

## **NCAA COMPLIANCE PROCEDURES**

Fairleigh Dickinson is a member of the National Collegiate Athletic Association. NCAA Compliance is an important component of the FDU athletic program. All athletic department personnel are committed to following the NCAA regulations. NCAA Compliance requires the completion of several forms every year to certify compliance with NCAA policies and procedures for the total athletic program, all university staff members who interact with the athletic programs as well as the individual squads.

Compliance is a joint effort among all employees within the Athletics Department. As such, it is YOUR responsibility to ask questions and get verified information from your Sport Administrator and/or the Associate Athletic Director for Compliance. **ASK BEFORE YOU ACT!**

If any staff member, coach or student-athlete believes there are NCAA rules NOT being followed, they can report them to the Associate Athletic Director for Compliance immediately. This can be done anonymously through leaving a notice in sealed envelope in the mailbox for the Associate AD for Compliance.

### **EDUCATION/INTERPRETATIONS/INFORMATION GATHERING:**

The Senior Associate Athletic Director for Compliance is responsible for the educating coaches, student-athletes and staff regarding NCAA rules and regulations. As part of the educational process, there will be regularly scheduled (monthly, bi-monthly) compliance meetings where attendance is expected for all coaches. Pertinent and “hot topics” will be discussed during these sessions and questions answered. Attendance will be taken and your end of the year evaluation will have a compliance component. It is expected that each individual is in attendance at a minimum of 80% of compliance meetings and should notify the compliance office if they cannot attend as early as possible.

All questions regarding compliance should come to the Senior Associate AD for Compliance. As there are numerous rules and regulations, if you are unsure about a rule, please ask. You should **ALWAYS ASK BEFORE YOU ACT!**

Alleged or rumored violations of NCAA rules as well as any self-discovered violations should be immediately reported to the Senior Associate Athletic Director for Compliance. These then may be discussed and reviewed with the Director of Athletics and the Faculty Athletics Representative. The Senior Associate AD for Compliance will collect information, facts and data pertinent to the allegation. Meetings with involved parties to the issue will be documented in writing. With assistance from the NCAA Manual, interpretations from the NCAA and/or the Northeast Conference, this group will process all the information to determine, if indeed, a violation has occurred. All information collected relating to the allegation and how it was determined to be a violation/non-violation will be documented and kept on file with the Director of Athletics. The individuals in question may not be informed until a full and complete investigation is done. Tampering with the investigation can result in disciplinary action by the university and in some cases may lead to termination.

It is the sole discretion of the Senior Associate Athletic Director for Compliance in determining whether a violation has occurred. If one has occurred, the staff member/student involved will be notified and a self-report will be submitted to the NCAA. It is expected that staff fully cooperate with investigations and do not impede or influence those who might be questioned. The outcome of the fact-finding process will be shared with the appropriate senior university official by the Director of Athletics. In the event of a violation, the group will implement self-imposed corrective and/or disciplinary sanctions relying on advice from the NCAA and NEC offices as well as case precedent set both institutionally and through NCAA cases accessible through the LSDBI.

Please remember we are all in this together and we want to be a successful department while adhering to all rules and regulations.

## **NCAA ADMINISTRATIVE REPORTING FORMS**

### **1. CERTIFICATION OF COMPLIANCE FOR INSTITUTIONS**

The Certificate of Compliance for Institutions form is signed by the Chief Executive Officer of the University. This form certifies that Fairleigh Dickinson University has met all the necessary NCAA requirements in order to compete in NCAA sponsored events. This form is a companion to the next listed form.

### **2. ACADEMIC REPORTING FORM**

The Academic Reporting Form is due to the NCAA by March 1<sup>st</sup>. This form details the academic progress of the athletics teams, including retention and graduation information. Failure to complete this form will render an institution ineligible to enter team or individual competitors in an NCAA sponsored meet or tournament during the year. At Fairleigh Dickinson University, the Senior Associate Athletic Director for Compliance completes this form.

### **3. INSTITUTIONAL DEMOGRAPHIC INFORMATION AND SPORTS SPONSORSHIP FORM**

The Institutional Demographic Information and Sports Sponsorship Forms are due to the NCAA Office by August 15th of each year. The form details the sports sponsored by Fairleigh Dickinson University, for the previous and the upcoming academic year. The form also details the scheduled number of contests and squad size. The Senior Associate Athletic Director for Compliance completes this form.

