



SALUKI ATHLETICS

GUIDE TO NCAA COMPLIANCE PROCEDURES

***ACADEMIC YEAR
2008-2009***

***CHRISTIAN SPEARS
ASSISTANT ATHLETIC DIRECTOR***

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INTRODUCTION

The NCAA Constitution states, “It is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the Association”. Every person associated with Saluki Athletics, including administrative and clerical staff, coaches, student-athletes, faculty, parents, friends and alumni, have the responsibility to comply with NCAA, Conference and University rules and regulations. It is the responsibility of the head coach to establish a spirit of compliance among the entire team, including assistant coaches, other staff and students. Failure by any member of the Department of Athletics to comply with all applicable rules may result in a violation and possible penalties for the individual, the team and the institution. As a Division I member institution, coaches and student-athletes also have the responsibility to fill out required paperwork in a timely manner. 18 intercollegiate teams create a tremendous amount of paperwork for the Athletic Department, and tracking down coaches or student-athletes for delinquent information is an unnecessary burden. The Saluki Athletic Compliance Office will make every effort to simplify and minimize compliance procedures, but the process could be made easier, if all required information is provided in timely manner.

Compliance issues are the responsibility of all athletic department staff members. Experience has proven that, when compliance is viewed as a part of everyone’s job and approached with a spirit of cooperation, the issues are fewer and the problems are more easily solved. The purpose of this guide is to facilitate the compliance process and to ensure our institution maintains institutional control of the intercollegiate athletic program. This guide has been developed as a tool to help you better accomplish your compliance responsibilities. The NCAA holds coaches and administrative staff to a high standard of compliance with all applicable rules and regulations. Southern Illinois University expects you not only to meet, but also to surpass this standard as it relates to all aspects of your athletic program. Through your compliance conscience, you will maintain the integrity of your program and the reputation of the university as a whole. Please note: this guide does not necessarily represent an exhaustive list of all compliance related matters in your area (when in doubt, ask questions), rather it is meant to guide you as you navigate the vast array of NCAA regulations as well as show you some of the routine NCAA compliance procedures utilized at Southern Illinois University.

1. Requesting Interpretations

The Saluki Athletic Compliance Office expects *the entire staff* to make an effort to be knowledgeable of all applicable NCAA and MVC regulations. Each coach is provided with an NCAA Manual to assist in understanding the legislation. Since the rules are so numerous and often times unclear, you as a staff member or coach should contact the compliance office any time, you require an interpretation of a specific rule or you are unable to locate the applicable legislation in the NCAA Manual. Any individual (e.g., athletic department staff member, student-athlete, university employee, representative of the University’s athletics interests, member of the community) may request a rules interpretation. The individual may request the interpretation verbally or in writing.

All requests for interpretation of NCAA regulations should be handled through the Saluki Athletic Compliance Office. In the event that the Assistant Athletic Director or the Compliance Coordinator is unavailable and the situation necessitates an immediate resolution, one of the following designated individuals may be contacted to request an appropriate interpretation:

- Associate Director of Athletics - SWA
- NCAA Faculty Athletic Representative

The Saluki Athletic Compliance Office will maintain a record of all requested interpretations and will require coaches to submit a rules interpretation request form if they would like a detailed record of the request.

In addition, if a rules interpretation is confusing and you would like additional clarification on a rules interpretation only the five individuals listed below who have been designated by the institution are authorized to request interpretations from the NCAA national office:

- Director of Athletics
- NCAA Faculty Athletic Representative
- Associate Director of Athletics - SWA
- Assistant Director of Athletics - Compliance
- NCAA Compliance Coordinator

These same individuals have been designated by the institution and are authorized to contact the Missouri Valley Conference office for rules interpretations.

II. Violations

If you believe a violation of an NCAA or conference rule has transpired, you should report it to the compliance office immediately. Our office is not in the business of policing the coaching staff, but we have a responsibility to report all violations. We understand that a minor violation of an NCAA rule is sometimes unavoidable due to the rapidly growing and constantly changing NCAA Manual. For this reason, most violations are treated as secondary violations (Level II) and do not usually incur a substantial penalty from the NCAA or the conference office. Athletic staff members should not be discouraged from reporting violations because of a fear of the possible outcome. If a violation is not intentional and not major, it will not be treated as such. Once a violation is discovered, the compliance office will gather enough information to write a comprehensive self-report to the conference office. Please note: the compliance office will provide all parties involved in a violation with a copy of the self-report submitted to the conference or national office. Please note: additional information is available in the violation policies and procedures section.

