



**2013-2014**

University of Louisiana at  
Lafayette Compliance Manual



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## **University of Louisiana at Lafayette Mission Statement**

The University of Louisiana at Lafayette, the largest member of the University of Louisiana System, is a public institution of higher education offering bachelor's, master's, and doctoral degrees.

Within the Carnegie classification, UL Lafayette is designated as a Research University with high research activity. The University's academic programs are administered by the Colleges of the Arts, Education, Engineering, General Studies, Liberal Arts, Nursing & Allied Health Professions, B. I. Moody III College of Business Administration, Sciences, and the Graduate School. The University is dedicated to achieving excellence in undergraduate and graduate education, in research, and in public service.

For undergraduate education, this commitment implies a fundamental subscription to general education, rooted in the primacy of the traditional liberal arts and sciences as the core around which all curricula are developed. The graduate programs seek to develop scholars who will variously advance knowledge, cultivate aesthetic sensibility, and improve the material conditions of humankind.

The University reaffirms its historic commitment to diversity and integration. Thus, through instruction, research, and service, the University promotes regional economic and cultural development, explores solutions to national and world issues, and advances its reputation among its peers.

## **Athletic Department Mission Statement**

As an integral part of a comprehensive, coeducational public institution of higher learning, the stated philosophy of the UL Lafayette Athletic Department is to subscribe to high standards of academic quality, as well as breadth of academic opportunities; and to provide athletic competition at the highest level of intercollegiate athletics.

The Athletic Department is committed to the promotion of social mobility, integration and equality of opportunity. In accordance with the state philosophy, the following goals have been established for UL Lafayette Athletics:

- a. Provide the tools and resources necessary to achieve high retention and graduation rates for student-athletes;
- b. Provide the tools and resources necessary for coaches and student-athletes to be successful at the highest feasible level of competition;
- c. Provide the tools and resources necessary to support equitable opportunity for all student-athletes and staff, regardless of race and sex;
- d. Maintain NCAA Division I classification;
- e. Maximize opportunities for athletic competition within the framework of currently sponsored sports; and,
- f. Maintain responsible fiscal control in accord with University, conference and NCAA rules and regulations.

## **Student-Athlete Code of Conduct**

Student-athletes are representatives of the Institution and shall conduct themselves accordingly. They are often the most prominent individuals the general public associates with the institution. The student-athlete shall:

- (a) Project a positive image of himself/herself, his/her teammates, and the Athletics Department at all times.
- (b) Be a role model for others in the Institution and community to follow and emulate.
- (c) Exhibit the highest ideals of sportsmanship on and off the courts and fields of play.
- (d) Abide by all applicable NCAA, conference, and Institutional rules and regulations.
- (e) Maintain good academic standing.
- (f) Avoid any involvement with non-therapeutic drugs and aggressively assert a wholesome influence in combating the use of drugs.
- (g) Refrain from the use of or possession of alcoholic beverages at the site of an athletics competition, a formal team function, or while traveling with an athletics squad.
- (h) Not participate in the use of tobacco, per NCAA bylaws.
- (i) Be cognizant of and avoid all contacts with individuals representing gambling interests. The student-athlete should provide no information of any kind to these individuals and should report all attempts of contact to your coach. The student-athlete should not gamble on sporting events.
- (j) Have no dealings with an agent or an agent's representative until discussing the situation with a senior Athletics Department official.
- (k) Maintain a positive attitude, be a productive team member, and be punctual for all practices, contests and other team functions.
- (l) Be responsible for all equipment and supplies issued.
- (m) Treat visiting teams and officials as guests.
- (n) Maintain a positive rapport with fans and supporters.
- (o) Remember, it is a privilege with considerable responsibility, to represent this Institution through its athletics program.

## **Grievance Procedures**

It is the position of the Athletics Department that grievances should be heard in a forum open to all involved parties. This will always be accomplished within State of Louisiana, NCAA, and Institutional procedures.

A student-athlete who has a grievance shall first meet with an Associate Director of Athletics to determine the nature of the complaint. If this effort to obtain redress is unsuccessful, the student-athlete may request a meeting with the Director of Athletics. If the grievance concerns a coach or an athletics staff member, this person shall have the right to attend this meeting. Depending on the severity of the complaint, the grievance may be handled through established institutional procedures.

Grievances related to sexual harassment will be addressed through the University's Sexual Harassment Policy.

## **University's Sexual Harassment Policy**

At the University of Louisiana at Lafayette, sexual harassment, whether verbal, physical, written, or visual, is unacceptable and will not be tolerated. Harassment is unlawful and hurts all members of the educational community. Each incident of harassment contributes to a general atmosphere in which the entire community suffers the consequences and in which all students and employees may feel that their safety and equality are compromised.

Any member of the university community who believes that he/she has been the victim of sexual harassment as defined above may bring the matter to the attention of the Associate Dean of Students, Room 211, Martin Hall (482-6272), the Title IX Coordinator, Room 231, Martin Hall (482-6306), or one of the professional counselors in the Counseling Center, Olivier Hall (482-6480) or the University Ombudsman (482-6947), Coronna Hall.

The complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date.

The initial discussion between the complainant and the university officer will be kept confidential with no written records. In many cases a satisfactory resolution of the complaint can be worked out at this point and no further action is required.

If a satisfactory solution to a complaint cannot be reached and the individual (grievant) decides to proceed, a written statement describing the alleged harassment should be submitted to the grievance officer designated by the president. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information related to the case should be limited in order that the privacy of all individuals involved is safeguarded as fully as possible.

The grievance officer shall inform the alleged offender of the allegation and the identity of the grievant. A written statement of the complaint shall be given to both parties. Every effort shall be made to protect the grievant from retaliatory action by those named in the grievance.

Promptly after the grievance is submitted, the grievance officer should initiate appropriate steps to affect an informal resolution of the grievance acceptable to both parties.

The grievant, if unsatisfied with the informal resolution proposed above, shall have access to the formal grievance procedures of the university upon prompt submission of a written request.

Review of a grievance against a faculty and/or staff member is conducted by a committee of peers. Members of a peer review committee should meet with the grievance officer to discuss the grievance. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before



the committee and to confront any adverse witnesses. The committee, with assistance from staff, may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary in reaching a determination as to the merits of the allegations. Once such a determination has been reached, it should be communicated in writing to both parties.

If the review committee's findings do not lead to a mutually acceptable resolution, and if the committee believes that a reasonable cause exists for seeking sanctions against the faculty and/or staff offender, the grievance officer will forward the recommendations immediately to the President and/or designee. The President and/or designee shall then proceed in the manner set forth in the applicable grievance procedure.

This information is made available to all students in the University of Louisiana Student Handbook.

## **University's Hazing Policy**

Hazing, as defined by the Board of Supervisors is “any action taken or situation created, whether on or off college or university property, which is life threatening to the individual, and kidnapping, paddling, slapping, branding, burning with cigarette, or any such activities which are life threatening to the individual or are intended to hurt or to humiliate physically or mentally.” Hazing in any form is strictly forbidden by the University through the Code of Student Conduct. Actions and activities which are explicitly prohibited include, but are not limited to the following:

- All forms of physical activity not part of an organized, voluntary athletic contest or not specifically directed toward constructive work.
- Paddling, beating, or otherwise permitting members or alumni members to hit associates, new, or potential members.
- Any activity that might reasonably bring physical harm to the individual.
- Morally degrading or humiliating games or activities that make an individual the object of amusement, ridicule, or intimidation, or any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury.
- Kidnap, road trips, etc., which are conducted in a manner that endangers the health or safety of an associate or active.
- Requiring associates to consume large amounts of alcohol and/or drinking games.
- Activities that interfere in any way with any individual's academic efforts, e.g. causing exhaustion, loss of sleep, or loss of reasonable study time.
- Activities that interfere with an individual's employment or family obligations.
- Forcing, coercing, or permitting students to eat or drink foreign or unusual substances such as raw meat, raw eggs, salt water, onions, etc.
- The use of obscenities and vulgarities in dress or requiring associates to wear any degrading or uncomfortable garments.
- Preventing associates from wearing any required garments or accessories.
- Having substances such as eggs, paint, honey, etc., thrown at, poured on, or otherwise applied to the bodies of associates.

- Subjecting an individual to cruel and unusual psychological conditions, any form of verbal harassment.
- Any requirement which compels an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine morals and/or beliefs, e.g. public profanity, indecent or lewd conduct, or sexual gestures in public.
- Pledge members being solely responsible for chapter obligations.
- Any action which is in violation of the University's Code of Student Conduct.

## **NCAA Compliance**

The purpose of the NCAA is to maintain intercollegiate athletics as an important part of the educational program and the student-athlete as an integral part of the student body and to retain a clear line of difference between intercollegiate athletics and professional sports.

UL Lafayette, as an NCAA member institution, is responsible for applying and enforcing the legislation set forth by the NCAA regarding basic athletic issues such as admissions, financial aid, eligibility and recruiting. When a staff member, student-athlete, or other individual or group representing UL Lafayette's Athletic Department fails to do so, UL Lafayette will be subject to disciplinary and corrective actions determined by the NCAA.

## **Philosophy on Self-reporting Rules Violations**

An important aspect of NCAA Compliance is self-reporting rules violations. Self-reporting is considered to reflect a solid program of institutional control. Any self-reported violations may be reported to the Athletics Compliance Office.

Each individual within the Athletic Department is obligated to maintain competency in knowledge of rules, to act within his or her realm of responsibility in full compliance with the rules, and to report any violations of the rules to the Compliance Office. It is the goal of the Compliance Office to place UL Lafayette in a pro-active position by educating, overseeing, and monitoring the Athletic Department and maintaining a positive compliance environment. The commitment to excellence in all aspects of NCAA compliance must be prioritized by the entire UL Lafayette Athletic Department.

### **Board of Supervisors**

The University of Louisiana System Board of Supervisors reviews all programs on a bi-annual basis.

### **University President**

The University President is ultimately responsible for the conduct of all programs at UL Lafayette, including athletics. The Athletic Department falls directly under the control of the President.

### **University Athletic Committee**

The University Athletic Committee periodically reviews the activities of the Athletic Department and acts in an advisory capacity.

### **Sun Belt Conference**

The Sun Belt Conference conducts compliance reviews every 3 years to assess the effectiveness of the Compliance Office.

### **Athletic Director**

The Athletic Director is charged with direct day to day administration of the Athletic Department. The Athletic Director maintains the academic and financial integrity of the department, maintains departmental compliance with the NCAA, and coordinates all fundraising efforts.

### **Senior Associate Athletic Director**

The Senior Associate Athletic Director will assist the Athletic Director in all aspects of Athletic Department management including, but not limited to, the supervision of individual sports programs, travel coordination, budget management, facility management, personnel management, and fund raising and development.

## **Certifying Officer**

The Certifying Officer is responsible for maintaining and submitting the NCAA Squad List to the Sun Belt Conference.

## **Faculty Athletic Representative**

The Faculty Athletic Representative represents UL Lafayette at NCAA meetings and serves on the UL Lafayette Athletic Committee, as well as an advisor to the Student-Athlete Advisory Committee. The Faculty Athletic Representative also coordinates the student-athlete exit interview process and assists with the implementation of academic improvement plans.

## **Associate Athletic Director for Compliance and Academics/SWA**

The Associate Athletic Director for Compliance and Academics/SWA is charged with oversight of compliance with NCAA rules and regulations as well as the Student-Athlete Academic Center. The Associate Athletic Director for Compliance and Academics/SWA prepares final scholarships, coordinates the compliance rules education program, verifies initial and continuing eligibility, coordinates and monitors the study hall program, oversees the grade-check program, monitors the eligibility certification process, directs NCAA drug testing, serves as the advisor for the Student-Athlete Advisory Committee, directs the Student-Athlete Affairs Program and serves as the liaison to the NCAA Eligibility Center, Financial Aid Office, Admissions Office, and the Registrar's Office.

## **Compliance Staff**

The Compliance Staff will consist of the Director of Compliance and the Compliance Coordinator. The Compliance Staff will assist the Associate Athletic Director for Compliance and Academics/SWA in all aspects of compliance including, but not limited to, the compliance rules education program, final scholarships, initial and continuing eligibility, Student-Athlete Affairs Program, and compliance with NCAA rules and regulations. The Director of Compliance is the liaison with food services and housing personnel.

## **Assistant Director of the Student-Athlete Academic Center**

The Assistant Director of the Student-Athlete Academic Center is charged with the oversight of the academic counselors, tutors, and study hall staff in the Student-Athlete Academic Center. The Assistant Director of the Student-Athlete Academic Center monitors the academic progress of student-athletes, assists with the advising and scheduling process, and coordinates the academic coaching program. The Assistant Director of the Student-Athlete Academic Center reports to the Associate Athletic Director for Compliance and Academics/SWA.

## **Academic Counselor**

The Academic Counselor is responsible for providing academic and student support services to student-athletes. Under the direction of the Assistant Director of the Student-Athlete Academic Center, the academic counselor assists in the evaluation, monitoring, and development of the academic advising, tutoring, grade checks, and academic progress programs in place for all student-athletes. The academic counselor assists with the student-athlete advising and class registration process, and is also responsible for assisting in the monitoring of the study hall program.

### **Director of Athletic Training**

The Director of Athletic Training oversees all training room operations and weight room policies, equipment, procedures and operations.

### **Associate Director of Athletic Training**

The Associate Director of Athletic Training will assist the Director of Athletic Training in overseeing all training and weight room operations including, but not limited to injury prevention programs, injury care, rehabilitation for all student-athletes, weight room policies, equipment, procedures and operations.

### **Assistant Athletic Trainer**

The Assistant Athletic Trainer administers programs of injury prevention, injury care and rehabilitation to all student-athletes. The Assistant Athletic Trainer proactively assures the maximum safety of all athletics participants.

### **Sports Information Director**

The Sports Information Director supervises all functions and operations of the sports information department. He/she coordinates all press releases and weekly press conferences.

### **Assistant Sports Information Director**

The Assistant Sports Information Director ensures comprehensive coverage of the intercollegiate athletics program occurs in local, regional, and national print and electronic media. He/she helps to maintain a strong relationship between Athletics and the media.

### **Marketing and Promotions Director**

The Marketing and Promotions Director develops and implements all promotions and marketing programs for all sports.

### **Athletic Development Director**

The Athletic Development Director develops and implements all fund raising and development activities.

## **Accounting Specialist/Business Manager**

The Accounting Specialist/Business Manager researches and prepares department budgets, has overall responsibility for business affairs of the department, and coordinates ticket office operations. The Business Manager is also responsible for assisting the Compliance Office in maintaining the integrity of the athletics compliance program.

## **Head Coaches**

Head Coaches are responsible for the actions of all assistant coaches and administrators who report, directly or indirectly, to the head coach. Head coaches shall promote an atmosphere of compliance within his or her program and shall monitor the activities of all assistant coaches and administrators involved with the program who report, directly or indirectly, to the coach. Head coaches ensure that each student-athlete is cleared for eligibility prior to practice or competition. Also, the coaches report all known or suspected violations of regulations (NCAA or conference) to the Compliance Office, the Senior Associate Director for Athletics, the Associate Athletic Director/Senior Woman Administrator, or the Athletic Director.

## **Assistant Coaches**

Assistant coaches assist in the planning, implementation and administration of the appropriate sports program. Assistant coaches ensure the program adheres to all applicable NCAA, conference, and institutional rules and regulations.

## **Assistant Athletic Director for Internal Operations**

The Assistant Athletic Director for Internal Affairs has oversight responsibility for the Athletics Department's web site and monitors all outside events occurring in the athletic facilities, ensuring these events and the web site are in compliance with all NCAA and conference rules and regulations. The Assistant Athletic Director for Internal Affairs is also charged with overseeing the maintenance and advancement of all technology within the department and educating staff with new and/or advanced technology as it reaches the sports market. The Assistant Athletic Director for Internal Affairs reports to the Athletic Director.

## **Assistant Athletic Director for Operations**

The Assistant Athletic Director for Operations will assist the Assistant Athletic Director for Internal Operations in monitoring and updating the department's website, game day management, and maintenance and advancement of all technology within the department.

## **University Registrar**

The University Registrar reports to the University President and the Vice President for Academic Affairs for matters concerning NCAA academic eligibility certification. The University Registrar is the Certifying Official for Athletics and is responsible for verifying full-time enrollment for each athlete according to NCAA, Sun Belt Conference and Institutional Rules and Regulations and for submitting signed Squad Lists to the Sun Belt Conference. The University Registrar prepares the annual NCAA Graduation Rate Survey.

### **Student Financial Aid Director**

The Student Financial Aid Director reports to the Vice President for Enrollment Management. The Director is responsible for the determination and monitoring of institutional financial aid for each student-athlete to meet NCAA, Sun Belt Conference, and University standards.

### **Admissions Director**

The Admissions Director reports to the Vice President for Enrollment Management. The Director is responsible for the admission of each student-athlete in accordance with the University's regular, published entrance requirements.

### **Head Strength and Conditioning Coach**

The Strength and Conditioning coach provides energetic leadership and oversight to all athletic programs at the University of Louisiana at Lafayette and reports to the Associate Athletic Director for Internal Operations. The Strength and Conditioning coach is a primary contact between the athletic program and the community at large. The Strength and Conditioning coach makes sure strength and conditioning hour limitations are maintained during championship and non-championship segments and that voluntary summer workouts remain voluntary and not monitored by coaches. The Strength and Conditioning Coach serves as the Athletic Department resource for questions related to NCAA banned drugs and the use of nutritional supplements.

### **Assistant Strength and Conditioning Coach**

The Assistant Strength and Conditioning Coach assists with the development and implementation of a strength and conditioning program for all student-athletes. The Assistant Strength and Conditioning Coach ensures that the strength program adheres to all applicable NCAA, conference, and institutional rules and regulations.

### **Video Coordinator**

The Video Coordinator coordinates all video activities and maintains video editing equipment for the Athletics Department. The Video Coordinator oversees the instant replay system per conference regulations. Any recruiting material produced must be made in compliance with NCAA Division I regulations. The Video Coordinator must be committed to the compliance process and assist with rules education. The Coordinator reports directly to the Assistant Athletic Director for Internal Operations.

## **Equipment Manager**

The Equipment Manager directs the operations of a fully functioning equipment room. The Equipment Manager provides appropriate, safe equipment and uniforms for all sport teams. The Equipment Manager ensures proper dispersion of Athletic equipment maintaining that these procedures comply with NCAA regulations specifically regarding donations and the sale of used equipment. The Equipment Manager reports to the Associate Athletic Director for Internal Operations.



## **Athletic Staff Members**

Once a month, the Associate Athletic Director for Compliance and Academics/SWA meets with coaches and staff members to discuss a particular area of NCAA rules. Attendance at these meetings is **mandatory** for all athletic department staff members (coaching and non-coaching). If because of team travel or recruiting, a coach is unable to attend, he/she must contact the compliance office in advance to receive and sign for all literature and instructions that would be presented in the meeting. Any athletic staff members not in attendance at the monthly rules education meeting will receive all documents related to the meeting in their mailbox and must sign the attendance form in the compliance office. In addition, the Athletic Department holds weekly staff meetings at which compliance is a regular agenda item.

Coaches and staff members can direct questions regarding rules interpretations to the Compliance Office, and the Associate Athletic Director for Compliance and Academics/SWA will give a final interpretation to the coaching staff.

## **Booster Groups**

All Booster club members will receive a copy of the “Guide to NCAA Rules for Alumni, Boosters and Friends.” In addition, before every athletic event, a public announcement is made reminding UL Lafayette supporters of NCAA regulations and urges them to “Ask before You Act.”

Prior to each academic year, each Head Coach is required to submit a “Boosters Notification Form” to the compliance office. This form identifies representatives of athletics interest that might have frequent and close contact with student-athletes. It is the responsibility of the compliance office to make sure these boosters, including those identified as “high-access” boosters, receive the compliance booster brochure as well as monitor their involvement with student-athletes.

Throughout the year, the Associate Athletic Director for Compliance and Academics/SWA addresses booster groups to review NCAA and Sun Belt Conference Rules and Regulations.

## **Student-Athletes**

At the beginning and end of each academic year, Head Coaches schedule a meeting time so the Associate Athletic Director for Compliance and Academics/SWA can meet with his/her team to review NCAA’s Summary of Regulations. During these meetings, rules on eligibility, drug testing, gambling, bribery, amateurism, financial aid and awards and benefits are discussed. The following forms are explained and signed by each student-

athlete: NCAA Student-Athlete Statement, NCAA Drug Testing Consent, Vehicle Registration, Student-Athlete General Information, Employment Information, and Housing Information.

