

Hofstra University Compliance Manual

Introduction

The intention of this manual is to serve as a guide for Hofstra University's athletic staff members. Included within this manual are the University's compliance policies, its procedures and related documents that must be completed as part of athletic department processes. This manual is a supplement to the NCAA manual, not a replacement for it. The NCAA Division I Manual is the official source of all rules and regulations as they relate to the operation of the University's athletics program and the conduct of its personnel.

Hofstra University's Compliance Policy Statement

Hofstra University is committed and obligated to the principle of institutional control in operating its athletics program in a manner that is consistent with the spirit of the NCAA, the Colonial Athletic Conference and University's rules and regulations. The commitment and obligation to operate the intercollegiate athletics program in adherence to the principle of institutional control is both institutional and individual. Hofstra is committed to educating coaches, staff, student-athletes and other individuals involved with the athletic program in their institutional responsibilities under the rules; to developing operating systems within the athletics department and the University that provide guidance in how to work within the rules; and to discovering and reporting any violations of rules that occur. Each individual involved in intercollegiate athletics is obligated to maintain competency with the governing legislation and to report any violation of NCAA, conference and/or institutional rules of which he or she is aware.

REMEMBER - ALWAYS ASK BEFORE YOU ACT!

Important Names, Numbers, and Addresses for NCAA Compliance Issues

Dan McCarthy – Associate Athletic director for Compliance (AADC), Ext. 6749

James Alexander – Assistant Director of Compliance, Ext. 5228

Kathleen Batterson – Senior Associate Commissioner (Compliance)
Colonial Athletic Association – (804) 754-1616

- Colonial Athletic Association – www.caasports.com
- NCAA – www.ncaa.org
- National Letter of Intent – www.nationalletter.org
- NCAA Clearinghouse – www.ncaaclearinghouse.net

Use this website information to activate prospects, view 48 H forms (List of approved courses), 48 C Forms (Prospect's Qualifier Status)

Rules Education

All coaching staff members and administrators are required by the Director of Athletics to attend the regularly scheduled rules education sessions conducted by the AADC. Each session will last no longer than one hour. Other rules education materials include newsletters, compliance tidbits, e-mails, memos and Dead Period alerts.

Any coach or administrator may suggest a topic of discussion. Please contact the AADC well in advance.

The following rules education materials are provided and available to coaches and staff through the Compliance Office and/or the NCAA:

- NCAA Manual
- NCAA Recruiting Guide (available online at WWW.NCAA.org)
- NCAA News
- NCAA Transfer 101 Guide
- NCAA Guide to International Academic Standards
- Monthly Rules Education Meetings
- Emails and Newsletters from the Hofstra Athletic Compliance Office
- Comprehensive Hofstra NCAA Compliance Website (available online at WWW.Hofstra.edu)
- Compliance Tidbits (available online at WWW.Hofstra.edu)

NLI Process

Each sport has a designated National Letter of Intent signing period. All NLI's must be accompanied by a Hofstra University Recommendation for an Athletic Grant-in-Aid Contract. The NLI process is as follows:

Step 1: The head coach fully completes (typed) the NLI Submission Form.

Step 2: The NLI Submission Form is given to your sports NLI Administrative Assistant.

Step 3: The Administrative Assistant completes the NLI and the Assistant Director of Compliance completes the Grant-in-Aid Contract for the (AADC) and Director of Athletics signatures.

Step 4: The Head then reviews the NLI and Grant-in-Aid Contract for accuracy.

Step 5: The Head Coach mails (Fed Ex) (2) copies of the NLI and Grant-in-Aid Contract to the prospect. The NLI and Grant-in-Aid Contract may be faxed in the event of a time management crisis.

Step 6: The prospect (and legal guardian/parent) signs all (2) copies of the NLI and Grant-in-Aid Contract.

Step 7: The prospect keeps (1) copy each of the NLI and the Grant-in-Aid Contract and mails or faxes back the remaining (1) copy of the NLI and Grant-in-Aid Contract to the Head Coach.

The CAA will take a faxed copy of these documents to complete the NLI process but also needs (1) original NLI and Grant-in-Aid Contract.

Step 8: The Head Coach will fax the NLI and Grant-in-Aid Contract to the CAA and mail (1) original NLI and Grant-in-Aid Contract to the CAA.

Head Coaches – Please ensure that the NLI and Grant-in-Aid Contract dates, signatures, addresses, sport, and social security number are accurate!!

Step 9: Send a copy of each letter to the AADC for a back-up file.

***Head coaches need to oversee this whole process.**

Graduation Rates

Per NCAA Bylaw 13.3.1.2 Report Distribution, member institutions shall provide to prospects **and** to prospects parents or legal guardian the information contained within the report. The NCAA shall provide a compilation of graduation data to the prospects' guidance officer, high school, and/or two-year college coaches. The information shall be provided at the **earliest opportunity** after the institutions first arranged in-person encounter with the prospect, or upon request; **however**, in no event shall an institution provide the information later than the day prior to a prospects signed acceptance of the National Letter of Intent or signed acceptance of the institutions written offer of admission and/or financial aid. Violation of the Bylaw shall be considered institutional violators per Constitution 2.8.1; however, such violators shall not affect the prospective student-athletes eligibility.

The AADC will distribute the Graduation Rates Report to all Head Coaches.

Freshman Eligibility

All incoming freshman need to be certified by the NCAA Clearinghouse as a qualifier to be eligible for aid, practice, and competition. In addition, the CAA has a non-qualifier rule. All incoming freshman need to be certified by the Clearinghouse as a qualifier or they can never compete or practice for a CAA member institution. It is imperative that all incoming freshman (scholarship and walk-on) have a final qualifier status – **Yes**, by the first day of practice or the first day of classes, whichever occurs earlier.

