STATEMENT OF PURPOSE

The Spring Hill College Compliance Manual (Manual) includes policies and procedures the Spring Hill College Athletics Department (The Department) uses to maintain National Collegiate Athletic Association (NCAA) Division II legislative compliance. All coaches and staff members associated with The Department are held to the standards and policies stated here. The Manual is distributed yearly to all coaches and relevant staff members and is available electronically upon request. Any persons outside of The Department may request a copy by contacting the Athletics Compliance Office (Compliance Office) at Spring Hill College. This manual has been produced in consultation with the Spring Hill College General Counsel.
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1.0 INTRODUCTION

1.1 MISSION

The Mission of Intercollegiate Athletics at Spring Hill College (SHC) is to support the comprehensive development of student potential in the Jesuit tradition of education, providing an opportunity for students to excel athletically and academically at the highest level, with the deliberate objective of furthering the formation of character and of developing future leaders in society.

1.2 VISION

To be a model NCAA Division II athletic department achieving competitive success and graduating student-athletes who are well-prepared to become exemplary citizens, people of influence, and extraordinary leaders throughout their lives.

1.3 GUIDING PRINCIPLES

- The daily climate of Intercollegiate Athletics will reflect the Jesuit mission and core values of SHC.
- Under no circumstances will we sacrifice academic integrity for athletic success.
- We expect to be competitive in all of our sport offerings at the conference, regional, and national level. We will value winning and championships.
- We are committed to the unquestioned display of personal integrity and ethical conduct.
- We will care for, have concern for, and exhibit compassion to, all members of our Department’s family.
- We believe providing service within our community is inspirational, contagious, and personally rewarding. It is not a duty, but rather, a privilege.
- We will complement our athletic experience with the pursuit of an enriching balance of intellectual, spiritual, social, and cultural activities.
- The Department will be vigilant in its commitment to maintain or exceed existing levels of graduation and retention rates.
- Recruitment of student-athletes should mirror the admissions profile for all students and reflect the college’s commitment to diversity.
- All policies and decisions must exhibit a total commitment to NCAA Compliance, Title IX, and gender equity.

1.4 NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) DIVISION II

Higher education has a lasting importance on an individual's future success. For this reason, the emphasis on the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition, and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation, while cultivating a variety of skills and knowledge for lifelong learning ahead.
1.5  CONFERENCE AFFILIATIONS

1.5.1  SOUTHERN INTERCOLLEGIATE ATHLETIC CONFERENCE (SIAC)

The largest Historically Black College and University athletic conference, the SIAC is a member of the NCAA and participates on the Division II level. The present membership is composed of 14 Institutions in six states (Alabama, Georgia, Kentucky, Ohio, South Carolina, and Tennessee). Member schools are Albany State University, Benedict College, Central State University, Clark Atlanta University, Fort Valley State University, Kentucky State University, Lane College, LeMoyne-Owen College, Miles College, Morehouse College, Paine College, Spring Hill College, and Tuskegee University.

The SIAC sponsors seven men’s championships (baseball, basketball, cross country, football, golf, outdoor track & field and tennis) and six women’s championships (basketball, cross country, outdoor track & field, softball, tennis and volleyball).

FALL
Men’s & Women’s Cross Country
Women’s Volleyball

WINTER
Men’s & Women’s Basketball

SPRING
Baseball
Men’s Golf
Men’s & Women’s Tennis
Softball
Men’s & Women’s Track & Field

1.5.2  GULF SOUTH CONFERENCE (GSC)

The GSC is a charter member of the NCAA Division II. GSC member schools include Christian Brothers University, Delta State University, Florida Institute of Technology, Lee University, Shorter University, Union University, University of Alabama at Huntsville, University of North Alabama, University of West Alabama, University of West Florida, University of West Georgia, and Valdosta State University.

The GSC has 14 championships (football, men’s & women’s cross country, men’s & women’s soccer, volleyball, men’s & women’s basketball, men’s & women’s tennis, men’s & women’s golf, softball, and baseball). SHC began competing versus GSC institutions during the 2014-15 academic year as an Affiliate Member in the following sports.

FALL
Men’s Soccer
Women’s Soccer

SPRING
Women’s Golf
2.0 COMPLIANCE

Collegiate athletics exist to provide opportunities for student-athletes to participate in Intercollegiate Athletic programs as an enhancement to their overall academic experience. We will operate within the policies and procedures of the NCAA, the SIAC and the GSC, in each respective sport, as well as within all policies of SHC. Unless otherwise stated, all policies and procedures apply to both varsity and subvarsity (JV) teams.

2.1 INSTITUTIONAL CONTROL

It will be the responsibility of each of The Department's members to control its Intercollegiate Athletics program in compliance with the rules and regulations of the NCAA. The Director of Athletics is responsible for the administration of all aspects of The Department's programs, including rules education, as well as approval of the budget and audit of all expenditures.

The Institution's responsibility for the conduct of its Intercollegiate Athletics program includes responsibility for the actions of its staff members and the actions of any other individual or organization engaged in activities promoting the athletics interests of SHC.

2.2 CERTIFICATION OF COMPLIANCE

On an annual basis the President must certify to the NCAA in writing that the policies, procedures, and practices of SHC and its staff are in compliance with all NCAA regulations. All of The Department's staff members must also individually certify in writing, on an annual basis, that they have reported through the appropriate individuals on campus any knowledge of violations of NCAA legislation involving the Institution or its representatives. SHC is not eligible to enter any team or individual in an NCAA Championship unless these certification requirements have been met.

2.3 ETHICAL CONDUCT AND SPORTSMANSHIP

The principles of ethical conduct and sportsmanship encourage all of The Department's programs to promote the development and character of participants and enhance the experience of higher education. We will adhere to certain values, such as integrity, respect, loyalty, leadership, service, and responsibility. Compliance education will ensure these values are demonstrated not only in athletics participation, but also in activities affecting the Intercollegiate Athletics program. Under these principles and policies, these values will be stated in student and personnel manuals, and promoted at competitions.

2.4 COMPLIANCE OFFICE

The Compliance Office is responsible for monitoring the Institution's and The Department's adherence to NCAA rules and regulations. In addition to ensuring all of its coaches, administrators, Institution's faculty and staff, and student-athletes are aware of and following NCAA rules, SHC is also responsible for educating representatives of athletic interests. Compliance with NCAA rules is a shared responsibility requiring everyone associated with the Intercollegiate Athletic program to understand and comply with NCAA, SIAC, GSC, and SHC policies and procedures. All duties and responsibilities of the Compliance Office will be determined and assigned by the Associate Athletic Director for Internal Affairs and Compliance. The Associate Athletic Director for Internal Affairs and Compliance is ultimately responsible for all work product that enters, exits, or fully resides within the Office.
2.5 COMMITTEE ASSIGNMENTS

Under the direction of the President and with the involvement of the Director of Athletics, and the Faculty Athletics Representative (FAR), the following all have direct responsibilities in the area of compliance:

2.5.1 ADMINISTRATION

President ................................................................. Dr. Joe Lee
Director of Athletics ............................................. Joe Niland
Senior Woman Administrator ............................... Peggy Martin
Associate Athletic Director for Internal Affairs and Compliance ......................................................... Chad LeBlanc
Assistant Athletic Director .................................... Craig Kennedy
Faculty Athletics Representative .......................... Dr. Steven Almquist
Campus Title IX Coordinator ............................... Kevin Abel

2.5.2 COMPLIANCE COMMITTEE

Admissions Liaison ................................................ Gary Bracken
Faculty Athletics Representative ........................ Dr. Steven Almquist
Senior Woman Administrator ............................... Peggy Martin
Associate Athletic Director for Internal Affairs and Compliance (Chair) ............................................... Chad LeBlanc
Director of Financial Aid ...................................... Melinda McCall
Registrar .............................................................. Linnea Battles
Director of Student Advising Services .................... Ashley Dunklin
Controller .......................................................... Marianne Wilkins
Advancement Representative ............................... Cris Smith

2.5.3 INTERCOLLEGIATE ATHLETICS COMMITTEE

Faculty Athletics Representative (Chair) ................. Dr. Steven Almquist
Faculty Member .................................................... Dr. James Larriviere
Faculty Member .................................................... Dr. Harold Dorton
Faculty Member .................................................... Dr. Martha Gibson
Vice-President for Enrollment ............................... Gary Bracken
Director of Continuing Studies ............................. Dr. Daniel Massey
Vice-President for Student Affairs .......................... Kevin Abel
Jesuit (Faculty Member) ........................................ Fr. R.V. Baylon, S.J.
SAAC President .................................................... Emmarose Neibert
SAAC Member ...................................................... Alyssa Fowler
Male SHC Student ................................................. Bailey Luckett
Female SHC Student ............................................. Caroline Strand
Alumnus .............................................................. MJ Connell
Alumna ............................................................... Catherine Druhan
2.6 SHAREd RESPONSIBILITY

Maintaining compliance within this Institution is a shared responsibility. The individuals and committees referenced have specific roles in directing compliance-related activity, but all members of the SHC community must have a commitment to act responsibly within the rules including, the administration, The Department's staff members, student-athletes, Admissions Office staff, faculty and staff members, alumni, boosters, and prospective student-athletes (PSAs).

The Institution’s responsibility for conducting its Intercollegiate Athletics program includes responsibility for the actions of staff members and any individual or organization engaged in activities promoting the athletics interests of the Institution.

2.7 COMPLIANCE RESPONSIBILITIES

2.7.1 PRESIDENT

The President implements Institutional control over The Department through his commitment, oversight and involvement in the Intercollegiate Athletic program. Specific responsibilities include:

- Budget for The Department
- The goals and strategic plan for The Department’s programs, including gender equity and diversity
- Role of the Faculty Athletics Representative (FAR)
- Steps taken by the Institution to ensure compliance with NCAA and Conference rules
- Graduation rates for student-athletes and issues with missed-class time and academic support
- The Department's efforts to enhance the student-athlete experience
- Conduct meetings with FAR, The Department, SAAC, Intercollegiate Athletics Committee and review:
  - Role The Department plays at the College and to gain their insights regarding the 'state' of The Department's programs
  - The college's commitment to rules compliance
  - Additional input regarding student-athletes' overall athletic experience

2.7.2 DIRECTOR OF ATHLETICS

The Director of Athletics ensures full compliance with NCAA and conference regulations and is responsible for the overall integrity of The Department's programs. Specific responsibilities include:

- Establishes and communicates the Institution’s commitment to rules compliance
- Establishes organizational lines of authority to emphasize oversight and accountability
- Maintains ongoing evaluations of staff members’ commitments to and documentation of Compliance
- Arranges for periodic self-studies of The Department
- Explains Certification of Compliance Form at Fall staff meeting
- Reviews contest schedules with Compliance Office ensuring schedules meet NCAA, SIAC and GSC rules
- Evaluates potential NCAA rules violations and notifies the President of violations and NCAA infractions
- Declares student-athletes who violate NCAA rules ineligible
- Works with the FAR on reinstatement requests for student-athletes in accordance with NCAA Bylaws
- Communicates the Institution’s commitment to rules compliance to student-athletes
- Supports and encourages a comprehensive rules education program
2.7.3 ASSOCIATE ATHLETIC DIRECTOR FOR INTERNAL AFFAIRS AND COMPLIANCE AND COMPLIANCE COORDINATOR

The Associate Athletic Director for Internal Affairs and Compliance and Compliance Coordinator are responsible for the overall development, implementation, and review of the Institution’s Compliance Certification program, including but not limited to rules education and interpretations. They are also responsible for the following:

- Serve as Department liaison with Admissions, Financial Aid, Registrar, and FAR
- Review coaches' declaration of playing and practice seasons and schedule of contests
- Conduct student-athlete orientation each fall with individual teams
- Coordinate the education of PSAs, enrolled student-athletes, coaches, college personnel, and representatives of athletics interests with regard to NCAA, conference, and Institutional rules and provide interpretations when necessary
- With the Financial Aid Office, monitor financial aid limits against team budgets
- Coordinate process of initial awarding and annual renewal, increase, reduction, cancellation, or non-renewal of athletics scholarships with Financial Aid Office
- Conduct investigations of reported secondary NCAA rules violations
- Serve as department liaison with the NCAA Eligibility Center and monitor IRL’s for each sport, which are created by the coaching staff
- Coordinate student-athlete initial and continuing eligibility certification with the FAR and the Registrar’s Office
- Share status with coaches and provides required eligibility forms to the SIAC and GSC
- Monitor CARA logs, phone call reports, monthly contact/evaluation reports in accordance with NCAA Bylaws in JumpForward
- Monitor permissible recruiting materials in accordance with NCAA Bylaws
- Secure the release for potential transfer students and facilitate the release of student-athletes seeking to transfer, in consultation with the head coach and Director of Athletics
- Identify potential rules violations and report them to the Director of Athletics and FAR
- Maintain a file from the Registrar’s Office containing a list of student-athletes eligible in each sport and provide the list of those who are eligible to participate to each head coach
- Review summer regulations for athletics participation, camps, and employment for coaches and student-athletes
- Coordinate the Institutional Letter of Intent program for student-athletes
- Prepare handouts and PowerPoint presentations used in rules education for student-athletes, coaches, The Department’s staff, faculty, and representatives of athletics’ interests
- Manage updates to all Compliance Handbooks and educational documents
- Coordinate all NCAA appeals

2.7.4 SENIOR WOMAN ADMINISTRATOR (SWA)

The Senior Woman Administrator is responsible for working closely with our student-athletes so they have an active voice in athletics and in areas which involve our female student-athletes. Specific responsibilities include but are not limited to:

- Coordinates Institution’s NCAA Game Environment initiatives
- Assists in reviewing and editing the Student-Athlete Handbook
- Assists with budget formation and review including gender equity and Title IX planning and assessment
- Serves as an advocate and resource for female student-athletes and ensures their voice is heard
- Serves as the SAAC Liaison
- Coordinates The Department’s awards and recognition events
- Represents the Institution at NCAA Convention, SIAC, GSC Meetings, and Regional Rules Seminars
2.7.5 FACULTY ATHLETICS REPRESENTATIVE (FAR)

The FAR is responsible for serving as the liaison among the Faculty and Administration and The Department. The FAR is appointed by the President and reports directly to the President. The FAR is authorized to make contact with the NCAA Academic and Membership Affairs staff for rules interpretations. The FAR’s responsibilities include but are not limited to:

- Audits and certifies the academic and overall eligibility of each student-athlete each semester in coordination with the Registrar’s Office and Compliance Office
- Meets regularly with the SAAC, including review of the annual Legislative Grid
- Serves as a member of the Compliance Committee
- Chairs the Intercollegiate Athletics Committee
- Assists with compliance education for student-athletes, coaches, and staff
- Assists with student-athlete reinstatement cases. Reinstatement requests must be submitted to the NCAA in the name of the Institution by the FAR, President, or Director of Athletics in accordance with NCAA Bylaws
- Assists as needed with all NCAA waiver requests and secondary NCAA violation reports and is included in the notifications from the NCAA that an official inquiry is being initiated to determine whether rules violations have occurred
- Attends the yearly NCAA Convention, FARA Convention, SIAC/GSC meetings and Regional Rules Seminars

2.7.6 CAMPUS TITLE IX COORDINATOR

The Campus Title IX Coordinator is responsible for the institution’s policies and procedures on sex discrimination and sexual misconduct, including but not limited to gender equity, sexual violence, sexual assault, sexual harassment, stalking, dating and domestic violence. The Campus Title IX Coordinator also investigates complaints and enforces disciplinary actions.

2.7.7 COACHING STAFF

All coaches are responsible for knowledge and implementation of, as well as compliance with, NCAA, SIAC, GSC, and Institutional rules and regulations in areas regarding amateurism, eligibility, recruiting, financial aid, playing and practice seasons, awards, and benefits. Coaches are expected to fully cooperate and participate in compliance-related policies and procedures within Institutional, SIAC, GSC, and NCAA guidelines. Coaches’ responsibilities include:

- Attend and participate in rules education meetings, while being in compliance with all NCAA regulations
- Review NCAA rules with student-athletes regularly and reinforce the importance of Compliance
- Facilitate acquiring all information necessary to determine PSA eligibility
- Provide complete and accurate expense reports
- Provide complete and accurate required information for all Official Visits
- In conjunction with the Compliance Office, declare playing and practice seasons
- Ensure team’s compliance with NCAA rules related to playing and practice seasons including weekly CARA logs
- In cooperation with the Director of Athletics, monitor the scheduling process and verify schedule meets NCAA and conference scheduling requirements and missed class time policies
- Educate student-athletes regarding NCAA regulations governing employment
- Follow established process for renewal and non-renewal for athletically-related financial aid
- Ensure rules compliance regarding uniform logos, summer camps/clinics, and complimentary tickets
- Annually complete the Coaches Certification Modules
The head coach is ultimately responsible for educating all assistant coaches, staff, and volunteers of said NCAA rules and the program’s overall compliance with NCAA regulations.

2.7.8 ATHLETIC TRAINING

Athletic Trainers are responsible for assisting with the Institution’s and NCAA Drug Testing Programs on campus, providing athletic training and rehabilitation services in accordance with Institutional and Conference policies, and contributing to educating student-athletes in these areas. In addition, the Athletic Training Department:

- Assists in compliance with NCAA Bylaws regarding documentation for medical hardship waivers
- Provides student-athletes and staff with rules education regarding NCAA and Institutional insurance programs
- Assists in compliance with NCAA Bylaws regarding daily and weekly hour limitations

2.7.9 FINANCIAL AID OFFICE

The Director of Financial Aid (or designated staff member) and the Compliance Office will award athletically-related aid. The Financial Aid Office is responsible for monitoring all Athletic, Institutional and Outside-Aid awarded. The Financial Aid Office inputs all financial data into Compliance Assistant (CA). Additionally, the Financial Aid Office:

- Determines the Institution’s Cost-Of-Attendance
- Determines “countable” Financial Aid per NCAA regulations
- Monitors Academic Merit based awards issued by the Admissions Office
- Manages and maintains the financial information for NCAA squad lists
- Oversees the monitoring of NCAA financial aid limits for individuals and team equivalencies
- Processes initial and annual renewal(non-renewal) of Athletic Grants-in-Aid received from coaches through Compliance
- Awards all Institutional financial aid, including Athletics scholarships, SHC grants, and all other aid
- In conjunction with Compliance, monitors “Counters” and “Non-Counters” in accordance with NCAA Bylaws
- Initiates SHC’s communication regarding athletically-related financial aid and other Institutional aid
- Conducts hearings for student-athletes who appeal aid that is reduced, cancelled, or not renewed
- Has a representative as an active member of the Compliance Committee

2.7.10 REGISTRAR’S OFFICE

The Registrar’s Office is responsible for verifying the 24 credit hour requirement, 18 credit hour requirement, 9 credit hour requirement, progress towards degree (degree audits), GPA requirements, full-time status, declaration of major, and for reviewing overall academic eligibility rosters for all teams. Additionally, the Registrar’s Office:

- Determines continuing eligibility for returning student-athletes
- Monitors and certifies full-time enrollment
- Monitors designation of academic degrees
- Determines satisfactory progress toward degree and good academic standing for student-athletes
- Certifies all transfer credits by the Institution and calculates the 2-year college transfer GPA
- Has a representative as an active member of the Compliance Committee

2.7.11 ADMISSIONS OFFICE
The Admissions Counselor assigned to all incoming student-athletes processes their Admission recommendation and is responsible for admitting the student-athletes within Institutional and NCAA rules and regulations. Additionally, the Admissions Counselor’s responsibilities include:

- Ensure PSA’s are admitted under the same standards as all other prospective students
- Review PSA’s admission materials and advise The Department regarding admission status
  - Hold transfer PSA files until all official and (if needed) translated transcripts have been received, before releasing to the Registrar
- Facilitate the Admissions process for PSAs
- Assist with educating PSAs about the NCAA Eligibility Center and refer PSAs to the Compliance Office regarding any eligibility questions
- Provide coaches with information about Admissions events on an annual basis
- Has a representative as an active member of the Compliance Committee
- Issues Academic Merit based awards to all incoming students

2.7.12 JUMPFORWARD SYSTEM

JumpForward software allows coaches to complete compliance processes and track their current and incoming student-athletes. The Compliance Office has direct access to this database and completes the following tasks:

- Monitors official and unofficial visits
- Maintains participation records and determines seasons of competition utilized by the student-athletes
- Monitors complimentary admission to athletics events
- Oversees the entries of PSAs by the coaching staff
- Collects and reviews select Compliance forms
- Collects and reviews CARA (Countable Athletic Related Activities) forms from each sport on a weekly basis
3.0 RULES EDUCATION AND INTERPRETATION

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

The rules education program informs coaches and staff of proposals and changes to NCAA rules throughout the legislative process relating to their specific sport or area. All of The Department’s personnel who may be involved in the recruitment of student-athletes are required to participate in continuing education regarding NCAA and conference recruiting rules.

3.1 RULES EDUCATION

3.1.1 STAFF AND COACHES

Departmental rules education sessions are held monthly throughout the academic year. These cover all NCAA Bylaws in general while focusing on specific topics relevant to current activities. Important information relevant to the time of the year, as well as new information or rules interpretations developed will be discussed and materials will be provided. Members of the Compliance Committee will attend periodically throughout the year to provide any updates to compliance items from their respective areas and gather feedback for The Department’s staff. Attendance is required for all full & part-time staff members, head and assistant coaches.

Volunteer Coaches are strongly encouraged to attend rules education sessions. They are required to attend the annual fall compliance retreat. Those who are unable to attend rules education sessions will have all educational materials emailed to them by the Compliance Coordinator. Each head coach is responsible for reviewing the educational materials with volunteer coaches in his/her sport.

At the start of the academic year, the Compliance Office will schedule an all-day Institutional Control and Compliance retreat day. All coaches and staff members are required to attend the retreat held in August, featuring the President of the College, outlining SHC’s charge for overall compliance. The Compliance Office will review items including, but not limited to, changes to the Compliance and/or Athletic Department Policies and Procedures Manuals; NCAA regulations regarding recruiting, eligibility, financial aid, CARA, playing and practice seasons, student-athlete well-being; SHC policy and procedure changes; and any changes to NCAA legislation for the coming year. The Registrar, Director of Financial Aid, Director of Student Advising Services and Athletic Admissions Liaison will also provide education on topics related to their specific areas of compliance responsibility and any policy and procedure changes within their areas for the coming year.

Interpretations of legislation and “hot topics” as defined by the NCAA will be distributed via email to coaches and all entities on an ongoing basis. All coaches and Compliance Committee members will receive a Spring Hill College Compliance Manual and an NCAA Division II Manual.

Excused absences for compliance education sessions will only be allowed for approved off campus recruiting or team travel prior to the scheduled meeting and emergency situations. If unable to attend, the coach is responsible for reviewing the information and scheduling an appointment with the Compliance Office to cover the material.

Coaching staff members are also expected to attend all student-athlete compliance meetings.
3.1.2 STUDENT-ATHLETES

Student-athletes will receive rules education throughout the academic year. The Compliance Office, The Department’s administrative staff, Compliance Committee, and head coaches are responsible for educating the student-athletes and holding them accountable. The Compliance Office will conduct rules education meetings with each team at the beginning, middle and end of the academic year to review important NCAA, SIAC/GSC, and SHC regulations, including:

- Summary of NCAA Regulations
- Athlete Certification (Buckley Amendment Forms, HIPAA Forms, Student-Athlete Statement)
- Academic Eligibility Rules
- Playing and Practice Seasons
- Extra Benefits
- Gambling
- Spring Hill College Drug Testing Policy (NCAA Drug-Testing Consent Form)
- Amateurism Guidelines
- Student-athlete employment

At the start of the academic year, the Director of Athletics outlines the College’s expectations and reviews with the student-athletes the Code of Conduct. The Student-Athlete Handbook is always posted on The Department’s website under the Compliance tab and as part of each year’s initial compliance meeting student-athletes will be made aware of and acknowledge the handbook’s location.

The Student-Athlete Advisory Committee (SAAC) gets additional information on pending legislation, playing and practice seasons, and other topics to share with other members of their respective teams. Each team’s SAAC representatives should notify their head coach so items can be reviewed with their team. SAAC will also have an opportunity each year to review the Student-Athlete Handbook for contributions or changes.

The Compliance Office staff will have an open door policy, attend contests, and occasionally visit practices to build and maintain open lines of communication with student-athletes so they are comfortable with asking for the information they need and/or reporting possible infractions.

At the end of the year, student-athletes must attend a compliance meeting to cover summer policies and procedures.

3.1.3 ADMINISTRATION / FACULTY / STAFF OVERALL DUTIES

The President sets the tone for the Institution by meeting annually with The Department staff and the Compliance Committee to emphasize the Institution’s commitment to the mission of the college and compliance. The President also acknowledges and celebrates The Department’s accomplishments within the College community.

