may occur at any location, and need not be considered an occasional meal. Head coaches must ensure that parents of student-athletes do not provide meals to impermissible attendees. Student-athletes must have triggered initial full-time enrollment at IUPUI pursuant to Bylaw 13.02.12 prior to receiving a meal provided by a parent of a teammate.

Reasonable Refreshments

Institutional staff members may also provide student-athletes with reasonable refreshments for meetings and celebratory events, such as birthdays. These occurrences, when not incidental to participation, must be limited to special events. The institutional staff member providing the refreshments must submit the [Meal Request for Approval](#) to the Office of Athletics Compliance before the event

Academic Services and Life Skills Programming

NCAA rules require that IUPUI make academic counseling and tutoring services available to all student-athletes, although these services may be provided through regular IUPUI non-athletic student support services, such as the IUPUI [Mathematics Assistance Center](#). Such academic services may be prioritized based on the institution's Academic Progress Rate. IUPUI shall also provide life skills programming to all student-athletes, which shall be organized by the Life Skills Coordinator. IUPUI will not provide academic expenses or services to assist a student-athlete in completing initial or transfer eligibility requirements.

Athletics Equipment & Apparel

IUPUI may provide equipment and apparel to student-athletes to be used for practice and competition. If an item is not to be used for practice or competition it may not be provided to a student-athlete, e.g., fashion apparel. Receipt of equipment or apparel items for any other purpose constitutes an extra benefit and may jeopardize the eligibility of a student-athlete.

IUPUI may not provide equipment and apparel to an individual until he/she has triggered student-athlete status. Such items shall never be provided to prospective student-athletes.

Expenses for Practice and Competition

Practice

An institution may provide expenses for practice sessions only if they are associated with an away-from-home contest or at a site within the state or, if outside the state within 100 miles of the campus. Practice on an extended road trip must take place either at the competition site or on a direct route between two consecutive competition sites. Expenses are not appropriate for skill instruction, strength training, or conditioning sessions. It is not permissible for an institution to take a team on a "training trip" over a vacation period for practice only. Competition against an outside opponent must be scheduled in conjunction with the trip.

Competition

An eligible student-athlete may receive actual, necessary, and reasonable travel expenses to represent the institution in athletics competition. If at any time a student-athlete will not be traveling with his or her team, the student-athletes' parents must complete the [Team Travel Student-Athlete Waiver](#) form and submit it to the Office of Athletics Compliance prior to the team's departure.

Travel expenses may not be provided to non-qualifiers, partial-qualifiers, or any other students ineligible for competition at any time.

Vacation Period Expenses

IUPUI may provide the cost of room and board to student-athletes during vacation periods when they are required to remain on campus for organized practice or competition. However, student-athletes who are already receiving the full board stipend are not eligible to receive an additional per diem entitlement during mid-semester vacation periods. If a student-athlete lives at home during a vacation period, the cost of room and board will not be provided.

Head coaches are responsible for making arrangements for stay over meals/money and housing through the IUPUI Athletics Business Manager.

Benefits, Gifts and Services

Extra benefits are any special arrangement to provide a student-athlete (or their relatives or friends) a benefit not authorized by NCAA legislation. Receipt of an extra benefit by a student-athlete may result in that student-athlete being declared ineligible for competition. Examples of non-permissible extra benefits or special arrangements include, but are not limited to:

- Living expenses
- A loan of money in any amount, or signing or co-signing a loan
- Cash or gifts
- Typing or other costs associated with school projects or reports
- Professional services for which a fee would normally be charged, such as free dental or medical services, legal fees, haircuts, automotive services, laundry or dry cleaning.
- Entertainment or the purchase of meals, such as a soft drink or popcorn at an athletic event.
- The use of a telephone or telephone credit card for free long distance calls
- Unapproved awards for athletic performance
- Transportation other than reasonable local transportation on an occasional basis
- An honorarium or fee for a speaking engagement or other appearance
- Special discounts or payment arrangements
- A guarantee of bond
- Tickets to an athletic, institution or community event

Complimentary Admissions

NCAA legislation and IUPUI policy govern ticket distribution to coaching staff members, current student-athletes, prospective student-athletes, and individuals affiliated with prospective student-athletes.

Coaching Staff

The maximum numbers of complimentary tickets/admissions for coaching staff members in accord with NCAA regulations and IUPUI policy are listed below. Ticket allocation is based on a coaching staff member's designation on the most recent NCAA Staff Declaration form.

NCAA Staff Designation	NCAA Maximum	IUPUI Policy
Head Coach	Unlimited number of tickets	Eight hard tickets to home games; away game tickets as available
Associate Head Coach	Unlimited number of tickets	Four hard tickets to home games; away game tickets as available
Assistant Coach	Unlimited number of tickets	Four hard tickets to home games; away game tickets as available
Volunteer Coach*	Two tickets to home games	Two hard tickets to home games; no away game tickets
Undergraduate Student Coach	Four tickets to home and away games, issued through the current student-athlete Complimentary Admission pass list	Four tickets to home and away games, issued through the current student-athlete Complimentary Admission pass list
Noncoaching Staff Member (non-students only)	Unlimited number of tickets	Determined by the head coach

*Volunteer coaches are not permitted in men's or women's basketball.