Each student-athlete is also given a Student-Athlete Handbook that includes NCAA rules and regulations.

In addition, the Associate Athletic Director for Compliance and Academics/SWA meets with the Student Athlete Advisory Committee to discuss NCAA and Sun Belt Conference Rules and Regulations.

# COACHING CATEGORIES

Per NCAA rules, two main categories of coaches exist: Head or Assistant Coaches, and Volunteer Coaches. In addition, women's rowing and Football Bowl Subdivision (FBS) have a category for Graduate Assistant Coaches.

**Head or Assistant Coaches** – Any coach so designated by UL Lafayette to perform coaching duties.

**Volunteer Coaches** – Permitted in sports other than football and basketball, this individual may not receive compensation or remuneration from UL Lafayette's Athletic Department or any organization involved with promoting UL Lafayette athletics.

All volunteer coaches at UL Lafayette are required to pass the NCAA Coaches Certification Exam as well as the Volunteer Coaches Exam created by the UL Lafayette Compliance Office.

**Graduate Assistant Coaches** – Football is permitted four graduate assistant coaches. Individuals serving as graduate assistant coaches are required to have completed a baccalaureate degree and be enrolled in at least 50% of the minimum full-time graduate program of studies.

**Student Assistant Coaches** – This is any undergraduate student-athlete who has exhausted his or her eligibility in the sport or has suffered a career-ending injury and meets the provisions of NCAA Bylaw 11.01.4. This individual is not allowed to engage in any off-campus contacting and evaluating of prospective student-athletes or scouting opponents off campus. This individual may not receive any compensation other than the financial aid that could be received by a student-athlete.

# **LIMITATIONS ON THE DUTIES OF COACHES**

## **Newly Hired Coaches**

All newly hired coaches (countable, volunteer, and non-coaching staff members) will be required to meet with the compliance staff and complete the **New Coaches Checklist**, indicating receipt of required compliance materials.

## **Countable Coach**

An athletics department staff member must count against coaching limits as soon as the individual participates (in any manner) in the coaching of the intercollegiate team in practice, games or organized activities directly related to that sport, including any organized activity directly related to the sport.

## **Volunteer Coach**

In sports other than football and basketball, a volunteer coach is any coach who does not receive compensation or remuneration from the institution's athletics department or any organization funded in whole or in part by the athletics department or that is involved primarily in the promotion of the institution's athletics program (e.g., booster club, athletics foundation association). The following provisions shall apply:

- (a) The individual is prohibited from contacting and evaluating prospective student-athletes off campus or from scouting opponents off campus and may not perform recruiting coordination functions (see Bylaw 11.7.1.2).
- (b) The individual may receive a maximum of two complimentary tickets to home athletics contests in the coach's sport.
- (c) The individual may receive complimentary meals incidental to organized team activities (e.g., pre- or post-game meals, occasional meals, but not training table meals) or meals provided during a prospective student-athlete's official visit, provided the individual dines with the prospective student-athlete.

## **Additional Information for Volunteer Coaches**

<b>Volunteer Coaches May <u>Not</u>...</b>	<b>Volunteer Coaches <u>May</u>...</b>
Receive or place phone calls to prospective student-athletes	Purchase additional game tickets at face value
Write, e-mail, text or otherwise communicate with prospective student-athletes in writing	Receive apparel that is incidental to coaching (i.e., shoes, shirts and/or jackets)
Receive any on- or off-campus meals during unofficial visits. A head or assistant coach may not purchase an otherwise impermissible meal for a volunteer coach on- or off-campus	Receive the same awards as student-athletes for participation in championship events
Receive expenses for non-competition related travel, such as for conventions or professional development	Receive parking expenses associated with practice and / or competition

Coach or be involved in the same sport at a high school	Assist the coaching staff with administrative duties
Provide prospects or student-athletes any extra benefits, such as lodging, meals and/or transportation	Assist the coaching staff with on-campus recruiting activities (i.e., touring facilities)
Receive cash bonuses, stipends or gifts related to their volunteer coaching position from the athletic department, the head coach or any outside groups, including booster clubs	Use an institutional vehicle for transporting prospective student-athletes to/from the bus or train station or nearest major airport for an official visit and/or the prospect's initial arrival at the institution to attend classes or orientation
Own or be employed by sports camps that are not operated in compliance with NCAA rules and regulations	
Provide lessons to prospective student-athletes, unless under a permissible NCAA tryout exception	
Receive complimentary admission to a home contest in a sport other than their own (for example, to attend a football game during a prospect's visit)	

**Permissible Expenses for Volunteer Coaches:**

- Transportation to and from, and room and board, at away games; and
- Parking expenses associated with practice and competition.
- Meals in conjunction with a prospect's official visit or a team activity (i.e. occasional or post-game meals).
- May receive compensation from UL Lafayette for performing duties for a department other than athletics.

Generally in Division I sports other than football and basketball, an institution may utilize the services of one volunteer coach. However, the sports of indoor and outdoor track and field may utilize the services of four volunteer coaches. Additionally, the sports of indoor track, outdoor track and cross country may be counted separately for purposes of this legislation. In sports in which the NCAA conducts separate men's and women's championships, a combined program may utilize two volunteer coaches.

**Non-Coaching Staff Members With Sport Specific Responsibilities**

This group includes sport operations personnel, video coordinators, administrative assistants, some non-traditional managers (i.e. not undergraduate students), quality control individuals and similar positions. All non-coaching staff members will receive an initial orientation handout from the compliance office that outlines NCAA legislation

relative to non-coaching staff members. The initial orientation handout will only be provided initially upon hire and will not be provided on an annual basis.

**11.7.1.1.1.1 Noncoaching Activities** – Institutional staff members involved in non-coaching activities (e.g., administrative assistants, academic counselors) do not count in the institution's coaching limitations, provided such individuals are not identified as coaches, do not engage in any on- or off-field coaching activities (e.g., attending meetings involving coaching activities, analyzing video involving the institution's or an opponent's team), and are not involved in any off-campus recruitment of prospective student-athletes or scouting of opponents.

**11.7.1.1.1.1.1 Exception – Noncoaching Staff Member with Sport-Specific Responsibilities** – A noncoaching staff member with sport-specific responsibilities (e.g., director of operations, administrative assistant) **may participate in organized activities involving only the coaching staff or administrative duties (e.g., attend meetings involving coaching activities, analyze video of the institution's or an opponent's team, track statistics during practice or competition).** However, such an individual is prohibited from participating in instructional activities with student-athletes and any on-court or on-field activities (e.g., assist with drills, throw batting practice), and is prohibited from participating with or observing student-athletes in the staff member's sport who are engaged in nonorganized voluntary athletically related activities (e.g., pick-up games). *(Adopted: 1/16/10)*

PERMISSIBLE	IMPERMISSIBLE
<p><b>Organized activities involving only the coaching staff or administrative duties.</b></p> <ul style="list-style-type: none"> <li>• Observe practice provided no instruction is provided to student-athletes.</li> <li>• Arrange travel.</li> <li>• Sit in dug-out/on bench during competitions and be in “huddle” provided no coaching occurs.</li> <li>• Coordinate complimentary admissions.</li> <li>• Review recruiting documentation.</li> <li>• Work with schedule.</li> <li>• Assign equipment.</li> <li>• Coordinate community service activities.</li> <li>• Track student-athletes’ academic progress.</li> <li>• Splice game film.</li> <li>• Coordinate film exchange.</li> <li>• Chart/track statistics during practice or competition.</li> <li>• Be present at on-campus recruiting</li> </ul>	<p><b>Any activities that can be considered coaching in nature that are not an exception per Bylaw 11.7.1.1.1.1.</b></p> <ul style="list-style-type: none"> <li>• In-person scouting of opponents or prospects.</li> <li>• Off-campus recruiting.</li> <li>• Set up offense, defense or strategy.</li> <li>• Participate in or observe non-organized voluntary activities (e.g., pick-up games).</li> <li>• Provide analysis of practice sessions.</li> <li>• Analyze/evaluate videotape of prospects.</li> <li>• Preparation of general recruiting correspondence.</li> <li>• Pre-game warm-up activities (e.g., throwing batting practice, assisting with warm-up drills, hitting fungo, taking in-field).</li> <li>• In-game warm-up activities (e.g., bullpen catcher, between inning warm-ups).</li> <li>• Participate in meetings involving</li> </ul>

<p>activities.</p> <ul style="list-style-type: none"> <li>• Coordinate/manage institution's camp/clinic.</li> <li>• Administrative/managerial functions.</li> <li>• Participate in coaching staff meetings, including those involving coaching activities (e.g., game film review) when no student-athletes are in attendance.</li> <li>• Attend meetings involving student-athletes provided no instruction is provided to student-athletes.</li> <li>• Analyze/evaluate videotape of team or opponent provided no instruction is provided to student-athletes.</li> </ul>	<p>student-athletes.</p> <ul style="list-style-type: none"> <li>• Any activity involving athletics evaluations and/or selection of prospects.</li> <li>• Making phone calls to prospects (or prospects' parents, legal guardians or coaches) except as permitted per Bylaw 13.1.3.4.1.2.</li> </ul>
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Recruiting is an integral part of the intercollegiate athletics program. It is essential that all parties involved in the recruiting process have a full understanding of the NCAA, Conference and Institutional rules. Recruiting of prospective student-athletes is the responsibility of the head coach. The Athletic Director, FAR, Associate Athletic Director for Compliance and Academics/SWA, and Sr. Associate Athletic Director shall have oversight authority of recruiting practices to assure adherence to recruiting regulations.

## **Recruiting Philosophy**

The Athletics Department is committed to recruiting prospective student-athletes who are, first and foremost, capable of attaining a degree in an approved baccalaureate program of study, are athletically talented enough to compete at the Division I level, and who possess the highest degree of personal integrity. An overall evaluation of the prospect's academic orientation, high school and/or junior college record, history of accountability to one's actions, and background information will assess scholastic aptitude and character. Any prospective student-athlete whose fundamental aim is otherwise than to achieve a sound education and contribute to the overall quality of the collegiate experience at UL Lafayette should not be extended the opportunity for athletic participation.

## **Rules-Knowledge Expectations**

All applicable NCAA and conference regulations regarding recruiting must be followed. Coaches shall be thoroughly familiar with recruiting, eligibility, and financial aid regulations (NCAA Bylaws 13, 14, and 15) before engaging in the recruitment of any PSA. A coach will not be permitted to recruit off-campus until the annual NCAA Coaches Certification Test is passed; this test is scheduled through the Compliance Office and administered by the FAR. Any new coaches (countable or volunteer) are required to have successfully passed the Coaches Certification Exam in order to engage in coaching and/or recruiting activities. Non-coaching staff members with sport-specific responsibilities are also required to successfully pass the NCAA Coaches Certification Exam. Coaches and other Athletics Department personnel involved in the recruiting process are required to attend Athletics compliance meetings and workshops.

## **Recruiting Definitions and Recruiting Periods**

### **Contact - NCAA Bylaw 13.02.4**

A contact is any face-to-face encounter between a prospect or the prospect's parents, relatives or legal guardian(s) 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 or that takes place on the grounds of the prospect's educational institution or at the site of organized competition or practice involving the prospect or the prospect's high-school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs.



### **Evaluation - NCAA Bylaw 13.02.7**

Any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect's educational institution (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.

### **Contact Period - NCAA Bylaw 13.02.5.1**

A contact period is a period of time when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations.

### **Evaluation Period - NCAA Bylaw 13.02.5.2**

An evaluation period is a period of time when it is permissible for authorized athletics department staff members to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospects. No in-person, off-campus recruiting contacts shall be made with the prospect during an evaluation period.

### **Recruiting Period (Men's Basketball) - NCAA Bylaw 13.02.5.3**

In men's basketball, a recruiting period is a period of time when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations.

### **Quiet Period - NCAA Bylaw 13.02.5.4**

A quiet period is a period of time when it is permissible to make in-person recruiting contacts only on the member institution's campus. No in-person, off-campus recruiting contacts or evaluations may be made during the quiet period.

### **Dead Period - NCAA Bylaw 13.02.5.5**

A dead period is a period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the member institution's campus or to permit official or unofficial visits by prospects to the institution's campus. The provision of complimentary admissions to a prospect during a dead period is prohibited, except as provided in Bylaw 13.7.2.5 for a prospect that visits an institution as part of a group. During a dead period, a coaching staff member may not serve as a speaker at or attend a meeting or banquet at which prospects are in attendance, except as provided in Bylaw 13.1.8.1, and may not visit the prospects' educational institution. It remains permissible, however, for an institutional staff member to write or telephone prospects during such a dead period.

## **Declaration of Recruiters**

By August 1, each Head Coach will declare the names of the coaches eligible to recruit for that year. These specified coaches must complete and successfully pass the Coaches Certification Exam. Once the exam is passed, the FAR will submit the declaration to the Compliance Office where it will be held on file according to NCAA and conference regulations. If a coach does not pass the Coaches Certification Exam, he/she is not allowed to perform recruiting coordination functions and will be able to retake the exam after 30 days.

## **Recruiting Logs**

Each coach will maintain recruiting logs for every prospective student-athlete he/she evaluates or contacts. The coach is responsible for documenting every contact, evaluation, and phone call made with prospective student-athletes. Recruiting logs must be kept current at all times. Correspondence, phone logs, and off-campus contacts/evaluations will be inputted by coaches online into ACS Athletics. These records will be verified prior to travel reimbursement approval.

## **Eligibility Request Forms**

The head coach or designee must complete an “Eligibility Request Form” for each prospect he/she is recruiting.

If the prospect is a transfer student, a copy of his/her transcript will be given by the coach to the Student-Athlete Academic Center for a preliminary evaluation of transfer credits.

## **Official Visit**

A prospective student-athlete may receive one expense paid visit not to exceed 48 hours. A PSA is limited to five (5) official visits and can only take one official visit to any given institution. The institution notifies the PSA of this limitation, in writing, at the time of invitation. Coaches shall submit the Official Visit Request Form to the Compliance Office at least five days prior to the scheduled visit. A coach shall not bring a PSA on an official visit unless the coach has received approval from the Compliance Office.

## **Official Visit Procedure**

### Step 1:

The coach goes to the Athletic Department Secretary to receive a “Request for Official Recruiting Visit.” This form is completed, signed by the head coach, and then brought to the Compliance Office for approval. Once approved by the Associate Athletic Director for Compliance and Academics/SWA; the Athletic Business Office, Athletic Director, President, Comptroller, and Vice President for Business and Finance must sign the form.

### Step 2:

The coach submits a “Compliance Official Visit Request form” (with transcript, test scores if the Prospective Student-Athlete is in high school, and an “Eligibility Request Form”) to the Compliance Office. The Associate Athletic Director for Compliance and Academics/SWA enters the Prospective Student-Athlete in to the NCAA Eligibility Center, activating the PSA on UL Lafayette’s IRL as well as in the Compliance Assistant database.

- If approved, the Compliance Office:
  - Mails an Official Visit Letter and the welcome letter from the Athletic Director.
  - Places a copy of the approved Official Visit Request Form in the coach’s mailbox.

### Step 3:

The Coach reviews the “Student Host Receipt/Instructions” with the Student-Athlete Host and has the host sign the “Student Host Receipt/Instructions” and the “Guidelines for Prospective Student-Athletes and their Student Hosts” form.

### Step 4:

Prospective Student-Athlete visits UL Lafayette.

- The PSA signs the “Guidelines for Prospective Student-Athletes” form.

### Step 5:

- Coach completes the “Record of Official Visit” form. The Prospective Student-Athlete signs the completed “Record of Official Visit.”
- All receipts are attached to an Expense Account form and turned in with the “Record of Official Visit” to the Compliance Office. This form is turned in to the Compliance Office for approval and then sent to the Athletics Business Office.
- If approved, the Athletics Business Office submits the forms to the University Business Office. A copy is given to the Compliance Office and a copy is kept in the Athletics Business Office.
- The Compliance Office files copies of all forms in the prospective student-athlete’s file.

## **NCAA Bylaw 13.1.1.2 Two-Year College Prospects.**

A prospect who was not a qualifier as defined in 14.02.11.1 and who is enrolled in the first year of a two-year college may not be contacted in person on or off an institution’s campus for recruiting purposes.

### **Student Host**

It is the responsibility of the head coach to ensure that their student-athletes are aware of all legislation related to hosting a prospect. The student host will be required to sign a “Student Host Form” prior to receiving prospect entertainment funds. After the official visit is done, the student host must sign a “Record of Official Visit Form” and any monies not spent must be returned to the head coach.

According to institutional policy, student hosts have the following responsibilities:

- Underage drinking (below 21) is illegal in the state of Louisiana. Prospects are not permitted to indulge in this activity. It is the student host’s responsibility to discourage and report transgressions of this law. If a prospect is of legal age (21) and may enter a local bar, it is the student host’s responsibility to ensure that the prospect is aware that alcohol abuse will NOT be tolerated.
- Curfew for PSAs is left to the discretion of the head coach not to exceed 2:00am.
- UL Lafayette will not tolerate sexual harassment by anyone associated with its athletic teams. Student hosts must be aware of UL Lafayette’s prohibition of

this type of activity and work to ensure that PSAs conduct themselves appropriately.

- Student hosts may NOT utilize any illicit or illegal activities as a recruiting device. Specifically, the use of drugs, sex or strippers/gentlemen's clubs as a means of recruiting a prospect is PROHIBITED.
- A prospect may not have contact with representatives of UL Lafayette's athletics interests (boosters). It is the student host's responsibility to ensure that such contact does not take place when entertaining a prospect. If an unplanned meeting occurs, only an exchange of greeting is permissible.
- All entertainment of a prospect shall be within a 30-mile radius of UL Lafayette. There shall be no entertainment in regard to gambling/gaming activities.
- It is the responsibility of UL Lafayette to ensure the safety and well being of prospects visiting our campus. At the same time, it is incumbent upon the prospect and the student host to avoid any situations or activities that would jeopardize their safety or would be against NCAA, University or local laws, rules, and regulations.

Failure to adhere to these guidelines will result in the following:

Violation by Host:

- 1<sup>st</sup> – SA will be ineligible to host a prospect for one calendar year.
- 2<sup>nd</sup> – SA will be ineligible to host a prospect indefinitely.

Violation by Prospect:

- Parents/legal guardians are contacted by the Athletic Director.

**Any violation during an academic year constitutes a violation for the specific program**

- 1<sup>st</sup> – Written warning to Head Coach.
- 2<sup>nd</sup> – Probation for program to include educational sessions from the compliance office.
- 3<sup>rd</sup> – Loss of official visits.

## **Unofficial Visit**

A PSA shall be permitted to visit campus as many times as he/she wishes at his/her expense. Only three complimentary admissions to an on-campus athletic event can be provided during an unofficial visit. No other expenses can be paid (no meals)! Coaches are responsible for submitting an Unofficial Visit Pass List with the names of the prospective student-athletes prior to the event taking place. Prospective student-athletes will not be allowed to "walk-up" and receive complimentary admission if they are not on the unofficial visit pass list. A prospect on an unofficial visit may stay in an enrolled student-athlete's dormitory room for one night, provided the housing office is notified of the accommodations in advance. Coaches are not allowed to eat at an off-campus restaurant with a PSA on an unofficial visit, even if the PSA pays for their own meals. Coaches must submit an Unofficial Visit Form to the Compliance Office no later than 10 days following the conclusion of the visit.

## **Contact Restrictions**

Alumni, Boosters, and other “representatives of athletics interest” are specifically prohibited from making any contact with a recruit either in person, by phone or mail.

## **Documentation**

One of the most important parts of recruiting procedures is documentation.

**Burden of Proof.** “If a question arises about the recruitment of a prospect or the recruiting practices of a coach, it is the responsibility of the Athletics Department to have up-to-date records with complete, accurate information about the recruitment of a particular prospect.” – NCAA Rules Compliance Seminar

In short, without strong documentation to the contrary, it is probable that charges brought against a coach or program will not be refuted. It is up to the coach and department to prove its innocence in such a situation.