The Faculty Athletics Representative (FAR) voices the importance of balance for the benefit of the student-athlete, and also provides a bridge for communication and education to the faculty. The Compliance Office, Director of Athletics, and Senior Woman Administrator will talk regularly with the FAR to ensure he is aware and current of all relevant aspects of The Department. The FAR will provide education to the faculty, assist with the certification of eligibility, administer the coaches’ recruiting exam, and be involved in reviewing alleged NCAA rules violations.

The FAR and the Associate Athletic Director for Internal Affairs and Compliance will provide NCAA rules and compliance education sessions for all faculty and staff members during new faculty orientation, during opening week meetings held each fall and spring, and at academic division meetings held throughout the semester. Primary topics will include academic eligibility requirements (including Pathway to Graduation), progress-toward-degree, change of major, academic
misconduct, and extra benefits. Faculty and staff members will receive a copy of the “Do's and Don'ts for Boosters”
document at the meeting.

Select members of Admissions, Registrar, Academic Advising, and Financial Aid offices will receive continuous rules and
compliance education for carrying out their roles in granting admissions, certifying eligibility, advising student-athletes, and
awarding financial aid according to best practices. Each member is expected to share relevant educational materials and
information within his/her department.

Administrators in Advancement and Alumni Relations will also receive pertinent education regarding appropriate
communication with both representatives of Athletics interest and PSAs.

3.1.4 PROSPECTIVE STUDENT-ATHLETES

The Compliance Office and head coaches, with support of the Office of Admissions, share responsibility for educating
PSAs on NCAA rules and regulations. This information is to include NCAA Eligibility Center and initial eligibility information
as well as information regarding recruiting rules that impact the opportunities for contact. Additionally, coaches will refer
PSAs to the current edition of the NCAA Guide for the College Bound Athlete located on the Athletics website. Recruits
are encouraged to contact the Compliance Office with any specific questions or concerns.

3.1.5 REPRESENTATIVES OF ATHLETICS INTERESTS / BOOSTERS

Boosters have a role in providing student-athletes with a positive experience through their enthusiasm and efforts. Their
support through donations of time and financial resources helps student-athletes have a successful experience. Once an
individual is identified as a “representative of the Institution’s Athletics interests,” the person retains that identity forever.

Boosters, referred to by the NCAA as “representatives of the Institution’s Athletics interests,” include anyone who is known
(or should have been known) to have:

- Participated in or to be a member of an agency or organization, including corporate entities (e.g., apparel and
equipment companies) promoting SHC Intercollegiate Athletics
- Made financial contributions to the Athletics department or to Athletics booster organization of SHC
- Assisted or to have been requested (by SHC Athletic Department staff) to assist in the recruitment of PSAs
- Assisted in providing benefits to enrolled student-athletes or their families of SHC
- Been involved otherwise in promoting the SHC Athletic Department
- Participated as a sponsor of the Athletic Department, a team, or an athletic event
- Attended as a student or was employed by SHC

An educational brochure, “Do's and Don't's Booster Brochure,” is sent out by the Advancement Office with each gift
acknowledgement receipt to all donors and other representatives of Athletics interests. Sponsors are sent a copy of the
“Do’s and Don't's Booster Brochure” by the Assistant Athletic Director for External Affairs with each signed sponsorship
agreement. Electronic copies of the “Do’s and Don’t’s Booster Brochure” document are also available on the college’s
development and alumni department website and the Athletic Department website’s compliance tab.

3.2 RULES INTERPRETATIONS

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

1. All coaches and staff members shall direct rules questions and requests for official interpretations to the Compliance Office.
2. Coaches should submit their request via email, or if a question is discussed verbally, the Compliance Office will request that the coach follow up the discussion with an email regarding the question or request for interpretation.
3. If after researching the interpretation request in the Legislative Services Database (LSDBI), the Compliance Office cannot provide an accurate interpretation, the interpretation request will be forwarded to the SIAC or GSC Compliance Administrator and/or the NCAA using the Request/Self-Reports Online (RSRO) program.
4. Once an official interpretation has been received, the Compliance Office will contact the individual who requested the interpretation and send an email response to the individual. The interpretation will be disseminated to all coaches and Athletic staff via email with a copy kept on file in the Compliance Office.
5. Further education concerning the interpretation may also be provided at an appropriate compliance education session.

Responses to questions about rules, or requests for rules interpretation, will always cite the relevant Bylaw and be maintained in a file organized in that manner to provide for future reference.

3.3 DETERMINATION OF INSTITUTIONAL POSITION ON PROPOSED NCAA BYLAW CHANGES

The NCAA membership annually participates in a legislative process for modifying the association’s bylaws for Division II. The following process will be followed at SHC to determine the College’s official position on proposed legislative changes.

1. The Compliance Office will receive the legislative grids from the NCAA national office and disseminate the proposed legislative changes to the President, FAR, Director of Athletics, coaching staff, SAAC, and members of the Compliance Committee.
2. The FAR and SWA will review the legislative grid with the SAAC to receive the student-athlete perspective on proposed legislative changes.
3. The FAR, Director of Athletics and Associate Athletic Director for Internal Affairs and Compliance will meet with the coaching staff and the Compliance Committee separately to discuss the proposed legislation and gather feedback.
4. The FAR, Director of Athletics and Associate Athletic Director for Internal Affairs and Compliance will meet to formulate a final departmental position on each legislative proposal.
5. The Director of Athletics will meet with the President to discuss each proposal and determine a final Institutional position.
6. The Director of Athletics and/or the Associate Athletic Director for Internal Affairs and Compliance will participate in an SIAC conference call to share the official SHC position on proposed legislation as part of the SIAC’s process for determining the voting position of the conference.
7. The President or his designee will cast the Institution’s vote at the annual NCAA convention.

FORMS (Located in Appendix A)
Do’s and Don’ts Booster Brochure
4.0 RULES VIOLATIONS AND REPORTING

Athletics is committed to achieving the highest standard of rules compliance in the operation of its intercollegiate athletics programs. The Department will seek to abide by all College, SIAC, GSC and NCAA rules and regulations at all times.

In accordance with NCAA Constitution 2.8.1, The Department will monitor its athletics programs to ensure compliance and will identify and report to the SIAC or GSC and the NCAA all instances in which compliance has not been achieved. All student-athletes and Department staff members are required to report any known or suspected violation of SIAC / GSC or NCAA rules. On an annual basis, every Department staff member will be required to sign an NCAA Certification of Compliance Form, and every student-athlete will be required to sign an NCAA Student-Athlete Statement. By signing these forms, staff members and student-athletes will affirm in writing that they have reported any known or suspected violations.

Reporting a known or suspected violation immediately to the appropriate individuals is important because it can make the difference between the violation being considered secondary or major under NCAA rules. It is the Department's policy that no violation is too minor or insignificant to not be reported. All known or suspected violations shall be reviewed and investigated thoroughly in accordance with the procedures stated below. If it is determined that a violation has occurred, the violation will be reported to the SIAC, GSC and to the NCAA as appropriate.

4.1 TYPES OF VIOLATIONS

SECONDARY VIOLATIONS

Definition: A secondary violation is a violation that is isolated or inadvertent in nature, provides or is intended to provide only a minimal recruiting, competitive or other advantage and does not include any significant recruiting inducement or extra benefit.

If there is a possible secondary violation, the Compliance Office must proceed with the NCAA Secondary Violation Self-Reporting Instructions procedures through the use of the Request/Self-Report Online (RSRO) system on the NCAA website.

MAJOR VIOLATIONS

If there is a possible major violation, the Compliance Office must report the incident to the President, FAR, Director of Athletics and Intercollegiate Athletics Committee. If any other administrator on campus is notified, it is the responsibility of that individual to notify all aforementioned individuals.

The President, FAR and Director of Athletics will determine all necessary and immediate actions, including whether outside counsel is necessary, including notification of institutional counsel at United Educators. The Associate Athletic Director for Internal Affairs and Compliance should also notify the Sports Information Director regarding appropriate responses to inquiries while the investigation is conducted.

For violations that may involve the Director of Athletics and/or the Compliance Office, the FAR will work in conjunction with the President to ensure that the investigative process meets standards required to adhere to the NCAA Principle of Institutional Control.
4.2 INVESTIGATING RULES VIOLATIONS

4.2.1 INVESTIGATING SECONDARY RULES VIOLATIONS

Any potential or self-discovered NCAA rules violation is to be reported to the Associate Athletic Director for Internal Affairs and Compliance. Should the Director of Athletics, SWA, or FAR become aware of a known or suspected violation of NCAA rules, he or she shall inform the Associate Athletic Director for Internal Affairs and Compliance. The Associate Athletic Director for Internal Affairs and Compliance will investigate the matter to determine whether the violation is secondary in nature. The Associate Athletic Director for Internal Affairs and Compliance will:

1. Determine the type of process to be pursued
   a. Inquiry – Confirm the facts of the possible violation
   b. Investigation – Discover additional facts surrounding the possible violation(s) and determine if it is secondary in nature
2. Meet and interview all involved parties
3. Obtain any relevant documents

4.2.2 INVESTIGATING MAJOR RULES VIOLATIONS

Any potential or self-discovered NCAA major rules violation is to be reported to the Associate Athletic Director for Internal Affairs and Compliance, Director of Athletics, SWA, or FAR. Once the Associate Athletic Director for Internal Affairs and Compliance, Director of Athletics, SWA, or FAR becomes aware of a known or suspected major violation of NCAA rules, he or she shall inform the other three individuals. These four individuals will decide on the most appropriate course of action and strategy for investigating the matter. The Associate Athletic Director for Internal Affairs and Compliance, Director of Athletics, SWA and FAR will:

1. Determine the type of process to be pursued
   a. Inquiry – Confirm the facts of a self-reported major violation
   b. Investigation – Discover the facts surrounding a possible major violation(s) and determine if a major violation occurred
2. Notify the President, SHC Legal Counsel, and the NCAA of the investigation (Potential Major Infractions)
3. Inform the Sports Information Director and Communications Office of the investigation.
4. Create a timeline for the investigation and resolution
5. Meet and interview all involved parties individually
   a. Develop an interview guide to ensure the same questions are asked of each party
   b. When different questions are applicable, adequately address and document them
   c. Document any follow-up questions
6. Determine if any Federal laws, State laws or Institutional policies were broken

4.2.3 GENERAL PRINCIPLES

1. All known or suspected violations will be investigated promptly and thoroughly.
2. The head coach of the involved sport will be informed in as timely a manner as possible.
   a. Depending on the investigation strategy that is decided upon, the head coach may be required to refrain from discussing the allegation and investigation for a period of time with any student-athletes involved in the violation.
3. In appropriate cases (usually when the violation may be considered major or may result in significant media coverage), the college President and Legal Counsel will be informed.

4. If there is reason to believe that a violation did occur, and if a student-athlete’s eligibility may be impacted by involvement in the violation, the student-athlete will be withheld from competition pending the outcome of the investigation and, if applicable, reinstatement by the NCAA.

5. The Associate Athletic Director for Internal Affairs and Compliance will serve as the primary investigator to gather facts and information about the violation. In cases of potential major violations, the Associate Athletic Director for Internal Affairs and Compliance shall keep the Director of Athletics, FAR and SWA informed and updated on the progress of the investigation. The FAR may serve as a co-lead investigator in any case. Other individuals may be appointed by the Director of Athletics to assist in conducting the investigation.

6. Two main investigative tools will be employed: document requests and interviews.

7. Should the Director of Athletics and/or the Compliance Office be implicated in a major violation, the FAR will serve as the primary investigator and work in conjunction with the President to ensure that the investigative process meets standards required to adhere to the NCAA Principle of Institutional Control.

4.2.4 PROCEDURES

1. Document requests should:
   a. Be made in consideration of timing of interviews (Document requests may tip others off to the investigation)
   b. Be made only by the lead investigator and should be in writing
   c. Include the time frame in which the document(s) are to be produced
   d. State the format in which the documents are to be collected and/or stored (i.e., PDF, Excel spreadsheet)

2. Possible documents/information to collect:
   a. Computer records – emails and hard drives
   b. Phone records – land line, cellular, text messages
   c. Financial records – bank statements, credit/debit cards, wire transfer records, receipts
   d. Travel records – travel itineraries and receipts, hotel/lodging records
   e. Academic records – transcripts/enrollment history, standardized test scores, professor’s grade records, academic assistance records
   f. Vehicle information – registration/insurance, documentation, driver’s license
   g. Social media – Facebook, Twitter, Instagram

3. Individuals who should be interviewed:
   a. The individual(s) reporting the potential violation
   b. Individuals with potential knowledge of and/or involvement in the violation(s)
   c. Individuals who are potentially “at risk” for involvement in the violation(s)
   d. Note – Individuals who are or may be “at risk” should not be involved in the planning and execution of the investigation

4. Potential interviewees who are required to cooperate:
   a. Institutional staff
      i. Professors / Teaching Assistants / Administrators
      ii. Academic counselors/tutors
      iii. Athletics staff (current)
      iv. Coaches (full-time, part-time, and voluntary)
      v. Graduate assistants
   b. Current student-athletes

5. Potential interviewees who are not required to cooperate:
a. Parents or legal guardians of student-athletes  
b. Third parties  
   i. Agents  
   ii. Runners  
   iii. Financial advisors  
   iv. Athletic sponsors  
c. Business people  
d. High school coaches  
e. Former student-athletes  
f. Boosters  
g. Former employees  
h. Prospective student-athletes  

6. Considerations when determining the order of the interviews:  
a. Who can corroborate/refute information  
b. How to best prevent/minimize breaches and leaks  
c. Consecutive or simultaneous interviews  
d. Generally, work from the outside in  

7. Interview Logistics  
a. Explain the purpose of the interview – To determine knowledge of or involvement in violations  
b. State on the record the name of the person interviewed, date, time, location, and individuals present  
c. Review the obligation to be truthful and forthcoming (NCAA Bylaws 10.01 and 10.1) and the ramifications of not being truthful (NCAA Bylaw 10.4)  
d. Review interviewee’s right to have legal counsel present during the interview.  
e. Memorialize each interview (i.e., audio recording, transcript, written interview summary).  

4.3 DETERMINING AND REPORTING VIOLATIONS  

As soon as possible after an investigation has been completed, the Associate Athletic Director for Internal Affairs and Compliance, Director of Athletics, FAR and SWA shall meet to determine, based upon the preponderance of the evidence considered as a whole, whether a major violation occurred. If there is a difference of opinion as to whether a violation occurred or whether it is secondary or major in nature, the FAR will submit the facts of the case to the SIAC or GSC for review. Their decision, after consulting with the NCAA as appropriate, will be binding.  

4.3.1 NON-VIOLATION  

If it is determined that the alleged violation did not occur, then the findings should be documented in writing and kept on file in case of further inquiries.  

4.3.2 SELF-REPORTING SECONDARY VIOLATIONS  

If it is determined that a secondary violation has occurred, the Associate Athletic Director for Internal Affairs and Compliance will research case precedent and recommend appropriate corrective actions and self-imposed penalties to the Director of Athletics, FAR, and SWA, who shall approve or revise the corrective actions and penalties. The Associate Athletic Director for Internal Affairs and Compliance shall inform the head coach and student-athlete (if applicable) of the corrective actions and penalties.  

When a Secondary violation occurs, the Institution is required to:
 Impose prescribed penalties
 Report the violation using RSRO
 Save a copy of the submitted report and final decision (when issued), to have available to the Director of Athletics, FAR, SWA, and the President of the college upon request.

If the Institution believes that the circumstances are such that the prescribed penalty is not appropriate, it may submit the violation to the NCAA staff for processing with an explanation as to why relief from the prescribed penalty should be provided. If there are no prescribed penalties required by NCAA legislation, the Institution will consult with the SIAC or GSC office, depending upon the sport(s) involved, and take appropriate measures to address the issue. In the SIAC, the mandated minimum penalty for a Secondary violation is a letter of admonishment and education for the Department on the issue involved.

A copy of the violation report will be kept on file in the Compliance Office. The President, Director of Athletics, FAR, Intercollegiate Athletics Committee, and Compliance Committee will be briefed regarding the details of the violation within an appropriate timeframe.

4.3.3 SELF-REPORTING MAJOR VIOLATIONS

If it is determined that a major violation has occurred, the Director of Athletics shall inform the SIAC / GSC and shall work with the conference to determine the appropriate course of action under conference rules.

 The Associate Athletic Director for Internal Affairs and Compliance shall be responsible for drafting a written self-report of the major violation for submission to the SIAC / GSC and the NCAA.
 The FAR, Director of Athletics, and SWA shall be given report drafts for review and approval prior to submission.
 The Director of Athletics shall sign all major violation reports, unless he/she is not available and the report must be submitted on an emergency basis (e.g., in order to commence the reinstatement of eligibility process with the NCAA before an upcoming competition), in which case either the FAR or the SWA may sign the report.
 The Associate Athletic Director for Internal Affairs and Compliance shall submit the report to the SIAC / GSC and/or the NCAA and provide copies to the Director of Athletics, FAR, and SWA, and the President of the college.
 The report shall include at least the following information:
  1. The date and location of the major violation
  2. A description of the major violation, including the rule(s) that was/were violated
  3. The identity of the coach(s), PSA(s), enrolled student-athlete(s) or other individuals involved in the major violation
  4. The reason(s) the major violation occurred
  5. The means by which the Institution became aware of the major violation
  6. All investigative actions the Institution completed
  7. A list of disciplinary actions taken by the Institution (self-imposed) and conference (if any). In determining proposed sanctions, the Associate Athletic Director for Internal Affairs and Compliance will:
  i. Research Legislative Services Database Internet (LSDBI)
  ii. Investigate other sources of case precedent
  iii. Submit proposed penalties to the FAR and the Director of Athletics
  8. An acknowledgement that a violation occurred and the Institution’s position regarding whether the violation is major/secondary
  9. A statement indicating whether any eligibility issues need to be resolved and, if so, whether the Institution is requesting restoration of eligibility for any prospective or enrolled student-athletes
  10. Any other information that should be considered in reviewing the case
  11. Date of the self-report
12. The President, Director of Athletics, FAR, and Intercollegiate Athletics Committee will receive copies of the self-report

- A summary of violation reports and NCAA responses will be presented to the President, Intercollegiate Athletics Committee and Compliance Committee, with a copy kept on file in the Compliance Office.
- The Associate Athletic Director for Internal Affairs and Compliance and the head coach of the involved sport will be jointly responsible for ensuring that the corrective actions and self-imposed penalties are implemented. Any letters of admonishment or reprimand shall be signed by the Director of Athletics and delivered to the involved coach or staff member. Copies will be provided to the FAR and SWA.
- All matters pertaining to any investigation of a rules violation are considered strictly confidential. Staff members involved in an investigation of a potential violation are not permitted to discuss the case with anyone not directly involved in the case.

4.4 MEDIA PLAN FOR A MAJOR INFRACTIONS CASE

SHC seeks full compliance with NCAA rules. In the event that a major NCAA rules infraction is found, SHC will announce the infractions committed, the penalties imposed and the departmental response to the infractions via a media release(s) in written coordination with the College’s Sports Information Office and Department of Communications. In turn, the media release(s) will be distributed to local and national media outlets through the press release distribution system of the College's Department of Communications. In addition, the official media release will be posted as a news story on the official Department website and social media sites. The media release and the social media links will remain on the Department website for no less than the shorter duration of either the length of the penalties imposed or one (1) calendar year. The Director of Athletics will be the official spokesperson on violations for the Department and all departmental personnel and/or student-athletes will direct any media inquiries to the SID. Media will only be allowed to interview the Director of Athletics as arranged through the SID.

4.5 VIOLATIONS INVOLVING OTHER INSTITUTIONS

If an individual has knowledge of a possible violation that involves another NCAA member Institution and impacts the Institution, he/she must report the alleged violation(s) to the Compliance Office and/or the Director of Athletics.

Options for dealing with a possible violation at another NCAA Institution may include:

- The Associate Athletic Director for Internal Affairs and Compliance may contact the Director of Compliance at the other member Institution to persuade the parties to refrain from further wrong-doing and self-report
- The Associate Athletic Director for Internal Affairs and Compliance may contact the institution’s conference office in an attempt to have the conference deal with the possible violation
- If the institution’s conference office does not take action, the Associate Athletic Director for Internal Affairs and Compliance may contact the NCAA to inform the enforcement staff of possible violations of NCAA rules

4.6 ADMONISHMENTS AND REPRIMAND

There are several options for addressing violations by coaches, staff members or other individuals. Other administrative / supervisory procedures may be implemented through SHC standards.

4.6.1 ORAL ADMONISHMENT

An oral admonishment should normally be conducted in private. It should be administered as soon as possible after the supervisor learns of the employee’s offense so it can have maximum corrective effect.
Supervisors should prepare a written memorandum or outline as a written record of the oral admonishment and provide the employee a copy. Such notations are not normally placed in the employee’s personnel file, but should be retained by the supervisor in the event it is needed to support a more severe consequence at a later date.

4.6.2 LETTER OF ADMONISHMENT

A letter of admonishment will:

- Be written on official Institution letterhead with a copy filed in the person's Athletics personnel file
- Clearly specify the reason(s) for the admonishment
- Inform the employee of his/her right to grieve the letter of admonishment and where the employee may seek assistance regarding the grievance procedure
- Advise him/her that the letter of admonishment will not be filed in the employee's official personnel file in HR

The supervisor must retain a copy of the letter of admonishment in the event it is needed to support a more severe action at a later date.

4.6.3 OFFICIAL REPRIMAND

An official reprimand is a formal disciplinary action and will be on Institutional letterhead. The letter of reprimand will:

- Identify the purpose by stating that it is an Official Reprimand
- Give the specific reasons for the action, stating explicitly those reasons which are the basis for the reprimand
- Inform the employee that the Official Reprimand will be placed in his/her personnel file in HR
- Advise the employee that more severe disciplinary action may be taken for any further offense
- Inform the employee of the right to file a grievance on the reprimand in accordance with Institutional procedures
- Tell the employee where a copy of the grievance procedure may be reviewed

FORMS (Located in Appendix B)

Sample Letter of Admonishment
Sample Letter Official Reprimand
5.0 RECRUITING

The NCAA defines recruitment as any solicitation of a PSA or a PSA's relatives or legal guardian(s) by an Institutional staff member or by a representative of the Institution's Athletic interests for the purpose of securing the PSA's enrollment and participation in the Institution's Intercollegiate Athletics program (NCAA Division II Manual, Bylaw 13.02.10). Under NCAA rules, any of the following actions will cause a PSA to be considered recruited:

- Providing the PSA an official paid visit to campus
- Having an arranged in-person, off-campus encounter with the PSA or his/her relatives
- Initiating or arranging a telephone call on more than one occasion for the purpose of recruitment
- Issuing a written offer of Athletically-related financial aid

Monitoring the recruitment of PSAs is the responsibility of the whole Institution, but most directly administered and monitored by each head coach and the Compliance Office. Recruiting documentation must be kept on file for seven years, per State of Alabama law.

5.1 AUTHORIZED OFF-CAMPUS RECRUITERS/COACHES' CERTIFICATION

All Full-Time, Part-Time, and Volunteer SHC coaches are required to pass the annual NCAA Coaches' Certification Modules before engaging in any off-campus recruiting activities or CARA activities. Administrators, boosters and coaches who have not completed the modules, may not participate in any off-campus recruiting activity.

The Coaches' Certification Modules are administered by the NCAA through the DII U app.

- Coaches and Staff can be given access to the DII U app and modules by the campus NCAA Single Source Sign-On Administrator.
- In order to obtain certification, one must complete all of the modules chosen for the year and pass the test with a 100% grade.
- Anyone who does not pass a particular test is not allowed to re-take the test for a period of 24 hours.
- New hires will be given a 14 day grace period in order to complete the modules.

5.2 PROSPECTIVE STUDENT-ATHLETE—INITIAL RECRUITMENT

A PSA is defined as any student who has started classes for the ninth grade (Bylaw 13.02.9). Once a PSA is identified as a person of interest to a coach/team, the head coach must enter the PSA information into JumpForward, including the grad year of the PSA, their NCAA ID number, and any initial contacts which cause the PSA to become a recruited student-athlete. All in-person contacts, evaluations, official and unofficial visits must be logged into JumpForward, from that point forward, as the recruitment system of record. A Phone Report will be submitted, through JumpForward, by each sport for review by the Compliance Coordinator by the 5th of each month.

A student attending full-time at a four-year college may not be approached or recruited without a release from or proper notification to the current Institution. The coaching staff will wait for confirmation of a receipt of the permission to contact notification from the Compliance Office of the Institution in which the PSA is currently enrolled or notice from SHC Compliance Office prior to initiating the recruitment of the PSA.