Hard tickets will be distributed to coaching staff members prior to the beginning of the season. Coaches requesting additional complimentary admissions should submit a memorandum with the request to the compliance office for approval no later than noon on the business day closest to game time. For example, a request must be submitted by noon on Friday to obtain complimentary admission for a Friday night event or weekend events. The compliance office will provide a signed copy of this list to the gameday operations staff. These tickets may be picked up at will call. Additional tickets will not be provided to volunteer coaches or student assistant coaches; staff members are not permitted to request additional tickets in order to accommodate additional guests for volunteer coaches or student assistant coaches.

Coaches are expected to provide their personal complimentary tickets to IUPUI athletic events to family members and personal friends. Coaches and non-coaching staff members are to use coaches' tickets for all personal guests and guests of the sport program; under no circumstances are staff members permitted to list personal guests or guests of the sport program as guests of student-athletes. Coaches' tickets may not be provided to prospective student-athletes or any individual associated with a prospective student-athlete unless the coach has a long-standing, personal relationship with the prospective student-athlete or his or her family that began before the prospective student-athlete reached prospect age. Such a relationship must be non-athletic in nature and any benefits provided to the prospective student-athlete and/or his or her family must remain similar to benefits provided prior to the prospective student-athlete's status as a prospect. Coaches must alert the compliance office in writing prior to providing complimentary admission to a prospective student-athlete, an individual associated with a prospective student-athlete, a sports agent, individual employed by a sports agent, or an individual employed by a professional sports team or league.

Enrolled Student-Athletes

IUPUI may provide student-athletes with four complimentary admissions to each home and away contest in the sport in which the student-athlete is participating, regardless of whether the student-athlete competes in the particular contest for which the tickets are received. During the postseason, the institution may be able to provide student-athletes with up to six complimentary admissions. In the case of tournament play, complimentary admission may be provided to members of the institution's team for all contests at the tournament site, rather than only for those tournament games in which the institution's team participates. Non-qualifiers may receive one complimentary admission to each regular-season home contest during his/her first year in residence. All other student-athletes are eligible to receive complimentary admission, provided they are eligible for practice or competition.

It is not permissible for an institution to provide additional complimentary admissions or to make arrangements for a student-athlete (or friends or relatives) to purchase additional tickets. Additional tickets may be purchased only in the same manner as the general public purchases tickets. Under no circumstances may a student-athlete sell their complimentary admission or purchase additional tickets to sell above face value.

Complimentary admissions will be issued only if the student-athlete designated specific individuals to receive the tickets with the appropriate IUPUI coach prior to the game. Coaches must ensure that the proper form (available [here](#)) is used to designate recipients of student-athlete complimentary admission. Prior to home games, each head coach (or coach's designee) is expected to return the complimentary admissions request form to the compliance office no later than noon on the business day closest to game time. For example, a request must be submitted by noon on Friday to obtain complimentary admission for a Friday night event or weekend events. Compliance will provide the list of student-athlete guests to the gameday operations staff operating the pass gate. Prior to away games, each head coach (or coach's designee) is expected to return the complimentary admissions request form to the compliance office by noon on the business day prior to the date of departure. The compliance staff will return the approved list to the head coach or his or her designee, who will be responsible for transporting the list to the away contest site.

All individuals must be designated by the student-athlete by first and last name; last minute replacements for another individual who is listed, but not attending, will not be permitted under any circumstances. All individuals receiving complimentary admission must present identification to gain admission at the pass gate or entrance. Please note that under IUPUI regular ticketing procedures, children 4 and under do not need a ticket for admission to The Jungle. "Hard" tickets will never be issued in conjunction with the complimentary admission program.

Violations of IUPUI ticketing policy and/or NCAA legislation as it relates to ticketing may adversely affect student-athlete eligibility to compete and may result in revocation of the involved student-athlete(s) access to complimentary admission.

Prospective Student-Athletes

A pass list system must be utilized to distribute admissions to prospective student-athletes. IUPUI Athletics may provide up to three (3) complimentary admissions to a regular-season home game for the prospective student-athlete and those persons accompanying him/her on a visit to campus. Complimentary admissions issued to prospective student-athletes must be issued on an individual game-to-game basis. Students accompanied by nontraditional family members visiting campus on official visits may be eligible to receive additional complimentary admission. In these limited cases, the coaching staff should alert the compliance office when submitting official visit paperwork prior to the visit. Official visitors will not be issued more than three complimentary admissions without prior written approval from the compliance office.