NCAA Clearinghouse Process

1. Head Coach identifies all incoming freshman (and transfers) ASAP.
2. Head Coach (or designee) enter all incoming freshmen and transfers on the NCAA Clearinghouse by doing the following:
 - Go to www.ncaaclearinghouse.net
 - Hit “Member Institutions”
 - Call Compliance Office for code and pin numbers.
 - Name: Dan McCarthy
 - Hit “IRL Activation”
 - Hit “Recruiting Cycle” and “Sport”
 - Enter social security number
3. Now you can track your athletes as the Clearinghouse process progresses.
4. Please inform your prospects of any missing documents ASAP.
5. It is crucial for coaching staff members to match up the prospects transcript with the school’s 48 H Form to determine the following:
 - How many core courses will the prospect have?
 - Will he/she fulfill GPA and core course requirements?
 - Are there any problems (ESL classes, denied courses)?
6. Most importantly, admission to Hofstra does not guarantee qualifier status through the NCAA Clearinghouse.

2 Year College Initial Eligibility

The process for 2 year college transfer eligibility is as follows:

Step 1: Contact the Associate Athletic Director for Compliance (AADC) when considering recruiting a JUCO transfer.

Step 2: The Office of Admissions determines transferable degree credits, GPA, and AA degrees per NCAA Guidelines. They base their final evaluation on final official transcripts!

Step 3: The Office of Admissions sends the file to the Office of Advisement for major and percentage of degree check-offs based on final official transcripts.

Step 4: The Office of Advisement sends a copy of the file to the AADC.

Helpful reminders when recruiting a JUCO transfer:

- Contact the AADC or check the NCAA Manual to see what specific eligibility rules apply to your JUCO transfer!
- Determine their 5 year clock.
- Enter them into the NCAA Clearinghouse.
- Get a preliminary evaluation from the Office of Admissions.
- Final evaluation for NCAA Eligibility will be based on **final official transcripts (not copies)!!!**
 - **All final official transcripts must be received by the Office of Admissions no later than the first day of practice or classes whichever is earlier.**
- Athletic Aid will not be applied until the student-athlete is officially certified.
- Remember that the 40/60/80 progress towards degree rule applies to all transfers!

4 Year College/University Transfer Eligibility

Listed below is the process when recruiting 4 year college/university transfers:

Step 1: Coaches must contact the AADC so that a permission to contact form may be faxed. You cannot contact a student-athlete from another 4 year college/university until the AADC receives written permission from the prospect's current institution.

Step 2: A Hofstra University long form is faxed by the AADC to the prospect's institution to help determine NCAA Transfer Eligibility.

Step 3: Coaches contact the AADC to discuss what NCAA eligibility requirements the prospect will need to fulfill and any other potential issues!

Step 4: Admissions and Advisement will verify NCAA Transfer eligibility regarding transferable degree credits, earned credits, GPA, and percentage of degree requirements. They will complete the necessary form and send a copy to the AADC. NCAA eligibility is based on Admissions receiving final official transcripts (not copies)!!

Step 5: Coaches enter the 4 year transfer with the NCAA Clearinghouse.

Helpful reminders when recruiting a 4 year transfer:

Reminder 1: Must get permission to contact!

Reminder 2: Transfers take time, do not procrastinate.

Reminder 3: As part of the 1 time transfer rule, all transfers must leave their former institution eligible for competition.

Reminder 4: They cannot leave their former institution on disciplinary supervision. Hofstra University will not allow such recruits to participate in Intercollegiate Athletics while enrolled.

Reminder 5: See the AADC immediately when recruiting 4 year transfers.

5th Year Eligibility

Head Coach: Please complete and sign the 5th year eligibility form and include stats from the year that the athlete did not compete. Please return this information to the AADC. If a medical red-shirt was granted, the AADC will have proof from the Conference Office.

International Student-Athlete Eligibility

Listed below is the process for certifying NCAA Eligibility and Amateur Status for International student-athletes:

Step 1: Coaching staff member must contact AADC at the onset of recruiting an international student-athlete.

Step 2: International student-athlete (and club team) must complete and sign necessary NCAA forms for amateurism.

Step 3: Per NCAA Bylaw 12.1.1, all international prospects must **never** have been considered a professional per NCAA definitions for professionalism.

Step 4: International prospects must be certified by the NCAA Clearinghouse, Office of Admissions, and Office of Advisement per all NCAA Rules and regulations regarding initial and continuing eligibility.

Step 5: Men and Women's Tennis must follow NCAA Bylaw 14.2.3.2 and 14.2.3.2.1.

Coaches Checklist for International Prospects

- Age, date of birth
- Amateur status
- See AADC immediately before recruiting starts!
- Clearinghouse
- Admissions requirements
- Transfer?
- Remember CAA Non-Qualifier rule
- Percentage of degree requirements
- Earned credits at foreign institution
- Admission deadlines

REMEMBER, before recruiting an international prospect, please contact the AADC and do not forget to go over checklist with the prospect!!

RECRUITING POLICY

On August 5, 2004, the NCAA Division I Board of Directors approved Proposal 2004-92 (Recruiting – Official Visits – Institutional Policies). The declared intent of the proposal is as follows:

To require an institution to establish written departmental policies related to official visits that apply to prospects, student hosts, coaches and other athletic administration that are approved by the institution's chief executive officer and kept on file at the institution and conference office; further, to specify that an institution is responsible for the development and enforcement of appropriate policies and sanctions regarding specified areas as identified by the NCAA Division I Board of Directors; in addition, to require an institution to have its policies evaluated by an outside entity (e.g. conference office) once every four years; finally, to specify that the institution may be held accountable to the NCAA enforcement program for activities that clearly demonstrate disregard for its policies.