## **Permissible Recruiting Materials**

In compliance with Bylaw 13.4, UL Lafayette may not provide recruiting materials to a prospect until September 1 at the beginning of the prospect’s junior year in high school. UL Lafayette may provide the following printed materials to prospects:

- **General Correspondence**- including letters and postcards issued by the US postal services (i.e. blank cards) and institutional note cards may be sent to a prospect only by mail (attachments must be printed on plain white paper with black ink);
- **Business Cards;**
- **NCAA Educational Information;**
- **Pre-Enrollment Information**- necessary pre-enrollment information regarding orientation, conditioning, academics and practice activities, may be provided to a prospect student-athlete provided he/she has signed a NLI or has been accepted for enrollment by UL Lafayette;
- **Game Programs**- which may not include posters and may not be mailed (must be given to PSA on official or unofficial visit);
- **Athletics Publications**- media guides may only be provided via an e-mail attachment or hyperlink;
- **Non-Athletics Publications**- may provide non-athletics institutional publications available to all students at any time (e.g., official academic, admissions and student-services publications published by the institution and available to all students);
- **Questionnaires**- may provide to a prospective student-athlete at any time;
- **Camp Brochures**- brochures may be provided to a prospect at any time;
- **Institutional Note Cards** - may not exceed 8 ½ by 11 inches when opened in full, contain only the institution’s name and logo or athletics logo on the outside (only 1 logo), must be

blank on inside, and contain only handwritten information on inside. The envelope may only contain one institution or athletic logo, the return address, addressee's information, and postage.

**\*\*\* The institution is not permitted to use express mail delivery services and may only use first-class mail or a lesser rate of service with no extra services when mailing recruiting materials other than the NLI or other written admissions and/or financial aid commitments to attend the institution.**

## **Issuing an NLI**

The National Letter of Intent may be submitted to a prospect only during the correct signing periods. For a list of the current dates, see below or visit the NLI site at [www.national-letter.org](http://www.national-letter.org):

NLI Signing Dates for Prospective Student-Athletes Signing 2013-14 and Enrolling 2014-15

<b>Sport(s)</b>	<b>Initial Signing Date</b>	<b>Final Signing Date</b>
Basketball (Early Period)	November 13, 2013	November 20, 2013
Basketball (Regular Period)	April 16, 2014	May 21, 2014
Football (Midyear JC Transfer)	December 18, 2013	January 15, 2014
Football (Regular Period)	February 5, 2014	April 1, 2014
Soccer, Track and Field/Cross Country	February 5, 2014	August 1, 2014
All Other Sports (Early Period)	November 13, 2013	November 20, 2013
All Other Sports (Regular Period)	April 16, 2014	August 1, 2014

### **Step 1:**

A "Financial Aid Agreement/NLI Request Form" is completed by the Head Coach and submitted to the Compliance Office. All of the information must be fully completed and accurate before submitting to the Compliance Office.

### **Step 2:**

The Compliance Office will verify that the PSA has registered with the NCAA Eligibility Center in order to generate the NLI document (unless 4-year transfer). Every PSA (including 2-year college transfers) must register with the NCAA Eligibility Center. If the PSA has registered, the Compliance Office will generate two copies of the NLI agreement. The Compliance Office will also generate two copies of the Financial Aid Agreement.

### **Step 3:**

If approved by the Compliance Office, the Associate Athletic Director for Compliance and Academics/SWA and Athletic Director will sign and return the NLI and Financial Aid Agreement to the Head Coach. In lieu of the Athletic Director, the Sr. Associate Director of Athletics or the SWA may sign the Financial Aid Agreement and/or NLI.

It is the responsibility of the Head Coach to sign the Financial Aid Agreements and to obtain the Director of Financial Aid's signature on both Financial Aid Agreements before sending to the PSA.

**Step 4:**

Two (2) original NLI letters and two (2) Financial Aid Agreements are submitted by the coaching staff to the prospective student-athlete. The PSA keeps one copy of the signed NLI and Financial Aid Agreement and returns the other signed copies. The prospect must sign the NLI within 14 days from the issue date on the NLI, or it will be invalid.

**Step 5:**

The Original NLI and Financial Aid Agreement must be returned to the Compliance Office. He/She will verify that the NLI is valid and will forward a copy to the Conference office within 21 days of the issue date. He/She will keep one original on file in the compliance office.

**National Letter of Intent Reminders**

Coaches should be familiar with all NLI regulations and procedures, including:

- (A) The NLI must be signed by the PSA's parent or legal guardian if the PSA has not yet reached his/her 21<sup>st</sup> birthday.
- (B) The NLI must be signed by the PSA and parents, if applicable, within 14 days of its issuance to the PSA.
- (C) All areas of the NLI must be completed in order for the NLI to be valid, including date and time of signature.
- (D) The NLI must be sent to the Conference Office within 21 days of its issuance date to the PSA.

**Publicity Regarding a Prospect**

The UL Lafayette Athletics Department and all coaches and staff shall make reasonable efforts to adhere to the NCAA publicity regulations regarding prospects. In particular, UL Lafayette shall not do the following:

- Comment on the prospect's likelihood of signing an NLI with the institution;
- Comment on the prospect's contribution to the team prior to signing an NLI with the institution;
- Evaluate a prospect for the news media or scouting/recruiting services;
- Publicize a prospect's visit to the institution's campus;
- Publicize a prospect's intention to accept a financial aid offer.

**Tryout Rules**

In sports other than basketball, UL Lafayette shall not conduct (or have conducted on its behalf) any physical activities (e.g. practice sessions or test/tryout) at which one or more prospects reveals, demonstrates or displays his/her athletics abilities unless the institution's varsity team competes against a two-year college team. A prospect visiting UL Lafayette may participate in physical workouts or other recreational activities during a visit to UL Lafayette provided such activities are not organized/observed by the UL Lafayette coaching staff and are not designed to test the abilities of the prospect.

In basketball, UL Lafayette may conduct an evaluation of a prospective student-athlete on its campus or at a site at which it normally conducts practice or competition, under the following conditions:

- For a high school or preparatory school senior, the evaluation may be conducted only after the conclusion of the prospective student-athlete's season and after he has exhausted high school or preparatory school eligibility in basketball;
- For a two-year college prospective student-athlete, the evaluation may be conducted only after the conclusion of the prospective student-athlete's season and he has exhausted his two-year college eligibility in basketball;
- For a four-year college prospective student-athlete, the evaluation may be conducted only after the conclusion of the prospective student-athlete's season. (See Bylaw 13.1.1.3);
- The on-campus evaluation may be conducted only during the prospective student-athlete's official or unofficial visit;
- The on-campus evaluation shall be conducted not later than the opening day of classes of the institution's fall term;
- Not more than one on-campus evaluation per prospective student-athlete per institution shall be permitted (applied separately to the time period in which a prospective student-athlete completes high school or preparatory school eligibility and to the time period after the prospective student-athlete enrolls full time in a collegiate institution);
- Before participating in an on-campus evaluation, a prospective student-athlete is required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). The examination or evaluation shall include a sickle cell solubility test unless documented results of a prior test are provided to the institution or the prospective student-athlete declines the test and signs a written release. The examination or evaluation must be administered either within six months before participation in the on-campus evaluation or within six months before the prospective student-athlete's initial participation in practice, competition or out-of-season conditioning activities during his immediately completed season. In addition, the medical examination or evaluation may be conducted by an institution's regular team physician or other designated physician as a part of the on-campus evaluation;
- Before participating in the on-campus evaluation, the coaches must receive prior approval from the athletic training and compliance staff by completing the On-Campus Evaluation Approval Form;
- UL Lafayette's basketball student-athletes may participate in an on-campus evaluation, provided such participation is counted toward the applicable hourly and weekly limitations on countable athletically related activities (e.g., four hours per day and 20 hours per week during the playing season, two hours of skill instruction and eight hours per week outside the playing season). [See Bylaws 17.1.6.2-(a) and 17.1.6.2.2];
- The duration of the on-campus evaluation activities (other than the medical examination or evaluation) shall be limited to two hours; and
- UL Lafayette may provide equipment and clothing to a prospective student-athlete on an issuance-and-retrieval basis.



## **Amateurism**

Student-athletes must maintain their amateur status to receive financial aid or compete in their respective sport. Student-athletes who are professional in one sport can maintain their amateur status in another sport.

It is important that Athletic Department staff members read the Amateurism section of the NCAA manual so those staff members do not jeopardize any athletes' amateur status.

According to Bylaw 12.1.1.1.2.1, an institution is responsible for certifying the amateur status of a PSA (including two-year and four-year college transfers initially enrolling in a Div. I institution) from the time the NCAA Eligibility Center certifies them until he or she initially enrolls as a full-time student at an NCAA Div. I or II institution.

## **NCAA Eligibility Center Amateurism**

### How to Finalize the NCAA Amateurism Questionnaire and request Final Certification:

- Prospective student-athletes should access the Eligibility Center Website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org)
- Login to the Eligibility Center with your username and password in the top right corner of the page.
- Navigate to the “My Planner” page.
- Select the red “Request Final Amateurism” button to begin (prospective student-athletes will not be able to request final amateurism certification if they have a fee issue).
- Review the sports participation information and check the box certifying that you have read and agree to the statements.
- Once you have read and agree to the statements, click the “Continue – Request Final” button.
- An orange box will appear stating “You have successfully requested your final amateurism certification for (your sport).” Click “Ok.”
- The button will now appear blue (completed) and should read: “Final Amateurism Requested.”
- Once you have completed your request(s), click on “My Task List” to mark this task as complete.
- Under the “Open Tasks” tab, click the box to mark the “Request Final Amateurism Certification” task as complete.
- Click the green text “Click here once you have completed this task” to confirm you have successfully completed the task.
- Confirm you are sure you want to mark this task as complete by clicking “Yes” or “No.”

### Note:

- If you have registered for other sports you plan to participate in, follow the same instructions to request final amateurism for each sport.

- Once a prospective student-athlete submits his or her final authorization, the answers cannot be changed or modified. At this time, the registrant will be positioned to receive a final amateurism certification as soon as possible.

In order to ensure a system of checks and balances, the Athletic Department works closely with the offices of Admissions, Registrar, Financial Aid, SAAC and the FAR in determining eligibility. UL Lafayette SAs will meet applicable NCAA, Conference, and institutional eligibility requirements before being permitted to practice, compete, or receive athletically related aid.

The Associate Athletic Director for Compliance and Academics/SWA will send each head coach and the head equipment manager a list of certified student-athletes. The equipment manager shall not issue equipment to any student-athlete once the student has been declared ineligible for practice or competition on the squad list.

## **Initial Eligibility**

As required by NCAA legislation, the NCAA Eligibility Center must certify incoming freshmen. The Associate Athletic Director for Compliance and Academics/SWA will update head coaches of their student-athletes' status. Entering freshmen must achieve national test scores relative to the prospect's minimum core course grade point average (GPA) as set forth in the NCAA Initial Eligibility Index. Refer to the NCAA Manual, Bylaw 14.3 for specific initial eligibility requirements.

## **International Students**

Because of the extra requirements for international students, applications for admission take longer to process. International student-athletes are encouraged to submit all applications, transcripts, and TOEFL scores to the Admissions Office as soon as a decision to attend UL Lafayette has been made. It should be noted that international students who will be incoming freshmen must go through the NCAA Eligibility Center.

## **Transfer Students**

It is the coach's responsibility to send a copy of the prospect's transcript to the Student-Athlete Academic Center. The Academic Center will forward transcripts to the college in which the prospective student athlete is interested in majoring to determine degree percentage and transferable hours. An "Academic Certification Form" will be returned to the Associate Athletic Director for Compliance and Academics/SWA and the head coach.

(See Transfer section of this manual for further information)

## **Delayed Enrollment After High School Graduation**

A SA who does not enroll in a collegiate institution as a full-time student in a regular academic term during a one-year time period after his or her high school graduation date shall be charged with a season of competition for each calendar year after the one-year time period and prior to full-time collegiate enrollment during which the SA has participated in organized competition. An academic year in residence must also be served before the SA may become eligible to represent the institution in intercollegiate

competition. SAs in the sport of **tennis** enrolling for the first time at any collegiate institution will be subject to a **6 month** grace period rather than one year following high school graduation.

## **Continuing Eligibility**

The Student-Athlete Academic Center will maintain an ongoing calculation of each student-athlete's credits. Prior to each semester (including summer), a "Degree Percentage Certification Form," will be sent to the respective academic dean, or designee, to indicate the total number of credit hours the student-athlete has earned. The dean will also indicate which courses scheduled for that particular semester count towards the student-athlete's degree credits. At the end of each semester, the Student-Athlete Academic Center will assess the grades and compile a Semester Academic Summary.

The Student-Athlete Academic Center will also be responsible for ensuring that all student-athletes have designated a program of study leading toward a specific baccalaureate degree at the certifying institution by the beginning of the student-athlete's third year of enrollment or fifth semester.

## **Returning Student-Athletes Financial Aid and Practice Eligibility**

S-As who have spent one year in residence or utilized at least one season of eligibility shall be eligible to receive athletically related institutional financial aid for any term in which they are enrolled as a full-time student.

## **Walk-ons/Tryouts**

The decision to allow a student to walk-on or "tryout" for an athletic team is left up to the discretion of each head coach. If the head coach determines that he/she would like a student to walk-on their team, the coach is required to complete an "Eligibility Request Form" and submit it to the Compliance Office. **Walk-ons are not allowed to practice or compete until they have received clearance from the Associate Athletic Director for Compliance and Academics/SWA and the Director of Athletic Training. Walk-ons must complete the "New Student-Athlete/Walk-On Certification Form" before they are allowed to practice or compete.**

## **Squad Lists**

The Compliance Office will generate the Eligibility and Squad List using the information provided by Admissions, Registrar, Financial Aid and the SAAC. The Compliance Office verifies the seasons of competition for each athlete. Official squad lists are recorded in Compliance Assistant and ACS Athletics and maintained by the Compliance Office and the Registrar's Office.

In order to ensure prompt and effective updating of squad lists, coaches must submit a "Student Update Form" immediately after a student-athlete has been added to, dismissed from, or quit the team. Individuals that are receiving 5th year aid or athletic

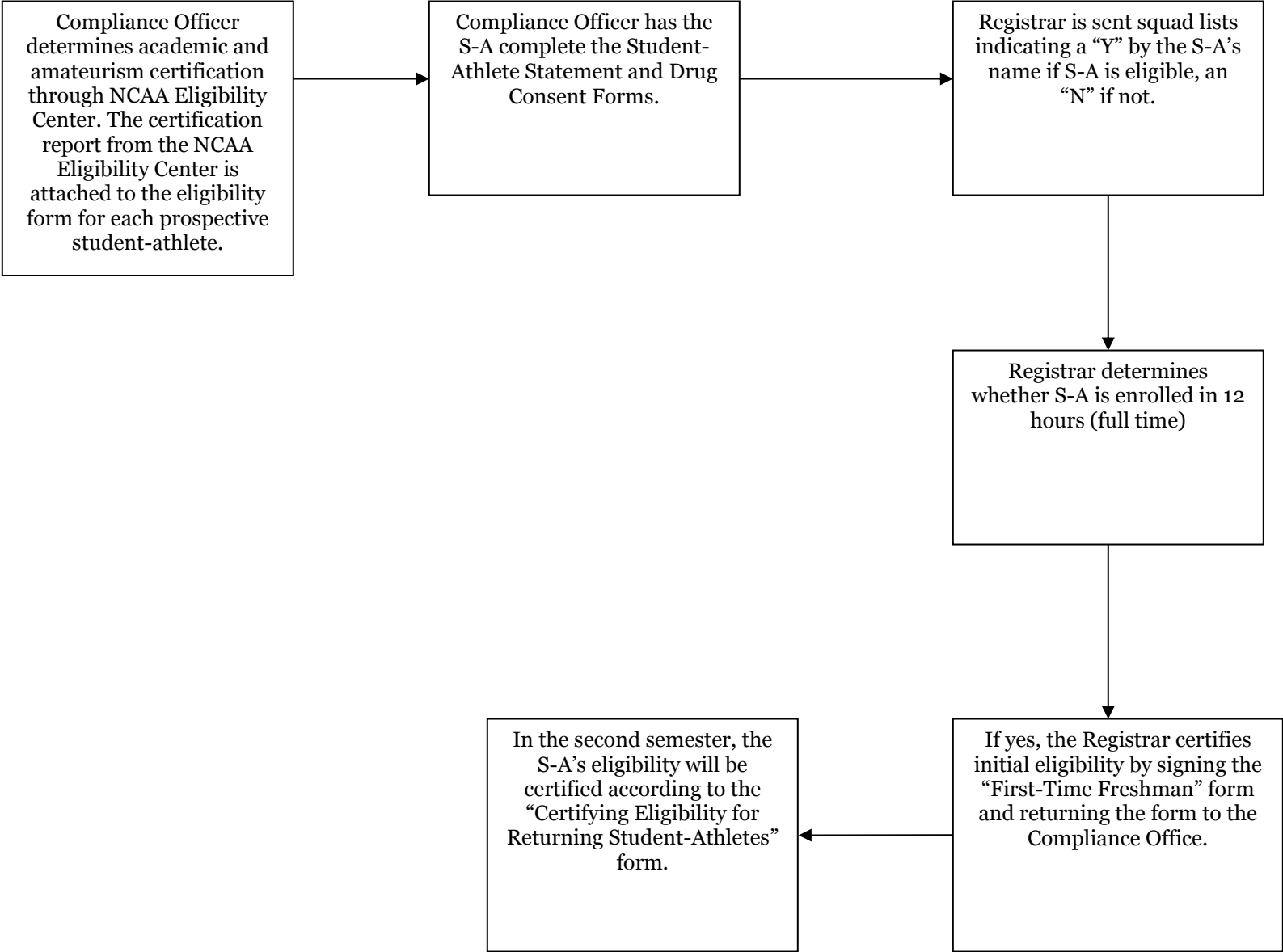
aid as a result of a medical exemption will still appear on all NCAA and UL Lafayette lists.

## **Multi-Sport Student-Athlete Policy**

All multi-sport student-athletes at UL Lafayette will be required to maintain a 2.5 cumulative GPA and receive permission from the head coaches for each sport he/she is interested in, the Associate Athletic Director for Compliance and Academics/SWA, and the Athletic Director.

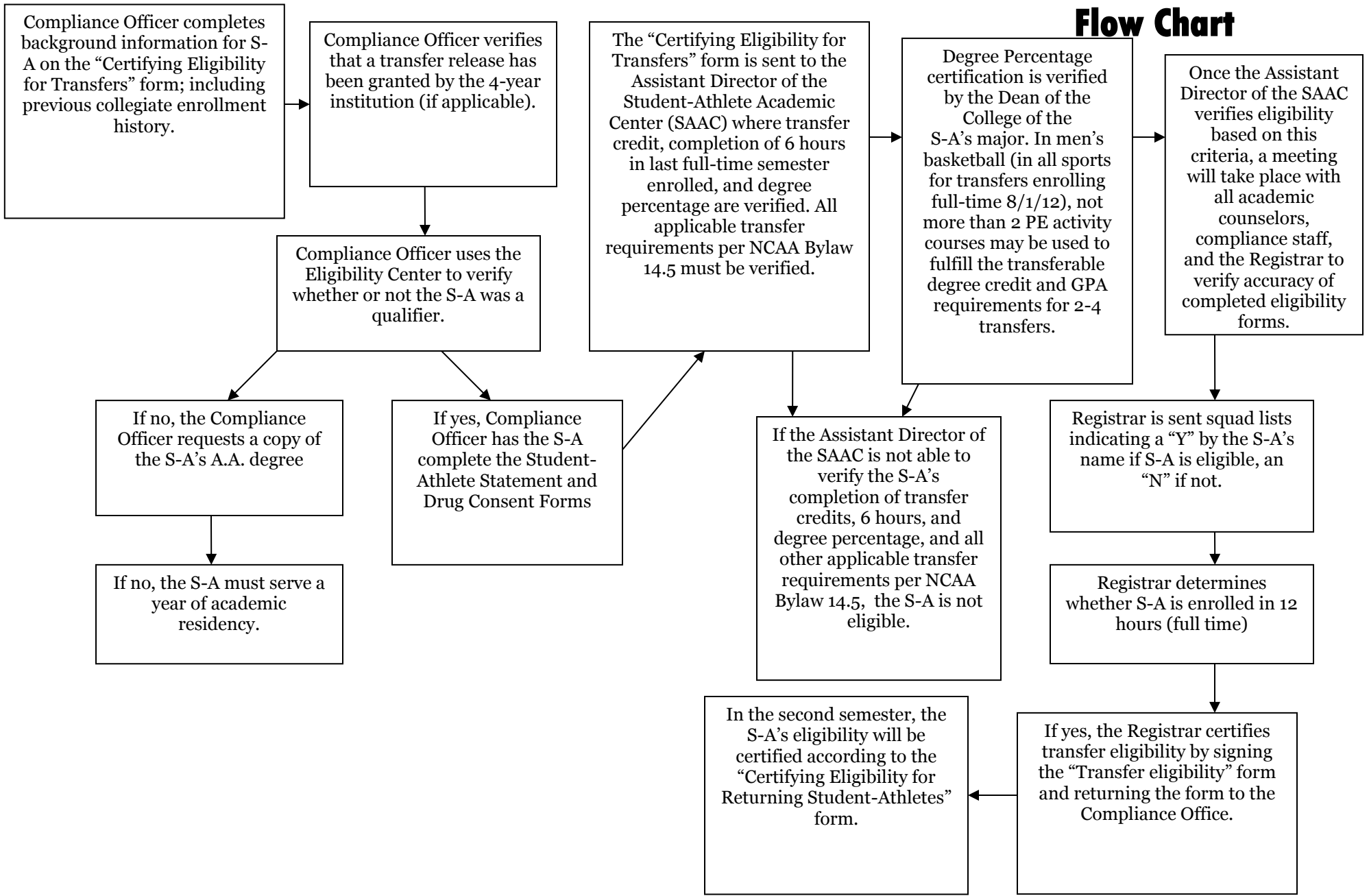
The GPA requirement has resulted from previous multi-sport student-athletes struggling to meet NCAA academic eligibility requirements as a result of constantly being “in-season.” Head Coaches will be responsible for ensuring that multi-sport student-athletes have completed a “Multi-Sport Student-Athlete” form. Approval received from the Associate Athletic Director for Compliance and Academics/SWA and Athletic Director will alleviate problems stemming from which sport a multi-sport student-athlete will become a counter for (see figure 15-3 in the NCAA Manual.)