Coaches must request complimentary admissions for ticketed athletics events by submitting a complimentary admissions request form (available [here](#)) to the compliance office no later than noon on the business day closest to game time. For example, a request must be submitted by noon on Friday to obtain complimentary admission for a Friday night event or weekend events. The compliance office will provide a signed copy of this list to the gameday operations staff operating the pass gate.

All individuals receiving complimentary admission on the Prospective Student-Athlete pass list must be listed by first and last name; last minute replacements for another individual who is listed, but not attending, will not be permitted under any circumstances. All individuals receiving complimentary admission must present identification to gain admission at the pass gate or entrance. Please note that under IUPUI regular ticketing procedures, children 4 and under do not need a ticket for admission. Hard tickets will never be issued in conjunction with the complimentary admission program.

High School, College Preparatory School and Two-Year College Coaches

A maximum of two complimentary admissions may be provided to high school coaches, college preparatory school coaches, and junior college coaches to a home athletics event. The same privilege may be extended to teachers, counselors, and administrators at these institutions, and any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved. All recipients of complimentary admission through the High School, College Preparatory School and Two-Year College Coach pass list must be identified on an individual game-to-game basis on the [High School, College Preparatory School, and Two Year College Coaches Complimentary Admission List](#) provided to the compliance office no later than noon on the business day closest to game time. For example, a request must be submitted by noon on Friday to obtain complimentary admission for a Friday night event or weekend events. The compliance office will provide a signed copy of this list to the gameday operations staff operating the pass gate.

All individuals receiving complimentary admission on the High School, College Preparatory School, and Two Year College Coaches pass list must be listed by first and last name; last minute replacements for another individual who is listed, but not attending, will not be permitted under any circumstances. All individuals receiving complimentary admission must present identification to gain admission at the pass gate or entrance. Ideally, coaches will present school identification. Please note that under IUPUI regular

ticketing procedures, children 4 and under do not need a ticket for admission. Hard tickets will never be issued in conjunction with the complimentary admission program.

Vehicle Monitoring

Every IUPUI student-athlete must submit complete information regarding their access to vehicles to the Office of Athletics Compliance at the beginning of each academic year and upon access to any additional vehicle(s). Student-athletes are required to provide the following information for each vehicle they have access to on campus, in the Indianapolis area, or in their home community:

- Year, make, model, color, and any customization (e.g. stereo equipment, rims)
- License plate number and state of registry
- Parking pass information
- Name of title holder
- Student-athlete's relationship to the title holder
- Approximate date of purchase
- Financing information
- Dealership or individual from which the vehicle was purchased
- List of individuals who assisted in the selection and purchase of the vehicle (if any)

Supplementary documentation, such as records pertaining to the purchase of the vehicle, must be provided to the Office of Athletics Compliance upon request.

Head coaches are responsible for monitoring unexplained changes in their student-athletes' standards of living, including access to vehicles, and are expected to immediately notify the Office of Athletics Compliance if any changes seem out of the ordinary. The Office of Athletics Compliance is responsible for providing education to student-athletes and parents regarding extra benefits legislation, including the access to and purchase of vehicles. The Office of Athletics Compliance will also provide compliance education to any car dealerships with whom the institution (or its student-athletes) has a relationship.

NCAA Special Assistance Fund for Student-Athletes

The NCAA Special Assistance Fund was established by the NCAA to assist student-athletes receiving Pell Grant funds. The guiding principle of the fund is to meet student-athletes' need in emergencies or other critical needs for which financial assistance is not otherwise available. Non-Pell Grant recipients may also be eligible for the fund if they are receiving an athletics grant-in-aid and demonstrate financial need. For more information about the NCAA Special Assistance Fund, please contact the Assistant Athletics Director for Compliance.

Playing and Practice Seasons

Schedule Approval Process

Head coaches are responsible for scheduling contests in their sport. Below is the process for approving a team's schedule:

1. The [Schedule Approval Form](#) must be completed by the head coach and approved by the sport supervisor.
2. The Schedule Approval Form must then be submitted to the Office of Athletics Compliance. He/she (or designee) will review the schedule and ensure that it meets NCAA Division I regulations found in Bylaw 17 and Bylaw 20.
3. Once the Office of Athletics Compliance certifies the schedule, it will be forwarded to the Associate Athletics Director for Academics. After an academic advisor has approved the schedule and verifies that it meets the IUPUI Missed Class Time Policy, the form will be sent to the Sport Supervisor.
4. The Athletics Administrative Assistant will provide the form to the IUPUI Athletics Committee for final approval.
5. After the proposed schedule has been approved, a copy of the schedule will be to Sports Information, the Office of Athletic Training, Associate Athletics Director for Academics, the Office of Athletics Compliance, and the IUPUI Athletics Committee. The original form will remain on file with Director of Athletics.

Any necessary changes (e.g., travel time/date changes, etc.) are to be requested using the [Schedule Change Form](#).