Hofstra University, in its continued commitment to the rules and regulations of the NCAA, has developed a recruiting policy surrounding its recruitment of prospective student-athletes and official/unofficial campus visits. The following policy establishes guidelines and promotes structure to all official/unofficial campus visits. The policy gives the prospective student athletes and their families a fair and ethical means of viewing their academic, athletic and social opportunities at Hofstra University. This policy must be understood and adhered to by all Hofstra University employees with an emphasis placed on Department of Athletics staff, coaches, student-athletes, prospective student-athletes and representatives of athletic interests (i.e. boosters).

The policy has been review and approved by the Office of the President, Director of Athletics, Senior Women's Administrator and Associate Athletic Director for Compliance.

Coaching Staff Responsibilities

Coaches must oversee all planned and approved activities for prospects and must maintain an understanding of the Hofstra University Recruiting Policy and all NCAA rules and regulations pertaining to recruiting. Per NCAA rules, a copy of the prospect's high school transcript and SAT or ACT test results must be obtained prior to a visit. Reviewing all policies with student host(s) and prospects is mandatory.

The following topics must be discussed with all prospects making official visits:

- Planned and approved activities for the official visit.
- The Hofstra University admissions process.

- NCAA Clearinghouse and Initial Eligibility Standards.
- A review of prospect's SAT/ACT results and high school transcript.
- 2 and 4 year college transfer eligibility (if applicable).
- NCAA eligibility and amateur rules as they apply to international prospects.
- CAA and Atlantic 10 transfer rules.
- CAA – non-qualifier rules.
- Hofstra University's educational standards and requirements.
- Hofstra University's Judicial Code.

Prospective Student Athlete Activities

Prospects will be returned to Hofstra University housing (or their housing accommodations) by 1:00 a.m. each night and advised that they may not leave thereafter.

All facets of the official/unofficial visit will be scheduled by the coaching staff and will include, but not be limited to:

- Meals with coaches and/or student athletes.
- Orientation with the University's Athletic Retention Program (i.e. meet with your mentors, meet with athletic academic advertisement, explain mentor program) or academic orientation of Hofstra University by using any of the following:
 - Have the prospect attend a full class session.
 - Have the prospect meet with an advisor.
 - Have the prospect meet with a faculty member.
 - Have the prospect meet with an admissions staff member.

Information for Prospective Student-Athletes and Parent(s) or Guardian(s)

The following are prohibited and should never occur in connection with an official or unofficial visit:

- Underage use of alcohol
- Gambling
- Use of drugs
- Entering any adult entertainment facilities (e.g., strip clubs)
- Requesting or using the services of escorts or exotic dancers
- Sexual harassment or sexual assault or any lewd acts
- Violation of Hofstra University Judicial Code

Hosts –Hofstra Student-Athletes

1. Only full-time students who are eligible to practice may serve as hosts. Partial qualifiers or non-qualifiers may not serve as student hosts during their initial academic year in residence.
2. Student managers may not serve as hosts.
3. Coaching staff member must review Prospective Student-Athlete sections of the policy with student host.
4. Student-athlete hosts are not permitted to force a prospect to do anything against his/her will.
5. Student-athlete hosts must sign and abide by the student host form.
6. More than one Hofstra student-athlete may serve as hosts but only (1) student per prospect may be provided a free meal if restaurant facilities are used.
7. A maximum of \$30.00 per day may be provided to cover the entertainment expenses of both the host and the prospect, excluding the cost of meals and admissions to campus athletic events. The host may be provided with an additional \$15.00 per day for each additional prospect entertained by him/her.
8. The host cannot use the entertainment money to provide gifts for the prospect.
9. Underage alcohol use is prohibited.
10. The prospect may not be provided use of an institutional vehicle or any other vehicle not owned or leased by the prospect student host.
11. The host may not use any vehicle that is not owned or leased by the host (e.g., Booster, Coach's vehicle).
12. Gambling activities, strip clubs, escorts, exotic dancers, drug use, hazing and sexual harassment are prohibited.
13. Student athlete host money is to be used by the host and prospect only.
14. The host shall return the prospect to Hofstra University housing (or other housing accommodations) by 1:00 a.m.

Transportation

Air Transportation is limited to commercial air travel in coach class only with no upgrades permitted.

Campus Transportation – An institution that transports a prospect (and those accompanying a prospect) around campus during an official visit must use an institutional vehicle normally used to transport prospects while visiting the institution's campus; further, coaching staff members or student hosts may use personal vehicles to transport a prospect (and those accompanying the prospect) around campus during an official visit.

Meals and Lodging

All prospects (including parents and guardians) must be housed in standard lodging that does not include special accessories (e.g., Jacuzzis, suites) that are

not available generally to all guests residing at the establishment and must eat standard meals comparable to meals provided to student athletes during the academic year; further, institutions also may provide a prospect (and prospect's parent or legal guardian) a reasonable snack (e.g., pizza, hamburger) in addition to three meals.

Every effort shall be made to house the prospective student athlete in a University residence hall.

Personalized Recruiting Aids

Hofstra and its coaching staff members may not arrange for miscellaneous, personalized recruiting aids (i.e. personalized jersey, personalized audio/video scoreboard presentations) or engage in any game-day simulations during a prospect's official or unofficial visit.