# Certifying Eligibility of First-Time Freshmen Flow Chart



# Certifying Eligibility of Transfers

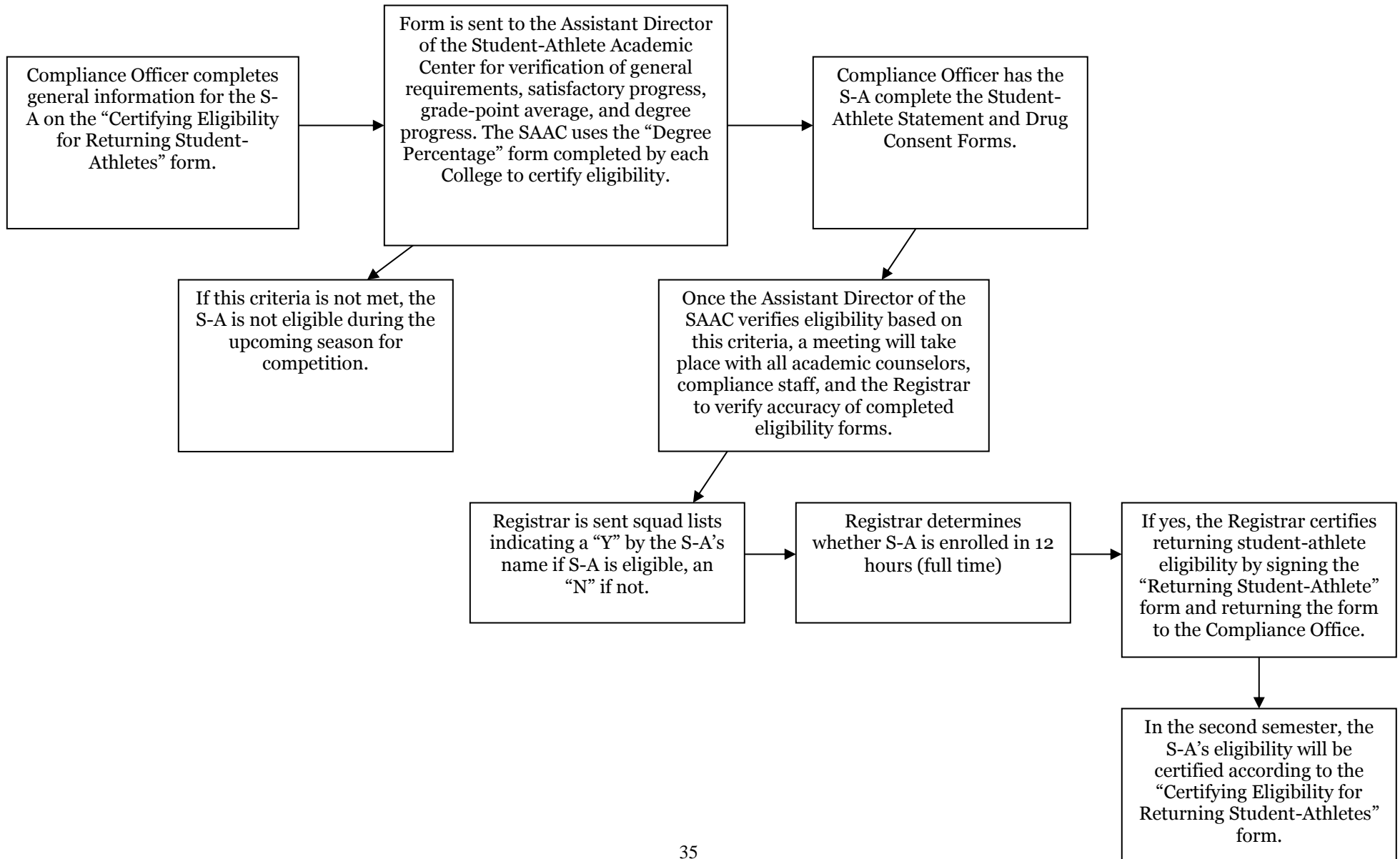
## Flow Chart



# Certifying Eligibility of Returning Student-Athletes



## Flow Chart





The Student-Athlete Academic Center (SAAC) provides the resources necessary for student-athletes to attain the highest level of academic and athletic achievement. The role of the SAAC is to provide the support structure necessary to aid student-athletes in obtaining a college degree through effective tutoring, monitoring, advisement/registration, and mentoring. The SAAC staff is committed to empowering student-athletes to cultivate independence, educational and personal values, and leadership skills to reach their full potential while maintaining the highest level of integrity.

The Student-Athlete Academic Center is housed in the Conference Center room 160M. The following individuals comprise the Student-Athlete Academic Center staff:

Jessica Leger	Associate Athletic Director for Compliance and Academics/SWA
Christy Alford	Assistant Director
Tambria Neal	Academic Counselor
William Gill	Academic Counselor
Terry Latiolais	Administrative Assistant

## **ACADEMIC PHILOSOPHY STATEMENT**

It is the policy of the Athletics Department that each Head Coach is directly responsible for overseeing the academic progress of each student-athlete involved in the program. The SAAC is responsible for providing the coaches with information, in a timely manner, to enable the coaches to track student-athlete satisfactory progress.

Student-athletes and coaches are responsible for tracking satisfactory progress at all times. The SAAC is responsible for certifying courses countable toward satisfactory progress in a timely manner each term and providing updates to the coaches. All information will be organized to identify at-risk student-athletes and to arrange their attendance in summer school for needed hours.

## **ADVISEMENT DUTIES**

Student-athletes are directly responsible for selecting appropriate academic courses for eligibility and graduation with assistance provided by their SAAC academic counselor. All student-athletes are expected to develop a graduation plan that details, in a term-by-term fashion, all courses needed to remain eligible and graduate in a timely manner. Coaches are expected to be familiar with their student-athletes' academic goals and progress in order to contribute to the process. All student-athletes are assigned a faculty advisor from the department of his/her major (with undeclared students being assigned to the Academic Success Center).

Student-athletes receive priority registration, and, as such, they have the opportunity to register earlier than the general student population. The SAAC staff in an advising

capacity will assist all student-athletes in creating a schedule that is consistent with his/her academic major and in the best interest for the student-athlete to coincide with his/her team's athletic expectations. The schedule is then presented to his/her faculty advisor for final approval. Approved schedules will be officially inputted into the student information system by the SAAC staff.

All student-athletes are encouraged to take advantage of priority registration. Priority registration offers the student-athlete the opportunity to be selective in choosing classes and the times in which those classes are taken. Priority registration will enable the student-athlete to meet the various academic requirements placed on him/her along with the demands of the sport in regard to practice time, conditioning, travel time and competition.

## **ENROLLMENT REQUIREMENT**

Each student-athlete must be enrolled in a minimum of 12 hours per semester. A student-athlete who drops below 12 hours will be immediately declared ineligible for practice, competition and financial aid for the remainder of the term.

## **DECLARATION OF MAJOR**

Prior to the fifth semester of attendance, each student-athlete must declare an intended major. Once a student-athlete declares a major, all hours applicable to eligibility must apply to that chosen major.

## **CHANGE OF MAJOR**

Student-athletes must meet with their SAAC Academic Counselor and obtain approval if they intend to change majors. Failure to do so may result in loss of eligibility. Prior to changing one's major, the student-athlete must have his/her transcript evaluated by the Dean's office of his/her intended major to determine the total number of degree applicable credit hours in the new major. This information is critical in ensuring the student-athlete will meet NCAA progress towards degree requirements.

## **ACADEMIC AT-RISK STUDENT-ATHLETES**

It is critical that at-risk student-athletes receive advisement that represents a coordinated effort between the SAAC Academic Counselor and the Athletics Department. Any student meeting one or more of the following conditions is considered "At-Risk":

- (a) Cumulative or semester GPA less than 2.00;
- (b) Enrolled in one or more Remedial Class(es);
- (c) On probation or returning from a suspension;
- (d) NCAA academically ineligible; or
- (e) Admitted by Committee when failing to meet minimum test and/or GPA requirements.

## **STUDY HALL/TUTORIAL LAB**

Study Hall is located in the Conference Center on the Mezzanine Levels, Rooms 172-173  
Hours of operation are:

Sunday: 6:00 p.m. to 8:00 p.m.

Monday-Thursday: 8:00 a.m. to 9:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m.

Study hall monitors are on hand throughout the day to record the checking in and checking out of student-athletes. Should a monitor not be present in study hall, student-athletes may check in with the Administrative Assistant in the Student-Athlete Academic Center (Conference Center Room 160M). Student-athletes are encouraged to utilize study hall during the day between classes to maintain academic progress and optimize time management to allow for adequate rest and access to dining hall facilities following practices in the evening.

GradesFirst is a web-based program used by the SAAC to monitor the student-athletes' real-time study hall attendance. When a student-athlete enters the study hall facility, he/she will swipe his/her student ID card (Cajun Card) at the monitor's desk to "sign in." Upon leaving the facility, the student-athlete will swipe his/her card again to "sign out." In the rare occurrence that a study hall monitor is not present at the monitor's desk, student-athletes should report to room M-160 (Main Office) to sign in and out at the front desk. At that time, the program can provide the student-athlete with the exact total time spent in study hall for that particular week. The student-athlete can also determine the amount of time needed to complete assigned mandatory hours for that week. Student-athletes can check their study hall time from any computer with internet access by logging into [louisiana.gradesfirst.com](http://louisiana.gradesfirst.com). Initial set-up of a user name and password must be completed in the SAAC before access is available.

**NOTE:** Student-athletes must follow the proper procedures listed above to sign in and out of study hall. Failure to do so will result in the student-athlete losing all time completed for that day. For instance, if a student-athlete signs into study hall, but does not sign out, the system will automatically delete any time that was completed on that day. Additionally, the SAAC staff will periodically check attendance in study hall using the list of student-athletes signed in on GradesFirst. Should a student-athlete be on the list, but cannot be located in the study hall facility, the student-athlete will be signed out, and all time completed that day will be deleted. Head coaches will be notified when a student-athlete's study hall time has been removed.

## **STUDY HALL IN DUPRE LIBRARY**

A satellite location of study hall for student-athletes is offered in Dupre Library on campus. Student-athletes may sign in and sign out through GradesFirst at the Circulation Desk in the library. Please note that use of study hall in Dupre Library is up to the discretion of each Head Coach.

## **TUTORING**

Tutors are provided for student-athletes in core subject areas. Tutors are available on a one-on-one basis and in small group sessions. SAAC staff may recommend tutors, or

student-athletes may request tutors. All tutor requests are processed on GradesFirst.

Student-athletes are also encouraged to take advantage of tutoring services provided to the general student population, such as the Academic Success Center in Lee Hall, the Writing Center in HL Griffin Hall Room 107, and the Math Lab in M.D. Doucet Room 111. Student-athletes must obtain a study hall voucher in the SAAC and have it signed by the tutor in the location where study hall takes place. The voucher must be returned to the SAAC (M-160) no later than noon on Friday during the week in which the tutoring appointment takes place.

## **PROGRESS REPORTS**

Progress reports (grade checks) are conducted a minimum of three (3) times each semester for all student-athletes. More frequent reports may be necessary for student-athletes considered academically at-risk.

Progress reports are submitted electronically to instructors. Instructors complete the report and that information is forwarded to the SAAC. The progress report solicits from the instructor a grade, number of absences (both excused and unexcused), as well as a comment about the student-athlete's overall performance.

The SAAC compiles a report of the data collected and provides a copy of the report to all coaches for his/her respective sport.

The progress report is designed to alert the SAAC staff, student-athlete and the coach to potential and/or real problems that a student-athlete may be experiencing. The progress report often provides the staff with the information needed to make recommendations and adjustments in a student-athlete's activities during the course of the semester.

## **REPEATING ACADEMIC COURSES**

Occasionally, it is necessary or desirable for a student-athlete to repeat a course already taken. When it is in the best interest of the student-athlete to repeat a course, he/she is encouraged to do so. The student-athlete should be cognizant of the impact that repeating a course will have on his/her eligibility. A higher grade may improve the student-athlete's GPA. Repeating (and passing) a course previously taken and failed, adds the course hours to the student-athlete's eligibility record. However, a course previously taken, passed, and counted, cannot be counted again for eligibility purposes regardless of the grade earned or if the course was required to be repeated. No student-athlete should register for a repeated course without discussing the situation with his/her SAAC Academic Counselor.

## **WITHDRAWING FROM A CLASS**

No student-athlete should have an academic future endangered by being forced to remain in a potentially high-risk academic situation for athletic considerations. In this regard, student-athletes are free to drop a class at anytime, even if such action jeopardizes their immediate or future athletics eligibility. However, no student-athlete should take such action without being fully aware of the consequences. Additionally, the student-athlete should be aware that dropping below full-time status could affect

eligibility and financial aid.

The following procedure should be followed by student-athletes desiring to drop a class:

- (a) The student-athlete meets with their Academic Counselor in the SAAC at which time the counselor will explain the consequences of dropping the class. At this time, the student-athlete receives information about his/her eligibility status and degree progression.
- (b) If necessary, the counselor will contact the instructor about the student-athlete's class performance and status.
- (c) The student-athlete submits a completed Drop Form to the counselor signed by the Head Coach. The counselor then completes the necessary institutional paperwork, or if the student-athlete is in Upper Division, sends the student-athlete to their Academic Dean's Office to complete the official drop.
- (d) The SAAC follows Institutional procedures for dropping a class.

Course drops should be considered carefully. The student-athlete must be cautioned about the dangers of dropping courses (ramifications to the 24 hours and 40-60-80% regulations). However, the final decision should always be made considering the student-athlete's best academic interests.

## **DROP POLICY**

- \* Withdrawals in courses taken at UL Lafayette cannot exceed the numbers allowed in the following table without the student incurring a fee for excessive withdrawal.
- \* Withdrawal allowances cannot be "banked" or carried forward.
- \* There is no appeal process for Drop fees.
- \* Withdrawals resulting from resignation from the University will not count toward the limit, nor will course withdrawals resulting from military activation ("WM" grades).
- \* Withdrawals earned at other institutions will not count toward the limit.
- \* Schedule adjustments made during the "drop/add" period at the beginning of each term are not recorded as "W" grades and thus do not impact the limits on withdrawals.
- \* Any withdrawal that exceeds the limit stated in the table will incur a fee of \$50 per course.
- \* Late resignations will incur a fee of \$150.

<b><u>Hours Earned</u></b>	<b><u>Withdrawals Allowed Without Fee</u></b>
<b>0-29</b>	1 or 2 (no more than 3 in first 59 hours)
<b>30-59</b>	1 or 2 (no more than 3 in first 59 hours)
<b>60-89</b>	1
<b>90-119</b>	1
<b>119</b>	1

## **TRANSIENT COURSE AUTHORIZATION POLICY**

The procedures listed below must be followed in order for any Distance Learning course taken and passed to be used in determining a student-athlete's NCAA eligibility.

1. Request permission from the Compliance Office to explore distance learning options. Prior to granting permission, the Associate Athletic Director for Compliance and Academics/SWA and FAR must review the course description, course syllabus and

eligibility ramifications.

2. Transient Authorization must be approved by the appropriate Advisor, Dean, or the Dean's designee. For transient approval, the student must initially present a course description and course syllabus to the Dean's office.
3. The student must request admission into the class and produce payment. Please note the student is solely responsible for payment of any course taken outside of UL Lafayette.
4. Upon completion of the course, the student must request the transcript be sent to the University of Louisiana at Lafayette Admissions Office.
5. Any Distance Learning course not in compliance with steps 1 – 4 above will NOT be used to determine a student-athlete's NCAA eligibility.

## **SUGGESTIONS FOR DEALING WITH MISSED CLASS DAYS DUE TO ATHLETICS COMPETITION**

On the first or second day of class, the student-athlete should:

- a. Inform each professor of his/her student-athlete status and identify the potential missed class days due to competition. Ask each professor what his/her policy is regarding missed classes.
- b. Present each professor with written notification from the Head Coach of expected days of absence due to competition. Give a copy of the schedule to the professor.

One or two days BEFORE each expected absence, the student-athlete should:

- c. Remind professors of his/her upcoming absence. Inform the professor that an official travel excuse will be emailed to him/her by the SAAC. Should the professor request a hard copy of the excuse, a SAAC staff member can provide the student-athlete with a copy to give to his/her professor.
- d. Ask professors for information regarding material to be covered and assignments to be made during the absence.

## **CLASS ABSENCE/TRAVEL POLICY**

No student -athlete shall miss more than a total of seven MWF and five TR classes in a semester as a result of team travel for competition. Exceptions to this policy must be approved by the Athletic Director in consultation with the University Athletics Committee. This policy excludes conference tournaments and NCAA post-season competitions.

## **EXAMINATIONS ON ROAD TRIPS**

Coaches (or other non-faculty persons) are not permitted to administer examinations for any course on road trips, and no request to instructors by coaches or players to do such is permissible. If needed, the SAAC would contact the faculty member regarding the proctoring of a test. At no point is a Coach to contact professors.

## **PLAGIARISM**

Cheating may result in being expelled from the University. Everyone knows cheating on an exam is dishonest; however, students have, on occasion, turned in papers which they thought were acceptable, only to find they were accused of plagiarism. If a student-athlete uses another person's ideas or expressions in their writing without acknowledging the source, they are guilty of plagiarism. Failing to give proper credit for ideas, research conclusions, etc., is the same thing. A good rule of thumb is to quote the unique or witty and paraphrase the rest. Plagiarism also results when a student-athlete provides another student access to his/her work. This access could be a hard copy or an electronic version. Please keep in mind that shared usage of electronic data can be tracked. Student-athletes need to check with their Academic Counselor if they are in doubt.

## **REQUIRED MAJOR (For all student-athletes)**

Prior to the student-athlete's third year (following the fourth academic semester), an academic major must be declared. However, once a major is declared, the hours required annually must apply to the student-athlete's chosen major. The Athletics Department should not place undue pressure on student-athletes in choosing a specific academic major.

## **COMPLETION OF MAJOR**

Student-athletes must complete 40% of the hours required for their degree by the beginning of their third year (fifth semester), 60% of the hours by the beginning of their fourth year (seventh semester), and 80% of the hours by the beginning of their fifth year (ninth semester).

## **MINIMUM GRADE POINT AVERAGE REQUIREMENT**

Student-athletes must have a GPA equivalent to at least 90% of that required for graduation by the beginning of their second year, and 95% of that required by the beginning of their third year and 100% of that required by the beginning of their fourth and subsequent years.

## **ACADEMIC SUSPENSION APPEAL**

A student placed on academic suspension may appeal for a waiver of suspension provided the student can present documented evidence to substantiate extenuating circumstances that interrupted the student's academic program.

Extenuating circumstances might include, but are not limited to, prolonged medical problems, death in the immediate family, natural disaster, and military obligations. Students must provide documented proof of extenuating circumstances showing direct due cause.

A student may appeal for a waiver of suspension by following the steps listed below:

- Contact the Academic Success Center (ASC) two (2) weeks prior to the beginning of the semester in which the student wishes to return to UL Lafayette. An

appointment will be scheduled with a ASC Counselor to complete an academic performance plan.

