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DONS

# Compliance Manual



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## Department Overview

### Institutional Membership

The University of San Francisco is a member of the National Collegiate Athletic Association Division 1 and is governed by its rules and regulations.

### The University of San Francisco Dons Varsity Sports

Men's Basketball  
Women's Basketball  
Baseball  
Men's Golf  
Women's Golf  
Men's and Women's Cross Country  
Women's Rowing  
Women's Soccer  
Men's and Women's Tennis  
Men's and Women's Outdoor Track & Field  
Women's Indoor Track and Field  
Women's Volleyball  
Women's Beach Volleyball  
Women's Triathlon

### Institutional Representative to the NCAA

President	The Reverend Paul J. Fitzgerald
Faculty Athletic Representative	Dr. Jeremy Howell
Director of Athletics	Larry Williams
Senior Women Administrator	Rachel Schull

## MISSION STATEMENTS

### USF

The core mission of the university is to promote learning in the Jesuit Catholic tradition. The university offers undergraduate, graduate, and professional students the knowledge and skills needed to succeed as persons and professionals, and the values and sensitivity necessary to be men and women for others.

The university will distinguish itself as a diverse, socially responsible learning community of high-quality scholarship and academic rigor sustained by a faith that does justice. The university will draw from the cultural, intellectual, and economic resources of the San Francisco Bay Area and its location on the Pacific Rim to enrich and strengthen its educational programs.

### Intercollegiate Athletics

The University of San Francisco is committed to excellence in athletics as part of a larger commitment to educating students in the Jesuit Catholic tradition. USF Athletics is built upon Four Pillars of Success that aim to develop young men and women in this tradition: Excel in the Classroom; Win at the Highest Level of Competition; Engage in the Community; and Become Leaders in the World.

The entire department, including coaches, training staff, facilities and equipment personnel and administrators, work to support student-athlete achievement in each of the Four Pillars, develop leaders and support the principles of the West Coast Conference and the NCAA.

Toward this mission, we commit to the following principles:

- To recognize participation in athletics as an integral part of the educational process;
- To provide student-athletes and staff with the best possible facilities, services, and equipment;
- To promote the physical, intellectual, and emotional development of all student-athletes;
- To create an environment which fosters the concepts of teamwork, scholarship, sportsmanship, leadership, loyalty and integrity;
- To operate in a fiscally responsible manner, providing opportunities within the limitations of resources;
- To commit to diversity and the equitable and non-discriminatory treatment of all student-athletes and staff.

University of San Francisco is an equal opportunity institution whose programs, services activities, and operations are without discrimination as to sex, color, national origin, protected veteran status, sexual orientation, race, ancestry, religion, gender identity, gender expression, marital status, age, or disability.

## Institutional Control

University of San Francisco is committed to the principles of operating its athletics program in full compliance with NCAA rules and regulations, exerting effective institutional control over the conduct of the program, and closely monitoring all individuals and organizations that promote the athletics interests of the University.

University of San Francisco strongly supports the “Principles of Institutional Control” that have been developed by the NCAA Committee on Infractions. The Committee defines institutional control as follows:

“In determining whether there has been a lack of institutional control when a violation of NCAA rules has been found, it is necessary to ascertain what formal institutional policies and procedures were in place at the time of the violation of NCAA rules occurred and whether those policies and procedures, if adequate, were being monitored and enforced. It is important that policies and procedures be established so as to deter violations and not merely to discover their existence after they have taken place.

“In a place where proper procedures exist and are appropriately enforced, especially when they result in the prompt detection, investigation and reporting of violations in question, there may be no lack of institutional control although the individual or individuals directly involved may be held responsible.

“In a situation in which adequate institutional procedures exist, at least on paper, a practical, common- sense approach is appropriate in determining whether they are adequately monitored and enforced by the person in “control.” Obviously, general institutional control is exercised by the chief executive officer of a member institution. However, it is rare that the chief executive officer will make decisions specifically affecting the operations of the institution’s athletics program. Instead, the day-to-day duties of operation, including compliance with NCAA rules, will have been delegated to subordinates either by specific action or by creation of appropriate job descriptions. Moreover, it is usually left to senior subordinates, such as the Director of Athletics, further to delegate various duties regarding compliance with NCAA rules.

“In most institutions, especially those with large and varied athletic programs, such delegations are made to a number of individuals who are expected to exercise control over compliance with regard to specific aspects of the program. The specific obligations of such individuals should be in writing and not merely an understanding among the senior officials of the University and the Department of Intercollegiate Athletics. Not only the Director of Athletics, but other officials in the Department of Intercollegiate Athletics, the Faculty Athletics Representative, the Head Coaches, and the other institutional administrators outside of the Department of Intercollegiate Athletics responsible for such matters as the certification of athletes for financial aid, practice, and competition, is expected to assume a primary role in ensuring compliance. Even though specific action has been taken to place responsibility elsewhere, these individuals will be assumed to be operating on behalf of the institution with respect to those responsibilities that

are logically within the scope of their positions. Their failure to control those matters so as to prevent violations of NCAA rules will be considered the result of a lack of institutional control.”

The Compliance Office staff coordinates all compliance activities for the Athletics Department. However, it is the responsibility of every Athletics Department employee to know, understand, and fully comply with all NCAA, conference, and University rules and regulations.

### Compliance

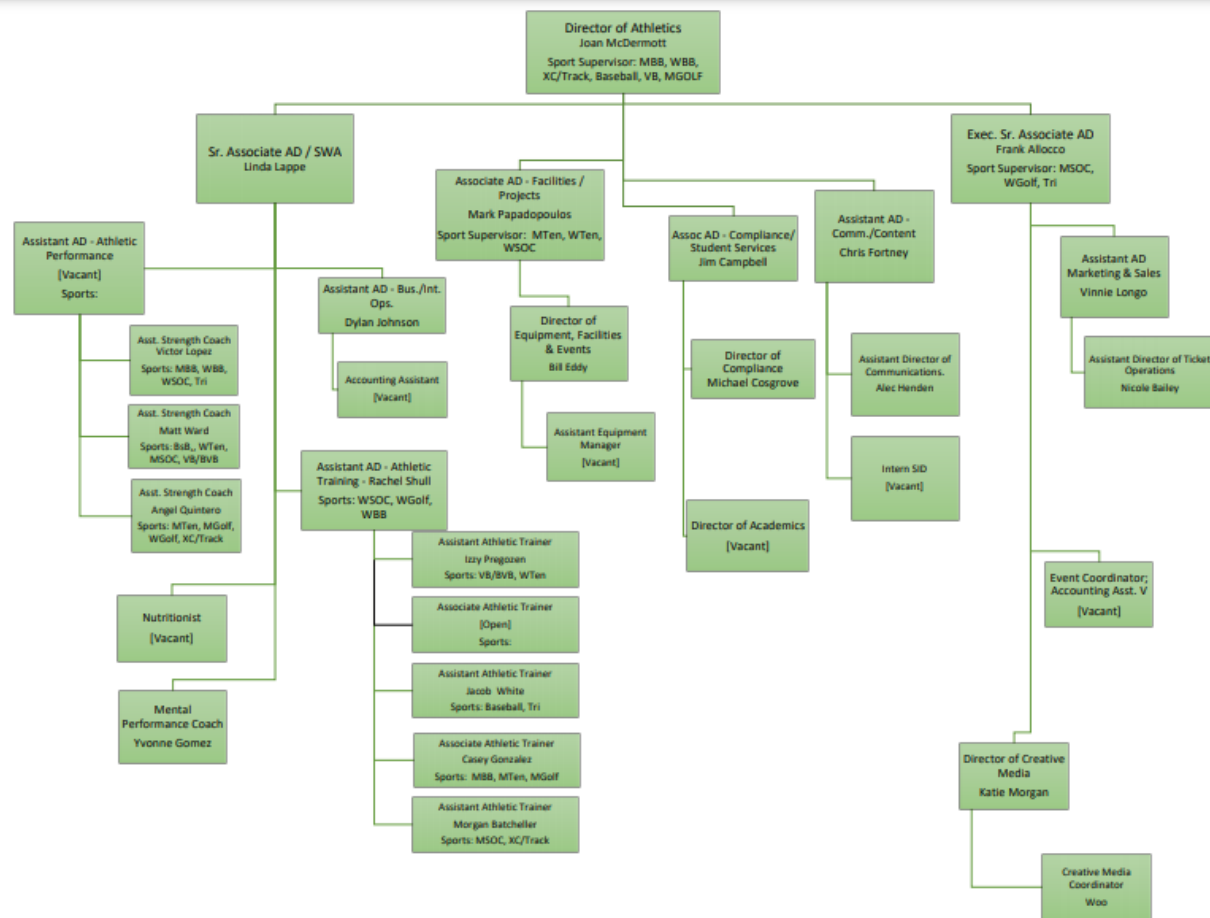
University of San Francisco is committed to the principle of institutional control in the operation of its Athletics Department. This means following the letter and spirit of the rules and regulations set forth by the National Collegiate Athletic Association (NCAA), West Coast Conference (WCC), and USF administration. The goal of the Compliance Office is to take a proactive approach to educating, monitoring, and overseeing the intercollegiate athletic programs at USF and cultivating a positive environment for NCAA compliance.

Specifically, the Compliance Program is committed to:

- Educating all student-athletes, coaches, staff, representatives of athletics interests (boosters), campus constituents, and friends of University of San Francisco regarding University, WCC and NCAA rules and regulations.
- Practicing shared responsibility with campus constituents for institutional control at all levels in the department in order to establish effective compliance systems.
- Providing student-athletes, coaches, staff, boosters, campus constituents, and friends of USF with timely interpretations of University, WCC, and NCAA rules and regulations.
- Monitoring the compliance activities of student-athletes, coaches, staff, campus constituents, and representatives of the university’s athletics interests in a thorough and consistent manner.
- Investigating potential violations of University, WCC, and NCAA rule infractions in an impartial and thorough manner.
- Taking appropriate and timely action in the self-reporting of University, WCC, and NCAA rule violations.
- Meeting the compliance needs of all student-athletes, coaches, staff, campus constituents, and representatives of the University’s athletics interests.

## ORGANIZATIONAL STRUCTURE OF THE COMPLIANCE PROGRAM

### Organizational Chart (Univ. Compliance)



## Job Descriptions

Currently, the Compliance Department has two full time staff members. The job responsibilities for each are provided below.

### Senior Associate Athletic Director for Internal Operations

The Associate Athletic Director (AD) for Compliance Services works under the direction of the Athletic Director. The Associate AD for Compliance Services manages and oversees the department of athletics compliance services in accordance with the NCAA, WCC Conference, and University rules, regulations and procedures. The Associate AD for Compliance Services is a member of the University of San Francisco Athletic Department and works cooperatively with student-athletes, coaches, athletic department staff members, and boosters to resolve and monitor academic compliance related issues.

### Job Responsibilities

- Manage the coordination of initial and continuing NCAA and academic eligibility.
- Oversee all areas of student-athlete amateurism certification and continuing amateurism certification.
- Manage all rules interpretations sent to coaches, staff, and other university entities responsible for NCAA compliance.
- Serve as the Athletic Department liaison to the Registrar's Office and CASA.
- Prepare NCAA squad lists and eligibility reports.
- Manage the development and implementation of academic compliance policies and procedures.
- Oversee the completion and submission of required NCAA academic reports (GSR, APR), waivers, and appeals.
- Oversee the student-athlete housing process and work closely with the Office of Residence Life. Complete an annual review of the Student Athlete Housing policy. Assist student-athletes with housing related issues.
- Oversee student-athlete financial aid and serve as the Athletic Department liaison with Financial Aid and Student Accounting offices.
- Work with the Athletics Business Office on all aspects of athletics expense reports, team and recruiting travel, vacation period expenses and NCAA championship incidental expenses.
- Oversee the student-athlete book scholarship program.
- Oversee all official visits, unofficial visits, complimentary admissions and monitoring of recruiting logs.
- Performs other related duties as assigned.
- Responsible for supervising Coordinator for Compliance and Student Services



#### Director of Compliance and Student Services

- Work with coaches and monitor official and unofficial visits for all prospective student-athletes. Work with the athletics business office on all aspects of athletics expense reports, team and recruiting travel, vacation period expenses, and NCAA championship incidental expenses.
- Oversee and manage all compliance related areas of ticketing.
- Manage all aspects of NCAA rules pertaining the playing and practice season declarations and review the submission of CARA logs.
- Oversee the sports camps/clinics process and the student-athlete employment process. Manage all aspects of rules education and rules interpretations.
- Oversee all aspects National Letters of Intent, renewals, non-renewals, and cancellations.
- Oversee and monitor NCAA personnel rules.
- Serve as the athletic department contact and liaison to ARMS.
- Responsible for supervising all student workers and interns.
- Manage and oversee all NCAA waiver processes.
- Responsible for compiling GSR and APR reports with the Associate A.D. for Compliance & Student Services.

#### Faculty Athletics Representative (FAR)

In compliance with NCAA Bylaw 4.02.2, the Faculty Athletics Representative (FAR) shall be a member of USF faculty or administrative staff who is designated by USF's chief executive officer or other appropriate entity to represent USF and the university in USF's relationships with the NCAA and Conference USA.

The Faculty Athletic Representative relationship with the Compliance Office will include, but shall not be limited to the following:

- Establish control or oversight of academic procedures for eligibility decisions.
- Participate in a comprehensive plan for institutional control of intercollegiate athletics (with the CEO and Director of Athletics) and ensure that appropriate and explicit assignments of both responsibility and authority are made.
- Be visible to student-athletes by participating in initial team meetings, orientation activities, conducting exit interviews, supporting the student-athlete advisory committee, and other similar activities on campus.
- Be knowledgeable about institutional investigations.
- Have access to all infraction reports before they are submitted to the NCAA.
- Establish solid working relationship with the Director of Athletics, Associate AD for Compliance, Director of Student-Athlete Academic Services, Director of Admissions, and Director of Financial Aid.

#### Coaching Staff

The Coaching Staff relationship with the Compliance Office will include, but shall not be limited to the following:

- Ensure the performance of compliance-related tasks such as timely monthly submission of contact and evaluation logs, timely weekly submission of CARA logs, etc.
- Adhere to compliance policies, which will be part of a coach's performance evaluation from Sport Administrators and the Director of Athletics.
- Establish solid working relationship with the Director of Athletics, FAR, Director of SAAS, Director of Admissions and the Director of Financial Aid.

#### Coaching Staff Limitations

In compliance with NCAA Bylaw 11.7, an individual who coaches and either is uncompensated or receives compensation or remuneration of any sort from the institution, even if such compensation or remuneration is not designated for coaching, shall be designated as a Head Coach, Assistant Coach, Volunteer Coach, Graduate Assistant Coach, or Undergraduate/Student Assistant Coach by certification of USF.

Prior to the start of the fall semester, the Compliance Office will distribute the Coaching Staff Limitations Form. The Head Coach of each individual sport is responsible for filling out the form and returning it to the Compliance Office. Once the Head Coach has returned the form to the Compliance Office, the Compliance Office will check the form for accuracy and completeness in accordance with NCAA Bylaw 11.7.

#### Coaching Turnover

When a coach or staff member departs the institution, he/she must meet with the Compliance Office prior to their departure to verify they have submitted the necessary recruiting logs and administrative paperwork prior to their final day. The Compliance Office will also conduct an exit interview with that coach or staff member to give them an opportunity to disclose any NCAA related suspicions or violations.

Before hiring a new coach or staff member, the Compliance Office will conduct a compliance specific background check with previous NCAA member schools to see if they have any previous violations or culture of compliance tendencies that USF would need to be aware of. This information will be reported to the Hiring Manager and Athletic Director. The Compliance Office will also ensure that the new coach or staff member being hired is not associated with a prospect within the prohibited time frame. The prohibited time frame of an individual associated with a prospect being hired as a coach or non-coaching staff member is a two-year period before and a two-year period after a prospect's anticipated enrollment.

#### Hiring Coaching Consultants

The hiring of any outside consultants must follow the normal policies for Human Resources related to the hiring. The Business Office will notify the Compliance Office of any hires so that was the appropriate education can be given to the consultant before they engage in any activities.

NCAA rules allow the coaching staff to hire a temporary consultant to provide in-service training for the coaching staff themselves.

Regarding student-athletes, an outside consultant cannot provide any technical or tactical instruction to student-athletes at any time, nor may he or she make or assist in making any tactical decisions during on-court or on-field practice or competition. Provided none of those activities occur, examples of what the outside consultant can do include attending practice and competition, participating in coach's meetings, formulating game plans and analyzing video involving the institution's or opponent's team before or after practice or competition.

### Strength and Conditioning Personnel

A weight (strength and conditioning) coach can conduct flexibility, warm-up and physical conditioning activities prior to any game and prior to or during any practice or other organized activities without being included in the limitations on number of coaches.

There is a distinguishing line between strength and conditioning personnel and coaching consultants. For example, a program cannot hire an outside massage therapist or Pilates instructor to develop strength and flexibility, or an outside visual acuity specialist to help improve athletics performance. Such instructors are allowed to work with sports programs only if they are USF staff members. Strength and Conditioning personnel cannot provide sport-specific instruction that involves the use of equipment associated with that sport.

### Outside Athletically-Related Income

A staff member may earn income in addition to the institutional salary by performing services for outside groups consistent with the institution's policy related to outside income and benefits.

Athletically related outside employment and other income should be reported to the institution and approved by the Director of Athletics before accepted per the institutional policy.

- All athletically-related income and benefits exceeding \$500 that is derived from sources outside the institution.
- Use (either directly or by implication) of the institution's logo in the endorsement of commercial products or services for personal gain.
- Income from annuities
- Sports camps
- Housing and benefits (including preferential housing arrangements)
- Country Club memberships
- Complimentary ticket sales
- Television and radio programs
- Endorsements or consultation contracts with athletics shoe, apparel or equipment manufacturers in exchange for the use of such merchandise during practice or competition.

## Technology

### Institutional Websites

It is permissible for coaching staff to include information related to the USF's athletics programs and a hyperlink to the USF's Athletics website.