Entertainment

Entertainment of prospects shall take place on campus or within a 30 mile radius. Entertainment activities that are considered appropriate and not excessive are movies, concerts, lectures, comedy shows, beaches, local sporting events, tours of New York City and Hofstra University sponsored events.

Enforcement

A prospect found to be in violation of this recruitment policy may jeopardize his or her ability to be admitted to Hofstra University.

A student-athlete host found to be in violation of this recruitment policy shall be sanctioned by the Director of Athletics based upon the severity of the violation. A student-athlete host found to be in violation of this recruiting policy may not be permitted to serve as a student host during any future official or unofficial visits. A student-athlete host shall also be subject to disciplinary action pursuant to the provisions of Hofstra University's Judicial Code as appropriate.

Coaches and administrators found to be in violation of this recruitment policy and/or NCAA rules and regulations shall face disciplinary action as determined by the Director of Athletics. Disciplinary action shall be based upon the severity of the violation.

Hofstra University shall maintain a record of all violations of this recruiting policy and shall provide an annual report of violations to Hofstra University's President and to the conference office.

Recruiting Contacts/Evaluations

1. **Contact** – A contact in any face-to-face encounter between a prospect or the prospect's parents, relatives or legal guardian and an institutional staff member or athletics representative along which any dialogue occurs in excess of an exchange or a greeting.

2. **Evaluation** – Evaluation is any off-campus activity designed to assess the academic qualifications or athletic 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.

3. **Telephone Calls** – All electronically transmitted human voice exchange (including videoconferencing and videophones) shall be considered telephone calls. All electronically transmitted correspondence (e.g., electronic mail, Instant messages, facsimiles, pages, text messaging) **shall not** be considered telephone calls.

Recruiting Calendars

Per your sport, please check the NCAA recruiting calendar for the appropriate contact/evaluation dead period. Go to www.ncaa.org to find your sports recruiting calendar.

Recruiting Periods

Contact Period – Per NCAA Bylaw 13.02.4.1. A contact period is that period of time when it is permissible for coaching staff members to make in-person, off-campus recruiting contacts and evaluations.

Evaluation Period – An evaluation period is that period of time when it is permissible for coaching 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.

Quiet Period – A quiet period is that 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 – A dead period is that period of time when it is not permissible to make in-person recruiting contacts or evaluations on or of the member institutions campus or to permit official or unofficial visits by prospects to the institutions campus. The provision

of complimentary admissions to a prospect during a dead period is prohibited, except as provided in Bylaw 13.8.2.5 for a prospect who visits an institution as part of a group. During such 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 13.1.9.7, 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.

If you have any questions or need an interpretation of an NCAA Recruiting Bylaw, please contact the (AADC).

Recruiting Documentation

Step 1: All coaches must document every contact, evaluation, and phone call by completing and signing the Hofstra Recruiting Contact Form.

Step 2: Bring all completed forms to the (AADC) at year-end compliance review.

Official Visits

For any official (paid) visit, the process is as follows:

- Step 1: Receive prior to visit, the prospects academic transcript and a copy of PSAT, SAT, PLAN or ACT results.
- Step 2: All coaches, administration, current student-athletes and prospects must adhere to the Hofstra University Recruiting Policy.
- Step 3: Complete prospective student-athlete agreement form.
- Step 4: Complete Student-Host Form.
- Step 5: Complete all necessary paperwork with Cindy Lewis, Senior Associate Athletic Director.
- Step 6: A full itinerary must be completed for each prospect.

Other Information Pertaining to Official Visits

- * The length of an official visit may last no longer than 48 hours.
- * A prospect cannot make a visit until their first day of classes begins for senior year.
- * Men's Basketball – A prospect can begin making official visits on or after the first day of classes of their senior year in high school. No such visits can occur between their junior and senior year in high school (during the summer).
- * Per NCAA Bylaw 13.7.5.5 student host money – a maximum of \$30 for each day of the visit to cover all costs of entertaining the prospect (and the prospects' parents, legal guardian or spouse), excluding the cost of meals and admission to campus athletic events.
- * No official or unofficial visits are permitted during a dead period.

Roster Management

It is imperative that all coaches have current rosters for financial aid, eligibility and liability reasons. The process for Roster Management is as follows:

Step 1: By no later than May 15th of each year, submit your team roster (including walk-ons) to the AADC. Fully complete (please type) the team roster form.

Step 2: Any additions or deletions to your team, coaches must complete the addition/deletion form. Please fully complete and sign this form. Reminder: If this is a walk-on addition that missed the annual eligibility meeting, please ensure that the walk-on contacts the AADC before he/she practices or competes.

Step 3: When completing your annual team roster form, keep in mind your scholarship budget and NCAA Rules and Regulations concerning athletic aid (as well as any Hofstra aid). This is especially crucial for equivalency sports.

Roster Addition Form

Team _____

Coach _____

Date _____

Name: _____

Address: _____

700 # _____

Social Security # _____

1. True Freshman? Yes ___ No ___

2. Transfer? 2 Year ___ 4 Year ___

3. Scholarship Recommendation? Yes ___ No ___ Amount _____

4. NCAA Compliance Forms Completed? Yes ___ No ___

5. NCAA Clearinghouse Certification? Yes ___ No ___

6. Transfer Certification (via Admissions and Advisement)? Yes ___ No ___

*Before practicing, competing and renewing athletic grant in aid, ALL student-athletes must be certified by the NCAA Clearinghouse, Office of Admissions and Advisement for NCAA eligibility rules.

