



East Tennessee State University Athletics

Compliance

Policies and Procedures

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Section I. Institutional Compliance Overview

Compliance Philosophy

East Tennessee State University expects all staff, coaches, student-athletes, and boosters to comply with all NCAA, Conference, and University regulations. It is each individual's responsibility to ask questions before they act, to make no assumptions, and to follow NCAA, Conference, and ETSU regulations, rules, policies, and procedures.

Compliance Objectives

As a NCAA Division-I institution, ETSU will comply with all applicable NCAA Bylaws. The Compliance Department will provide education, will monitor our program and will identify and report to the NCAA and the Conference instances in which compliance has not been achieved. It is essential that the University implement a system to maintain institutional control.

ETSU will investigate any potential violations and will self-report any violation to which it becomes aware on an annual basis. East Tennessee State University shall cooperate fully with the NCAA and the Conference and shall take appropriate corrective actions.

Purpose of Manual

This manual is intended as a supplement to the NCAA manual and other NCAA rules and regulations. All areas are not covered herein, but an effort has been made to touch on critical matters of compliance. If at anytime you have additional questions, please contact the Compliance Department. This manual is meant to serve as a guide for coaches and staff and is designed to:

- Assist athletics personnel in understanding and applying compliance policies and procedures required by ETSU, the Conference, and the NCAA.
- Facilitate and to help ensure compliance standards within the athletics department.
- Assist with the institution's responsibility of monitoring the compliance standards within the athletics department.

Any questions regarding NCAA or Conference regulations or information related to this manual should be directed to the ETSU Athletics Department of Compliance.

Institutional Control

The control and responsibility for the conduct of intercollegiate athletics shall be exercised by the institution itself and by the conference(s), if any, of which it is a member. Administrative control or faculty control, or a combination of the two, shall constitute institutional control.

Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics, and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Unethical Conduct

Unethical conduct by a Prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following: *(Revised: 1/10/90, 1/9/96, 2/22/01, 8/4/05, 4/27/06, 1/8/07, 5/9/07, 10/23/07, 5/6/08, 1/16/10, 10/5/10, 4/28/16 effective 8/1/16)*

- (a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- (b) Knowing involvement in offering or providing a Prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- (c) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- (d) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- (e) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
- (f) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or

(g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

Head Coaching Control Responsibility

Head coaches are responsible for the actions of all institutional staff members who report, directly or indirectly, to the head coach. An institution's head coach shall promote an atmosphere of compliance within his or her program and shall monitor the activities of all institutional staff members involved with the program who report, directly or indirectly, to the coach.

Committees

INTERCOLLEGIATE ATHLETICS COMMITTEE

Dedicated to overseeing adherence of the athletics department to the mission of the university and adherence to the NCAA operating principles, including those on academic integrity, governance, commitment to rules compliance, student-athlete welfare, gender equity, and diversity. The IAC is made up of staff and faculty from ETSU.

STUDENT-ATHLETE ADVISORY COMMITTEE

Dedicated to providing a voice for the interests and concerns of the student-athletes, in addition to serving as the student-athlete leadership group at ETSU. Committee focuses on such areas as: academics, community service, university relations, student-athlete welfare and career development. SAAC also strives to facilitate community and foster camaraderie and unity between student-athlete's and administration. The SAAC is made up of two representatives from each sport.

FINANCIAL AID HEARINGS COMMITTEE

Convenes to hold hearings relative to the reduction, cancellation, or non-renewal of athletic financial aid, as requested in writing by the student-athlete. Hearings are conducted by the overall university committee for student financial aid hearings. No member of the Athletics Department shall serve on the Committee.

RELEASE HEARING COMMITTEE

Convenes to hold hearings relative to the denial of the one-time transfer release, as requested in writing by the student-athlete. The Committee will be convened and chaired by the Faculty Athletics Representative.

CERTIFICATION/APR

The following individuals will work together every semester to certify continuing eligibility:

- Senior Associate AD for Compliance
- Associate AD for Academics
- Faculty Athletic Representative
- Registrar in charge of NCAA eligibility

The following are the responsibilities for all who assist in the University compliance efforts.

University Personnel Compliance Responsibilities

All personnel in the Department of Athletics have the responsibility to become knowledgeable of applicable NCAA, Conference, ETSU and Department of Athletics rules and regulations. This should be done by reading the appropriate information and materials as they are provided, (e.g., NCAA Manual, ETSU Department of Athletics Compliance Manual and the ETSU Student-Athlete Handbook), attending scheduled rules education sessions and asking questions.

The Senior Associate AD for Compliance is responsible for the overall development, implementation and review of the University Compliance Program. The Senior Associate AD for Compliance is responsible for the daily operation of the compliance program including rules education and interpretations. However, each individual associated with East Tennessee State University Athletics is responsible for maintaining an awareness of the governing legislation as it applies to the individual's duties within the department. The Senior Associate AD for Compliance has a dual reporting line to the Athletics Director and University Counsel.

Coaches also have the responsibility to inform SAs and other representatives of athletics interests, who are close to their program, of NCAA regulations and have a responsibility to report violations. It is also the responsibility of each coach to be aware of the activities of these representatives in regard to SAs and their relationships with these representatives.

- A. **University President**. This individual has final authority over the intercollegiate athletics program and the actions of any board in control of that program. This individual is also responsible for clearly communicating the importance of compliance. In addition, the President has compliance responsibilities with regard to the athletic certification process including clearly communicating that the self study is a priority and that the entire institution, not just the Department of Athletics, is responsible for its completion.
- B. **Director of Athletics**. This individual is responsible for overseeing the University's compliance with NCAA, Conference, and institutional rules and regulations.
- C. **Senior Woman Administrator**. This individual is responsible for the education and day-to-day implementation of the regulations and monitoring procedures.
- D. **Senior Associate Athletics Director for Compliance**. This individual is responsible for the daily operation of the compliance program. This includes the rules education program, rules interpretations, NCAA legislative process, scholarships, rosters, student-athlete employment, extra benefits and services, and administration of SAF. Responsibilities also include the monitoring of recruiting activities, National Letter-of-Intent program, personnel, practice and playing seasons, summer activities, (including sport camps), promotional activities, and clinics in addition to the completion of various NCAA forms and reports, updating and revising the various compliance documents.
- E. **Senior Associate Athletics Director of Athletics for External Affairs**. This individual is responsible for the education, initial interpretations, and day-to-day implementation of

regulations and monitoring procedures regarding institutional publicity, promotions, marketing, and fundraising associated with the athletics program. This individual is also responsible for the education, initial interpretations, and day-to-day implementation of regulations and monitoring procedures regarding fundraising including booster activities.

- F. **CFO/Manager of Business Operations**. This individual is responsible for the education, initial interpretations, and day-to-day implementation of the regulations and monitoring procedures applicable to distribution of personnel, team travel, psa visits, SAOF, financial aid, extra benefits, recruiting expenses, the business office, and the departments across campus to which the business office is a liaison.
- G. **Associate Athletics Director of Academic Services**. This individual is responsible for the education, initial interpretations, and day-to-day implementation of regulations and monitoring procedures regarding academics and eligibility.
- H. **Associate Athletic Director for Media Relations**. This individual is responsible for the education, initial interpretations, and day-to-day implementation of regulations and monitoring procedures regarding institutional publications and publicity surrounding athletics at the University.
- I. **Director for Sports Medicine**. This individual is responsible for the education, initial interpretations, and day-to-day implementation of the regulations and monitoring procedures applicable to drug testing and the provision of medical and rehabilitation services and expenses for SAs.
- J. **Head Coaches**. These individuals are responsible for the education, initial interpretations, and day-to-day implementation of the regulations and monitoring procedures applicable to personnel, amateurism, recruiting, eligibility, financial aid, awards and benefits, and playing seasons, as these areas relate to the specific sport, assistant coaches, and SAs. Coaches are expected to fully participate and cooperate in compliance-related activities, procedures and evaluations, including cooperation with the NCAA, the Conference, or institution with truthful and complete information concerning involvement in or knowledge of rules violations. A coach may be suspended or terminated if found to be involved in deliberate and serious violations of NCAA regulations. An institution's head coach is presumed to be responsible for the actions of all institutional staff members who report, directly or indirectly, to the head coach. An institution's head coach shall promote an atmosphere of compliance within his or her program and shall monitor the activities of all institutional staff members involved with the program who report, directly or indirectly, to the coach.
- K. **Assistant Coaches**. Coaches are expected to fully participate and cooperate in compliance-related activities, procedures and evaluations, including cooperation with the NCAA, the Conference, or institution with truthful and complete information concerning involvement in or knowledge of rules violations. A coach may be suspended or terminated if found to be involved in deliberate and serious violations of NCAA regulations.
- L. **Strength and Conditioning Coach**. This individual is responsible for the education, initial interpretations, and day-to-day implementation of the regulations and monitoring procedures applicable to in-season and out-of-season conditioning programs.