III. The Compliance Website

The Saluki Athletic Compliance Office is committed to the principles of institutional control as well as compliance with the letter and spirit of all NCAA, MVC and Gateway conference regulations. The Saluki Athletic Compliance Office strives for integration with all the campus units that deal directly with our student-athletes, whether it is our financial aid office, the registrar's office or student support services. Our office will make every effort to maintain a compliance web, where everybody is working together; athletic department personnel as well as our institutional colleagues sharing information to ensure that checks and balances are sustained throughout our systems.

A proactive, comprehensive rules and resources education program is a key component of our commitment to compliance. The Compliance website should be used as a resource to assist administrators, coaches, student-athletes, boosters, prospective student-athletes and the university community who may be interested in educating themselves about our intercollegiate athletic compliance program. After reviewing the information contained on the website, if you have any questions or concerns, please do not hesitate to contact the compliance office. Many of the required compliance forms for both student-athletes and coaches are contained and accessible through the website. Please make every effort to review the materials and utilize the convenience of internet access.

IV. Saluki Webforms

The Saluki Athletic Compliance Office serves almost 400 student-athletes competing in 18 intercollegiate sports; our office is committed to providing services, which enhance the student-athlete experience. One way to accomplish this is by streamlining the process for gaining NCAA eligibility. In the past, at the beginning of each academic year, the Saluki Athletic Compliance Office would collect student-athlete data by distributing paper-based forms to student-athletes who must complete and return them to the compliance office. The Saluki Athletic Compliance Office has converted this labor intensive, paper-based process into a streamlined, web-based application. All student-athletes are

required to visit this web-based application prior to practice or competition and complete all the required forms contained within the application. This is a remarkably user-friendly endeavor, once a student-athlete enters their student ID# and password the forms are pre-populated with information from our registrars' office. They must acknowledge their understanding of the information presented as well as verify the accuracy of the populated fields. Again, all student-athletes must complete the on-line forms prior to practice or competition.

V. The Become a Saluki Website

Saluki Athletics teamed up with the Office of Media and Communication Resources to create the "Become a Saluki" student recruitment website. The website was designed to help Saluki coaches educate prospective student-athletes about the available opportunities at Southern Illinois University. The website includes several different links, including information about the SIU community, applying to school, contacting an SIU coach, financial aid and housing, NCAA recruiting basics, and other important links. The site is an all-encompassing, user-friendly information source for parents and prospective students, who are interested in educating themselves about Southern Illinois University. Please make every effort to review the information contained on the site and encourage your prospects to utilize the convenience of internet access. Again, please encourage your prospective student-athletes to apply to SIU early as well as utilize the site to complete your recruitment questionnaires.

VI. The Compliance Conscience (Newsletter)

The Compliance Conscience Newsletter will contain a variety of timely information on relevant NCAA topics and issues. The newsletter will present coaches, student-athletes, boosters and administrators with an additional educational tool to enhance the institution's commitment to NCAA compliance and winning with integrity. Please note: the newsletter is issued monthly and is hosted by the National Association for Athletics Compliance (NAAC).

COACHING & ADMINISTRATIVE DUTIES

I. NCAA Annual Certification Test

Any coach who wishes to recruit off-campus and all head coaches must pass the NCAA Certification test on an annual basis. Our Faculty Athletic Representative (Dr. Harold Bardo) administers the test twice a year. It is usually given once in May and again one evening in June to accommodate the schedules of all coaches. Successful completion of this test provides you with the opportunity to recruit off-campus from August 1 to July 31 of the following year. If you do not pass the test, you have to wait 30 days before taking it again. Please note: the Saluki Athletic Compliance Office will provide a comprehensive review session prior to the test. Know the rules!

NCAA Practice Certification Test (Appendix A)

REFERENCE: NCAA BYLAW 11.5.1.1

II. NCAA Certification of Compliance

All returning athletic staff members must sign the Certification of Compliance form (located in the office of the Senior Woman's Administrator) prior to September 15 each year. By signing this form, you certify that you have reported any violations that you were aware of in the previous academic year.

NCAA Certification of Compliance (Appendix B)

REFERENCE: NCAA BYLAW 30.3

III. Coaching Limitations

Head coaches are required to notify the Saluki Athletic Compliance Office of any changes to their coaching staff when they occur including the addition of a volunteer coach. All sports other than football and basketball are permitted one volunteer coach. The volunteer coach may receive expenses to attend away games as well as meals.

Sport Specific Coaching Limitations (Appendix C)

REFERENCE: NCAA BYLAW 11.7.4

IV. Local Sports Club/Coaching Outside Team

Coaches in a sport other than basketball and football may be involved as a participant or coach in the same sport for a local sports club (e.g., SportsBlast) in the locale of the institution provided all prospects participating in the club are legal residents of the area (within a 50 mile radius of Southern Illinois University). Students who have not started classes for the 9th grade may participate regardless of where the student lives. Please note: if you are considering coaching an outside team please inform the Saluki Athletic Compliance Office, prior to accepting the opportunity so we can discuss any NCAA issues.