Declaration of Playing and Practice Season(s)

The Compliance Coordinator is responsible for oversight of playing and practice season declarations and documentation for all sports. The head coach (or designee) must submit a playing and practice season declaration to the Office of Athletics Compliance by July 15th prior to each academic year. All changes should be submitted in writing to the Compliance Coordinator. Below is the process for declaring the playing and practice seasons:

1. In June, the Compliance Coordinator sends the [Playing and Practice Season Declaration](#) to all head coaches.
2. Head coaches complete and submit the forms to the Compliance Coordinator by July 1st. If the 1st falls on a Saturday or Sunday, the form is due on the following Monday.
3. Using the information provided on the form, the Compliance Coordinator checks for compliance with the following:
 - a. NCAA first permissible dates of practice and competition for the academic year.
 - b. NCAA length of the playing and practice season.
 - c. NCAA maximum and minimum number of contests/dates of competition for the academic year (if applicable).
 - d. Institutional vacation periods and declared out-of-season segments.
4. The Compliance Coordinator will then input the information into the appropriate compliance database and keep the form on file.
5. Based on the information provided on the form, the Compliance Coordinator will send an approval decision to the head coach.

6. If approved, the Compliance Coordinator (or designated extern) will create a Playing and Practice Season Calendar. The Compliance Coordinator will then email the calendar to the head coach, while keeping a copy on file the compliance office.

Countable Athletically-Related Activities

Countable athletically-related activities (CARA) have been grouped into seven (7) categories to simplify the recording and monitoring process. These seven categories are listed on the IUPUI CARA Logs that each head coach must submit to the Office of Athletics Compliance on a weekly basis. Coaches who have declared their week to be Sunday-Saturday can find their CARA Log [here](#), and those who have a defined week of Monday-Sunday can find their log [here](#). Student-Athletes from each sport will be randomly chosen by the Office of Athletics Compliance to verify CARA Logs at the conclusion of each month.

Institutional staff members, coaches, and student-athletes are able to review [rules education material](#) related to CARA on the compliance website. The following are countable athletically-related activities and may be conducted only within the institution's playing season (except for weight training and conditioning activities as indicated above):

1. Practice
 - a. Team conditioning or physical fitness activities.
 - b. Field, floor or on-court activity.
 - c. Setting up offensive or defensive alignments.
 - d. Activities utilizing equipment relating to the sport.
 - e. Individual workouts required or supervised by a member of the coaching staff.
 - f. Visiting the competition site in the sports of cross country and golf.
2. Competition
 - a. All competition and any associated activities on the day of competition count as three (3) hours regardless of the actual duration of these activities.
 - b. Practice may never be conducted following competition.
 - c. If competition is cancelled pursuant to the playing rules of the involved sport, the competition and any same-day activities associated with the competition shall count as zero hours and may be counted as a day off.
3. Weights/Conditioning
 - a. Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member.
 - b. Participation in a physical fitness class conducted or required by a member of the athletics staff.
 - c. Activities conducted under the guise of physical education class work.
4. Films/Videos
 - a. Film or videotape reviews of athletics practices or contests required, supervised or monitored by institutional staff members.
 - b. Discussions or review of game films, motion pictures or videotapes relating to the sport.
5. Participation - Camps/Clinics/Workshops/Community Service
 - a. Required participation in camps, clinics, workshops or community service.
6. Meetings - Athletically-Related Activities
 - a. Meetings initiated by coaches or other institutional staff members on athletically related matters.
 - b. Chalk talks.
 - c. Lectures on or discussion of strategy relating to the sport.
7. Athletically-Related Activities Arranged by Team Members

- a. On-court or on-field activities called by any member of a team and confined primarily to members of that team that are considered as requisite for participation in the sport (e.g., captain's practices).

[NOTE: No class time may be missed for any of the above countable athletically related activities except for those activities associated with competition.]

The following activities are considered non-countable athletically related activities and are not counted in the weekly or daily time limitations:

1. Training table or competition related meals.
2. Physical rehabilitation, medical exams or treatment.
3. Dressing, showering or taping
4. Study table, tutoring session or meetings with academic advisors.
5. Meetings with coaches on non-athletic matters.
6. Travel to and from practice and competition or visiting the practice site in sports other than cross country and golf.
7. Public relations activities, e.g., media days.
8. Serving as a student host or other recruiting activities.
9. Voluntary individual workouts that are not required by coaching staff members. They may be monitored by the strength and conditioning staff. A coach may design a voluntary general workout program for a student-athlete (as opposed to a specific workout program for specific days).
10. Individual consultation with a coach initiated voluntarily by the student athlete, provided the coach and the student-athlete do not engage in athletically related activities.
11. Use of an institution's facilities provided the activities are not supervised or held at the direction of a coach.
12. Supervision of weight training and assisting in conditioning by the strength and conditioning staff. This staff must perform these duties on a department-wide basis.
13. A coach may provide a videotape to a student-athlete that includes a personalized message and athletically related information, e.g., discussion of plays, general workout programs, lecture on strategy relating to the sport, without such activity constituting athletically related activity, providing the viewing of the videotape is voluntary.