Notes:

Head Coach Signature, Date

Associate AD/Compliance Signature, Date

Recruiting Exam

Prior to conducting any off campus evaluations or contracts, each coach must successfully pass the NCAA Recruiting Exam. A passing mark is a minimum of 32 correct of 40 questions. Per NCAA rules, all coaches are required to take the exam on-line. Beginning each May, Institutional Research will monitor all group tests. If you cannot attend a group test, you may take the exam in the office of the AADC by appointment.

If any coach or staff member wants a review study session, please contact the AADC for an appointment.

Current Student Athletes

Before your team's first day of practice at the beginning of each year, please set up an eligibility meeting with the AADC. This meeting is mandatory for all student-athletes, including walk-ons!

The following forms will be completed and relevant topics will be addressed*:

1. NCAA Drug Form
2. NCAA student-athlete statement forms
3. Bio sheet
4. Hazing form
5. Student Host Form

Some of the NCAA Topics that are addressed include (but are not limited to):

1. Eligibility status for competition/practice
2. Clearinghouse
3. Full-time status
4. CAA non-qualifier rule
5. Summer school
6. Amateurism
7. Transfer eligibility and documentation
8. Gambling
9. Financial Aid
10. Practice/Correlation hours
11. 5 Year clock, Medical hardship waivers

*All walk-ons throughout the year must complete these forms through the Office of Compliance before practice and competition.

Financial Aid

To be eligible for athletic grant in aid, all student-athletes must be certified in accordance with all NCAA, CAA, Atlantic 10, and Hofstra University rules and regulations. This includes, but is not limited to:

- Must have final qualifier status before the first day of classes or practice (whichever occurs earlier)
- Transfer – Must be officially certified (NCAA continuing eligibility) through the Offices of Admissions and Advisement before the first day of classes or practice, whichever occurs earlier.
- All student-athletes must be a full-time student at all times!!
- All student-athletes must understand and follow the terms of the Hofstra University Athletic Grant in Aid Contract.
- Per the Hofstra University Undergraduate Bulletin, Athletic or “Activity” grants may be renewed if the recipient achieves and maintains a 2.0 cumulative grade point average and successfully completes 24 credit hours each academic year at Hofstra University with a minimum of 18 credit hours for a letter grade other than P.

Team Rosters

Each sport’s Head Coach must fully complete and sign the team roster form no later than May 15th of each year. The AADC will forward this roster to the Financial Aid Office for renewals and initial awards of athletic scholarships.

In addition, all non-renewal(s) and reductions for each team must use the addition/deletion form. It is imperative that coaching staff members attach an explanation for the reduction/non-renewal when completing this form.

Non-renewals, Cancellation, Financial Aid Appeals Cases

Any non-renewal or cancellation of athletic grant in aid may be appealed by the student-athlete.

- **All cancellations/non-renewals must be approved by the Director of Athletics.** Paperwork will then be submitted by the Athletics Department to the Office of Financial Aid in order to initiate Reduction and Non-Renewal of athletic grant-in-aid awards no later than the first week of June.
- Paperwork will be submitted as necessary by the Athletics Department to the Office of Financial Aid in order to initiate cancellations of athletic grant-in-aid awards during the academic year.
- The student-athlete will be sent notification of a non-renewal or reduction of aid (which occurs after the academic year) in writing by the Office of Financial Aid no later than July 1st.

- The student-athlete will be sent notification of cancellation of aid (which may occur at any point during the academic year) in writing by the Office of Financial Aid within two weeks of the cancellation.
- The student-athlete has the option to request a hearing opportunity per NCAA Bylaw 15.3.2.4 to appeal the Athletics Department decision to change his/her aid package. The process to request a hearing opportunity is outlined in the notification letter.
- The student will have two weeks from the postmark of the notification letter to contact the Provost Committee on Scholarship Review to signify that he/she will be appealing the change in athletic aid and to request a hearing opportunity.
- The student-athlete will then submit a written appeal (even if a hearing has not been requested) containing the following information:
 - name, 700 number, class (freshman, sophomore, junior, senior, graduate), sport and athletic award amount as well as contact info (phone number and email address);
 - why the decision to cancel the athletic award is unwarranted;
 - the names of the Hofstra staff members with whom the student-athlete had discussed this situation; and
 - any supporting documentation the student-athlete may wish to provide.
- The written appeal must be received in the Provost's Office within one week of the initial notification of intent to appeal.
- The Provost Committee on Scholarship Review will schedule a hearing opportunity, to be conducted in person or by phone, no later than two weeks from the date the student-athlete requests a hearing.
- The Athletics Department will be contacted by the Provost Committee on Scholarship Review in order to explain the decision of the coach to cancel (during the academic year) or non-renew/reduce (after the academic year) the athletic aid.
- All decisions made by the Provost Committee on Scholarship Review are final.

Playing and Practice Seasons

Per NCAA Bylaw 17.1.5.1 a student-athlete's participation is countable athletically related activities (see Bylaw 17.02.1) shall be limited to the following:

Declared Playing and Practice Session

During each sports; "declared" playing and practice session, the following applies:

- A. 1 day off each per week (Sunday through Saturday)
- B. No more that 4 hours of countable athletically related activities per day
- C. No more then 20 hours of countable athletically related activities per week.

Outside of Declared Playing and Practice Season

During the periods "outside" of a sport's declared playing and practice season, the following applies:

- A. 2 days off per week (Sunday through Saturday)
- B. No more than 8 hours of countable athletically related activities per week.
- C. Of the 8 hours, no more than 2 hours may be individual skill instruction (4 athletes max at one time anywhere on campus)
- D. Only weight training/conditioning and individual skill instruction may be conducted.
- E. No team practices or observation of open-gyms, open-fields, etc.