### **4. ACADEMIC PERFORMANCE PROGRAM REPORTING (APP)**

The central purpose of the NCAA Division I Academic Performance Program (APP) is to ensure that the membership is dedicated to providing student-athletes with an exemplary educational and intercollegiate athletics experience in an environment that recognizes and supports the primacy of the academic mission of its member institutions, while enhancing the ability of student-athletes to earn a degree.

Six weeks after the beginning of fall term classes, Fairleigh Dickinson must account for every athletic scholarship student-athlete in terms of retention and academic eligibility for the previous year. Each student-athlete on athletic scholarship can accumulate up to four points per academic year (fall retention/fall academic eligibility/spring retention/spring academic eligibility). These calculations then go into formulating the APR score for each team and coach. To maintain eligibility for post-season play, a team MUST have an APR four-year score of 930.

Coaches will be involved with their team administrators in discussing the APP report and accounting for all scholarship student-athletes prior to its submission. Once it is submitted, any team that is at a 969 level or below for their four-year score will have meetings with their team administrator and Senior Associate AD for Compliance to devise a plan going forward to increase their APR scores. The goal for all teams is to have between a 990 yearly APR score.

#### **5. COACHES OFF CAMPUS RECRUITING CERTIFICATION**

The NCAA mandates that those coaches involved in recruiting must be educated and certified on a yearly basis. For Fairleigh Dickinson coaches, the Senior Associate AD for Compliance will distribute information on how this will be completed each year. All coaches are expected to complete the education component by June 30 each year; earlier deadlines may be required. Information will be distributed to coaches in May regarding taking the examination.

Coaches who have not completed the educational component at FDU are not allowed to recruit off campus until they receive permission from the Sr. Associate Athletic Director for Compliance.

#### **6. OUTSIDE ATHLETICALLY RELATED INCOME FORM**

The NCAA mandates that all staff (full time and part time) within an athletics department submit information on outside athletically related income that is earned during each calendar year. Staff will be sent a form in January through Jump Forward to complete no later than January 21 indicating if they have earned athletically related income from some place other than FDU.

## **STUDENT-ATHLETE ELIGIBILITY/TEAM CERTIFICATION REQUIREMENTS**

### **1. INFORMATION FOR CERTIFICATION OF NCAA FRESHMAN ATHLETICS ELIGIBILITY COMPLIANCE WITH BYLAW 14.3**

All student-athletes (including international students) must be certified through the NCAA Eligibility Center (EC). The prospective student-athletes will pick up the necessary forms from their high school guidance office, which sends their academic records and test scores to the clearinghouse. The prospective student-athlete needs to register with the clearinghouse online. (The email address is [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net))

Fairleigh Dickinson University will receive updates from the EC via the Internet as to the status of those students who are indicated on the Institution Request List. The Compliance Office is responsible for entering prospects onto the IRL based on lists provided by the respective head coach or head coach's designee.

The Compliance office will provide email copies of the IRL bi-weekly to the respective head coach beginning in mid-May. The head coach is responsible to contact the individual PSA with notification of any missing documents relating to the academic certification and/or any missing steps in the amateurism certification.

For transfer student-athletes, the transfer evaluator verifies receipt of the final, official transcript and inputs courses into Colleague's degree audit system. The Assistant Athletic Director for Academics then will verify fulfillment of degree percentage requirements as well as providing the Compliance Office with copies of the transcript. Transfer student-athletes still need to go through amateurism certification through the Eligibility Center.

The Faculty Athletic Representative reviews and certifies each student-athlete on a team by-team basis.

The Compliance office staff has telephone capability with the clearinghouse office. Only the Compliance office staff may contact and communicate with the clearinghouse with any other update requests regarding prospective student-athletes.

## **2. CERTIFICATION OF CONTINUING ELIGIBILITY**

In May, the head coach submits to their Team Administrator a list of all student-athletes expected to return for the subsequent year. In late May/early June, once grades from the Spring semester are available, the Athletic Advising staff prints individual transcripts and degree audits from the University computer system for all student-athletes from the just concluded academic year. Staff from the Athletic Advising Office compiles and reviews the files and indicates progress toward degree requirements on each student's degree audit.

The Compliance Office reviews degree audits and transcripts and prepares a "grid sheet" listing all continuing student-athletes for the subsequent academic year. This grid sheet includes: credits earned for the previous academic year, total credits earned, cumulative grade point average, summer school status/credits, degree percentage status, registration status for the upcoming semester. The grid also includes incoming student-athletes and their status with the Eligibility Center.