USF may permit a non-institutional publication that reports primarily on the athletics program to buy advertising space in an institutional publication or an institutionally controlled media outlet (e.g., institution's coach's show or website). Similarly, it is permissible for USF to purchase advertising space in a non-institutional publication that reports primarily on the institution's athletics program or a media outlet controlled by the non-institutional publication.

### Non-Institutional Websites

It is permissible for an Athletics Department staff member's personal website or personal page on any website to include information related to USF Athletics programs and a hyperlink to the USF Athletics website.

It is permissible for general informational videos related to USF's athletics programs to appear on the personal websites or personal pages of Athletics Department members, provided such content is available to the general public and is not created for recruiting purposes.

It is not permissible for an Athletics Department staff member's personal website or personal page on any site to include a hyperlink to the website of a recruiting or scouting service or a non-institutional publication that reports primarily to the athletics program.

USF may advertise its camp and clinics on a recruiting publication's website provided that the format of such advertisements is identical, and the website camp directory includes multiple listings of summer camps.

### Networking Websites (Facebook, Twitter, etc.)

When using social networking Websites (Twitter, Facebook, Instagram, etc.), it is permissible for institutional staff members to take actions indicating approval of a PSA's social media activity. Coaches and staff cannot comment publicly on the PSA's social media activity prior to a PSA's written commitment. Any social groups created by staff members to communicate with current student-athletes about upcoming schedules and events cannot include PSAs. When using sport specific or personal social networking websites, coaches and athletic department staff members are responsible for representing the University of San Francisco and the Athletics Department in a manner consistent with the standards and values of the institution. For more information regarding social media usage, refer to section 4.3.0 on Social Networking Websites.

## Recruiting

### Monitoring the Recruiting Process

The University of San Francisco Athletics Department and its coaches, staff, student-athletes, and other representatives must comply with all NCAA, West Coast Conference (WCC), and University rules and regulations in the recruitment of prospective student-athletes (PSAs). The Compliance Office staff is responsible for coordinating and monitoring all recruiting activity.

The Compliance Office staff will monitor recruiting activities, inform coaches and staff of updates/changes in legislation, request interpretations from the conference office and/or the NCAA office regarding recruiting issues, serve as liaison to the NCAA Eligibility Center, and maintain the necessary recruiting forms and documentation.

### Bylaw 13

Bylaw 13 of the NCAA Manual contains detailed rules and regulations regarding recruiting. The NCAA Manual is provided to all coaches and selected administrative staff members each year. Additional detailed recruiting information is available in the Compliance Office.

Definition: In compliance with NCAA Bylaw 13.02.12.1 a PSA is recognized as “recruited” as soon as a coach:

- Provides the PSA with an official visit.
- Has an arranged, in-person, off-campus encounter with the PSA or the PSA’s parent(s), relatives, or legal guardian(s).
- Issues a National Letter of Intent or written Financial Aid offer.

Since recruitment activities in the form of evaluations can occur before a prospect is considered “recruited,” it is necessary for coaches to maintain their recruiting database on ARMS with all evaluations logged. Once a prospect is identified as a recruited PSA, it is even more important that the recruiting coach maintain accurate records regarding contacts, evaluations, and telephone calls throughout the recruiting year.

At the end of each month during the recruiting year, each coach will be required to make available updated recruiting records to the Compliance Office. The Associate AD for Compliance Services and Coordinator for Compliance and Student Services will review these records for accuracy and completeness in compliance with NCAA Bylaw 13.

Each sports program is responsible for maintaining accurate and current recruiting records for every PSA, including the following information:

- Log of written materials provided to the PSA
- Log of evaluations and contacts
- Log of telephone calls
- Official visit forms and itinerary
- Unofficial visit forms.

These recruiting records will be approved by the Compliance Office staff.

## Recruiting Calendar

All communication and contact with PSAs must be in accordance with the recruiting calendars established by the NCAA. The NCAA Manual provides specific dates for evaluation periods, contact periods, quiet periods, and dead periods.

The NCAA defines these periods as follows:

### Evaluation Period

That 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.

### Contact Period

That period of time when it is permissible for authorized Athletics Department staff members to make in-person, off-campus recruiting contacts and evaluations.

Recruiting Period – 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

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

That period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the member institution's campus. It is also not permissible to allow official or unofficial visits by PSAs to the institution's campus. An institutional staff member may write or telephone PSAs during a dead period.

## Recruiting Logs

In order to be in compliance with the provisions of NCAA Bylaw 13, USF must properly monitor the recruitment of PSAs by keeping accurate recruiting records. Proper monitoring of recruitment will include, but shall not be limited to the following activities:

## Contacts

USF countable coaches may not have more than three (3) in-person off-campus recruiting contacts per PSA in all sports except Basketball. NCAA Bylaw 13.1.1 states that this contact may not begin before August 1 of the PSA's junior year in high school, except Baseball and Basketball. Baseball PSA contact cannot begin until July 1 following the PSA's junior year in high school, or the opening day of classes of his or her senior year in high school, whichever is earlier. Contacts count against the permissible number of recruiting opportunities all year.

### Men's Basketball

No contact before the opening day of classes for their junior year. Junior year contacts must occur at PSA's educational institution. Junior year contacts during the April recruiting period may occur at either the PSA's educational institution or their residence. Limited to seven recruiting opportunities (contacts or evaluations) total.

### Women's Basketball

No contact before March 1 of her junior year in high school. Contacts may only occur during the March contact period. Junior year contacts may occur only at the prospective student-athlete's educational institution or residence. Limited to seven recruiting opportunities (contacts or evaluations) total.

### Evaluations

Evaluation is any off-campus activity designed to assess the academic qualifications or athletics ability of a prospective student-athlete, including any visit to a prospective student-athlete's educational institution (during which no contact occurs) or the observation of a prospective student-athlete participating in any practice or competition at any site. USF countable coaches may not have more than seven (7) recruiting opportunities (contacts and evaluations combined) per PSA in all sports. From June 1 through August 31, evaluations do not count against the annual number of recruiting opportunities.

Contacts and Evaluation Logs must be submitted to the Compliance Office monthly by each recruiting coach. Coaches can do this by formulating a contact/evaluation report in the Compliance tab of ARMS. This is required even if no off campus recruiting activities occur for that month. Coaches will "Add New Report Submission," select the first and last date of the month they are reporting, select themselves as the recruiting coach, and click "Filter." If the information is complete and accurate, the recruiting coaches can sign and submit the report using the "Show Approvals" area at the bottom left of the page.

### Telephone Calls

USF Athletics Department staff members may not make any phone calls to PSAs or the PSA's parents or legal guardian(s) prior to June 15<sup>th</sup> at the conclusion of the PSA's sophomore year in high school, excluding Baseball and Basketball.

In Baseball and Women's Basketball, telephone calls to PSAs or the PSA's parents or legal guardian(s) may not be made before September 1<sup>st</sup> at the beginning of the PSA's junior year in high school. If an individual attends an educational institution that uses a nontraditional academic calendar (e.g., Southern Hemisphere), telephone calls to the individual (or his or her relatives or legal guardians) may not be made before the opening day of classes of his or her junior year in high school.

In Men's Basketball, telephone calls to PSAs or the PSA's parents or legal guardians(s) may not be made before June 15 at the conclusion of the individual's sophomore year in high school. If an individual attends an educational institution that uses a nontraditional academic calendar (e.g., Southern Hemisphere), telephone calls to the individual (or his or her relatives or legal guardians) may not be made before the day after the conclusion of the individual's sophomore year in high school.

Thereafter, staff members may make telephone calls to the PSA at its discretion.

Phone calls will automatically be recorded for prospects with phone numbers in the ARMS system if the Apple or Android app is installed on the coach's phone.

Video conferencing, Skype, etc.

All electronically transmitted human voice exchange shall be considered phone calls. This includes videoconferencing, videophones and verbal and/or video communication through methods such as Skype or iChat.

Phone Logs must be submitted to the Compliance Office monthly by each recruiting coach. Coaches can do this by formulating a phone log report in the Compliance tab of ARMS. The submission process mirrors that of the Contact/Evaluation Logs.



## Technology in Recruiting – Correspondence & Private Messages

### Text Messaging

Text messaging falls under the Electronic Correspondence provisions of 13.4.1.6 and is permissible. For Baseball and Women's Basketball text messages cannot be sent to a PSA or the PSA's parents or legal guardians until September 1 at the beginning of his or her junior year in high school, and not until June 16 after their sophomore year in high school for all other sports. If an individual attends an educational institution that uses a nontraditional academic calendar (e.g., Southern Hemisphere), you may not text message the PSA or their parents or legal guardians until the opening day of classes of his or her junior year in high school.

### E-mails

E-mails also fall under the Electronic Correspondence provisions of 13.4.1.6. There are no content restrictions on attachments to electronic correspondence, except that video and audio materials must be:

- Media available to all students.
- Material not created for recruiting purposes.
- Computer generated recruiting presentations that include only general information related to an institution's athletic programs, is not created for recruiting purposes, may not be personalized, and may not be created by an outside entity.
- Pre-enrollment information.

### Social Networking Websites (Facebook, Twitter, etc.)

Institutional staff members may take actions indicating approval of a prospective student-athlete's (PSA) social media activity. Social media includes, but it not limited to Facebook, Twitter, Instagram, and Snapchat.

Coaches and staff cannot COMMENT publicly on the PSA's social media activity (prior to a PSA's written commitment). Simply, coaches and staff may CLICK, but NOT TYPE.

Click = Coaches and staff may like, favorite, react\*, share, retweet, or repost, because these activities indicate approval of a PSA's social media activity and only involve ONE CLICK.

Type = Coaches and staff may NOT comment, tag, mention, repost/retweet with additional comments, or add anything additional to a PSA's social media post because these activities go beyond indicating approval of a PSA's post and require TYPING.

### Additional Guidelines

Coaches and staff may share/retweet/like/favorite a PSA's post about his/her visit to USF.

Coaches and staff may NOT share/retweet/like/favorite a post about a PSA that is posted by a recruiting/scouting service. This would be endorsing that recruiting/scouting service, which remains impermissible.

An institutional athletics department staff member may take action of approval on any post not generated by another institutional staff member or booster, including a post initially generated by a media outlet about a PSA.

An institutional athletics department staff member may take action of approval on any post not generated by another institutional staff member or booster, including a PSA's coach's social media posts (AAU or high school).

**Commitment Defined** – A “committed” PSA is defined as a PSA who has either signed a National Letter of Intent (NLI) or the institution's written offer of admission and/or financial aid or after the institution has received his or her financial deposit in response to its offer of admission. A committed PSA is no longer subject to the social media restrictions (Click, Don't Type rules). Coaches are permitted to comment publicly once a PSA has committed to the institution.

The Compliance Office will monitor the social media of its student-athletes, coaches, and institutional staff members.

## Recruiting Roles

### Permissible Recruiters

The NCAA has established limits on the number of coaches for each sports program that can recruit off campus. Coaches cannot recruit off campus unless they are in the countable coach role and have passed the NCAA Coaches Certification Test. On-campus and off-campus recruiting contacts can only be made by authorized institutional staff members. Coaches, athletics department staff members, and their spouses may have contact with PSAs during an official visit only within a 30-mile radius of campus. An institution's faculty, non-athletics department staff members, and their spouses may only have on-campus contact with PSAs.

### Boosters and Representatives of Athletics Interests

NCAA rules and regulations for recruiting apply not only to coaches and staff members, but also to boosters and athletics representatives who are engaged in activities promoting the athletics interests of the institution. It is important that every coach and staff member understand their responsibility to educate those who support USF's athletics program.

NCAA Bylaw 13.02.14 defines a representative of the institution's athletics interests as an individual, independent agency, corporate entity, or other organization that has been involved with the athletics program in at least one of the following ways:

- Participated in, or been a member of, an agency or organization promoting the athletics program;
- Made financial contributions to the Athletics Department or to an athletics booster organization;
- Assisted or been asked (by the Athletics Department staff) to assist in the recruitment of PSAs;
- Assisted in providing benefits to enrolled student-athletes or their families;
- Been otherwise involved in promoting the institution's athletics program.

Any individual, independent agency, corporate entity, or other organization that has been designated as an athletics representative or booster will retain such designation indefinitely.

Boosters and athletics representatives are strictly prohibited from making any on-campus or off-campus contact with a PSA or the PSA's relatives or legal guardians. Written and telephone communication with a PSA or his or her relatives is also prohibited. Notable exceptions include: coach who is a PSA's parent or legal guardian; regular admissions staff directing communication at all prospective students, athletes and non-athletes; established family friend or neighbor; interpreter.

Athletics representatives cannot contact PSAs (including telephone calls and correspondence) except when engaging in permissible pre-enrollment activities (i.e. making arrangements for a summer job).

### Recruiting Travel

A Recruiting Travel Pre-Approval and Expense Reimbursement Form is used to request pre-approval and expense reimbursement for recruiting travel. The form must be pre-approved by the appropriate Head Coach, the sport supervisor, and the Compliance Office before the recruiting travel occurs. Following the pre-approvals, the form is returned to the traveler.

If the traveler requests a travel advance, a copy of this form must be presented to the Business and Finance Office at least two weeks in advance of the travel. After the recruiting trip, enter the actual expenses on the form and obtain approvals from the Head Coach, sport supervisor, and the Compliance office. The completed and approved form is then submitted to the Business and Finance Office with receipts and other required expense documentation. Receipts need to be itemized for anything over \$25.00.

All contacts and evaluations must be recorded in the ARMS system and submitted on the Contact/Evaluation Report that is user generated. This report must encompass every contact and/or evaluation and be submitted on a monthly basis. Copies of the Contact and Evaluation Reports are kept on file in the Compliance Office.

### Complimentary Admissions

The Compliance Office staff in conjunction with Ticket Office staff will coordinate the complimentary admissions process for PSAs and coaches.

Any and all complimentary tickets must be issued on a pass list, be in the general seating area, and be on an individual-game basis. Under no circumstances will hard tickets be given.

#### PSAs.

All complimentary ticket requests for PSAs must be submitted through the ARMS system. Ticket requests for PSAs may be done on an individual, high school team, or club team basis. This is completed by going into the respective ARMS Database (Prospects, Schools, Clubs) and using the action bar to the left to “Assign Comp Tickets.” The system will then prompt you to select the sport for which you’d like to assign complimentary tickets. Upon selecting the event, you will need to select whether the tickets are for an official or unofficial visit, whether a student host ticket is necessary, and the additional guest tickets needed. You then need to edit the guest information, including the guest’s first and last name, their phone number, their relationship to the prospect, and if they require ADA accommodations.

The Ticket Office will generate the PSA complimentary ticket pass list three hours before the scheduled start time of the event. PSAs will be directed to will call to sign for their complimentary ticket(s) and be directed directly inside the stadium or Gymnasium.

Per Bylaw 13.02.5.5, PSAs may not receive complimentary admissions during a dead period, except for when he or she visits as part of a group and it is unrelated to the athletics recruitment (i.e., band trip, fraternity weekend).

#### Postseason contests

USF may provide each student-athlete who participates in or is a member of a team participating in a postseason event (e.g., conference championship, NCAA championship, National Invitation Tournament, bowl game) with six complimentary admissions to all intercollegiate athletics events at the site at which the student (or team) participates. Depending on the sport, contractual limitations, and budgets, USF may not be able to provide all permissible complimentary tickets to student-athletes participating.

#### High School, Prep School and JC Coaches

Entertainment of a high school, prep school or two-year college coach is limited to two (2) complimentary admissions.

USF may not reserve tickets (in excess of the two complimentary tickets) to be purchased to attend an athletics contest. Tickets may be purchased only in the same manner as any member of the general public.

#### Prospect Living in Locale of University

Head coaches are required to inform the Compliance Office if they are aware of any situations of PSAs that relocate to the San Francisco area prior to initial fall enrollment but are not enrolled in summer school. This includes prospective student-athletes who unofficially report to school earlier than the first permissible practice date (i.e. captain’s practices). Head coach must fill out the Prospect Living in Locale Form, which verifies such areas as the PSA’s living and transportation arrangements. Once the Compliance Office is alerted by the Head Coach, the

Compliance Office will contact the student and issue a list of permissible and impermissible activities and arrangements the student may have access to.

The Head Coach and sport specific staff may not make any reservations for gymnasium or field time unless an Athletic Training Room staff member can be present for voluntary activities that take place on USF grounds.

The Compliance office will also notify the Equipment Staff and Strength and Conditioning staff what each student may or may not receive before signing off that they have approved the prospect's arrangements for the summer.

## Official and Unofficial Visits Policy

### Background

On August 5, 2004, the Division I Board of Directors of the NCAA adopted a variety of measures regarding recruiting of PSAs. These measures included a requirement that each NCAA member institution establish written, departmental policies related to official visits which apply to PSAs, student hosts, coaches and other athletics administrators. Such policies must be approved by the institution's chief executive officer and kept on file at the institution and conference office.

In addition, the new measures adopted by the NCAA require that each member institution be responsible for the development and enforcement of appropriate policies and penalties regarding specified areas as identified by the NCAA Division I Board of Directors. The institution must have an outside entity (e.g. conference office) evaluate its policies related to official visits once every four years. Member institutions will be held accountable through the NCAA enforcement program for activities that clearly demonstrate a disregard for its stated policies.

This Official Visit Policy is intended to comply with all applicable NCAA rules and regulations. In the event of any conflict between this policy and a rule or regulation of the NCAA, the provisions of this policy will be reformed to comply with said NCAA rule or regulation.

### Recruiting Philosophy

University of San Francisco is committed to providing PSAs and their parents/legal guardians or spouses the best possible opportunity to evaluate the University, as well as its academics and athletics programs. USF seeks to enable educated and informed decisions by PSAs on their potential for athletic and academic success at the University.

All recruiting activities must be conducted in compliance with the applicable rules and regulations of the NCAA, WCC, and the USF. It is the responsibility of all University employees involved in the recruiting process, as well as all student-athletes, to adhere to this policy and the highest standards of ethical conduct.

## Basics of Official Visits

**Definition:** An “official visit” is a visit to the University by a PSA that is, in whole or in part, financed by the University.

### Limitations:

*Single PSA:* The University may finance only one visit to its campus for a particular PSA.

*All PSAs:* The University may not finance more than the maximum number of PSA visits to its campus permitted by NCAA rules and regulations, as amended from time to time.