- Write a letter of appeal to the Committee on Academic Affairs and Standards following the approved format.
- Take or mail the letter to the student's academic dean.
- Arrange for a personal interview with the academic dean who will then present the appeal to the Committee on Academic Affairs and Standards – a council of administrators, faculty and students – who will decide whether or not to accept the appeal.

## **UNIV 100**

UNIV 100 is a two (2) credit course designed to familiarize new students with the college experience and offer knowledge and skills that improve academic success and facilitate lifelong achievement. A special section of this course, taught by SAAC staff, has been created for incoming student-athletes to address issues unique to this population, such as managing academic and athletic commitments, study habits, and NCAA eligibility rules.

This course is mandatory for the majority of degree programs. Enrollment in this special section of UNIV 100 will occur at freshman orientation during the registration process for student-athletes in the SAAC.

## **BOOKS/LAPTOPS/CALCULATORS**

The Athletics Department utilizes the University Bookstore to allow those individuals receiving “loan of textbooks” as part of an athletic Grant-in-Aid to receive books. The basic principle is simple: the individual will receive the books needed for each class for the duration of the term. The individual must return the books at the conclusion of final examinations. The procurement of books through this channel is a privilege, and not a right. It must be treated as such.

In order to receive books, the individual must have a scholarship on file in the Compliance Office. At the beginning of the appropriate semester, a list of these individuals is created by the SAAC. The student-athlete will receive a book voucher from the SAAC to be taken to the Bookstore where he/she will retrieve the books. At the conclusion of the term, each individual is responsible for returning the books to the SAAC staff prior to the last final examination of the semester. Failure to return the books will result in the student-athlete being billed the buy back value assigned to the books not returned. It is a privilege to receive books and those individuals who do not return or return books late may have this privilege revoked.

Laptop computers and calculators may be checked out by a student athlete for use during the semester on a first come first served basis. These items are available in the SAAC.



## **Transfer Regulations**

A student-athlete who wishes to transfer to another institution shall speak to his/her head coach and the compliance office. The compliance office will explain all possible options for the student-athlete so that he/she may not jeopardize his/her eligibility.

When a student-athlete requests that a “permission to contact” letter be sent to another institution:

- The Athletic Compliance Office shall contact the sport Head Coach for approval. In certain cases, additional information about the UL Lafayette student-athlete may also be requested by the other institution in a “Release” form in order to verify NCAA eligibility and transfer status. The other institution may also inquire whether UL Lafayette objects to the use of the one-time transfer exception (under NCAA Bylaw 14.5.5.2.10).
- The Head Coach shall notify the Compliance Office whether he/she grants permission for the other institution to contact the student-athlete and whether he/she objects to the use of the one-time transfer exception.
- If the Compliance Office receives a written request from a student-athlete to permit another institution to contact the student-athlete about transferring, the Compliance Office shall grant or deny the request within 7 business days of receipt of the request. If the Compliance Office fails to respond to the student-athlete’s written request within 7 business days, permission shall be granted by default and the Compliance Office shall provide written permission to the student-athlete.

## **Permission to Contact Denial**

Because denial of permission to contact another institution prohibits a student-athlete from receiving athletically related financial aid at the second institution, it is the practice of the Athletics Department to review all detailed facts of the request and make a case by case determination.

## **One-Time Transfer Exception**

If the one-time transfer exception is appropriate for the student-athlete in question, the necessary information would be sent to the second institution. For a student-athlete on athletically related financial aid, it is the practice of the Athletics Department not to grant the one-time transfer exception to any in-state institution OR any Conference member institution. All non-scholarship student-athletes will be evaluated on a case by case basis.

## **One-Time Transfer Denial**

Because denial of the one-time transfer prohibits a student-athlete from becoming immediately eligible to participate at the second institution, it is the practice of the Athletics Department to make a determination based on institutional policy.

## **Permission to Contact And One-Time Transfer Denial Letter**

If the decision is made to deny a student-athlete permission to contact another institution about a transfer and/or the one time transfer exception is denied, the student-athlete will be notified, in writing, immediately. This letter will inform the student-athlete of his/her right to appeal the decision and explain the appropriate steps to make an appeal.

## **Permission Denial Hearing Procedure**

A student-athlete desiring a hearing after receiving notification of denial of permission to contact another institution about a transfer and/or the one time transfer exception denial, must submit a request, in writing, to the Chairperson of the Student Athletic Financial Aid Appeals Committee (Cindy Perez 482-6497/cperez@louisiana.edu) within fourteen working days after the student-athlete receives notification of the denial. A student-athlete failing to request a hearing within this time waives the right to appeal.

### **Hearing Schedule**

The institution shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days.

### **Hearing Panel**

A panel of three faculty/staff members, chaired by the Vice President for Enrollment Management, will hear the appeal. The Associate Athletic Director for Compliance and Academics/SWA or the Athletic Director will be a nonvoting participant.

### **Closed Hearing**

The hearing will be closed to all but the participants and the student's requested observers.

### **Hearing Participants**

Hearing participants shall include the student who requested the hearing, Athletics Department presenters, an athletics compliance officer, and any witnesses requested by either party.

### **Hearing Procedures**

Each side will have the opportunity to present its case before the hearing panel, including testimony, evidence, etc. from any supporting witnesses.

## **Presentation Order**

The Athletics Department will present its case first, followed by the appellant.

## **Questioning Procedure**

Neither side will be permitted to question the other. However, they may present and question witnesses.

## **Panel Inquiries**

The hearing panel shall be allowed to question all participants.

## **Compliance Officer**

The Associate Athletic Director for Compliance and Academics/SWA or the Athletic Director shall be available to answer questions from either side and provide interpretations of NCAA bylaws.

## **Panel Witnesses**

The Hearing Panel may call additional witnesses it feels necessary to render a judgment. Either party may question these witnesses.

## **Panel Decision**

The Hearing Panel will make a final decision in executive session and inform both parties, in writing, within three (3) working days of the close of the hearing.

## **Intra-Conference Transfers**

A student-athlete transferring from one Sun Belt Conference institution to another Sun Belt Conference member is ineligible for participation and competition in that Sun Belt Conference sport for two years from the date of transfer.

**Exceptions:** A student-athlete transferring within the Conference is immediately eligible for participation, competition and athletic financial aid only if one of the following conditions occurs:

- The first institution is placed on probation in the student-athlete's sport;  
or
- The first institution discontinues the student-athlete's sport from varsity status.
- The student-athlete was not involved in any violations, which resulted in his/her previous institution being placed on probation.

## **Two Year College Transfer**

Once the coaching staff identifies a junior college prospect, the head coach must submit an "Eligibility Request Form" to the Associate Athletic Director for Compliance and

Academics/SWA. The coach must then send a copy of the junior college transcript to the Student-Athlete Academic Center. The Student-Athlete Academic Center will forward a copy of the student-athlete's junior college transcript to the college in which the prospect is interested in majoring for a preliminary evaluation of transferable degree credit hours. An Academic Certification Form will be returned to the Associate Athletic Director for Compliance and Academics/SWA and the head coach.

The Assistant Director of the SAAC uses the "Academic Certification Form" and the NCAA Eligibility Center report to determine the student-athlete's transfer eligibility. The Assistant Director of the SAAC will send a copy of the results to the head coach to determine if the head coach is still interested in recruiting the prospect.

If the student-athlete signs a NLI or commits to attend UL Lafayette, he/she will be added to ACS Athletics and to the squad list.

A transfer prospect from a two-year institution must meet applicable NCAA legislation in order to be immediately eligible.

**NCAA Bylaw 14.5.4 Two-year College Transfers.** A student who transfers to a member institution from a two-year college or from a branch school that conducts an intercollegiate athletics program must complete an academic year of residence unless the student meets the applicable eligibility requirements. Further, a transfer student-athlete admitted after the 12<sup>th</sup> class day may not utilize that semester or quarter for the purpose of establishing residency.

### **Two-Year College Transfer Requirements for a Non-Qualifier**

A two-year college transfer student-athlete who was not a qualifier and who first enrolled full time in a collegiate institution before August 1, 2012, is immediately eligible for financial aid, practice and competition only if the student-athlete:

- Graduated from the two-year college;
- Completed satisfactorily a minimum of 48 semester hours of transferable degree credit acceptable toward any baccalaureate degree program at the certifying institution, including 6 semester hours of transferrable English credit and 3 semester hours of transferable math credit;
- Attended a two-year college as a full-time student for at least three semesters (excluding summer terms); and
- Achieved a cumulative grade-point average of 2.000 (see bylaw 14.5.4.5.3.2).

### **Two-Year College Transfer Requirements for a Non-Qualifier *(for student-athletes initially enrolling full-time in a collegiate institution on or after 8/1/12)***

A two-year college transfer student-athlete who was not a qualifier and who first enrolled full time in a collegiate institution August 1, 2012, or later is immediately eligible for financial aid, practice and competition only if the student-athlete:

- Graduated from the two-year college;
- Completed satisfactorily a minimum of 48 semester hours of transferable degree credit acceptable toward any baccalaureate degree program at the certifying institution, including 6 semester hours of transferrable English credit, 3 semester

hours of transferable math credit, and 3 semester hours of transferable natural/physical science;

- Attended a two-year college as a full-time student for at least three semesters (excluding summer terms); and
- Achieved a cumulative grade-point average of 2.500 (see bylaw 14.5.4.5.3.2).

### **Two-Year College Transfer Requirements for a Qualifier**

A two-year college transfer student-athlete who was a qualifier and who first enrolled full time in a collegiate institution before August 1, 2012, is immediately eligible for competition only if the student-athlete:

- Has spent at least one full-time semester at the two-year college;
- Has presented a minimum grade-point average of 2.000 (see bylaw 14.5.4.5.3.2); and
- Has completed an average of at least 12-semester hours of transferrable-degree credit at the certifying institution for each full-time term of attendance

### **Two-Year College Transfer Requirements for a Qualifier *(for student-athletes initially enrolling full-time in a collegiate institution on or after 8/1/12)***

A two-year college transfer student-athlete who was a qualifier and who first enrolled full time in a collegiate institution before August 1, 2012, is immediately eligible for competition only if the student-athlete:

- Has spent at least one full-time semester at the two-year college;
- Has presented a minimum grade-point average of 2.500 (see bylaw 14.5.4.5.3.2); and
- Has completed an average of at least 12-semester hours of transferrable-degree credit at the certifying institution for each full-time term of attendance

### **4-2-4 College Transfer Requirements (for student-athletes initially enrolling full-time in a collegiate institution before August 1, 2012)**

A student who transfers from a four-year college to a two-year college and then to the certifying institution shall complete one academic year of residence at the certifying institution prior to engaging in intercollegiate competition, unless:

- The student has completed an average of at least 12-semester hours of transferable-degree credit, with a cumulative minimum grade-point average of 2.000, acceptable toward any baccalaureate degree program at the certifying institution for each term of full-time attendance at the two-year college following transfer from the four-year college most recently attended;
- One calendar year has elapsed since the student's departure from the previous four-year college; and
- The student has graduated from the two-year college (see Bylaws 14.5.4.5.1 and 14.5.4.5.3.2).

#### **4-2-4 College Transfer Requirements (for student-athletes initially enrolling full-time in a collegiate institution on or after August 1, 2012)**

A student who transfers from a four-year college to a two-year college and then to the certifying institution shall complete one academic year of residence at the certifying institution prior to engaging in intercollegiate competition, unless:

- The student has completed an average of at least 12-semester hours of transferable-degree credit, with a cumulative minimum grade-point average of 2.500, acceptable toward any baccalaureate degree program at the certifying institution for each term of full-time attendance at the two-year college following transfer from the four-year college most recently attended;
- One calendar year has elapsed since the student's departure from the previous four-year college; and
- The student has graduated from the two-year college (see Bylaws 14.5.4.5.1 and 14.5.4.5.3.2).

#### **Additional Transferable Degree Credit Requirements for 4-2-4 Nonqualifiers (for student-athletes initially enrolling full-time in a collegiate institution on or after August 1, 2012)**

A student who was not a qualifier shall have satisfactorily completed a minimum of six semesters hours of transferable English credit, three semester hours of transferable math credit and three semester hours of transferable natural/physical science credit. Remedial English, math and natural/physical science courses may not be used to satisfy this requirement. The student may use transferable English, math and natural/physical science credits earned while enrolled at a previous four-year college to meet these requirements.

#### **Four Year College Transfer**

If a student-athlete at a four-year institution desires to transfer to UL Lafayette and contacts a UL Lafayette coach, the UL Lafayette coach must immediately inform the Associate Athletic Director for Compliance and Academics/SWA.

A “Permission to Contact/One-Time Transfer Exception Form” is then sent to the institution of the student-athlete. The form is completed by the other institution and sent to the Associate Athletic Director for Compliance and Academics/SWA at UL Lafayette who verifies accuracy.

If permission to contact is granted, the Associate Athletic Director for Compliance and Academics/SWA will notify the head coach that contact may be made with the student-athlete. If permission to contact is not granted the head coach is discouraged from any further contact with the student-athlete.

If the student decides to transfer to UL Lafayette, the head coach must submit an “Eligibility Request Form” to the Compliance Office. The student-athlete’s eligibility will be verified via the “Permission to Contact/One-Time Transfer Exception Form”, the NCAA Eligibility Center and the “Eligibility Request Form.”

Once a student has enrolled at UL Lafayette, he/she will be added to the squad list and ACS Athletics.

**NCAA Bylaw 14.5.5.1.1 Attendance for One Academic Year.** A transfer student from a four-year institution who attended a four-year institution at least one academic year shall be eligible for financial aid and practice at a member institution under the rules of the institution and the conference of which the institution is a member, regardless of the student's qualification status (per Bylaw 14.3.1.1) at the time of initial enrollment.

It is the policy of the UL Lafayette Department of Athletics to make Athletics Financial Aid available to student-athletes in all sports governed by the Department. All Athletics Financial Aid will be awarded in accordance with NCAA, Conference, and UL Lafayette rules and regulations.

Eligibility for athletically related institutional financial aid shall be contingent on the student-athlete being enrolled as a full-time student. Should a student-athlete reduce his/her course load below full-time status during any term, his/her eligibility for financial aid for that term will be lost. However, student-athletes enrolled in their final term prior to receiving their baccalaureate degree will be required to take only those courses necessary to complete the degree as certified by the records office.

A student-athlete shall not be eligible to participate in intercollegiate athletics if he or she receives financial aid that violates NCAA limitations on financial aid. Per NCAA rules, UL Lafayette cannot award financial aid to a student-athlete that exceeds the cost of attendance that normally is incurred by students enrolled in a comparable program at UL Lafayette. A full grant-in-aid consists of tuition and fees, room and board and required course-related books. It is the duty of the Director of Financial Aid to determine whether a student-athlete's financial aid exceeds the limitations set forth by the NCAA.

## **Initial Awards and Renewals**

Each head coach must complete a "Scholarship List Spreadsheet" indicating those prospects that have been granted scholarships, those student-athletes who will have their scholarships renewed, and the amounts to the Compliance Office. This form must be submitted by May 1. As per NCAA legislation, the Director of Student Financial Aid must notify each student-athlete, in writing, no later than July 1<sup>st</sup> of his or her renewal status.

## **Permission to Offer**

Before a Grant-in-Aid can be recommended by the coach:

- (a) The Grant-in-Aid must be budgeted.
- (b) The S-A must have a reasonable chance at being admitted to UL Lafayette.
- (c) The S-A must have a reasonable chance to be eligible for financial aid under NCAA regulations.

## **Financial Aid Office Coordination**

The Compliance Office shall insure that all Grants-in-Aid are coordinated with the Financial Aid Office so that students are able to register properly each term.



## **Minimum Financial Aid for Division I Membership**

Criteria for minimum amounts of financial aid awards are provided by the NCAA for maintaining Division I membership. UL Lafayette maintains a minimum of the equivalent of 50 full Grants-in-Aid (at least 25 full grants in women's sports), exclusive of grants awarded in football, men's basketball and women's basketball. All countable aid is utilized to reach the equivalencies. Further, NCAA regulations require each institution must provide the total of 200 equivalency scholarships to remain in the FBS.

## **Maximum Allowable Grant-in-Aid Limitations**

Baseball (11.7)  
Men's Basketball (13)  
Football (85)  
Men's Golf (4.5)  
Men's Tennis (4.5)  
Men's Cross Country/Track and Field (12.6)  
Softball (12)  
Women's Basketball (15)  
Volleyball (12)  
Women's Soccer (14)  
Women's Tennis (8)  
Women's Cross Country/Track and Field (18)

## **Non Renewals/Reductions**

Each head coach must complete a "Non-Renewal/Reduction of Athletic Aid Form" with the names of any and all student-athletes that will not be renewed or will have their scholarships reduced by May 1. As per NCAA legislation, the Director of Student Financial Aid must notify each student-athlete, in writing, no later than July 1<sup>st</sup> of his/her non-renewal or reduction along with notification of his/her right to appeal.

## **Financial Aid Appeals Hearing Procedure**

A student may request a hearing after receiving notification of a Grant-in-Aid reduction or cancellation. The student must submit a request, in writing, to the Chairperson of the Student Athletic Financial Aid Appeals Committee (Cindy Perez – 482-6497/cperez@louisiana.edu). The request for appeal must be received within fourteen (14) working days after notification. A student failing to request a hearing within this time waives the right to appeal.

### **Hearing Schedule**

The institution shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days.

### **Hearing Panel**

A panel of three faculty/staff members, chaired by the Vice President for Enrollment Management, will hear the appeal. The Associate Athletic Director

for Compliance and Academics/SWA or the Athletic Director will be a nonvoting participant.

### **Closed Hearing**

The hearing will be closed to all but the participants and the student's requested observers.

### **Hearing Participants**

Hearing participants shall include the student who requested the hearing, Athletics Department presenters, an athletics compliance officer, and any witnesses requested by either party.

### **Hearing Procedures**

Each side will have the opportunity to present its case before the hearing panel, including testimony, evidence, etc. from any supporting witnesses.

### **Presentation Order**

The Athletics Department will present its case first, followed by the appellant.

### **Questioning Procedure**

Neither side will be permitted to question the other. However, they may present and question witnesses.

### **Panel Inquiries**

The hearing panel shall be allowed to question all participants.

### **Compliance Officer**

The Associate Athletic Director for Compliance and Academics/SWA or the Athletic Director shall be available to answer questions from either side and provide interpretations of NCAA bylaws.

### **Panel Witnesses**

The Hearing Panel may call additional witnesses it feels necessary to render a judgment. Either party may question these witnesses.

### **Panel Decision**

The Hearing Panel will make a final decision in executive session and inform both parties, in writing, within three (3) working days of the close of the hearing.

## **Cancellation or Addition of Aid**

In the event that a head coach wishes to cancel or add to a student-athlete's award during the period of award, the head coach must submit a "Student Update Form," to the Compliance Office. The Associate Athletic Director for Compliance and Academics/SWA will submit the form to the UL Lafayette Business Office. All cancellations or additions during the period of award must be approved by the Athletic Director.

It should be noted that NCAA legislation mandates that financial aid cannot be reduced or canceled during the period of award based upon a student-athlete's athletic ability. The period of the award is one complete academic year (fall and spring semesters), unless the student-athlete meets an exception to receive athletic aid for less than one year. There are limited circumstances under which a student-athlete's financial aid may be reduced or canceled.

**NCAA Bylaw 15.3.4.2 Reduction or Cancellation Permitted.** Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award if the recipient:

- Renders himself or herself ineligible for intercollegiate competition;
- Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement (see Bylaw 15.3.4.2.3);
- Engages in serious misconduct warranting substantial disciplinary penalty (see Bylaw 15.3.4.2.4);
- Voluntarily withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid was reduced or cancelled; or
- Fails to comply with team rule or policies.

## **Summer School Financial Aid**

Summer school financial aid is limited, and the final decision for awarding Athletics Department financial aid will be made by the Athletic Director. The aid will be limited to student-athletes with the full recommendation and academic justification of the sport Head Coach.

As a general rule, only those continuing student-athletes who received athletic aid during the preceding academic year are eligible for summer school financial aid and are only eligible to receive athletic aid in the same equivalency or category as received in the preceding academic year. Each head coach is responsible for submitting a UL Lafayette "Scholarship List Spreadsheet" to the Associate Athletic Director for Compliance and Academics/SWA prior to May 15. Head coaches may request summer school financial aid for incoming freshmen and transfer student-athletes as well. These requests will be reviewed and approved by the Athletic Director.