Those student-athletes not previously identified as having an eligibility issue are identified and decisions are then made regarding an eligibility plan among the Assistant Athletic Director for Academics, the Senior Associate Athletic Director for Compliance, the Sport Administrator, the Head Coach and the involved student-athlete. (e.g. summer funding)

As early as possible, transcripts, degree audits and the respective teams' grid sheet are updated to be forwarded to the NCAA Faculty Athletics Representative so that eligibility can be verified and certified.

**3. DRUG TESTING CONSENT FORM**

Prior to the first day of practice, each student-athlete must sign the Drug Testing Consent Form which is distributed through Jump. This form allows the Athletic Department the right to administer a drug test to the student-athlete. These forms stay at the University and remain on file. The form also affirms that NCAA rules and regulations have been explained to the student-athletes and the student-athlete agrees to adhere to all NCAA rules.

**4. STUDENT-ATHLETE STATEMENT**

Prior to the first day of competition, each student-athlete must sign the Student-Athlete Statement Form which is distributed through Jump Forward. This form allows the Athletic Department the right to view the athlete's records in order to insure eligibility. Further, the form affirms that the student-athlete was legally recruited by the Athletic Department. These forms stay at the University and remain on file in the appropriate team folder. The form also affirms that NCAA rules and regulations have been explained to the student athletes and the student-athlete agrees to adhere to all NCAA rules.

**5. NOTIFICATION OF ELIGIBILITY**

Student-athletes must complete all necessary NCAA and pertinent paperwork (student-athlete statement, drug consent form, institutional drug testing form, serious misconduct form, NEC Sportsmanship, NEC Likeness Waiver, Academic Integrity Form) as well as be certified as academically eligible by the Faculty Athletics Representative prior to competing in any competition (including scrimmages).

As early as possible and upon any update, the Senior Associate Athletic Director for Compliance (or designee within compliance office) will notify the Head Coach and coaching staff of each individual's eligibility status. The appropriate administrators within the athletics department will be copied on the email.

Each student will be categorized as ELIGIBLE FOR PRACTICE AND COMPETITION, ELIGIBLE FOR PRACTICE ONLY, NOT ELIGIBLE FOR PRACTICE OR COMPETITION.

Until a student-athlete is eligible for practice and competition, they will not receive their uniforms or warm-ups. Until a student-athlete is eligible for practice, they will not receive their practice gear or team pack.

A clearance spreadsheet will be kept by the Senior Associate AD for Compliance and updated on Office365 with all Team Administrators, Equipment Person, Business Manager, Assistant AD for Athletic Communication and Assistant AD for Academics having viewing access.

Eligibility will be sent out at both the beginning of the fall and spring semesters and updates as needed.

## **6. SQUAD LISTS**

The Squad List form is to be completed prior to the first day of competition by the Senior Associate Athletic Director for Compliance, with assistance from the Financial Aid Department of the University. The form details the athletic eligibility and financial aid status of the student-athletes. The form is used for ascertaining the number of student-athletes who are counters in both head-count and equivalency sports. The form remains on file. It is imperative that coaches review the information to insure its accuracy and report any discrepancies with names to the Senior Associate Athletic Director for Compliance immediately.

Coaches will be asked to sign the form and return to the Senior Associate AD for Compliance PRIOR to initial competition (including scrimmages). For some teams, this form must also be submitted to the conference office. Anyone who is NOT on the squad list is NOT allowed to participate in any competition. The squad list is a fluid document and can change as needed.

## **7. ACADEMIC INTEGRITY FORM**

It is required that every student-athlete sign the FDU Academic Integrity Form agreeing to abide by university policy in regards to academic assistance and complicity. This form is completed through Jump Forward along with all other NCAA student-athlete paperwork. No student-athlete will be approved for competition prior to this form being completed. This policy is located in Appendix 5.