**Timing:** USF may not finance a PSA’s visit prior to August 1 of the PSA’s junior year of high school.

Men’s Basketball – Not earlier than opening day of his junior year in high school.

Women’s Basketball – Not earlier than March 1 of the prospective student-athlete's junior year in high school.

Baseball – Not earlier than June 1 after the prospective student-athlete’s junior year.

**Duration:** An official visit to the University cannot exceed forty-eight (48) hours. At the completion of the 48-hour period, the PSA must depart USF’s campus. A PSA may remain in the locale of the institution after the permissible 48-hour period for reasons unrelated to the official visit, provided that we do not pay any expenses thereafter; this includes the cost of return transportation to the PSA’s home.

## Approval Process for Official Visits

All official visits to the University must be approved in advance and in writing by the Compliance Office. A lead time of 5 business days is required for your visit to be approved without risk of violations.

All official visit requests begin in the profile of the prospect is taking the official visit. Therefore, they must have an active prospect profile in ARMS. From the prospect’s profile, the Official Visit Pre-Approval Form is available on the Visits section of the Compliance tab within the prospect’s individual file. Click “Create” to begin the submission process.

### Official Visit Pre-Approval Form directions

Please open the form and fill all text fields with the information requested.

Attach the itinerary that has been created to provide to the recruit. This should include the activities for the recruit, their arrival and departure times, as well as the airline carrier and flight number if their transportation method is on an airplane.

Attach a recent, legible, transcript.

If available, please also attach SAT/ACT/TOEFL scores as they will be included in the admissions pre-read and used to determine initial academic NCAA eligibility.

An itinerary of the official visit with a scheduled compliance meeting.

Click submit and await an approval email or relevant follow up questions from the Compliance Office.

Once the Official Visit Pre-Approval Form is submitted, the Compliance staff is notified by email. The Compliance Office will first check for the required attachments before moving forward in the approval. An official visit will not be approved if any of the required information is not provided, and the pre-approval form will be returned to the requestor. Assuming all relevant information has been properly provided, the Compliance staff will add the prospect to the institution's Institutional Recruiting List (IRL), create a pre-review packet for admissions, review the official visit request to ensure all applicable recruiting and official visit rules are being adhered to, and click approve on the form. The Compliance Staff will then notify all relevant parties of the visit's approval by email. This includes the full sport specific staff, the sport administrator, the Associate AD for Compliance, and the Athletic Support for basketball.

#### Roles and Responsibilities of Student Hosts

A coach of the PSA's sport may assign a student host to the PSA for an official visit.

**Status:** The student host must be (1) a currently enrolled student-athlete, in good academic standing, and not a "non-qualifier" (as defined in Bylaw 14.02.11.2) in his or her first academic year in residence at the University, or (2) a student designated in a manner consistent with the University's policy for providing campus visits or tours to prospective students in general.

**Compliance Review:** Upon assignment of a student host, the assigning coach must review with the student host this policy and the Student Host Instruction Form. The coach and student host must sign the instruction form and the coach shall submit the form to the Compliance Office within three business days at the conclusion of the official visit.

**Responsibilities:** The student host must conduct the official visit in compliance with this policy, as well as all applicable rules and regulations of the NCAA and Conference USA.

#### Expectations of Prospective Student-Athlete

As soon as possible following a PSA's arrival at the University, the Head Coach of the PSA's sport or athletics department administrator must meet with the PSA to discuss the University's expectations regarding the behavior of the PSA during the official visit. The Head Coach must review this policy and the Official Visit Prospect Guidelines Form with the PSA. The coach and PSA must sign the Guidelines form, which then must be submitted by the coach to the Compliance Office within three business days at the conclusion of the official visit.

#### Conduct of Official Visits

**Academic Component:** All PSAs on official visits to the University should meet with an academic advisor to discuss possible courses of study, workload, and also answer any questions the PSA may have about the University's academic program. Whenever possible, the coordinator of the visit will arrange for the PSA to meet with a representative, such as a Dean, professor, or advisor, of the school or college the PSA may be interested in attending.

**Student Host Funds:** The University may provide a student host with a maximum of \$75 for each day of the official visit to cover all actual costs of entertaining the PSA and the PSA's parents/legal guardians or spouse. This excludes the cost of meals and admission to campus athletic events (as provided below). These funds may not be provided to the PSA or the PSA's parents/legal guardians or spouse. These funds may not be used for the purchase of souvenirs, such as t-shirts or other University mementos. The University may provide a student host with an additional \$40 per day for each additional PSA the host entertains.

Hosts must provide receipts for purchases made with student-host funds. All funds provided to a student host which are not expended must be returned to the University at the conclusion of the official visit.

**Transportation:** The University may pay the PSA's actual round-trip transportation costs for his or her official visit, provided a direct route between the PSA's home and the University's campus is used. Use of any excessive, unnecessary or extravagant form of transportation, including, without limitation, a limousine or helicopter, is prohibited.

**Air Transportation:** Air transportation provided to a PSA to and from an official visit to the University must be commercial transportation at coach-class airfare. The University may not arrange payment of the airline ticket to allow a PSA (or the PSA's relatives, friends or legal guardians) to take advantage of ticket bonuses, rebates, refunds, upgrades or other benefits connected with the purchase of the ticket. (See Bylaw 13.5.2.3.1).

**Automobile Transportation:** When a PSA travels by automobile on an official visit, the University may pay round-trip expenses to the individual incurring the expense at the same mileage rate it allows its own personnel. The University or representatives of its athletic interests may not provide an automobile for use by the PSA or student host during an official visit.

**On-Campus Transportation:** In transporting a PSA, as well as those accompanying a PSA, around campus during an official visit, University vehicles that are normally used to transport prospective students visiting the campus must be used. In addition, coaching staff members or student hosts may use personal vehicles to transport a PSA, as well as those accompanying a PSA, around campus during an official visit.

**Lodging:** Lodging may not include special accessories (e.g., Jacuzzis, suites) that are not generally available to all guests residing at the establishment.

**Meals:** A PSA on an official visit must be provided lodging and meals comparable to those available to all students. Local commercial facilities may be used only at a scale comparable to that of normal student life, and within a 30-mile radius of the University's campus. The cost of actual meals, not to exceed three (3) per day, on the official visit for a prospect and the prospect's parents, legal guardians, spouse or children need not be included in the \$75-per-day entertainment expense. Meals must be comparable to those provided to student-athletes



during the academic year. A reasonable snack (e.g., pizza, hamburger) may be provided in addition to the three meals.

*NOTE: For more information, please see the USF Athletics Travel Policy Manual.*

#### Entertainment:

**General:** On an official visit, the University may provide entertainment, which may not be excessive, for only a PSA and the PSA's parents/legal guardians or spouse; the entertainment must be within a 30-mile radius of the University's main campus. It is not permissible to entertain other relatives, friends, dates, etc., of a PSA at any time at any site.

**Complimentary Admissions:** During an official visit, a maximum of six (6) complimentary admissions to home athletics events at any facility within a 30-mile radius of the University's main campus, in which the University's intercollegiate team practices or competes, may be provided to a PSA. Such complimentary admissions are for the exclusive use of the PSA and those persons accompanying the PSA on the official visit and must be issued only through a pass list on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event. The PSA and those persons accompanying the PSA on the official visit may not be provided with seating during the conduct of the event (including intermission) in the facility's press box, special seating boxes, or bench area.

**Personalized Recruiting Aids:** The University cannot arrange miscellaneous, personalized recruiting aids (e.g., personalized jerseys or personalized audio-video scoreboard presentations) and cannot permit a prospect to engage in any game-day simulations (e.g., running onto the field with the team during pre-game introductions) during an official visit.

**Curfew and Unstructured Time:** Each sport may establish its own policy with respect to curfew during an official visit, provided that no curfew is later than 1:00 a.m. In the absence of a sport-specific policy regarding curfew, a senior athletics department administrator may establish or set a policy at any time.

Unstructured time during an official visit will be kept to a minimum. Coaches are expected to establish an itinerary encompassing activities which allow the PSA to experience as many aspects of the University as possible. Upon the completion of the scheduled itinerary, the PSA should be escorted back to his/her room or hotel by a coach or student host.

**Prohibited Activities:** The following activities are strictly prohibited in connection with any official visit to the University by a PSA:

**Contact with Boosters or Media:** A PSA cannot have contact with a booster or member of the media. If an unplanned meeting occurs, only an exchange of greeting is permitted.

**Evaluation of Ability:** A PSA may engage in recreational workout activities which are not organized or observed by members of the Athletics Department coaching staff, and are not designed to test the athletic ability of the PSA. No person shall report back to the coaching staff regarding any recreational workout activities. Exception: Men's and Women's Basketball On-Campus Evaluations. See section 9.9

**Consumption of Alcohol:** No student host, coach, athletics administrator, or other person involved in the conduct of an official visit shall consume alcohol in the presence of a PSA, provide alcohol to a PSA, or participate in any part of an official visit while under the influence of alcohol.

**Use of Illegal or Illicit Drugs:** No student host, coach, athletics administrator, or other person involved in the conduct of an official visit shall use illegal or illicit drugs in the presence of a PSA, provide illegal or illicit drugs to a PSA, or participate in any part of an official visit while under the influence of illegal or illicit drugs.

**Use of Sex or Adult Entertainment:** No student host, coach, athletics administrator, or other person involved in the conduct of an official visit shall engage in sexual behavior or procure adult entertainment (including without limitation, strippers or exotic dancers) in the presence of a PSA, or provide sex or adult entertainment to a PSA.

**Gambling/Gaming:** No student host, coach, athletics administrator, or other person involved in the conduct of an official visit shall engage in any gambling activity in the presence of a PSA, or encourage any gambling activity by a PSA.

**Violations of Law, Rule, Regulation or Policy:** No student host, coach, athletics administrator, or other person involved in the conduct of an official visit shall engage in any violation of any federal, state, or local law, rule, or regulation, or any policy of the NCAA, Conference USA, or the University.

### Conclusion of Official Visit

Following the conclusion of an official visit, the following post-visit documents are to be submitted within three (3) business days.

- Official Visit Summary
- Official Visit Student Athlete Host Form (signed by coach and host)
- Official Visit Prospect Guidelines (signed by prospect and coach)

The Compliance Office will send a reminder the week after the visit has occurred. The team sport administrator will be copied on any subsequent reminders that have to go out after that.

### Unofficial Visits

**Definition:** A PSA may visit a member institution's campus at his or her expense an unlimited number of times. Moreover, a PSA may make an unofficial visit to an institution's campus

before his or her senior year in high school. For any PSAs making an unofficial visit to USF, the coach will be required to submit an Unofficial Visit Form to the Compliance Office. This form must be completed for each PSA that makes an unofficial visit.

#### Limitations:

Meals cannot be paid for PSAs or their relatives/friends.

Lodging cannot be paid for PSAs. If the PSA or his or her relative/friend stays in a dormitory room with an enrolled student-athlete, the relative/friend must pay the regular institution rate for such lodging.

Game tickets cannot be reserved for the PSA to purchase.

Special parking cannot be arranged for the PSA to attend USF athletics events.

#### Permissible activities:

No more than three (3) complimentary admissions (issued only through a pass list) to a USF campus athletic event. Such complimentary admissions are for the exclusive use of the PSA and those persons accompanying the PSA on the unofficial visit.

- The arrangement of an academic interview.
- Transportation to view off-campus practice and competition sites in the PSA's sport, and/or attend a USF home contest regardless of whether it is on or off-campus.
- Transportation to activities within one mile of campus.
- The day immediately preceding a planned unofficial visit, countable coaches and non-coaching staff members may make unlimited phone calls and send unlimited electronic correspondence to a PSA regardless of age.

The University of San Francisco Athletic Department Compliance and Athletic Academic Support Office have a comprehensive policy regarding unofficial visits. The University of San Francisco Athletic Compliance Office monitors unofficial visits via ARMS. Unofficial visit forms are required anytime a prospective student-athlete visits campus and makes contact with a coaching staff member. The unofficial visit form can be found by going to the recruit's profile, selecting the Compliance tab, selecting visits, then clicking "create" next to the unofficial visit form.

#### Prearranged Unofficial Visits

Coaches who prearrange unofficial visits must submit an unofficial visit form via ARMS prior to the visit taking place. This will allow the Compliance Office to review the visit and confirm that the visit does not take place during a dead period.

#### "Pop In" Unofficial Visits

The Compliance Office recognizes that recruits often stop by unannounced at a coach's office. While the coach may not be interested in the recruit, the Compliance Office still requires an unofficial visit form be submitted after the visit. The recruit must be added to the sport's ARMS database and the coach must submit an unofficial visit form.

## Cancellations

Since recruiting rules allow the exception to calling and electronic correspondence rules the day preceding a scheduled unofficial visit, if a scheduled unofficial visit is canceled due to circumstances beyond the control of the prospective student-athlete or the institution (e.g., trip is canceled by the prospective student-athlete, inclement weather conditions), such calls will not be considered institutional violations if an Unofficial Visit Cancellation Form is submitted. That form can be found in the same section of the Prospect's profile and must be submitted within 72 hours for the Compliance Office to submit the necessary report to the conference office noting the cancellation of the unofficial visit and the reasons for such cancellation.

## On Campus Evaluations Basketball

### Approval Process

An On-Campus evaluation is a Tryout exception that exists for the Basketball programs. Before an on-campus evaluation is allowed to take place, the evaluation must be approved using the On-Campus Evaluation Approval Form. The approval form asks for basic information about the prospect and their current institutional level (high school, 2-year, or 4-year). The form is also predesigned to follow a workflow, and once submitted goes to the Athletic Training Office so they can approve the medical stipulations of the evaluation, including a medical evaluation and sickle cell solubility test. If the prospect declines the test, they must sign a sickle cell waiver release. Compliance can only approve the On-Campus Evaluation Approval Form once they have reviewed an accompanying Official Visit Pre-Approval Form or Unofficial Visit Form with itinerary

### Post On-Campus Evaluation Paperwork

At the conclusion of the permissible On-Campus Evaluation, the coaching staff must turn in two post evaluation forms. The first is an On-Campus Evaluation Prospect Declaration that the prospect on their visit needs to sign at the conclusion of the evaluation. It verifies to the best of their knowledge that they have participated in a permissible on-campus evaluation.

The second form is an On-Campus Evaluation Summary Form to be filled out by the coaching staff verifying the details of the On-Campus Evaluation. This is the appropriate spot to denote changes from the original itinerary, and that the rules surrounding the on-campus evaluation were followed appropriately. Both post-visit forms must be turned in within three business at the conclusion of the un/official visit.

## ADMISSIONS

### Policy

The Compliance Office's role in the Admissions process is to provide constant and clear expectations about the University of San Francisco's admissions standards, and serve as a liaison between Admissions and the Department of Athletics.

All prospective student-athletes must meet admissions requirements to the University of San Francisco. Prospective student-athletes are generally expected to meet the same academic standards for admission as all applicants. Admission grade point average and test score standards are determined each year depending on the size and quality of the applicant pool.

### Overview

At the direction of the Office of Admissions, and conclusion of the previous academic year admittance period, the Compliance Office and the Admissions liaison will begin a thorough review of the potential recruiting class for the following academic year.

To have a prospective student-athlete reviewed for admissions, it will be the responsibility of the coaching staff to submit the necessary documents to the Compliance Office for review. For an incoming freshman, the Compliance Office will need sixth semester transcripts, all standardized test scores including SAT, ACT, and TOEFL in the event the prospect's native country is not English speaking. For transfer students, only college transcripts will be necessary for review if they have completed 24 transferable semesters or 36 transferable quarter credits. For those transfers that have not completed the required units, coaches must also submit a final high school transcript and SAT or ACT scores.

Upon receiving all required documents for a pre-review, the Compliance Office will create a Pre-Review packet and submit that electronically to the Admissions liaison. The Admissions liaison has 10 business days to review the applicant. Upon returning the pre-review packet, the admissions liaison will communicate on the cover sheet whether the PSA is "Qualified" or "Not Qualified" for admission to the University of San Francisco. If applicable, the admissions liaison will also communicate the estimated amount of Academic merit aid the PSA will receive.

If a PSA pre-review has been returned as "Not Qualified" for admission to USF, it will be the responsibility of the Compliance Office to communicate with the coaching staff and admissions liaison if opportunities still exist to improve their applications packet such as the core GPA after reviewing seventh semester transcripts and retaking standardized test scores such as the SAT or ACT.

### Calculating the Number of Provisional Student-Athletes

The Compliance Office will aggregate the data for the recruiting class and make that available to the Athletic Director so a determination can be made regarding potential special admit candidates. The determination of which PSA's are eligible for recommendation of a special admittance to the college from the Athletic Department is entirely on a case-by-case basis. The

determination includes factors such as the number of roster spots to fill, the number of special admit slots a program has already been given, and the prior academic performance of special admit candidates.

## Admissions Procedure Overview

### Domestic Admissions Procedures

The University of San Francisco Athletic Department Compliance Office has provided the following comprehensive procedure regarding Domestic Admissions in order to assist coaches and their prospective student-athletes (PSA) with applying for admission to the University of San Francisco, in compliance with all NCAA, WCC, and USF rules and bylaws.

First, the PSA must decide which of three options they want to choose when applying to USF:

Early Decision allows the PSA to show that USF is his or her first choice. Early decision is binding, which means that if the PSA is admitted to USF, he or she agrees to enroll, and withdraw all other college applications. This is a great option for PSA's that have signed, or will be signing, an NLI and/or an Athletic Financial Aid Agreement. The deadline for applying Early Decision is November 1.

Early Action is great for PSAs with strong academics, who are confident that their grades and test scores, as they stand at the beginning of their senior year, best represent their academic history. The deadline for applying Early Action is November 1.

Regular Action allows for more time to create the most compelling application possible and to submit the strongest academic credentials as USF will take into account first semester, senior year grades when making an admissions decision. The deadline for applying Regular Action is January 15.

Once the PSA has decided which application option works best for their situation, he or she will apply to USF using the link on the USF Admissions homepage. Once the application is submitted, the Compliance Office will begin tracking the application and will inform the appropriate coach of any outstanding documents.