Time Limits for Countable Athletically Related Activities:

1. Within the Declared Playing Season
 - a. A written record of countable athletically related activities for each student-athlete is required, i.e., IUPUI CARA Log.
 - b. A maximum of four (4) hours per day and 20 hours per week (except during preseason practice and an official vacation period).
 - c. One day off required per week (except during NCAA Championships and preseason practice).
 - d. All competition and any activities associated with the competition count as three (3) hours, regardless of the actual duration of the activities.
 - e. Practice may never be conducted following competition.
 - f. No class time is ever to be missed for practice activities.
 - g. Daily and weekly hour limitations do not apply during pre-season practice prior to the first day of classes or during an institution's official vacation period. If such vacation periods occur during any part of a week in which classes are in session, then the daily and weekly

hour limitations must be observed during the portion of the week and a day off must be provided.

2. Outside the Declared Playing Season (during the academic year)
 - a. A written record of out-of-season activities for each student-athlete is required, i.e., IUPUI CARA Log.
 - b. Coaches may require up to eight (8) hours per week of the following countable activities only:
 - i. Weight-training and conditioning, and
 - ii. Up to (2) hours of skill-related instruction

Note: No other countable activities may be engaged outside of the declared playing/practice season.

During weight-training and conditioning activities, it is not permissible for a student-athlete to be involved in conditioning activities, other than weight training and running, in the student-athlete's sport held at the direction of or supervised by a coaching staff member, e.g., swimmers may not condition in the pool, with the exception of indoor/outdoor track and cross country. In track and cross country, conditioning activities, other than weight training, are limited to normal running activities and may not include any equipment related to the sport, e.g., starting blocks, batons, hurdles, etc.

No staff member shall require a student-athlete to participate in any type of physical countable athletically related activity, including conditioning activity or missed practice sessions, without staff supervision. Strength and conditioning, when conducted at the National Institute for Fitness and Sport and supervised by a NIFS employee, and swimming activities at the Indiana University Natatorium supervised by a certified lifeguard, are considered staff supervised activities. All IUPUI Athletics staff members are required to maintain valid certification in CPR, AED use, and first aid.

NCAA Sports Sponsorship Requirements

In order to be counted toward the above NCAA minimum sports sponsorship requirements for Division I, a team shall engage in at least a minimum number of contests against other four-year institutions each year.

Team Sports	Minimum Number of Contests	Maximum Number of Contests
Basketball*	25	27 or 29
Soccer	11	20 (5 dates in Spring)
Softball	27	56 (8 in Fall)
Volleyball	19	28 dates (4 dates in Spring)

Individual Sports	Minimum Number of Contests	Maximum Dates of Competition	Minimum Number of Participants
Cross Country	6	7	5
Golf	8	24	5
Swimming/Diving	6	20	11

Tennis	12	25	5
Track and Field (Indoor & Outdoor)	12 (including at least 4 indoor and 4 outdoor meets)	18	14

In individual sports, the team must also include a minimum number of participants in each contest. Basketball may not schedule more than four contests, including scrimmages and exhibitions, against non-Division I teams. In sports other than basketball, men’s swimming and diving, and men’s track, teams must schedule 100% of the minimum number of contests against Division I programs and 50% of contests beyond the minimum against Division I opponents. In men’s swimming and track, teams must complete a schedule consisting of at least 50% Division I opponents.

IUPUI is also required to meet all League regulations involving scheduling.

Travel Itineraries

Head Coaches must submit to the Office of Athletics Compliance a [Travel Itinerary](#) for every away contest. Included on the itinerary should be the accurate dates/times for arrival/departure to and from campus. Additionally, all individuals traveling with the team should be listed on the Travel Roster section of the itinerary. Only those student-athletes who have been certified for competition and travel shall travel with the team. Ineligible student-athletes may not travel as a manger or other type of member of the travel party. Finally, an accurate schedule of the trip should be included with the itinerary. Athletics department staff members receiving this form are the Athletics Director, SWA, Athletics Business Manager, Office of Athletics Compliance, Sports Information, Athletics Training staff, Administrative Assistant, and all individuals listed on the Travel Roster.

Summer Access (Basketball ONLY)

Head coaches (or designees) in the sport of basketball are required to declare a summer access period in which student-athletes may engage in required weight-training, conditioning and skill-related instruction for up to eight weeks (not required to be consecutive weeks). Participation in such activities, shall be limited to a maximum of eight hours per week with not more than two hours per week spent on skill-related instruction.