## **Outside Scholarships**

**Student-athletes are expected to report all financial aid, outside scholarships, and employment to the financial aid office and the Associate Athletic Director for Compliance and Academics/SWA.**

- 1) All incoming student-athletes are mailed the outside financial aid verification letter. It is the responsibility of the student-athlete to report all outside aid.
- 2) When a student-athlete reports outside aid to the Compliance Office, he/she is required to provide the scholarship award criteria in writing from the scholarship provider.
- 3) The Financial Aid Office will determine whether or not the outside scholarship is countable athletic aid.
- 4) Student-athletes will only be allowed to accept an outside scholarship if the scholarship does not count toward team scholarship limits and does not force the student-athlete to exceed his/her cost of attendance.

Student-athletes who do not report this information are subject to such disciplinary and corrective actions as may be determined by UL Lafayette, the Sun Belt Conference, and the NCAA.

### **Student-Athlete Per Diem Policy**

For all sports, per-diem will be provided for student-athletes during official travel. Per-diem may be paid directly to the student-athlete. Per-diem allowances shall begin with the first meal that is missed due to travel arrangements. Each sport shall have the discretion to pay the per-diem to the student-athlete on a daily basis or otherwise. Student-athletes MUST sign for their per-diem at the time it is handed out.

If a meal is missed due to a home game competition, then a per-diem allowance may be distributed. The amount will coincide with the meal that is missed. In the event that an athlete is required to remain on campus by the head coach for practice or competition when the University is closed, then a per-diem allowance may be paid to the student-athlete.

### **Student-Athlete Opportunity Fund (SAOF)**

The NCAA allows all student-athletes to receive approved funds from the Student-Athlete Opportunity Fund. In an effort to continue providing SAOF money, UL Lafayette has instituted the following policy:

1. Pell grant-eligible student-athletes receiving countable athletically related financial aid will be eligible to receive \$150/semester.
2. Student-athletes receiving countable athletically related financial aid, who are not Pell grant-eligible, will be eligible to receive \$100/semester.
3. In order to be eligible to receive money from the student-athlete opportunity fund, a student-athlete must be academically eligible and return their textbooks prior to the designated due date each semester (if the student-athlete is on a book scholarship).
4. Money received by an individual student-athlete from the SAOF cannot cause a student-athlete to exceed their cost of attendance (determined by the Director of Financial Aid).

The stipend that all student-athletes receiving countable athletically related financial aid are eligible to receive may be used for the following purposes:

1. Cost of clothing and other essential expenses up to \$150/semester for Pell grant-eligible student athletes and \$100/semester for non-Pell grant-eligible student athletes.
2. Cost of expendable academic course supplies (e.g., notebook and pens) and rental of nonexpendable supplies that are required for all students enrolled in the course.

Student-athletes may also request SAOF money if available for the following:

1. Medical and dental costs not covered by another insurance program.
2. Costs associated with student-athlete or family emergencies.

# PLAYING AND PRACTICE SEASONS

## Practice Hour Restrictions

### In-Season

During your playing and practice season, practice activities are limited to:

- Not more than 4 hours each day
- Not more than 20 hours each week
- There must be at least 1 day off each week when no practice activities are required.

During preseason (before your first competition) and during academic year vacation periods (e.g., Spring Break), these limitations do not apply.

### Out of Season

Practice activities are limited to:

- Not more than 8 hours each week
- There must be at least 2 days off each week when no practice activities are required
- In football, up to 2 of the 8 hours may be used for voluntary (when coach is present) or required watching and reviewing films.
- In all other sports, up to 2 of the 8 hours may be used for voluntary (when coach is present) or required skill-related instruction.

Below are partial lists of common activities that count and do not count against daily and weekly time limits:

<b>Countable Athletically Related Activities</b>	<b>Noncountable Athletically Related Activities</b>
Practices (not more than four hours per day)	Compliance meetings
Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meetings)	Meetings with a coach initiated by the student-athlete (as long as no countable activities occur)
Competition (and associated activities, regardless of their length, count as three hours). [Note: No countable athletically related activities may occur after the competition.]	Drug/alcohol educational meetings or Student-Athlete Affairs (CHAMPS/Life Skills) meetings
Field, floor or on-court activity	Study hall, tutoring or academic meetings
Setting up offensive and defensive alignment	Student-Athlete Advisory Committee meetings
On-court or on-field activities called by any member of the team and confined primarily to members of that team	Voluntary weight training not conducted by a coach or staff member

Required weight-training and conditioning activities	Voluntary sport-related activities (e.g., initiated by the student-athlete, no attendance taken, no coach present)
Required participation in camps/clinics	Traveling to and from the site of competition (as long as no countable activities occur)
Visiting the competition site in the sports of cross country and golf	Training room activities (e.g., treatment, taping), rehabilitation activities, and medical examinations
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff	Recruiting activities (e.g., student host)
Discussion or review of game films	Training table meals
Participation in a physical activity class for student-athletes only and taught by a member of the athletics staff (e.g., coach)	Attending banquets (e.g., awards or postseason banquets)
	Fundraising activities or public relations/promotional activities and community service projects

The University has a Dean-on-call 24 hours a day every day of the year. A Dean from Student Personnel, Greek Affairs or a Counselor from the Counseling and Testing Center may be contacted 24 hours a day to assist students in emergency situations. **Should an emergency occur outside of the playing season, student-athletes should contact the University’s 24 hour on-call emergency line at (337) 482-6447.**

## **Voluntary Workouts**

In order for any athletically related activity to be considered “voluntary,” all of the following conditions must be met:

- Request must be made by the student-athlete
- Coach may not be present during activity
- No reporting of information back to Department of Athletics staff members
- No penalty for choosing not to participate in the activity
- No reward for choosing to participate in the activity

## **Medical Hardship**

A “medical hardship” is defined as an incapacitating injury or illness which occurs under the following conditions:

- (1)** It occurs prior to the first competition of the second half of the playing season and results in the incapacity to compete for the remainder of that playing season;
- (2)** It occurs in one of the 4 seasons of intercollegiate competition; and
- (3)** It occurs before the student-athlete competes in 3 contests/dates of competition or 30% of the scheduled events in your sport (whichever is greater).

A student-athlete may be granted an additional season if they suffer a medical hardship. If you believe that you have a situation that meets these criteria, please see the Compliance Office.

### **NCAA Bylaw 17.1.3 Declaration of Playing Season**

Each member institution shall determine the playing season for each of the sports referenced under Bylaw 17.02.12. Declaration of the institution's playing season in each such sport shall be on file in writing in the Athletic Department prior to the beginning of the institution's playing season for that sport. Coaches shall use the "Declaration of Playing Season" form administered to them by the Associate Athletic Director for Compliance and Academics/SWA. Changes in the declaration for a particular sport are permissible and also shall be filed in writing in the office of the institution's athletics director.

### **NCAA Bylaw 17.1.6.3.3 Definition of Week**

A "week" shall be defined as any seven consecutive days to be determined at the institution's discretion. Once the institution determines the seven-day period that shall constitute its week, it shall not change that designation for the remainder of the segment.

### **Countable Athletically Related Activity**

It is the responsibility of each sport's head coach to ensure that the limitations on countable athletically related activities are not exceeded. Each coach must submit their countable athletically related activities through ACS Athletics. This must be submitted to the Compliance Office at the end of each month. Logs will then be electronically submitted to randomly selected student-athletes to verify the accuracy of the logs.

### **Submission of Competition Schedule**

The head coach of each sport must submit a copy of their team competition schedule to the Compliance Office as soon as the schedule is complete (preferably during the summer) and their "Declaration of Playing and Practice Season" form prior to the first practice. If schedules are not complete, the coach must submit a tentative schedule and update the Associate Athletic Director for Compliance and Academics/SWA as dates and competitions are finalized.

The Associate Athletic Director for Compliance and Academics/SWA will review the schedule and playing season to ensure that they meet NCAA guidelines. If the playing season or schedule is modified during the year, the head coach must notify the Associate Athletic Director for Compliance and Academics/SWA immediately.

### **Practice Monitoring Policy**



The compliance office will randomly monitor sport practices throughout the year in order to ensure that each sport team is complying with NCAA rules and regulations.

### **Participation Logs**

The Head Coach shall update the “Participation Log” after each competition, indicating the student-athlete(s) who competed. The “Participation Log” should list all student-athletes and all scheduled competitions, and this form is due to the compliance office immediately following the completion of the season.

### **Male Practice Players Policy**

It is the position of the Athletics Department that no male practice players will be engaged in practice sessions with women’s teams.

# COMPLIMENTARY ADMISSION

## **Player Pass**

In accordance with NCAA Player Complimentary Ticket Policy, UL Lafayette cannot provide either the student-athlete or the designated recipient with a hard ticket. All such admissions are handled via a “Pass List”. For football, this list will be available at Gate A-1 on the west side of the stadium.

Players may assign a maximum of four complimentary admissions. The maximum number available will be determined by the Director of Athletics. The Player Pass List begins with each player completing the Player Pass List Form or by requesting complimentary tickets for guests on ACS Athletics. These forms may differ from sport to sport, but they require the same basic information: name of student-athlete providing the admission, and first and last name of person receiving admission. Violation of NCAA regulations on pass list and complimentary tickets can result in loss of eligibility and/or loss of complimentary tickets for future contests.

Each person named on the list must show proof of identification (driver’s license, etc.) and will have to sign the list to be admitted. No substitutions at the gate will be permitted. The Compliance Office will be responsible for monitoring the Player Pass Lists and Pass List Procedures for violations of NCAA regulations.

## **Away Contests**

In the sport of Baseball, Men’s Basketball, and Women’s Basketball, a total of 50 complimentary admissions are available at all Sun Belt Conference games. The number of complimentary admissions that are available at non-Sun Belt Conference games may be determined by the host institution.

In the sport of football, each eligible student-athlete may receive up to 4 complimentary admissions. It should be noted that the host institution sets limits on the total number of complimentary admissions UL Lafayette will receive. It is the responsibility of the head coach to determine how many complimentary admissions each eligible student-athlete will receive.

## **Post Season Conference or NCAA Tournament**

The number of complimentary tickets to post season tournaments will be determined by the Conference or NCAA.

## **Unofficial Visit**

Coaches are responsible for submitting an Unofficial Visit Pass List with the names of the prospective student-athletes prior to the event taking place. Prospective student-athletes will not be allowed to “walk-up” and receive complimentary admission if they

are not on the unofficial visit pass list. Coaches who wish to obtain complimentary admission for recruits on an unofficial visit must notify the Associate Athletic Director for Compliance and Academics/SWA with the names of the recruits. Each sport must submit an “Unofficial Visit Complimentary Pass Form” listing the sporting event, date of event, and prospect’s name. To gain admission to the event, the recruits must show picture ID at the pass gate.

Each recruit on an unofficial visit may receive three complimentary admissions per home game -- one for the recruit and two for guests accompanying the recruit. There is no limit to the number of home games a prospect may attend and receive complimentary admission on an unofficial visit. An “Unofficial Visit Form” must be completed by the Prospective Student-Athlete and head coach when a PSA makes an unofficial visit. These visits may take place before the PSA’s senior year.

In men’s basketball, a PSA may not make an unofficial visit in July. In women’s basketball, a PSA may not make an unofficial visit during the July evaluation periods.

During an unofficial visit, a PSA may have an off-campus meal, provided he/she pays for his/her own meal and the meal occurs during a contact period.

## **Official Visit**

A prospect on an official visit may receive three complimentary admissions to a campus athletic event. These tickets can only be used by the prospect and two guests accompanying the prospect. In the case of a nontraditional family, the prospect may receive an additional two complimentary admissions (i.e., for step-parents). Each sport must submit a “Prospective Student-Athlete Passes for Athletic Event Form” listing the sporting event, date of event, and prospect’s name.

## **Post Season Prospect Admission**

UL Lafayette cannot provide complimentary admission to a prospect, official or unofficial, for any postseason event (Conference or NCAA). Prospects must purchase tickets in the same manner as the general public.

## **High School Coaches**

Current members of the LHSCA may receive two complimentary admissions to each home game. The coach must show his/her current LHSCA card at the ticket booth to obtain his/her tickets.

## **Donation/Ticket Requests**

A charity, non-profit organization or other entity requesting complimentary admission, athletic apparel or autographed items must send a written request to the UL Lafayette Athletic Department. This form will be signed when approved by the Associate Athletic Director for Compliance and Academics/SWA and the Athletic Director.

Requests for tickets must be submitted in writing to the Athletic Director (forms available in Front Office). The request will then be sent to the Associate Athletic Director for Compliance and Academics/SWA, Athletics Business Manager and Marketing, Promotions, and Ticket Sales Director. The administrative assistant for the Athletic Director will inform the requesting organization of the final decision.

Requests for athletic apparel or autographed items must be submitted in writing to the Athletic Director.

Requests for monetary donations must be submitted in writing to the Athletic Director.

## **Travel Policy**

All travel (team and individual) must be preceded by a fully prepared and signed Travel Request. The Travel Request will be submitted to the Athletics Business Office for approval prior to travel. The request for vehicle(s) and a travel advance will be arranged at that time, if necessary.

### **Budget Restrictions**

The Athletics Business Office will approve only those items that are within the budget of the area from which the request is drawn. Requests which exceed budgeted figures will require the approval of the Athletic Director before the travel can be made. TRAVEL CANNOT OCCUR UNTIL A COMPLETELY SIGNED TRAVEL REQUEST HAS BEEN RECEIVED.

### **Traveler Responsibility**

In the case of both the Travel Request and the Travel Expense Statement, it will be the responsibility of the traveler to fully complete the information necessary.

### **Team Travel**

Each anticipated team trip must be included in the sport's approved budget. This amount will be the maximum that will be approved for any team trip without special exception from the Athletic Director.

## **Activities Prior to Competition**

Upon schedule/budget approval from the Athletic Director, the head coach or their designated representative must submit an official "Travel Request Form" with an estimation of expenses to the Athletics Business Manager. The only student-athletes allowed to travel with the team are those that have been deemed eligible by the Compliance Officer and the Certifying Officer.

### **After Competition**

Each sport must submit a "Travel Expense Report" along with all the receipts from the trip within 2 weeks after the return date to the Athletics Business Manager. Extensions may be granted by the Athletics Business Manager.

### **Meal Money at Away-From-Home Contest**

Head coaches who plan on providing per diem meal money rather than paying for team meal(s) must submit a sheet signed by all student-athletes and others who received

money. For out-of-state travel, meal per diem is limited to a maximum of \$34.00 per day per person. For in-state travel, meal per diem is limited to a maximum of \$31.00 per day per person. If per diem allowance is provided directly to the travelers, a signed per diem sheet must accompany the Travel Reconciliation statement. This sheet must be submitted to the Athletics Business Manager along with the travel expense report. According to **NCAA Bylaw 16.5.2**:

- Away-from home competition: the institution may choose to provide:
  - Option (i): Three meals (or cash allowance) per day, plus a pre-game or post-game meal on competition day; or
  - Option (ii): Meals at institution's discretion once the Student-Athlete reports on call until the team returns to campus (no cash allowance).

## **Travel Reimbursements**

The Senior Associate Athletic Director is authorized to sign all travel reimbursements in order to prevent delays when the Associate Athletic Director for Compliance and Academics/SWA is unavailable.

## **Class Absence/Travel Policy**

No student-athlete shall miss more than a total of seven M/W/F class days and no more than five T/R class days in a semester. Exceptions to this policy must be approved by the University Athletics Committee. This policy excludes conference tournaments and NCAA post-season competitions.

## SPORTS CAMPS AND CLINICS

The UL Lafayette Athletic Department encourages its athletic staff members to conduct sports camps and clinics as a means of showcasing the university and its athletic program, fostering the athletic ability of youths and serving as an additional method of income.

It is not permissible for an institution to conduct a camp or clinic that does not include instruction and that involves only sessions or tests (tryouts) during which prospects reveal, demonstrate, or display their athletic ability in any sport. Such a camp or clinic would be considered an evaluation or tryout and is prohibited under NCAA legislation.

Account numbers for each individual athletic camp:

G613 – Baseball  
G614 – Men’s Basketball  
G615 – Football  
G616 – Soccer  
G617 – Track  
G618 – Women’s Basketball  
G619 – Softball  
G620 – Volleyball  
G621 – Tennis

1. The Camp Coordinator must fill out the **Request and Authorization for Athletic Camps/Clinics form** which is to be approved by the Athletic Director, Student Union Director and the Vice President of Administration. Attached to the form needs to be a list of names receiving payment for services during the camp/clinic. If you are requesting to serve food/alcohol this needs to be noted in the Special Arrangements, Explanations, or Notations section of the form.
2. Developmental Camps – a **Request and Authorization for Athletic Camps/Clinics form** must be filled out separate from other camps and individual camp dates must be listed. An **Approval to Collect Registration Fees and Registration for Developmental Camps form** must also be filled out and approved for any sport collecting fees and registration at Developmental Camps.
3. All athletic camp/clinic brochures, publications, advertisements, etc. must be approved by Compliance before being processed. Also, all lists of persons requested to be paid and the dollar amount requesting to get paid must be approved by Compliance before being processed. The Student Union will not process any of the above without approval from Compliance.
4. All camp/clinic advertising including newspaper ads, websites, and brochures must have the correct use of the university’s name. “UL Lafayette” and “University of Louisiana at Lafayette” are the only acceptable names when referring to the university.

5. Any mail outs from the campus post office must have the correct account number to ensure that the expense is charged to the proper athletic camp/clinic account.
6. Registration can be made online at [www.ragincajuns.com](http://www.ragincajuns.com), be sure to list this on your brochure. Any other registration forms and money should be mailed to the Student Union office located in the Student Union room 206. The mailing address is Athletic Camp/Clinic Name c/o Student Union, P.O. Box 42611, Lafayette, LA 70504. Registration phone number is (337) 482-6380; fax number is (337) 482-6123.
7. All camp coordinators will have access to the participants' names, parents' name, addresses, phone numbers, and other information through the Thriva Online Registration website.
8. Please send copies of the registration form and any other mail outs to the Student Union office.
9. All camp/clinic refund policies must be stated on the brochure.
10. Any money collected during an athletic camp, i.e. concessions, camp banks, souvenirs, etc. must be approved by Scott Farmer prior to the start of camp. A copy of this approval must be sent to the Student Union office. If any materials are donated for your athletic camps, i.e. t-shirts, balls, hats, etc. written documentation must be submitted to the Student Union office. This information is needed for verification in the athletic camp records.
11. Written solicitations from at least three (3) bona fide, prospective bidders are to be obtained for goods and services over \$5,000.00 and not exceeding \$15,000.00. Institutional policy allows departments, who so choose, to accept the responsibility for soliciting price quotations on behalf of the University, for purchases not to exceed \$15,000.00. The quotations must then be attached to a requisition and submitted to the Purchasing Office for evaluation and ordering. The approved form can be found on the Purchasing web site.
12. Any request for goods and services exceeding \$15,000.00 must be processed as written solicitations by the Purchasing office only to at least five (5) bona fide, qualified vendors. This means allowing a period of four to six weeks from the date the approved requisition is received in the Purchasing Department before a Purchase Order can be issued.
13. Most businesses are accustomed to the process of billing the University for goods and services rendered. If there is a business that requires payment upfront, that business must submit an invoice with the total amount charged before receiving payment. This can take up to 3 weeks.
14. If you pay any expense for the athletic camp/clinic out of pocket, you must submit an itemized receipt to the Student Union office to receive reimbursement. Expenses must be camp/clinic related and within purchasing guidelines. This process can take up to 3 weeks.
15. Discounts – If you are going to allow discounts, the terms must be stated on the camp/clinic brochure. If you allow multiple discounts, the Student Union is not responsible for determining who does or does not qualify for specific discounts. **We would encourage giving discounts to pre-registrants only.**
16. We don't handle donations or sponsorships for camps/clinics. Those are submitted to and handled by the Foundation.
17. Reimbursement amounts for meals, lodging, etc. must be in accordance with University policy and procedures.



18. **June 30<sup>th</sup> is the end of the fiscal year for 2014. All invoices for goods and services obtained before this time must be turned in before this date.**
19. Before payment is made for any goods or services, the appropriate documentation must be signed by all of the appropriate parties. Please consider this when trying to estimate the time required for payment.
20. Payment for all camp/clinic staff cannot be submitted until after camp/clinic is over and must have prior approval from the VP of Administration. This list of names is to be attached to the Request and Authorization for Athletic Camps form and approved by Compliance. The list should indicate the specific camp/clinic dates they will be working as well as their status (example: student, staff, local high school coach, etc.). A separate Statement of Services Rendered form should be completed for each camp/clinic.