Playing and Practice Season – Declaration Form

Coaches: Please refer to Chapter 17 of the NCAA Manual to find out the length of your team playing and practice season. In addition, call the AADC to ensure that your ??? are correct. Please complete and sign the form prior to your first day of practice.

Sport _____ Coach _____ Date _____

Segment 1 _____ to _____ = _____
First Date Last Date Days Used

Segment 2 _____ to _____ = _____
First Date Last Date Days Used

Your must declare and use the same week for the entire academic year. To keep matters uncomplicated, everyone should use Sunday through Saturday.

Coach’s Signature, Date

Comment Reminders with Regard to Prospects

General Do's and Don'ts

- Do** feel free to confirm with the media, sponsors or representatives of our athletics interests/boosters that we are recruiting a particular prospect **PRIOR** to the prospect signing an NLI or written offer of admissions/financial aid.
 - Do** feel free to comment on a prospect's athletic ability and contributions to your program **AFTER** you have received confirmation from compliance that the prospect has signed a valid NLI or written offer of admissions/financial aid.
 - Do** feel free to have a prospect sign a NLI or other written offer of admissions/financial aid on GW's campus during an official or unofficial visit however, **NO** media may be present at the signing.
 - Do** provide the Sports Information staff with personal and athletic information (e.g., height, hometown, position and contributions you expect him/her to make) about a signed prospect to assist them in providing a full and accurate release about the prospect's signing with GW to the media.
 - Do** understand that such signing announcements are limited to those media forms normally used by GW and can only be released to those media outlets normally used by GW and by the educational institutions currently and formerly attended by the prospect.
- Do not** comment to the media, sponsors or representatives of our athletics interests/boosters on a prospect's athletic ability and contributions to your program **PRIOR** to the prospect signing an NLI or written offer of admissions/financial aid.
- Do not** attend an off-campus signing of a NLI or other written offer of admissions/financial aid.
- Do not** deliver a NLI or other written offer of admissions/financial aid to a prospect off-campus.

Pertinent NCAA Bylaws and interpretations related to prospects and publicity

Letter-of-Intent Signing

Any in-person, off-campus contact made with a prospect for the purpose of signing a letter of intent or other commitment to attend the institution or attendance at activities related to the signing of a letter of intent or other commitment to attend the institution shall be prohibited.

Contacts During National Letter of Intent 'Live Period.'

Date Issued: May 14, 1996

Type: Official

Item Ref: 6

Interpretation:

I/II 6. Contacts During National Letter of Intent "Live Period": An authorized institutional staff member may make an in-person, off-campus contact with the prospect during a permissible contact period that occurs during the "live period" (i.e., the two-week period that begins at the time the institution issues the prospect a National Letter of Intent) for signing the National Letter of Intent, provided the contact is not made for the purpose of signing the National Letter of Intent or other commitment to attend the institution. [Reference: 13.1.7.2 (Letter-of-intent signing)]

Delivery of Letter of Intent

In-person, off-campus delivery of a letter of intent by an institutional staff member shall be prohibited. The letter may be delivered by express mail, courier service, regular mail, electronic mail or facsimile machine.

Comments Before Signing

Before the signing of a prospect to a National Letter of Intent or an institution's written offer of admission and/or financial aid, a member institution may comment publicly only to the extent of confirming its recruitment of the prospect. The institution may not comment generally about the prospect's ability or the contribution that the prospect might make to the institution's team; further, the institution is precluded from commenting in any manner as to the likelihood of the prospect's signing with that institution.

- *Therefore you may only confirm that GW is recruiting the prospect. NO other comments with regard to the prospect should be made. This includes comments made by current GW student-athletes.*
- *Note that written confirmation from the Office of Admissions or Office of Student Financial Assistance is required to confirm a written comment for a prospect who is not signing an NLI.*

Evaluations for Media, Recruiting Services

Athletics department staff members shall not evaluate or rate a prospect for news media, scouting services or recruiting services prior to the prospect's signed acceptance of the institution's written offer of admission as a student and/or written tender of financial assistance to be provided upon the prospect's enrollment.

Confirming the recruitment of prospective student-athletes

Date Issued: Jun 15, 1988

Type: Staff Interpretation

Item Ref: a

Interpretation:

a. Confirming the Recruitment of Prospective Student-Athletes: Determined that the application of Bylaw 1-4-(a) [athletics department staff members shall not evaluate or rate a prospective student-athlete for news media] and 1/14/88 LIC, Item No. 17, would preclude a member institution from providing to a newspaper a list of all prospective student-athletes that the institution is recruiting in a specific sport, even if in response to a question or request from the newspaper; noted further that the institution would be precluded from providing biographical information or playing statistics of prospective student-athletes being recruited by the institution prior to the prospect's signed acceptance of the institution's written offer of admission as a student and/or written tender of financial assistance to be provided upon the prospects enrollment.

Announcer for Broadcast of Prospect's Athletics Contest

A member of the athletics staff of a member institution may not serve as an announcer or commentator for any athletics contest in which a prospective student-athlete is participating, or appear (in person or by means of film, audio tape or videotape) on a radio or television broadcast of such contest. This restriction does not apply to contests involving national teams in which prospective student-athletes may be participants, including the Olympic Games.

Game Broadcast/Telecast

A prospect may not be interviewed during the broadcast or telecast of an institution's intercollegiate contest. A member institution may not permit a station telecasting a game to show a videotape of competition involving high-school, preparatory school or two-year college players.