## **8. SERIOUS MISCONDUCT FORM**

## **9. TEAM RULEBOOK**

Each team is required to have a team rulebook which should be provide guidance and accountability for both student-athletes and coaches. The team rulebook should set clear expectations, standards and consequences. Items that must be included in the team rulebook are as follows:

- ♦ Cover Page with Year and Team
- ♦ Purpose or Mission of Team (beginning in 2018)
- ♦ Expectations of Student-Athletes
- ♦ Expectations of Practice
- ♦ How to request additional workout/skill development
- ♦ Team Rules
- ♦ Statement indicating necessity to adhere to NCAA/NEC/University/Athletic Department Rules
- ♦ Anti-hazing Statement

- ♦ Anti-gambling Statement
- ♦ Academic Goals/Philosophy
- ♦ Roles of Head Coach and Assistant Coach(es) – in relation to communication
- ♦ Transfer Request Deadlines and Policies
- ♦ Consequences for violation of team rules and how that is handled

## **10. STARTUP COMPLIANCE/ACADEMIC MEETINGS**

Every year, each student-athlete and coaching staff member must attend a startup compliance and academic meeting. The main meeting is held prior to classes beginning in the fall semester – either the evening before or an early morning meeting. At this meeting, student-athletes and coaches will be informed of Academic, Compliance and Athletic Training policies and procedures. Fall sports teams who have preseason prior to school starting are generally exempt as their meetings are scheduled the day of move-in or the first day of practice.

Student-athletes and coaching staff not able to attend the meeting will be required to have an individual meeting, which they must set up within ten (10) business days of the start of school to receive the information provided in the meeting.

A winter compliance start up meeting will be held prior to the spring semester beginning or within the first few weeks of the spring semester.

## **PLAYING AND PRACTICE SEASON REQUIREMENT FORMS**

### **1. PLAYING & PRACTICE SEASON REPORT**

NCAA Bylaw 17 stipulates that a declaration of season must be on file for each sport detailing the declaration of the playing season and designation of the playing week. All teams must declare their playing season prior to the start of their first practice. The playing season and all competitions **MUST** be submitted in Jump Forward **six weeks prior to the first practice.**

When submitting the playing season, you will need to declare the following:

- ♦ **Traditional season start and end dates**
- ♦ **Non Traditional season start and end dates**
- ♦ **Sport championship dates**
- ♦ **First Contest of Traditional season**
- ♦ **First contest of Non Traditional season**
- ♦ **Weekly declaration (days off will have to be based on this)**
- ♦ **Days off (1 day in 7 based on the week declared)**

The playing season above is only part of what will need to be fully submitted. The other portion that needs to be completed is your competition and travel schedules. Below is what needs to be included:

### **COMPETITION EVENT**

- ♦ **All Competition Dates**
- ♦ **Start and End Times of Competition**
- ♦ **Type of Event**
- ♦ **Location (address needed)**
- ♦ **Opponent**
- ♦ **Site**

**TRAVEL ITINERARY – information MUST be accurate**

- ♦ **Start of Travel (Day/Time)**
- ♦ **End of Travel (Day/Time)**
- ♦ **Origin City**
- ♦ **Destination City**
- ♦ **Competition Site**
- ♦ **Method of Transportation (*van, rental car, plane with any and all flight information*)**
- ♦ **Hotels (*Include address, phone number, room rate, # of rooms being used*)**
- ♦ **Per Diem or Meals Provided**
- ♦ **Travel Comments**
  - **# of Meals each day**
  - **# in travel party each day**
  - **Entry Fee information (additional follow up with Lynne and actual entry form needed)**
  - **Additional needs such as wash money, practice money, etc.**

While spring sports may not have their competition information for the spring prior to their opening fall practice, they must submit all fall dates prior to having the playing season approved. Winter teams will need to finalize their entire competition and travel schedule by September 1. Spring teams will need to finalize their entire competition and travel scheduled by December 1.

For spring and winter teams, their competition schedule will be locked and they cannot make changes. Once they are ready to input their spring portion of their competition schedule, a coach must send an email to the Associate AD for Compliance/Academics asking for their competition schedule to be unlocked. Once this is done, the Associate AD will notify the coach. The coach will have two days to input the information and resubmit the competition schedule. During the time the competition schedule is unlocked, CARA hours cannot be submitted or approved by coaches, student-athletes or compliance.

All teams need to do their ENTIRE playing season (fall, winter, spring) when submitting their playing season. This will allow for administrative planning. Limited changes will be allowed once submitted and approved.

Teams will not be permitted to practice (traditional or non-traditional) until their playing season has been submitted and approved.