If the PSA is an international prospect, the coach will request an unofficial transcript from the PSA as well as a WES translated version. The transcripts will be reviewed by either the Admissions Office and/or the Registrar’s Office to determine admissibility and transfer eligibility. The coach will also use the Coach Foreign Student-Athlete Questionnaire as a pre-screening device. The Questionnaire is designed to be used over the phone. If the PSA responds “Yes” to any
of the “Athletics Background” questions, the coach is to consult the Associate Athletic Director for Internal Affairs and Compliance immediately. Copies of all completed Questionnaires are to be submitted to the Compliance Office.

5.3 DOCUMENTATION AND AUDIT OF RECRUITING ACTIVITY

All coaching staff members are required to enter and maintain recruiting information and logs in JumpForward on an ongoing basis. Responsibility to maintain accurate and current records may be assigned to an assistant coach, but it is ultimately the head coach’s responsibility to ensure logs are submitted accurately and timely (5th of each month) within the JumpForward system. The following minimum information is required for each PSA:

- all initial and second phone calls to a PSA
- all off-campus and in-person contacts or evaluations
- all official and unofficial visits

Access to JumpForward is managed by the Compliance Coordinator. New coaches must meet with the Compliance Coordinator to arrange access. Any questions or problems should be reported to the Compliance Coordinator. Coaches are required to have either internet or mobile access to JumpForward for appropriate management of the recruitment process.

The Compliance Coordinator is responsible for regularly auditing Phone Records, Official Visits, Unofficial Visits, and Tryouts.

1. The Compliance Coordinator monitors each sport’s recruiting records in JumpForward and via required compliance forms to ensure coaches are maintaining current recruiting records.
2. Official visits are monitored by sport to ensure the visit does not exceed 48 hours.
3. The Compliance Coordinator will audit SHC, personal cell / home phone, and business cell phone records for select sport coaches surrounding key compliance dates each year (e.g. Initial recruitment period of June 15).
   a. The Compliance Coordinator will notify the coach of the request for phone record submission including the months for which the request is being made.
   b. Phone records must be submitted to the Compliance Coordinator within 3 business days.
   c. The Compliance Coordinator will review the phone records against the phone numbers of all PSAs in the phone contact and evaluation report in JumpForward to determine if any improper calls were made.
4. The Associate Athletic Director for Internal Affairs and Compliance will provide the Director of Athletics with a report documenting any significant failures by coaching staff members to follow institutional compliance procedures or provide proper documentation.

5.3.1 INSTITUTIONAL REQUEST LIST (IRL)

Concurrent with a PSA becoming of significant interest to a coach/team, the coaching staff will activate that PSA on the IRL for the specific sport and the year in which the PSA is being recruited. (See ELIGIBILITY 9.5.1 for Process)

- Coaches should deactivate a PSA from the IRL within 72 hours once the PSA is no longer being recruited

5.3.2 PERMISSION TO CONTACT/TRACERS

For any PSA attending any NCAA four year Institution (DI, DII or DIII) the Compliance Office must receive permission to contact documentation from his/her current Institution or be added to the SHC Transfer Portal Watch List before any communication may commence between a coach at SHC and the PSA. Permission to contact documentation may be given to a student directly to be given to any schools/coaches by which he/she is seeking to be recruited. Permission to
contact documentation may also be requested between the Compliance Offices of the PSA’s current Institution and SHC. If a coach receives the permission to contact documentation he/she must submit that documentation to the Compliance Office for approval prior to contacting the PSA. If the PSA is attending an NAIA Institution, the Compliance Office must send a notice to the Athletic Director of the NAIA Institution that the PSA is going to be recruited by the coach at SHC prior to contacting the PSA. (See ELIGIBILITY 9.6 for Process)

5.4 TELEPHONE CALLS AND TEXT MESSAGES

Telephone calls or text messages to a PSA (or the PSA’s relatives or legal guardians) may not be made before June 15 immediately preceding the junior year in high school. JumpForward is best used for concurrent logging.

- The head coach is responsible for ensuring every initial and second phone call made to a PSA by his/her staff is logged within 24 hours of when the call was made using the designated JumpForward software.
- All coaches making recruiting calls from personal cell / home or SHC issued cell phones are required to provide their personal phone records if asked to do so by the Compliance Coordinator.
- The Compliance Coordinator is responsible for forwarding to the Director of Athletics the name of any head coach who is not compliant with the telephone call guidelines.

5.4.1 NCAA RECRUITING CALENDAR

Bylaw 13.17 in the NCAA Division II Manual contains the various periods of the year (quiet, contact, evaluation, dead). These are integrated in JumpForward. It is the responsibility of every coach and the Admissions Office to know and observe these schedules.

5.5 RECRUITING OFF CAMPUS

Off-campus recruiting is not permitted by a member of the coaching staff unless the Coaches Certification Modules have been completed, a passing score has been achieved, and the coach is certified to recruit off-campus.

1. Coaches must use their college issued credit card for all off-campus recruiting expenses, and keep itemized receipts for end-of-the month expense reports. Cash advances are only processed for coaches without a card.
2. Coaches must submit all travel receipts to the Athletics Secretary for credit card allocations on a weekly basis.
3. Recruiting expense receipts should be marked and all receipts are attached to the Travel Expense Report.
4. The Athletics Secretary reviews each receipt to verify it matches with the Travel Expense Report and then provides it to the Compliance Coordinator for review.
5. After review, the Compliance Coordinator returns the Travel Expense Report back to the Secretary.
6. The Athletics Secretary makes a copy of the Travel Expense Report and places it into the sport’s binder/file.
7. The Athletics Secretary submits allocations, receipts and Travel Expense Report to the Business Office monthly.
8. The Business Office reviews all receipts and Travel Expense Report for NCAA compliance as a cross check.

5.6 CONTACTS AND EVALUATIONS

All coaches are responsible for knowing the specifics of their respective sports’ recruiting calendars and abiding by the recruiting calendar in all activities. Evaluation and dead period dates can be found in the NCAA Division II Manual, on the calendar located on the NCAA.org website, and in JumpForward. If there are questions regarding a recruiting calendar, coaches are responsible for obtaining clarification from the Compliance Office.
The head coach is responsible for monitoring all recruiting activities involving off-campus contacts or evaluations by all coaches certified to recruit off-campus for his/her sport.

Documentation regarding PSAs who are seen off campus must be updated in JumpForward within 48 hours after a contact or evaluation (e.g. mobile device, tablet, and computer).

5.7 UNOFFICIAL VISITS

PSAs may visit the campus at their own expense an unlimited number of times. Pre-approval for an unofficial visit is not required; however, an Unofficial Visit Form must be filled out and turned in to the Compliance Coordinator through the JumpForward system within 48 hours after the visit. Bylaw 13.7 in the NCAA Division II Manual contains complete rules related to Unofficial Visits.

1. The college cannot pay for any expenses other than one meal on or off-campus in the locale of the Institution.
2. If the PSA is planning to attend an Athletics event, the coach adds the prospect’s name and number of admissions (up to five) to the complimentary admissions pass list.
3. SHC does not charge students for overnight guests in the dorms, so it is permissible to house a PSA on-campus for an unofficial visit.
4. Transportation can only be provided to view practice and competition sites in the PSA’s sport, other school facilities, and to attend a home Athletics contest (on or off-campus).
5. The coach records all unofficial visit information in JumpForward within 48 hours of the visit and submits the completed Unofficial Visit Summary through JumpForward for review and approval by the Compliance Office.
6. If a meal was a part of the visit, the coach must submit to the Compliance Coordinator a meal roster and copies of receipts from the meal.

5.8 OFFICIAL VISITS

An official visit occurs when SHC provides financial resources in support of a PSA’s visit to the Institution. SHC may finance only one official visit to its campus for a PSA. The criteria for properly handling an official visit are found in Bylaw 13.6 of the NCAA Division II Manual.

1. An Official Visit Approval Form must be submitted in JumpForward at least 4 business days prior to an official visit taking place. For the request to be approved, the following PSA info must be provided by the coach either on the NCAA IRL, scanned into JumpForward, or on file in the SHC Admissions Office:
   a) Provide an official or unofficial transcript
   b) Be registered with the NCAA Eligibility Center
   c) Added to the IRL for that specific sport
   d) Itinerary
2. Upon receipt of the Official Visit Approval Form, the Compliance Coordinator will review the NCAA Eligibility Center status and confer with the Admissions Office. If the PSA is deemed ineligible or non-admissible or if adequate information is not submitted or made available, then the request will be denied.
3. If the visit is approved, the following must be completed prior to the arrival of the PSA:
   a) Official Visit Student Host Form guidelines presented and reviewed with the student host and signed
   b) Official Visit Guidelines shown to PSA upon arrival (Form to be signed by PSA at conclusion of the visit)
4. The coach will schedule meetings for the PSA with Admissions during the visit.
5. Official visits may not exceed 48 hours. If a recruit wishes to stay in the area for any reason before returning home, the college cannot pay any expenses after his/her departure from the campus, including transportation.
6. When the prospect arrives on campus, the 48-hour time limit begins. Both the coach and the PSA complete and sign the Official Visit Guidelines Form at the start of the visit and at the conclusion of the visit to assure understanding of what is and is not permissible during the visit, and to verify the completed itinerary of the visit.

7. If the PSA is planning to attend an Athletics event, the coach adds the PSA’s name and number of admissions (5 maximum) to the complimentary admissions pass list.

8. At the conclusion of the visit, the coach has the Official Visit Guidelines signed by the PSA. The coach then prints the Official Visit Summary Form and marks actual times of arrival/departure, expenses, and makes sure the visit itinerary is accurate. The Official Visit Packet (Official Visit Approval Form, Official Visit Summary Form, Official Visit Student Host Form, and Official Visit Guidelines) is submitted to the Compliance Office within 48 hours of the conclusion of the visit.

9. Should an Official Visit be cancelled for any reason, the coach is responsible for notifying the Compliance Office by email within 24 hours of the cancellation being decided upon.

5.9 STUDENT HOSTS

The selection of student-athlete hosts for an official visit is the responsibility of the head coach for each sport. If at any time a coach is uncertain as to what the PSA and the student-athlete host may do, the Compliance Office should be contacted immediately to avoid jeopardizing the eligibility of the student-athlete host and the PSA. If, during a visit, a host is in doubt of what he/she should do, he/she should contact the head coach immediately. If any coach is unable to answer the question, the coach should contact the Compliance Office.

Current SHC student-athletes may serve as a host for PSAs who are visiting SHC. Those student-athletes must initial and sign the Student Host Form each time he/she hosts a PSA. This form is available in the Compliance Office and must be filled out prior to the visit. This is to ensure he/she understands the rules and regulations of being a student host and will abide by those regulations. Student-athletes must meet these requirements:

- Must be a current student at SHC
- Must NOT be a non-qualifier in his/her first year of residence

A host may receive complimentary admission to a campus athletics event, provided he/she is to accompany the PSA during the official visit. The permissible official visit entertainment money a student host may receive is to cover all actual costs of entertaining the PSA (and the prospect’s parents, legal guardians, or spouse) and the entertainment of the student host. Any Institutional staff member and/or other student-athletes not serving in the role of student host who wish to accompany the PSA during the entertainment activity may permissibly do so only if they cover their own entertainment costs.

As an example, if during an official visit the student host chose to take the PSA to a movie, the host could use the allotted entertainment money to pay for the tickets for him/herself and the PSA, as well as the PSA’s parents, legal guardians, or spouse. Other members of the host’s Institutional athletics team could attend the movie, as could the Institutional coaching staff members; however, those additional individuals would need to pay for their own movie tickets.

5.9.1 STUDENT HOST GUIDELINES

1. Only one student-athlete from SHC can serve as an official host for each prospect per day. If the student-athlete is a freshman, he/she must have been a high school qualifier as determined by the NCAA Eligibility Center in order to serve as a host.
2. A maximum of $30 per day entertainment money may be provided to a student-athlete to cover all actual costs of entertaining the student-athlete, the prospect, and anyone else accompanying him/her. These funds cannot be used to purchase souvenirs. It is the student-athlete’s responsibility to personally handle this money, to collect receipts for money spent and to turn in the receipts to the coach. The student-athlete may not give funds directly to the PSA, teammates, or anyone else.

3. The student-athlete may not use vehicles provided or arranged for by any coach, Institution staff member or booster. NEVER allow the recruit or anyone accompanying the recruit to operate a personal vehicle.

4. All entertainment with the PSA and his/her guests must occur within a 30-mile radius of SHC’s campus.

5. When accompanying a prospect and his/her guests, the student-athlete may receive complimentary admission to campus athletics events via a pass list. No “hard tickets” will be issued for admission.

6. Be aware that it is not permissible for a PSA and booster (the NCAA broadly defines a “booster” as an individual, agency, entity or organization who is known by an Institution to have participated in or been a member of an agency that promotes the Institution's intercollegiate athletics program; have made financial contributions to the Department or a booster organization for the Department; have been involved otherwise in promoting the Institution’s athletics program; have been a season ticket holder; have provided benefits to student-athletes or their relatives or friends) to have a conversation beyond an exchange of greetings. Try to prevent this situation from occurring if possible.

7. PSAs may engage in recreational/workout activities as long as the following conditions exist:
   a. The activity is not initiated or observed by the coach, and
   b. It is not designed to test the athletic abilities of the PSA

8. Prospects must provide their own equipment and apparel; therefore, student-athletes may not loan these items to him/her. An exception is his/her one tryout allowed by the NCAA as defined in the manual.

9. Student-athletes should use appropriate judgment in entertaining prospects. This includes, but is not limited to, not attending, arranging, or providing adult entertainment or gambling/wagering activities for the PSA. It is a violation of state law for anyone under the age of 21 to consume or possess alcoholic beverages.

10. Student-athletes are responsible for submitting any receipts and/or unused funds. This must be done on the first workday following the recruiting visit dates.

11. If utilizing a student host, the coach must review the student host policies with the host, complete the Student Host Form, secure appropriate signatures and submit the form to the Compliance Office.

If the PSA is going to stay with the student host, the head coach verifies with Admissions that the potential student has completed an application and has emergency contact information on file. If the PSA is going to attend a contest, refer to the Complimentary Admissions section of this manual for the procedure.

5.10 SOCIAL MEDIA

Athletics personnel may use social media to communicate with PSAs during recruitment. However, social media communication must be private in nature and not publically viewable. No SHC personnel are to tweet, retweet, like or favorite concerning a PSA’s recruitment or decision to attend SHC until after the PSA has signed a GIA/ NLI, acceptance of admission, or made a financial deposit to SHC. Confirmation must be received from the Compliance Office that NCAA requirements have been met before any SHC personnel tweets, retweets, likes or favorites concerning a PSA’s decision to attend SHC.

FORMS (Located in Appendix C)

Coach Foreign Student-Athlete Questionnaire
Travel Expense Report
Unofficial Visit Summary
Official Visit Approval Form
Official Visit Student Host Form
Official Visit Guidelines
Official Visit Summary Form
Transfer In - NAIA Notice of Contact
Transfer In – Request for Permission to Contact
Transfer In – Release – 2-Year (TK & XC)
Transfer In – Release – 2-Year
Transfer In – Release – 4-Year (TK & XC)
Transfer In – Release – 4-Year
6.0 TRYOUTS

Tryouts for PSAs are the responsibility of the head coach, Compliance Office and the Athletic Trainer. Once all the appropriate documents have been submitted and cleared by the Compliance Office, approval for the tryout to be conducted will be communicated via email to the head coach by the Compliance Office.

6.1 TRYOUT GUIDELINES

Definition: A member Institution may conduct a tryout of a prospective student-athlete only on its campus or at a site at which it normally conducts practice or competition and only under the following conditions:

- No coaching activities may occur
- Prior to tryout PSA must show proof of a medical examination (physical) that was administered within six months prior to tryout
- PSAs are only permitted one tryout per Institution per sport
- Equipment and clothing may be provided for tryout activities on an issuance-and-retrieval basis
- A tryout cannot last more than two hours
- Competition against currently eligible student-athletes is only permitted during the academic year and must be included in the weekly hour limitations that the respective teams are allowed at that given time of year

For more information regarding PSA tryouts please refer to NCAA Bylaw 13.11.2.1.

6.2 ENROLLED STUDENTS

Any student currently enrolled at SHC who has been granted the head coach's approval to try out for a team must be in good academic standing with the Institution (2.0 GPA), enrolled full-time (12 credits), and cannot have been recruited, per NCAA definition, by a Department staff member.

6.2.1 PROCEDURES

1. The head coach must submit a Tryout Request Form to the Compliance Office prior to the tryout. The Compliance Office will review the student’s academic eligibility to determine if the student meets applicable NCAA regulations for the tryout. If so, the Compliance Office will notify the head coach and Athletic Training Office that the PSA is academically eligible for a tryout.

2. The PSA is responsible to submit a copy of a physical that was conducted within six (6) months of the tryout and proof of insurance to the Athletic Training Office at least 24 hours prior to the tryout. The Athletic Training Office will sign copies of the physical and insurance and give to the Compliance Office confirming receipt of the physical, proof of insurance and that the student has completed a Sickle Cell Test or signed a waiver.

3. Head coach must submit the NCAA Division II Tryout Form, with signatures by the student and if necessary a parent or legal guardian to the Compliance Office.

4. Once the Compliance Office receives medical approval and liability releases, final approval for the tryout will be emailed to the head coach who is responsible for conducting the tryout.
   a. Any student who does not meet academic eligibility requirements or provide all required documentation is not allowed to participate in a tryout.

5. If the student is invited to join the team, the coach must immediately submit a Change of Status Form - Addition to the Associate Athletic Director for Internal Affairs and Compliance. If the student has not already done so, the coach instructs the student to register with the NCAA Eligibility Center so he/she can complete the steps with the Eligibility Center to receive his/her Final Certification(s).
6. The student is then sent to the Associate Athletic Director for Internal Affairs and Compliance to complete all NCAA and SHC eligibility paperwork or attend the regular season-opening team meeting, if that has not already taken place.

7. The Associate Athletic Director for Internal Affairs and Compliance is responsible for notifying respective Institutional staff members (Director of Athletics, Registrar, Financial Aid, FAR, SID, etc.) when a student-athlete is added to a team's roster.

8. The Associate Athletic Director for Internal Affairs and Compliance will add the student-athlete to the IRL, have an official eligibility certification performed by the Registrar and then update CA.

9. The Associate Athletic Director for Internal Affairs and Compliance, FAR, Registrar and Financial Aid Office will review the updated Eligibility Certification and Financial Aid Summary to ensure eligibility and financial aid limits are acceptable.

6.3 PROSPECTIVE STUDENT-ATHLETES

PSAs, those still enrolled in high school, at a two-year or other four-year Institution, may tryout in accordance with the following:

- The head coach identifies the PSAs who are going to be invited for a tryout and must enter information for these PSAs in JumpForward.
- The coach must verify with each PSA he/she follows the following guidelines dependent on what kind of PSA they are:
  - High school students can tryout only in a term other than the one in which their sport's traditional season is occurring or in which the students have exhausted their eligibility for the respective sport. (Bylaw 13.11.2.1)
  - Two-year transfer students can tryout at the conclusion of that sport's season or any time after they have exhausted their eligibility in that sport. (Bylaw 13.11.2.1)
  - Four-year transfer student-athletes may try out at the conclusion of that sport's season with permission from their current Institution. (Bylaw 13.11.2.1)

6.3.1 PROCEDURES

1. The coach is responsible for submitting a Tryout Request Form and the PSA's completed Tryout Packet to the Compliance Office at least 24 hours (48 hours if tryout is on the weekend) prior to the tryout.
2. The coach either sends the Tryout Packet (proof of insurance, medical disclosure, a recent physical exam (last 6 months), a sickle cell test or sickle cell test waiver, and NCAA Division II Tryout Form) to the PSA or instructs them to download the Tryout Packet from the compliance page of the Athletics website.
3. The PSA must submit the required items to the sport coach within a time frame allowing for timely submission to the Compliance Office for the tryout to be conducted. If the PSA does not submit/bring all required forms and signatures in a timely manner, the PSA will not be permitted to tryout.
4. The Compliance Office will verify the PSA has registered with the NCAA Eligibility Center and is on the sport's IRL. The Compliance Office will also verify that the PSA has signed the release waiver on the NCAA Division II Tryout Form.
5. The Compliance Office will submit all the required medical documents to the Athletic Training Office. The Athletic Training Office will review the Tryout Packet and, if approved, sign and return the medical documents confirming receipt and legitimacy of the physical, proof of insurance and confirmation that the student has completed a Sickle Cell Test or signed a waiver to the Compliance Office.
6. Once the Compliance Office receives medical approval, final approval for the tryout will be emailed to the head coach who is responsible for conducting the tryout.
a. Any student who does not meet academic eligibility requirements or provide all required documentation is not allowed to participate in a tryout.

If the PSA is invited to potentially be a member of the team, she/he will need to proceed with the normal admissions process and receive NCAA Eligibility Center certification.

FORMS (Located in Appendix D)

Tryout Request Form
Tryout Packet
7.0 FINANCIAL AID

Monitoring of financial aid limits and requirements will be the responsibility of the Director of Financial Aid and the Associate Athletic Director for Internal Affairs and Compliance. Student-athletes may not receive athletically related financial aid exceeding a full grant-in-aid which includes tuition, fees, room, board, and books. A student-athlete may receive other non-countable financial aid unrelated to athletic ability up to the full cost of attendance or the value of a full grant-in-aid, plus aid that is permissible by federal regulations. Loans, federal grants, and employment earnings are not countable in financial aid limits under NCAA regulations. It is also the responsibility of the head coach and the Associate Athletic Director for Internal Affairs and Compliance to monitor the team limits for financial aid. Regulations for the administration of financial aid are fully described in Bylaw 15 of the NCAA Division II Manual.

7.1 COMMUNICATION

The Compliance Office should be the primary liaison in communication with the Financial Aid Office. Coaches may contact members of the Financial Aid Office to receive information or assistance with regard to the financial aid packages awarded to continuing student-athletes or PSAs.

Specific examples of items that may be facilitated with the Financial Aid Office include:

- Information on the status of a PSA or a returning student-athlete’s financial aid application
- Information regarding the FAFSA filing status of a PSA or returning student-athlete
- Information regarding how much financial aid a PSA or returning student-athlete will be receiving
- Information regarding any outside aid a PSA or returning student-athlete is receiving
- Information regarding any additional athletically countable aid a PSA or returning student-athlete may be receiving
- Information regarding the total amount of non-Athletics related aid that will be awarded to a PSA or returning student-athlete for the purposes of keeping track of team equivalencies

Examples of requests which may NOT be communicated to the Financial Aid Office include:

- A request for special financial aid considerations for walk-on PSAs or returning student-athletes
- Instructions for how to award types of financial aid to PSAs or returning student-athletes
- Instructions for changes to be made to a PSA or returning student’s non-athletic financial aid awards

7.2 COST OF ATTENDANCE AND FULL GRANT-IN-AID

The Director of Financial Aid reviews annually the planned changes to tuition, room and board to determine the value of a full Grant-In-Aid (GIA) after the Board of Trustees has released this information in February. Cost of attendance for the upcoming year is determined by the Financial Aid Office based on federal guidelines.

7.3 RESPONSIBILITIES FOR GRANT-IN-AID

- Each head coach is responsible for monitoring individual/team limits and verifying with the Director of Athletics (or designee) and Associate Athletic Director for Internal Affairs and Compliance that sufficient funds are available for athletic awards.
- The Associate Athletic Director for Internal Affairs and Compliance will create a new academic year Athletic Scholarship Spreadsheet and provide it to each head coach no later than May 1st each year.
The Associate Athletic Director for Internal Affairs and Compliance Office will update the Athletic Scholarship Spreadsheet as aid changes occur, and provide updated versions of the Spreadsheet to applicable head coach.

The head coach in concert with the Associate Athletic Director for Internal Affairs and Compliance is responsible for monitoring the permissible number of equivalencies in his or her sport prior to making a commitment to a PSA.

The Director of Financial Aid and Associate Athletic Director for Internal Affairs and Compliance will monitor financial aid limits offered based on team budgets with weekly reconciliations of the Financial Aid Form Summary through CA beginning August 1st.

7.4 INITIAL GRANT-IN-AID (NEW STUDENT-ATHLETES)

Timelines for written offers of financial aid will follow the National Letter of Intent signing dates.

1. Before a scholarship offer is made the following takes place: The student has applied to Admissions and has submitted a high school and/or college transcript(s), test scores, and Eligibility Center ID. (The Compliance Coordinator will verify.)

2. Head coach submits the Grant-in-Aid Request Form to the Compliance Coordinator at least 7 days prior to the GIA issue date.

3. The Compliance Coordinator verifies the PSA is on the IRL with the NCAA Eligibility Center and determines the timing of the offer of aid and its return date is within the allotted signing periods.