- M. **Equipment Manager**. This individual is responsible for the education, initial interpretations, and day-to-day implementation of the regulations and monitoring procedures applicable to the issue and return of equipment.
- N. **Faculty Athletic Representative**. This individual is responsible for serving as the liaison between the athletics department and the faculty and shall represent concerns relative to the institution's conduct of its intercollegiate athletics program. This individual shall encourage compliance with NCAA regulations as well as the intent and ethical standards evident within the rules. Duties include serving as a member of the Intercollegiate Athletics Committee, advising the President, the Athletics Director, and University faculty on athletics matters. Additional responsibilities relative to compliance include assisting with investigations of major violations, conducting exit interviews, and conducting the NCAA coaches exam, and serving as a campus delegate to the Conference.
- O. **Admissions**. The individual assigned the duty of processing admissions recommendations for student-athletes is responsible for admitting student-athletes within institutional and NCAA regulations.
- P. **Financial Aid**. This individual assigned the duty of certifying squad lists and is responsible for spot-checking athletically related and non-athletically related aid on an annual basis. This individual is responsible for entering and maintaining the financial aid information in CA for squad lists. This individual is responsible for signing all scholarship offers and for sending out non-renewal or cancellation of athletics aid letters. This individual is also responsible for the interpretations and day-to-day implementation of the regulations and monitoring procedures applicable to the renewal, non-renewal, and cancellation of all athletic grants.
- Q. **Registrar or designee**. The individual(s) assigned the duty of certifying the academic eligibility of each student-athlete is responsible for the interpretations and day-to-day implementation of the regulations and monitoring procedures applicable to the academic standards for athletics eligibility. In addition, the individual(s) assigned the duty of certifying continuing eligibility.

Gambling Prohibited

ETSU athletics department staff, coaches, and student-athletes shall not knowingly:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
2. Solicit a bet on any intercollegiate team;
3. Accept a bet on any team representing the institution;
4. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value;
5. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling; or
6. Participate in any pools among friends where money or any tangible item is involved.

Education

A comprehensive rules education program has been implemented to provide all coaches, SAs, department of athletics staff members, and other representatives of the university with a working knowledge of NCAA, the Conference and ETSU rules, regulations, policies and procedures. The compliance education program is designed to assist coaches and staff members in identifying potential infractions as well. This includes email newsletters, website materials, email interpretations, and ARMS.

Student-athletes, coaches, administrators, prospective student-athletes, athletics representatives, and any other constituents are encouraged to ask questions of the Senior Associate AD for Compliance. When in doubt, ask before acting. Interpretations prepared by the Senior Associate AD for Compliance are to be explicitly followed at all times unless subsequent re-interpretations are obtained from the Conference and/or NCAA Legislative Services.

All rules-related questions asked of the Senior Associate AD for Compliance will be responded to as quickly as possible. If the issue must be referred to the Conference and/or the NCAA for assistance in answering, the response may be delayed accordingly.

The Director of Athletics, the Senior Woman Administrator, the Senior Associate AD for Compliance, the President, and the Faculty Athletics Representative are the only ETSU athletics employees authorized to make calls to the NCAA and the Conference.

All student-athletes are required to attend a compliance meeting each fall before the first day of practice. During that meeting, student-athletes complete all required NCAA and ETSU forms, as well as have an overall rules review session. In addition, the Athletics Department will maintain resources to educate student-athletes via ARMS and the ETSU Athletics website. Student-athletes are also required to attend compliance meetings at the beginning of spring semester and at the end of the year.

Policy on Violations of NCAA Rules

The NCAA Constitution requires, as an obligation of membership, an institution to monitor its athletics programs to assure compliance with NCAA rules and to identify and report to the NCAA instances in which compliance has not been achieved. ETSU's policy will be to inform the Compliance Department of the possible violation. All confirmed rules violations will be self-reported by ETSU to the Conference and the NCAA.

Procedures for Investigating and Self-Reporting a Secondary Violation

Once informed of an alleged violation, the Compliance Department will conduct a preliminary investigation to ascertain the basic facts surrounding the incident. The parties involved in the incident will be contacted directly and asked about the matter. The Director of Athletics will be notified at this time.

The Compliance Department is responsible for determining whether the evidence establishes the occurrence of a violation. If, after an evaluation of the facts and relevant NCAA legislation, it is determined that no violation has occurred, the Compliance Department will document accordingly. If, after an evaluation of the facts and relevant NCAA legislation, it is determined that a violation has occurred, the Senior Associate AD for Compliance will initiate a comprehensive investigation. The Director of Athletics is responsible for overseeing all institutional investigations.

Once the corrective actions have been determined, the Senior Associate AD for Compliance will prepare a written report for RSRO. The self-report will include, at a minimum, the following information:

- The date and relevant timeline and bylaw referenced of the violation.
- The identities of the involved individuals (prospects, student-athletes, coaches, staff members, etc.) who played a role in the violation.
- The means by which the institution became aware of the violation.
- An explanation of the circumstances surrounding the violation, including any mitigating factors.
- The cause(s) of the violation.
- A list of corrective and/or punitive actions taken by the institution in response to the violation.

The Senior Associate AD for Compliance is responsible for ensuring that all corrective actions are clearly communicated to the appropriate individuals and that they are carried out.

Procedures for Investigating a Major Violation

If, based on the evaluation of facts gathered during the internal investigation, the potential for a

major violation exists, the Director of Athletics, Senior Associate AD for Compliance, and other senior staff members selected by the Director of Athletics, will hold an immediate meeting to initiate an appropriate investigation. This meeting may include the University's General Counsel, and/or a representative from the President's office. The Conference Office and the NCAA will be notified as required by the NCAA bylaws.

Alleged Violations Involving Other NCAA Institutions

If an individual has knowledge of an alleged violation that involves another NCAA member institution, he/she may report the alleged violation to the Senior Associate AD for Compliance. The Senior Associate AD for Compliance will discuss how best to address the situation with the individual who has lodged the accusation, ETSU coaching staff members in the involved sport, and other departmental staff members, as necessary.

Recruiting

NCAA Bylaw 13 governs Recruiting. Coaches are required to familiarize themselves with Bylaw 13 and to ask questions of the Compliance Department before acting. The recruitment of a student-athlete by a member institution or any representative of its athletics interests in violation of the Association's legislation, as acknowledged by the institution or established through the Association's infractions process, shall result in the student-athlete becoming ineligible to represent that institution in intercollegiate athletics. The Committee on Student-Athlete Reinstatement may restore the eligibility of a student involved in such a violation only when circumstances clearly warrant restoration. A student is responsible for his or her involvement in a violation of NCAA regulations during the student's recruitment, and involvement in a Level I or Level II violation may cause the student to become permanently ineligible for intercollegiate athletics competition at that institution.

A member of an institution's athletics staff or a representative of its athletics interests shall not recruit a Prospective student-athlete except as permitted by this Association, the institution and the member conference, if any.

Recruiting is any solicitation of a Prospective student-athlete or a Prospective student-athlete's family members by an institutional staff member or by a representative of the institution's athletics interests for the purpose of securing the Prospective student-athlete's enrollment and ultimate participation in the institution's intercollegiate athletics program.

For the purposes of recruiting, a Prospective student-athlete is defined as a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a Prospective student-athlete if the institution provides such an individual (or the individual's family members or friends) any financial assistance or other benefits that the institution does not provide to Prospective students generally. An individual remains a Prospective student-athlete until one of the following occurs (whichever is earlier):

- (a) The individual officially registers and enrolls in a minimum full-time program of studies and attends classes in any term of a four-year collegiate institution's regular academic year (excluding summer);
- (b) The individual participates in a regular squad practice or competition at a four-year collegiate institution that occurs before the beginning of any term;
- (c) The individual participates in required summer athletic activities before his or her initial full-time enrollment at the certifying institution;
- (d) The individual officially registers, enrolls and attends classes during the certifying institution's summer term prior to his or her initial full-time enrollment at the certifying institution; or

(e) The individual reports to an institutional orientation session that is open to all incoming students within 14 calendar days prior to the opening day of classes of a regular academic year term.

Activities that Constitute Recruitment

Actions by staff members or athletics representatives that cause a Prospective student-athlete to become a recruited Prospective student-athlete at that institution are:

- (a) Providing the Prospective student-athlete with an Official Visit;

- (b) Having an arranged, in-person, off-campus encounter with the Prospective student-athlete or the Prospective student-athlete's family members; or

- (c) Issuing a National Letter of Intent or the institution's written offer of athletically related financial aid to the Prospective student-athlete. Issuing a written offer of athletically related financial aid to a Prospective student-athlete to attend a summer session prior to full-time enrollment does not cause the Prospective student-athlete to become recruited.

Documentation of Recruiting Activities

Recruiting Logs

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

1. Evaluations - include date, time, location, event/opponent, type of evaluation, (e.g. practice, transcript), and name of coach who made the evaluation.
2. Contacts - include date, time, location, and person(s) present.
3. Official Visit - include date and time of arrival, time of departure, full itinerary with names of all persons contacted and full declaration of all expenses.
4. Unofficial Visits - include date and person(s) visiting.
5. Telephone - include date, time and whether it was a countable call (Football)

Recruiting logs are due are required to filed in ARMS no later than the 7th day of every month. Logs will be cross checked with recruiting travel requests and phone records regularly.

Evaluation/Contacts

Periodically the Office of Internal Audit will select coaches and/or teams and will request their ARMS forms from the Compliance Department for an Audit.