Local Sports Club Form (Appendix D)

REFERENCE: NCAA BYLAW 13.11.2.3

V. Outside Income

All athletically related income must be reported to the Saluki Athletic Compliance Office at the end of the academic year. You will receive an Outside Income form on which you must declare actual athletically related income earned for the previous fiscal year (July 1 - June 30). You have an obligation to notify the compliance office of any changes in outside income as they occur. This information is confidential and will only be seen by the Director of Athletics and the athletic business office.

Outside Income Form (Appendix E)

REFERENCE: NCAA BYLAW 11.2.2

VI. Summer Camps/Student-Athlete Employment

Any coach who is participating in a summer camp on or off campus must complete the Summer Camp form and return it to the compliance office prior to the start of the camp. It is permissible to employ your own student-athletes in your camp. These students must be listed on the Summer Camp Form. Prospects may participate in your camp but they may not be employed (paid or volunteer). You must acknowledge on the Summer Camp Form that no prospective student-athletes are employed at your camp. Please note: any student-athlete who is employed during the academic year or summer must complete a student-athlete employment form. It is the responsibility of the Head Coach to ensure that all employed student-athletes have provided the Saluki Athletic Compliance Office with an employment form.

Summer Camp Form (Appendix F)
Student-Athlete Employment Form (Appendix G)
REFERENCE: NCAA BYLAW 13.12.2.1.5

VII. Community Service/Memorabilia

A member institution or recognized entity thereof (e.g., fraternity, sorority, or student government organization), a member conference, or a noninstitutional charitable, educational, or nonprofit agency may use a 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. However, the Director of Athletics must approve the use of our student-athlete's name, picture or appearance. A Promotional Activities Form must be provided to the compliance office in order to gain the approval of our Director of Athletics. Please note: requests for memorabilia also require the permission of the Director of Athletics.

Promotional Activities Form (Appendix H)
REFERENCE: NCAA BYLAW 12.5.1.1

VIII. Occasional Meals

A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals. A student-athlete may receive an occasional home meal from a booster on infrequent and special occasions under the following conditions:

- The meal must be provided in an individual's home (as opposed to a restaurant) and may be catered;
- Meals must be restricted to infrequent and special occasions (i.e. birthdays, holidays);
- Institutional staff members may provide transportation to a student-athlete to attend such meals;
- The Athletic Compliance Office must approve occasional meals in advance.

Occasional Meal Form (Appendix I)
REFERENCE: NCAA BYLAW 12.5.1.1

ELIGIBILITY & FINANCIAL AID

I. MVC Certification of Eligibility (NCAA Affirmation of Eligibility)

The compliance office in coordination with the Registrar's Office will generate a Student-Athlete Certification of Eligibility report for each sport, which will list all of the student-athletes who have received final certification from the Registrar's Office. The coach must sign this report verifying the certification of the student-athletes they plan to utilize in competition.

MVC Certification of Eligibility (Appendix J)

REFERENCE: NCAA BYLAW 3.2.4.5(D)

II. Amateurism

If you are recruiting a foreign student-athlete, there may be amateurism issues. Consult with the compliance office about your recruit to remedy any issues before the student arrives on campus (International PSA Tracking Form). Please remind your international prospective student-athletes that they are required to register with the NCAA amateurism clearinghouse and must receive a final qualifier certification in order to compete and receive athletic aid. In addition, every international student-athlete is required to fill out the NCAA International Student-Athlete Amateurism Questionnaire before they will be certified for competition by the compliance office.

International PSA Tracking Form (Appendix K)

NCAA International Student-Athlete Amateurism Questionnaire (Appendix L)

REFERENCE: NCAA BYLAW 12.1.1

III. Continuing Eligibility/Satisfactory Progress

All upperclassmen have to meet NCAA requirements for continuing eligibility. It will be the registrars' responsibility to certify that all returning athletes have met these requirements, which include full-time enrollment, maintaining good academic standing (GPA requirement) and making satisfactory progress toward a degree. The NCAA's satisfactory progress requirements are monitored by the registrar's office in coordination with the student-services and compliance staff. The registrar's office will send a list of all athletes who do not meet these requirements to the compliance office. Coaches will be informed of the eligibility status of all their student-athletes throughout the academic year by the athletic academic advisors as well as the compliance office.