4. Based on the information provided by the head coach on the GIA Request Form, the Compliance Coordinator will prepare both the NLI and Grant-in-Aid and obtain the approval and required signatures from the head coach, Director of Athletics and the Director of Financial Aid. (Different GIA forms are used for SIAC sports and GSC sports.)

5. The Compliance Coordinator will conduct a final review of the NLI and Grant-in-Aid to make sure the documents are accurately completed and will record the names of those prospective student-athletes for whom the forms have been prepared.

6. The Compliance Coordinator will email the GIA Form Cover Letter, Grant-in-Aid, NLI and any supporting documents to the PSA electronically (U.S. Mail may be used if warranted in rare cases) along with instructions for signing and returning the Grant-in-Aid to the Compliance Coordinator.

7. The PSA and legal guardians (if the PSA is under 21) must sign the agreements and return one copy of the NLI and the Grant-in-Aid to the Compliance Coordinator within seven (7) days of the date of issuance indicated on the NLI or Grant-in-Aid. Faxed, scanned email or photographed email copies will be accepted, if returned by the date indicated.

8. Once received by the Compliance Coordinator, the signed NLI and the Grant-in-Aid will be reviewed for validity, signed by the Associate Athletic Director for Internal Affairs and Compliance, scanned into the athletic server and placed in the PSA’s digital and physical file in the Compliance Office. Copies will be emailed to the Financial Aid Office (for fund disbursement), and uploaded to the NCAA NLI database.

9. Compliance Coordinator will email the coaching staff of the applicable sport, Admissions Office, Registrar's Office, and Sports Information Director informing them of the PSA’s signing and granting permission to begin public recognition.

10. The Director of Financial Aid will process the Grant-in-Aid in CX and place a copy in the student-athlete’s financial file.

11. Associate Athletic Director for Internal Affairs and Compliance will input new award information into Athletic Scholarship Spreadsheet.

12. The Director of Financial Aid will input, no later than September 15th, the student-athletes’ financial aid awards into CA so that the funds are considered spent.
13. Financial aid offered to a student based on athletic ability may not be awarded in excess of one academic year.

14. All Grant-in-Aid funds will be posted to the student’s billing account by the Student Accounts Office prior to the beginning of each semester at a point in time consistent with all financial aid awards. Funds will be disbursed to the student-athlete once eligibility has been confirmed.

7.5 RENEWAL/INCREASE GRANT-IN-AID (RETURNING STUDENT-ATHLETES)

All returning student-athletes must be sent a letter from the Director of Financial Aid regarding the status of their GIA for the subsequent year on or before July 1st. This letter will inform each returning student-athlete if his/her aid will be renewed at the same rate/not renewed/increased or decreased. Every student-athlete whose aid has been reduced or not renewed has the opportunity, under NCAA rules, to appeal this decision to the Scholarship Appeals Committee. See Process for Athletic Scholarship Appeals Hearings in section 7.8.

1. The Director of Financial Aid will confirm that all student-athlete financial aid amounts listed in CA are accurate within a reasonable timetable that allows for completion of the renewal process by the deadlines referred to in the schedule below. This information is visible to the Compliance Office and all head coaches in CA.

2. The Associate Athletic Director for Internal Affairs and Compliance will forward up-to-date Scholarship Renewal forms to the respective head coach for review.

3. The head coach will recommend renewals for the following academic year and will submit to the Associate Athletic Director for Internal Affairs and Compliance for review.

4. The renewal/increase schedule by sport is as follows:
   a. Fall and Winter sports: men’s and women’s soccer, indoor volleyball, and men’s and women’s basketball forms are due to Financial Aid no later than May 1
   b. Spring sports: baseball, softball, men’s and women’s tennis, men’s and women’s golf, sand volleyball, and men’s and women’s cross country and track forms are due to Financial Aid no later than June 1

5. The Associate Athletic Director for Internal Affairs and Compliance and the Director of Athletics will make the final determination. Once approved, the Compliance Coordinator will complete Grant-in-Aid Forms and obtain the required administrative signatures using the same process described for new student-athletes.

6. The head coach will obtain Grant-in-Aid signatures from student-athletes, either in person or via email, and submit signed Grants-in-Aid to the Compliance Coordinator.

7. Once received by the Compliance Coordinator, the signed Grant-in-Aid will be scanned into the athletic server and placed in the PSA’s physical and digital file in the Compliance Office. Copies will be sent to the Financial Aid Office (for fund disbursement).

8. The Director of Financial Aid will process the Grant-in-Aid in CX and place a copy in the student-athlete’s financial file.

9. The Director of Financial Aid will send renewal/increase letters to continuing student-athletes prior to July 1. Copies of these letters will also be provided to the Compliance Office to be placed in the student-athlete’s digital file.

10. Associate Athletic Director for Internal Affairs and Compliance will input new award information into Athletic Scholarship Spreadsheet.

11. The Director of Financial Aid will input, no later than September 15th, the student-athlete’s financial aid awards into CA so that the funds are considered spent.

12. Financial aid offered to a student based on athletic ability may not be awarded in excess of one academic year.

13. All Grant-in-Aid funds will be posted to the student-athlete’s billing account by the Student Accounts Office prior to the beginning of each semester at a point in time consistent with all financial aid awards. Funds will be released to the student-athlete once eligibility has been confirmed.
7.6 REDUCTION / NON-RENEWAL OF GRANT-IN-AID (RETURNING STUDENT-ATHLETES)

Any reduction or non-renewal of athletics related aid will be approved only if such action is taken for proper cause and written documentation is submitted to the Associate Athletic Director for Internal Affairs and Compliance and the Director of Athletics. The Director of Athletics will decide whether to approve or deny the coach’s recommendation based on the specific facts, provided rationale, and any related NCAA legislation.

7.6.1 RATIONALE FOR REDUCTION OR NON-RENEWAL OF AID

The following are permissible reasons for the reduction or non-renewal of a GIA:

- Athletic performance
- Academic performance
- Failure to comply with NCAA rules and regulations
- Failure to meet NCAA eligibility rules
- Failure to comply with any SHC policies as outlined in the Spring Hill College Student Handbook
- Failure to comply with Spring Hill College Athletic Code of Conduct or NCAA Code of Conduct
- Failure to comply with sport specific team rules
- Failure to uphold the mission and values of SHC
- Negatively impacting team’s capacity for success (Attitude, behavior, etc.)

If a student-athlete falls into a category listed above his/her athletic grant-in-aid may be reduced or not renewed. However, it is the responsibility of the head coach to provide appropriate documentation to validate his/her claim that the student-athlete’s GIA should be reduced or not renewed.

7.6.2 PROCESS FOR REDUCTION OR NON-RENEWAL OF AID

The following steps must be followed for reduction or non-renewal of a returning student-athlete’s GIA to be considered:

1. The head coach will recommend reductions or non-renewals for the following academic year by completing a Scholarship Reduction/Cancellation Form with documentation clearly explaining the reason for non-renewal or reduction. The head coach will submit the forms to the Associate Athletic Director for Internal Affairs and Compliance for review. The schedule for completing this process by sport is as follows:
   a. Fall and Winter sports: men’s and women’s soccer, volleyball, men’s and women’s basketball forms are due to Financial Aid no later than May 1
   b. Spring sports: baseball, softball, men’s and women’s tennis, men’s and women’s golf, sand volleyball, and men’s and women’s cross country and track forms are due to Financial Aid no later than June 1
2. The Director of Athletics and Associate Athletic Director for Internal Affairs and Compliance will review the head coach’s recommendation. The Director of Athletics will decide whether to approve or deny the coach’s recommendation. Additional data may be requested from the head coach to make a final decision.
3. If a cancellation request is denied, the aid will be renewed at the same rate as the prior academic year. The head coach will be notified by the Associate Athletic Director for Internal Affairs and Compliance of the decision. The Scholarship Renewal form will be updated to reflect a renewal.
4. If the recommendation (to reduce or not renew) is approved, the Associate Athletic Director for Internal Affairs and Compliance will notify the head coach of this decision, directing the head coach to meet with the student-athlete to inform him/her of the scholarship reduction/cancellation decision. The head coach is responsible to verbally advise the student-athlete of the appeal process (Section 7.8) and the option of waiving his/her right to appeal. If
the student-athlete wishes to waive his/her right to appeal, then the head coach has the student-athlete complete the waiver section of the Scholarship Reduction/Cancellation Form.

5. Following the conversation with the student-athlete, the head coach returns the Scholarship Reduction/Cancellation Form to the Associate Athletic Director for Internal Affairs and Compliance who will complete the Scholarship Reduction/Cancellation Form and forward it to the Director of Financial Aid.

6. For scholarship reductions, the head coach will submit completed Grant-in-Aid Request Forms for each student-athlete he/she wishes to reduce to the Compliance Office. This form will include the new reduced scholarship amount the head coach wishes to offer.

7. The Compliance Coordinator will complete Grant-in-Aid forms for the designated student-athlete(s) using the same process described for new student-athletes.

8. Once the Grant-in-Aid forms are signed by the student-athlete (and guardian, if applicable), the Compliance Coordinator will forward completed Grant-in-Aid forms to the Director of Financial Aid for awarding aid based on the timeline referenced previously.

9. The Director of Financial Aid is responsible for sending letters via certified mail to student-athletes receiving a scholarship reduction/cancellation by July 1st. The written notification to the student-athlete includes information regarding the opportunity for an appeal and the steps to request an appeal and in cases where the student-athlete has waived the right to appeal, a reminder of his/her waiver of the right to appeal.

### 7.7 CHANGES DURING THE PERIOD OF THE AWARD

All student-athletes are flagged in the Financial Aid module of CX and have a financial aid hold placed upon their account. (Continuing student-athletes are coded based upon involvement codes and incoming student-athletes are coded based upon Admissions' athletics recruiting codes.) No changes to a student-athlete’s aid may occur without the Director of Financial Aid first communicating with the Associate Athletic Director for Internal Affairs and Compliance.

Increases: **Institutional financial aid may be increased at any time for any reason.** Any additions to financial aid unrelated to Athletics must be submitted by SHC departmental contacts (e.g. Admission’s Office, Foley Center, etc.) to the Financial Aid Office to be reviewed and approved. This additional aid must be within the Institution’s protocol. Before awarding the aid to the student-athlete, the Financial Aid Office and Associate Athletic Director for Internal Affairs and Compliance will also review team and individual limits to make sure the additions are permissible.

The procedure for requesting an increase of award is as follows:

1. The head coach emails the Associate Athletic Director for Internal Affairs and Compliance to specify the reason for increase and the amount by which the award needs to be increased.

2. If an increase is not possible, the Associate Athletic Director for Internal Affairs and Compliance will notify head coach via email.

3. If the increase is possible, the Associate Athletic Director for Internal Affairs and Compliance will notify head coach via email instructing the Coach to discuss the increase with the Director of Athletics.

4. Associate Athletic Director for Internal Affairs and Compliance will email the Director of Athletics the request for a GIA increase, noting the specifics of the request.

5. Subsequent to the meeting with the head coach, the Director of Athletics will respond to the GIA increase request email indicating whether or not the request is approved.

6. If approved by the Director of Athletics, Associate Athletic Director for Internal Affairs and Compliance will email the Director of Financial Aid and Compliance Coordinator with the increase request.
7. The Director of Financial Aid, in concert with the Associate Athletic Director for Internal Affairs and Compliance and Compliance Coordinator, will determine whether the increase is acceptable. If so, the Associate Athletic Director for Internal Affairs and Compliance will notify the head coach via email.

8. The Compliance Coordinator will process a new Grant-in-Aid following the standard process for GIA completion and submission.

9. The Director of Financial Aid will process the updated Grant-in-Aid and place a copy in the student-athlete’s financial file.

10. The Director of Financial Aid will adjust the student-athlete’s financial aid awards in both CX and CA so that the funds are considered spent.

Reductions/Cancellations: Once an award period begins, Institutional financial aid may not be reduced/cancelled based in any degree on athletic ability such as a) on the basis of a student’s athletic ability, performance or contribution to the team; b) because of an injury, illness, physical or mental medical condition; or c) for any other athletics reason.

The procedure for requesting a reduction or cancellation of award is as follows:

1. The head coach will complete a Scholarship Reduction/Cancellation Form with documentation clearly explaining the reason for the reduction or cancellation. The head coach will submit the form to the Associate Athletic Director for Internal Affairs and Compliance for review.

2. The Associate Athletic Director for Internal Affairs and Compliance will determine whether the reduction is permissible and then consult with the Athletic Director to determine whether the cancellation is warranted.

3. The Associate Athletic Director for Internal Affairs and Compliance will notify the head coach of this decision, directing the head coach to meet with the student-athlete to inform him/her of the scholarship reduction/cancellation decision. The head coach is responsible to verbally advise the student-athlete of the appeal process (Section 7.8) and the option of waiving his/her right to appeal. The head coach will then direct the student-athlete to see the Associate Athletic Director for Internal Affairs and Compliance. The Associate Athletic Director for Internal Affairs and Compliance will reiterate its position and present the Scholarship Reduction/Cancellation Form for the student-athlete to complete the waiver section.

4. The Associate Athletic Director for Internal Affairs and Compliance will then sign the Scholarship Reduction/Cancellation Form and get the Athletic Director’s signature on the Form. Compliance Coordinator will scan the Form and email to Director of Financial Aid, as well as place a copy in the student-athlete’s digital file.

5. If the student-athlete signed the waiver, then the Director of Financial Aid will adjust the student-athlete’s athletic award to a pro-rated amount based on the date of when the reduction or cancellation will take place in both CX and CA. Director of Financial Aid will place the form in student-athlete’s file.

6. If the student-athlete did not sign the waiver, then the Director of Financial Aid will generate and send a letter to the student-athlete officially informing them of their right to appeal. No adjustments to the student-athlete’s athletic award shall be made until after the appeal process has concluded.

7. However, should a student-athlete decide to withdraw from the Institution, the head coach shall complete a Change of Status Form – Removal indicating such. Head coach will submit Change of Status Form – Removal (as per processes indicated in this manual) to Associate Athletic Director for Internal Affairs and Compliance. Head coach will meet with the student-athlete directing him/her to see the Compliance Office to discuss the ramifications of withdrawing, and have the student-athlete sign the Form confirming their decision and its effects (i.e., cancellation) on their athletic award.

8. The Associate Athletic Director for Internal Affairs and Compliance will sign the Change of Status Form – Removal, then scan the Form and email to Director of Financial Aid, as well as place a copy in the Compliance digital files. This Form will then serve as official notice of scholarship cancellation.

9. The Director of Financial Aid will adjust all of the student-athlete’s financial aid awards in both CX and CA.
7.8 APPEALS PROCEDURE

The Financial Aid Office must issue a notice of renewal, reduction, or non-renewal of an Athletics award on or before July 1\textsuperscript{st} prior to the academic year in which it is to be effective. If a student-athlete’s GIA is reduced or not renewed, the student-athlete’s notification must include a notice of the right to appeal, and the procedures on how to do so. A student-athlete whose aid is cancelled during the period of the award also has the right to appeal. The Financial Aid Office shall consider all student-athlete appeals using the same procedures:

1. All appeals will be heard by the members of the Financial Aid Appeals Committee. The Director of Financial Aid will chair the Financial Aid Appeals Committee (comprised of the Director of Financial Aid, Registrar, and Director of Student Advising Services).
2. The student-athlete’s request for appeal must be submitted to the SHC Financial Aid Office in writing (which includes e-mail) before 5 p.m. on the deadline specified in the financial aid notification letter (Postmarked 14 days from the date of notice). The expiration of this deadline will conclude the student-athlete’s right to appeal. It is strongly recommended the student-athlete provide the Financial Aid Office with a Scholarship Appeals Form (available on the Athletics website in the Compliance Tab) and any other relevant supporting materials including the names of witnesses the student-athlete believes have information relevant to the appeal.
3. All requests and supporting materials should be sent to:
   Spring Hill College / Financial Aid Office / Attn: Athletic Scholarship Appeal / 4000 Dauphin Street / Mobile, AL 36608 / Fax: (251) 460-2176 or Email: financialaid@shc.edu
4. Upon receipt of the student-athlete’s request for an appeal, the Financial Aid Office will contact the Director of Athletics, head coach, and Compliance Office to provide the Athletics Department the opportunity to submit written documentation (e-mails, written statements, etc.) regarding the reduction, non-renewal, or cancellation decision.
5. The Financial Aid Office will schedule the date and time for the hearing (within 30 days of receiving the request for an appeal) and will notify the student-athlete, Director of Athletics, head coach, and Compliance Office.
6. The following parties should attend the hearing: the student-athlete, Financial Aid Appeals Committee, and head coach. The Director of Athletics may choose, at his/her discretion, to have a different representative from the Department attend on his/her behalf.
   a. One other individual (parent, advisor, or faculty member) may accompany the student-athlete to offer support, but cannot act as a legal representative. The support person will not be allowed to address the committee, but may confer with the student-athlete if necessary.
   b. The Associate Athletic Director for Internal Affairs and Compliance will also be in attendance to provide interpretations of applicable NCAA bylaws as necessary.
   c. The Financial Aid Appeals Committee reserves the right to approve the presence of other parties if necessary.
7. Prior to the hearing, the Financial Aid Appeals Committee will review all documentation and supporting materials submitted by the student-athlete and the Department.
8. The order of the hearing will be as follows:
   a. The student-athlete presents relevant information in support of his/her appeal. The student-athlete may introduce written statements, produce witnesses, and/or testify personally. The names of the witnesses and their relevance must be presented to the Director of Financial Aid at least one working day prior to the hearing. The number of witnesses the student-athlete may have will be limited to two (2).
   b. The Financial Aid Appeals Committee has an opportunity to ask questions of the student-athlete.
   c. The head coach presents relevant information in support of the action taken by the Department.
   d. The Financial Aid Appeals Committee has an opportunity to ask questions of the head coach.
   e. Requests for additional information will be made by the Financial Aid Appeals Committee to either party, if necessary.
9. The Financial Aid Appeals Committee is solely responsible for deciding the outcome of the appeal and will do so in a closed meeting after the hearing. Although the Director of Athletics and the Associate Athletic Director for Internal Affairs and Compliance attend the hearing, they do not vote on the outcome of the appeal.

10. The Financial Aid Office will provide a written decision to the student-athlete, Director of Athletics, head coach, and Compliance Office within 7 days of the decision.

11. Additional appeals will not be available to the student-athlete or the Department. Decisions by the Financial Aid Appeals Committee will be final.

12. If the student-athlete wishes to discuss the results of the appeal, a meeting with the Director of Financial Aid will be arranged.

7.9 NON-INSTITUTIONAL OUTSIDE FINANCIAL AID

1. All student-athletes must report any outside financial aid to the Financial Aid Office per NCAA Bylaws. Outside aid must be indicated on the Outside Aid Form which is available from the Financial Aid Office or the Department website’s compliance page.

2. Each head coach and the Associate Athletic Director for Internal Affairs and Compliance will be informed by the Director of Financial Aid of any student-athlete who has not completed all required paperwork, and it will be the responsibility of the student-athlete to complete the Outside Aid Form.

3. The Director of Financial Aid will notify the Compliance Office and head coach of the outside award.

4. The Financial Aid Office will investigate the outside scholarship and communicate with the awarding agency to determine whether the aid is permissible to receive.

5. Once the information is received, the Director of Financial Aid and the Associate Athletic Director for Internal Affairs and Compliance will determine if the award is permissible.

6. If the award is permissible for the student-athlete to receive, the Financial Aid Office will check individual limits and enter the outside aid into Jenzabar and CA.

7.10 AID TO PROFESSIONAL ATHLETES

SHC may not award financial aid to a student-athlete who is under contract to or is currently receiving compensation from a professional sports organization. The Compliance Office must be made aware of the eligibility requirements for students participating in outside competition and receiving any winnings from those competitions. Upon first enrolling at SHC, all new students must provide information to the NCAA Eligibility Center about all amateur or non-amateur activities. Each year a student-athlete returns to SHC, he/she must provide information to the Compliance Office about any summer activities which may have affected his/her amateur status.

7.11 NCAA FINANCIAL AID FORMS AND PROCEDURES

The NCAA Financial Aid Form will be compiled in the Fall and updated as changes occur. The following procedures will be used for completing the Financial Aid Form:

PROCEDURE FOR COMPLETING FINANCIAL AID FORM SUMMARY

1. The head coach submits the team roster report no later than June 1 to the Associate Athletic Director for Internal Affairs and Compliance. This report should include every current student-athlete on a given sport's roster, whether eligible or ineligible (including those receiving athletics aid and not participating).

2. The Compliance Coordinator updates CA team rosters based on the roster provided by the head coach then notifies the Director of Financial Aid that rosters have been updated.
3. Using Jenzabar CX, the Director of Financial Aid updates financial aid information (athletic scholarship, institutional aid, federal aid, etc.) in CA for each student-athlete listed on the roster and notifies the Compliance Office once complete.

4. The Associate Athletic Director for Internal Affairs and Compliance and Compliance Coordinator cross check the athletic scholarship information for each student-athlete entered into CA using copies of signed GIA forms and notify the Director of Financial Aid of any discrepancies.

5. If no discrepancies are found, or all discrepancies are resolved, the Associate Athletic Director for Internal Affairs and Compliance notifies the head coach to review the Financial Aid Form Summary.

6. If no discrepancies are found, or all discrepancies are resolved, the Associate Athletic Director for Internal Affairs and Compliance prints out the Financial Aid Form Summary generated by CA.

7. The Associate Athletic Director for Internal Affairs and Compliance gathers all signatures on the Financial Aid Form Summary (Associate Athletic Director for Internal Affairs and Compliance, Director of Financial Aid, Director of Athletics, head coach).

8. Once all signatures have been collected, the Associate Athletic Director for Internal Affairs and Compliance sends a PDF copy of the Financial Aid Form Summary to the SIAC/GSC office per conference requirements. The Associate Athletic Director for Internal Affairs and Compliance and Director of Financial Aid maintain copies of the Financial Aid Form Summary on file.

7.12 DETERMINING COUNTABLE AID

Each year, the Director of Financial Aid will review the criteria for all financial aid awards. All aid awards that have a criteria component related to Athletics participation at SHC will be deemed to be “Athletically Related Aid.” The Director of Financial Aid will then update as necessary any aid codes in CA.

7.13 GRANT-IN-AID CONTRIBUTIONS BY DONORS

It is permissible for an individual to contribute funds to the Institution to finance a scholarship or grant-in-aid for a particular sport. However, the decision as to how those funds are allocated within the sport rests exclusively with the Institution. It is not permissible for an individual to contribute funds to finance a scholarship or grant-in-aid for a particular student-athlete.

FORMS (Located in Appendix E)

Grant-in-Aid Request Form
Grant-in-Aid
Grant-in-Aid GSC
GIA Form Cover Letter
Scholarship Reduction / Cancellation
Scholarship Appeal
Outside Aid Form
8.0 ADMISSIONS

The admission of student-athletes into the college is the responsibility of the Office of Admissions, which ensures all student-athletes are admitted under the same standards as general student applicants. The Athletic Admissions Liaison is responsible for monitoring the Admissions status of incoming student-athletes and serving as the liaison between the Department and the Office of Admissions.

Every PSA, both freshman and transfer, will complete an application for admission. Upon completion of the application, an established Academic Standards Committee ensures all applicants are examined using the same admissions grid. There are no athletic interests on the Academic Standards Committee or within the application decision making process.

8.1 COMMUNICATION

Department coaches should only contact the Athletics Recruiting Liaison to gain updated information regarding the admissions status of PSAs.

Coaches may request the following information from the Admissions Liaison:

- Updates on PSA progress through the application process (what steps are completed, incomplete, etc.)
- The status of an admissions decision (pending, admitted, denied, etc.)
- Updates concerning the receipt of transcripts, test scores, TOEFL scores, etc.
- Amount of academic merit aid / financial aid awarded to a PSA

Coaches may NOT make the following requests from the Admissions Liaison:

- Request for a special admissions decision or exception for a PSA
- Requests for exceptions to standard admissions policies for all students
- Requests for additional academic aid

8.1 FRESHMEN

1. The coaching staff is responsible for entering the PSA’s information into the JumpForward recruiting database, updating the athletic admissions spreadsheet which instructs Admissions to flag the student as a PSA, and reminding the student-athlete he/she must be registered with the NCAA Eligibility Center and must provide the center with the required information.

2. PSAs are responsible for submitting a completed application for admission to SHC with all documents, including official transcripts from their high school, standardized test scores and a recommendation letter (High School Counselor or Teacher). SHC Office of Admissions essay is optional. Students who have completed dual-enrollment while in high school will also need to send an official transcript from the college or university where the joint-enrollment courses were taken.

3. The Admissions Office is responsible for entering PSA information into Sales Force and advising the PSA about the required documents needed for an admission decision to SHC. Although there are established application deadlines, acceptance decisions are made on a rolling basis when all supplemental application pieces are received.