The head coach shall submit the [Summer Access Declaration](#) form to the Assistant Athletics Director for Compliance at least two weeks prior to the start of Summer Session I. The Assistant Athletics Director will verify that the information provided meets NCAA regulations and that all student-athletes selected to participate are eligible. Upon approval, the Assistant Athletics Director for Compliance will send an email to the head coach with the summer access eligibility roster.

Basketball coaches are required to submit weekly CARA logs to the Office of Athletics Compliance each week throughout the summer. Student-athletes will be selected to verify the logs submitted by the coaching staff.

Foreign Tours

All sports may participate in competition during a foreign tour once every four years. All trips must be approved by Indiana University and have an approved [Foreign Tour Declaration](#) form on file with

compliance. Head coaches must also submit a list of student-athletes participating on the trip and finalized trip dates with the Foreign Tour Declaration form.

Timing and Limitations of Tour

All foreign tours must be scheduled during the summer vacation period or during an academic year vacation period published in the institution's official catalog. All travel to and from the tour must take place during the vacation period. Tours conducted during the summer are considered to have occurred during the following academic year.

No more than 10 days of practice are permitted prior to departure for a foreign tour. Further, teams are limited to no more than 10 dates of competition/contests during the tour. Contests may not be scheduled against other American teams, other than teams composed of U.S. armed forces personnel stationed abroad.

Eligibility of Student-Athletes

Continuing student-athletes are eligible to participate in a foreign tour if they meet one of the following criteria:

- The tour takes place during the academic year and the student-athlete is eligible.
- The tour takes place during the summer and the student-athlete was eligible for intercollegiate competition during the previous academic year.
- The tour takes place during the summer, the student-athlete was enrolled at the institution during the previous academic year, and will be eligible during the upcoming academic year.

Incoming student-athletes are eligible to participate in a foreign tour if they meet one of the following criteria:

- The tour is during the academic year, the tour begins after the permissible starting practice date in the sport involved or after the first day of classes of his or her first regular term, and the student-athlete is eligible.
- BASKETBALL ONLY: The tour is during the summer, the student-athlete has earned at least three hours of acceptable degree credit during the summer term at the certifying institution, and he or she is eligible for competition during the following academic year.

Expenses

An institution may provide a student-athlete with up to \$20 per day to cover incidental expenses incurred in connection with a foreign tour. Such expenses are limited to a maximum of 21 days. An institution may also purchase passports for its student-athletes, if required for travel. Student-athletes may retain possession of these passports.

Representatives of Athletics Interests

NCAA rules define a "rep" as an individual who is known (or should have been known) by a member of IUPUI's executive or athletics administration to:

1. Have participated in or to be a member of an agency or organization promoting IUPUI's athletics program;
2. Have made financial contributions to the IUPUI Department of Athletics or to an IUPUI athletics booster organization;
3. Be assisting or to have been requested (by the IUPUI Department of Athletics staff) to assist in the recruitment of prospects;
4. Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families, or
5. Have been involved otherwise in promoting the IUPUI athletics program.

Once an individual is identified as such a representative, the person retains that identity indefinitely. NCAA interpretations include spouses of coaching staff members and parents of currently enrolled student-athletes in the definition of "rep."

"Reps" and Recruiting

NCAA regulations prohibit representatives of an institution's athletics interests from involving themselves in recruiting activities. Put simply, the IUPUI community must leave recruiting efforts to countable, certified coaches. If a "rep" identifies a prospective student-athlete he/she believes the IUPUI coaching staff should consider, he/she should simply alert the coaching staff to that prospect and remain uninvolved in the recruiting process.

Representatives of athletics interest are prohibited from the following:

- Making in-person, on- or off- campus recruiting contact with a prospect and his or her parents or legal guardians
- Writing, telephoning, or contacting a prospect and his or her parents or legal guardians on social media
- Contacting a prospect's coach, principal or counselor in an attempt to evaluate a prospect academically or athletically
- Providing any type of benefit to a prospective student-athlete or his or her family or friends

"Reps" and Extra Benefits for Enrolled Student-Athletes

The NCAA has specific regulations regarding the receipt of extra benefits or special arrangements by currently enrolled student-athletes or the relatives or friends of student-athletes. An extra benefit is any special arrangement to provide a student-athlete (or relatives or friends) a benefit not authorized by NCAA legislation. Receipt of an extra benefit by a student-athlete may result in that student-athlete being declared ineligible for competition.