Once teams have approved travel schedules, any changes from that point on will need to be done with an email to their sport supervisor

## **2. COUNTABLE ATHLETIC RELATED ACTIVITIES (CARA)**

Coaches are to submit weekly CARA reports through Jump Forward. Upon completing the CARA form, compliance will approve the hours and submit the form to student-athletes for approval (a percentage of the team is randomly selected by Jump Forward). Student-athletes have three days to complete the form online through their Jump Forward account. CARA hours need to be reported both within and outside of the practice season.

In the practice season (both traditional and nontraditional season), 20 hours are permissible of Countable Athletic Related Activity. Outside the playing season, teams have eight permissible contact hours, two of which may be used for skill development are allowed. CARA hours need to be reported over pre-season, vacation and summer periods for teams who are eligible for those times. Coaches should mark at least one day off in their 20-hour weeks and two days off in their 8 hour weeks.

## **3. PARTICIPATION IN COMPETITION**

Once a competition is completed, within 48 hours, participation information must be input into JF by one of the team's coaches. Any individual who has participated in the contest must be entered as a participant under the JF competition schedule.

## **4. COMPETITION SCHEDULES**

All home schedules (in-season and non-traditional) must be approved by the Assistant Director of Athletic Facilities prior to any contract being issued. This is done to prevent double booking of games and ensuring appropriate staffing can be secured for the event. The Associate Athletic Director for Compliance and Academics must also approve the schedule prior to contracts going out. All home competition contracts are completed by Lorraine Fecanin.

## **5. CHANGE OF COMPETITION**

Should you wish to change your competition time after your competition schedule has been approved, a member of the coaching staff must email the sport administrator requesting

Sport Supervisor, Athletic Business Manager, Administrative Assistant to the Athletic Director and Associate Athletic Director of Compliance/Academics

The email must include the following information:

- ◆ Reason for change
- ◆ Original Schedule of Competition AND Bus or Van
- ◆ Requested departure time
- ◆ New competition time
- ◆ Additional items needed (meal money, additional meal, additional night hotel, etc.)

The competition should NOT be changed UNTIL the Sport Supervisor sends email to ALL parties above AND Athletic Training, Academic Services and Athletic Communications indicating that this has been approved. In most circumstances an answer should be provided within 24 hours.

## 6. PRACTICE SCHEDULE

Athletic Facilities will request practice schedules for each team on a semesterly basis. At the time of that request you will be provided a conflicts calendar for your venue. Your team(s) will need to work around those conflicts listed.

Teams that are in-season take priority with scheduling. Once your schedule is submitted to athletic facilities, it is coordinated with the athletic training room for additional conflicts. You may be contacted to make further adjustments if needed.

It is expected when you submit your semester practice calendar that you have looked closely at what your team's needs are as changes to the practice calendar can cause significant hardships to many areas and may not be granted.

In the event you need to make a practice change once the final schedule has been released you will need to contact your sport administrator requesting the change. **Please note there must be a valid reason for the change.** As any change to the schedule will likely have a trickledown effect to many areas.

Should school be closed due to a weather related incident the Athletic Director will advise who will be permitted to practice. This decision is based on safety of the student athletes to get to the practice venue. The safety of the staff who need to come in for the practice to occur. The ability for campus facilities to clear the parking lot and walk ways. Please understand only teams that have imminent competition will be considered for practice.

The strength and conditioning room is scheduled by the S/C coach. Should the University be closed for inclement weather, the S/C room is closed as well.

Please know that the Rothman Center is a revenue producing building and there will be dates that are blacked out due to outside events that will take priority over athletic practices. Every effort will be made to keep these to a minimum. This venue is also the most challenging to schedule due to the amount of teams that utilize it as its home facility including track, basketballs, volleyball and fencing.

In the winter months (January, February and March), the following teams are priority: track, fencing and basketball. The next priority is softball, baseball and tennis and then soccer and volleyball. The winter months are the highest volume use of the building due to the amount of teams that request indoor time. It is also a high demand season for games and track rentals.

**Practice schedules must be locked in during this time to allow facilities to accommodate as many teams as possible. Change of practice will be heavily scrutinized and denied if you do not have a valid reason to make a change during this time.**

## **RECRUITING REQUIREMENT AND FORMS**

### **1. ENTERING RECRUIT INFORMATION**

Jump Forward is the vessel that will be used to track all compliance related recruiting. To do so, as soon as you have contact with a prospective student-athlete, you must submit the following information into Jump Forward:

**First Name (Legal Name)**

**Last Name (Legal Name)**

**Street Address**

**City**

**State**

**Zip Code**

**Birth Date (MM/DD/YYYY)**

**Email address**

**Home phone**

**Cell Phone**

**Intended Major**

**High School Name**

**College Attended previously (if transfer student)**

This is all necessary information that will be distributed to the Admissions department every two weeks so they can keep us up-to-date on our prospective student-athletes. All this information **MUST** be in for all known recruits by June 15 every year to allow compliance to convert recruits to student-athletes.