Prospect's Visit

A member institution shall not publicize (or arrange for publicity of) a prospect's visit to the institution's campus. Further, a prospect may not participate in team activities that would make the public or media aware of the prospect's visit to the institution (e.g., running out of the tunnel with team, celebratory walks to or around the stadium/arena, on-field pregame celebrations).

Introduction of Prospect

An institution may not introduce a visiting prospect at a function (e.g., the institution's sports award banquet or an intercollegiate athletics contest) that is attended by media representatives or open to the general public.

Intent to Enroll

A member institution shall not publicize (or arrange for publicity of) a prospect's intention to accept its offer of financial assistance.

Media Releases Regarding Signing

Publicity released by an institution concerning a prospect's commitment to attend the institution shall occur only after the prospect has signed a National Letter of Intent or subsequent to the prospect's signed acceptance of the institution's written offer of admission and/or financial aid. Such communications (with no limit on number of content) may be released to media outlets at the institution's discretion except as limited by Bylaw 13.10.8.2. However, an institution is prohibited from purchasing or receiving commercial advertising (e.g., print, media or billboard) to be used to identify a prospect by name or picture.

2005 Hot Topic #1 -- Media Releases Regarding Signings - Press Conferences - One-Time Exception - Booster Group Functions (I)

Date Issued: Jan 27, 2005

Type: Ed. Column

Item Ref: 1

Interpretation:

Institutions should note that pursuant to NCAA Bylaw 13.11.8, publicity released by an institution concerning a prospect's commitment to attend the institution shall occur only after the prospect has signed a National Letter of Intent or subsequent to the prospect's signed acceptance of the institution's written offer of admission and/or financial aid. Such communications (with no limit on number or content) may be released to media outlets at the institution's discretion except as limited by Bylaw 13.11.8.1. However, an institution is prohibited from purchasing or receiving commercial advertising (e.g., print, media or billboard) to be used to identify a prospect by name or picture.

Bylaw 13.11.8.1 indicates that institutional press conferences, receptions, dinners and similar meetings held for the purpose of announcing the signing of a prospect or prospects are expressly prohibited. However, Bylaw 13.11.8.1.1 allows an institution to make an announcement on the institution's campus for the sole purpose of presenting at one time to the media the names of all prospects who have accepted offers of admission and/or athletically related aid in a particular sport from that institution, with the understanding that no prospects (or their friends or relatives) may be in attendance.

Please note that Bylaw 13.11.8.1.1 was inadvertently deleted from the 2004-2005 NCAA Division I Manual by way of Proposal No. 2003-31. The rationale statement of the proposal indicated that

restrictions related to press conferences were to remain applicable. Therefore, an editorial revision was issued to clarify that the one-time exception is still applicable. Please refer to the Legislative Services Database (LSDBi) on the NCAA Web site for the current version of the bylaws mentioned herein.

Institutions should also note that functions that are designed to celebrate the institution's signees in a particular sport, at which the institutional coaching staff members appear and discuss prospects who have signed commitments to attend the institution, would not be contrary to the provisions of Bylaw 13.11.8.1, provided:

- a. The institution previously has released communication of a prospect's commitment to attend the institution to media outlets normally used by the institution and by the educational institutions currently and formerly attended by the prospect;
- b. The function or activity is not held in conjunction (simultaneously) with an announcement to the public of the prospect's signing commitment; and
- c. The function is closed to the working media.

Such functions may be open to the working media only if the function is conducted on the institution's campus and the announcement of signings is considered the institution's one-time press conference to the media pursuant to Bylaw 13.11.8.1.1. [References: Bylaws 13.11.8 (media releases regarding signing), 13.11.8.1 (press conferences) and 13.11.8.1.1 (one-time exception -- announcement of all signings); a 1/27/98 official interpretation, Item No. 3 and a 3/24/98 official interpretation, Item No. 2]

Independent Announcement by Prospect

Press conferences to announce a signing may be arranged independently by the prospect (or the prospect's family), provided there is no arrangement or involvement whatsoever by the institution or representatives of its athletics interests.

Staff Member Presence

Institutional staff members are expressly prohibited from personal contact with media representatives at the site of the signing or at any other prearranged site when a prospect accepts an offer made by the institution. This does not preclude the presence of bona fide media representatives who are employed on a part-time basis by the institution.

- *Therefore, a coach may not be present at an off-campus signing of a NLI or other written offer of admissions/financial aid.*
- *Note that a prospect may sign a NLI or other written offer of admissions/financial aid on GW's campus.*

Coach's interview in conjunction with prospects announcement of signing

Date Issued: Aug 11, 1989

Type: Staff Interpretation

Item Ref: j

Interpretation:

j. Coach's Interview in Conjunction with Prospect's Announcement of Signing: Reviewed Bylaws 13.10.6.2.2 (announcement of signing--press conferences) and 13.10.6.3 (staff member presence) and determined that if a prospect conducts a press conference or provides a television interview to announce his or her signing of the National Letter of Intent, it is not permissible for the institution's coach to provide a prearranged television interview that will be broadcast during the same telecast since the coach's television appearance in connection with the prospect's television appearance could imply institutional involvement with the prospect's press conference.

Signings On Campus

An institution is responsible for signings on its campus (whether involving an individual or a group of prospects). Any contact by the media with prospects on campus during the time the prospect signs a National Letter of Intent or tender of financial aid shall be considered to be prima facie evidence of institutional involvement in arranging media involvement and shall be prohibited.