Examples of non-permissible extra benefits or special arrangements "reps" may not provide to student-athletes include, but are not limited to:

1. Room, board or transportation costs (including a stay in a rep's home or transportation to or from a job).
2. A loan of money in any amount or signing or cosigning a note with an outside agency to arrange a loan.
3. Cash, pre-paid bank cards, or gifts.
4. Typing or other costs associated with school projects or reports.
5. Professional services for which a fee would normally be charged, e.g., free dental or medical services, haircuts, automotive services, laundry or dry cleaning, etc.
6. Entertainment or the purchase of meals or services at commercial establishments (this includes a soft drink or popcorn at an athletics event).
7. The use of a telephone.
8. Awards for athletic performance.
9. An honorarium or fee for a speaking engagement or other appearance.
10. A special discount payment arrangement or credit on a purchase, e.g., airline ticket, clothing, etc.
11. A guarantee of bond.
12. A benefit connected with off-campus housing, e.g., television sets, electronic equipment, room furnishings, specialized recreational facilities, etc.
13. Selling or giving tickets to an athletics, institution or community event, e.g., state high school tournament tickets, professional basketball or football game tickets, etc.
14. The use of personal properties, e.g., boats, summer homes, automobiles, etc.

The only permissible benefit which may be provided to a student-athlete by a "rep" is an "occasional" home meal for a student-athlete or the entire team under the following conditions:

1. The meal must be provided in the home (as opposed to a restaurant);
2. Meals must be restricted to infrequent and special occasions (no more than once per month), and
3. Institutional staff members may provide transportation to student-athletes to attend such meals. A "rep" may not provide transportation to a student-athlete to attend the meal function unless the meal function is at the home of that "rep"

Other than a permissible occasional home meal as identified above, a "rep" (or anyone else) may not provide any extra benefit or special arrangement to a student-athlete.

Spouses of Coaches as "Reps"

As per the NCAA interpretation noted above, the spouse of a coach is presumed to be a representative of the institution's athletics interests. NCAA regulations prohibit a "rep" from making face-to-face contact, written correspondence or telephone contact with a prospective student-athlete. Therefore, a coach's spouse is prohibited from being involved in the recruiting process, e.g., a spouse may not call or write a prospective student-athlete after his/her official visit to campus. There are some limited exceptions to this which permit a spouse to be involved in the recruitment of prospective student-athletes in the following ways:

1. A spouse may accompany the coach to evaluate a prospective student-athlete off-campus, e.g., high school basketball game, provided the spouse does not attend the event for evaluation purposes, receives no expenses from the institution, makes no contact with the prospective student-athlete and does not act as a recruiter for the institution.
2. A spouse may have off-campus face-to-face contact with a prospective student-athlete who is on an official visit within a 30 mile radius of the campus, even when the spouse is not in the presence of the coach.

There are no exceptions for a spouse of a coach to provide an extra benefit or special arrangement to an enrolled student-athlete. Other than the permissible occasional home meal as defined in section 5.3, a coach's spouse may not provide anything to a student-athlete.

Parents of Currently Enrolled Student-Athletes as "Reps"

Parents of currently enrolled student-athletes may be considered "reps". If a parent of a PSA should contact the parent of a currently enrolled student-athlete, he/she may not discuss athletics or enter into a recruiting conversation. Parents of currently enrolled student-athletes may not have pre-arranged off-campus contact with prospective student-athletes or their family members, and if such contact occurs, the contact should not be in excess of a brief greeting. Coaches should take care to avoid contact between parents of current and prospective student-athletes, unless that contact occurs on campus and is not at the direction of the coaching staff.