### **2. OFF CAMPUS RECRUITING APPROVAL**

In order to ensure compliance with recruiting off campus, coaches are to complete the Off Campus Authorization form on Jump Forward. This **MUST** be done for **ALL** off campus recruiting and should be submitted no less than 72 hours prior to your recruiting trip. Ideally, off campus recruiting should be planned a month in advance. All items **MUST** be completed on the form. The form must be submitted to your Sport Supervisor who will review and forward to Compliance for final approval.

Flights associated with recruiting will **NOT** be approved until your Off Campus Authorization Form is submitted and approved.

You **MUST** check on Jump Forward to see whether your Off Campus Recruiting trip was approved. Simply completing and submitting the form does not allow you to go off campus

and recruit. These recruiting forms will be used in conjunction with your contact/evaluation form to ensure compliance of recruiting.

### **3. RECRUITING CONTACTS/EVALUATIONS**

Per NCAA legislation, each sport is limited to a certain number of recruiting contacts (contacts/evaluations combined) per individual PSA each year (Bylaw 13.1.5/13.1.5.6). As such, each time a recruiting contact is made, this needs to be tracked and input into Jump Forward. As the NCAA requires we track this information to ensure compliance, Jump Forward is the only method we will be using.

By using the app, you are able to identify the experience as a contact or an evaluation. This will allow your sport administrator also to see what you're doing on a daily, weekly, monthly basis in regards to recruiting.

If you do not use the app, then you will need to input through your laptop, computer or tablet the information within 48 hours of having made the recruiting contact.

These must be tracked for each and every prospective student athlete. Each month, coaches will need to submit their monthly contacts and evaluations on Jump Forward by the 10<sup>th</sup> of the following month.

**Contact (as defined by the NCAA):** *any face-to-face encounter between a prospective student-athlete or the prospective student-athlete's parents, relatives or legal guardians and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged (e.g., staff member positions himself or herself in a location where contact is possible) or that takes place on the grounds of the prospective student-athlete's educational institution or at the site of organized competition or practice involving the prospective student-athlete or the prospective student-athlete's high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of whether any conversation occurs. However, an institutional staff member or athletics representative who is approached by a prospective student-athlete or the prospective student-athlete's parents, relatives or legal guardians at any location shall not use a contact, provided the encounter was not prearranged and the staff member or athletics representative does not engage in any dialogue in excess of a greeting and takes appropriate steps to immediately terminate the encounter.*

**Evaluation (as defined by the NCAA):** *any off-campus activity designed to assess the academic qualifications or athletics ability of a prospective student-athlete, including any visit to a prospective student-athlete's educational institution (during which no contact occurs) or the observation of a prospective student-athlete participating in any practice or competition at any site.*

### **4. PHONE CALL TRACKING**

The first two phone calls made to each recruit **MUST** be reported through the Jump Forward and the phone log. As the limitations on phone calls has decreased, this information is necessary for compliance to ensure you are waiting to the appropriate time to make the first phone call **AND** will be utilized in establishing whether the student-athlete was recruited.

All phone calls should be tracked on Jump Forward each month and submitted for review by the 10<sup>th</sup> of the following month.

## **5. OFFICIAL VISITS**

If you would like to have a prospective student-athlete to have an official visit, all information **MUST** be submitted 5 days **PRIOR** to arrival. You should complete the **Official Visit Form** on Jump Forward and submit it to your sport supervisor. All individuals **MUST** be in Jump Forward prior to approving an official visit.

For an official visit to occur, the following information must be uploaded under the student's tab in Jump Forward. All documents must include the PSA name as part of the natural document.:

- **Transcripts (all)**
- **SAT or ACT scores (if possible)**
- **College Transcript (if transfer student)**
- **Projected Itinerary**

Documents should be uploaded under the "Documents" section under the PSA's name in Jump Forward. If PSA has not taken the SAT or ACT, PSAT can be submitted in place. If the PSA did not take the PSAT, verified documentation of the date the student took or will be taking the SAT/ACT is required.