Athletic Eligibility Profile (Appendix M)

REFERENCE: NCAA BYLAW 14.4.3.1

IV. Eligibility Meetings/Saluki Athlete Registration System (Saluki Webforms)

The compliance office will conduct an eligibility meeting with all athletic teams at the beginning of the year. The compliance office will review all applicable NCAA, MVC and university regulations. Prior to these meetings, all student-athletes will need to complete the Southern Illinois Student-Athlete Eligibility form, the NCAA Student-Athlete Statement and NCAA Drug-Testing Consent form as well as all additional forms contained within Saluki Webforms. Every student-athlete will receive a Student-Athlete Handbook. Any student who does not attend an eligibility meeting should report to the compliance office directly to complete the required forms on-line.

The Compliance Office will review every student's eligibility information, prior to certifying the student as eligible under academic, transfer, amateurism and other regulations. All new student-athletes will be entered as a new record in the Saluki Athlete Registration System (Saluki Webforms), which contains academic, demographic, athletic and eligibility information on each athlete over the entire course of their matriculation through Southern Illinois University. Returning student-athletes records will be updated annually. The compliance office will maintain a separate file for every student-athlete, which will contain the entire eligibility history of the student-athlete. This will include NCAA Student-Athlete Statements, NCAA Drug-Testing Consent forms as well as varied eligibility forms for each year they participated with Saluki Athletics.

Complete Saluki Webforms Packet (Appendix N)

REFERENCE: NCAA BYLAW 14.01.1

V. End of Season Updates

At the conclusion of each season, the compliance office will send an End of Season Update form to the head coach of each team. These forms need to be filled out promptly and returned to the compliance office so the student-athlete database can be updated. This information is important because it helps us determine which students have used a season of eligibility and which students qualify for a medical hardship.

End of Season Update (Appendix O)

Redshirt Form (Appendix P)

REFERENCE: NCAA BYLAW 14.2.3

VI. Outside Competition

Student-athletes in a sport other than basketball are not permitted to compete on an outside team in any noncollegiate, amateur competition during the academic year unless it meets the exceptions listed in 14.7.1. Students are permitted to practice on such a team. All students wishing to compete on an outside team during the academic year must receive the approval from the compliance office before doing so. Students are permitted to participate on an outside team in any noncollegiate, amateur competition during the summer or any official vacation period during the academic year.

Students in the sport of basketball may not participate in any organized basketball competition except while representing the institution unless it meets the exceptions listed in 14.7.3.2. Basketball players may participate in an NCAA sanctioned basketball league during the summer after receiving approval from the compliance office. The students will receive a Summer Basketball League Participation form at the end of the academic year along with a list of sanctioned leagues in which they may participate. The students must fill out the form and return it to the compliance office 2 weeks prior to the start of the league.

Outside Competition Permission Form (Appendix Q)

Summer Basketball League Participation Form (Appendix R)

REFERENCE: NCAA BYLAW 14.7.1

VII. Financial Aid (Eligibility for Athletic Aid)

Annually, the Athletic Financial Aid Office will establish the Full Grant and Cost of Attendance values for the subsequent academic year and provide the information to the Athletic Compliance Office. Once determined, the Athletic Financial Aid coordinator is responsible for prompt distribution of these figures to the coaches within the SIU athletic department. Please note: Athletic Scholarships can be awarded in any or all of the categories listed depending on the NCAA team limitations: Tuition, Fees, Books and Room and Board. Coaches must specify the applicable area they wish the aid to be applied when they submit an NLI/AFA Scholarship Request Form to the Saluki Athletic Compliance Office.

The Athletic Financial Aid Coordinator and the Compliance Office are responsible for monitoring compliance with NCAA team and individual financial aid limitations. However, coaches must verify the accuracy of these awards and notify the athletic financial aid coordinator of any inaccurate information.

Projected Cost Sheet (Appendix S)

NLI/AFA Request Form (Appendix T)

REFERENCE: NCAA BYLAW 15.1

VIII. Freshman Eligibility/NCAA Clearinghouse

The NCAA Clearinghouse must certify all freshmen as meeting initial eligibility requirements. Every sport will be cleared through this process. Coaches are required to submit the names of recruits and any other freshmen or transfers (preferred walk-ons) who are interested in participating with intercollegiate athletics to the compliance office via the (Green Card) process. The compliance office will then add prospective student-athletes via our Institution Request List on the NCAA clearinghouse website. The Saluki Athletic Compliance Office encourages all coaches to utilize the Eligibility Calculator located on the compliance website to gauge whether their prospective student-athletes (incoming freshman) will meet the NCAA Initial Eligibility standards. Once the NCAA Clearinghouse has been updated, coaches will begin to receive a Weekly Status Report on their prospective student-athlete's eligibility profile. The status report will indicate via NCAA code the certification status of each of your recruits (**See**, Know the Codes). It is your

responsibility to communicate to your recruits their eligibility status and make certain they have registered and sent in all required documentation. Student-athletes from the United States register with Clearinghouse by sending in the Student Release Form and a \$50 registration fee. Foreign student-athletes register (**on-line**) by completing a Foreign Student-Athlete application and paying a \$75 (U.S.) registration fee. Students may obtain this information from their guidance office, the compliance office or by contacting the Clearinghouse directly (See, Become a Saluki).