Coaches' Responsibility: Recruiting periods are sport specific. Therefore, it is each coach's responsibility to be cognizant and comply with the appropriate sport recruiting calendar.

Off-Campus Recruiting Guidelines

1. Off-campus recruiting activities include visits that authorized staff members from ETSU make to Prospect's homes, schools, athletics practices or contest, or any other site off of ETSU's campus.
2. Each coach is responsible for ensuring that it is an appropriate time within his/her sport's recruiting calendar to travel off-campus for recruiting purposes. The Business Office approves all recruiting trips prior to the trip occurring and will refer any compliance concerns to the Compliance Department for review under NCAA regulations.
3. All off-campus recruiting shall be documented on the contact and evaluation logs. Recruiting logs must be turned in every month.
4. The sports of men's and women's basketball, softball and volleyball are responsible for maintaining an accurate record of the number of evaluation days used during the academic year evaluation period. Such record shall be documented through ARMS.
5. The sports of men's and women's basketball are also responsible for ensuring that all events attended during the summer evaluation period are certified recruiting events per NCAA bylaws.
6. Each head coach is responsible for ensuring that all required recruiting activities are accurately documented in ARMS by all members of their coaching staffs.

Limitations on Coaches Recruiting Off Campus

There is a limit on the number of coaches in each sport who are permitted to contact or evaluate Prospects off campus at any one time. If the limit of coaches who are permitted to contact or evaluate Prospects off campus at any one time is reached, another coach in that same sport may not begin recruiting in off campus contacts or evaluations until one of the other coaches who is off campus stops all recruiting activities. The permissible number should be verified in the NCAA manual by the coaches. If any questions arise, they should be referred to the Compliance Department.

Permissible Recruiters

NCAA regulations require that all coaches who recruit off campus must be certified. Certification is obtained by passing the NCAA Coaches Certification. If a coach fails the test, he/she must wait 30 days before he/she is allowed to take the test again. Certification must be done on an annual basis and expires on July 31 each year. The test will be scheduled by and proctored by the Faculty Athletic Representative.

All in-person, on- and off-campus recruiting contacts with a Prospect or the Prospect's relatives or legal guardian(s) shall be made only by authorized institutional staff members. Such contact, as well as correspondence and telephone calls, by representatives of an institution's athletics interests are prohibited except as otherwise permitted.

Official Visits

1. ***First opportunity to make an Official Visit:*** A Prospect may not make an Official Visit until the day designated by the NCAA based on their sport. A Prospect must be registered with NCAA Eligibility Center and provide the institution with a Academic Transcript prior to the visit.
2. ***Number of Official Visits per Prospect:*** A Prospect may make a maximum of five (5) Official Visits, with not more than one permitted to any single institution. The limitations on Official Visits apply separately to the period in which the Prospect is in high school and to the period beginning October 15 following the Prospect's completion of high school.
3. ***Length of Official Visit:*** An Official Visit may not exceed 48 hours beginning either at the time the Prospect arrives on campus or initially comes into contact with a coach, which ever shall occur first (pick up at closest airport is an exception). The Prospect's transportation to the campus after arrival at the airport or other outlet in the community must be without delay for personal reasons or entertainment purposes. At the completion of the 48-hour visit, the Prospect must depart the ETSU campus immediately; otherwise, ETSU may not pay any expenses incurred by the Prospect after this time, including the cost of transportation home. In the event that the Prospect is unable to depart campus to due unforeseen and circumstances outside of the control of the institution or the Prospect, the Compliance Department shall notify the Conference Office.
4. ***Procedures for Official Visit:***
 - A. The coach should submit the Official Visit Workflow through ARMS with the proper transcript(s). The compliance office will activate the student on the NCAA Eligibility Center upon receipt of Official Visit request.
 - B. Upon approval by the Compliance Department, the Business Office will review and confirm sufficient funds are available for the Official Visit. The Compliance Department will secure the petty cash request if necessary from the Bursar's Office if all paperwork is complete and approved by the Business Office and the Bursar's Office.
 - C. Within two weeks following the completion of the Official Visit, the coach should submit the host paperwork and post visit information in ARMS.
5. ***Transportation, accommodations, entertainment and other Official Visit expenses:***

The coaching staffs shall follow all NCAA regulations regarding transportation, accommodation, entertainment, and other official visit expenses. Any questions should be directed to the Athletics Compliance Department. Further, no funds should be expended without confirmation that the expenses are permissible under NCAA regulations.
6. ***Student-Hosts:*** ETSU may provide the following to a student host entertaining a Prospect:

A per diem as approved by the Athletics Director and Business Office in accordance with NCAA regulations to cover all actual costs of entertaining the Prospect. These funds may not be used for the purchase of souvenirs such as t-shirts or other institutional mementos.

ACCOUNTABILITY STANDARDS

Coaches, staff, and student-athletes are responsible for what is acceptable and what is not acceptable on an official recruiting visit. Student-hosts shall ensure they use entertainment money for the Prospects only. Cash may not be given to the Prospect and gifts may not be purchased. Student hosts will be current members of the team providing the Prospective student-athlete with the official recruiting visit. Student hosts will provide to the head coach or the head coach's designee accurate receipts for all entertainment and meal expenses associated with the visit.

Activities:

TRANSPORTATION for Prospective student-athletes should be reasonable in nature and should reflect the actual environment a student-athlete will experience here at ETSU. Thus, means of local transportation must not be excessive. It shall be limited to commercial coach class air transportation or to the Prospect's personal vehicle, which shall be reimbursable at the institution's standard mileage rates.

LODGING for Prospective student-athletes must be reasonable and standard with no special accessories that are not available generally to all guests residing at the establishment.

MEALS for Prospective student-athletes should be reasonable in nature and provide nothing that would be considered excessive. An on-campus meal or meals should, if possible, be included in the itinerary. Meals, if taken off campus, should be in keeping with a price which would fit in the standard meal per diem for institutional team travel.

ENTERTAINMENT, either on- or off-campus, on a level comparable to normal student life is appropriate.

Activities or events during an official recruiting visit must not give the perception of impropriety. Coaches and all concerned with and involved in the process should not include activities that could in any way violate criminal or civil law, bring embarrassment, humiliation or infamy to the Prospect, sport program or institution. The use of female-only support organizations is strictly prohibited. Likewise, promoting, arranging, aiding or abetting promiscuous sexual activity (including Adult entertainment facilities, escorts, exotic dancers or "gentlemen's clubs") are prohibited during a recruiting visit. Gambling or gaming activities are not part of the entertainment process.

ALCOHOL use is governed by existing University Policy and State Law. University policy states alcohol will not be consumed on the ETSU campus by any person. Tennessee state law prohibits underage (under 21) drinking. This Official Visits policy specifically prohibits any athletic department staff member from drinking while in the timeframe and environment of the Official Visit or from providing alcohol to Prospects and their accompanying family members.

CONTROLLED SUBSTANCE and illegal drug use are expressly prohibited by University and Athletics Policy. ETSU Athletics Department believes the possession and/or use of controlled substances and "performance enhancing" drugs constitutes a threat to the integrity of intercollegiate athletics, represents a danger to the health and careers of student-athletes, and unduly exposes student-athletes to exploitation. The use of drugs has no place in the recruiting process and is therefore prohibited.

Sanctions:

The institution has a low tolerance approach when it comes to inappropriate action and behavior during Official or Unofficial Visits, and serious punitive measures will be taken by the Director of Athletics. Sanctions for any staff member will range from letters of admonishment to dismissal. Coaches additionally may be suspended from recruiting and/or full coaching duties. Student-athletes hosts or other team members found to engage in inappropriate behavior during a visit will be suspended from participation in practice and/or contests. Their athletics financial aid may also be jeopardized.

Unofficial Visits:

1. ***Number of Unofficial Visits permitted:*** There is no limit on the number of Unofficial Visits a Prospect may make. Unofficial Visits are limited to the recruiting calendar for each sport.
2. ***Transportation on Unofficial Visit:*** ETSU may provide transportation only to view off-campus practice and competition sites in the Prospect's sport(s) and other institutional facilities within a 30-mile radius of ETSU's campus. An ETSU staff member must accompany the Prospect during such a trip. No other transportation may be provided, which includes transportation to a home contest.
3. ***Meals on an Unofficial Visit:*** ETSU may not provide any meals to a Prospect while on an Unofficial Visit. The Prospect may pay the actual cost of a meal and eat with other Prospects or with enrolled student-athletes while dining on campus.
4. ***Lodging on an Unofficial Visit:*** ETSU may not provide lodging for a Prospect while on an Unofficial Visit. A Prospect may stay in an enrolled student-athlete's on-campus residence hall room as long as the Prospect pays the regular institutional rate for such lodging or no additional expenses are incurred. The Prospect should secure a receipt for payment.
5. ***Entertainment on an Unofficial Visit:*** The only entertainment that ETSU may provide is a maximum of three (3) complimentary admissions to an on-campus athletic event in which an ETSU team is competing. These admissions are to be used only by the Prospect and those accompanying the Prospect on the visit.
6. ***Academic interviews on an Unofficial Visit:*** Academic interviews may be arranged by members of the Department of Athletics staff for a Prospect while on an Unofficial Visit.