4. The Admissions Office will regularly update the admissions status of PSAs to all coaches.

5. The Admissions Office will regularly inform the PSA of his/her application status.
8.2 TRANSFERS

1. The head coach or designee is responsible for entering the PSA information into JumpForward, updating the athletic admissions spreadsheet which instructs Admissions to flag the student as a PSA, and advising the PSA to have official transcripts (for all high school and post-secondary educational Institutions attended) sent to the Admissions Office.
2. The coaching staff is responsible for informing all transfers to register with the NCAA Eligibility Center.
3. The transfer PSA is responsible for submitting a completed application for admission with all documents, including official high school transcripts (only if below 2.5 GPA and/or 20 college credit hours earned), official college transcripts(s) from all schools attended, standardized test scores (if applicable) and academic transfer recommendation (Admissions website).
4. The Admissions Office is responsible for entering PSA information into Sales Force and advising the PSA about the required documents needed for an admission decision to SHC. Prospective students, who have attempted at least 12 credits prior to transferring to SHC, will have their official transcripts from all colleges and universities they have attended as well as official final high school transcripts and standardized test scores sent to the Admissions office.
5. The Admissions counselor will inform the PSA of his/her application status.
6. The Admissions Office will hold transfer PSA files until all official and (if needed) translated transcripts have been received, before sending a copy of all transcripts to the Registrar's Office for the pre-evaluation of transferrable credits for all transfers.
7. The Registrar, or designee, will complete a preliminary transfer evaluation, including completion of the Transfer Transcript Evaluation Form for Athletics.
8. The Registrar's Office will forward the Transfer Transcript Evaluation Form via email to the Associate Athletic Director for Internal Affairs and Compliance for final completion.
9. The Associate Athletic Director for Internal Affairs and Compliance will share the Transcript Evaluation Form with the coach and Registrar via email.
10. The Registrar's Office will create a file for each PSA and place a copy of the transcript and the completed Transfer Transcript Evaluation Form in the PSA's file.
11. The Registrar's Office will provide the Admissions Office with the preliminary transfer evaluation for the purposes of admissions counseling.

8.3 INTERNATIONAL STUDENTS

8.3.1 FRESHMEN

1. Freshmen international students must submit to the Admissions Office a completed student application, official transcripts (translated into English), either a TOEFL score, IELTS, Cambridge Examinations (CPE or CAE), or Michigan Test (MELAB) (if the student's native language is not English), and submit an official copy of their high school or secondary transcripts to the World Education Services (WES) for an official evaluation. Freshmen international students must also submit SAT or ACT scores to SHC and the NCAA Eligibility Center.
2. Once evaluated, the Admissions Office will notify the Athletic Admissions Liaison of the evaluation / decision.
3. All prospective international students must submit an official affidavit of support and a confidential bank letter or a sponsorship letter from a government agency, organization, institution, or school to the Admissions Office providing proof sufficient funds are available for the student to attend SHC.
4. Once the application, official transcripts, evaluation and financial documents have been received, the Admissions Office will send an acceptance or denial decision.
8.3.2 TRANSFERS

1. International transfer students must submit to the Admissions Office a completed student application, either a TOEFL score, IELTS, Cambridge Examination (CPE or CAE), Michigan Test (MELAB) (if the student’s native language is not English), and submit official transcripts (translated into English) from all colleges and universities attended or currently attending. These records must be official school records—sent directly to SHC by the school—and must bear the official stamp or seal of the school. Certified copies, if sent by the school and bearing the stamp or seal of the school, are acceptable. All college and university courses taken at institutions outside the United States must be evaluated by World Education Services (WES).

2. International transfer students must also submit SAT or ACT scores to both SHC and the NCAA Eligibility Center. Secondary school academic records, both in the original language and certified English translation, are necessary if student has fewer than 20 credit hours and/or a cumulative GPA below 2.5.

3. International transfer students must also provide a letter of recommendation from the Dean of Students at last attended institution and list of current courses.

4. Once evaluated, the Athletic Admissions Liaison will notify the head coach of the evaluation and/or decision.

5. All prospective international students must submit an official affidavit of support and a confidential bank letter or a sponsorship letter from a government agency, organization, institution, or school to the Admissions Office providing proof sufficient funds are available for the student to attend SHC.

6. Once the application, official transcripts, evaluation and financial documents have been received, the Admissions Office will send an acceptance or denial decision.
9.0 ELIGIBILITY

Monitoring the academic eligibility of all varsity and junior varsity (JV) student-athletes is the responsibility of the Director of Athletics, head coaches, Compliance Office, FAR, and the Registrar. Once a decision is made by the Registrar as to whether a student-athlete is declared “eligible” or “not eligible,” the Compliance Office will communicate the information to the head coach. Further, if the student-athlete is determined to be “not eligible,” it is the responsibility of the head coach to prohibit the student-athlete from practicing and/or competing until further notice from the Compliance Office. Academic Eligibility regulations are detailed in Bylaw 14 of the NCAA Division II Manual.

Unless otherwise stated, all policies and procedures apply to both varsity and JV student-athletes and teams.

9.1 REGISTRAR’S OFFICE

It is the responsibility of the Registrar’s Office and the FAR as the academic authorities on campus to oversee all academic aspects of a student-athlete’s eligibility. Eligibility is certified prior to the start of practice and competition each semester. The following timelines will be used by the Registrar and Compliance Office to ensure proper time to transfer necessary information between departments on campus during the eligibility certification process. Specifics about the policies and processes follow these timelines.

9.2 TIMELINE (Fall Semester Eligibility)

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1st (Returning)</td>
<td>Coaches send names of new and returning Fall student-athletes who need to be certified as eligible to Compliance Office. After review, the Associate Athletic Director for Internal Affairs and Compliance sends the names to the Registrar.</td>
</tr>
<tr>
<td>June 1st (New)</td>
<td></td>
</tr>
<tr>
<td>July 1st (Freshmen)</td>
<td>Associate Athletic Director for Internal Affairs and Compliance verifies through the NCAA Eligibility Center IRL the names of new freshmen and transfer student-athletes who need to be certified as eligible for the Registrar.</td>
</tr>
<tr>
<td>July 1st (Transfers)</td>
<td></td>
</tr>
<tr>
<td>July 1st (Continuing)</td>
<td>Associate Athletic Director for Internal Affairs and Compliance notifies the Registrar’s Office that the names of student-athletes who need to be certified as eligible are accessible in CA.</td>
</tr>
<tr>
<td>July 1st (Freshmen)</td>
<td></td>
</tr>
<tr>
<td>July 1st (Transfers)</td>
<td></td>
</tr>
<tr>
<td>May (Continuing)</td>
<td>Registrar’s Office begins certifying Fall student-athletes. (See certification process)</td>
</tr>
<tr>
<td>June (Freshmen)</td>
<td></td>
</tr>
<tr>
<td>July (Transfers)</td>
<td></td>
</tr>
<tr>
<td>7 Days Prior to Each Sport’s 1st Date of Competition or Scrimmage</td>
<td>Associate Athletic Director for Internal Affairs and Compliance prints all required eligibility certification documents and meets with head coach, Registrar, FAR, and Director of Athletics to review and sign for submission to the appropriate conference office.</td>
</tr>
</tbody>
</table>
9.3 TIMELINE (Spring Semester Eligibility)

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Coaches send names of all new student-athletes who need to be certified as eligible for the Spring semester to Compliance Office.</td>
</tr>
<tr>
<td>December 7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Associate Athletic Director for Internal Affairs and Compliance verifies through the NCAA Eligibility Center IRL, Admissions, and head coaches the names of new Spring freshmen and transfer student-athletes who need to be certified as eligible.</td>
</tr>
<tr>
<td>December 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Associate Athletic Director for Internal Affairs and Compliance notifies the Registrar’s Office that the names of student-athletes who need to be certified as eligible are accessible in CA.</td>
</tr>
<tr>
<td>Immediately after 1&lt;sup&gt;st&lt;/sup&gt; semester grades post</td>
<td>Registrar’s Office begins certifying all student-athletes. (See certification process)</td>
</tr>
<tr>
<td>February 1&lt;sup&gt;st&lt;/sup&gt; or 7 days prior to first date of competition or scrimmage for each sport (whichever comes first).</td>
<td>Associate Athletic Director for Internal Affairs and Compliance prints all required eligibility certification documents and meets with head coach, Registrar, FAR, and Director of Athletics to review and sign for submission to the appropriate conference office.</td>
</tr>
</tbody>
</table>

9.4 COMMUNICATION POLICY

The Associate Athletic Director for Internal Affairs and Compliance and the Compliance Coordinator will be the primary conduits for Department communication with the Registrar’s Office in regards to the certification of eligibility for all student-athletes.

All requests for information from the Registrar’s Office initiated by coaches for information related to PSA and continuing student-athlete eligibility (including requests for transcript audits and transfer GPA) must be made through the Compliance Office via email to ensure synchronization of information.

9.5 INITIAL ELIGIBILITY CERTIFICATION

9.5.1 FRESHMEN

Incoming freshman student-athletes wishing to participate at an NCAA Division II Institution must have registered and completed their academic certification with the NCAA Eligibility Center. For a freshman student-athlete to be deemed a qualifier, and thus eligible for practice, competition, and athletic aid he/she must have met the NCAA requirements of
achieving a 2.2 GPA or higher in 16 NCAA approved core courses as well as scoring either an 920 on their SAT or a sum score of 70 on the ACT. PSAs must also submit the information to the Eligibility Center and be deemed a qualifier by the NCAA Eligibility Center. In addition, for a student-athlete to be eligible to participate in any CARA at SHC, he/she must also have been admitted to the Institution by the Office of Admissions and be registered for a minimum full time program of studies (12 or more credits.) The Registrar is the academic authority that verifies a student’s institutional qualification status and his/her corresponding levels of eligibility.

To comply with Bylaw 14.3 in the Division II NCAA Manual, the procedures to establish initial eligibility for freshman student-athletes are:

1. Head coach informs PSA of his/her responsibility to register with the NCAA Eligibility Center.
2. The head coach is responsible for continually updating (activation and deactivation) of the IRL with the PSAs for the incoming class of recruits.
3. The head coach reviews the Eligibility Center status report and communicates with each PSA his/her status (e.g. missing documents, test scores, etc.).
4. The Compliance Coordinator monitors the NCAA Eligibility Center status reports on a weekly and/or daily basis (depending upon the time of the year) to determine the status of initial and amateur eligibility.
5. Once the Institution has received the PSA’s final certification from the NCAA Eligibility Center, the Compliance Coordinator prints the IRL certification report and places it in the student-athlete’s file in the Compliance Office.
6. When the PSA is declared “certified” or “not certified,” the Compliance Coordinator updates CA by refreshing Eligibility Center data on the “Initial” tab of a student-athlete’s file. Non–qualifiers should not be placed on the NCAA Eligibility Certificate because these student-athletes are not permitted to receive athletic aid, practice, or compete during their first year of enrollment.

9.5.2 AMATEURISM CERTIFICATION

All PSAs initially enrolling at SHC directly from high school and transfers must have their amateur status confirmed by the NCAA Eligibility Center to be eligible to participate in NCAA Division II contests.

1. The head coach is responsible for continually updating (activating and deactivating) the names of all PSAs and prospective transfer student-athletes on the IRL.
   A. For students joining the team after the start of the academic year, they will not be allowed to receive any team equipment or apparel or participate in any CARA activities until final certification is received.
2. The Compliance Coordinator monitors the NCAA Eligibility Center status reports on a weekly and/or daily basis (depending on the time of the year) to determine the status of amateur eligibility.
3. It is the responsibility of each head coach to review the NCAA Eligibility Center status report and communicate with each PSA and transfer his/her status.
4. Any PSA with a gap or delay in enrollment subsequent to high school graduation must complete a Historical Form and have his/her amateurism checked against the NSLDS and transfer tracers during eligibility certification.
5. Once the Institution has received the PSA’s final Eligibility Center certification, the Compliance Coordinator prints the report from the Eligibility Center and places it in the student-athlete’s file in the Compliance Office.
6. The Compliance Coordinator communicates with the head coach via email regarding the final certification of each PSA and updates the PSA’s status in CA.

9.5.3 INTERNATIONAL STUDENT-ATHLETES

1. Head coaches are responsible for notifying their international PSAs that they are required to register with the NCAA Eligibility Center by completing the Registration Form for International Students.
2. International PSAs entering the fall semester must complete their certification on or before August 1. PSAs enrolling in the spring must complete their certification on or before January 1.
3. The Compliance Coordinator will monitor the PSAs’ status on the web status report and notify the head coach of those PSAs who have not completed their certification.
4. Head coaches are responsible for communicating with the PSAs regarding any deficiency in completing the certification and advising PSAs that they will not be eligible until all certifications are complete and the PSAs are determined eligible.

9.6 Transfer Eligibility Certification

As the academic authority on campus, it is the responsibility of the Registrar and of the FAR to verify the eligibility of incoming transfer student-athletes. Upon admission to SHC, the Admissions Office forwards all official or unofficial transcripts from transfer students to the Registrar for evaluation. The evaluation of the transferability of courses by the Registrar is the pre-evaluation used for determining transfer eligibility. All credits deemed transferable must be deemed so by the Registrar’s Office. To verify transfer eligibility, the Registrar’s Office will evaluate all courses that are able to be transferred into SHC.

Based on the specific information gathered from the evaluation of transcripts and information provided in the Transfer Release forms, the Registrar, FAR and Associate Athletic Director for Internal Affairs and Compliance will determine what, if any, exceptions are available to the Year in Residency Rule for transfer student-athletes.

The steps below outline the sequence of events along with the process used to determine eligibility of transfer student-athletes. In addition, the sequence of events relates to how this information is presented on the SIAC/GSC eligibility forms.

To comply with Bylaws 14.4 and 14.5 in the Division II NCAA Manual, the procedures to establish the eligibility of transfer student-athletes are:

9.6.1 2-Year Transfers

1. Head coach is responsible for educating the PSA of his/her responsibility to register with the Eligibility Center.
2. Head coach verifies PSA’s registration with the Eligibility Center and updates the IRL by activating the PSA.
3. Once the transfer PSA has been added to the IRL, the head coach is responsible for emailing the Compliance Coordinator the name of the PSA and the name of the Institutions the PSA previously attended or currently attends.
4. The Compliance Coordinator sends Transfer Release Forms to the PSA’s current and former Institution(s). The PSA’s current (and any former) Institution(s) will be instructed to return the form to the SHC Compliance Office.
5. The head coach is responsible for instructing the PSA to request that official transcripts from all post-secondary Institutions attended be sent directly to the Admissions Office. The head coach will instruct the Admissions Office to flag the student as a PSA.
6. Once official transcripts are received, the Admissions Office will forward copies to the Registrar who will complete the Transfer Transcript Evaluation Form. The assessment will include an official review of transferable degree credit and GPA for eligibility purposes.
7. The Registrar will place a copy of the Transfer Transcript Evaluation Form in the student’s file and input all transfer academic data into CA.
8. The Associate Athletic Director for Internal Affairs and Compliance and Registrar will review all tracers, transcripts and the NSLDS report to determine years of competition and possible gaps in attendance since graduating from high school. The Compliance Coordinator is responsible for communicating the information to the head coach.
9. The Transfer Transcript Evaluation Form will be emailed to the Associate Athletic Director for Internal Affairs and Compliance and Compliance Coordinator, who will review the information with the head coach to ensure accurate understanding of all relevant eligibility implications.

10. The Registrar, Associate Athletic Director for Internal Affairs and Compliance, and FAR will make the final determination of the PSA’s eligibility to practice and compete.

9.6.2 4-YEAR TRANSFERS

1. Head coach must notify the Associate Athletic Director for Internal Affairs and Compliance by email of any student-athlete who seeks to transfer to SHC from a 4-year Institution to seek permission to speak with the PSA (or send notification of recruitment).
   a. Head coach must email any or all “Permission to Contact” documents received to the Associate Athletic Director for Internal Affairs and Compliance for approval before speaking with a PSA from another 4-Year Institution.

2. The Compliance Coordinator sends a 4-Year Transfer Release Form to the PSA’s current Institution. The PSA’s current Institution will be instructed to return the Form to the SHC Compliance Office.
   a. If additional Institutional attendance is indicated on the tracer, the Compliance Coordinator will send appropriate Transfer Release forms to all Institutions listed on the form.

3. The Associate Athletic Director for Internal Affairs and Compliance is responsible for providing the head coach with notice of the response from the PSA’s current Institution. If written permission to contact the PSA is received from the current institution, the coach can contact the PSA (all recruiting rules apply as if the PSA was being recruited out of high school).

4. The head coach adds the PSA to the JumpForward recruiting module.

5. The head coach instructs the PSA to request transcripts from all post-secondary institutions attended to the Admissions Office. The head coach instructs the Admissions Office to flag the student as a PSA.

6. Once transcripts are received, the Admissions Office will forward copies to the Registrar who will complete the Transfer Transcript Evaluation Form. The assessment will include an official review of transferable degree credit and GPA for eligibility purposes.

7. The Registrar will place a copy of the Transfer Transcript Evaluation Form in the student’s file and input all transfer academic data into CA.

8. The Associate Athletic Director for Internal Affairs and Compliance and Registrar will review all tracers, transcripts and the NSLDS report to determine years of competition and possible gaps in attendance since graduating from high school. The Compliance Coordinator is responsible for communicating the information to the head coach.

9. The Transfer Transcript Evaluation Form will be emailed to the Associate Athletic Director for Internal Affairs and Compliance and Compliance Coordinator who will review the information with the head coach to ensure accurate understanding of all relevant eligibility implications.

10. If the transferring student-athlete has not already done so, the head coach instructs the PSA to register with the NCAA Eligibility Center to have his/her amateurism certified (see procedures above).

11. The Associate Athletic Director for Internal Affairs and Compliance will evaluate whether the One-Time Transfer Exception (or any other exceptions) is (are) applicable. If the previous Institution provided information during the academic year, the Associate Athletic Director for Internal Affairs and Compliance will contact the previous school at the conclusion of the academic year for-up-to-date information to ensure the student-athlete would have been eligible the subsequent year.

12. The Registrar, Associate Athletic Director for Internal Affairs and Compliance, and FAR will make the final determination of the PSA’s eligibility to practice and compete.
9.7 CONTINUING ELIGIBILITY (Returning Students)

Bylaw 14 in the NCAA Division II Manual addresses the regulations governing continuing eligibility. As a general rule, responsibility for certifying continuing eligibility is a function of the Registrar. The Registrar, FAR and Associate Athletic Director for Internal Affairs and Compliance collaborate regularly throughout the academic year in order to ensure compliance with NCAA rules regarding the certification of continuing eligibility for returning student-athletes. For returning student-athletes, the basic academic requirements, checked in the Jenzabar data system by the Registrar to ensure continuing eligibility are as follows: fulfillment of 9 credits passed in the previous term, declared major if the student is in his/her 5th full time semester or beyond, and a cumulative GPA of 2.0 or higher. For mid-year certification those three requirements are the key pieces, and at the conclusion of the year, all of these along with the certification of at least 18 credits passed over the previous regular academic year, and 24 credits passed during any year in which the student-athlete was enrolled full-time in at least one academic term, or 48 credits passed during the first two years of collegiate enrollment.

The Registrar will print degree audits for all student-athletes who are in their 5th term or higher at the end of each regular academic term, and summer term for any student who earns credits during that period (e.g., May, August, December) for use in determining whether or not they have met eligibility requirements for the Nine Hour Rule, 18 Hour Rule and the 24 Hour Rule. Copies of the degree audits will be placed in the student-athlete’s file in the Registrar’s Office.

9.7.1 FULL-TIME ENROLLMENT

Student-athletes are required to be enrolled in a minimum of 12 semester hours in order to practice or compete. At no time can a student-athlete be enrolled in fewer than 12 semester hours and practice or compete (unless he/she meets a legislated exception). If the student-athlete competes in intercollegiate competition while ineligible, the team will have to forfeit the competition(s).

1. To begin the process of determining full-time enrollment, the Registrar’s Office consults the official rosters of all student-athletes found on CA that are maintained and kept up-to-date throughout the academic year by the Compliance Office.

2. At the start of a new academic year, the Registrar’s Office is responsible for ensuring each student-athlete found in CA has an athletics involvement code placed upon their account in Jenzabar so that full-time enrollment can be monitored. The code will prohibit the student-athlete from falling below 12 enrolled hours without Compliance Office approval. As new roster additions are made, the Associate Athletic Director for Internal Affairs and Compliance will email the Registrar’s Office requesting that the involvement code be placed on the student-athlete’s account in Jenzabar.

3. When a student-athlete wishes to drop a course during the add/drop period, the student-athlete can do so online without prior review or permission. The Compliance Office is responsible for reviewing enrollment reports multiple times a day until the end of the add/drop period, at which point the review of enrollment reports will continue on a daily basis. If a student-athlete drops a class during the add/drop period, no grade will be received.

4. When a student-athlete wishes to withdraw from a course after the add/drop period, the student-athlete must submit an Add/Drop Form. The Add/Drop Form requires the academic advisor’s signature and the signature of the course instructor. The student-athlete is required to speak with the Associate Athletic Director for Internal Affairs and Compliance if dropping a course would take him/her below full-time status. The Associate Athletic Director for Internal Affairs and Compliance will discuss with the student-athlete how withdrawing from a class affects current and future eligibility and will inform the head coach of any potential eligibility consequences before the form is approved.
a) If a student submits an Add/Drop Form causing the student to be enrolled in less than 12 hours, the Registrar will check to determine if that student is an athlete. If the student is an athlete, he/she must have an Add/Drop Form signed by the Compliance Office in order to complete the withdraw process. Upon determining that the student is an athlete, the Registrar will email the Associate Athletic Director for Internal Affairs and Compliance to confirm that permission has been granted for the withdrawal from the course.
b) If dropping the course results in the student-athlete being ineligible, then the Associate Athletic Director for Internal Affairs and Compliance will update CA and notify the head coach to withdraw the student-athlete from further participation. If a student-athlete submits an Add/Drop Form following the add/drop period, a “W” will be entered on the transcript with no impact to the GPA for that course.

5. If a student-athlete is approved to drop below full-time status, the Associate Athletic Director for Internal Affairs and Compliance immediately updates CA and notifies the head coach and student-athlete that the student-athlete has been declared ineligible and must cease participating in practice, competition, and all benefits incidental to participation (e.g. travel with team) unless the student meets a full-time enrollment exception.

6. The head coach is responsible to ensure the student-athlete does not practice or compete until notified by email by the Associate Athletic Director for Internal Affairs and Compliance that the student-athlete has re-enrolled and is full-time.

9.7.2 NINE-HOUR RULE

All student-athletes, including transfers, are required to earn a minimum of nine (9) semester credit hours in the previous full-time term of attendance to be eligible for competition in the next semester. This rule does not apply to graduate students and students seeking a second bachelor’s degree. If a student is in the final year of his/her degree program, the nine hours may be acceptable toward any of the Institution’s degree programs as long as the student is carrying out the necessary hours to complete the degree at the end of the next two semesters. The procedure for certifying the nine semester hour requirement is as follows:

1. The Registrar, at the end of each term, evaluates and inputs credit hour and GPA information into CA for all student-athletes based upon the academic information available in CX and the degree audit.
2. The Registrar notifies the Associate Athletic Director for Internal Affairs and Compliance of any student-athletes who failed to earn nine countable hours (degree counting for student-athletes in their 5th term or greater) during the semester.
3. The Associate Athletic Director for Internal Affairs and Compliance, the Compliance Coordinator and the FAR review the information provided in CA as appropriate.
4. The eligibility status of each student-athlete is determined for the purpose of the nine-hour requirement.
5. For those who are ineligible, the Associate Athletic Director for Internal Affairs and Compliance updates CA and notifies the head coach and student-athlete that he/she is not allowed to compete. An updated Eligibility List is produced through CA for submission to the conference office.
6. It is the head coach’s responsibility to make certain that the student-athlete does not compete if the nine-hour standard has not been met.

9.7.3 18-HOUR RULE

At least 18 hours must be earned each regular academic year (Fall and Spring combined). Beginning with the junior year or fifth term of full-time enrollment a student-athlete must have declared a major. At that point the 18 hours MUST count toward the student-athlete’s designated degree as verified by the student-athlete’s degree audit.
1. The Registrar, at the end of each term, evaluates and inputs credit hour and GPA information into CA for all student-athletes based upon the academic information available in CX and the degree audit. The Associate Athletic Director for Internal Affairs and Compliance and Compliance Coordinator review the information provided.

2. The Associate Athletic Director for Internal Affairs and Compliance notifies the head coach and the student-athlete that the student-athlete is not eligible for competition if the 18-Hour Rule has not been satisfied. The Compliance Office also updates the student-athlete's eligibility status in CA.

3. It is the responsibility of the head coach to make certain that the student-athlete does not compete if the standard has not been met.