A student-athlete may practice for 14 days (without certification) if they were recruited and/or 45 days if they were not recruited while they await clearance from the Clearinghouse. Please note: the Saluki Athletic Compliance Office will notify Coaches of any changes in Clearinghouse status.

Green Card (Appendix U)

NCAA Eligibility Calculator Form (Appendix V)

Know the Codes Form (Appendix W)

Weekly Status Report Example (Appendix X)

Student Release Form (Appendix Y)

REFERENCE: NCAA BYLAW 14.3.1.1

IX. Squad List Modifications

The compliance office will generate an eligibility list for each sport immediately after the team's eligibility meeting and any time a change is made to the roster (a student-athlete is added to the team). The eligibility list will serve as notification as to which students remain eligible to participate. It is the responsibility of the Head Coach to ensure that no ineligible student-athletes are participating by verifying that all of their student-athletes have been certified by the registrar's office. Eligibility lists will be continually updated throughout the year (Addendums) and a copy will always be provided to the Head Coach.

Again, it is the responsibility of the Head Coach to notify the compliance office of any changes to your eligibility list as they occur (e.g., Withdrawal from Team Roster, Late Addition to Team Roster). This includes athletes who quit, are injured, or are dismissed from the team. It is also the responsibility of the Head Coach to inform the compliance office of any student-athletes you plan to add to the team during the academic year or semester by completing a Late Addition to Team Roster form, which allows us to process the eligibility of your new addition to the team.

MVC Certification of Eligibility (Appendix I)

Withdrawal from Team Roster Form (Appendix Z)

Late Addition to Team Roster Form (Appendix AA)

REFERENCE: NCAA BYLAW 14.3.1.1

RECRUITING

I. Off-Campus Recruiting

All recruiting contacts and evaluations should be documented for each prospect you are recruiting. You may use the Recruiting Folders, which are available in the compliance office to document this information or another system as long as the necessary information is reported and placed within the individual prospective student-athlete's recruiting folder. Be advised that you may be asked to make this information available to the compliance office at random times throughout the year. Please note: The NCAA limits the number of coaches that may recruit off campus at the same time. Refer to NCAA Bylaw 11.7.4 for the limits on your sport.

SPORTS OTHER THAN FOOTBALL AND BASKETBALL:

- Off campus contact: July 1 prior to start of Senior Year.

FOOTBALL:

- Off campus contact: July 1 prior to start of Senior Year (limited to contact periods).

WBK:

- Off campus contact: September 16 of Senior Year.

MBK:

- Off campus contact: September 9 of Senior Year.

SIU Recruiting Folder (Appendix BB)

11.7.4 Limitations on Number – Off-Campus Recruiting (Appendix CC)

REFERENCE: NCAA BYLAW 13.01.3

II. Official Visit Policies and Procedures

Prospects are permitted to make official paid visits to campus beginning 9/1 of the prospect's senior year in high school. Prospects may take a maximum of five official visits, with no more than one visit to a single institution. Coaches must submit an Official/Unofficial Visit Record to the compliance office prior to the visit. Once the form is turned in, the compliance office will send the recruit a letter along with a copy of our Graduation-Rates Report, our Official Visit Conduct Code as well as information regarding initial eligibility. Transcripts and test scores must be attached and the prospective student-athlete must be registered with the NCAA Clearinghouse before the compliance office can approve the visit. You are obligated to notify the compliance office if a recruit has canceled or postponed his/her visit and you must complete a cancelled official visit form. Mileage reimbursement may be requested for the prospect when they travel to their official visit via automobile. Please complete the mileage reimbursement form and submit copies to the compliance office as well as the athletic business office.

Student hosts are permitted to use up to \$30/day to entertain a prospective student-athlete. The Student Host Money Reimbursement Form is located on the compliance website and must be filled out by the coach prior to the official visit. The student host must acknowledge how much money was received, and review their previously signed Student Host Instruction Form.