UL Lafayette Unclassified Staff – Must be submitted on a Wage Payroll Voucher with attached approved Request for Compensation From Restricted Accounts form and signed Statement of Services Rendered.

UL Lafayette Classified Staff – Must be submitted on a Wage Payroll Voucher with attached approval letter from Scott Farmer and signed Statement of Services Rendered.

Undergraduate Students – are paid through Student Payroll and must go through the Financial Aid Office prior to camp/clinic to determine eligibility. The student must come to the Student Union office and fill out an IWP form. We will forward the IWP form to Financial Aid. Once the paperwork is completed the Financial Aid office will contact the Student Union. If the student is employed for the first time on campus, the student will be instructed to go to room 218 in Foster Hall and bring a pictured I.D. and an original social security card or a copy of their birth certificate is required to complete all necessary forms. Once these forms are completed the student will be given their assignment slips. They must bring these to the Student Union. If the student has worked on campus previously the payroll office will process the paper work and forward their assignment slip to the Student Union. This lets us know that the student is eligible to work. We will notify the camp coordinator when we receive the slip. Once the camp is over a signed Statement of Services Rendered must be submitted to the Student Union. Checks will be disbursed by the Student Union according to the scheduled distributed by the student payroll office.

Graduate Students and Graduate Assistants – Must be submitted on a Wage Payroll Voucher with attached signed Statement of Services Rendered and letter of approval from the Dean of Graduate School.

21. It could take weeks to acquire all of the signatures necessary on the Request for Compensation From Restricted Accounts form, which is required for all UL Lafayette Unclassified Staff. Please submit at least one month prior to camp/clinic. The dates on the Request for Compensation From Restricted Accounts form, Wage Payroll Voucher, and Statement of Services Rendered must reflect the dates listed on the request and authorization form.

22. UL Lafayette staff cannot be paid until all sessions of camp/clinic are completed. Payments are made on the same schedule as regular payroll. Wage Payroll Vouchers with complete documentation should be submitted at least two weeks before the end of the pay period. Employer benefits will be taken out of the camp/clinic payroll check, there are no exceptions.

### **Initial Eligibility Waivers**

It is the responsibility of the Associate Athletic Director for Compliance and Academics/SWA to determine when an Initial Eligibility Waiver may be appropriate. In such cases, the Associate Athletic Director for Compliance and Academics/SWA with the assistance of any involved parties is responsible for completing the appropriate paperwork for the waiver request.

### **Progress Toward Degree Waivers**

It is the responsibility of the Associate Athletic Director for Compliance and Academics/SWA to determine when a Satisfactory Progress Waiver may be appropriate. In such cases, the Associate Athletic Director for Compliance and Academics/SWA with the assistance of any involved parties is responsible for completing the appropriate paperwork for the waiver request.

### **Medical Hardship Waivers**

It is the responsibility of the Director of Athletic Training to determine when a medical hardship waiver may be appropriate. In such cases, the Director of Athletic Training is responsible for completing the appropriate paperwork and submitting it to the Associate Athletic Director for Compliance and Academics/SWA. Once the form is complete with all appropriate signatures, the Associate Athletic Director for Compliance and Academics/SWA is responsible for submitting the medical hardship waiver to the Sun Belt Conference.

### **Incidental Expense Waiver**

It is the responsibility of the Associate Athletic Director for Compliance and Academics/SWA to determine when an Incidental Expense Waiver may be appropriate. In such cases, the Associate Athletic Director for Compliance and Academics/SWA with the assistance of any involved parties is responsible for completing the appropriate paperwork for the waiver request.

**All other waiver requests shall be submitted to the Associate Athletic Director for Compliance and Academics/SWA.**

# **RULES VIOLATIONS REPORTING PROCEDURE**



UL Lafayette is committed to all NCAA rules and regulations. A policy of self-disclosure will be followed in all situations where rules violations have been identified. In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA rules shall be investigated. If the Associate Athletic Director for Compliance and Academics/SWA determines that a violation has occurred, the Associate Athletic Director for Compliance and Academics/SWA in conjunction with the Faculty Athletic Representative will report the violation (or possible violation) to the NCAA national office and/or appropriate conference officials.

## **A. Reporting a Violation**

1. Any individual (e.g., athletic department staff member, student-athlete, University employee, representative of the University's athletics interests, member of the community) may report an alleged, rumored, or suspected violation.
2. The individual may report the alleged, rumored, or suspected violation verbally or in writing. He/She may report an alleged violation anonymously.

## **B. To Whom Shall an Alleged Violation be Reported**

1. If an alleged or rumored violation is communicated to any athletic department staff member, the staff member has an obligation to notify the Compliance Office of the violation in a timely manner.
2. Individuals other than athletic department staff members may report an alleged violation to any or all of the following persons:
  - a. The Associate Athletic Director for Compliance and Academics/SWA, Director of Compliance, or Compliance Coordinator.
  - b. The Director of Athletics, an Associate Director of Athletics or an Assistant Director of Athletics.
  - c. The Faculty Athletic Representative.

## **C. Conducting an Investigation of an Alleged Violation**

1. The Associate Athletic Director for Compliance and Academics/SWA (in conjunction with the University's legal counsel and Faculty Athletics Representative) is responsible for conducting investigations for all alleged violations.
2. The Compliance Office shall maintain a written record of all alleged violations. The record shall consist of the following:
  - a. Date that the alleged violation was reported to the Compliance Office and by whom the violation was reported.
  - b. Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation.

## **PROCEDURES FOR REPORTING NCAA VIOLATIONS**

## **D. Procedure for Conducting an Investigation of an Alleged Violation**

1. Chronology of actions taken by the University in the investigation of the alleged violation.
2. Rationale for concluding whether the allegation was or was not determined to be a violation of NCAA regulations.
3. If a violation has occurred, the Compliance Office will keep on file a copy of the report of the violation and subsequent correspondence with the Conference and/or the NCAA staff. Copies of the self-report will be sent to the following: University President, Director of Athletics, Faculty Athletics Representative, the Conference Office, and involved staff member(s).
4. Records and reports of confirmed violations will be maintained in the files of the Compliance Office. Major and Level I violation reports will be held in the permanent files, and Level 2-4 violation reports will be held for a period up to 7 years.

## **E. Finding a Violation Occurred**

The Associate Athletic Director for Compliance shall determine that a violation occurred whenever the preponderance of the evidence, considered as a whole, establishes the occurrence of the violation. It shall be the responsibility of the Associate Athletic Director for Compliance and Academics/SWA (in consultation with the Faculty Athletics Representative) to assess the evidence to determine what weight and credibility will be given to it.

## **F. Information to be Included in the University's Self-Report**

Self-reports of a violation should include:

1. The date and location of the violation.
2. The identities of involved student-athletes, coaches, staff members and any other individuals involved in the violation.
3. The means by which the Institution became aware of this information. **Note:** If a newspaper article alerted the institution, a copy of the article shall be included.
4. The cause of the violation (e.g., lack of knowledge, human error, etc.), an explanation of the circumstances surrounding the violation and any mitigating circumstances that may exist.
5. A list of corrective and/or punitive actions taken by the institution in response to the violation.
6. The Institution's position regarding the violation and surrounding circumstance. The institution will indicate whether it believes a violation occurred and the specific legislation it believes has been violated.

## **G. Alleged Violations Involving Other NCAA Institutions**

1. If an individual has knowledge of an alleged violation that involves another NCAA member institution and impacts the University, he/she shall report the

alleged violation(s) to the Associate Athletic Director for Compliance and Academics/SWA and/or the Director of Athletics.

2. The Associate Athletic Director for Compliance and Academics/SWA will discuss the violation and desired plan of action to address the situation with the Director of Athletics and the appropriate staff members who have lodged the accusation. The Compliance Office may then contact the compliance administrator or the Athletics Director at the accused member institution to request that the alleged violation be investigated. The Associate Athletic Director for Compliance may then contact the Sun Belt Conference or the NCAA staff and request that the Sun Belt Conference office or NCAA staff contact the accused institution or that institution's conference.

## **Charity Events/ Fund Raisers**

Student-athletes who will be participating in any non-profit fundraiser, charity event, or promotional activity must obtain prior written approval from the Associate Athletic Director for Compliance and Academics/SWA. An “Appearance/Donation Request Form” must be submitted on behalf of the student-athlete(s) prior to participating in any promotional activity or event.

## **Student-Athlete Advisory Committee**

The Student-Athlete Advisory Committee is a primary avenue of communication between student-athletes, the University, and Athletics Administration. The Student-Athlete Advisory Committee provides a forum in which student-athletes and the Athletics Department leadership can discuss openly issues relevant to intercollegiate athletics and the student-athletes involved. The Committee is made up of a minimum of 14 members and a maximum of 18 members. At least one representative will be selected to represent each team in football, volleyball, men’s basketball, women’s basketball, men’s tennis, women’s tennis, men’s track and cross country, women’s track and cross country, golf, baseball, soccer, softball and equipment managers, and athletic trainers. Not more than four additional student-athletes will be selected as at-large member of the committee. Committee representatives are selected annually by the Head Coach after being nominated by members of their respective team.

The group meets bi-monthly with the Associate Athletic Director for Compliance and Academics/SWA to provide information, insight and communication involving student-athlete welfare at UL Lafayette. These discussions and topics may include academic performance and advising, student-athlete academic attendance policies, study hall, nutrition, living conditions and any other department policies affecting student-athlete welfare. The committee may also request a meeting each month with the Athletic Director to discuss these issues.

Members of the committee are chosen to serve one year terms, and may succeed themselves for one additional term. It is recommended that members must have attended UL Lafayette for one full semester prior to serving on the committee. Each representative serves as the liaison from the Athletics Department to his or her sport.

## **Outside Competition**

The Outside Competition Permission Request form must be submitted to the Compliance Staff at least **two weeks** prior to start of the event. The following rules and regulations apply to each sport’s specific requirements.

## **Basketball**

Competition on an outside team may only occur between June 15th and August 31st and only in NCAA approved summer leagues. A team shall include no more than two players with collegiate basketball eligibility remaining from any one college and must limit their competition to one team in one league. The summer league must be within 100 air miles of the University of Louisiana at Lafayette or within 100 air miles of the student-athlete's official residence at the end of the academic year. Each student-athlete must have prior written approval of the athletic director prior to participating in any summer league. A student-athlete who participates in any organized competition except while representing the institution or in an NCAA approved summer league will be ineligible for any further collegiate competition in the sport of basketball.

### **Soccer**

No more than six (6) players from the University of Louisiana at Lafayette soccer team may play on the same outside soccer team. Competition on an outside amateur soccer team may occur no earlier than May 1 and continuing through the summer or during vacation periods which are outside UL's declared playing and practice season. Competition on an outside team during any other part of the academic year will render you ineligible for the remainder of that academic year and the following academic year.

### **Softball**

No more than four (4) players from the University of Louisiana at Lafayette softball team may play on the same outside team. Competition on an outside amateur softball team may only occur during the summer months or during vacation periods which are outside of UL's declared playing or practice season. Competition on an outside team during any other part of the academic year will render the student-athlete ineligible for the remainder of that academic year and the following academic year.

### **Volleyball**

No more than two (2) players from the University of Louisiana at Lafayette volleyball team may play on the same outside volleyball team. Competition on an outside amateur volleyball team may occur no earlier than May 1 and continuing through the summer or during vacation periods which are outside UL's declared playing and practice season. Competition on an outside team during any other part of the academic year will render you ineligible for the remainder of that academic year and the following academic year.

### **All Other Sports**

Limitations on the number of student-athletes only apply to representing an outside team during the academic year vacation periods that are outside the declared playing and practice season. Competition on an outside team may only occur during the summer months or during vacation periods that are outside UL's declared playing and practice season for your sport. Competition on an outside team during any other part of the academic year will render you ineligible for the remainder of that academic year and the following academic year.



# **STUDENT-ATHLETE AFFAIRS**

## **(CHAMPS/Life Skills)**



In 1991, the NCAA Foundation initiated efforts to create a total development program for student-athletes. Through the collaborative efforts of the NCAA Foundation and the Division 1A Athletic Directors' Association, the CHAMPS/Life Skills Program (Challenging Athletes' Minds for Personal Success) was created. In 1994, the CHAMPS/Life Skills Program was launched to the NCAA membership. That summer 46 NCAA institutions participated in the first orientation. Since then, approximately 40 member institutions have joined the CHAMPS/Life Skills Program each year.

In the process of achieving this mission, the CHAMPS/Life Skills Program will:

- Promote student-athletes' ownership of their academic, athletic, career, personal and community responsibilities.
- Meet the changing needs of student-athletes.
- Promote respect for diversity and inclusion among student-athletes.
- Assist student-athletes in identifying and applying transferable skills.
- Enhance partnerships between the NCAA, member institutions and their communities for the purpose of education.
- Foster an environment that encourages student-athletes to effectively access campus resources.
- Encourage the development of character, integrity and leadership skills.

### **Past CHAMPS/Life Skills Events have included:**

National Student-Athlete Day Mystery Bus Trip – Student-athletes boarded buses to travel to an undisclosed location for a SAAC Appreciation Banquet, awards presentation, dinner, fun, and games.

Nutrition/Etiquette Presentation – A registered dietician spoke to student-athletes on the importance of nutrition and provided tips for preparing nutritious meals on a college budget as well as making healthy choices in the cafeteria. A representative from Career Services lead students through an active etiquette demonstration as a nutritious meal was enjoyed by all.

Financial Literacy Camp – A representative from the EKS Group spoke to student-athletes about budgeting, saving, credit, and promoted healthy financial habits.

Movie Night – Movie was shown in the union for the student athletes. It gave them a chance to get to know each other better.

Diversity Speaker – Gail Hand, a speaker recommended by the NCAA, spoke to student-athletes about diversity and the power of laughter.

Cajun Fingerprints – The student-athletes helped children in the community have their fingerprints made.

Career Services Presentation – Kim Billeaudeau, Director of Career Services at the University of Louisiana at Lafayette, presented to the student-athletes on resume writing tips and proper attire for an interview.

Heart Walk – The student athletes participated in the Lafayette heart association heart walk as team captains.

Kickball – The coaches and student athletes competed against each other in a game of kickball to celebrate National Student-Athlete Day.

Sports Splash – The student athletes were invited to a pool party after one of the softball games.

Stress Relief Workshop – Speakers were brought in to help the student athletes better manage stress within their lives.

Eating on the road workshop – Some helpful tips were given to both coaches and student athletes about how they can eat better while on the road for their sports competitions.

Reading in Red program – Student athletes helped out with the reading in red program at the UL Child Development Center by reading with the children.

Habitat for Humanity – Student athletes helped build houses for Habitat for Humanity.

Interview Skills Workshop – The student athletes were given tips on interviewing skills and advice on how to build a résumé.

Eating Behavior Workshop – A guest speaker was brought in the talk to the female student athletes in order to better educate them on positive eating behaviors.

Motivational Speaker – Hollis Conway, former UL graduate and Olympic medalist gave a positive message to student-athletes along with his book, *Yes I Can*.

# **BENEFITS TO STUDENT-ATHLETES**

Student-athletes are not allowed to receive any extra benefits not available to all UL Lafayette students.

## **Transportation**

NCAA regulations allow institutional staff members to provide reasonable local transportation to student-athletes on an occasional basis.

## **Pre-Enrollment Extra Benefit Issues**

An institution or a representative of athletics interests shall not offer, provide, or arrange financial assistance, directly or indirectly, for any prospective student-athletes that are not enrolled in summer school prior to initial enrollment at UL Lafayette (i.e., a PSA living in a student-athlete's apartment until their local housing arrangement is finalized). This applies to all prospective student-athletes, including those who have signed a National Letter of Intent or an institutional offer of admission or financial aid.

It is the head coach's responsibility to report any prospective student-athletes that will be residing in the Lafayette area in the summer prior to fall enrollment who are not enrolled in summer school. The head coach will complete and return the "Summer Housing Arrangements for Prospective Student-Athletes Form" to the compliance office before June 1<sup>st</sup>. The compliance office will review NCAA legislation with the head coach pertaining to extra benefit concerns prior to initial enrollment.

## **Occasional Meals**

Student-Athletes may be provided occasional meals by institutional staff members or boosters within the restrictions and provisions of NCAA Bylaw 16. Below is a summary of applicable occasional meal information.

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

Boosters - A student-athlete may receive an occasional meal from a representative of athletics interests ("booster") on infrequent and special occasions under the following conditions:

- 1) The meal must be provided in an individual's home, on campus, or at a facility that is regularly used for home competition and may be catered; and
- 2) A representative of the institution's athletics interests may provide reasonable local transportation to student-athletes to attend the meal only if the meal occurs at the home of that representative.

An “Occasional Meal” form must be completed and approved by the Associate Athletic Director for Compliance and Academics/SWA prior to the meal being provided to student-athletes.

Occasional meals will not be processed for reimbursement by the Athletics Business Manager without the approved “Occasional Meal” form signed by the Associate Athletic Director for Compliance and Academics/SWA.

## **Exit Interviews**

The Sun Belt Conference requires all conference members to conduct exit interviews. All student-athletes whose eligibility has expired will be asked to complete an “Exit Interview Questionnaire” and a verbal interview. A member of the University Athletics Committee will conduct the verbal interview. The information gathered will be used to help evaluate the athletic program.

## **Awards**

In order for a student-athlete to receive an award for acknowledgement of athletic participation and/or recognition for outstanding performance, he/she must be an amateur, eligible for athletic participation as defined by the NCAA, and representing the University of Louisiana at Lafayette when competing. Additionally, the student-athlete must meet criteria established by the student-athlete’s Head Coach.

Items which may be awarded are restricted by the NCAA to items which may be personalized with the institution’s insignia or letter. Awards of items such as gift certificates, appliances, and televisions are not permitted.

Prior to any awards being purchased, the Head Coach shall consult with the Compliance Staff to ensure the award(s) are permissible per NCAA regulations. (See NCAA Figure 16-1: Permissible Awards). The proper award form (Participation Award Approval Form, Championship Award Approval Form, or Special Achievement Award Approval Form) must be submitted by the Head Coach to the Compliance Staff. If approved, the Compliance Staff will forward approval to the Business Manager. Final approval must be received by the Athletics Director.

Additional Senior Awards will be factored in with previous Participation Awards given to an individual in a particular year to ensure the NCAA maximum limit is not exceeded. If approved, the additional award may be presented prior to the start of the last home competition.

Requests for Championship Awards will include championship rings.

## **Student-Athlete Employment**

Permission to work must be obtained from the head coach and the Associate Athletic Director for Compliance and Academics/SWA prior to beginning work. There are no limits to the amount of money a student-athlete can earn. However, the student-athlete must be paid a reasonable “going rate” and must complete the “Student-Athlete Employment Information Form” through the student-athlete’s personal account on ACS Athletics. The Compliance Staff will investigate any student-athlete employment arrangements that are detected to have the potential of exposing the University to risk (e.g., employment arranged by boosters) to ensure compliance with NCAA legislation.

The following NCAA Bylaws govern compensation received through employment, including private lessons.

### **12.4.1 Criteria Governing Compensation to Student-Athletes.**

Compensation may be paid to a student-athlete:

- a. Only for work actually performed; and
- b. At a rate commensurate with the going rate in that locality for similar services.

#### **12.4.1.1 Athletics Reputation.**

Such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability.

#### **12.4.2.1 Fee-for-Lesson Instruction.**

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided:

- a. Institutional facilities are not used;
- b. Playing lessons shall not be permitted;
- c. The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year; and
- d. The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity.
- e. Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time.
- f. The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

Employment rules and regulations are the same for both the regular academic year and the summer semester. Essentially, a student-athlete may be employed as long as they notify the Compliance Office. A student-athlete cannot be hired based on their athletic abilities or reputation in any way.

When giving private lessons, a student-athlete must make sure the lessons are documented. A record of when and where the lessons take place and with whom should be maintained by the student-athlete. Lessons may not be given at UL Lafayette facilities. Student-athletes must ensure that payments received from lessons are paid by the recipient's family. A student-athlete cannot use his/her name or picture to promote private lessons.

### **Student-Athlete Employment Policy for Camps/Clinics**

Returning student-athletes are permitted to work at camps/clinics, regardless of whether they are institutional or operated by an outside organization, provided the following requirements are met:

- They perform duties that are of general supervisory character, in addition to coaching or officiating assignments;
- Their pay is commensurate with the going rate for camp/clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that they may have for the employer because of the athletics reputation or fame they have achieved or on their level of athletics skill; and
- Their responsibilities at the camp/clinic are more than lecturing or demonstrating.