The Admissions Office will require the following documents from the PSA:

### Official Transcripts

These transcripts must come directly from the PSA's school in order to be considered official. They may be sent to the coach, the Compliance Office, or the Admissions Office. However, they can only be opened by a member of the Compliance staff or the Admissions Office. A coach opening these transcripts will result in them being considered unofficial, and new official transcripts will need to be ordered.

### Standardized College Admissions Tests (Optional)

SAT and ACT scores will not be required for freshman applicants. Freshman applicants can submit SAT or ACT scores to help with their admittance to USF (optional).

### Transfer PSA

If the PSA is a transfer student, he or she will need to provide transcripts from all previous colleges/universities attended.

#### Standardized College Admissions Tests

Freshman applicants can submit SAT or ACT scores to help admittance (optional).

These scores must be submitted directly to USF Admissions via the appropriate testing website.

The school codes for USF are 4850 for the SAT, and 0466 for the ACT.

SAT/ACT scores will not be required for transfer applicants.

### Letter of Recommendation

All applicants must provide a Letter of Recommendation from an academic source (teacher, counselor, administrator, etc.). This letter may be submitted directly to USF Admissions from the source or may be sent to the Compliance Office via e-mail.

Finally, the Compliance Office will track all applicants and inform the appropriate coaching staff of any issues or outstanding documentation. The Compliance Office will provide weekly updates on the status of all incoming students. Spring applicants and early action/early decision applicants will be tracked beginning November 1, and regular fall applicants will be tracked beginning January 15. Please stop by the Compliance Office if you have additional questions.

### International Student-Athletes

First, the PSA should decide which of three options they want to choose when applying to USF:

Early Decision allows the PSA to show that USF is his or her first choice. Early decision is binding, which means that if the PSA is admitted to USF, he or she agrees to enroll, and withdraw all other college applications. This is a great option for PSA's that have signed, or will be signing, an NLI and/or an Athletic Financial Aid Agreement.

Early Action is great for PSAs with strong academics, who are confident that their grades and test scores, as they stand at the beginning of their senior year, best represent their academic history.

Regular Action allows for more time to create the most compelling application possible and to submit the strongest academic credentials as USF will take into account first semester, senior year grades when making an admissions decision.

The deadline for applying Early Decision is November 1.

The deadline for applying Early Action is November 1.

The deadline for applying Regular Action is January 15.

Once the PSA has decided which application option works best for their situation, he or she can apply to USF using the link on the USF Admissions homepage. Once the application is submitted, the Compliance Office will begin tracking the application and will inform the appropriate coach of any outstanding documents.

*The International Admissions Office* will require the following documents from the PSA:  
**Official Transcripts**

These transcripts must come directly from the PSA's school in order to be considered official. They may be sent to the coach, the Compliance Office, or the Admissions Office. However, they can only be opened by a member of the Compliance staff or the Admissions Office. A coach opening these transcripts will result in them being considered unofficial, and new official transcripts will need to be ordered.

These transcripts must be in the PSA's native language, as well as certified copies translated into English. There are many options for getting transcripts translated into English. Please see the Compliance Office if you have questions regarding how to get transcripts translated.

If the PSA is a transfer student (whether from a domestic or international college or university), he or she will need to provide transcripts from all previous colleges/universities attended. These will also need to be in the native language and English if from an international school.

#### **Standardized College Admissions Tests (Optional)**

These scores must be submitted directly to USF Admissions via the appropriate testing website. The school codes for USF are 4850 for the SAT, and 0466 for the ACT.

SAT/ACT scores will not be required for international applicants but can be submitted to assist with their admittance to USF.

#### **Letter of Recommendation**

All applicants must provide a Letter of Recommendation from an academic source (teacher, counselor, administrator, etc.). This letter may be submitted directly to USF Admissions from the source or may be sent to the Compliance Office via e-mail.

#### **Proof of English Proficiency**

The PSA must provide proof of his or her English proficiency. This is most commonly done by taking the TOEFL exam, however other exams, like the IELTS and PTEA are also available. The PSA must achieve minimum scores on these exams as required by the International Admissions Office in order to be admitted to USF. The test scores must be sent directly to USF Admissions via the appropriate testing website. The TOEFL school code for USF is 4850.

In some instances, the TOEFL can be waived. This includes a score of 560 or higher on the critical reading portion of the SAT, a 22 or higher in English and Reading on the ACT, or a score of 'B' or higher in a college-level English Composition course (transfer students). USF admissions also has sole discretion to waive all English proficiency tests for applicants on a case by case basis. Please see the Compliance Office with any questions regarding English Proficiency.



### Passport Data Page

The PSA must submit a photocopy or photograph of his or her passport data page. This is because the information on the PSA's I-20 must appear exactly as it does on his or her passport in order to avoid issues when entering the U.S.

As long as the information on the data page can be clearly read (no glare, blockage of information, smudges, etc.), this may be emailed directly to the Compliance Office.

### Certification of Finances

All international applicants are required to show sufficient funds to cover expenses while attending USF. To do this, the PSA must submit a Certificate of Finances form or official bank document (signed by a bank official) showing the required funds.

For PSAs on 100% Cost of Attendance athletics aid, the requirement for the Certificate of Finances is waived.

For PSAs on a partial athletics scholarship, the requirement for the Certificate of Finances is the difference between the scholarship awarded and the Cost of Attendance.

For PSAs with no athletics aid, the requirement for the Certificate of Finances is the full Cost of Attendance.

Finally, the Compliance Office will track all applicants and inform the appropriate coaching staff of any issues or outstanding documentation. The Compliance Office will provide weekly updates on the status of all incoming students. Spring applicants and early action/early decision applicants will be tracked beginning November 1, and regular Fall applicants will be tracked beginning January 15. Please stop by the Compliance Office if you have additional questions.

### Transfer Student-Athletes

The University of San Francisco Athletic Department Compliance Office has a comprehensive policy regarding the evaluation of incoming transfer student-athletes. The Compliance Office requests evaluations from the Transfer Admissions Office and Registrar's Office for all transfer recruits to determine the recruit's transferrable GPA, total transferrable units, percentage toward degree, and Progress-Towards-Degree (PTD). This comprehensive evaluation will ensure the transfer recruit's eligibility once they arrive at USF.

The University of San Francisco Compliance Office will provide transcripts to the Transfer Admissions Office to be evaluated. Transcripts for international transfer students will be provided to both Transfer Admissions and International Admissions. If recruits only have one term of college-level work completed, Admissions may request high school transcripts as well.

After the transcripts have been evaluated by Admissions, they will be sent to the Registrar's Office to ensure the recruit will meet NCAA Progress-Towards-Degree (PTD) requirements upon arrival at USF.

Coaches must upload all transcripts into the recruit's profile in ARMS. Once this is done, the coach may request a transfer evaluation via e-mail from the Compliance Office.

The Compliance Office compiles and sends all academic information to the Transfer Admissions Office by the Friday following the coach's request. This includes all applicable transcripts, current course lists, and the Transfer Evaluation Form.

Transfer Admissions returns the Transfer Evaluation Form to the Compliance Office no later than the following Friday.

The Compliance Office reviews the information and sends it to the Registrar's Office for a PTD evaluation.

The Registrar's Office returns the PTD evaluation to the Compliance Office within five (5) business days. The PTD evaluation includes total units applicable to the recruits' desired major, and shows where these units are applicable (major, core, elective). If the Compliance Staff has additional questions, they will communicate these to the Transfer Admissions Office and/or the Registrar's Office, whichever is applicable. Once the Compliance Office agrees the evaluation has been properly vetted, the evaluation packet will be reviewed by the Compliance Office.

It is then the responsibility of the Compliance Office to conduct an evaluation specific to the transfer standing of the recruit (2-4 Qualifier, 2-4 Non-qualifier, 4-4, 4-2-4). Worksheets outlining the current rules for each recruit are used in the evaluation.

The Compliance Office reviews the information and compiles a packet (or PDF attachment) of information for the coaching staff. The packet includes the Admissions Office Transfer Evaluation Sheet, all applicable transcript/current course lists, the Registrar's PTD Evaluation, and the Compliance Office's transfer rules evaluation.

If the recruit meets all Admissions and NCAA academic eligibility requirements, The Compliance Office forwards the packet of information to the coaching staff and CC's the Associate AD for Compliance.

If the recruit does not meet all Admissions or NCAA academic eligibility requirements, the Compliance Staff will meet and review the recruit's academic record and pending requirements.

## National Letter of Intent

### NLI Process

The National Letter of Intent (NLI) is an official document utilized by the subscribing NCAA member institutions to establish the commitment of the PSA to attend a particular institution. Prior to the signing date for the National Letter of Intent, the Associate Athletic Director for Compliance will distribute the National Letter of Intent (NLI)/Scholarship Offer Form. This form notifies the Compliance Office that a National Letter of Intent/Grant-In-Aid Form is to be sent along with the amount of financial aid the coach would like to give the PSA. Requested information includes:

- Full Name of PSA
- Sport
- Mailing Address
- Email Address
- Phone Number
- Social Security Number
- Transfer or Freshman Status
- Period of Award
- Amount or Type of Award
- CEP Status, which indicates whether the PSA is Regular, Provisional, Domestic, International, Currently Enrolled Student or Not Admissible.

A pre-read academic evaluation must be done on all freshman and transfer NLI candidates to insure they are qualified for admittance to USF.

Coaches must submit their completed forms to the Compliance Office. The Associate Athletic Director for Compliance will check all forms for accuracy and completeness. If all the information is correct, and the PSA is a qualified applicant, the Compliance Office will mail or email out a National Letter of Intent along with an Offer of Financial Aid Form to each PSA via U.S. Mail or UPS (if requested by the coach).

### Grant-In-Aid Agreement

Grant-in-aid awards are allocated to each sports program by the Director of Athletics, subject to NCAA limitations. The university's Office of Financial Aid awards grants-in-aid to student-athletes based on the recommendation of the Head Coach and with the approval of the Director of Athletics. The Office of Financial Aid provides student-athletes with written documentation indicating the amount of aid and the terms. For more information about the specifics of a grant-in-aid agreement, please refer to section 13.3.

A full athletics grant-in-aid covers the following costs in this order:

Tuition

Mandatory fees (e.g., Academic Support Fee, Student Health Fee, Recreation Fee)

Room

Board

## Books

A pre-read academic evaluation must be done on all freshman and transfer grant-in-aid candidates to insure they are qualified for admittance to USF.

## NLI Signing

### Distribution of Materials

The Compliance Office must email or mail to the prospective student-athlete one (1) copy of the cover letter from the Director of Athletics, one (1) instructions sheet, two (2) copies of the NLI and Grant-in-Aid Form. The Compliance Office will FedEx the NLI via the sport specific budget the Thursday prior to the signing period if mail distribution is requested.

### Required Signatures

The National Letter of Intent must be signed and dated by the Director of Athletics before submitting the NLI to the PSA and parent or legal guardian for their signatures. The PSA and the parent or legal guardian must sign the National Letter of Intent within 14 days of issuance. The date and time of the signing must also be completed on the form.

### Signing Date/Time Regulations

Forms cannot be signed by the PSA or parent or legal guardian prior to 7 a.m. (local time) on the signing date. A coach may not be present when the PSA signs the NLI.

### Delivery of NLI

The PSA will be asked to email copies of the signed NLI and GIA to the Compliance Office so that way the NLI may be validated in a timely manner. Also included will be a return envelope for the PSA to return the hard copy. Athletics Department staff members may not pick up NLIs from PSAs or parents.

### Institutional Filing Deadline

The National Letter of Intent must be filed with the West Coast Conference by the institution named in the document within 21 days (includes weekends, holidays) after the date of final signature or it will be invalid. In that event, another NLI may be issued, if it is still within signing period. The Compliance Office will forward the NLI to the conference and ensure it is validated before the end of the signing period.

### Actions After NLI Signing

#### Telephone Calls, Contacts and Evaluations

On the initial signing day and during the 48 hours immediately after, coaching staff members may make unlimited calls to a prospect.

After the calendar day on which prospect signs the NLI, USF institutional staff members can make an unlimited number of phone calls to and make an unlimited number of evaluations of

the signed prospect. The dead period restriction also is no longer applicable per Bylaw 13.02.5.5.2.

For those sports with recruiting person day limitations, evaluating only a prospective student-athlete who has signed a National Letter of Intent shall not be counted as a recruiting-person day.

#### Limit Removed on Electronic Transmissions

After the calendar day on which a PSA signs an NLI or receives a written offer of a Grant-in-Aid, there shall be no limit on the forms of electronically transmitted correspondence between the PSA and his or her parents or guardians and the institution to which the PSA has signed.

## FINANCIAL AID

### Overview

The Compliance Office, at the direction of the Athletic Director, will be responsible for issuing and monitoring institutional financial aid.

### Allocation

The Department of Athletics issues Financial Aid in accordance with institutional, NCAA, and Title IX regulations. Only enrolled student-athletes that are eligible per NCAA regulations can be awarded financial aid

Student-Athletes must meet the following to be eligible for financial aid:

- The student-athlete is an undergraduate with eligibility remaining.
- The student-athlete is a graduate student, provided the student has eligibility remaining and is participating within the five-year period.
- The student-athlete is receiving a degree-completion award from the NCAA.
- Institutional Financial Aid may be awarded to a student athlete for any term during which the student athlete is enrolled (full or part time).

### Grant-In-Aid Limitations

A full NCAA athletic grant-in-aid at the University of San Francisco includes amounts for tuition, housing, meals, books, and other fees permissible under NCAA bylaws. The actual award amount reflected on your account may vary depending upon the actual cost of certain variables.

### Meals

A full NCAA athletic grant-in-aid may receive up to the highest value on-campus meal plan. In the case where a student-athlete living on campus chooses a lesser valued meal plan, they may not request the difference in value in a stipend.

### Housing

USF fulfills its housing commitment to you by providing on-campus housing in a basic double or triple, or for upperclassmen a Loyola double. The value of a full grant-in-aid uses the basic double room rate for purposes of its calculation. Every effort will be made to assign student-athletes to double rooms. Though student-athletes may indicate room preferences, the actual room assignments are made by the College in its sole discretion. A student-athlete choosing higher density housing, or who is assigned to higher density housing (e.g. triples), will not receive a cash refund or any other credit. Student-athletes who request a single room must pay to the College the difference between the award rate (basic double room) and the single room rate.

### Permissible Fees

A full grant-in-aid may cover other fees permissible under NCAA bylaws (e.g. required course related fees) at the request of the recipient to the Department of Athletics. Student-athletes on a partial grant-in-aid must pay all costs not covered by the partial grant-in-aid.

### Textbooks

Only student-athletes who are awarded a full athletic grant-in-aid or specific book scholarship will receive textbooks required for their courses. All textbooks received from the Department of Athletics must be returned to the Compliance Department at the end of each academic term. Any textbooks not returned to the Department will be charged to the student-athlete's account at the purchase value.

### Housing

All student-athletes on a full athletic grant-in-aid are to be housed on campus, unless given permission by the Director of Athletics or Deputy AD to do otherwise. Receipt of grant-in-aid for nonqualified expenses (meaning aid for housing and meals) creates taxable income to all student-athletes receiving such aid. For non-resident alien student-athletes, the College is required to bill the associated income tax to the student-athlete's college account and collect and remit the tax on behalf of the student-athlete.

### Taxes

The Department of Athletics policy for covering the taxes for its student-athletes resulting from Athletic Scholarships on non-qualified expenses is as follows:

- 1st Semester in Attendance at USF – Both state and federal taxes will be covered by the Department of Athletics for those freshman and transfer students in their first term of attendance.
- 2nd Semester in Attendance at USF – The Department of Athletics will only cover the state taxes for those student-athletes in their second semester of attendance. The only exception is if the student-athlete is from a Country that does not have a tax treaty with the United States. In those situations, the Department of Athletics will also cover the federal taxes resulting from the non-qualified expenses. This requires the student-athletes to complete the ITIN paperwork or apply for a Social Security Number if they are seeking employment in

the United States. They can then use one of the identification numbers (ITIN or SS#) to apply for the tax treaty exemption using the Glacier Tax System. It will be the responsibility of the student-athlete to complete the required forms, and if they do not complete the paperwork in time the student-athlete will be responsible for the federal taxes.

- 3rd Semester in Attendance at USF and so on – The Department of Athletics will only cover the state taxes for those student-athletes in their third semester of attendance and so on (unless from non-treaty country, then we will cover both).

If at any time the student-athlete becomes disassociated with the team, compliance with this tax obligation is the direct responsibility of the student-athlete. The Department of Athletics is not responsible for covering the taxes.

### Cost of Attendance Policy

As part of the USF athletic program, select student-athletes are provided grant-in-aid up to the cost of attendance to help them be successful in their academic endeavors.

Select student-athletes within the athletic department receive full grant-in-aid up to the cost of attendance. As of August 1st, 2015, scholarship student-athletes on both Men's and Women's Basketball receive grant-in-aid up to the cost of attendance. Additional student-athletes in sports other than Men's and Women's Basketball may receive grant-in-aid up to the cost of attendance on a case-by-case basis, subject to the sport budget and approval from the sport supervisor and/or the athletic director.

A full grant-in-aid up to the standard cost of attendance for the nine-month academic year includes both direct expenses (tuition, fees, books, room & board for students living on campus) and indirect expenses (supplemental books, supplies, transportation, and personal expenses). The University's cost of attendance number is calculated by the USF Financial Aid Office for each academic year, normally in the spring semester preceding the next academic year.

### Procedure for Cost of Attendance

Each June, following the conclusion of the academic year, head coaches and the Compliance Office identify the student-athletes who will receive grant-in-aid up to the cost of attendance for the upcoming academic year. The Compliance Services Office will review each sport's scholarship breakdown to determine if there is a student-athlete who will receive cost of attendance for the upcoming academic year. Once the Compliance Services office compiles a list of those student-athletes who are receiving a full grant-in-aid up to the cost of attendance, the list will be sent to the Athletic Director for approval.

### Scholarship List

The Compliance Office will provide a list of those athletes and their scholarship amounts to the Athletics liaison in the Office of Financial Aid. The awards are to be posted by the Office of Financial Aid and reviewed by the Office of Compliance before the first competition or first day

of the term, whichever comes earlier. Those amounts will be computed and verified against the NCAA rules for counter/equivalency limits for all sports.