Comment Reminders with Regard to Enrolled Student-Athletes

General Do's and Don'ts

- Do** feel free to contact the sports information staff with potential story ideas about a student-athlete as reporters are always looking for human-interest stories.
- Do** feel free to speak with a parent/legal guardian about the athletic status (e.g., contributions, potential issues) of their son or daughter.
- Do** remember that as a coaching staff member you may be required to make public appearances, attend community service projects as well as conduct interviews with local and national media.
- Do** remember that all interviews (print or electronic) must be cleared through the sports information office.
- Do** remember that whenever possible a member of the sports information staff should be present at an interview with the media.
- Do** notify the sports information office if a member of the media contacts one of your student-athletes directly. Please remind the student-athlete that they should decline the interview and direct the media representative to the sports information staff.
- Do** remember that all of your actions and those of your players, whether on the road or at home, in a game or at the campus deli, will be looked at under a microscope.
- Do** remember that confidentiality is of the utmost importance when team issues are involved. Even a simple comment to a friend outside the program may appear in the newspaper a day later.
- Do** direct a student-athlete to contact the sports information staff if a correction is needed with regard to their personal or athletic information (e.g., website).

- Do not** provide the telephone number or e-mail address of a student-athlete to a member of the media.
- Do not** comment to a parent/legal guardian on their son/daughter's academic record at the University, including but not limited to specific grades, attendance in class, use of tutors or meetings with both University and department academic advisors. These questions should be directed to our athletic academic support staff with the understanding that they may not be able to comment.
- Do not** comment to the media, sponsor or representatives of our athletics interests/boosters on a student-athlete's academic record at the University, including but not limited to specific grades, attendance in class, use of tutors or meetings with both University and department academic advisors.
- Do not** comment to a parent/legal guardian on their son/daughter's eligibility with regard to NCAA rules. These questions should be directed to either our athletic academic support staff or compliance office with the understanding that they may not be able to comment.
- Do not** comment to the media, sponsor or representatives of our athletics interests/boosters on a student-athlete's eligibility with regard to NCAA rules.
- Do not** comment to a parent/legal guardian on their son/daughter's injuries or other related health issues. These questions should be directed to our sports medicine staff with the understanding that they may not be able to comment.
- Do not** comment to the media, sponsors or representatives of our athletics interests/boosters on a student-athlete's injuries or other related health issues.
- Do not** direct a parent/legal guardian to contact the sports information staff to make a needed correction or request a media story. Instead we would ask you to get the information and provide it directly to the staff.

Forms/Consents you should be aware of:

- **Health Information Portability and Accountability Act (HIPAA) Form**
This form is NOT required to be signed by a student-athlete. This form, if signed, allows the GW Sports Medicine staff to provide:
 - a coach information related to an injury (e.g., practice and/or competition prohibitions).
 - the NCAA protected health information which will be used only by the NCAA's Injury Surveillance System (ISS) for the purpose of conducting research on injuries resulting from training for or participation in athletics.
 - the Atlantic 10 Conference office information related to an injury to assist with eligibility and playing season issues (e.g., medical hardship waiver).

- other GW athletic department staff injury and/or health information to assist with eligibility and playing season issues (e.g., medical hardship waiver).
- Buckley Amendment Consent (Family Educational Rights and Privacy Act of 1974)
This consent is part of the Student-Athlete Statement – Division I form and is required to be signed by a student-athlete.
 - This form permits the disclosure of academic records to GW department staff, Atlantic 10 Conference and the NCAA to assist with determining a student-athlete’s eligibility for intercollegiate athletics, eligibility for athletically related financial aid, for evaluation of school and team academic success, for purposes of inclusion in summary institutional information reported to the NCAA (and which may be publicly released by it), for NCAA longitudinal research studies and for activities related to NCAA compliance reviews.
 - This form DOES NOT permit any department staff member to discuss a student-athlete’s grades with a parent/legal guardian.

Some helpful interview techniques

Below are tips that can be used to aid you while meeting with a member of the media.

DURING AN INTERVIEW	BUT
<ul style="list-style-type: none"> · Do be prepared. · Do be on time. · Do dress appropriately. · Do be positive. · Do be concise and clear. · Do be enthusiastic. · Do be personable. · Do be available and cooperative. · Do be polite in difficult situations. · Do form bridges from negative questions to positive answers. · Do use the interviewer’s name whenever possible. · Do thank the interviewer. 	<ul style="list-style-type: none"> · Don't say "no comment". · Don't be negative. · Don't make critical comments about officials · Don't make critical comments about the opposing team. · Don't lose your cool. · Don't be sarcastic. · Don't use fillers (well, um you know). · Don't use slang. · Don't forget you are always "on".

Additional Academic Reminders for Coaches

Do	Don't
1. Require your student-athletes to attend all classes when they are on-campus.	1. Don't allow them to skip class: <ul style="list-style-type: none"> - if a game is cancelled. - they find out they are not on the travel roster. - you get back to campus late the night before. - they need to rest for practice or a game.
2. Contact the academic advisor for your team if one of your student-athletes asks you to proctor an exam.	2. Don't contact a professor directly for any reason including making arrangements with a professor to proctor an exam.
3. Encourage your student-athletes to speak to us if they are having any academic issues. We might not be able to solve their problem directly, but we can instruct them how to approach the issue and/or a professor.	3. Don't tell them we can do the following: <ul style="list-style-type: none"> - get them into closed classes - reschedule final exams - verify absences for practice/training as excused - change grades or suggest that we change a grade
4. Tell your student-athletes to keep their parents informed of their grades	4. Don't tell parents that we can give them specific information regarding their son/daughter's grades. We only

	<p>give out information under the following circumstances:</p> <ul style="list-style-type: none">- the student-athlete has put that individual's name on the Academic Release of Information form AND- we speak to that individual IN-PERSON.
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We cannot give out information via phone or e-mail.