9.7.4 24-HOUR RULE

At least 24 hours must be earned each year (Fall, Spring, Summer) prior to the start of the next academic year. For a student who first enters the College during the second semester, the 24 hours is based on the last two terms of attendance. A student-athlete will be certified, either by passing 24 semester hours in the last two (2) semesters or by averaging 12 semester hours per term of full time attendance at the certifying Institution (prorated). Beginning with the junior year or fifth term of full-time enrollment a student-athlete must have declared a major. At that point the 24 hours MUST count toward the student-athlete’s designated degree as verified by the student-athlete’s degree audit.

1. The Registrar, at the end of each term, evaluates and inputs credit hour and GPA information into CA for all student-athletes based upon the academic information available in CX and the degree audit. The Associate Athletic Director for Internal Affairs and Compliance and Compliance Coordinator review the information provided.

2. The Associate Athletic Director for Internal Affairs and Compliance notifies the head coach and the student-athlete that the student-athlete is not eligible for competition if the 24-Hour Rule has not been satisfied. The Compliance Office also updates the student-athlete’s eligibility status in Compliance Assistant.

3. It is the responsibility of the head coach to make certain that the student-athlete does not compete if the standard has not been met.

4. Student-athletes not meeting this requirement during the regular academic year may be able to become eligible by attending summer school. Only six (6) semester hours of summer credit may be applied to the 24-Hour Rule.

9.7.5 DESIGNATION OF DEGREE PROGRAM

During the first four (4) semesters of enrollment, a student-athlete can use credits acceptable toward ANY degree program. After a student-athlete’s fourth semester of full-time enrollment, he or she should have declared a specific degree program (major) prior to the beginning of the next semester. The FAR meets with all student-athletes during both the pre-participation meetings and end of the year meetings with each team to review the Major Declaration Form and discuss progress toward degree requirements.

1. It is the student-athlete’s responsibility to declare a major prior to the start of the fifth semester of full time enrollment. SHC has created a Change of Major/Advisor Form which is used to change a major or add a major. This form must be filed with Student Advising Services. A student-athlete may view the requirements for his/her declared major(s) by accessing the Bulletin of Information.

2. The Registrar notifies the Associate Athletic Director for Internal Affairs and Compliance of student-athletes who have declared a major and those who are delinquent in declaring a major. For those who are delinquent, the Associate Athletic Director for Internal Affairs and Compliance notifies the student-athlete and the head coach.
3. A representative in Student Advising Services notifies the Associate Athletic Director for Internal Affairs and Compliance when a student-athlete wishes to change his/her major. The Student Advising Services representative provides the Associate Athletic Director for Internal Affairs and Compliance with an analysis of the change of major with respect to progress toward degree requirements. The Associate Athletic Director for Internal Affairs and Compliance then meets with the student-athlete to go over progress rules with respect to the new major.

4. The Associate Athletic Director for Internal Affairs and Compliance will sign the Change of Major form and email Student Advising Services with approval for the change of major once the meeting with the student-athlete has occurred and he/she is confident the student-athlete understands the eligibility implications of the change of major.

9.7.6 PROGRESS TOWARD DEGREE

SHC undergraduate students are considered to be meeting Division II Progress-Toward-Degree requirements if they complete a minimum of 24 credits per academic year, and earn a minimum cumulative grade-point average of 2.0 in work completed at SHC. The 24 credits must come from credits used to meet Core Curriculum Requirements, Major Requirements, Required Minor Requirements, and Required Elective Requirements used to meet the minimum 128 credits needed for graduation.

Only 18 credits earned at other institutions, per SHC academic policy, will be transferrable and accepted once a student-athlete has initially enrolled at SHC.

Each individual student can print his/her own degree audit detailing the courses needed to meet academic requirements for that major. A student-athlete is responsible for understanding that graduation requirements come from the Bulletin of Information used at the time of his/her entry to the college if he/she declares a major at that time, or from the current bulletin selected at the point of degree designation. This choice is reflected on any Major Declaration Form in Student Advising Services.

1. The Registrar will identify student-athletes who are enrolled in their 5th, 7th and 9th full-time semesters immediately following the spring term. Degree audits will be printed and placed in the student's academic file.

2. The Registrar uses the degree audits for each aforementioned student-athlete to verify that each student-athlete on that list passed 18 degree semester hour credits during his/her previous academic year that are applicable to his/her degree program, and 24 degree semester hour credits. The Registrar updates student-athlete records in CA using the information obtained by the degree audits. The Associate Athletic Director for Internal Affairs and Compliance, the Compliance Coordinator and FAR will review the audit conducted by the Registrar through CA.

3. The Registrar will notify the Associate Athletic Director for Internal Affairs and Compliance and FAR if any student-athlete did not meet the Progress Toward Degree requirements.

4. The Associate Athletic Director for Internal Affairs and Compliance will notify the head coach whether the student-athlete needs to enroll in summer classes in order to be eligible for fall.

9.7.8 GOOD ACADEMIC STANDING

1. The Registrar checks each continuing student-athlete's transcript each May, August, and December (at the end of the class term) to verify Good Academic Standing and updates CA.

2. The Registrar notifies the Associate Athletic Director for Internal Affairs and Compliance of any student-athletes who are deemed to be not in Good Academic Standing.

3. The Associate Athletic Director for Internal Affairs and Compliance notifies the head coach of any student-athletes who are deemed to be not in Good Academic Standing.

4. It is the responsibility of the head coach to make certain that any student-athlete who is not in Good Academic Standing does not compete.
A student is classified as being in Good Academic Standing at SHC if he/she maintains a cumulative GPA of at least 2.0. The College’s written policy of Good Academic Standing is as follows:

To maintain academic standing and advance in a program of studies, a student must have a grade point average of 2.0. The grade point average is obtained by dividing the number of quality credit hours into the number of quality points earned. For example, a student who has 90 quality credit hours and earned 180 quality points would have a grade point average of 2.0. Quality credit hours and quality points are counted for all courses taken at SHC where letter grades of A, B, C, D, or F are assigned, even in a case of a repeated course. Satisfactory progress toward the degree for full-time students is defined as the completion of 24 credit hours per year.

After the end of the fall and the spring semesters, most undergraduate students whose cumulative grade point averages have fallen below 2.0 are notified by letter that they have been placed on academic probation and are liable to suspension from the College unless their average is raised to or above 2.0 by the end of the following semester of enrollment. However, first-time freshmen finishing their first semester of undergraduate study at SHC may be suspended if their grade point average is less than 1.0; they may be placed on probation or suspended if earned credit hours are less than nine. Continuing Studies students who have attempted ten credit hours but not achieved a cumulative grade point average of 2.0 are placed on academic probation.

9.7.9 EXCEPTIONS

The responsibility to determine if a student-athlete meets any of the exceptions listed below resides with the Registrar, Associate Athletic Director for Internal Affairs and Compliance, and FAR. Exceptions may include:

1. Missed-Term Exception
2. Mid-Year Enrollee Exception
3. Non-recruited, Nonparticipant Exception
4. Graduate Student Exception
5. 2-Year Nonparticipation Exception
6. Medical Absence Waiver
7. International Competition

9.8 FINAL CERTIFICATION PRIOR TO PRACTICE AND COMPETITION

Prior to any student-athlete’s participation in practice and/or competition activities (team meetings may occur before the below activities ONLY) every year, all of the following must have taken place.

NEW STUDENT-ATHLETES

- Must have been accepted to the college through the Office of Admissions
- Must be on the SHC IRL on the NCAA Eligibility Center
- Must be registered for a minimum of 12 credits
- Must have completed a physical examination with the Team Physician or a personal doctor
- Must have Sickle Cell Solubility Test results or waiver on file with the Athletic Trainer
- Must complete all other requirements with Athletic Trainer
- Must complete NCAA Forms - Student-Athlete Statement, Drug Testing Consent, and Buckley Amendment
- Must attend a meeting with the Compliance Office
- Must be represented on a completed and submitted SIAC/GSC Eligibility Certificate
RETURNING STUDENT-ATHLETES
- Must be registered for a minimum of 12 credits
- Must have completed a physical examination with the Team Physician or a personal doctor
- Must have Sickle Cell Solubility Test results or waiver on file with the Athletic Trainer
- Must have completed all other requirements with Athletic Trainer
- Must complete NCAA Forms - Student-athlete Statement, Drug Testing Consent, and Buckley Amendment
- Must have attended a meeting with the Compliance Office
- Must be represented on a completed and submitted SIAC/GSC Eligibility Form

Any student-athlete who has not completed the above steps will not be allowed to take part in any CARA hours until the above steps are completed. The Compliance Office will notify the head coach of any students not able to begin participation at the beginning of the declared playing season, and will provide updates throughout the year.

9.8.1 PRACTICE CERTIFICATION PROCESS

1. The head coach submits the team roster report no later than June 1 to the Associate Athletic Director for Internal Affairs and Compliance. This report should include every current student-athlete on a given sport’s roster, whether eligible or ineligible (including those receiving athletics aid and not participating).
2. The Compliance Coordinator updates CA and JumpForward based on the roster provided by the head coach.
3. Prior to the beginning of the fall semester, the Associate Athletic Director for Internal Affairs and Compliance and the Compliance Coordinator will meet with each individual team and explain all of the NCAA and SHC compliance paperwork that the student-athletes are required to complete before practicing.
4. The Compliance Coordinator in concert with the Associate Athletic Director for Internal Affairs and Compliance will collect, analyze, and file all of the required SIAC/GSC, NCAA and SHC compliance paperwork prior to first day of practice.
5. Using rosters provided on CA, the Registrar will check to make sure each student-athlete is enrolled full-time and is within his/her 10 semesters of full time enrollment.
6. The Head Athletic Trainer will collect all required Athletic Training forms – insurance, physical, hold harmless waiver, concussion statements, etc., and perform any required tests for student-athletes before they practice.
7. The Registrar (through CA) and Head Athletic Trainer (through email) will notify the Associate Athletic Director for Internal Affairs and Compliance which student-athletes are eligible for practice.
8. The Compliance Coordinator will compile all of the information (confirming through CA) and notify the coaches of the student-athletes who can and cannot practice. This information will be updated in CA and made available to the coaches as new information comes in.
9. The head coach is responsible for withholding student-athletes from practices if they are not certified as eligible to practice.

9.8.2 COMPETITION CERTIFICATION PROCESS

1. The Registrar certifies all applicable aspects of the student-athlete’s eligibility (e.g. 9-hour requirement, 18-hour requirement, 24-hour requirement, 2.0 GPA) and inputs information into CA. The Associate Athletic Director for Internal Affairs and Compliance, Compliance Coordinator and the FAR confirm the Registrar’s initial evaluation of aforementioned aspects of eligibility for each student-athlete.
2. The Compliance Office and Financial Aid Office will certify that the student-athlete and team are within individual and team financial aid limits based on information input into CA.
3. Once each sport’s student-athlete eligibility has been determined, the Compliance Office will prepare the NCAA Eligibility Certificate and Affirmation of Eligibility (for internal use only). The Eligibility Certificates are printed for verification and signatures and are sent in PDF format to the appropriate Conference office as required.

9.8.3 ELIGIBILITY UPDATE PROCEDURES

If, during the academic year, a roster change occurs, it is the responsibility of the head coach to complete and submit a Change of Status Form within 24 hours of the change. The Compliance Office will review these forms and make the official squad list change while notifying all impacted departments.

Student-athletes who are added to a roster during the academic year must go through the appropriate certification process, complete or have completed a physical exam, submit a sickle cell solubility test or waiver, complete all compliance forms and meet with the Associate Athletic Director for Internal Affairs and Compliance for an introductory compliance meeting.

1. When a coach wishes to add a student-athlete to, or remove a student-athlete from, the team roster after August 1st, he/she submits the appropriate Change of Status Form to the Associate Athletic Director for Internal Affairs and Compliance.

2. The Associate Athletic Director for Internal Affairs and Compliance will schedule a meeting with the student-athlete being added to the team.

3. The Associate Athletic Director for Internal Affairs and Compliance will update Compliance Assistant and JumpForward and notify the Registrar’s Office, Financial Aid, Athletic Training, Sports Information, Student Advising, Residence Life, Student Affairs, and Academic Support each time a student-athlete is added to or dropped from the roster.

4. If a student-athlete is dropped from the roster, the Associate Athletic Director for Internal Affairs and Compliance will determine if the student-athlete was cut from the team or quit, as it may affect their athletic scholarship. (See Reduction/Cancellation of Athletics Aid)

9.8.4 PROCEDURE FOR COMPLETING ELIGIBILITY CERTIFICATE

1. The head coach submits the team roster report no later than June 1 to the Associate Athletic Director for Internal Affairs and Compliance. This report should include every current student-athlete on a given sport’s roster, whether eligible or ineligible (including those receiving athletics aid and not participating).

2. The Associate Athletic Director for Internal Affairs and Compliance updates CA team rosters based on the roster provided by the head coach then notifies the Registrar that rosters have been updated.

3. The Registrar updates degree progress information (hours attempted, applicable hours earned, term GPA, cumulative GPA, full time enrollment, area of study) in CA for each student-athlete listed on the roster and notifies the Compliance Office once complete.

4. The Compliance Coordinator verifies that updated tracers have been received for all transfer PSAs.

5. The Associate Athletic Director for Internal Affairs and Compliance and Compliance Coordinator cross check the degree progress information and initial or transfer information in CA for each student-athlete and notify the Registrar of any discrepancies. (The Registrar is the certifying official for all academic eligibility determinations.)

6. If no discrepancies are found, or all discrepancies are resolved, the Associate Athletic Director for Internal Affairs and Compliance notifies the FAR to randomly check the accuracy of the eligibility list for 20 percent of the roster.

7. The FAR audits the degree progress information and initial or transfer information in CA using the appropriate Registrar and Compliance Office files for the randomly selected student-athletes and notifies the Associate Athletic Director for Internal Affairs and Compliance and the Registrar of any discrepancies.

8. If no discrepancies are found, or all discrepancies are resolved, the Associate Athletic Director for Internal Affairs and Compliance prints out the Eligibility Certificate generated by CA.
9. The Associate Athletic Director for Internal Affairs and Compliance gathers all required signatures on the Eligibility Certificate (Associate Athletic Director for Internal Affairs and Compliance, Registrar, Director of Athletics, FAR, head coach).

10. Once all signatures have been collected, the Associate Athletic Director for Internal Affairs and Compliance sends an electronic copy (email or fax) of the Eligibility Certificate to the Conference office. The Associate Athletic Director for Internal Affairs and Compliance maintains a copy of the Eligibility Certificate on file.

9.9 SUBVARSITY (JV) STUDENT-ATHLETES

All JV student-athletes are held to the same NCAA and SHC eligibility standards as varsity student-athletes with the following exceptions.

- Transfer PSAs (Non-Qualifiers) who do not meet the 2 or 4 Year NCAA transfer eligibility regulations may participate only in subvarsity (JV) practice sessions, provided they are conducted separately from varsity sessions.
- Transfer PSAs (Qualifiers and Partial-Qualifiers) who do not meet the 2 or 4 Year NCAA transfer eligibility regulations may participate in subvarsity (JV) competition during their first year of enrollment after transferring to SHC. (Bylaws 14.5.4.3 and 14.5.5.2)
  - Competing at the subvarsity (JV) level will count as a season of competition.
- For transfer PSAs using the subvarsity exception for competition or practice, the Compliance Coordinator will note the exception in the Comment 1 and 2 sections of the general eligibility tab in CA.
- All student-athletes participating in subvarsity (JV) competition shall be marked as having competed at the subvarsity level on the sport's participation tab of CA at the conclusion of the academic year.
- All continuing JV transfer student-athletes must meet NCAA continuing eligibility standards to compete after their initial year at SHC.

9.10 MEDICAL HARDSHIP WAIVERS

For a student-athlete to be eligible for a medical hardship waiver, the following criteria must be met:

- The incapacitating injury or illness must have occurred in one of the four seasons of intercollegiate competition at any two year or four-year collegiate Institution.
- The injury or illness results in incapacity to compete for the remainder of that playing season.
- The injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition, 30 percent of the Institution's completed contests or dates of competition, or 30 percent of the maximum permissible number of contests or dates of competition, all prior to the second half of the season.

Hardship waivers are administered by the conference. To submit a waiver request, the head coach, working with the student-athlete and Athletic Trainer, must:

1. Confirm that the student-athlete is eligible for and in support of a medical hardship waiver.
2. Collect the following documentation and provide it to the Associate Athletic Director for Internal Affairs and Compliance:
   a. Concurrent medical documentation specifically stating the student-athlete was unable to compete during the remainder of the season due to an injury or illness. The documentation must be official physician's notes or a letter from the physician. Training room notes can only be used to supplement the physician’s notes.
   b. Written notification from the treating physician in support of the concurrent documents stating the incapacitation of the student-athlete due to injury.
   c. Letter from physician showing the initial diagnosis or onset of the injury.
d. Student-athlete’s signature on the conference waiver request form.
e. Any and all medical documentation demonstrating the severity of the injury.
f. Timeline of injury and recovery process from Athletic Trainer.
g. Statement of the injury and timeline from the student-athlete.

Do not submit any documentation to the Compliance Office until all appropriate paperwork has been completed.

1. The Associate Athletic Director for Internal Affairs and Compliance must request a schedule including results/statistics from the Sports Information Director and confirm the student-athlete is eligible for the waiver.
2. The Associate Athletic Director for Internal Affairs and Compliance must complete the SIAC Hardship Request Form and acquire the Director of Athletics’ and the FAR’s signatures.
3. The Associate Athletic Director for Internal Affairs and Compliance must gather all documentation and send the waiver request to the Conference Office.
4. The Associate Athletic Director for Internal Affairs and Compliance will notify the coach of the waiver request decision as soon as it is rendered.

9.11 TRANSFERRING OUT

As a general rule, SHC honors a student-athlete’s request to transfer to another institution provided the student-athlete is in good academic and financial standing. A head coach may recommend to the Director of Athletics that the release request be denied. The Director of Athletics will confer with the Compliance Office concerning this request. The Director of Athletics then will make the final decision. The transfer request process is as follows:

1. A student-athlete must first contact the head coach if he/she desires to transfer to another Institution.
2. The head coach should meet with the Director of Athletics to discuss the transfer and determine whether or not to grant approval.
3. If the head coach approves the request, the head coach must notify the Compliance Coordinator and refer the student-athlete to the Compliance Coordinator to facilitate the paperwork. Associate Athletic Director for Internal Affairs and Compliance confirms that final approval for any transfer has been approved by the Director of Athletics.
4. If granted, the Compliance Coordinator will provide a release for the student-athlete. A copy of the release is kept on file in the Compliance Office.

9.11.1 APPEALS PROCESS

If the request to transfer is denied, the student-athlete and head coach will meet with the Director of Athletics to discuss the reason for transfer and the rationale for denial.

If the request is not granted after this meeting, the Director of Athletics shall send email notification to the student-athlete regarding the opportunity for an appeal hearing. The student-athlete shall have 14 consecutive calendar days upon the date of issuance of this letter to respond, in writing, to the Director of Athletics and formally request a hearing conducted by the Appeals Committee.

1. Failure by the student to submit a written request for a hearing within 14 consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing.
2. The Appeals Committee shall consist of the Compliance Committee (except Athletic Department members) chaired by the FAR. Each committee member shall be familiar with NCAA Bylaws governing the appeal. The committee shall give each side involved in each case the opportunity to be heard (the student-athlete and/or his/her parents, in addition to the Director of Athletics or head coach of the sport involved). The Appeals Committee will have 30 calendar days to conduct the hearing.
3. The committee, at its discretion, may hear the appeal in a variety of communication methods. Once a method of communication has been established for that particular case, it shall be used to hear both sides.

4. At the conclusion of the hearing, the Appeals Committee shall have 48 hours to render a final decision. The FAR will notify the Athletic Department, Compliance Committee and the student-athlete of the committee’s decision in writing. This decision shall be final and not subject to appeal.

9.12 GAMBLING AND SPORTS WAGERING

The NCAA defines “sports wagering” as follows:

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on behalf of others) of any type with any individual or organization on any Intercollegiate, amateur or professional team or contest. 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. (NCAA Bylaw 10.02.1)

Student-athletes shall not knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate competition. Nor shall a student-athlete solicit a bet on any intercollegiate team, accept a bet on any team representing SHC, solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has a tangible value, or participate in any gambling activity involving intercollegiate Athletics or professional athletics, through a bookmaker, parlay card or any other method employed by organized gambling.

Student-athletes should keep in mind not to participate in sports “pools,” including March Madness brackets, contests that award a prize and require a fee to participate, internet gambling on sporting events, and fantasy leagues that award a prize and require a fee to participate.

In addition, no information about the team is to be given to anyone who gambles. In other words, student-athletes are not to provide information about injuries, new players, team morale, discipline problems or anything else.

If a student-athlete accepts or places a bet on any SHC team, he/she will be declared permanently ineligible. If a student-athlete solicits or accepts a bet or participates in any gambling activity (college or professional) through a bookie, parlay card or other method of organized gambling, he/she will be suspended from college competition for a minimum of one year.

9.13 OUTSIDE COMPETITION

Participation on any outside teams, while a member of a SHC Intercollegiate team, may jeopardize a student-athlete’s eligibility. Student-athletes must have written permission from their head coaches and the Compliance Office, in the form of a completed and approved Outside Unattached Competition Form, prior to participation on any outside teams or in outside competition at any time of the academic year, including summer.

In all sports other than basketball, after enrollment, a student-athlete becomes ineligible if he/she competes as a member of any outside team during SHC Intercollegiate season in his/her sport. If there are separate fall and spring playing seasons, it is permissible to participate during the period in between seasons without affecting eligibility (approval is still required). With approval, it is also permissible for a student-athlete to participate in outside competition as an individual during the academic year, as long as the student-athlete represents him/herself in the competition and does not receive expenses from an outside team. In this regard, completion of the Student-athlete Summer Information Questionnaire and the form’s approval are required by the Institution prior to the competition for the student-athlete.
In the sport of basketball, student-athletes are not permitted to compete on any outside teams in the sport at any time while a member of the college’s intercollegiate team. Summer league participation is the only competition permitted, but prior approval is still required.

Procedure for approving outside competition:

1. The student-athlete will inform the head coach of his/her desire to participate in outside competition.
2. The student-athlete will obtain and fill out the Student-athlete Summer Information Questionnaire and Outside Unattached Competition Form and present it to the head coach for approval.
3. If approved, the student-athlete must present the form to the Compliance Office for review and approval.
4. A copy of the form provided will remain on file in the Compliance Office.

The Compliance Office will require all student-athletes to complete a Statement of Amateurism at the beginning of each school year to verify and attest to any outside competition and reaffirm amateur status.

FORMS (Located in Appendix F)

Change of Status – Addition
Change of Status – Removal
SIAC Hardship Request Form
Outside Unattached Competition Form
Student-athlete Summer Questionnaire
Statement of Amateurism
10.0 AWARDS AND EXTRA BENEFITS

An extra benefit is any special arrangement by a SHC employee, representative of the Department's interest or any individual who provides the student-athlete, or the student-athlete's relative or friend, a benefit not offered to the entire SHC student body nor authorized by the NCAA. Receipt by a student-athlete of an award, benefit or expense not authorized by the NCAA legislation renders the student-athlete ineligible for athletics competition.

The Compliance Office is responsible for monitoring all awards and benefits received by all SHC student-athletes. Student-athletes will be educated at their team compliance meeting at the beginning of each academic year regarding extra benefits. Coaches and staff will be educated each year on the legislation regarding awards and benefits and are responsible for ensuring any extra benefit received by their student-athletes is approved by the NCAA and the SHC Compliance Office prior to receiving the award or benefit.

It is permissible for student-athletes to receive expenses, from the Institution, directly related to travel and competition while representing the Institution. Receipt of any other benefit or award from any persons outside of the Department is not permissible.

Benefits that are provided to all students generally are not considered extra benefits when received by student-athletes. Further information regarding permissible awards and benefits is available in the NCAA Division II Manual under Bylaw 16 Awards, Benefits and Expenses for Enrolled Student-athletes.

10.1 AWARDS

The Department may select deserving student-athletes to receive athletic awards for recognition of athletic participation, academic achievement, and outstanding performance.

- Each sport may have team awards based on criteria set for the sport. These awards are presented at the discretion of the head coach and the Department.
- Coaches must obtain approval, from the Director of Athletics, for any awards provided to a student-athlete.
- Awards by outside groups or organizations are not permitted unless approved in advance by the Associate Athletic Director for Internal Affairs and Compliance and the Director of Athletics.