Telephone Calls

Refer to Bylaw 13 for current phone call rules.

Contacts and Evaluations

Off-campus recruiting contacts may only be made in accordance with NCAA regulations under Bylaw 13 and the NCAA recruiting calendars.

Seven recruiting opportunities (contacts and evaluations combined) are permissible during the academic year. No more than three of these opportunities may be contacts. All evaluations made on the same day count as one evaluation.

There is a limit of three (3) in-person, off-campus contacts per Prospect. This limitation includes contacts with parents/guardians. All contacts occurring on the same day count as one contact. There is no limit on the number of contacts that may be made with a Prospect after he/she has signed a National Letter of Intent or other written commitment to attend ETSU. However, contacts must be made during permissible recruiting periods.

Any staff member desiring to contact a Prospect at the Prospect's high school, preparatory school, or two-year college first shall obtain permission for such contact from that institution's executive officer.

Recruiting Materials and Social Media

With regard to limitations on when it is permissible to send recruiting materials and the limitations on what may be sent as a recruiting materials and Social Media, please see Bylaw 13. This includes, but is not limited to:

1. General Correspondence
2. Business Cards
3. Electronic Transmissions
4. Game Programs (only provided during an Official or Unofficial Visit)
5. Media Guide OR Recruiting Brochure
6. Publications (non-athletic) available to all students (i.e. official academic admissions and student services publications)
7. Camp Brochures
8. Questionnaires
9. NCAA Educational Information
10. Non-athletics Institutional publications

Financial Aid

National Letter of Intent

Reminders

1. *14-Day Signing Deadline* – The Prospect and legal guardian must sign the NLI within 14 days from the date issued, or it will be invalid. In that event, another NLI may be issued within the appropriate signing period. (NOTE: this does **not** apply to the early signing period.)
2. *Institutional Filing Deadline* – The NLI must be filed through the NCAA portal.
3. *Basic Penalty* – If the Prospect does not attend ETSU for one full academic year after signing the NLI, and he/she enrolls in another institution, which uses the NLI, the Prospect will not be eligible for competition until he/she has completed one full academic year of residence at the other institution. Further, the Prospect will lose one season of eligibility in all sports.
4. *Initial Enrollment in Four-Year Institution* – The NLI is applicable only to Prospective student-athletes who will be entering four-year institutions for the first time as full-time students in the year signed. It is also permissible for 4-2-4 transfers who are graduating from a junior college to sign the NLI.

Policy and Procedure

1. The coaching staff must submit the request for scholarship via ARMS. The Head Coach must sign-off on the workflow. The Business Office must approve that the funds are available before a Compliance Department may provide a financial aid agreement.
2. The Athletics Compliance Department will prepare the NLI and financial aid agreement. The Compliance Department may not release these documents until the Athletics Director approves the financial aid offer.
3. The Prospect must return the NLI and Financial Aid Agreement to the Compliance Department.
4. The Compliance Department must review and approve the NLI and Financial Aid agreement before the announcement may be made publicly by ETSU or any staff member of ETSU.
5. The Compliance Department will upload the executed documents to the NCAA portal in a timely manner.

Procedure for Awarding and Monitoring Athletics Financial Aid

All athletics financial aid requests are to be submitted to the Compliance Department via ARMS. This includes all initial, renewal, and revised financial aid requests. Requests for summer awards must be submitted as a separate Grant-in-Aid Request to the Athletics Director. Awards are made only in accord with NCAA regulations and with permission from the Director of Athletics and the Business Office. No scholarship may be offered without the approval of the Business Office.

Steps in the Athletics Grant-in-Aid (GIA) process:

1. The coach is responsible for verification that sufficient funds are available to make the recommended award and for monitoring the permissible number of awards that can be made for his/her respective sport.
2. The Head Coach must request GIA awards through ARMS.
3. The Business Office must sign-off on a GIA before the it is offered to the student-athlete.
4. The Compliance Department will prepare a GIA for signature by the Director of Athletics (or designee) and the Director of Financial Aid (or designee).

Terms of Athletics Financial Aid

Athletics financial aid may be awarded for a maximum period of one year.

Every student-athlete, regardless of if he/she receives an athletic scholarship, must pay his/her balance by the day before classes begin. If this is not done, the student's classes may be purged.

Maximum Individual Limit on Financial Aid

A student-athlete is not permitted to receive financial that exceeds the actual cost of attendance.

The types of aid subject to this limit are:

- all institutional financial aid, (e.g., scholarships, grants)
- government grants for educational purposes unless exempted by the NCAA
- other institutional or outside scholarships or grants
- loans, except those that are based upon a regular repayment schedule and are available to all students

The value of a full grant-in-aid represents the cost of tuition and required course fees, room and board, and required course-related books.

Any financial aid awarded to a student-athlete from a source other than ETSU or the student-athlete's parent must be reported by the student-athlete to the Compliance Department. Failure to comply with this requirement may result in a loss of eligibility or reduction of institutional financial aid awarded on the basis of athletics participation. In the event that a student-athlete's financial aid from the certain sources exceeds a full grant-in-aid, the institution must reduce the total institutional financial aid package by an appropriate amount so as not to exceed the value of a full grant.

Non-Renewal of Athletics Financial Aid

Athletics financial aid renewals, reductions, and non-renewals must be announced to the continuing student-athlete by the Office of Financial Aid for the next academic year involved no later than July 1.

If the decision is made to reduce/not to renew athletics financial aid for the upcoming year, the coach must file the request via ARMS. All recommendations that a student-athlete's grant-in-aid be terminated or reduced must be submitted in ARMS. Coaches are required to inform the student-athlete about the basis for this decision. The student-athlete will then be formally notified by the Office of Financial Aid and be given an opportunity for a hearing if desired.

Policy on Student-Athlete Financial Aid Appeal Hearings

The Compliance Department shall bring to the attention of the Office of Financial Aid all student-athletes who must be notified of their right to appeal a reduction, cancellation, or non-renewal of an athletics grant. The Office of Financial Aid shall be responsible for notifying these students, in writing, on or before July 1, of the opportunity they have to appeal and the applicable procedures. The Financial Aid Advisory Committee will handle any such appeals.

Reduction and Cancellation of Athletics Financial Aid during Period of Award

Athletics financial aid cannot be increased, reduced, or canceled during the period of award because of a student-athlete's athletic performance, ability, or for any athletic reason.

However, during the period of award, the institution can immediately reduce or cancel the aid if the student-athlete:

1. Engages in serious misconduct that warrants a substantial disciplinary penalty by institution's disciplinary boards;
2. Becomes ineligible to compete in intercollegiate athletics;
3. Intentionally provides false information in the letter of intent or aid application which seriously misrepresents the student-athlete, or
4. Voluntarily withdraws from the sport for personal reasons. (Note: *The student must communicate this in writing to the Compliance Department. The Compliance Department must notify the Office of Financial Aid. The Office of Financial Aid is responsible for sending a letter to the student-athlete notifying them that because they've withdrawn from the team, their scholarship will be canceled*)
5. Does not adhere to NCAA, Conference, or, ETSU athletics department's policies.

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

NCAA Squad Lists and Financial Aid Oversight

The squad list for each sport will be generated by the Compliance Department and approved by the Financial Aid, the Head Coach, and the Athletics Director prior to competition in that sport. The Business Office is responsible for verifying the calculation of scholarship amounts with the Financial Aid Office and for processing refunds. The squad list must be kept updated with additions, deletions and changes in status.

Upon completion of the squad list in each sport, an official copy is submitted to the Conference Office.

Eligibility

Procedures for Eligibility Certification of Student-Athletes

Each coach is responsible for allowing only student-athletes who have been identified as eligible to travel or compete. Bylaw 14 governs eligibility and Bylaw 12 governs amateurism. Coaches are required to familiarize themselves with these bylaws and to ask the Compliance Department questions before acting.

Academic Certification: It is the responsibility of each coach to submit a Tentative Roster of student athletes who will be practicing with their respective team(s) for the upcoming academic year. This list should be submitted to the Compliance Office as soon as the anticipated team members are known but no later than July 15th each year, with timely corrections and/or updates thereafter. The Registrar's Office will check the academic eligibility status for each student-athlete.

Admission and Matriculation Status: The Office of Admissions is responsible for all admissions decisions and for preparing the initial credit transfer recommendation for all transfer students. Individual academic departments are ultimately responsible for identification of acceptable course transfers in their respective areas of expertise. The Office of the Registrar records all courses approved for transfer credit and the calculation of the transfer GPA.

Initial Eligibility Verification: The Compliance Department will verify that all incoming students are properly certified by the NCAA Eligibility Center both academically and amateurism.

Satisfactory Academic Progress and Continuing Eligibility: Satisfactory academic progress and continuing eligibility are determined by the Registrar each term after a review of the student-athlete's official academic record and in accord with published NCAA and university guidelines.

The Certification Committee will review initial and continuing eligibility for practice, competition and financial aid before each semester.