Official/Unofficial Visit Record (Appendix DD)

Graduation-Rates Report (Appendix EE)

Official Visit Conduct Code (Appendix FF)

MVC Cancelled OV Form (Appendix GG)

Official Visit Mileage Reimbursement Form (Appendix HH)

Student Host Money Reimbursement Form (Appendix II)

Student Host Instruction Form (Appendix JJ)

REFERENCE: NCAA BYLAW 13.6.2.2

III. Recruiting Materials

Recruiting materials may be sent to a prospect beginning September 1 of the prospect's junior year in high school. The only permissible recruiting materials, which may be sent to prospective student-athletes, are listed in NCAA Bylaw 13.4.1. The only materials that may be sent to prospects prior to September 1 are questionnaires, camp brochures and NCAA educational information. All recruiting materials sent to a prospect should be documented in the prospective student-athlete's individual recruiting folder.

13.4.1.1 Printed Recruiting Materials (Appendix KK)

REFERENCE: NCAA BYLAW 13.4.1

IV. Telephone Calls

All phone calls should be documented for each prospect you are recruiting. You should use the Recruiting Folders, which are available in the compliance office to document this information or another system as long as the necessary information is reported and kept in the prospective student-athlete's individual recruiting folder. Be advised that you may be asked to make this information available to the compliance office at random times throughout the year. Please note: you may make unlimited phone calls to a prospect during the five days preceding the prospect's official visit to campus. You may also make unlimited phone calls to a prospect on the initial signing date for the NLI and during the two days immediately following the initial signing date. You may also make unlimited phone calls to a prospect on the day a permissible, in-person, off-campus contact occurs.

SPORTS OTHER THAN FOOTBALL AND BASKETBALL:

- Phone calls: Once per week July 1 following Junior Year.

FOOTBALL:

- Phone calls: One call in May of Junior Year. One per week 9/1 of Senior Year. Unlimited calls during the 48 hours before and 48 hours after 7:00am on the initial signing date for the NLI.

WBK:

- Phone calls: Once per month in April and May of Junior Year, One between 6/1 and 6/20, One between 6/21 and 6/30, 3 calls in July prior to Senior Year (except during July Evaluation Period).

MBK:

- Phone calls: Once per month beginning June 15 following sophomore year through July 31 of Junior Year. Twice per week beginning 8/1 of Senior Year.

SIU Recruiting Folder (Appendix AA)

REFERENCE: NCAA BYLAW 13.1.3.1

REFERENCE: NCAA BYLAW 13.1.3.3.2

REFERENCE: NCAA BYLAW 13.1.3.3.4

V. Transfer Students

NCAA rules require that we obtain written permission from an institution's athletic director to recruit student-athletes who wish to transfer from another institution. If such a student-athlete contacts, explain to the student that it is not permissible to have contact with him/her until we have written permission. You can instruct the student to contact his/her compliance coordinator about sending us the required permission. If the student leaves you a message or writes to you regarding transferring, do not contact the student directly without the required permission to contact. Do not assume permission has been granted until you verify that permission has been received.

Please note: a Transfer residence requirement waiver is required; if you decide, you want the student to join your team. This will provide the compliance office and academic support services with all applicable NCAA academic information necessary to make a determination on the student-athlete's progress towards a degree; as well as determine whether the student-athlete will be immediately eligible or be required to satisfy the one academic year of residence requirement. It is also recommended that coaches request a Transfer Assessment Packet for any student-athlete that will transfer into our program from a Junior College or any other 4-year institution. This will be sent to Transfer Admissions to

determine how many credit hours will be transferable into SIU and will provide the coaches and the academic staff with the ability to forecast the student-athlete's progress towards a degree.

Permission to Contact Form (Appendix LL)
Transfer Residence Requirement Waiver (Appendix MM)
Transfer Assessment Packet (Appendix NN)
REFERENCE: NCAA BYLAW 14.5

VI. Unofficial Visits

A student may visit campus at his/her own expense an unlimited number of times and may do so before his/her senior year in high school. Prospects on an unofficial visit may stay in a student-athlete's dorm room and may be provided with up to three complimentary tickets for a campus athletics event. Coaches are not permitted to provide transportation to a prospect, except to view off-campus practice and competition sites within 30 miles of campus. You are required to fill out an Unofficial Visit form for each student that visits our campus. Please note: you may not have contact with a prospect on an unofficial visit during a dead period.

Official/Unofficial Visit Record (Appendix CC)
REFERENCE: NCAA BYLAW 13.7.1

VII. Scholarships

A student must meet applicable NCAA, conference and institutional regulations to be eligible for institutional athletic financial aid. If these regulations are met, the student may be awarded athletic financial aid during any term in which a student is in regular attendance. The NLI/AFA Scholarship form outlines all of the athletic related aid that the prospect is to receive. The breakdown of how the scholarship is to be awarded is available on this form and can be e-mailed to the compliance office via the compliance website.