10.1.1 GRANTING AWARDS

- Receipt of any awards are only available to student-athletes who are academically eligible. For each sport, the head coach, with approval of the Director of Athletics, determines who is eligible to receive awards.
- Eligibility for Varsity Letter awards is determined by the Associate Athletic Director for Internal Affairs and Compliance. Eligibility is achieved when a student-athlete has participated in either three or more contests or dates of competition (whichever is applicable to the sport), or 20% or more of the completed contests or dates of competition.
- The head coach forwards a list of names of all eligible student-athletes to the Director of Athletics for approval.
- Awards will be presented at team events or Department authorized events.

10.2 COMPLIMENTARY ADMISSIONS

Complimentary Admissions to SHC home Department events shall be monitored by the Compliance Coordinator.

10.2.1 STUDENT-ATHLETE
Enrolled student-athletes in sports which charge admissions (Indoor Volleyball and Men’s and Women’s Basketball) are eligible for 4 complimentary admissions to home games and 2 complimentary admissions for away games in their sport through a pass list only.

1. The head coach enters the season schedule in JumpForward prior to the start of the season.
2. The Compliance Coordinator verifies the schedule of games entered into JumpForward.
3. The head coach is emailed a template pass list forms to be used for all games: SHC_Player_Guest_List – Home, SHC_Player_Guest_List - Away
4. The head coach enters the names of the student-athletes, prints the pass list, and makes it available to the student-athletes to write in the names of their guests.
5. For Home Games: The head coach submits the completed pass list to the Associate Athletic Director for Internal Affairs and Compliance by noon on game day.
6. The Associate Athletic Director for Internal Affairs and Compliance will review and approve each game’s pass list.
7. For Home Games: The approved pass list will be used at the ticket table for that contest.
8. Upon entry to the event, all guests must show photo ID and sign for their complimentary admission.
9. Following the event, the game operations supervisor provides the signed pass list report to the Compliance Coordinator who scans the documents and uploads them into the electronic pass list folder for that year.
10. For Away Games: When able to do in advance, the head coach submits the pass list to the Associate Athletic Director for Internal Affairs and Compliance for approval prior to leaving campus.
11. For Away Games: The pass list will be submitted in person by the coach to the appropriate personnel at the host institution upon arrival to the institution.

10.2.3 COACHES AND ADMINISTRATORS

1. The head coach is emailed a template pass list form to be used for all games: SHC_Coaches_Guest_List
2. For Home Games: The head coach submits the completed pass list to the Associate Athletic Director for Internal Affairs and Compliance by noon on game day.
3. The Associate Athletic Director for Internal Affairs and Compliance will review and approve each game’s pass list.
4. For Home Games: The approved pass list will be used at the ticket table for that contest.
5. Upon entry to the event, all guests must show photo ID and sign for their complimentary admission.
6. Following the event, the game operations supervisor provides the signed pass list report to the Compliance Coordinator who scans the documents and uploads them into an electronic pass list folder for that year.
7. For Away Games: When able to do in advance, the head coach submits the pass list to the Associate Athletic Director for Internal Affairs and Compliance for approval prior to leaving campus.
8. For Away Games: The pass list will be submitted in person by the coach to the appropriate personnel at the host institution upon arrival to the institution.

10.2.4 PROSPECTIVE STUDENT-ATHLETE

In accordance with NCAA Bylaws, PSAs on an official or unofficial visit may receive five complimentary admissions to home SHC Athletic events through a pass list only. Complimentary Admissions are only permissible for the PSA and those persons accompanying the prospect on the official or unofficial visit on a single game basis.

1. It is the responsibility of the head coach or designee to request tickets for PSAs and their guests by noon on game day by completing the template form SHC_PSA_Guest_List
2. The pass list for prospects will be approved by the Associate Athletic Director for Internal Affairs and Compliance prior to the event.
3. Upon arriving at the event, the PSA and those accompanying the prospect are required to show photo ID and sign the pass list to gain admission to the contest.

4. Following the event, the game operations supervisor provides the signed PSA pass list report to the Compliance Coordinator who scans the documents and uploads them into an electronic pass list folder for that year. The pass list will also be used to verify complimentary admissions for unofficial and official visits.

10.2.5 HIGH SCHOOL, PREPARATORY SCHOOL AND TWO-YEAR COLLEGE COACHES

In accordance with NCAA Bylaws, high school, preparatory school and two-year college coaches may receive two complimentary admissions to home Athletics events through a pass list only. Additional tickets may not be reserved for the purpose of purchase by the high school, preparatory school or two-year college coach.

1. The head coach is responsible for adding the name of the coach and guest (if applicable) to the SHC_Coaches_Guest_List prior to noon on the day of the event.

2. In the case of a late notice on the part of the high school, preparatory school, or two-year college coach, the head coach is responsible for tracking down either a Compliance administrator or the Game Day Manager (whoever has the Pass List at the moment) to update the pass list with the coach's information.

3. Individuals (Coach and/or family members) receiving a complimentary admission are required to show photo identification and sign the pass list in order to receive admission to the event.

4. Following the event, the game operations supervisor provides the signed pass list report to the Compliance Coordinator who scans the documents and uploads them into an electronic pass list folder for that year.

10.3 OCCASIONAL MEAL

Occasional meals provided by Department staff members or representatives of athletics interests are permitted within specific guidelines which, by NCAA legislation or Institutional policy, include:

- Staff only: Meal may be in the locale of the institution. Staff member may provide reasonable local transportation.
- Staff or representatives of athletics interests: Meal may be served at a home, on campus or at a facility regularly used for home competition and may be catered or self-prepared. Staff member or representative of athletics interests may provide reasonable local transportation.
- Relatives or Legal Guardians: Meal may be provided anywhere (e.g. tailgating).
- Meals may include one or more student-athletes or entire team or group

Approval of an occasional meal should be obtained in advance according to the following process:

1. Request made by the head coach of the student-athlete(s) or team invited at least seven days prior by submitting an Occasional Meal_Form to the Compliance Coordinator through JumpForward.

2. If approved, a copy is filed in the Compliance Office.

3. Compliance Coordinator will notify the head coach by email if approved or not.

4. The Compliance Coordinator is responsible for tracking the occurrences.

10.4 EQUIPMENT/APPAREL WITH INSTITUTIONAL BRAND

Equipment and apparel are the property of the Institution and must be returned to inventory at the conclusion of each academic year or conclusion of the playing season. Specific regulations regarding apparel and equipment are:

1. Student-athletes must be on the squad list in order to be issued equipment and/or apparel.

2. The head coach or designee is responsible for annually completing an inventory of equipment and apparel.
3. Student-athletes may only use SHC equipment during outside competition when representing SHC.
4. Student-athletes may not purchase equipment at a discounted price from a college or outside vendor provided such discount to a student-athlete is based on his or her affiliation with the college or his/her status as an athlete.
5. A student-athlete may purchase college apparel (or uniform) at the going rate provided the apparel (or uniform) is no longer used by the college.
6. If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the academic year or conclusion of the playing season, the student-athlete shall be held financially responsible and will be charged the replacement cost. A financial hold will be placed on the student-athlete’s account and will not be removed until the equipment is returned or paid the bill for it.
7. A student-athlete may be allowed to retain athletics apparel, not equipment, at the end of the individual's collegiate career, with the approval of the Director of Athletics.
8. A team may donate or sell apparel and/or equipment with the approval of the Director of Athletics.

10.5 RETENTION OF EQUIPMENT

A student-athlete is allowed to use SHC equipment during vacation periods as long as this is consistent with College policy. All equipment is issued by either a head coach or designee. The head coach or designee is also responsible for the collection of all issued equipment at the end of the playing season.

10.6 SPECIAL BENEFITS

Receipt by a student-athlete of an award, benefit, or expense not authorized by the NCAA legislation renders the student-athlete ineligible for athletics competition. The following are examples of benefits not permitted by the NCAA and represent rules violation:

- Loan of money by any member of the Department staff or representative of the Institution's Athletics interests
- Special arrangement to provide a student-athlete or relatives or friends a benefit not expressly authorized by the NCAA
- Payment of a cash or cash-equivalent award for sport participation or award of gift certificates
- Use of College phones, fax machines or office equipment not available for use by regular students
- Exceeding NCAA complimentary ticket policy for gated events
- An Institutional employee or representative of the Institution's Athletics interests may not provide a student-athlete with extra benefits or services, including but not limited to:
  - A loan of money
  - A guarantee of bond
  - An automobile or the use of an automobile

Refer to NCAA Bylaw 16 for further information on Award, Benefits and Expenses for Enrolled Student-athletes.

FORMS (Located in Appendix G)
SHC_Player_Guest_List – Home
SHC_Player_Guest_List – Away
SHC_Coaches_Guest_List
SHC_PSA_Guest_List
Occasional Meal_Form
11.0 PLAYING AND PRACTICE SEASONS

The Compliance Office is responsible for monitoring the playing and practice seasons of all varsity and JV sports. This includes monitoring playing season declarations, athletically-related activities, practice hours in-season and out-of-season, and number of contests.

Head coaches are responsible for completing and submitting *Playing Season Declarations* to the Compliance Office as described below. Changes are permitted but must be submitted in advance. All documentation is kept on file in the Compliance Office.

Head coaches are also responsible for completing and submitting all documentation of Countable Athletically Related Activities (CARA) through *JumpForward*.

Bylaw 17 of the NCAA Division II Manual fully describes all rules pertaining to playing and practice seasons, including sport specific regulations.

11.1 SUBVARSITY (JV) POLICIES AND PROCEDURES

Men’s Basketball, women’s basketball, men’s soccer, women’s soccer, baseball, and softball all sponsor subvarsity (JV) teams in addition to the varsity programs. The following SHC and NCAA policies and procedures shall govern sports that have both varsity and JV teams.

1. Student-athletes must be designated, in *JumpForward*, to either the varsity or JV team prior to the start of team activities for the purposes of monitoring CARA activities.

2. Student-athletes may not participate in CARA activities (except competitions) with both the varsity and JV team.

3. All CARA activities shall be recorded in *JumpForward* with the designated varsity or JV team.

4. It is permissible for a student-athlete designated as a varsity athlete to participate in both varsity and JV games during the playing season so long as they do not exceed the maximum allowable number of combined varsity and JV contests allowed per student-athlete in their sport. *(A JV contest is defined as a contest in which no more than 50% of the participants are listed on the varsity roster for that sport.)*
   a. Varsity student-athletes participating in JV contests must be added to the JV roster in *JumpForward* by the Compliance Coordinator prior to participating in any JV competition for the purpose of tracking participation records.
   b. The head coach must communicate the addition request to the Compliance Coordinator via email.
   c. If approved by the Associate Athletic Director for Internal Affairs and Compliance, the Compliance Coordinator will update the JV roster in *JumpForward* and make a note in the compliance section.

5. If a coach wishes to move a student-athlete from the JV roster to the varsity roster, he/she must schedule a meeting with the Associate Athletic Director for Internal Affairs and Compliance to discuss any potential compliance issues.
   a. If the roster change is approved by the Associate Athletic Director for Internal Affairs and Compliance, the Compliance Coordinator will update the varsity roster in *JumpForward* and make a note in the compliance section.
   b. All CARA will be tracked in the varsity roster for the remainder of the academic year.
   c. Roster changes of this type are considered permanent for the year.

6. The sport coaching staff is responsible for logging all CARA and Participation Records for JV teams as per compliance guidelines.
7. For sports with varsity athletes competing on JV teams, the Compliance Coordinator will monitor both the varsity and JV CARA and participation records and update the participation record report on a weekly basis for the head coach.

8. All SIAC/GSC participation record reports will include varsity and JV reports.

11.2 DECLARATION OF PLAYING SEASON

The head coach will complete and submit the Playing Season Declaration Form for both varsity and JV teams, if applicable, to the Associate Athletic Director for Internal Affairs and Compliance in July for the upcoming academic year. Coaches must meet with the Associate Athletic Director for Internal Affairs and Compliance to verify that their dates are within boundaries set by the NCAA and the season is then set in JumpForward by the Compliance Coordinator as part of the yearly rollover. The dates and times proposed by the head coach must be approved by the Associate Athletic Director for Internal Affairs and Compliance for adherence to rules, and confirmed in consultation with the Director of Athletics.

Any request for change of a previously approved schedule must be formally submitted in advance and approved by the Associate Athletic Director for Internal Affairs and Compliance Office and Director of Athletics. The head coach (and other coaching staff s/he may designate) meets with the Associate Athletic Director for Internal Affairs and Compliance to review the fall schedule and sports specific rules and to confirm the scheduled student-athlete compliance meeting(s).

A similar meeting takes place between each head coach and the Associate Athletic Director for Internal Affairs and Compliance during the final two weeks of the fall semester for the spring semester.

Changes made to the practice schedule (including days off or full team instruction days) are to be emailed to the Compliance Office. Postponement or cancellation of competition dates are to be emailed to the Compliance Office, Sports Information Office and Assistant Athletic Director for External Affairs. Head coach is also responsible for updating the competition schedule in JumpForward. Cross referencing with available facility schedules is recommended to help ensure accuracy of changes to a playing and practice schedule.

11.2.1 PLAYING SEASON

This time period includes both championship and non-championship seasons. All athletics activities shall be limited to a maximum of four (4) hours per day and twenty (20) hours per week per student-athlete (during the championship season, and for golf and tennis the non-championship season) and fifteen (15) hours per week per student-athlete (during the non-championship season).

Rules require one day off per seven day period Sunday to Saturday (except during conference, postseason or NCAA championships) during the championship season and two says off per seven day period Sunday to Saturday during the non-championship season.

11.2.2 OUTSIDE OF PLAYING SEASON

Required athletically related activities are limited to weight training, conditioning, individual skill instruction and/or team activities. A maximum of eight (8) hours per week are permitted, with no more than four (4) hours devoted to skill instruction or team activities. (Some sports have greater constraints.) Two (2) days off per seven day period Sunday to Saturday are required. All athletically related activities are prohibited from one week prior to the beginning of final exams through the end of the final exam period.

11.2.3 MISCELLANEOUS
All competition counts as three (3) hours regardless of actual length. 
- Except scrimmages, which count for their actual length.
Practice may not occur at any time after competition, unless between tournament games or double-headers.
A student-athlete may not participate in anyOutside of the Playing Season CARA during any vacation period (academic year or summer).
No student-athletes shall participate in any voluntary athletically related activities on campus during the NCAA declared Winter Break unless the facility is open to the general student body (consult with Compliance Office to learn exact dates for a particular year).
No competition or transportation to competition shall take place during the mandatory week off at Christmas.

11.3 COUNTABLE ATHLETICALLY RELATED ACTIVITIES

The following are representative of activities considered CARA for the purpose of practice hour limitations:

- Practice (no more than four hours per day)
- Athletic meeting with a coach that is initiated or required by the coach
- Competition (counts as three hours regardless of actual length)
- Field, track, pool, or on-court activities
- Setting up offensive and defensive alignments
- Required weight training and conditioning activities
- Required participation in camps/clinics
- Visiting the competition site in cross-country
- Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff
- Discussion or review of film
- Participation in a physical activity class for student-athletes only and taught by Athletics staff
- Participation in clinics in which student-athletes and coaches are both present

11.3.1 NON-COUNTABLE ATHLETICALLY RELATED ACTIVITIES

The following activities are not considered countable athletically related activities for the purpose of practice hour limitations:

- Compliance meetings
- Meetings with a coach initiated by the student-athlete
- Drug/alcohol educational meetings or CHAMPS/Life Skills meetings
- Study hall, tutoring, or academic meetings
- Student-athlete advisory committee (SAAC) meetings
- Voluntary weight training not conducted by a coach, no attendance taken
- Voluntary sport-related activities, no attendance taken, no coach present
- Traveling to/from the site of competition
- Training room activities
- Recruiting activities (e.g., student host)
- Training table meals
- Attending banquets
- Fund-raising activities or public relations/promotional activities or community service project

11.3.2 PLAYING AND PRACTICE LOGS
Head coaches are responsible for monitoring and logging all practices, competitions and any other athletically related activities. CARA Forms are to be completed each week for this documentation. The practice week is defined as Sunday through Saturday. All CARA logs must be complete and submitted each Monday from the time Fall semester CARA activities begin through the end of Spring semester CARA activities, including vacation periods.

Head coaches are responsible for indicating sport, dates, the activities, and duration, and the student-athlete participation information. All forms are submitted electronically through JumpForward. The form is reviewed, printed and made available to all relevant student-athletes for approval by the Associate Athletic Director for Internal Affairs and Compliance. Then the form is sent to the Athletic Training Staff for approval.

Once approved by the student-athletes and Athletic Trainers, the form is filed in the Compliance Office. The Director of Athletics is notified of coaches who do not meet the deadline for submission of the forms. Any alleged violations uncovered as a result of CARA Form reviews are handled in accordance with the procedures included in the Investigating Possible NCAA Rules Violations section of this manual.

11.3.3 VOLUNTARY ACTIVITIES

In order for any Athletic activity to be considered voluntary, all of the following conditions must be met:

- Student-athletes must not be required to report back to any coach or Athletics staff, and no coaches can observe the activities
- The activity must be initiated and requested by the student-athlete, and then a coach or staff member can arrange facility times
- Student-athlete attendance (or lack thereof) may not be recorded
- Student-athletes cannot be penalized or rewarded for attending or not attending the activity

11.4 PARTICIPATION RECORD

Each head coach is responsible for ensuring an accurate Participation Record is kept for his/her sport. The procedures for completing the Participation Record for submission to the Conference Office are:

1. Head or assistant coach updates the Participation Record, in JumpForward, for all student-athletes who participated after each contest.
2. The coach electronically attaches a box score or event results sheet to the event in JumpForward.
3. The Compliance Coordinator audits weekly the Participation Records and informs the head coach and Associate Athletic Director for Internal Affairs and Compliance of any missing reports.
4. At the close of the season the head coach is responsible for reviewing all Participation Records and the complete statistical record for the season to identify, along with the Compliance Coordinator, all participants, non-participants, medical hardships, student-athletes who have quit the team, and/or any corrections needing to be made.
5. The Associate Athletic Director for Internal Affairs and Compliance updates CA with annual participation information.
6. The official final Participation Record shall be created, out of JumpForward, by the Associate Athletic Director for Internal Affairs and Compliance within two weeks of the close of the season for corroboration with the Sports Information Director and approval of the Director of Athletics for submission to the SIAC/GSC conference compliance offices.
11.5 SCHEDULING CONTESTS

All Southern Intercollegiate Athletic Conference and Gulf South Conference contests are scheduled through the conference offices and distributed to the Director of Athletics and the head coach. The scheduling of all non-conference contests is the responsibility of the head coach of each sport. The schedule is to be submitted to the Associate Athletic Director for Internal Affairs and Compliance as soon as possible after the release of the conference schedule, in tandem with the Playing Season Declaration to ensure the schedule conforms to Bylaw 17 of the NCAA Division II Manual and so contracts can be developed or approved. Head coaches are expected to work closely with the Compliance Office to assure there is no overload of certain dates.

11.5.1 PROCEDURE FOR SCHEDULING CONTESTS - HOME

Tentative schedules should be submitted to the Associate Athletic Director for Internal Affairs and Compliance for review with regards to NCAA rules. Once the Associate Athletic Director for Internal Affairs and Compliance verifies that the tentative schedule conforms to applicable NCAA playing season regulations and minimum / maximum contest dates, the schedule will be forwarded to the Director of Athletics for final approval.

1. The schedule receives final approval from the Director of Athletics and Associate Athletic Director for Internal Affairs and Compliance
2. The head coach will draft a copy of the Game Contract Form – Home Games for each home game contest and sign them
3. The head coach will submit the Contract to the Compliance Coordinator for review
4. The Compliance Coordinator will review and forward on to the Director of Athletics
5. The Director of Athletics will then obtain the signature of the Vice President for Business and Finance
6. Copies will be mailed to the Director of Athletics of the opposing institution for approval
7. Opposing institutions will sign and return one copy to the SHC Department of Athletics
8. Departmental copies of the contracts will be kept on file in the Compliance Office
9. The sport head coach will receive a copy for their records

The Compliance Coordinator, in conjunction with the Director of Athletics, will be responsible for the maintenance of the master athletic schedule, and is responsible for the communication of the competition schedules to the appropriate internal personnel for facility scheduling and game set up. The Sports Information Office is responsible for the communication of competition schedules to external sources and inquiries (i.e. publications, website).

11.5.2 PROCEDURE FOR SCHEDULING CONTESTS - AWAY

The Director of Athletics is responsible for coordinating the approval of all away athletic competitions.

1. The schedule receives final approval from the Director of Athletics and Associate Athletic Director for Internal Affairs and Compliance
2. The head coach will sign all copies of away game contracts upon receipt and review for accuracy
3. The head coach will submit the contract to the Compliance Coordinator for review
4. The Compliance Coordinator will review and forward on to the Director of Athletics
5. The Director of Athletics will sign the contract and obtain the signature of the Vice President of Business and Finance
6. The Director of Athletics will mail the contract to the Director of Athletics of the opposing institution and keep a copy for file in the Compliance Office
7. The sport head coach will receive a copy for their records

11.6 MISSED CLASS TIME POLICY

All contests scheduled will minimize missed classes for team travel, competition, and practice held in conjunction with competition. Coaches are reminded that there are to be no missed classes in the non-championship season.

The SHC attendance policy is consistent for all students on campus, and this policy is reflected in the College Bulletin of Information. Athletics contests are considered by this policy to be college sponsored events.

11.6.1 ATTENDANCE POLICY

The following is an excerpt from the portion of the College’s Bulletin of Information pertaining to class attendance:

Attendance at all courses and related activities is required of all students except as noted below. Students are excused from attendance at regular lectures and laboratories for approved, college-sponsored activities such as Intercollegiate Athletic competition and special events approved by the Provost. While participating students are excused from class, they are not relieved of the responsibility for the information covered during their absence. Students participating in College-sponsored activities will be allowed to make up assignments and examinations missed while representing the College; however, it is the student’s responsibility to notify his/her teachers of the anticipated absence, make arrangements to complete the work, and then complete the work as agreed.

Excuse from courses for reasons other than College-sponsored activities is a matter for the determination of individual instructors guided by the policies of their division. It is the responsibility of students to know the attendance policy of the instructor in each course they are taking as stated in the course syllabus. Exclusion from a course(s) for excessive absence is a serious action and is imposed by the instructor after careful consideration, after appropriate warning, and in accordance with the policies of his/her division. A student may expect only one warning for excessive absence prior to being excluded from class.

It is the responsibility of the student to arrange with the instructor for foreseen absences. Further, the student is responsible for appropriate make-up work and tests in each course missed. If illness or other unforeseen circumstances will result in student absence from a course meeting, the student should notify the faculty as soon as possible. Any change in status which will result in prolonged absence should be reported to Student Academic Services. The Wellness Center circulates a sick list based on information provided by the health services director. This list is for information and verification purposes only and is not an excused absence list. Course absences immediately preceding or following a holiday period may be counted as a triple absence if such a policy appears in the course syllabus. Examinations or laboratory work missed by reason of absence must be made up at the convenience of the instructor.

11.6.2 MISSED CLASS TIME NOTIFICATION PROCEDURES

Student-athletes are not allowed to miss class for practice, but since participation in intercollegiate athletic contests is considered to be a College-sponsored event, faculty members must accommodate student-athletes who miss class for that purpose in accordance with the policy stated above.
1. It is the Compliance Office and head coach’s responsibility to ensure student-athletes know NCAA regulations regarding missed class time for practice and non-championship segment competition.

2. It is the head coach’s responsibility to ensure practices are scheduled at times not conflicting with student-athletes’ scheduled classes if at all possible. If schedules conflict with a student-athlete’s class, the student-athlete cannot miss the class for practice.

3. Student-athletes are to notify faculty of the classes she/he will miss over the course of the semester via the Intercollegiate Athletics Missed Class Time Notification Form. The form contains the dates of all possible days in which a student-athlete may miss all or part of a class in order to participate in intercollegiate competition.

4. The student-athlete is to highlight only the date(s) she/he will miss class in a particular course and present it to the instructor of the course on the first day of class. The instructor acknowledges receipt of the form by signing the Athletic Travel/Release Time Notification Form which the student-athlete presents to her/his coach.

5. One week from a scheduled absence the student-athlete reminds the instructor of the upcoming absence and arranges to make up the work that will be missed. To be clear: It is the responsibility of the student-athlete to arrange prior to a missed class to make up the work that will be missed, including: quizzes, exams, papers, and any assignments. In addition, student-athletes understand that each instructor may allow them to submit assignments or take exams after returning from the trip or require work to be completed prior to departure.

6. If an instructor will not make arrangements for missing an assignment (e.g. presentation, test) the student-athlete should contact the FAR who will work with the Assistant Provost to determine whether or not it is appropriate to intervene on behalf of the student-athlete. An example of a permissible intervention would be for the FAR to coordinate with the FAR at the opposing institution, and have that FAR proctor or administer an exam. Coaches are never to intervene in these instances.