At this time, the Compliance Office will also notify coaching staffs of direct deposit requirement. Returning student-athletes are expected to have direct deposit set up in order to receive their housing, meal, or cost of attendance stipends. Incoming freshman and transfers will receive their cost of attendance stipend in a check form for their first semester, however they are expected to have direct deposit set up by their second semester.

### Renewals

Since the University of San Francisco exercises the ability to award multi-year agreements for all sports, the majority of athletic scholarship agreements will not need to be renewed since they are in the period of the award. Nevertheless, the Compliance Office will verify the scholarship agreements annually in June to ensure the contract is upheld and the University is not in violation of NCAA Rules.

For those student-athletes that need to be renewed, the Compliance Office will ask the coaching staff to complete a new scholarship offer form and the renewal procedures on NCAA Bylaw 15.3.7.1 will be followed and completed by July 1st.

### Reduction and Cancellation of Aid/Non-Renewals

In the event that an Athletics Scholarship award will be reduced, cancelled, or non-renewed, the Compliance Office will first verify that the reason is valid and enforceable within NCAA Rules.

#### Reduction or Cancellation during the Period of Award - Permissible

Institutional financial aid based on any degree on athletics ability may be reduced or canceled during the period of the award if the recipient:

- Renders themselves ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or engages in serious misconduct warranting substantial disciplinary penalty; or
- Voluntarily withdraws from a sport for personal reasons; or
- Submits their name to the NCAA transfer portal

#### Non-Athletically Related Conditions for Reduction or Cancellation - Permissible

USF may cancel or reduce the financial aid of a student-athlete who is found to have engaged in misconduct by the University's regular student disciplinary authority, even if the loss-of-aid requirements does not apply to the student body in general.

USF may reduce or cancel financial aid if a student-athlete declares an intention not to play, is awarded aid on that representation, and does not actively participate (either by not reporting or making only token appearances to practice.)



#### Reduction of Award – Not Permissible

Institutional financial aid based in any degree on athletics ability may not be reduced or cancelled during the period of its award on the basis of a student-athlete's athletics ability, performance or contribution to team success because of an injury, physical, or mental condition for any other athletic reason.

A multiyear award may be reduced if the renewal period is for fewer years than the original agreement, or if the average amount of aid provided per year in the renewal is less than the average amount of aid provided per year in the original agreement, including any increases during the period of the original award.

If the award does meet a permissible reason to reduce, cancel, or non-renew a student-athlete's athletic scholarship agreement, the Compliance Office will provide the Deputy AD and applicable sport supervisors a list of those student-athletes. If no objections exist, the Compliance Office will work with the Financial Aid Office to promptly notify in writing each student-athlete whose aid will not be renewed or has been reduced. The actual letter must come from USF's regular financial aid authority and not from the Athletics Department.

#### Appeals Process and Policy for reduction, non-renewal, or cancellation of athletic financial aid

Each year no later than June 1<sup>st</sup>, the Compliance Office will provide a memo to the Office of Financial Aid that clearly identifies the student-athletes who will not be renewed and the reason for this reduction. The list shall also be given to the Faculty Athletics Representative as the student-athletes will be directed to them as a resource for inquiries concerning the appeal or the appeal process.

Pursuant to NCAA Bylaws and University policy, the Office of Financial Aid shall issue notice of renewal, reduction, non-renewal or cancellation of an athletics award on or before July 1st of the academic year in which it is to be effective. If a student-athlete's grant-in-aid is reduced, not renewed or cancelled, the student-athlete's notification must include notice of the right to appeal and the procedures for an appeal hearing. This information is provided to the student-athlete via email (personal and USF email addresses) and via US Mail, to the permanent address on file.

The student-athlete shall have the right to appeal any reduction, non-renewal or cancellation of his or her athletic financial aid within ten (10) business days of the date of the notice of such action from the Financial Aid Office. A student-athlete's request for appeal must be submitted to the Financial Aid Office in writing or by e-mail before 5 p.m. Pacific time on the deadline set forth in the Financial Aid Office notification letter. The expiration of this deadline will conclude the student-athlete's right to appeal. The student-athlete need not submit a reason for the appeal at the time of requesting the appeal but is strongly encouraged to provide the Financial

Aid Office with a written statement and any relevant supporting materials at least five (5) business days before the hearing.

Upon receipt of the student-athlete's notice of appeal, the Financial Aid Office shall notify, via email, the Deputy Athletic Director, Sport Administrator, Head Coach, Office of Athletic Compliance, and Faculty Athletics Representative of the student-athlete's notice of appeal. No later than five (5) business days after the receipt of a student-athlete's notice of appeal, the Financial Aid Office shall determine a minimum of two (2) date and time options for the hearing that are mutually convenient to all parties involved in the appeal. Hearing dates shall be set for a date not less than ten (10) nor more than twenty (20) business days after the student-athlete's notice of appeal is received by the Financial Aid Office.

The Athletic Department shall provide the Financial Aid Office with a summary of any evidence that it intends to offer at the appeal hearing to support its action no later than five (5) business days before the hearing. After its receipt of the summary, the Financial Aid Office shall provide a copy of the summary to all parties attending the appeal hearing.

The appeal shall be heard by the Financial Aid Appeals Committee which should include one member of the Office of Financial Aid who is not the primary Athletics liaison, and the other two members may hold either faculty or classified staff positions, but shall not be affiliated with the Athletic Department in any way.

The following parties should attend the appeal hearing: the student-athlete, the Financial Aid Appeals Committee, the Sport Administrator who oversees the student-athlete's sport, an Athletics Compliance Officer and the Faculty Athletics Representative. The Head Coach may attend at his/her discretion. A member of the Center for Academic and Student Achievement staff may attend when academic eligibility is at issue. One other individual (e.g. a parent, advisor, or faculty member) may accompany the student-athlete to offer support but cannot act as a legal representative. The support person will not be allowed to address the committee, however he or she may confer with the student-athlete if necessary. The Compliance Office representative shall provide interpretations of applicable NCAA bylaws as necessary. The Financial Aid Appeals Committee reserves the right to approve the presence of other parties as appropriate (e.g., both parents).

Prior to the hearing, the Financial Aid Appeals Committee will review all documentation and supporting materials submitted by the student-athlete and the Athletic Department. The suggested order of the hearing will be as follows:

- The Sport Administrator (or head coach) presents relevant information in support of the action taken by Athletics.
- The Financial Aid Appeals Committee has an opportunity to ask questions of the Sport Administrator (or coach).
- The student-athlete presents relevant information in support of his/her appeal.
- The Financial Aid Appeals Committee has an opportunity to ask questions of the student-athlete.

- Requests for additional information will be made by the Financial Aid Appeals Committee to either party, if necessary

The Financial Aid Office Appeals Committee is solely responsible for deciding the outcome of the appeal and will do so in a closed meeting. The Athletic Compliance officer and the Faculty Athletics Representative may be present during the Committee's deliberations to respond to inquiries or questions posed by members of the Committee; however, they shall not vote on the appeal. The Financial Aid Appeals Committee will render a written decision to the student-athlete and Athletic Department (with copies to the Athletic Director, Sport Administrator, Office of Athletic Compliance, Faculty Athletics Representative and Financial Aid Office) no later than ten (10) business days after the adjournment of the appeals hearing.

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

## Summer School Aid

Summer session funds will be allocated from a central budget. Such funds are limited, and it is unlikely that all summer session requests will be approved. Requests will be considered based on the following "academic need" criteria:

- The student-athlete requires summer courses in order to meet NCAA minimum satisfactory-progress requirements.
- The student-athlete requires summer courses in order to be removed from institutional probation.
- The student-athlete requires summer courses in order to gain admission to business school for the following semester.
- The student-athlete requires summer courses to maintain "normal progress towards a degree." This criterion will only apply to student-athletes who have completed their junior or senior year.

## Overview

Requests for summer session attendance must be submitted by the established deadline (usually in mid-April) to the Associate AD for Compliance. Requests will be approved or denied by the Deputy Athletics Director with input and recommendations from the Director for Academic Support Services. Requests that are not based on academic need (i.e. medical rehabilitation, coach's request, etc.) will not be considered until all academic need requests have been processed. Medical rehabilitation requests will only be accepted from the Athletic Training Room with documentation from the physicians.

## General Stipulations

The Athletics Department will not pay for any student-athlete whose request has not been approved, nor will the department pay for courses dropped after the full-tuition refund period. The student-athlete will be responsible for these expenses. If the student-athlete does not

receive a passing grade in a course(s) the student will be required to reimburse the Department for the units not passed and the equivalent percentage of room and board aid.

A student-athlete must complete all academic work for summer school classes during the summer term. Incomplete grades are not permitted without prior approval from the Compliance Office. Such requests will only be considered for non-athletics reasons.

## Medical Disqualification

### Policy

- The physicians USF has assigned, and the sports medicine staff are the official doctors/caregivers of the athletic department. As such, only these physicians can medically disqualify a student-athlete from participation in intercollegiate athletics. A student-athlete will *NOT* be medically disqualified based upon the opinion of an “outside” physician.
- Upon being medically disqualified, the student-athlete must meet with the Compliance Office to sign the appropriate paperwork. The student-athlete will then meet with the Athletic Director or designee at which time he/she will discuss a probable work schedule (see Commitment below).
- A medically disqualified student-athlete shall receive an athletic grant for *a maximum* of 10 semesters OR until he/she receives their undergraduate degree (which ever comes sooner). The athletic department will NOT pay for a medically disqualified student-athlete to attend graduate/post-graduate school.
- *Generally*, a medically disqualified student-athlete will NOT be approved to for athletic aid to attend summer school.
- Exceptions to this policy may be made by the Director of Athletics/Designee.

### Commitment

A student-athlete who is medically disqualified from participation in intercollegiate athletics will commit to the following:

- Be enrolled in at least a full-time academic schedule for the duration of the grant.
- Maintain at least a 2.00 each semester and cumulatively for the duration of the grant.
- Maintain all NCAA, WCC, and USF eligibility standards required for competition in intercollegiate athletics.
- Be subject to all USF Athletic Department policies/regulations (i.e., Substance Abuse Policy, Student-Athlete Statement, etc). You will complete compliance paperwork (similar to what you have done in the past) at the beginning of the fall semester. Compliance paperwork must be completed before any funds will be disbursed.
- Work a minimum of 5 hours a week during the academic calendar as determined by the Athletic Director/designee. Such work will not interfere with your academic schedule nor exceed 20 hours a week. Please note:

**Should the student-athlete fail to meet the above commitment guidelines, his/her grant may be canceled.** A letter will be issued to the student-athlete at the time of medical disqualification, stating the

above terms and advising him/her that the grant can be canceled. The letter will be signed by the student-athlete during his meeting with the Compliance Office.

## Other Aid

### Non-Athletics Aid

Academic merit awards are generally awarded at the same amount on an annual basis for four years or eight semesters, unless the student has a significant decline in academic performance.

University need based aid is awarded based on the results of a student's yearly FAFSA submission. The amount can vary yearly depending on if the student's financial situation changes. Generally, a student-athletes may not accept University need based aid in conjunction with athletic aid in the same academic year. This is due to NCAA scholarship restrictions.

### Pell Grants

Student-athletes are encouraged to submit a FAFSA application every year to see if they qualify for assistance such as the Pell Grant. The actual value of an individual's Pell Grant eligibility will be determined by the Financial Aid Office.

Questions about the Pell Grant should be directed to the One Stop Office, as they have all the relevant information regarding this award.

### Discretionary Funds/Special Assistance Fund

The Student-Athlete Assistance Fund was established by the NCAA as a means to provide additional financial resources to student-athletes. The fund is intended to provide direct benefits to student-athletes. All student-athletes are eligible to receive SAAF benefits, even if they are not receiving athletic aid.

- At this time, USF identified the following areas that will receive funding from SAAF.
- Travel Expenses Associated with Family Emergencies
- Summer School Aid
- Fifth Year Aid
- Tutoring
- Academic Supplies
- Life Skills Programming
- Hilltop Awards
- Study Hall Enhancements
- International Taxes

### Outside Aid

The type and/or amount of outside scholarships and awards which may be received by student-athletes is also limited by NCAA rules. Outside scholarships and awards are funds given to a student-athlete by sources other than the Athletics Department, the University, Government

Grants/Loans or by someone you are naturally legally dependent on. The NCAA rules apply whether or not one is receiving an athletics scholarship.

Each academic year student-athletes are required to indicate any outside scholarships on the Eligibility Questionnaire. The Compliance Office will follow up on each award to ensure it meets the NCAA requirements.

### Health Insurance

The cost of health insurance is not covered by the athletic scholarship. Student-athletes must provide the University with proof of primary health insurance through the USF Health Insurance Waiver process or opt into the University health insurance policy.

The USF Athletic Department covers the cost of health insurance for select student-athletes who do not have primary health insurance coverage (e.g. full scholarship student-athletes receiving a Pell Grant, and full scholarship International student-athletes since the University only accepts domestic policies).

### Post-Eligibility Funds

USF awards athletic scholarships aid for fifth-year seniors whose eligibility is exhausted, but who required more than four years to complete their undergraduate coursework.

### Ann Dolan

The University of San Francisco awards the Ann Dolan Grant to a small number of fifth-year seniors whose eligibility is exhausted, but who require more than four years to complete their undergraduate degree course work.

The Ann Dolan Grant is not guaranteed for any student. The Ann Dolan Grant is awarded when the necessary funding is available and is awarded by the Director of Athletics. A coach cannot award the Ann Dolan Grant and a written application must be submitted PRIOR to the deadline to have a request considered. Percentages of scholarships will be awarded for no more than that of a student-athlete's athletic scholarship for the preceding academic year. The Ann Dolan Grant can only be used to fund tuition, it cannot be used to fund room and board.

### Criteria

The student-athlete was receiving athletic scholarship aid in the academic year immediately preceding the year for which the aid is being requested.

The student-athlete is taking classes at USF.

The student-athlete has exhausted his/her NCAA eligibility and has not received more than five years of athletic aid.

The student-athlete is completing his/her undergraduate degree course work.

The student-athlete's completed application was received by the April 28th deadline.

### Conditions of Aid (Should Aid Be Awarded)

The student-athlete is required to maintain the minimum enrollment requirements mandated by the NCAA. He/she must be enrolled in a minimum of 12 units for each semester with the exception of the last semester of collegiate enrollment.

The student-athlete is required to continue to stay within the individual limits of financial aid according to the NCAA.

Any change to the Academic Degree Completion Plan submitted with the student-athlete's application must be pre-approved by the Compliance Services Office. Without prior approval, any current and future aid may be withdrawn. The student-athlete is not eligible to enroll in sport activity units. If, at any time, any of these conditions are not met, the aid can be cancelled.

### Squad List

A squad list will be generated in the fall prior to the first contest date. On the initial squad list, the Director of Athletics, Head Coach, Financial Aid liaison, Registrar liaison, and Faculty Athletic Representative will sign before it is posted. For subsequent changes throughout the year (aid, cut/quit, participation status, and eligibility status), a PDF copy will be generated and kept in the Compliance Office shared drive.

### Walk-Ons, 14-Day Try-outs for currently enrolled students

The University of San Francisco Athletic Department Compliance Office has a comprehensive policy regarding 14-day try-outs for currently enrolled students.

It is the head coach's decision to allow try-outs for his or her sport. Tryouts for varsity athletic teams involve multiple sports, tryout dates, the safety and health of numerous participants, and NCAA guidelines. For these reasons, USF has adopted the following policy and guidelines.

To maintain compliance with NCAA and institutional guidelines:

- Coaches must notify the Compliance Office via e-mail with a projected start and end date of any tryout(s).
- Any students wishing to participate in the tryout will obtain a Student 14-Day Tryout Form from the Compliance Office.
- Students will complete the form and then take the form to the Athletic Training Office to be medically cleared.
- Once the student is medically cleared and the Athletic Trainer has signed the form, the student will return the form to the Compliance Office.

The Compliance Office will confirm the following eligibility requirements have been satisfied for each student:

- Student is enrolled full time at USF (12 units).
- Student is registered with the NCAA Eligibility Center.
- Student has time remaining within their NCAA allotted "five-year clock."

- Student meets NCAA eligibility requirements (GPA, Progress-Towards-Degree, etc.), if applicable.
- All cleared students will be allowed to participate in a tryout consisting of 14 consecutive days of activities.

Once the 14-day tryout period ends, ALL athletic activities must cease until the student is added to the roster and fully cleared by the Compliance Office.

Any student selected to join the team as a result of the tryout will not be added to the roster and cleared for activities until they have completed the following:

- Completed all Compliance Forms on ARMS
- Attended an Eligibility Meeting with a member of the Compliance Staff
- Met all NCAA eligibility requirements

The coaching staff will receive written confirmation from the Compliance Office once the student has been added to the roster and is cleared to participate with the team in countable athletically related activities.

Any student not selected to be added to the roster will return to “regular” student status and is not permitted to receive equipment, training gear, uniforms, etc. from the Athletic Department, or to use student-athlete resources (training, room, weight room, study hall, etc.)

[Exception -- 14 Day Grace Period](#). An institution is not required to place a student- athlete who is "trying out" for a team on the squad list form for 14 days from the first date the student engages in countable athletically related activities or until the institution's first competition, whichever occurs earlier.

### [Rosters Additions](#)

For any addition to the roster after the first squad list was generated, the Coach will need to have the student-athlete complete the Squad List Addition Process. The form has three steps, and each must be completed before a student will be permitted to practice, compete, or receive athletics aid.

- Step 1 – The coach must sign noting they understand the student may not practice or receive any equipment until they have been notified otherwise.
- Step 2 – The student must complete the requirements determined by the Sports Medicine Office. This includes, but is not limited to, a current physical, completion of USF Sports Medicine forms, current immunization history. Depending on their history, students may be required to undergo additional testing such as an EKG scan or being seen by a specialist before being cleared.
- Step 3 – The Compliance Office will confirm the following eligibility requirements have been satisfied for each student.