It is the responsibility of the institution to ensure a PSA has not taken more than their allotted five visits. To assist in this, the Official Visit Letter should be sent to the PSA upon scheduling the official visit. This letter is available in Jump Forward to be sent to your PSAs.

Flights will not be approved until the Official Visit form and all documents are uploaded. An academic evaluation will be run and then, upon review, a determination of whether the visit is or is not approved will be made.

It is the coach's responsibility to ensure that the official visit has been approved prior to having the visit.

After the visit, completion of the Prospective Student-Athlete Official Visit Affirmation must be completed and signed and turned into compliance no more than 48 hours after completion of the official visit. This form can be found on Jump Forward.

Also, the Student Host Instructions & Acknowledgement Form must be completed, signed by all appropriate parties and returned to compliance no more than 48 hours after the visit

concludes. If requesting host money, this form must be submitted in conjunction with the Official Visit request in order to ensure money for the host can be distributed. Per NCAA rule, there is a \$40/day limit for the host. This money is to be utilized only for entertainment purposes. Receipts for all expenses must be returned within 48 hours to the Athletic Business Manager. This form can be found on Jump Forward.

## 6. **UNOFFICIAL VISITS**

While unofficial visits may come up last minute, we still need to track these visits and do so at the beginning of the visit. While we would like to have unofficial visit forms submitted 48 hours before the visit, we understand that is not always possible. Therefore, if a prospect shows up for an unofficial visit, we ask that you complete the **Unofficial Visit Form** within the first 10 minutes of their visit. This way, if something should happen, we have the information we need. If the prospect is not in Jump Forward, you will need to add the pertinent information into Jump Forward prior to submitting the Unofficial Visit form.

Any time a member of any coaching staff speaks to a prospective student athlete on campus, it must be recorded as an unofficial or official visit. This includes before and after games.

All prospective students taking an unofficial visit **MUST** be input into Jump Forward as a recruit.

Nobody should ever be on campus without the form being submitted.

## 7. **ON CAMPUS EVALUATIONS (Men's and Women's Basketball ONLY)**

In accordance with NCAA Bylaw 13.11.2, it is permissible for student-athletes in the sport of men's and women's basketball to participate in an "on campus evaluation" (OCE) during an official or unofficial visit. In order to gain approval for participation in an OCE, the attached form must be accurately completed and the following conditions must be met:

- ♦ The OCE must take place on campus in the Rothman Center facility on a weekday during normal operating ATR hours (10am-6pm).
- ♦ The request for an OCE must be made **THREE BUSINESS DAYS** prior to the date/time of OCE to both the Compliance Office and the Athletic Trainer. **ALL** paperwork **MUST** be completed for both Compliance and Athletic Training.
- ♦ If the prospective student-athlete (PSA) is a high school senior, the OCE must be conducted at the conclusion of the PSA's season and after high school or preparatory school eligibility has been exhausted
- ♦ If the PSA is a junior college transfer, the OCE may only be conducted at the conclusion of the PSA's season and after junior college eligibility has been exhausted.
- ♦ If the PSA is a four-year college transfer, the OCE may only be conducted at the conclusion of the PSA's season **AND** a release is in Jump Forward for PSA.
- ♦ The OCE may only be conducted during an official or unofficial visit.
- ♦ The OCE may not be conducted after the opening day of classes of the fall term.
- ♦ Only one OCE per PSA may be conducted at FDU.

- ♦ Prior to conducting an OCE, the following must be on file with the Compliance Office/Athletic Training Room:
  - A medical examination completed by the PSA's physician administered within six months of the OCE date.
  - Proof of insurance and copy of the insurance card. This information must include the insurance provider and policy number.
  - All forms must be thoroughly completed with all pertinent signatures obtained:
- ♦ OCE Emergency Contact & Insurance Information Form
- ♦ OCE Sickle Waiver Form
- ♦ Treatment Consent Form for Minors (if under age 18)
- ♦ FDU basketball student-athletes may participate in the OCE with the PSA provided the activity is counted toward the applicable countable athletic related activities (CARA) and is compliant with the NCAA rules governing weekly and daily limitations. Documentation of the student-athlete's participation in the OCE must be provided on the CARA forms.
- ♦ The duration of the OCE is limited to two hours.
- ♦ Institutional equipment and clothing may be provided to the PSA for use during the OCE. All issued gear must be returned immediately following the OCE.