NCAA rules provide that athletically related aid may be cancelled when a student-athlete "voluntarily withdraws" from a sport for personal reasons. The student-athlete is entitled to a hearing before the cancellation of his/her aid. To obtain a hearing the student-athlete must notify (in writing) the Director of Athletics within 14 days of signing the Voluntary Termination-of-Aid form. A coach may also reduce or cancel an award and the student-athlete will be provided with the same opportunity for hearing, the student-athlete must notify the Director of Athletics within 14 days of the reduction or nonrenewal of athletic aid.

In addition to athletic aid, coaches may submit an Academic Scholarship Tracking Form to the compliance office via the compliance website. This form provides a prospective student-athlete's academic profile and lists reminders of what a prospect would need to achieve to qualify for an academic scholarship. This is an opportunity for prospective student-athlete's to earn additional aid, because of their academic achievement.

NLI/AFA Request Form (Appendix T)
Voluntary Termination-of-Aid Agreement (Appendix OO)
Letter of Reduction or Nonrenewal of Athletic Aid (Appendix PP)
Academic Scholarship Tracking Form (Appendix QQ)
REFERENCE: NCAA BYLAW 15.01.5

TRAVEL & COMPETITION

I. Contest Limitations

There are a maximum number of contests that each team may play against outside teams during the academic year. The same contest limits apply to teams and individual athletes. If an athlete in an individual sport (cross-country, track, golf, tennis, swimming and diving) competes apart from the rest of the team, you must inform the compliance office prior to the student-athlete competition. Some contests are exempt from counting; please see the compliance office for clarification on these contests.

Figure 17-1 (Appendix RR)

REFERENCE: NCAA BYLAW 17.02.6.

II. Foreign Travel

Teams are allowed to participate in a foreign tour, provided the conditions specified in NCAA Bylaws 30.7.1 and 30.7.2 are met. You must fill out a Foreign Tour Certification form and submit it to the compliance office if you wish to utilize the foreign tour option.

Foreign Tour Certification Form (Appendix SS)

REFERENCE: NCAA BYLAW 30.7

III. Playing and Practice Seasons

All coaches are required to declare their playing season prior to August 1 on the Playing Season Declaration form. The playing season for each sport is defined as the **“period of time between the date of an institution’s first officially recognized practice session and the date of the institution’s last practice session or date of competition, whichever occurs later.”** The declared playing season is the only time within which a member institution is permitted to conduct countable athletically related activities. On the Playing Season Declaration form, you must indicate the start and end dates for your traditional and non-traditional season and the total number of days used. You must count 6 days a week throughout the playing season, whether you practice or not.

There are limits on how much students may participate in athletically related activities during the playing season. See 17.02.1 for a list of athletically related activities. In season, students may practice for no more than 4 hours a day and 20 hours a week and are required to take one day off per week. Out of season during the academic year, students may participate in up to 8 hours per week of voluntary weight training and conditioning activities, students may use two of the 8 hours per week for individual skill-related instruction.

During the summer, students and members of the coaching staff may not engage in any countable athletically related activities with a few exceptions. In individual sports only, coaches may participate in individual work out sessions with students from their team during the summer as long as it is at the request of the student-athlete. Coaches must complete a Countable Athletically Related Activity Log (CARA Log) each month during the entire academic year.

Playing Season Declaration Form (Appendix TT)

CARA Log (Appendix UU)

Figure 17-2 (Appendix VV)

REFERENCE: NCAA BYLAW 17.02.1

VIOLATION POLICIES AND PROCEDURES

I. Overview

Southern Illinois University is committed to operating its athletic programs in a manner which is consistent with the letter and the spirit of The National Collegiate Athletic Association (NCAA), Missouri Valley Conference, and University rules and regulations.

In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA rules are investigated. If the institution, through the Saluki Athletic Compliance Office determines that an NCAA violation has occurred, the Assistant Athletic Director for Compliance or their designee will report the violation (or possible violation) to the NCAA and/or Missouri Valley Conference.

It is our philosophy that all violations, even those which appear to be minor or secondary, will be investigated and reported to the appropriate authority. In responding to rule violations, we will look at such factors as whether the violation was intentional, whether any advantage is gained (e.g., recruiting, competitive, or for the student-athlete involved), whether a student athlete's eligibility is affected, and whether violations are recurring. Our goal in responding to the violation will be to encourage communication, to seek consistency and accountability, and above all to send a strong message that Southern Illinois University is serious about rules compliance.

II. Definitions

A secondary violation as defined in Bylaw 19.02.2.1, is one that provides only a limited recruiting or competitive advantage and is isolated or inadvertent in nature. It is our goal to avoid repeated secondary violations, it should be noted that the NCAA Committee on Infractions has determined that repeated secondary violations can be construed as evidence that an institution is not taking appropriate action to prevent such violations, as a result, they may determine a major violation should be imposed.