Roster Additions Processes requires:

- Student is enrolled full time at USF (12 units).
- Compliance Office has issued and approved NCAA Participation Forms
- Student is registered and has both their academic and amateurism certified with the NCAA Eligibility Center.
- Student has time remaining within their NCAA allotted “five-year clock.”
- Student meets NCAA eligibility requirements (GPA, Progress-Towards-Degree, etc.), if applicable.
- Student have been added to squad list, ARMS, and all applicable roster lists.

Once all requirements have been satisfied, the Compliance Office will send out a confirmation email to the student-athlete, coaching staff, sport supervisor, SID, and athletic trainer for that sport that the addition is complete and their clearance status. (Practice and/or competition)

### Rosters Drops

For any student-athlete removal to the roster after the first squad list was generated, the coach and student-athlete will need to complete the Drop from Team Roster Form.

The form requires the student-athlete and coach to discuss three areas of the removal:

- The reason for the removal (Quit, cut, other)
- Whether or not the student-athlete will remain on athletic scholarship. If not, the student-athlete will be required to sign a Release Form Athletic Grant-In-Aid.
- The details of the withdrawal including information regarding who initiated the squad list removal, and if a permission to contact or release should be generated.

The coach will be required to communicate with their sports supervisor regarding the details surrounding the removal, as the sport supervisor will be required to sign off on the Drop Form Team Roster Form. The Compliance Office advises the coach to initiate a meeting between the sport supervisor and student-athlete to ensure they have a smooth transition out of Athletics.

The Compliance Office will ask every student-athlete that is no longer continuing to engage in a one-on-one meeting where the Compliance Office can inform student-athlete’s of the NCAA rules regarding transferring, school policies and procedures related to withdrawing or transferring, and their remaining eligibility. It is at this time, if applicable, student-athletes are asked to sign a voluntary release of their aid at the end of the term/year. Every student-athlete is given the opportunity to confidentially report any violations within their team or any athletic team at the college. The meeting concludes with giving the student-athlete his or her permission to contact and athletic release. It is the policy of the institution to not restrict the release of any student-athlete. Each student is given a full release allowing them to speak with any NCAA member institution, including the West Coast Conference.

The Compliance Office verifies updates have been made to all systems, including the eligibility and roster forms, and ARMS. A squad list is generated noting the status change and saved in

the compliance files. Lastly a final email is sent out to the department notifying the following parties that the squad list removal is complete: sport supervisor, sports information liaison, Strength and Conditioning, Sports Medicine liaison and Head Trainer, Academic Support Services, Equipment Manager, and all Compliance Office members.

### Transfer Portal – Doesn't Want to Be Contacted

For those student-athletes that are interested in exploring a transfer yet remain committed to their athletic pursuits at the University of San Francisco, the following policy has been put in place.

If coaches are the one requesting for a student to be placed on the transfer portal, coaches will need to discuss their intentions for adding the student-athlete to the transfer portal with their respective sport supervisor. Coaching staffs should be prepared to highlight why they feel like the student-athlete should remain on the team when they are looking for other opportunities, and what advantage it presents to allow them to remain on roster.

All student-athletes requesting to be placed on the transfer portal without being contacted themselves will be required to meet with their head coach, Sport Administrator and finally the Compliance Office.

### Procedure

- Step 1: The student-athlete and head coach must meet and discuss the possibility of being added to the transfer portal and transferring to another institution.
- Step 2: The head coach will instruct the student-athlete to contact the USF Compliance Office. The Compliance Office will provide a brief overview of NCAA transfer rules.
- Step 3: The Compliance Office will assist the student-athlete in scheduling a meeting with the proper Sport Administrator.
- Step 4: The Sport Administrator will meet with the student-athlete. The focus of the meeting is the student-athlete experience, and to determine why the student-athlete is considering transferring.
- Step 5: If there are concerns regarding why the student-athlete is considering transferring, a meeting will be scheduled with the Athletic Director and Faculty Athletics Representative. If there are no concerns, the Sport Administrator will instruct the Compliance Office to proceed in placing the SA onto the transfer portal.
- Step 6: If there are concerns regarding why the student-athlete is considering transferring the student-athlete will be placed onto the transfer portal after they have met with the Athletic Director and Faculty Athletics Representative.

The Compliance Office will only move forward with the transfer portal for a student-athlete who is not being removed from the roster after receiving confirmation to move forward from the sport supervisor.

## Permission to Speak and Transfer Requests

### Incoming

In compliance with NCAA Bylaw 13.1.1.3, an athletics staff member or other representative of the institution's athletics interests may not make contact with the student-athlete of another NCAA Division 1 institution, directly or indirectly, without first obtaining authorization through the notification of transfer process.

In order to contact a student-athlete at a four-year institution for purposes of recruitment, the head coach must add the student-athlete to their respective sports transfer portal watch list. Once the student-athlete is added to the watch list, the compliance office will determine their eligibility based off of their transfer tracer. If the transfer tracer is missing information the Compliance Office will reach out to that school for a new, complete transfer tracer.

### Outgoing

A student-athlete must complete a transfer notification form, located in the Compliance Office, prior to being placed onto the transfer portal. The form requires signatures from the student-athlete, Compliance Office, coaching staff, and Director of Athletics (or designee) so all parties are made aware of the notification of transfer.

A student-athlete may initiate the notification of transfer process by providing his or her institution with a written notification of transfer at any time. The student-athlete's institution shall enter his or her information into the national transfer database within two business days of receipt of a written notification of transfer from the student-athlete.

If a student-athlete places their name onto the NCAA transfer portal they have 24 hours to remove their name, or the institution can immediately cancel their athletic aid. The student-athlete will continue to receive aid until the completion of the current term.

## NCAA ELIGIBILITY

### General Eligibility Requirements and Monitoring

In order to be eligible to participate in intercollegiate athletics at USF, a student-athlete must:

- Gain admission to the University as a full-time student.
- Receive academic and amateurism certification from the NCAA Eligibility Center.
- Register as a full-time (12 credit hours or more), degree-seeking student.
- Be in good academic standing, as defined by the University.
- Maintain satisfactory progress toward a degree.
- Be certified as eligible to practice and compete by the Compliance Office staff.
- Student-athletes must be certified as eligible for competition prior to each semester for competition.

### Annual Requirements for Eligibility

In order to be eligible for intercollegiate competition each year, all student-athletes must meet NCAA, WCC, and USF eligibility requirements.

In order to meet the general eligibility requirements each year, a student-athlete must (among other things):

- Have valid academic credentials as defined by NCAA Bylaw 14.1.2
- Be enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by NCAA Bylaw 14.1.8
- Sign a Student-Athlete Statement as defined by NCAA Bylaw 12.7.2
- Sign a Drug-Testing Consent Form as defined by NCAA Bylaw 12.7.3
- Each student-athlete may voluntarily sign the HIPAA Authorization/Buckley Amendment Consent Form each year prior to competition as defined by NCAA Bylaw 12.7.4.

A student-athlete is not eligible to participate in intercollegiate competition each year until these requirements are met.

### Certification of Eligibility

Each semester, the Compliance Office relies on the Office of the Registrar to certify eligibility for continuing student-athletes. By having the certification outside of the Athletics Department, it creates more institutional responsibility for NCAA Compliance. The Compliance Office will facilitate the process entirely and decrease the burden whenever possible. Each year, before the Fall and Spring certification semesters, the Compliance Office will conduct rules education sessions with the Registrar liaison in charge of Athletics and provide blank eligibility forms for all applicable student-athletes needing to be certified. The Registrar's Office is the final authority on whether a student-athlete is determined eligible for competition according to the continuing eligibility requirements in NCAA Bylaw 14.4. For a full breakdown of the procedure, refer to section 16.4.0.

### Full-Time Enrollment Check

In compliance with NCAA Bylaw 14.2, in order for a student-athlete to be eligible for practice and competition in intercollegiate athletics, he or she must be enrolled in a minimum full-time program of studies leading to a baccalaureate degree. The Compliance Office will code, through the University's Banner system, all student-athletes for each academic year.

Every day, a report is generated and automatically sent to the Compliance Office with the number of enrolled units for each USF student-athlete coded in the system. The Compliance Office verifies this report each day until the Census date, in which the coding system allows the Registrar to lock the accounts, restricting USF student-athletes from dropping classes.

## Initial Eligibility

### Freshmen Academic Requirements Qualifiers

In compliance with NCAA Bylaws 14.3.1 and 14.3.1.1, all prospective student-athletes (PSAs) entering as freshmen must meet the following minimum requirements in order to be considered a qualifier and therefore be eligible for financial aid, practice, and competition during the first academic year in residence:

- Graduation from high school (as defined by NCAA Bylaws 14.3.1 and 14.3.5.2)
- A minimum grade point average (as defined by NCAA Bylaw 14.3.1.1.2)
- A minimum SAT or ACT test score (as defined by NCAA Bylaw 14.3.1.1.1)
- 16 core courses (for student-athletes first entering college after 8/1/2008; as defined by NCAA Bylaw 14.3.1.2)

### Non-Qualifiers

USF does not admit non-qualifiers.

## Amateurism Certificate

In order for a PSA to have his or her amateur eligibility certified, the prospect must complete the amateurism questionnaire via the NCAA Eligibility Center.

## International Student-Athletes

In order for an international student-athlete to receive qualifier status, the Compliance Office will attempt to evaluate his/her academic record using the NCAA Guide to International Academic Standards for Athletics Eligibility. The purpose of this guide is to provide specific criteria used in reviewing core-curriculum eligibility for student-athletes who have completed any portion of their secondary education in a non-United States educational system.

International student-athletes are encouraged to apply to the NCAA Eligibility Center as soon as they can in order to get an initial-eligibility certification before they arrive on campus. In addition, each international student-athlete must complete and sign a supplemental eligibility form prior to participating in competition (as defined by NCAA Bylaw 14.1.5).

## NCAA Eligibility Center Procedures

In order to be certified academically and amateur-wise, all PSAs must be certified by the NCAA Eligibility Center. PSAs are instructed to register with the NCAA Eligibility Center immediately. After a PSA registers with the NCAA Eligibility Center, the coach may request the Compliance Office track his or her eligibility by supplying an Eligibility Center ID number. All PSAs are instructed to complete and submit all paperwork to the NCAA Eligibility Center no later than July 15 of his or her senior year.

## Participation Prior to Eligibility Certification

Student-athletes who report for athletics participation before being certified by the NCAA Eligibility Center as “qualifiers” may practice, but not compete, for a maximum of 45 days. After

the 45-day period, the student-athletes must be certified as qualifiers in order to continue practicing. During this time, USF may not provide athletically related financial aid.

#### Non-recruited Walk-On Student-Athletes

Student-athletes who were not recruited and do not receive aid from the Athletics Department are considered walk-on student-athletes. Prior to a student-athlete “walking on” a team after the first day of school, the Compliance Office will ask the student-athlete to complete the Roster Addition process described in section 15.2.0.

#### Continuing Eligibility Certification

The Compliance Office is responsible for coordinating the eligibility certification process for all student-athletes. Student-athletes may be certified as eligible to practice and compete or as eligible to practice only. Student-athletes who are not certified are ineligible to practice and compete.

The NCAA and the West Coast Conference require certain paperwork to demonstrate that student-athletes and their teams satisfy all eligibility requirements. The Compliance Office will conduct pre-season team meetings to explain the certification process and coordinate the completion of the necessary paperwork. Each head coach, however, is ultimately responsible for ensuring that all of his or her student-athletes have completed the required paperwork before they practice or compete. Except as noted below, student-athletes may not practice or compete until they have completed the required eligibility paperwork and have been certified as eligible.

Student-athletes must also undergo a physical examination before they may practice or compete. The Head Athletic Trainer will schedule and coordinate physical exams for student-athletes.

Continuing eligibility will be certified three (3) times per year: once prior to the beginning of the Fall semester, once between the Fall and Spring terms, and, finally, once at the end of the Spring semester (end of the academic year). The Eligibility Roster form will be used for all certifications. All Eligibility Rosters will be signed by the certifying officer, the athletic director (or his designee), the Faculty Athletic Representative (FAR), and the head coach. Hard copies of all completed and signed Eligibility Rosters will be kept on file in the Compliance Office. Digital copies will be saved on the Compliance Services Office shared drive, and on ARMS. Additionally, head coaches will be provided with a hard copy for their records.

#### Procedure

At the conclusion of each semester the Compliance Office will provide the certifying officer from the Registrar’s Office with an Eligibility Roster, listing student-athletes from each varsity team. The certifying officer will review all applicable academic information for each student-athlete and enter this information into the Eligibility Roster. Once this information is reviewed by the Compliance Office, it will be returned to the certifying officer for a final review and

signature. The signed Eligibility Roster will then be signed by all required individuals listed above.

The Fall Semester Eligibility Roster will include each student-athletes' fall, spring, and cumulative GPA from the previous academic year (including Summer session GPA, if applicable); units earned during the Fall and Spring semesters (including any Summer session units, if applicable); total units earned towards their degree; total percentage towards their degree; total units remaining to graduate; and minimum percentage towards degree required to be eligible.

The Spring Semester Eligibility Roster will include Fall semester GPA and total Fall semester units earned in order to certify each student-athlete per the six-unit rule and minimum GPA standards. It will also include the previous Spring term for the purpose of any student-athletes requiring a full mid-year eligibility certification (for example, student-athletes who initially enrolled during a term other than the Fall semester, student-athletes who enrolled in less than a full-time term, or missed a term at some point during their collegiate career). The information in this mid-year Eligibility Roster will be the same as in the Fall semester Eligibility Roster. Review and signature procedures for Spring semester certifications will be identical to the Fall semester procedures.

At the end of the Spring semester (and academic year), an updated Eligibility Roster will be completed for each sport. This will allow the Compliance Office to update the coaching staffs on each student-athletes' status heading into the summer break. Any students requiring summer school to remain eligible will have those courses, units, and grades accounted for in the Eligibility Roster for the Fall semester immediately following said summer courses. Review and signature procedures for end-of-the-year certifications will be identical to the Fall and Spring semester procedures and will take place as soon as Spring term grades are posted.

#### Good Academic Standing

The NCAA requires that a student-athlete be in, "good academic standing" (Bylaw 14.02.6) but does not define the term. The determination of what constitutes good academic standing is left up to each institution. At USF, the individual schools and colleges determine what constitutes good academic standing. The Compliance Office staff can provide specific information on the criteria for maintaining good academic standing at USF.

#### Designation of Degree Program

In compliance with NCAA Bylaw 14.4.3.2, a student-athlete shall designate a program of studies leading to a specific baccalaureate degree prior to the third year of enrollment (or fifth semester).

All documentation of degree program designation is completed by the CASA staff in conjunction with the student-athlete. Prior to each individual student-athlete's third year (fifth semester) of enrollment, an assigned counselor in CASA will meet with each student-athlete and confirm a

previously chosen degree program or designate a degree program. During the months of August and December, the Director of CASA will provide the Compliance Office with a report outlining degree program designations for each individual Student-athlete entering his or her third year (fifth semester).

### Rosters and Eligibility Status

Prior to each academic year, the Compliance Office staff will request a roster from each head coach to include returning student-athletes and incoming freshmen (including walk-ons). The rosters are essential to begin planning the following year's certification process. Incomplete or incorrect rosters may cause delays in the eligibility certification process.

During the academic year, the Compliance Office will distribute weekly eligibility lists via e-mail every Friday to all head coaches. Once the head coach reviews the weekly eligibility list, he or she should confirm that the list is correct or make changes as necessary (e.g. student-athlete is injured or is no longer with the team). The head coach must return the weekly eligibility list, either to confirm or make corrections, via e-mail to the Compliance Office by 5:00 pm the following Monday.

### Change in Status

If there is a change in status, Roster Drop or Roster Addition Form must be completed by the head coach for that student-athlete and attached to the weekly eligibility lists before it is returned to the Compliance Office. Coaches must inform the Compliance Office staff promptly of all roster changes by submitting a completed Roster Drop or Roster Addition Form.

The Compliance Office staff will inform coaches, support staff, and certain administrators of any change in a student-athlete's eligibility status by completing and distributing an Eligibility Summary Form. The Compliance Office will send notice of change in Eligibility Status via e-mail to all the Student Service areas and the Business and Finance Office.

If the student-athlete voluntarily withdraws his or her aid, a Voluntary Release of Grant-In-Aid Form must be submitted to the Compliance Office. Any update of rosters and change of status will be forwarded to the following offices via e-mail: Business and Finance Office, Athletic Training Room, Equipment Room, and the Strength and Conditioning program.

### Loss and Restoration of Eligibility

If a head coach or other Athletics Department or University employee determines that a student-athlete has violated any NCAA regulations that affect eligibility, the student-athlete will be declared ineligible immediately and will be withheld from all intercollegiate competition. An appeal may be made to the NCAA Academics/Eligibility/Compliance Cabinet for restoration of the student-athlete's eligibility when circumstances warrant such action. The Compliance Office staff will coordinate all appeals for restoration of eligibility.



### Seasons of Competition

In compliance with NCAA Bylaw 14.2, a student-athlete shall not engage in more than four seasons of intercollegiate competition in any one sport. Generally, a student-athlete must complete his or her seasons of participation within five calendar years from the beginning of the semester in which the student-athlete first registered for a minimum full-time program of study in a collegiate institution.

### Post Season Report

At the conclusion of each sport's playing season, the Associate AD for Compliance will provide each sport a Competition List Form. It will be the responsibility of the head coach to return the competition list to the Compliance Office for his or her team. The purpose of the Competition List Form will be to declare which student-athletes practiced beyond a 14-day period and competed in at least one contest against outside competition during the season. The coach can also request the Compliance Office research whether or not a student-athlete may qualify for a Hardship Waiver when they have competed but ended up incapacitated for the season. The Compliance Office will ask the Sport Information Director or equivalent that is responsible for the sport to verify the information provided by the coach is accurate.

### Preseason Exhibition/Scrimmages During Initial Year Exception

Per NCAA Bylaw 12.8.3.1.4, a student-athlete may compete in preseason exhibition contests and scrimmages during his or her initial year of enrollment without counting such competition as a season of competition.

### Alumni Game, Fundraising Activity or Celebrity Sports Activity

Per NCAA Bylaw 12.8.3.1.5, a student-athlete may engage in outside competition in either one (1) alumni game, one (1) fundraising activity, or one (1) celebrity sports activity during a season without counting such competition as a season of competition, as long as the event is exempted from USF's maximum number of contests or dates of competition as permitted in the sport.