NCAA and ETSU Certification Forms and Rules Review: Each academic year all student-athletes are expected to attend a mandatory Student-Athlete Orientation Meeting organized by the Compliance Department at the beginning of each semester and at the conclusion of the academic year. It is the responsibility of each coach to ensure that all team members are aware of the orientation meeting and that each team member is accounted for. All forms which are required by the NCAA and ETSU for eligibility certification will be completed by each student-athlete prior to this meeting via ARMS. NCAA and ETSU rules and standards for athletic participation will also be reviewed during this orientation. Any student-athlete unable to attend this meeting, or any student-athlete subsequently added to the team roster, must individually schedule a meeting with the Compliance Department to complete these required documents prior to any practice or participation in the athletic programs.

Medical Certification: The ETSU Sports Medicine Department must certify that each student-athlete has provided the appropriate medical documentation (including insurance verification), received a medical examination, and has been cleared by the athletic training staff for participation. It is an institutional policy that no student-athlete under any circumstance will ever compete or practice without the ETSU Sports Medicine Department prior approval.

Full-time Status: The Associate AD for Academics shall monitor the full-time status of all student-athletes and shall update the Compliance Department as changes in enrollment that affect eligibility. If it is determined that a student-athlete has dropped below a full load (minimum of 12 hours), the Associate AD for Academics will inform the Compliance Department and the Head Coach. The coach must then withhold the student-athlete from both practice and competition until otherwise notified. If a student-athlete needs less than 12 hours to complete his/her degree, this must be certified by the registrar's office prior to the semester.

Eligibility Requirements for Freshman

NCAA Initial-Eligibility

All freshman student-athletes, including those from a foreign country, must be certified by the NCAA Eligibility Center. Coaches should always submit the Prospective Student-Athlete Clearinghouse ID#) to the Compliance Department as early and as accurately as possible, in order to help facilitate the certification process. If either an incomplete name or inaccurate social security number are given, it can sometimes delay the certification process for several days or weeks.

Eligibility reports will be sent on a weekly basis from May through the first week in September or until all student-athletes are cleared. It is the coach's responsibility to insure the PSA registers and sends all the required documents to the Eligibility Center and the Office of Admissions in a timely fashion. The student must send official transcripts from each high school attended individually.

Freshman Non-qualifiers

A non-qualifier may not participate in practice or competition during his or her first academic year in residence and can participate in no more than three years of competition at a Division I institution.

A non-qualifier is eligible for non-athletic institutional financial aid based solely on financial need that is not from an athletics source and is consistent with ETSU and the Conference regulations.

Student-Athlete Amateurism

Any Student-Athlete must be certified as amateur before he/she can compete for ETSU. This is done by the NCAA Eligibility center and ETSU via ARMS. Coaches must encourage Prospective student-athletes to fill out the amateurism information at the NCAA Eligibility Center as early as possible during recruitment.

Transfer Student-Athletes

Transfers to ETSU

Coaches may talk to a student-athlete attending a two-year institution who is in his or her second year at the two-year institution or, if the student-athlete is in his or her first year, if he/she was a qualifier. Permission is NOT required in these cases. Coaches MAY NOT talk in-person to a student-athlete who was a partial or non-qualifier during that individual's first year of attendance at a two-year college.

Coaches are not permitted to talk with a student-athlete attending another four-year institution about transferring to ETSU until the transfer is entered in the NCAA Transfer Portal and only if the transfer's account states the transfer wishes to be contacted. THERE ARE NO EXCEPTIONS TO THIS RULE.

The potential transfer student-athlete's academic record shall be sent to the Office of Admissions for a preliminary evaluation by the Athletics Academics Department. The Preliminary evaluation will then be sent to the Assistant Director of the Registrar to project eligibility at ETSU and the transfer GPA calculation. The Compliance Department will answer all questions regarding NCAA regulations during this process.

Transfer student-athletes must meet all applicable NCAA and ETSU satisfactory progress requirements in order to be eligible for financial aid, practice, and competition.

Transfers from ETSU

1. Student-athletes must contact the ETSU Compliance Department in writing to enter into the NCAA transfer portal. The student-athletes must complete the permission to enter the portal form and the exit memorandum. Upon receiving the request in writing, the Compliance Department has two business days to enter the student-athlete into the transfer portal.
2. The one-time transfer rule will not be waived for anyone wishing to transfer to a school within the Conference, a school that ETSU is scheduled to complete against in the current or upcoming academic year, and any other school designated by the Head Coach or Athletics Director.

Policy on Student-Athlete Appeals related to Transfers

Committee The Transfer Appeals Committee designated to hear student-athlete's appeals under is composed of up to three individuals (faculty and staff) and is chaired by the Faculty Athletics Representative.

Procedures

1. Upon receiving a student-athlete's request for an appeal hearing under NCAA bylaw, the Chair of the committee will notify the Compliance Department that an appeal hearing has

been requested. In addition, the Chair of the Committee will contact each committee member and set a date for the hearing.

2. If the appeal is submitted during the academic year, the Transfer Appeals Committee will schedule a hearing within 10 working days of receiving the student-athlete request. If the appeal is submitted during the Summer Session, a hearing will be scheduled upon a quorum of Committee members' availability.
3. Once a date has been set for the appeals hearing, the Chair shall notify both the student-athlete and the Senior Associate Athletics Director for Compliance of the date, time, and location where the hearing will take place.
4. The Department of Intercollegiate Athletics may submit written documentation outlining its position on the matter to the Chair of the Committee. Such written report shall be submitted within five days of receiving notice that an appeal hearing has been requested.
5. The Chair of the Committee will forward all written submissions to the committee members.
6. An appeal hearing will be conducted, at which both the student-athlete and the Department of Intercollegiate Athletics will have an opportunity to present their position on the matter.
7. The hearing shall be conducted informally and in private. Neither staff members from the Department of Intercollegiate Athletics nor the student-athlete shall be represented by counsel. The student-athlete may be accompanied by another member of the University community or family member who may offer advice to the student on the presentation of his or her case, but may not speak to the issues in the hearing.
8. After hearing both parties and asking any questions, the committee will deliberate in private and render a decision on the matter. The committee may decide to support the appeal or deny the appeal.
9. The Chair of the Committee will provide written notification to both the student-athlete and the Department of Intercollegiate Athletics of the committee's decision. The Committee's decision shall be final.

Medical Hardship Waivers

Reminders

In order to be eligible for a medical hardship waiver, a student-athlete must have competed in **at least one** contest.

If a student-athlete is unable to compete at all during an entire season because of an injury or illness, the student-athlete may not file for a medical hardship waiver. In this case, the season would be considered a redshirt season.

If the student-athlete has two or more seasons of medial redshirt because of an injury or illness (or one season of medical redshirt and one season of medical hardship), the Compliance Department can file for an extension of the five-year clock (a sixth year) only after the student-athlete has reached the end of the existing five-year clock.

Policy and Procedure

SPORTS MEDICINE DEPARTMENT

1. Confirm that the student-athlete is eligible for a medical hardship waiver and that the student-athlete is in support of the waiver.
2. Collect the relevant documentation and provide it to the Compliance Office.

COMPLIANCE DEPARTMENT

1. Request a schedule and results/statistics from Sports Information. Confirm that the student-athlete is eligible for the waiver.
2. Complete the Conference Waiver form.
4. Gather all documentation and send the waiver request to the Conference.
5. The coach will be notified of the outcome of the waiver request as soon as Compliance is notified.

Team Rosters Adjustments — After the preliminary roster is completed the head coach or a designee must submit any changes (additions/deletions) to the team roster by completing the Add/Delete Form in ARMS. It is the coach's responsibility to insure that any student-athlete who is being added to the roster does not practice or compete until the Team Roster Adjustment Form has been completed and the student has been cleared to practice and/or compete by compliance and the training room. Notification will also be forwarded to the following offices: Sports Medicine Department and Academic Services.

Participation Lists – Participation Lists are due to the compliance office prior to the start of the next academic semester after the championship season is completed. Head coaches are responsible for verifying the accuracy of all participation lists. Head coaches of individual sports also must submit a contest by contest breakdown of SA participation.

CARA & Playing and Practice Seasons

Definition of Playing Season

The playing season, i.e., both practice and competition, for a particular sport is the period of time between the dates of an institution's first officially recognized practice session and the date of the institution's last date of competition. With the exception of individual skill sessions, weight-training, and conditioning activities, the playing season is the only time within which institutions are permitted to conduct countable athletically-related activities.

Declaration of Playing Season and Personnel

The Declaration of Playing Season is due every year to the Compliance Office in ARMS prior to the start of the first practice. This report can change, but you must notify the Compliance Department of the change. The Declaration of Personnel is also due every year to the Compliance Department by early August. After this form is submitted, the compliance office must be notified of any changes.

Countable Hours Logs

Coaches are responsible for maintaining practice logs during the academic year, regardless if the team is in season or not. Each log in ARMS.

Time Limits for Countable Athletically Related Activities

Within the Declared Playing Season

- A maximum of four (4) hours per day and 20 hours per week (except during preseason practice and an official vacation period).
- One day off required per week (except during conference, NCAA Championships, and preseason practice).
- All competition and any activities associated with the competition count as three (3) hours, regardless of the actual duration of the activities.
- Practice may never be conducted following competition.
- No class time is ever to be missed for practice activities.
- Daily and weekly hour limitations do not apply during pre-season practice prior to the first day of classes or during an institution's official vacation period. If such vacation periods occur during any part of a week in which classes are in session, then the daily and weekly hour limitations must be observed during the portion of the week and a day off must be provided.