A major violation as defined in Bylaw 19.02.2.2, is any other violation, specifically those that provide an extensive recruiting or competitive advantage. Again, repeated secondary violations by a member institution may be identified as a major violation.

In addition, effective and regular communication among key institutional staff members is essential throughout any investigation. The spirit of any investigative process at Southern Illinois University is one of cooperation and trust among all involved University personnel and regular communication with the NCAA and MVC personnel, in a cooperative process. Please note: we have a responsibility to avoid improper conduct and to cooperate fully with anyone associated with the investigation process.

Exemplary Conduct – 19.01.2

Individuals employed by or associated with member institutions for the administration, the conduct or the coaching of intercollegiate athletics are, in the final analysis, teachers of young people. Their responsibility is an affirmative one, and they must do more than avoid improper conduct or questionable acts. Their own moral values must be so certain and positive that those younger and more pliable will be influenced by a fine example. Much more is expected of them than of the less critically placed citizen.

Responsibility to Cooperate – 19.01.3

All representatives of member institutions shall cooperate fully with the NCAA enforcement staff, Committee on Infractions, Infractions Appeals Committee and Board of Directors to further the objectives of the Association and its enforcement program. The enforcement policies and procedures are an essential part of the intercollegiate athletics program of each member institution and require full and complete disclosure by all institutional representatives of any relevant information requested by the NCAA enforcement staff, Committee on Infractions or Infractions Appeals Committee during the course of an inquiry.

III. Reporting

If we determine the necessity to report an NCAA violation, the following information should serve as a guide to the procedures we will follow during the institutional violation process as well as the information we will require to complete the reporting function.

1. Recall the facts and circumstances surrounding the infraction such as:
 - Date of violation;
 - Individual(s) involved in the violation;
 - How you became aware of the potential violation;
 - Detailed summary of the nature of the alleged violation;
 - Reason(s) the violation occurred, and
 - A statement of actions which have been or will be taken in order to prevent a similar violation from recurring.
2. Contact the Saluki Athletic Compliance Office and report the facts in a concise, yet comprehensive manner. Be completely honest when reporting.
3. Report the facts to your immediate supervisor (if appropriate).
4. The Saluki Athletic Compliance Office will contact those involved and research the incident(s).
5. You may be contacted again by the Saluki Athletic Compliance Office to respond to additional questions.
6. The Saluki Athletic Compliance Office, upon gathering pertinent information, will prepare a report to be submitted to the NCAA and the Missouri Valley Conference Office. Certain violations are reported only to the Conference Office, which makes a quarterly report of all such conference-member violations. Other violations, including any that effect eligibility, are reported to the NCAA.
7. The report will include all pertinent facts, plans to prevent similar violations in the future and, if applicable, actions the institution will self-impose with respect to the infraction. If the eligibility of a student-athlete or prospect is affected by the violation, Southern Illinois University will, if deemed appropriate, request re-instatement of eligibility in such a report. The report is always copied to the Faculty Athletic Representative, and the involved institutional staff members or Head Coach of the involved student-athlete/prospect.
8. In eligibility cases, the NCAA Eligibility Re-instatement Committee will respond as to the restoration of the individual's eligibility and any penalty that must be served prior to reinstatement.
9. After reviewing actions taken by Southern Illinois University with regard to the infraction, the NCAA Enforcement Department will respond as to the appropriateness of those actions, if applicable.
10. The involved parties will be informed of the responses from both the NCAA and the Missouri Valley Conference Offices.
11. The Saluki Athletic Compliance Office will maintain a written record of all violations.
 - If a violation has occurred, the Saluki Athletic Compliance Office will keep on file a copy of the report of the violation and subsequent correspondence with the Conference and/or the NCAA staff.
 - Self-reports of violations involving student-athletes are not copied to the involved student-athlete because of the nature of all of the information in the report.
 - The Saluki Athletic Compliance Office will maintain the reports, and violations will be maintained in the office's files, according to its document retention policy.

IV. Penalties

Penalties for violations shall be determined based on penalties prescribed by the NCAA and penalties imposed and accepted for past cases that are similar in nature.

- In the event that a letter of reprimand is issued in response to a violation, copies of the letter will be placed in the staff member's personnel file and distributed to the administrator for the involved sport and the staff member's immediate supervisor. Additionally, copies of the letter will be kept on file in the office of the Director of Athletics and the Saluki Athletic Compliance Office.

- In the event that a letter of admonishment is issued in response to a violation, a copy of the letter will not be placed in the staff member's personnel file, but copies will be kept on file in the office of the Director of Athletics and the Saluki Athletic Compliance Office. Additionally, copies will be provided to the administrator for the involved sport and the staff member's immediate supervisor.