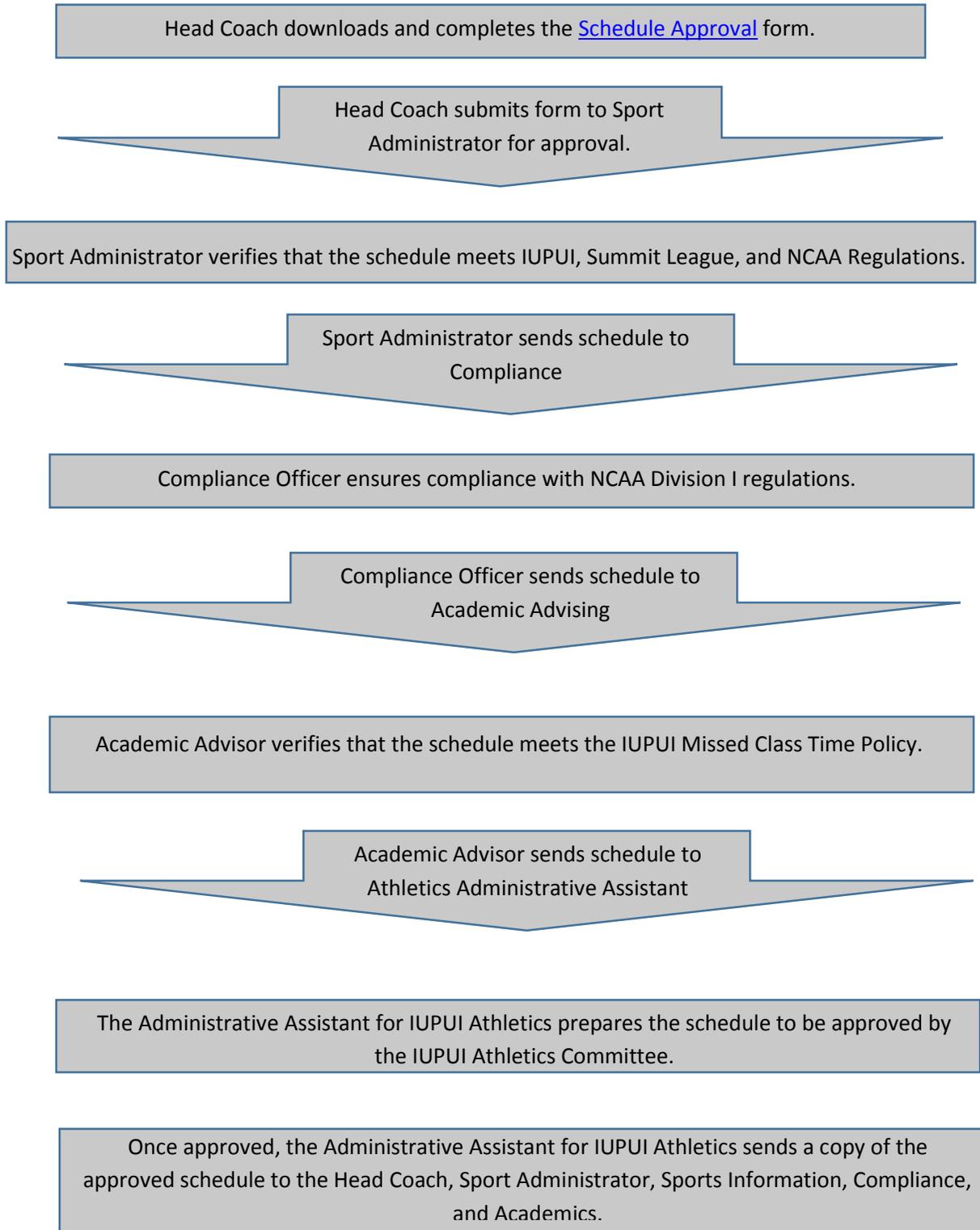
If the parent of a student-athlete is a family friend of the parent of a PSA, they may maintain their normal prior relationship; however no recruiting activities may take place. Parents are encouraged to contact the Office of Athletics Compliance if they have questions regarding maintaining their current relationships with prospects and their families.

Appendices

Compliance Deadlines

Compliance Documentation - 2014-2015 Deadlines		
Date	Documentation	Submitted By:
Friday, August 01, 2014	Staff Declaration Form	Head Coach (All Sports)
Friday, August 01, 2014	Sport Specific Staff Member Coaching Agreement & Recruiting Affidavit	All Sport-Specific Staff (All Sports)
Friday, August 15, 2014	Recruiting Logs - July	Recruiting Coaches (All Sports)
Monday, September 15, 2014	Recruiting Logs - August	Recruiting Coaches (All Sports)
Wednesday, October 15, 2014	Recruiting Logs - September	Recruiting Coaches (All Sports)
Wednesday, October 29, 2014	GIA Requests for Initial NLI Signing Date	Head Coach (Basketball, Cross Country & Track, Golf, Softball, Swim/Dive, Tennis, Volleyball)
Monday, November 17, 2014	Recruiting Logs - October	Recruiting Coaches (All Sports)
Monday, December 15, 2014	Recruiting Logs - November	Recruiting Coaches (All Sports)
Thursday, January 15, 2015	Recruiting Logs - December	Recruiting Coaches (All Sports)
Wednesday, January 21, 2015	GIA Requests for Initial NLI Signing Date	Head Coach (Soccer, Track and Field/Cross Country)
Monday, February 16, 2015	Recruiting Logs - January	Recruiting Coaches (All Sports)
Monday, March 16, 2015	Recruiting Logs - February	Recruiting Coaches (All Sports)
Wednesday, April 01, 2015	GIA Requests for Initial NLI Signing Date	Head Coach (Basketball, Golf, Softball, Swim/Dive, Tennis, Volleyball)
Wednesday, April 15, 2015	Recruiting Logs - March	Recruiting Coaches (All Sports)
Friday, May 08, 2015	Summer Access Declaration Form	Head Coach (Basketball)
Friday, May 15, 2015	Recruiting Logs - April	Recruiting Coaches (All Sports)
Monday, June 01, 2015	GIA Requests for Returning Student-Athletes	Head Coach (All Sports)
Monday, June 15, 2015	Recruiting Logs - May	Recruiting Coaches (All Sports)
Wednesday, July 01, 2015	Season Declaration Form	Head Coach (All Sports)
Wednesday, July 15, 2015	Recruiting Logs - June	Recruiting Coaches (All Sports)
Wednesday, July 15, 2015	Outside Income Reporting Form	All Athletic Department Staff

Process Flow Chart: Schedule Approval



Process Flow Chart: Schedule Change