Outside the Declared Playing Season (during the academic year) Coaches may require up to eight (8) hours per week of the following countable activities only:

- Weight-training and conditioning, and

- Up to (2) hours of skill-related instruction, provided between September 15 and April 15 there is no limit on the number of student-athletes who may participate in skill instruction.

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

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

Countable Athletically Related Activities

The following are countable athletically-related activities and may be conducted only within the institution's playing season (except for weight training and conditioning activities as indicated above):

Practice and Competition (*Practice may never be conducted following competition.*)

- Team conditioning or physical fitness activities.
- Field, floor or on-court activity; Setting up offensive or defensive alignments.
- Activities utilizing equipment relating to the sport.
- Individual workouts required or supervised by a member of the coaching staff (except as permitted in Bylaw 17)
- Visiting the competition site in the sports of cross country and golf.
- All competition and any associated activities on the day of competition count as three (3) hours regardless of the actual duration of these activities.

Weights/Conditioning

- Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member.
- Participation in a physical fitness class conducted by a member of the athletics staff.
- Activities conducted under the guise of physical education class work.

Films/Videos

- Film or videotape reviews of athletics practices or contests required, supervised or monitored by institutional staff members.
- Discussions or review of game films, motion pictures or videotapes relating to the sport.

Participation - Camps/Clinics/Workshops

- Required participation in camps, clinics, or workshops.

Meetings - Athletically-Related Activities

- Meetings initiated by coaches or other institutional staff members on athletically related matters.
- Chalk talks.
- Lectures on or discussion of strategy relating to the sport.

Athletically-Related Activities Arranged by Team Members

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

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

Non-countable Athletically Related Activities

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

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

Guidelines for voluntary summer conditioning programs

Reminders

It is not permissible for any staff member to require a student-athlete to participate in any countable athletically-related activity during the institution's summer vacation, even if the student-athlete is enrolled in summer school. Countable athletically related activity is defined as, "any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one or more of an institution's coaching staff..." A student-athlete may request a specific workout program from the strength and conditioning coaches during the summer vacation. However, such workout programs must remain voluntary and therefore must follow these rules:

- Student-athlete must not be required to report back to a coach or any other athletics department staff member any information relating to the activity. If a staff member (e.g. strength and conditioning coach) observes the voluntary activity, that staff member may not report any information to the respective coaching staff.
- The activity must be initiated and requested by the student-athlete. No department staff member may require the student-athlete to participate in the activity.
- The student-athlete's attendance and participation may not be recorded and reported to coaching staff members or other student-athletes.
- The student-athlete may not be subjected to penalty if he or she does not participate in the activity.
- Further, no student-athlete may receive recognition or incentives based on attendance or performance in the activity.

Strength and conditioning coaches may design and conduct the voluntary individual workouts of student-athletes during the summer. An institution may pay fees associated with the use of institutional practice and competition facilities by student-athletes engaged in voluntary athletically related activities in his or her sport.

In individual sports a coach may participate in individual workout sessions with a student-athlete from the coach's team, provided the student-athlete requests such workouts. If the student-athlete requests an individual workout:

1. The institution may reserve a facility;
2. The student-athlete may use equipment related to the sport; and
3. The student-athlete is responsible for determining the number and duration of such workouts.

In safety-exception sports, a coach may be present during the summer in voluntary individual workouts in the institution's regular practice facility when a student-athlete is engaged in his or her sport. The coach may provide safety or skill instruction but cannot conduct the workout.

Complimentary Tickets

Complimentary admissions is governed by Bylaw 16.2.2. for student-athletes and by Bylaw 13.6.7.2. for PSA's on official visits and Bylaw 13.7.3.1 for PSA's on unofficial visits.

Complimentary Admissions for Enrolled Student-Athletes

It is permissible for an institution to provide complimentary admissions in accordance with NCAA regulations, at the request of the student athlete to each home and away contest in the sport in which the student-athlete is participating (either in practice or in competition), regardless of whether the student-athlete competes in the particular contest for which the tickets are received.

In addition, complimentary admissions may be provided to members of the institution's team for all contests in a tournament in which the team is participating, rather than only for those tournament games in which the institution's team actually participates. However, tickets may be provided for any such tournament contests only at the site at which the institution's team participates.

It is not permissible for an institution to provide additional complimentary admissions or to make arrangements for a student-athlete (or friends or relatives) to purchase additional tickets. Additional tickets may be purchased only in the same manner as the general public purchases tickets.

Complimentary admissions shall be provided only through a pass list for those individuals designated by the student-athlete. The individual utilizing the complimentary admission must present identification to the person supervising the pass list at the admission gate.

The student-athlete's eligibility shall be affected for involvement in action contrary to the applicable provisions, e.g., receipt of more than the permissible four complimentary admissions or the sale or exchange of a complimentary admission for cash or any item of value. In any event, "hard" tickets shall not be issued in conjunction with the complimentary admission program.

Complimentary Admissions for Prospective Student-Athletes

A pass list system must be utilized to distribute admissions to Prospective student-athletes who will be making a visit to our campus subject to NCAA regulations.

Complimentary Admissions for High School, College Preparatory School and Two-Year College Coaches

A maximum of two complimentary admissions may be provided to a home athletics event. Complimentary admissions in this category must be issued on an individual game basis.

Complimentary Ticket Restrictions

Under no circumstances are complimentary tickets to be sold at any price. Doing so may result in revocation of the individual's ticket privilege or the loss of eligibility.

Student-Athlete Serving a Year in Residence Complimentary Ticket Restrictions

A member institution is permitted to provide a student-athlete, satisfying a transfer residence requirement four complimentary admissions to both home contests in the student-athlete's sport.

Complimentary Admission Procedure

Complimentary admissions for student-athletes, PSAs and any other groups regulated by NCAA rules (High School coaches, etc.) are handled by the ETSU ticket office. Coaches and student-athletes must fill out the appropriate forms in advance of the game to insure compliance with NCAA rules. The compliance office informs the ticket office of all dead periods through reminders and compliance newsletters. The ticket office monitors the pass lists to confirm no complimentary admissions are given to Prospects during NCAA dead periods. After games, the ticket office provides copies of all pass lists to the compliance office for review. These copies are kept in the compliance office.

Awards, Benefits, and Expenses

General Principles

Receipt by a student-athlete of any award, benefit, or expense not authorized by NCAA rules renders that student-athlete ineligible for competition, unless it is demonstrated that the same benefit is generally available to ETSU's student body. Bylaw 16 governs Awards, Benefits, and Permissible Expenses for enrolled student-athletes.

Benefits, Gifts and Services

The NCAA has specific regulations regarding the receipt of "extra benefits" or "special arrangements" by currently enrolled student-athletes or the relative or friends of student-athletes. An extra benefit is any special arrangement to provide a student-athlete (or their relatives or friends) a benefit not authorized by NCAA legislation. Receipt of an extra benefit by a student-athlete may result in that student-athlete being declared ineligible for competition. No one, including a coach or other Department of Athletics staff members, may provide or make arrangements to provide an extra benefit to a student-athlete.

Examples of non-permissible extra benefits or special arrangements include, but are not limited to:

- room, board, or transportation costs (including a stay in your home or transportation to or from a job)
- a loan of money or signing or co-signing a note with an outside agency to arrange a loan
- cash or gifts
- typing or other costs associated with school projects or reports
- professional services for which a fee would normally be charged, (e.g., free dental or medical services, haircuts, automotive services, laundry or dry cleaning, etc.)
- the use of a telephone or telephone credit card for free long distance calls
- an honorarium or fee for a speaking engagement or other appearance
- a special discount payment arrangement or credit on a purchase, (e.g., airline tickets, clothing, etc.)
- selling or giving tickets to an athletic, institution or community event, (e.g., state high school tournament tickets, professional basketball or football game tickets, etc.)
- the use of personal properties, (e.g., boats, summer homes, automobiles, computers, etc.)

***Non-permissible:** It is not permissible to allow a student-athlete to use a telephone or credit card for personal reasons without charge or at a reduced cost.

Departmental Awards for Intercollegiate Participation

An award is an item given in recognition of athletics participation performance. Such awards are subject to specific limitations on type, value, and numbers.

Athletics awards given to student-athletes are limited to those approved or administered by ETSU, the Conference, or any approved agency.

ETSU has a standard athletics awards program for student-athletes. Because of the rules limitations on awards, no award other than the standard awards included in this awards program may be provided to student-athletes without prior authorization from the Director of Athletics or designee.

Awards for Special Events, e.g., Tournaments, etc.

There are very specific rules on awards that an institution may provide to student-athletes for participation in special events such as tournaments and bowls. To assure that ETSU remains in compliance with NCAA legislation, all such awards must receive approval of the sports administrator in charge of that sport. No awards will be presented to student-athletes without this approval.