The final approval for an OCE will come from the Compliance office by email to the Head Coach after the ATR staff member approves it medically. OCE required paperwork can be found in Appendix 3.

## **8. NATIONAL LETTER OF INTENT (NLI)**

To issue NLIs to prospects, coaches must submit the request through the Jump Forward NLI request. All information needs to be completed and the prospect must be fully entered in Jump Forward. Anyone with partial information (as listed above) will not be granted an NLI until that is complete.

The NLI form needs to be completed at least seven days PRIOR to opening day of the NLI signing period, for the letter to be sent the first day of the signing period. As other information and signatures are needed, this will allow the office enough time to complete the information and distribute.

Please make sure to fill out the form completely and accurately with correct spelling.

- Fairleigh Dickinson University and all members of the Northeast Conference participate in the National Letter of Intent (NLI) program. The purpose of the NLI is to confirm a student-athlete's decision to commit to a particular athletic program. Upon signing the NLI, all other universities abiding by this program must cease recruiting that athlete. This requirement is applicable only to prospective student-athletes who will be entering a four-year institution for the first time as full-time students, except for 4-2-4 transfers who are graduating from a junior college.

- All NLI letters must be accompanied by the offer of an athletic grant-in-aid. Once the student-athlete signs the NLI, if he/she chooses not to attend, but instead enrolls at another university, the athlete will lose two years of athletic eligibility.
- The signing period begins the second Wednesday of November and runs through August 1<sup>st</sup> of the following year. The Exception to this is Basketball where the early signing period is the second Wednesday of November through the third Wednesday of November. The regular signing period begins the third Wednesday of April and runs for five (5) weeks.
- Once the letter has been sent to the prospect, he/she has 7 days in which to sign and therefore, validate the letter. Fairleigh Dickinson then must file the NLI with the Northeast Conference office within 14 days of the signing or else the letter becomes invalid. The NLI letter may be reissued to the prospective student-athlete.

## **9. ATHLETIC SCHOLARSHIP INFORMATION**

Head coaches are responsible for communicating with their Team Administrator their recruiting progress and keeping them informed of those they wish to offer scholarships. Head coaches must complete the **Athletic Grant and NLI Recommendation Form** on Jump Forward for any PSA that they wish to provide with athletic scholarship assistance. A tender of athletic scholarship is prepared by the Associate Athletic Director for Administration, signed by the Athletic Director AND the Financial Aid liaison who is the Director of Financial Aid Operations.

Athletic scholarships are awarded for a period of one academic year. The full amount of athletic scholarship money is divided equally over the Fall and Spring semesters of a given academic year. Head Coaches are responsible annually (May 15) for submitting on Jump Forward **The Athletic Grant Renewal and Non Renewal Form** for each student-athlete athletic scholarship renewals and/or non-renewals to the Associate AD for Administration.

Renewal tenders are prepared by the Associate AD for Administration and then signed by the Director of Financial Aid Operations for final approval before the tender is emailed to the student-athlete in accordance with the July 1<sup>st</sup> NCAA notification deadline. Renewals, non-renewals and reduction of aid must be submitted in writing to the Associate AD for Administration by May 15 each year. Should you wish to have renewal letters prepared prior to the end of the school year (so student-athletes may sign prior to leaving), you must present your entire team's scholarship by individual to the Associate AD for Administration **one month prior** to the date you would like the information. For non-renewal and reduction letters, a reason substantiating the reduction or non-renewal must be provided on the Jump Forward Form and any documentation should be provided to the team administrator.

Scholarships are written either in dollar amounts or as Full Scholarships. Those written as dollar amounts are NOT considered Full Scholarship student-athletes but may be packaged in such a way to cover all costs. In those cases, student-athletes who have excess money



once tuition, fees, room and board are expensed may be able to receive money for books through Enrollment Services Office. Those student-athletes who are written as Full Scholarship may receive money for books from the Office of Academic and Student-Athlete Support Services.

The last date to increase an athletic award for the current academic year is February 15. Requests for increases should be put in writing to the Associate Athletic Director for Administration and the Associate Athletic Director for Compliance and Academics.

Taxes are the responsibility of each individual student-athlete who receive scholarship covering all or part of room and board. Coaches should explain this expense to all student-athletes so they are aware, especially all International Student Athletes.