### Sport Specific Exceptions

The non-championship exception exists for these sports that USF sponsors: Men's soccer, Women's Soccer, Women's Volleyball, Baseball, Beach Volleyball. A student-athlete may engage in intercollegiate competition during the segment of the playing season that does not conclude with the NCAA championship without using a season of competition, provided the student-athlete was academically eligible during the segment that concludes with the NCAA championship or provided the student-athlete remains academically eligible during the segment that concludes with the NCAA championship.

### Seasons of Competition Tracking

Using the Post Season Report, the Compliance Office uses the information to update a sport specific Certificate of Participation which outlines the championship season participation for that year (i.e. competed, redshirt, hardship requested, hardship granted, did not participate). It

allows denotes how many seasons of competition a SA has used, how many they have remaining, and their five-year clock.

Once that document is generated, the head coach is then required to confirm the Certificate of Participation is correct by signing off. The Compliance Office then inputs the participation status information into both the Compliance Assistant and ARMS software systems. Squad Lists denoting the change in status will also be generated. Copies of both the finalized Post Season Report and Certificate of Participation are to be kept on file in the sport's ARMS documents tab and in the Compliance Office shared drive folder.

Seasons of competition for transfer student-athletes will be certified by his or her prior institution. The Compliance Office will obtain written confirmation via a tracer from the previous institution documenting seasons of competition and years of athletics aid used.

### Hardship Waivers

A student-athlete may be granted an additional year of competition by the West Coast Conference for reasons of hardship. According to NCAA Bylaw 12.8.4, a hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution;
- The injury or illness occurs prior to the first competition of the second half of the playing season that concludes with the NCAA championship in that sport and results in incapacity to compete for the remainder of that playing season;
- In team sports, the injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition or 30% (whichever is greater) of the institution's scheduled or completed contests or dates of competition in his or her sport.

In the case of a student-athlete being eligible for hardship waiver, the Athletics Department will certify that the student-athlete has used a year of eligibility. The Compliance Office will then submit the hardship waiver request per procedure 16.5.4.3. If granted by the West Coast Conference, or if appealed, the NCAA, the Certificate of Participation will be updated to show a Hardship Waiver granted and the season of competition restored.

### Individual Sports

In individual sports, the injury or illness occurs when the student-athlete has not participated in more than three dates of competition or 30% (whichever is greater) of the maximum permissible number of dates of competition as set forth in Bylaw 17 plus one date for a conference championship, regardless of whether the team participates in the conference championship.

## Team Sports

In team sports, the injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition (whichever is applicable to that sport) or 30 percent (whichever number is greater) of the institution's scheduled or completed contests or dates of competition in his or her sport.

## Requesting a Hardship Waiver

Subsequent to the playing season, each head coach can notify the Compliance Office of a requested Hardship Waiver on their Post Season Report. The Compliance Office will consult with the head trainer and determine if the requested student-athlete would qualify for a hardship waiver. The head trainer will provide contemporaneous or other appropriate medical documentation from a physician who administered care at the time of the injury or illness. This documentation must confirm that the student- athlete was unable to compete as a result of the injury or illness.

The Compliance Office will obtain the team schedule and participation list from the Sports Information Director or equivalent in the External Relations Office.

Subsequent to receiving the appropriate medical documentation, team schedule, participation list and Competition List Form, the Assistant AD of Compliance will perform all hardship calculations by using the previously mentioned hardship waiver conditions (listed above) to officially determine which student- athletes qualify for hardship waivers.

Upon collecting the relevant information and preparing the complete waiver packet, the Compliance Office will submit it to the West Coast Conference by the publicized bi-annual deadlines.

## Transfer Eligibility

### Transfer Regulations

#### Two-Year College Transfers

In compliance with Bylaw 14.5.4, a student-athlete who transfers to USF from any two-year collegiate institution must:

- Complete a year in residence at USF, unless he or she was a qualifier (see Bylaw 14.3.1.1) and has spent at least one full-time semester or one full-time quarter in residence at the two-year college (excluding summer sessions);
- Present a minimum grade-point average of 2.500 (see Bylaw 14.5.4.5.3.2); and
- Satisfactorily complete an average of at least 12-semester or -quarter hours of transferable degree credit acceptable toward any baccalaureate degree program at USF for each full-time academic term of attendance at the two-year college.

If a student-athlete is transferring from a two-year college and was a non-qualifier, the student-athlete must:

- Graduate from the two-year college;
- Satisfactorily complete a minimum of 48-semester hours of transferable-degree credit acceptable toward any baccalaureate degree program at USF (of which there must be six-semester or eight-quarter hours of transferable English credit, three semester or four quarter hours of transferable math credit and three semester or four quarter hours of transferable natural/physical science credit); and
- Attend the two- year college as a full-time student for at least three semesters or four quarters (excluding summer terms).

In addition, such a student must have a cumulative grade-point average of 2.500 (see Bylaw 14.5.4.6.3.2).

### Four-Year College Transfers

In compliance with the One-Time transfer legislation, a student-athlete can transfer from a four year institution to another and be eligible for athletic participation one-time. A student-athlete that has already used the one-time transfer exception will require waiver approval to be immediately eligible.

All transfer calculations include, but are not limited to:

- Determination of transferable degree credit
- Certification of satisfactory and degree progress
- Declaration of major and calculation of grade point average.

These calculations are determined by the University of San Francisco Admissions and Registrar's Office in conjunction with the student- athlete, the student-athlete's previous institution and the student-athlete's specific school or degree department.

## Student Services

### Books

The University of San Francisco Compliance Office works directly with the campus bookstore to provide required textbooks to those student-athletes who are on athletically related financial aid and receive textbooks as part of their athletic scholarship. Additionally, Student-athletes may purchase required textbooks or materials on their own and be reimbursed by the University of San Francisco Athletic Department.

Materials for non-academic courses (i.e., karate, swimming) will not be provided or reimbursed. Required textbooks and materials can be picked up starting the Monday of the week that a semester begins. The Compliance Office prints schedules for student-athletes who receive athletic financial aid and receive textbooks as part of their scholarship. The schedules are typically printed the Monday before a semester starts. The schedules are then organized by team, and submitted to the University of San Francisco bookstore, specifically to the bookstore

assistant manager. The bookstore organizes and packages the books and separates the packages by student-athlete. The books are delivered to the Compliance Office the Friday through Sunday before the Monday of the week that a semester begins. The Compliance Office sets a time for the bookstore to deliver the textbooks.

#### Picking up or Returning Textbooks

Student-athletes picking up and returning their textbooks must abide by the textbook policy. Student-athletes must thoroughly read the textbook form, then sign and date the form. On the back of the form, student-athletes must list the title and author of each textbook they receive in their package. The receipt from each package must be stapled to back of the form.

At the end of the semester, the student-athletes will return all of their textbooks to the Compliance Office. The Compliance Office will refer to the back of the textbook form for that particular student-athlete and check to make sure that all of the textbooks originally signed-out have been returned.

#### Adding or Dropping a Class

Once the schedules are printed (typically a week before classes start), schedules will not be reprinted unless a student-athlete notifies the Compliance Office that he or she added or dropped a class. The bookstore will deliver textbooks based on the schedules that are printed. It is the student-athlete's responsibility to notify the Compliance Office that he or she added or dropped a class.

In order to get the textbooks for the added class, the Compliance Office prints out a new schedule and highlights the added class on the schedule. The schedule is brought to the manager at the bookstore, and the manager fills the order. The typical turnaround time for new textbooks for an added class is 1-2 business days.

#### Backordered Textbooks

After the textbooks have been delivered to the Compliance Office, the bookstore will follow up with a list of backordered textbooks. When the student-athletes pick up their textbooks, they will be notified of any backordered textbooks at that time. Due to extended wait times for backordered textbooks, student-athletes are strongly encouraged to purchase the textbook on their own (via Amazon, Chegg, etc.) and bring the receipt and syllabus to the Compliance Office to be reimbursed.

#### Reimbursement

Due to extended wait times for receiving backordered textbooks from the bookstore, it is strongly recommended that student-athletes purchase the textbook on their own and receive reimbursement for their purchase. If a student-athlete decides they would like to purchase a textbook on their own, they may order the book from any website of their choice (e.g., Amazon, Chegg, Textbooks.com, etc.). In order to be reimbursed, the student-athlete must collect a receipt of the purchase and a syllabus that shows that the book is required. If a

student-athlete does not have a syllabus, an email from their professor stating that the book is required will be accepted.

Once the student-athlete has both a receipt and syllabus/email from their professor, the student-athlete must bring the documents to the Compliance Office and complete a Petty Cash Voucher. The Compliance Office will then submit the receipt, syllabus, and voucher to the Business Office. The Business Office then follows up with the student-athlete via their USFCA email to notify them of the next steps in getting reimbursed.

## Meals

USF may provide meals to student-athletes as a benefit incidental to participation in intercollegiate athletics. USF shall not provide student-athletes with a meal and cash for the same meal.

### Meals in Conjunction with Home Competition

All student-athletes are permitted to receive meals at the institution's discretion beginning with the evening before competition and continuing until they are released by institutional personnel. USF cannot provide cash to student-athletes in lieu of meals during this time period. An institution, at its discretion, may provide a meal or cash (not to exceed \$15), but not both, to student-athletes at the time of their release by institutional personnel.

### Meals in Conjunction with Away-from-Home Competition

On each day associated with an away-from-home competition (from the time the team is required to report on call for team travel until the team returns to campus) USF may provide meals to student-athletes pursuant to one of the following options:

- All student-athletes are permitted to receive a pregame or postgame meal as a benefit incidental to participation in addition to regular meals (or meal allowances per institutional policy).
- An institution, at its discretion, may provide cash, not to exceed \$15, in lieu of a postgame meal; or
- All student-athletes are permitted to receive meals at the institution's discretion.

If a student-athlete does not use team travel to return to campus, he or she may receive meals at the institution's discretion up to the point he or she is released from team-related activities by the appropriate institutional authority.

USF shall not provide cash to student-athletes in lieu of meals under this option before their release. An institution may provide a meal or cash (not to exceed \$15), but not both, to a student-athlete at the time of his or her release by the institutional authority, regardless of whether he or she uses team travel to return to campus.

## Academic Progress Rate (APR)/Graduation Rate Data

### Overview

In compliance with Bylaw 13.3, all Division I institutions are required to provide the most recent Graduation Rate and Academic Progress Rate (APR) to prospective student-athletes (PSAs) and their parents or legal guardians.

The APR is a term-by-term measure of eligibility, retention and graduation for scholarship student-athletes during the academic terms in question. The APR is tied directly to the Division I incentives and disincentives program.

### Compiling the Data

Data collection for this rate will be calculated and reported on a team-by-team basis, based upon student-athlete academic performance during the previous academic year, eight weeks after the first day of classes.

Two distinct variables to determining APR include academic eligibility (whether the student-athlete was academically eligible for the term in question) and retention (whether the student-athlete was enrolled full-time during the term in question).

The Compliance Office will request a data file from the previous academic year from ARMS. Once this data is received, the Associate AD for Compliance will upload it to the APP portal on NCAA.org. Once this data is loaded on the APP portal, the Compliance Office will review it, and, use documents including, but not limited to, Eligibility Rosters, transcripts, progress-towards-degree (PTD) evaluations, and other relevant academic reports to verify, correct, and supplement the loaded data, or to manually add any information that may be missing from ARMS's initial data. Academic data for two-year transfers in the sports of Baseball, and Men's and Women's Basketball will be verified with the certifying officer in the Registrar's Office.

Any scholarship student-athletes that have transferred from USF to another four-year institution and have a GPA above 2.6 will have their academic status verified via an APP Tracer Form. This form will be sent to the institution that the student-athlete transferred to in order to verify their full-time enrollment. Any scholarship student-athletes that have transferred from USF to a two-year institution and have a GPA above 3.3 will have their academic status verified via an APP Tracer Form as well. This form will be sent to the institution that the student-athlete transferred to in order to verify their full-time enrollment. All reports and supporting documentation will be retained and filed with all APP-related documents for that year. This information will be kept on file in the Compliance Office.

Once all APP data has been loaded and reviewed, and any adjustments have been made, and all errors corrected, the Compliance Office will inform the Associate Athletic Director for Sport Administration, who will review the data. Once the Associate Athletic Director for Sport Administration and the Compliance Office agree that the data is accurate and all errors have

been corrected, the data will be submitted to the NCAA per all NCAA instructions and guidelines.

Any corrections that need to be made to the submitted data will be requested through the NCAA website's APP portal in accordance with NCAA guidelines and deadlines. Once all data has been submitted, corrected, and APR scores are available, these scores will be shared with the individual coaching staffs and sport supervisors via email. Follow-up in-person meetings with coaching staffs and sport supervisors will be scheduled as necessary, if requested by a coaching staff and/or sport supervisor.

### Publication

The NCAA national office publishes annually the admissions and graduation rate data, academic progress and graduation success rate and identifies the information for each specific institution. The Graduation Rate and APR data are available in electronic or hard copy form.

### Distribution to Student-Athletes

Effective August 1, 2010, the NCAA Eligibility Center will provide the APR and Graduation Rate data to a PSA and his or her parents or legal guardians after he or she has registered with the Eligibility Center and the Eligibility Center has received a request to add the PSA to the institution's request list.

## EDUCATION PROGRAM

### Overview

The Compliance Office staff will conduct rules education seminars for student-athletes, coaches, administrators, support staff, institutional certification officers, boosters, and other athletics representatives on a regular basis. Attendance at such seminars will be mandatory. The Compliance Office staff will also distribute memos, posters, flyers, newsletters, e-mails, and other pertinent information covering a broad range of compliance-related topics. It is USF's responsibility to develop and deliver programming ensure that the following groups understand their specific roles and the appropriate parameters.

### Coaches

#### Head Coaches Meetings

The Compliance Office will have a section to speak in the quarterly Athletics Department coaches meeting. Monthly the Compliance office will host mandatory meetings for the coaches specifically.

#### Compliance Web Page

A page will be included on the USF Athletics Department website that will inform student-athletes, parents, prospective student-athletes (PSAs) and boosters of important compliance issues.



### Compliance Newsletter

This newsletter is published and circulated by the Compliance Office and will be distributed 8-10 times yearly. This newsletter will contain pertinent information concerning recent interpretations of NCAA and WCC rules, articles on compliance topics that are currently prominent and dates for required deadlines.

### Rules Education Session

The Compliance Office will conduct an education with session with each coaching staff on a monthly basis. The session schedule will be determined at or prior to the start of the academic year. Topics discussed will include but shall not limited to; extra benefits for enrolled student-athletes, recruiting, playing and practice seasons, initial and continuing eligibility.

### Memorandum

The Compliance Office will prepare and generate memos on current topics as they arise. In addition, the Compliance Office will put all appropriate NCAA and WCC interpretations in writing.

### NCAA and Conference Manuals

The NCAA and WCC publish manuals that set forth the bylaws of those organizations as well as the rules governing the conduct of intercollegiate sports programs and student-athletes. All coaches are provided with copies of the NCAA manual and the West Coast Conference manual is available upon request.

### NCAA Certification Exam

In May and/or June of each year, all coaches are given a NCAA Certification Exam. Coaches must pass the exam before they can engage in recruiting activities. The examination is administered and graded by the Faculty Athletic Representative (FAR). If a coach fails the exam, he or she may take it again, but only after a minimum of 30 days after the fail date. Once the coach has passed the exam, he or she is able to engage in recruiting activities for a period of one year (Aug. to July). Prior to the exam, the FAR and/or Compliance Office will discuss the practice exam and possible test questions with the coaches. Subsequent to the exam, the Assistant Provost for Compliance will review frequently missed questions with the entire coaching staff.

### NCAA News

Select administrative staff are given a subscription to this publication. Copies of the NCAA News are also available to any administrative staff member upon request.

### Student-Athletes

### Certification Meetings

Before the start of each season, the Compliance Office will hold a certification meeting for each sport. In order to obtain certification, student-athletes must review and complete forms that provide sufficient information to determine the student-athlete's eligibility.

#### Compliance Newsletter

This newsletter entitled Varsity Athlete is published and circulated by the Compliance Office and will be distributed weekly via electronic mail. This newsletter will contain pertinent information concerning recent interpretations of NCAA and WCC rules, articles on compliance topics that are currently prominent and dates for required deadlines.

#### Compliance Web Page

A page will be included on the USF Athletics Department website that will inform student-athletes of important compliance issues.

*Rules Education Session*—The Compliance Office will conduct additional education session each month or upon request.

#### Student-Athlete Handbook

This handbook, published by the Athletics Department, is distributed to every student-athlete. The handbook sets forth relevant information concerning certain compliance requirements. Other relevant information is provided, such as names and telephone numbers of people they may need to contact.

#### Boosters/Representatives of Athletics Interests

##### Booster Pamphlet

This pamphlet will provide a concise statement of NCAA rules that pertain to a booster's relationship to the institution and to its student-athletes. This pamphlet will be distributed to all members of booster clubs and to members of the chamber of commerce in the greater San Francisco area. Copies of the booster pamphlet will be available from the Compliance Office upon request. In addition to distributing the booster guide, the Assistant Provost for Athletics Compliance will speak to booster groups regarding NCAA and WCC rules and regulations.

#### Dons Magazine

This a monthly publication dedicated to Dons boosters. The Compliance Office will include a Compliance Corner section within this publication addressing their behavior in relations to NCAA, WCC and USF rules and regulations.

#### Compliance Web Page

A page will be included on the USF Athletic Department website that will inform boosters of important compliance issues.

#### Media Guide and Game Programs

A page devoted to compliance issues will be included in Dons media guides for all sports.

#### Season Ticket Mailing

This insert will be an abbreviated version of the Booster Pamphlet and will be included in the mailings to all season ticket holders.

#### Speaking Engagements

The Assistant Provost for Athletics Compliance will speak about compliance issues to all Athletics Department booster clubs and groups.

#### Athletics Department and Administrative Staff

##### Compliance Newsletter

This newsletter is published and circulated by the Compliance Office and will be distributed 8-10 times yearly. This newsletter will contain pertinent information concerning recent interpretations of NCAA and WCC rules, articles on compliance topics that are currently prominent and dates for required deadlines.