Banquets

An institution may conduct a postseason team award or recognition meeting to honor a single athletic team and may also conduct an annual all-sports banquet to honor all of its athletic teams. In addition, an institution may conduct an annual academic awards or recognition banquet or meeting to honor student-athletes for academic achievements. Meal expenses for student-athletes may be paid by the ETSU Athletic Department, but parents, other family members, and friends must pay for the value of the meal.

In order for ETSU to assure that as an institution we are in compliance with NCAA legislation as well as the sport budget limitations, any other meal function, (e.g., team banquet, team picnic, etc.), that coaches may wish to sponsor, other than a training table or pre/post game meals, must be approved in advance by the sports administrator in charge of that sport.

Meals Incidental to Participation

Student-athletes are permitted to receive a pre- or post-game meal or snack as a benefit incidental to participation. This does not include parents, other relatives, or friends of student-athletes. If these people attend a pre- or post-game meal function, they must pay for the value of the meal.

Occasional Meal

A student-athlete or the entire team may receive an occasional meal from an ETSU staff member in the local of the institution. Meals must be restricted to infrequent and special occasions. Prior approval must be received prior to the meal. The coaching staff will file the Occasional Meal form via ARMS.

In addition, a student-athlete or the entire team may receive an occasional home meal from an ETSU "rep/booster". However, the following conditions must be carefully observed:

1. The meal must be provided in an individual's home as opposed to a restaurant. Meals at a private residence, however, may be catered.
2. Meals must be restricted to infrequent and special occasions, (i.e., not more than once per month).
3. ETSU's staff members may provide transportation to student-athletes to attend such meals. A "rep/booster" may NOT provide transportation to student-athletes to attend the meal function unless the meal function is at the home of that "rep/booster".

Equipment and Apparel for Practice and Competition

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

All equipment issued to student-athletes must be returned by the end of the spring semester prior to leaving campus or at an earlier time as designated by the respective coaching staff. Failure to return equipment may result in an encumbrance applied to the student-athlete's university account. A student-athlete may be issued institutional equipment for use during the summer.

Expenses for Practice and Competition

Practice: An institution may provide expenses for practice sessions only if they are associated with an away-from-home contest or at a site within the state.. It is not permissible for an institution to take a team on a "training trip" over a vacation period for practice only. Competition against an outside opponent must be scheduled in conjunction with the trip.

Competition: An eligible student-athlete may receive actual and necessary travel expenses, (e.g., transportation, lodging, meals and reasonable entertainment), to represent the institution in athletics competition. provided the student-athlete departs for the contest no earlier than 48 hours prior to a contest

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

Vacation Period Expenses

ETSU may provide the cost of room and board to student-athletes during vacation periods when they are required to remain on campus for organized practice or competition during the declared playing season. Coaches are responsible for making arrangements for stay over meals/money and housing through the Business Office.

Boosters

Definition of a "Booster/Representative of Athletic Interests"

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

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

*Once an individual is identified as such a representative, the person retains that identity indefinitely.

NOTE: By NCAA interpretation the spouse of an institution's coach is presumed to be a "rep." Parents of currently enrolled student-athletes are also considered "reps".

"Reps" and Recruiting

NCAA regulations state, "In Division I, representatives of an institution's athletics interests are prohibited from making in-person, on- or off-campus recruiting contacts, or written or telephonic communications with a Prospect or the Prospect's relatives or legal guardians.

Basically, a "booster/rep" is to have absolutely no involvement in the recruitment of a Prospect." The one exception to this basic rule is that a "booster/rep" may have a conversation with a Prospective about summer employment after the Prospect has signed a National Letter of Intent.

1. A "booster/rep" of an institution is prohibited from making in-person, on- or off- campus recruiting contact with a Prospect and his or her parents or legal guardians.
2. A "booster/rep" of an institution is prohibited from writing or telephoning a Prospect and his or her parents or legal guardians.
3. A "booster/rep" is prohibited from contacting a Prospect's coach, principal, or counselor in an attempt to evaluate a Prospect.

"Booster/Reps" and Extra Benefits for Enrolled Student-Athletes

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

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

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

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

1. The meal must be provided in the home (as opposed to a restaurant);
2. Meals must be restricted to infrequent and special occasions (no more than once per month), and
3. Institutional staff members may provide transportation to student-athletes to attend such meals. A "booster/rep" may not provide transportation to a student-athlete to attend the meal function unless the meal function is at the home of that "booster/rep"
4. Other than a permissible occasional home meal as identified above, a "booster/rep" (or anyone else) may not provide any extra benefit or special arrangement to a student-athlete.

Spouses of Coaches as "Reps"

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

1. A spouse may accompany the coach to evaluate a Prospective student-athlete off-campus, (e.g., high school basketball game), provided the spouse does not attend the event for evaluation purposes, receives no expenses from the institution, makes no contact with the Prospective student-athlete, and does not act as a recruiter for the institution.
2. A spouse may have off-campus face-to-face contact with a Prospective student-athlete who is on an Official Visit within a 30-mile radius of the campus, even when the spouse is not in the presence of the coach.
3. A spouse may provide transportation on Official Visit provided his or her own automobile is used to transport a Prospect between campus and airport and provided the airport is located within a 30-mile radius of the institution.

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

Parents of Currently Enrolled Student-Athletes as "Reps"

Parents of currently enrolled student-athletes are considered "booster/ reps". Therefore, they may not be involved in the recruiting process either on- or off-campus. If a parent of a Prospective student-athlete should contact the parent of a currently enrolled student-athlete, he/she may answer general questions about ETSU but may not discuss athletes or enter into a recruiting conversation. If the parent of a student-athlete is a family friend of the parent of a PSA, they may maintain their normal prior relationship; however no recruiting activities may take place.

Outside Competition

Departmental policy requires the Head Coach of individual sports to be informed by their respective student-athletes regarding any competition activity that does not involve representing ETSU. Any student-athlete with remaining eligibility who desires to compete outside of ETSU must inform the Head Coach. If the Head Coach is concerned about possible negative eligibility impact, the Head Coach should contact the Compliance Department immediately.

Basic Rule for Student-Athletes Participation in Outside Competition

In all sports, student-athletes may not participate on any outside team during the year, except during the institution's official vacation periods, (i.e., summer, Thanksgiving break, Christmas break, Spring break). **Outside Competition as Individual/Not Representing ETSU i.e., Unattached**

It is possible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete's sport, as long as the student-athlete represents only him/herself in the competition and does not engage in such competition as a member or receive expenses from any outside team and it is permissible under NCAA regulations.

Outside Competition on a National Team

It is possible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete's sport representing a National Team or a junior national team. See the Compliance Office for Approval.

Summer Outside Competition

Student-athletes may participate in outside teams during the summer outside of the playing season and subject to NCAA regulations. Student-athletes must complete the required form in ARMS.

Institutional Camps and Clinics

An institutional sports or institutional clinic is any camp or clinic that is owned or operated by a member institution or an employee of the member institution's Department of Athletics, either on or off its campus, in which Prospective student-athletes participate. An institutional camp or clinic focuses on a particular sport or sports and provides specialized instruction, practice or competition, and involves activities designed to improve overall skills and general knowledge in the sport(s), or a diversified experience involving athletics activity without emphasis on instruction, practice or competition in any particular sport, e.g., strength development.

Definition of "owned" or "operated": To be considered the "owner of a sports camp or clinic (institutional or private), a coach must own at least 51 percent of the camp or clinic. To be considered its "operator", the coach must be personally and directly responsible for managing and operating the camp or clinic.

Coaches must file a request for Camps or Clinics via ARMS.

Restrictions on Institutional Sports Camp or Clinic

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

Employment of ETSU Department of Athletics Staff Members in Non-institutional/Private Sports Camp or Clinic

- **Camp/Clinic Providing Recruiting or Scouting Service:** No Department of Athletics staff member may be employed, either on a salaried or a volunteer basis, by a camp or clinic established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning Prospects.
- **General Rule:** An institution's athletics department personnel may serve in any capacity (e.g., counselor, guest lecturer, consultant) in a non-institutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with restrictions applicable to institutional camps (e.g., open to any and all entrants, no free or reduced admission to or employment of athletics award winners). *(Except in the sport of basketball)*

Employment of ETSU Student-Athletes in Institutional Sports Camps or Clinics

A student-athlete who is employed in any sports camp or clinic must meet the following requirements:

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

Remember that Prospects are still Prospects until the first day of fall classes. This includes two year college transfers and four year transfer students who ETSU has permission to contact. These students may not work camps.

Attendance at Institutional Sports Camps/Clinics

1. The following restrictions on camp attendance are permitted by the NCAA:
 - You may limit camp or clinic attendance only by number and age. Otherwise, the camp or clinic must be open to any and all entrants.
 - Camp/clinic participants should be accepted on a first-come, first-served basis.
 - You may specifically invite particular Prospects, provided that the institution legitimately advertises the camp/clinic, making it open to any and all entrants.
 - It would not be permissible for an institution's staff member to work exclusively at the camp/clinic with the specifically invited Prospects.
 - You may limit camp/clinic participants by gender (e.g., camp for girls only).
 - You may permit a camper to come to your camp for a period shorter than the entire camp and prorate the camp fee accordingly (e.g., two days out of five); however, you must advertise this in your camp brochure. Otherwise, it would not be permissible to prorate a camp fee for someone who did not stay the entire time. If it is not advertised that you will do it, you cannot do it.
2. The following are not permitted by NCAA legislation:
 - You may not invite only select individuals to the camp or clinic (e.g., all state champions).
 - You may not permit currently enrolled student-athletes to participate as campers in a ETSU camp/clinic.