If members of the faculty have any questions or concerns regarding missed class time, or any other issue pertaining to a student-athlete enrolled in one of their courses, they should express that question or concern directly to the student-athlete’s coach (the contact information for the coaching staff is available to the faculty). If interaction with the coach does not resolve the situation to his/her satisfaction, she/he should contact the FAR.

11.6.3 GAME SCHEDULING PROCEDURES

Regular season conference schedules for SIAC/GSC team sports are distributed from the office of each conference to the Director of Athletics and the head coach. Similarly, the schedule of conference championships for all sports is scheduled by each conference. Each head coach is responsible for the scheduling of her/his own non-conference contests. The Department recognizes attending class plays a critical role in the intellectual process that is at the center of the College’s mission and the impact on class attendance is a major consideration when a head coach schedules non-conference competitions. The Director of Athletics reviews the schedule of every team prior to each season to ensure every effort has been made to reduce the class time student-athletes miss due to participation in intercollegiate competition. The Department has set policies that try to limit missed class time for home games by setting an established dismissal time as close to game times as possible and as late as possible for travel games.

11.7 MALE PRACTICE PLAYERS

A male student or student-athlete may participate in scheduled practice sessions with women’s sport teams if he meets all applicable NCAA eligibility regulations for practice as established on the Male Practice Player Form.

A male student or student-athlete who is serving an academic year in residence as a non-qualifier may not participate in practice sessions with a women’s team.
It is not permissible for the following to be provided by the Institution to male students or student-athletes for practicing with the women’s sport team(s):

- Financial Assistance (Room and board, tuition and fees, and books)
- Awards and benefits as described in Bylaw 16 of the NCAA Division II Manual (Transportation, extra benefits, etc.)
- Room and board to remain on campus during a vacation period to participate in practice sessions with women’s sport team(s)

It is permissible for an Institution to provide practice apparel to male students or student-athletes for the purpose of practicing with women’s sport team(s).

11.8 OUTSIDE/UNATTACHED COMPETITION

Outside competition is permissible only if a SHC varsity team is not participating in the event in which a student-athlete wants to compete. The head coach must complete an Outside/Unattached Competition Form on each student-athlete competing at any event unattached.

11.9 TOBACCO USE

The use of tobacco products by a student-athlete and members of the coaching staff is prohibited during practice and competition. A student-athlete or coach who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

FORMS (Located in Appendix H)

Playing Season Declaration template
Game Contract Form – Home Games
Male Practice Player
12.0 CAMPS AND CLINICS GUIDELINES

Definition – An Institution’s sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member Institution or an employee of the member Institution’s Athletics department, either on or off its campus (NCAA Bylaw 13.12.1.1).

13.12.1.1 Purposes of Camps or Clinics. An Institution’s sports camp or clinic shall be one that:

a. Places special emphasis on a particular sport or sports and provides specialized instruction, practice or competition
b. Involves activities designed to improve overall skills and general knowledge in the sport
c. Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.

Camps and clinics are covered in the Tryout and the Sports Camp and Clinic sections of Bylaw 13 (Recruiting) of the NCAA manual and must meet all conditions in these bylaws. Whether holding an Institutional or non-Institutional/private camp, Athletics staff members must follow the bylaws mentioned above. Areas of camp or clinic administration that staff members must focus on are:

- Purpose and activities of camp or clinic
- Employment of prospects and student-athletes
- Employment of high school, prep-school, and two-year college coaches
- Camp brochures and advertisements
- Free or reduced admissions and monitoring strategies

Each staff member of the Department holding a camp or clinic (Institutional or private) is required to submit the Spring Hill College Camp/Clinic Application (minus the Camp/Clinic End Financial Report) to the Compliance Coordinator no later than two (2) months prior to the start of the camp or clinic. (Camp or clinic dates may be reserved well in advance of two months prior, but those dates will be confirmed once the application is approved.)

12.1 CAMP STAFF

Prospective Student-Athletes and Current Student-Athletes

If a prospective or current student-athlete is to be hired for a camp or clinic, written approval is to be obtained from the Director of Athletics prior to the start of the camp or clinic. This can be done by completing the Prospective and/or Student-athlete Employment Requisition Form (a part of the Camps and Clinics Application).

12.1.1 STAFF MEMBER WORKING NON-INSTITUTIONAL CAMPS

Prior to serving in any manner in a non-Institutional camp or clinic, the Outside Camp-Clinic Request needs to be completed and approved by the Director of Athletics and Associate Athletic Director for Internal Affairs and Compliance.

- Department staff members may not be employed (salaried or volunteer) by a camp or clinic that is established, sponsored or conducted by an individual who provides recruiting or scouting services (under Bylaw 13.12, Camp/Clinic Providing Recruiting or Scouting Service). Note: Student-athletes may work these camps.
- Department staff members may serve in any capacity (e.g., counselor, guest lecturer, or consultant) in a non-Institutional or private camp or clinic provided the camp or clinic is operated in accordance with restrictions applicable to Institutional camps (under Bylaw 13.12, Other Non-Institutional Privately Owned Camps/Clinics).
12.1.2 HIGH SCHOOL / PREP SCHOOL / TWO-YEAR COLLEGE COACHES

HS/PS/JC coaches must only receive compensation commensurate with the going rate for camp counselors of like teaching ability and cannot be paid on the basis of the value the coach may have for the Institutional camp because of the coaches’ reputation or contact with prospects. A HS/PS/JC coach cannot be compensated based on the number of campers he/she sends to the camp (Bylaw 13.12.2.4.1).

12.1.3 CAMP STAFF BACKGROUND CHECKS

Background checks will be required for all camps which take place on the SHC campus and/or involve an overnight stay in SHC campus housing.

**Institutional Camp** - The Camp Director will be required to provide a completed and signed *Background Check Consent Form* to the Director of Human Resources and Risk Management for each non-institutional staff member. Confirmation of cleared background checks must be completed at least 20 business days prior to the start of camp. The cost of background checks will be charged to the specific sport camp budget (cost determined by the person’s geographical history).

**Non-Institutional Camp** - The Camp Director will be required to submit a complete list of all staff members with approved background checks to Compliance Office 10 business days prior to the start of camp.

12.1.4 CAMP STAFF CHILD ABUSE PREVENTION CERTIFICATION

All camp staff members are required to be certified in recognizing and preventing the abuse of minors. This can be done either by completing on-line courses available through Spring Hill College, or providing proof of certification done through another professional organization.

12.1.5 LINE OF SIGHT

All camp staff members are required to follow all SHC polices with regards to personal interaction with minors. This includes maintaining a line of sight from one staff member to another who is in close proximity to a minor. At no time is a staff member, while in close proximity to a minor, allowed to be out of sight of all other staff members.

12.2 CAMP WAIVERS & MEDICAL CARE

All camps and clinics must have some level of medical care present. The following needs to be addressed for each camp/clinic:

- Medical care can range from CPR/First Aid Certified to Certified Athletic Trainers, depending on the competition level of the camp/clinic
- Basic camps and clinics primarily involving skill development and a smaller percentage of scrimmages can be staffed by CPR/First Aid Certified personnel (all SHC coaches should be properly certified)
- A Certified Athletic Trainer should be on site for all scrimmages and play having a higher level of competition or risk of injury
- An Emergency Action Plan rehearsed with all staff members of the camp/clinic
- Basic emergency and First Aid supplies must be on site
- Tournaments hosted by SHC coaches should have an on-site Certified Athletic Trainer

*Medical Consent Form – Proof of Insurance*
Prior to athletic activity in an Institutional camp or clinic, each participant and his/her parent/guardian must read and sign the Camp-Clinic Liability Waiver and Medical Release Form.

Waiver of Liability
Each participant must complete a Camp-Clinic Liability Waiver and Medical Release prior to participation in a camp or clinic.

12.3 CAMP REPORTS

The Spring Hill College Camp/Clinic End Financial Report is to be submitted no later than 14 days after the final day of the camp or clinic. The report should include the following:

- Camp and Clinic Expense Report
- Registration receipts
- Camp expenditures (purpose of expenditure and method of payment)
- Staff compensation (name and amount of compensation)
- Student staff compensation (name and amount of compensation)
- Free or Reduced Admission Recipient Form(s) – one for each participant receiving free/reduced admission
- Food and lodging expenses
- Sales receipts of apparel or other camp items
- All other income and expenses relative to camp operation

12.4 SALES OF APPAREL OR OTHER CAMP ITEMS

The procedures for the sale of apparel or other camp items shall be as follows:

- All expenses will be made through Spring Hill College purchasing policies.
- All funds collected must be properly accounted for and submitted with the Spring Hill College Camp/Clinic End Financial Report.
  - Any cash or check funds received must be handled according to Spring Hill College financial policies.
- The Athletics Secretary will submit the cash or check funds collected to the Business and Finance Office within five business days of receiving the Spring Hill College Camp/Clinic End Financial Report.
- Student-athletes cannot accept or be responsible for collecting / handling cash unless directly supervised by a Spring Hill College employee.

12.5 FREE OR REDUCED ADMISSION TO CAMPS OR CLINICS

All free or reduced admission must be made available as stated below:

- Children of Institutional faculty and staff members
  - PSAs – SHC may employ or provide free or reduced admission to the Institution’s camps or clinics to the children of Institutional staff members or Department staff members regardless of whether the staff member’s child is a high school, prep school, or two-year college prospect.
  - Athletes who have not entered ninth grade – SHC may provide free or reduced admission to attend the Institution’s camp or clinic to individuals who are not high school, prep school, or two-year college athletics awards winners.
- Children of a coach who is an instructor at a camp or clinic – SHC may provide free or reduced admission to its camp or clinic to the child of a coach who is an instructor in the camp or clinic (who is not a Department staff
member at the Institution hosting the camp or clinic), provided the opportunity is available to children of all coaches instructing in the camp or clinic.

- Families with more than one sibling attending the camp or clinic – SHC may provide free or reduced admission to its camp or clinic for families with more than one sibling attending, provided the opportunity is available to all families.

### 12.6 BROCHURE STANDARDS (INCLUDING ONLINE REGISTRATION)

Advertisements and brochures for SHC camps and clinics have an impact on the recruitment of prospective and current student-athletes. Follow guidelines established in NCAA Bylaws 13.12.1.4, 13.4, 12.5.1.1, and 12.5.1.5.

- Advertisements (under Bylaw 13.12, Sports Camps and Clinics) – restrictions relating to advertisements of SHC sport camps and clinics in recruiting publications are set forth in Bylaw 13.4. Such restrictions do not apply to sports camp and clinic advertisements in non-recruiting publications (e.g., a member Institution’s game program).
- Review Bylaw 13.4 in its entirety.
- Summer Camp Advertisements (under Bylaw 13.4, Recruiting Materials) – advertisements of an Institution’s summer camp or clinic in such recruiting publications are permissible if placed in a periodical (other than a high school or two-year college game program) that includes a camp directory meeting the following requirements:
  - The size (not to exceed one-half page) and format of such advertisements must be identical; and
  - The camp directory must include multiple listings of summer camps on each page (i.e., at least two summer camp advertisements of the same size must appear on each page).
- Bylaw 12.5.1.5 covers the use of the name or picture of a student-athlete for a camp or clinic.
- According to Bylaw 12.5.1.1, if a camp or clinic uses a student-athlete’s name, picture, or appearance for promotion of the camp or clinic, written permission must be given by the student-athlete and Director of Athletics prior to any involvement of the student-athlete.
- Department staff members may not be employed (salaried or volunteer) by a camp or clinic that is established, sponsored or conducted by an individual who provides recruiting or scouting services (under Bylaw 13.12, Camp/Clinic Providing Recruiting or Scouting Service). Note: Student-athletes may work these camps.
- Department staff members may serve in any capacity (e.g., counselor, guest lecturer, or consultant) in a non-Institutional or private camp or clinic provided the camp or clinic is operated in accordance with restrictions applicable to Institutional camps (under Bylaw 13.12, Other Non-Institutional Privately Owned Camps/Clinics).

### 12.7 OUTSIDE CAMPS AND CLINICS

Coaches, Department staff members and student-athletes may not be employed at an outside camp or clinic without written permission from the Director of Athletics or designee. The procedure for requesting permission follows:

1. An Outside Camp-Clinic Request Form must be completed and submitted to the Compliance Office at least two weeks prior to the camp or clinic.
2. The Compliance Office will secure information from the camp sponsor to clarify its operations and, in consultation with the Director of Athletics, will grant or deny permission.
3. The Compliance Office is responsible for notifying the coach, Athletics staff member or student-athlete regarding the decision.

**FORMS (Located in Appendix I)**

- **Camps and Clinics Application Packet**
  - **Spring Hill College Camp/Clinic Declaration**
13.0 EMPLOYMENT

13.1 OUTSIDE EMPLOYMENT – COACH

Under NCAA legislation, coaches may earn income for providing services to outside groups, provided the compensation is at a rate commensurate with the market in the area for services, and if such work complies with Institutional policy and has Institution approval.

Coaches may also receive a salary supplement in the form of a direct cash payment from an outside individual, group or agency in recognition of a specific and extraordinary achievement (contribution during career to Department, winning a conference or national championship, number of contests won during career, etc.), provided such supplement is in recognition of a specific achievement that complies with Institutional policy. Supplemental pay from outside sources, whether regularly or on a one time basis, for an unspecified achievement is prohibited.

Coaches may not receive pay for work or service of any sort from the Institution based on the number of contests won or participation in a tournament or championship.

Coaches and other Department staff may not, directly or by implication, use SHC’s name or logo or the NCAA’s name, or affiliation with the Association in the endorsement of commercial products or services for personal gain.

Coaches may not receive compensation or gratuities from an athletics shoe, apparel or equipment manufacturer in exchange for the use of such merchandise during practice or competition by the Institution’s student-athletes without prior approval from the Institution’s President or designee.

Compensation of any kind, for the representation of any individual in the marketing of athletics ability or reputation to a professional sports organization is prohibited.

Compensation from an individual or commercial business outside of the Institution for employment or assistance in the production, distribution or sale of items (calendars, pictures, posters, advertisements, cards, etc.) bearing the names or pictures of student-athletes is prohibited.

Employees may not receive compensation or gratuities for scheduling athletics contests or individual meet participation with another Institution or a sponsor of athletics competition.

An annual certification of compliance with all NCAA, conference and Institutional regulations governing outside income and athletically related income and benefits from outside sources may be required or requested.

13.2 STUDENT-ATHLETE EMPLOYMENT – ACADEMIC YEAR

Each year, during the mandatory meeting each fall, the Compliance Office reviews NCAA regulations governing student-athlete employment and procedures, as well as all documentation to be completed by student-athletes during this meeting.

Any student-athlete working, or intending to work, on or off campus, must complete a Student-Athlete Employment Form. In this, the student-athlete affirms his/her understanding of the rules governing employment and his/her intent to adhere to those provisions. The Compliance Office will review the agreement and, if it is in order, sign the form indicating the appropriate steps have been completed by the student-athlete and keep it on file in the Compliance Office.

The Compliance Office will periodically monitor the employment of student-athletes.
Student-athletes working within the athletic department as a part of the Institution’s student worker program are not allowed to work for the coach or team for which they play.

13.3 STUDENT-ATHLETE EMPLOYMENT – SUMMER

Prior to summer break, all student-athletes will be asked to fill out a Student-Athlete Summer Questionnaire indicating where he/she will be living over the summer, whether or not the student-athlete intends to work, and whether or not the student-athlete has already obtained a job. If the student-athlete has obtained a job, the student-athlete will be asked to complete employment information on the form.

- The Compliance Office will file all completed forms
- The Compliance Coordinator will periodically monitor the employment of student-athletes

13.4 VOLUNTEER COACHES

Definition: Coach, Volunteer: In sports other than football and basketball, a volunteer coach is any coach who does not receive compensation or remuneration from the Institution’s Athletics department or any promotion of the Institution’s Athletics program (e.g., booster club, Athletics foundation association) (NCAA Bylaw 11.01.5).

Procedures for adding a volunteer coach are as follows:

1. The head coach notifies the Director of Athletics regarding any individuals they would like to add to their coaching staff as a “Volunteer Coach.”
2. If the Director of Athletics approves the coach’s selection, the Director of Athletics will notify the Compliance Coordinator of the approval and will have the Volunteer Coach complete all requirements of a potential new hire, including submitting a resume and completing the New Hire Form and Volunteer Coach Agreement. The Volunteer Coach also must undergo and pass a background check through the College’s HR Department before being approved to work.
3. The Compliance Coordinator will review all rules and regulations associated with being a volunteer coach with the Volunteer Coach. The following provisions apply:
   a. The individual may receive a maximum of two (2) complimentary tickets to home athletics contests in the coach’s sport.
   b. The individual may receive complimentary meals incidental to organized team activities (e.g., pre-or postgame meals, occasional meals, but not training table meals) or meals provided during a PSA’s official visit, provided the individual dines with the PSA.
   c. Volunteers will not begin until cleared by the Director of Athletics and Compliance Coordinator.
   d. All volunteers are subject to NCAA enforcement and held accountable to all NCAA, conference and SHC policies and procedures.
4. The Volunteer Coach must contact the FAR to set an appointment to take the NCAA Coaches Exam. The FAR will arrange the date, time and location of the exam, and then confirm with the coach.
5. Once approved and NCAA Coaches Exam has been passed, the Volunteer Coach may recruit off campus.

FORMS (Located in Appendix J)

- Student-Athlete Employment Form
- Student-Athlete Summer Questionnaire
- Volunteer Coach Agreement
- Private Lessons
Local Sports Club Agreement Form
14.0 FUNDRAISING

The purpose for fundraising in the Department of Athletics is to provide additional support to enhance the student-athlete’s overall experience. While fundraising activities are often a creative and necessary means by which to generate additional revenue within a team budget, consideration must first be given to the student-athlete’s time commitment to these activities. All fundraising activities must be approved in advance by the Director of Athletics or his/her designee. Fiscal procedures must be strictly adhered to, particularly as they relate to cash transactions and immediate reconciliation.

14.1 MAJOR GIFTS

All major gift fundraising must be coordinated through the Director of Athletics and the Advancement Office. Coaches are not allowed to conduct major gift fundraising on their own. The Director of Athletics and the Advancement Office will conduct major gift fundraising to help support scholarships and capital improvement projects within the College’s athletic facilities master plan.

14.2 BADGER CLUB

The Badger Club is the annual fund program that exists to support intercollegiate athletics at SHC. Operating under the control of the Department, the annual fund conducts fundraising activities in accordance with SHC policies and procedures. All staff members are expected to help with Badger Club events as requested by the Director of Athletics.

The Assistant Athletic Director for External Affairs will coordinate the annual Badger Club direct mail campaign. Coaches will be asked to provide sport specific content for the annual appeal letter. Letters will be generated for each team and sent out to each team’s mailing list produced by the Office of Advancement.

14.3 PROCEDURES FOR FUNDRAISING

SHC athletic teams are allowed to raise money to supplement their operational budgets. These funds will be placed into a temporarily restricted account and can be used to enhance a program’s recruiting, travel, equipment, and apparel budget. The funds in these accounts will roll forward from year to year.

14.3.1 ALLOWABLE TEAM FUNDRAISING ACTIVITIES

- Camps and Clinics
- Special Event Fundraisers (i.e. golf tournament, bowl-a-thon, etc. with prior approval)
- Sales programs (i.e. coupon books, magazines, etc.)
- Kids programs
- Student-athlete/Family contributions
- Professional relationship asks (not at a level of major gift)

14.3.2 POLICIES

- Money raised cannot be used for a specific student-athlete. All funds raised will be directed to the sport program.
- Any fundraising idea, plan or ask must be approved prior to its beginning or solicitation by the Associate Athletic Director for Internal Affairs and Compliance, and Director of Athletics.
- Any part of a fundraising plan that includes using the sponsorship of local businesses or corporate sponsors must also be approved by the Assistant Athletic Director for External Affairs or Director of Athletics.
The department *Fundraising Request Form* must be submitted to the Associate Athletic Director for Internal Affairs and Compliance at least two weeks prior to the fundraising event or the beginning of a fundraising campaign. The form must be signed by the Associate Athletic Director for Internal Affairs and Compliance, Assistant Athletic Director for External Affairs and the Director of Athletics.

All written fundraising materials must be approved by the Assistant Athletic Director for External Affairs, Associate Athletic Director for Internal Affairs and Compliance and when required, the Advancement Office.

A list of all student-athletes involved in any fundraising activity must be submitted to the Compliance Coordinator.

Student-athletes may NOT miss class for any fundraising activity.

### 14.3.3 COLLECTION OF FUNDS

#### Fundraising Events

- All funds collected during fundraising events must be properly accounted for and submitted to the Athletics Secretary within 72 hours after the conclusion of the event.
- The athletic staff member in charge of the fundraising event must complete the event *Revenues and Expenses Form* for submission with all funds collected.
- The Athletics Secretary will log the event records for department records and then submit the funds collected and approved Revenues and Expenses Form to the Business and Finance Office within five business days of the fundraising event.
  - The cashier processes the deposit and an accountant records the *Revenues and Expenses Form* for the fundraising event to ensure proper accounting classification in the period received.
  - The Business and Finance Office reconciles the fundraising general ledger accounts monthly.
- Any monies accepted by student-athletes individually (e.g. summer fundraising projects, item sales, etc.) should include documentation approved by the Associate Athletic Director for Internal Affairs and Compliance and must be turned in by the deadline established by the head coach.
- Student-athletes cannot accept or be responsible for collecting / handling cash during fundraising events.

#### Donations / Gifts

- Monetary gifts given directly to a student-athlete, head or assistant coach must be submitted to the Athletics Secretary within 72 hours of receipt to be processed and credited to the proper account.
- Student-athletes cannot accept or be responsible for collecting / handling cash from donors.
- Gifts-in-kind must be managed through the Assistant Athletic Director for External Affairs, Director of Athletics and the Office of Advancement.
- The Athletics Secretary will record the donations and forward all funds to the Advancement Office for processing.
- The Advancement Office is responsible for receiving and processing all contributions.
  - Contributions include Major Gifts, In Kind Gifts, Badger Club, and Other.
- The Advancement Office determines the contribution type based on the required donor intent form.
- The Advancement Office will send each donor a gift receipt acknowledgement form which will include a copy of the *Do’s and Don’ts for Boosters* compliance education document. A copy is also located on the Advancement web site.
- Once processed by the Advancement Office, the contributed funds and a copy of the donor intent form are sent to the Business and Finance office.
- The Business and Finance office ensures proper accounting classification of contribution and records the contribution as revenue at their fair value in the period received.
  - The Accounting and Finance office reconciles the contribution general ledger accounts monthly.
15.0 APPENDICES (Compliance Forms)

Appendix A (Rules Education)
Do's and Don'ts Booster Brochure

Appendix B (Rules Violations and Reporting)
Sample Letter of Admonishment
Sample Letter Official Reprimand

Appendix C (Recruiting)
Travel Request Form
Travel Expense Report
Unofficial Visit Summary
Official Visit Approval Form
Official Visit Student Host Form
Official Visit Guidelines
Official Visit Summary Form
Transfer In - NAIA Notice of Contact
Transfer In – Request for Permission to Contact
Transfer In – Release – 2-Year (TK & XC)
Transfer In – Release – 2-Year
Transfer In – Release – 4-Year (TK & XC)
Transfer In – Release – 4-Year

Appendix D (Tryouts)
Tryout Request Form
Tryout Packet

Appendix E (Financial Aid)
Grant-in-Aid Request Form
Grant-in-Aid
Grant-in-Aid GSC
GIA Form Cover Letter
Scholarship Reduction / Cancellation
Scholarship Appeal
Outside Aid Form

Appendix F (Eligibility)
Change of Status – Addition
Change of Status – Removal
SIAC Hardship Request Form
Outside Unattached Competition Form
Student-athlete Summer Questionnaire
Statement of Amateurism

Appendix G (Awards and Extra Benefits)
SHC_Player_Guest_List – Home
Appendix H (Playing and Practice Seasons)
Playing Season Declaration template
Game Contract Form – Home Games
Male Practice Player

Appendix I (Camps and Clinics)
Camps and Clinics Application Packet
  Spring Hill College Camp/Clinic Declaration
  Spring Hill College Prospective and/or Student-Athlete Employment Requisition
  Spring Hill College Prospective and/or Student-Athlete Signature Page
  Spring Hill College Camp/Clinic Registration Brochure
  Spring Hill College Camp/Clinic Schedule of Events
  Spring Hill College Camp/Clinic Request for Meal Service
  Spring Hill College Camp/Clinic Request for Housing
  Spring Hill College Camp/Clinic End Financial Report
Outside Camp-Clinic Request
Background Check Consent Form
Camp-Clinic Liability Waiver and Medical Release
Camp and Clinic Expense Report

Appendix J (Employment)
Student-Athlete Employment Form
Student-Athlete Summer Questionnaire
Volunteer Coach Agreement
Private Lessons
Local Sports Club Agreement Form