## **UL Lafayette Department of Athletics Substance Abuse Policy**

The University of Louisiana at Lafayette will not condone the use of drugs for any purpose other than for medical reasons. The UL-Lafayette Athletic Department has a comprehensive drug testing program. The purpose of this program is to evaluate, educate and rehabilitate our student-athletes. Drugs are a serious problem because the use of drugs is: 1) a violation of the law and 2) harmful to your health. The purpose of this program is to discourage the use of drugs.

## **UL Lafayette Drug Testing Policy**

The policy concerning drug testing will be as follows:

1. Student-athletes will be selected at random to be tested throughout the calendar year
2. Student-athletes are subject to probable cause testing. The reason given for probable cause shall be made known to the student-athlete prior to testing.
3. The drug testing will be done by an outside firm contracted by the athletic department. The student-athlete will be observed during the actual testing. The testing firm will collect the specimen and will handle the chain of custody and reporting of results.
4. The University reserves the right to test for substances banned by the NCAA, or any substance whose possession is declared illegal by the State of Louisiana.
5. If a student-athlete tests positive for any banned or illegal substance, the student-athlete cannot participate in formal athletic activity until a negative test has been obtained. In those instances where the positive test is for a substance which remains present in a person's system for longer than the length of suspension, the director of athletic training may grant an exception to this rule.
6. If a test proves positive, the student-athlete's urine will be tested for confirmation, If the confirmation test is positive, the student-athlete must adhere to the following:

## **Penalties for Positive Tests**

### **First Offense**

1. Student-athlete will be suspended from formal athletic activity for a period of seven (7) consecutive days beginning the day following notification to the student-athlete of the positive test, or in the case of an appeal, the day following notification of the appeal result.
2. Student-athlete must receive a minimum of four (4) hours of substance abuse counseling to be completed within one (1) month of notification of a confirmed positive test. If a student-athlete fails to meet the counseling requirement, he or she will be treated as a second-time offender.
3. Student-athlete must serve four (4) hours of community service, to be completed within one (1) month of notification of a confirmed positive test. If a student-

athlete fails to meet this requirement, he or she will be treated as a second-time offender.

4. Student-athlete must complete an online education program (Marijuana 101) at student-athlete's expense (approximately \$40.00). This will be organized and approved through assigned counseling and testing program.

#### Second Offense

1. Student-athlete will be suspended from formal athletic activity for a period of fifteen (15) consecutive days beginning the day following notification to the student-athlete of the positive test, or in the case of an appeal, the day following notification of the appeal result.
2. Student-athlete must receive a minimum of eight (8) hours of substance abuse counseling to be completed within two (2) months of notification of a confirmed positive test. If a student-athlete fails to meet the counseling requirement, he or she will be treated as a third-time offender.
3. Student-athlete must serve eight (4) hours of community service, to be completed within two (2) months of notification of a confirmed positive test. If a student-athlete fails to meet this requirement, he or she will be treated as a third-time offender.

#### Third Offense

1. Student-athlete will be removed from scholarship a minimum of one (1) calendar year and its privileges in accordance with NCAA rules.
2. Student-athlete will be suspended from formal athletic activity for one (1) calendar year from date of notification.

#### **Notes:**

1. Suspension is not confined to an academic year and will carry over to the next academic year.
2. If a student-athlete is suspended, then the student-athlete will not be allowed to participate in practice, competition, or any organized activity with his or her respective team.
3. Any student-athlete who tests positive can be re-tested during his or her UL-Lafayette career.
4. Suspension from formal athletic activity is defined as in-season activity, spring training, and formal pre-season activity. Formal athletic activity does not include out of season conditioning activity.

**The UL-Lafayette Athletic Department does not condone the abuse of alcohol.**

The above mentioned policy is that of the Athletic Department and is the minimum action that can be taken. The student-athlete's head coach may implement more severe action at his or her discretion.

#### **Self-Referral Program**

Any student-athlete may refer himself/herself for evaluation or counseling by contacting his/her staff Athletic Trainer or a member of the Compliance staff.



1. Self-Report may only be used once during his/her intercollegiate athletic career.
2. There will be no team or administrative sanctions imposed upon the student-athlete for seeking professional help through self-referral.
3. A student-athlete cannot enter the self-referral program at any time after a positive test. This includes the entire time of athletic eligibility for student-athlete.
4. A student-athlete may not initiate self-referral after he/she has been informed of his/her selection in an impending drug test.
5. A treatment plan arranged through University of Louisiana at Lafayette Counseling and Testing Center will be put into place upon self-referral. In addition, random drug testing will occur frequently while in the self-referral program.
6. A student-athlete testing positive on the initial test after entering this program will not be subject to applicable sanctions. However, a positive test in subsequent retest or failure to adhere to treatment program will result in the appropriate penalties consistent with a 2nd offense.

## **Appeals Process**

This appeals process is for a test performed by or for the Athletic Department.

Any determination of a positive test and resulting penalty may be appealed by the student-athlete to an appeals committee consisting of: the athletic director or appointed administrator, director of athletic training or medical designee and a coach of a sport other than that of the student-athlete. The coach shall be selected at random.

If an appeal is requested, the student-athlete must relay the intent to appeal to the athletic director within twenty-four (24) hours of notification of a positive test. The appeal hearing will take place as soon as a committee can be formed, but no later than forty-eight (48) hours from appeal notification.

## **NCAA Drug Testing Program**

The NCAA conducts year round Drug-Testing at all Division I institutions. If a student-athlete tests positive for an NCAA banned drug, he/she will be immediately declared ineligible for the minimum of one calendar year.

If a student-athlete is taking any type of medicine Rx or non-Rx, he/she needs to check with Rusty Whitt (Head Strength and Conditioning Coach) to find out if the medicine or supplement is permissible by the NCAA. It is highly recommended that the student-athlete also contact the dietary supplement Resource Exchange Center (REC). The REC is a service provided by the National Center for Drug Free Sport.

How to reach the REC: Phone: (816) 474-7321  
Toll Free: (877) 202-0769  
Internet: [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec)

**It is recommended that the student-athlete review the list of NCAA Banned Drugs with information on the REC and the NCAA statement on ergogenic aids and nutrition.**

## **NCAA Statement on Ergogenic Aids and Nutrition**

1. Current medical information about ergogenic aids and “nutritional” supplements does not support the performance-enhancement claims of the manufacturers.
2. Many compounds obtained from specialty “nutrition” stores and from mail-order businesses may not be subject to the strict regulations set by the Food and Drug Administration. Therefore, content of many of these compounds is unknown and not represented accurately on the list of ingredients.
3. Some substances may contain small amounts of banned substance such as testosterone or other anabolic steroids or may be anabolic steroids, but not labeled as such.
4. Use of these and all substances is at the student-athlete’s risk. A positive test for a banned substance, whether it be a testosterone/epitestosterone ratio greater than 6 to 1 (The NCAA cut-off) or another anabolic steroid or metabolite is still a positive test.
5. It is not possible for the NCAA Drug Testing and Drug-Education subcommittee to determine a student-athlete’s intent when he or she tests positive for a banned substance. The appeal process is designed to allow student-athletes to present medical information about the presence of a banned substance.

## **NCAA Guidelines Regarding Medical Reporting for Student-Athletes with Attention Deficit Hyperactivity Disorder (ADHD) Taking Prescribed Stimulants**

Student-athletes diagnosed with ADHD in childhood should provide records of the ADHD assessment and history of treatment. Student-athletes treated since childhood with ADHD stimulant medication but who do not have records of childhood ADHD assessment, or who are initiating treatment as an adult, must undergo a comprehensive evaluation to establish a diagnosis of ADHD. Student-athletes diagnosed with ADHD must complete the necessary NCAA paperwork in the Athletic Training Room.

The following must be included in supporting documentation:

- Student-athlete name.
- Student-athlete date of birth.
- Date of clinical evaluation.
- Clinical evaluation components including:
  - Summary of comprehensive clinical evaluation (referencing DSM-IV criteria) – attach supporting documentation.
  - ADHD Rating Scale(s) (e.g., Connors, ASRS, CAARS) scores and report summary – attach supporting documentation.
  - Blood pressure and pulse readings and comments.
  - Note that alternative non-banned medications have been considered, and comments.
  - Diagnosis.
  - Medication(s) and dosage.
  - Follow-up orders.

Additional ADHD evaluation components if available:

- Report ADHD symptoms by other significant individual(s).
- Psychological testing results.
- Physical exam date and results.
- Laboratory/testing results.
- Summary of previous ADHD diagnosis.
- Other comments.

Documentation from prescribing physician must also include the following:

- Physician name (Printed)
- Office address and contact information.
- Specialty
- Physician signature and date.

# **PREGNANCY POLICY**

The UL Lafayette Athletics Department has as its primary concern the health and welfare of the student-athlete and the unborn child. Therefore, the student-athlete is required to inform the Athletic Training Staff at the earliest known date of pregnancy.

## **Medical Costs and Eligibility**

Medical coverage for the costs of gynecology or obstetrics care, including pregnancy, is not covered through the UL Lafayette Athletics Department. *Student-athletes should contact the UL Lafayette Student Health Services regarding services covered through student insurance.*

Pregnancy will not be the cause for termination of financial aid during the period of the financial award.

NCAA rules impacting eligibility and financial aid due to pregnancy will be reviewed with the student-athlete.

## **Resources and Chain of Command**

If a student-athlete indicates to any Athletics Department staff member that she may be pregnant, the Head Athletics Trainer is notified and the following procedures will take place:

1. The athlete will be removed from practice/competition and immediately referred to the team physician (or OB/GYN of her choice) for physical examination.
2. Following the OB/GYN examination and testing, the athlete will provide to the UL Lafayette Athletic Training staff copies of all doctor's notes and laboratory test results concerning her pregnancy status. Information submitted will be used by the team physician when determining the safety of continued participation in athletic competition.

If pregnancy is confirmed through laboratory testing, the following procedures will take place:

1. The following Athletics Department staff members will be informed that there is a change in the athlete's medical clearance status and why:
  - Team physician
  - Head Athletic Trainer
  - Staff Athletic Trainer(s) responsible for student-athlete's sport
  - Director of Athletics
  - Head Coach

Note: Information regarding pregnancy will not be disclosed to individuals without an *Authorization to Disclose Medical Information* form signed by the student-athlete.

2. The student-athlete must provide the Athletic Training Staff copies of all doctor's notes, office notes, etc. which indicate whether or not continued participation in athletics is advised. A letter from the OB/GYN clearly outlining safe parameters for continued participation on doctor's letterhead is also required.
3. The team physician will review all available information and make a decision regarding the continued participation of the student-athlete in intercollegiate athletic activity. This decision is final and the student-athlete is required to abide by the physicians' recommendations.

If it is determined that the student-athlete is permitted to continue activity, she will still be required to do the following:

1. Attend regular follow-up examinations with OB/GYN once a month (or as often as the OB/GYN determines it is necessary) to re-assess her health status.
2. Provide the Athletic Training staff with copies of all laboratory results, doctor's notes and office notes concerning the athlete's medical fitness to continue participation. Also provide a letter from the Ob/GYN clearing the student-athlete for and outlining safe parameters for continued participation. This will be shared with the team physician working with the OB/GYN to determine the student-athlete's medical clearance status.

## **Counseling**

It may be necessary for the pregnant student-athlete to receive appropriate emotional support or care from a counselor or psychologist as well. If the student-athlete desires or the OB/GYN and/or team physician feels it is necessary, counseling may be sought on campus through the UL Lafayette Counseling and Testing Center and/or the UL Lafayette Student Health Services.

UL Lafayette and the NCAA oppose all forms of gambling and adamantly oppose all forms of sports gambling. The NCAA has adopted specific legislation prohibiting institutional staff members and student-athletes from engaging in sports gambling.

Student-athletes shall not knowingly:

- a. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- b. Solicit a bet on any intercollegiate team.
- c. Accept a bet on any team representing the institution; or
- d. 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.

Student-athletes are required by the NCAA and the Division of Athletics to report any individual who offers gifts, money or favors in exchange for supplying information or for attempting to alter the outcome of any contest. Such individuals should be reported to the coach, sport administrator, and/or the Compliance Office. The rules prohibiting gambling as described above also apply to coaches and all other staff members in Athletics.

Eligibility Consequences:

The NCAA has adopted a two-tiered penalty structure for student-athletes who violate the gambling rules.

### **Penalty A: Permanent Loss of All Remaining Eligibility in All Sports**

If the student-athlete:

- Engages in any activity designed to influence the outcome of a contest;
- Engages in any activity designed to affect win-loss margins (i.e. “point shaving”);
- Solicits or accepts a bet on his/her institution; or
- Participates in any gambling activities through a bookmaker, a parlay card or any other method employed by organized gambling that involves his/her institution.

### **Penalty B: Ineligible for All Competition for Minimum One Year and Loss of One Season of Competition**

If the student-athlete:

- Solicits or accepts a bet on intercollegiate or professional athletics; or
- Participates in any gambling activity that involves intercollegiate or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

Under this level, if a student-athlete is involved in a subsequent violation of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

Any prospect or enrolled student-athlete found to be in violation of the NCAA gambling policy will be ineligible for further intercollegiate competition.

Institutional staff members found to be in violation of the NCAA gambling policy shall be subject to disciplinary or corrective action as set forth in NCAA Bylaw 19.5.

## **BOOSTER GROUPS**

Recognized booster groups serve mainly as social groups that assist with fundraising. Some groups also assist their teams with game management and season ticket drives. Head coaches are responsible for their groups with respect to their activities, including NCAA compliance. The Associate Athletic Director for Compliance and Academics/SWA will present the NCAA rules and regulations to booster groups regularly.

All revenues generated by the clubs are deposited in the UL Lafayette Foundation and are distributed by the Foundation to the respective sports.



# **OUTSIDE INCOME REPORTING**

All UL Lafayette athletic staff members must receive prior annual written approval from the Athletic Director or University President to:

- Receive athletically related income and benefits from sources outside the institution.
- Use directly or by implication the institutions name or logo in the endorsement of commercial products or services for personal gain.
- Accept outside compensation or gratuities from athletic shoe, apparel, or equipment manufacturers in exchange for use of such merchandise during practice or competition.
- Receive income that does not exceed \$1000 (per appearance) from speaking engagements or outside camp and clinic appearances.

Athletic staff members are required to annually complete the “Declaration of Outside Income” form and submit it to the Athletic Director.

## August

- Review of UL Lafayette Compliance Manual Policies and Procedures
- Reporting NCAA Violations
- Annual student-athlete team meetings
- New legislation reminder
- Student Athlete forms
- Sportsmanship and commitment to rules compliance addressed by University President
- Update squad lists
- Declaration of Playing and Practice Season Form due
- Declaration of Outside Income Form due
- Coaching Staff & Off Campus Recruiters Designation Form due
- Countable Athletically Related Activities due on ACS Athletics
- Phone Log and Correspondence information must be inputted by the coach into ACS Athletics by the end of each month.
- Contacts/Evaluations must be inputted by the coach into ACS Athletics prior to receiving travel expenses.
- Submit Unofficial Visit forms if applicable.
- Welcome Back Banquet

## September

- Academic Progress Rate
- Complimentary Admissions
- Countable Athletically Related Activities due on ACS Athletics
- Phone Log and Correspondence information must be inputted by the coach into ACS Athletics by the end of each month.
- Contacts/Evaluations must be inputted by the coach into ACS Athletics prior to receiving travel expenses.
- Submit Unofficial Visit forms if applicable.

## October

- Recruiting
- Participation Logs are due at the end of the season
- NLI/signing periods
- Housing (lists for Spring Semester)
- Admission by Exception Committee
- Countable Athletically Related Activities due on ACS Athletics
- Phone Log and Correspondence information must be inputted by the coach into ACS Athletics by the end of each month.

- Contacts/Evaluations must be inputted by the coach into ACS Athletics prior to receiving travel expenses.
- Submit Unofficial Visit forms if applicable.

## **November**

- Awards and Benefits
- Midyear student-athletes
- Degree planning
- Equity in Athletics Disclosure Act (EADA)
- APP
- Participation Logs are due at the end of the season
- Countable Athletically Related Activities due on ACS Athletics
- Phone Log and Correspondence information must be inputted by the coach into ACS Athletics by the end of each month.
- Contacts/Evaluations must be inputted by the coach into ACS Athletics prior to receiving travel expenses.
- Submit Unofficial Visit forms if applicable.

## **December**

- Continuing Eligibility
- Vacation period reminders
- Midyear football signees
- Transfers and transcripts
- Exit Interviews
- Participation Logs are due at the end of the season
- Countable Athletically Related Activities due in ACS Athletics
- Phone Log and Correspondence information must be inputted by the coach into ACS Athletics by the end of each month.
- Contacts/Evaluations must be inputted by the coach into ACS Athletics prior to receiving travel expenses.
- Submit Unofficial Visit forms if applicable.

## **January**

- Promotional Activities
- Eligibility and squad lists/Academic Summary Report
- Playing and Practice Season
- Up to date on all forms
- New Student-Athlete information/orientation for mid-year enrollees
- Adopted Legislation
- Participation Logs are due at the end of the season
- Countable Athletically Related Activities due on ACS Athletics
- Phone Log and Correspondence information must be inputted by the coach into ACS Athletics by the end of each month.
- Contacts/Evaluations must be inputted by the coach into ACS Athletics prior to receiving travel expenses.
- Submit Unofficial Visit forms if applicable.

## **February**

- Newly adopted legislation
- NLI signing period
- NCAA convention
- Advisement and pre-registration
- Participation Logs are due at the end of the season
- Countable Athletically Related Activities due on ACS Athletics
- Phone Log and Correspondence information must be inputted by the coach into ACS Athletics by the end of each month.
- Contacts/Evaluations must be inputted by the coach into ACS Athletics prior to receiving travel expenses.
- Submit Unofficial Visit forms if applicable.

## **March**

- Transfer Regulations
- Renewals, non-renewals, reductions
- Sun Belt Conference Tournament (Spring Sports)
- Coaches Certification Exam
- Schedules for upcoming academic year
- Participation Logs are due at the end of the season
- Countable Athletically Related Activities due on ACS Athletics
- Phone Log and Correspondence information must be inputted by the coach into ACS Athletics by the end of each month.
- Contacts/Evaluations must be inputted by the coach into ACS Athletics prior to receiving travel expenses.
- Submit Unofficial Visit forms if applicable.

## **April**

- Playing and Practice Seasons
- Renewals, non-renewals, reductions
- Housing
- National Student-Athlete Day
- Summer School
- Schedules for upcoming academic year
- Participation Logs are due at the end of the season
- Countable Athletically Related Activities due on ACS Athletics
- Phone Log and Correspondence information must be inputted by the coach into ACS Athletics by the end of each month.
- Contacts/Evaluations must be inputted by the coach into ACS Athletics prior to receiving travel expenses.
- Submit Unofficial Visit forms if applicable.

## **May**

- Camps and Clinics
- Medical Hardships
- Exit Interviews
- Schedules for upcoming academic year
- Fall/Spring scholarship lists due to Compliance office – **May 1<sup>st</sup>**
- Summer scholarship lists are due to Compliance office - **May 15<sup>th</sup>**
- Participation Logs are due at the end of the season
- Countable Athletically Related Activities due on ACS Athletics
- Phone Log and Correspondence information must be inputted by the coach into ACS Athletics by the end of each month.
- Contacts/Evaluations must be inputted by the coach into ACS Athletics prior to receiving travel expenses.
- Submit Unofficial Visit forms if applicable.

## **June**

- Financial Aid
- Initial Eligibility information
- Scholarships
- New Legislation
- Participation Logs are due at the end of the season
- Phone Log and Correspondence information must be inputted by the coach into ACS Athletics by the end of each month.
- Contacts/Evaluations must be inputted by the coach into ACS Athletics prior to receiving travel expenses.
- Submit Unofficial Visit forms if applicable.

## **July**

- Forms (outside income, designation of coaches, playing season)
- Rosters (returners and signees)
- Monitoring Initial Eligibility
- Phone Log and Correspondence information must be inputted by the coach into Compliance Assistant by the end of each month.
- Contacts/Evaluations must be inputted by the coach into ACS Athletics prior to receiving travel expenses.
- Submit Unofficial Visit forms if applicable.



# Compliance Forms

These forms can also be found online at  
[www.ragincajuns.com](http://www.ragincajuns.com)

Under the “Departments” tab, click on “Compliance.”

Access the forms through the “Coaches and Staff” link.



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