Admission Fees for Institutional Sports Camps/Clinics

1. The following activities involving free or reduced admission are permitted:
 - You may provide a reduced admission fee to a group registering a specified number of camp/clinic participants, as long as the same reduced admission is available to all such groups. Group discounts to coaches and student-athletes may be provided as long as the same discount is available on an equal basis to all who wish to take advantage of them. Athletics award winners or individuals being recruited by the institution may be provided reduced admission if they are part of a group receiving a discount available to any group

of a specified size. The requirements for a group discount should be included in the camp/clinic brochure.

- You may provide a free or reduced admission fee to children of coaches or administrators who work in the camp, as long as the free or reduced admission is considered part of the compensation and such an opportunity is available to children of all coaches or administrators working in the camp.
- You may provide a free or reduced admission fee to children of faculty and staff at ETSU so long as the free or reduced admission is provided to all such faculty and staff, even if the faculty/staff member's child is a high school athletics award winner.
- You may provide fee or reduced admission to the children of a volunteer coach, provided there is a policy for children of all ETSU athletics department staff members to receive such a benefit.
- You may provide a free or reduced admission fee to youths who have not yet entered the ninth grade when the free or reduced privilege is won through a raffle that is open to the general public.

2. The following activities involving free or reduced admission are not permitted:

- You may not provide a free or reduced admission to a high school, preparatory school or junior college athletics award winner. For purposes of this rule, a high school includes the ninth grade level, regardless of whether the ninth grade is part of a junior high school system.
- You may not permit a representative of ETSU's athletics interests to pay a Prospect's expenses to attend a camp or clinic.
- You may not permit a business or company with which ETSU has an agreement for merchandise (e.g., corporate sponsor) to provide an admission to camp for a Prospect.

Recruiting Presentation/Materials at Institutional Sports Camps/Clinics

- You may not have a recruiting presentation (including showing recruiting videos) at institutional sports camps/clinics.
- Do not provide recruiting materials to campers who are not yet juniors in high school (e.g., do not give a freshman camper a coach's business card)
- Do not provide a media guide to a Prospect who has already received the one permissible guide for the previous academic year.

Awards and Merchandise at Institutional Sports Camps/Clinics

- You may provide camp/clinic awards as long as the cost of such awards is included in the admissions fees charged for participants in the camp/clinic (e.g., T-shirts, water bottles).
- You may not provide or permit to be provided free merchandise to participants unless it is included as part of the registration fee and provided to all participants in the camp or clinic.

Other Camp Rules to Know

17.02.1 Countable Athletically Related Activities. The following are considered countable athletically related activities and must be counted in the weekly or daily time limitations specified under Bylaw 17.1.5.1 (g) Required participation in camps, clinics or workshops.

Additional Basketball Rules

In basketball, an institution's basketball coach and noncoaching staff members with responsibilities specific to basketball may be employed only at their own camps/clinics. Participation in such camps or clinics is limited to the months of June, July and August or any calendar week (Sunday through Saturday) that includes days of those months, unless such activities meet the provisions regarding developmental clinics set forth in Bylaw 13.11.3.1. It is not permissible for a basketball coach or noncoaching staff member with responsibilities only in basketball to be employed at other institutional camps or clinics or at noninstitutional privately owned camps or clinics.

An institution's basketball sports camp or clinic must include an educational session presented in-person or in a video format detailing NCAA initial-eligibility standards and regulations related to gambling, agents and drug use to all camp and/or clinic participants.

Promotional Activities

Bylaw 12 governs promotional activities. A student-athletes needs to check-in with the Compliance Department for approval prior to participating in any promotional activity.

International Students

International Student Insurance

All student-athletes are required to have insurance before they practice or compete for ETSU. Any international students that do not have personal insurance that meets ETSU standards must purchase satisfactory insurance through ETSU athletics.

A head coach may cover the cost of the required insurance for all ETSU international students. Any amount that is not covered by the team must be paid by the student-athlete.

Taxes

A nonresident alien must pay withholding tax for any room and board scholarship and SAOF money that they receive. This tax does not apply to tuition, fees, books, and supplies. A PSA should be informed of the tax obligation before an I-20 is issued by the Head Coach.

Summer School Eligibility Policy and Procedures

Deadline to apply for summer school aid – May 15th (with late applications accepted only with approval of the Athletics Department. The administration of summer school aid will be handled by a committee of the Associate AD of Academics, the CFO, and the Athletics Director. This committee with consult with the Compliance Department of what is permissible under NCAA regulations.

- Priority will be given to student-athletes who need to attend summer school to facilitate graduation for August or December or who need to attend summer school to regain eligibility for the fall.
- Summer School attendance may be limited to a total of two different sessions during an academic career. Pre-Summer, term I, or term II would each count as a separate session.

- Summer School aid can only be awarded in proportion to athletic aid during academic year. In special circumstances, SAOF can be utilized subject to the Athletics Director Approval.

Book Distribution & Collection Policy and Procedure

DISTRIBUTION

1. The Compliance Department will provide the Academics Department with a list to provide to the bookstore with a list of all student-athletes who are receiving a book scholarship prior to the start of each semester.
2. Prior to providing a student-athlete with a book, the bookstore staff person will refer to the book list. If a student-athlete does not appear on the list and it is believed that it is because of an error, the student-athlete will be referred to the Compliance Office.
3. The Academics Department will handle the book pick-up process.

COLLECTION

1. At the end of each semester, any student-athlete who was on a book scholarship and received books from the bookstore or received a reimbursement through Academics must return all books to the Humphreys Center.
2. If a student-athlete needs to keep a book for another semester, the student-athlete must show Academics the book and course schedule for next semester showing he/she still needs the book. No books will be kept over the summer.
3. If a student-athlete loses a book or fails to return a book, a hold will be placed on the student-athlete's account until the student-athlete either returns the book or pays the full value of the book.
4. Academic Services then provides all receipts to the Business Office. Students must come to the Compliance Office to pay for the non-returned books.
5. Once Compliance is informed by the Business Office that repayment has occurred, the hold on the student-athlete's account will be lifted.

Failure to return textbooks promptly and can result in an NCAA violation.

Employment

A student-athlete may receive legitimate earnings from either on or off-campus employment during the academic year and/or vacation period. The student-athlete must file the appropriate forms in ARMS.

SAF

PROCESS/PROCEDURES

1. Head Coaches or Student-athletes must make requests to the Athletics Director and is subject to the AD's approval.
2. The Compliance Department must approve that the request is permissible under NCAA regulations.
3. It is the responsibility of the student-athlete to present all receipts to the Compliance Department in a timely fashion.
4. The Compliance Department must submit the request for reimbursement to the Conference Office.
5. The Compliance Department is responsible for reporting the use of these funds on the appropriate NCAA forms.

WHAT ARE PERMISSIBLE USES OF SAF ASSISTANCE?

- Travel Home (plane, train or bus tickets only – the receipt must have cost and itinerary listed)
- Clothing or shoes for yourself or a dependent child
- International Student Taxes
- Eye exam, glasses, contacts, hearing aids
- Medical or dental costs not covered by another insurance program
- Testing Fees (GRE, PRAXIS, MCAT, etc.)
- Other uses may be permissible, please ask the compliance office

SAOF

The SAOF funds shall be managed and administered by the Business Office only with Athletics Director Approval. The Business Office is responsible for reporting the uses of these funds on the appropriate NCAA forms. In the event the Business Office has questions about permissible uses, the Business Office is responsible to contact the Compliance Department.

Purpose of Student-Athlete Exit Interviews

Each year, Division I institutions are required by NCAA regulations to interview student-athletes in all sports who exhausted eligibility in the ETSU athletics program. The purpose of the interview is to find out how student-athletes perceive their experience at the institution. The actual responses on the exit interviews will be kept confidential. The information obtained from the exit interviews will be used to help determine the strengths and weaknesses of the athletic programs and to help decide where changes and/or improvements should be made. The Faculty Athletics Representative will conduct the Exit Interviews via an online survey. The results will be reported to the Athletics Director by the FAR.

NCAA Reports

The Compliance Department is responsible for following the following NCAA reports:

- Sports Demographics
- GSR
- APR

The Graduation Success Rate data is gathered and checked by the Compliance Department in conjunction with the Registrar's Office, Institutional Research and Financial Aid.

The Academic Performance Rate data is gathered and checked by the Compliance Department in conjunction with FAR, Registrar's Office, and Academic Services in accordance with ETSU's policy regarding certification.

APR Procedure

- Academic Certification will be completed by the Registrar
- Compliance Department imports Academic data from CA
- Financial Aid Department enters the financial aid data into CA
- Compliance Department in conjunction with the Academics Department enters preliminary retention and eligibility information into CA and the Academic Portal
- APR team will consist of representatives from registrar's office, FAR, Director of Academic Services, and the Compliance Department
- Preliminary APR given to coaches to check data
- Compliance office submits adjustments to NCAA