##### Compliance Manual

This manual will set forth the principal policies and procedures of operation for the Compliance Office. In addition, the manual will outline the services provided by the Compliance Office. Staff members will be trained on areas relating to their work.

##### Compliance Web Page

A page will be included on the USF Athletics Department web site that will inform student-athletes, parents, prospective student-athletes and boosters of important compliance issues.

##### Education Session

The Compliance Office will meet with individual departments at least once per year and attend meetings for all athletic department staff. Topics discussed will include but shall not be limited to extra benefits, recruiting, playing and practice seasons, and eligibility.

##### Memorandum

The Compliance Office will prepare and generate memos on current topics as they arise. In addition, the Compliance Office will put all appropriate NCAA WCC interpretations in writing.

##### NCAA and Conference Manuals

The NCAA and WCC publish manuals that set forth the bylaws of those organizations as well as the rules governing the conduct of intercollegiate sports programs and student-athletes. The administrative staff will be provided with copies of the NCAA manual and the WCC manual as available upon request.

##### NCAA News

Select administrative staff are given a subscription to this publication.

#### University Administrative Staff

##### Admissions Personnel

##### Compliance Newsletter

This newsletter will be distributed 8-10 times a year and will contain pertinent information concerning articles on compliance topics that are currently prominent.

##### Memorandum

The Compliance Office will prepare and generate memos on current topics as they arise. In addition, the Compliance Office will put all appropriate NCAA and WCC interpretations in writing.

#### Financial Aid Personnel

##### Compliance Newsletter

This newsletter will be distributed from September to May and will contain pertinent information concerning articles on compliance topics that are currently prominent.

##### Education Sessions

The Compliance Office will conduct a minimum of one educational session each year, and upon request, for the financial aid personnel.

##### Memorandum

The Compliance Office will prepare and generate memos on current topics as they arise. In addition, the Compliance Office will put all appropriate NCAA and WCC interpretations in writing.

#### Academic Counselors

##### Compliance Newsletter

This newsletter will be distributed from September to May and will contain pertinent information concerning articles on compliance topics that are currently prominent.

##### Education Sessions

The Compliance Office will conduct a minimum of one educational session each year, and upon request, for the financial aid personnel.

##### Memorandum

The Compliance Office will prepare and generate memos on current topics as they arise. In addition, the Compliance Office will put all appropriate NCAA and WCC interpretations in writing.

#### Registrar

##### Compliance Newsletter

This newsletter will be distributed from September to May and will contain pertinent information concerning articles on compliance topics that are currently prominent.

#### Education Sessions

The Compliance Office will conduct a minimum of one educational session each year, and upon request, for the financial aid personnel.

#### Memorandum

The Compliance Office will prepare and generate memos on current topics as they arise. In addition, the Compliance Office will put all appropriate NCAA and WCC interpretations in writing.

### Rules Interpretation Request

All requests for interpretations of NCAA, WCC or USF rules and regulations shall be handled by the Associate AD for Compliance. Simple requests can be handled over the phone, while more complicated requests will be put in writing.

The Compliance Office will employ the following procedure:

- Coaches may make requests for interpretations via the telephone or by putting their request in writing. If a rule interpretation request is ambiguous, the Associate AD for Compliance will contact the WCC for a clarification.
- In a case where the Associate AD for Compliance cannot get a timely answer on a rules interpretation request, or the Conference Office is unavailable, the Associate AD for Compliance will contact the NCAA directly using the RSRO system.
- The Associate AD for Compliance will answer all rules interpretation requests within 48 hours of the inquiry.

*The NCAA prohibits members of the coaching staff from contacting the NCAA or the Conference office.*

All rule interpretation requests will go through the Compliance Office. In extreme cases when the Compliance Office is unavailable to answer a rule interpretation request, the appropriate institutional representative, including the President/Chief Executive Officer, FAR, Athletics Director, Senior Woman Administrator, or designated substitute(s) for the President/Chief Executive Officer and/or Athletics Director as specified in writing to the NCAA., may contact the NCAA.

### Reporting Potential Violations

#### General Policy Statement

Every Athletics Department employee has the responsibility to initiate the self-reporting process and to immediately report known violations, possible violations, and alleged violations

to the Compliance Office. Employees should err on the side of caution if they are unsure as to whether a violation occurred.

Suspected, alleged, or rumored violations shall be reported to the Associate AD for Compliance, Athletics Director, Senior Woman Administrator, or Faculty Athletic Representative. Reports can be made in writing or verbally. Reports can be made anonymously.

It is to the University's benefit to self-report any violation as soon as possible in that the NCAA takes institutional cooperation into account when determining possible sanctions.

There are three types of violations: Level I, Level II, and Level III. These are discussed following the violation procedure.

### Investigation and Self-Reporting Procedure

The Compliance Office will conduct a preliminary review of all alleged or self-discovered violations. A determination will be made as to whether or not a violation actually occurred and, if so, whether it is a secondary violation or a major violation.

The following sections describe how the Compliance Office will employ procedure when investigating and/or self-reporting NCAA, WCC, or University rules violations.

### Compliance Office Is Made Aware of the Violation

The coach or staff member must notify the Associate AD for Compliance of the alleged violation upon discovering or being told of a violation. The Associate AD for Compliance will ask for all appropriate information and/or documentation from the coach or staff member detailing the alleged violation. The following facts and circumstances of the alleged violation should be reported in a concise yet comprehensive manner:

- Date of violation
- Individual (s) involved in the alleged violation
- Description of the violation
- Reason the alleged violation occurred.
- Notify Athletics Director and Sport Administrator

Once the preliminary information is collected, the Compliance Office will notify the Athletics Director and Sport Administrator of the alleged violation.

*NOTE: If the alleged violation might cause adverse media or public attention, the University President shall be notified as well.*

### Conduct Investigation

The Associate AD for Compliance will conduct various interviews with all the coaches and/or staff members who were potentially involved in the alleged violation. In the case where the alleged violation is of a complex nature, the Associate AD for Compliance will enlist the help of the Faculty Athletics Representative in the investigative process.

All investigations will be documented and kept on file in the Compliance Office regardless of the conclusion of the investigation.

#### Provide the Results to the Athletics Director

Subsequent to gathering all appropriate information from all the parties involved, the Associate AD for Compliance will determine whether the alleged violation is an actual violation. The Associate AD for Compliance shall determine that a violation occurred whenever the preponderance of the evidence, considered as a whole, establishes the existence of the violation.

#### No Violation

If the alleged violation is not an actual violation, the Associate AD for Compliance will document the steps taken to reach such a conclusion. If the alleged violation is determined to be an actual violation, the Associate AD for Compliance will establish the type and level of violation that occurred.

#### Breach of Conduct (Level III Violation)

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

Repeated secondary violations by an institution may be identified as a major violation.

#### Definition

Per NCAA Bylaw 19.1.3, a breach of conduct is one or more violations that are isolated or limited in nature; provide no more than a minimal recruiting, competitive or other advantage; and provide no more than a minimal impermissible benefit. Among other examples, the following may constitute a breach of conduct include inadvertent violations that are isolated or limited in nature; or extra-benefit, financial aid, academic eligibility and recruiting violations, provided they do not create more than minimal advantages.

#### Procedure for Breach of Conduct Reporting

For Level III violations, the Compliance Office staff will gather pertinent information, arrange interviews with those involved, and advise the Faculty Athletics Representative, the Director of Athletics, and other staff members as appropriate of the results of the review. The Director of Athletics, as necessary, will inform the President and other senior University officials that a secondary violation occurred.

The Compliance Office staff will prepare the self-report to be submitted to the NCAA and/or the WCC office and will recommend appropriate self-imposed sanctions and corrective action based on previous cases. Self-reports for Level III will be submitted within a reasonable time, typically 3-10 days from the start of the review.

If the violation involves an eligibility issue, the case will be immediately forwarded to Student-Athlete Reinstatement at the NCAA after applying the corrective measures (if any) from the Secondary Violation Penalty Schedule.

If the violation does not involve a student-athlete's eligibility, the case will be forwarded to the Assistant Commissioner at the WCC after applying the corrective measures (if any) from the Secondary Violation Penalty Schedule.

The Athletics Director and the Associate AD for Compliance will implement any penalties or corrective actions for secondary violations.

### The Tracy Rule

This Policy is designed to help protect all members of the University of San Francisco community and is in compliance with the new NCAA Policy on Campus Sexual Violence.

USF shall require all current and prospective student-athletes to complete the USF Minimum Expectations for Due Diligence Inquiries questionnaire regarding Serious Misconduct and if warranted, conduct an appropriate inquiry prior to providing Athletically-related financial aid to a current or prospective student-athlete or allowing them to participate as a part of USF Department of Athletics. Additionally, each prospective student-athlete, who is transferring to USF from another collegiate institution, is required to have their current school's Title IX Coordinator, as well as any previous collegiate institution(s) that the student-athlete attended, complete an additional question on the USF Minimum Expectations for Due Diligence Inquiries questionnaire regarding whether or not the prospective student-athlete was a respondent in any matter and if they were found responsible. The completed additional question will have to be accompanied by the signature of the Title IX Coordinator. All completed USF Minimum Expectations for Due Diligence Inquiries questionnaires must be sent to the USF Athletics Compliance Office. Any prospective, transfer or current student-athlete is under a continuing obligation with respect to this policy. If any answer changes post-admission but prior to matriculation, the admitted student must inform the Compliance office without delay.

Answering yes to any of these questions may require a full 50-state/Federal Criminal Background Check (CBC). The institution may contract with an applicable third-party provider for this purpose. Any applicant who does not pay for the CBC will not have a CBC ordered and will be placed on pending status for their admission until the CBC is completed. In addition, conduct records from previous institutions may be sought to supplement CBC results.

For purposes of this provision, "Serious Misconduct" is defined as any act of incest, rape, sexual assault, sexual violence, domestic violence, dating violence, stalking, sexual exploitation, hate crime, murder, manslaughter, aggravated assault, or any assault that employs the use of a deadly weapon or causes serious bodily injury. Serious Misconduct includes any equivalent violation of the Fogcutter student handbook including but not limited to sexual misconduct, as defined in University Policy on Discrimination Based on Sex and Gender, including sexual harassment, sexual violence, sexual assault, stalking, domestic violence, dating violence, and/or



sexual exploitation. Serious Misconduct would also include a “severe University policy violation” or any other felony or misdemeanor considered equivalent to those listed above in any jurisdiction where a current or prospective student-athlete was convicted or pleaded guilty or no-contest.

A current or prospective student-athlete or their representative may request a waiver from The Tracy Rule by submitting their written request to the USF Tracy Rule Review Panel, defined below. A waiver will be granted when:

A panel from USF consisting of the University’s Title IX Coordinator or designee, Director of the Office of Student Conduct Rights and Responsibilities or designee, the Faculty Athletics Representative, Athletics Executive Staff Member, and Senior Woman Administrator (“The Tracy Rule Advisory Committee”) with counsel from the Office of General Counsel, following a review of the pertinent facts and written waiver request, concludes that compelling exceptional circumstances exist for a waiver of The Tracy Rule;

The Tracy Rule Review Panel submits a written report to the University President, or his/her designee who shall be a Vice President outside the Athletics Department or the President’s Chief of Staff, and the Vice President of Business and Finance that describes the basis for its conclusion; and

Both the President, or his/her designee who shall be a Vice President outside the Athletics Department or the President’s Chief of Staff, and the VP for Business and Finance review and approve The Tracy Rule Review Panel’s report granting a waiver from The Tracy Rule.

## Major Violation (Levels I and II)

### Definition

Per NCAA Bylaw 19.1.1 and 19.1.2, any violation not considered a Breach of Conduct is a major violation, specifically those that provide an extensive recruiting or competitive advantage.

### Procedure for Major Violation Reporting

The Compliance Office staff will immediately report alleged or self-discovered violations that are potentially major infractions to the Director of Athletics and the President of the University. The President will organize a committee, which will include the Faculty Athletics Representative, to conduct a thorough investigation of the possible violation. Athletics Department staff members, particularly the Director of Athletics and the Senior Woman Administrator, may serve as resources to the committee but will not be committee members. The committee will work with all appropriate agencies, including the NCAA enforcement staff, to determine what, if any, major violations occurred and what penalties and corrective actions are appropriate.

### Corrective Action Taken

As mentioned above, the Assistant AD for Athletics Compliance will discuss the violation and appropriate corrective action with the Athletics Director. Examples of corrective action may include a letter of admonishment, reprimand, requirement of restitution.

### Report the Violation to the NCAA and WCC

When reporting a violation, the NCAA and WCC require the following information:

- The date and location of the violation
- A description of the violation
- The identity of the coaches, prospective student-athletes (PSAs) and enrolled student-athletes, and other individuals involved in the violation
- The reasons the violation occurred (e.g., human error, lack of knowledge)
- The means by which the institution became aware of the violation
- A list of the corrective and disciplinary actions taken by the institution and conference (if any)
- The institution's position regarding the information. It is important to note that if an institution disagrees that the facts result in a violation, the stipulated facts first would be referred to the NCAA Membership Services staff for a determination of the application of NCAA legislation.
- A statement indicating whether any eligibility issues need to be resolved and, if so, whether the institution is requesting restoration of eligibility for any prospective or enrolled student-athlete.
- Any information that should be considered in reviewing the case.

### Penalties and Disciplinary Measures

**Level III Violations:** The NCAA Vice President for Enforcement Services (with approval from the Committee on Infractions), or the Committee on Infractions may determine that no penalty is warranted, that any penalties determined by the institution or WCC is satisfactory, or, if appropriate, impose a penalty.

Among the possible disciplinary measures for Level III violations are:

- Termination of the recruitment of a PSA by USF or, if the PSA has already enrolled, permanent ineligibility to represent USF in athletics
- Forfeit or vacate contests in which the ineligible student-athlete participated
- Prohibition of the Head Coach or other staff members from participating in off-campus recruiting activities for up to one year
- Institutional fine for each violation
- Limited reduction in financial aid awards in the sport involved, up to 20 percent of the maximum number of awards normally permissible in that sport
- Institutional recertification that athletics policies conform to all requirements of NCAA regulations
- Suspension of the Head Coach and other staff members for one or more contests
- Public reprimand.

### Level I or II Major Violations:

The presumptive penalty for a major violation, subject to exceptions authorized by the Committee on Infractions, shall include ALL of the following:

- Two-year probationary period;
- Reduction in the number of expense-paid recruiting visits for the involved sport for one recruiting year;
- Requirement that all coaching staff members in the sport be prohibited from engaging in any off-campus recruiting activities for up to one recruiting year;
- Requirement that all institutional staff members determined by the Committee on Infractions to knowingly have been engaged in or condoned a major violation subject to termination, suspension without pay for at least one year or reassignment of duties within the institution to a position that does not involve contact with PSAs, enrolled student-athletes or boosters for at least one year, or other
- Disciplinary action approved by the Committee on Infractions
- Reduction in financial aid awards
- Sanctions precluding postseason competition in the sport
- Institutional recertification that athletics policies conform to all requirements of NCAA regulations

In addition to those penalties prescribed for secondary violations, disciplinary measures, singly or in combination, which may be imposed against an institution for major violations are described in NCAA Bylaw 19.5.2.2.

### Violations Involving Other Institutions

If an individual has knowledge of an alleged violation that involves another NCAA member institution and impacts USF, he or she shall report the alleged violation to the Associate AD for Compliance and/or the Director of Athletics.

The Associate AD for Compliance will discuss the violation and desired plan of action with the Director of Athletics and the appropriate coaching staff member who lodged the accusation. The Compliance Office may then contact the Compliance Administrator or Athletics Director of the accused member institution and request that the alleged violation be investigated. The Associate AD for Compliance may then contact the WCC or NCAA staff and request that WCC or NCAA staff contact the accused institution.

## Student-Athlete Benefits and Regulations

### Awards and Benefits

In compliance with NCAA Bylaw 16.1, athletics awards given to individual student-athletes shall be limited to those approved or administered by USF or West Coast Conference for recognition of intercollegiate athletics participation or performance.

Award limits apply during the academic year to all enrolled student-athletes. Figure 16-1 (participation), 16-2 (championship), and 16-3 (special achievement) in the NCAA Manual provides a summary of permissible awards.

The following awards are not permitted:

- Cash or cash equivalents
- Gift certificates
- Country club or sports club memberships.

At the end of the playing season, the Compliance Office will send the coaches a Competition/Awards List. On the Competition/Awards List, coaches must designate which student-athletes will be receiving a letter/competition award.

Subsequent to receiving the competition list back from the coaches, the Senior Woman Administrator and Compliance Office will cross check all awards given with the provisions of NCAA Bylaw 16.1. Cross checks will be made prior to any athletics awards banquet.

## Extra Benefits

### Overview

An extra benefit is any special arrangement by an institutional employee, booster, or athletics representative to provide a student-athlete with a benefit not expressly authorized by the NCAA.

Receipt of such a benefit by a student-athlete or his or her friends or relatives is a violation of NCAA rules unless it can be demonstrated that the same benefit is generally available to the institution's students or their friends or relatives and that the benefit is unrelated to athletic ability.

*NOTE: It is the responsibility of every Athletics Department employee to immediately report any knowledge of extra benefits provided to student-athletes or their friends or relatives to the Compliance Office.*

### Tickets to Pro Sporting Events

The NCAA Extra Benefit rules apply to student-athletes receiving tickets to various professional sporting events. A student-athlete may not receive free or discounted tickets unless those tickets are also available to the general student body or the general public.

Violating this rule by accepting free tickets to pro sporting events could result in a student-athlete being ineligible until he or she has repaid the face value of the ticket.

If offered a free or reduced ticket, the student-athlete should contact the Compliance Office for guidance on whether or not it is permissible or if it is considered an Extra Benefit.

Examples of permissible situations for a student-athlete to receive a free ticket to a pro sports event include:

- Student-athlete's parents have season tickets to a pro team, and they take the student-athlete with them.
- A student-athlete is serving as a host during an official visit, and he or she purchases two \$10 tickets to a professional basketball game using a portion of the per day host allowance.
- A student-athlete is involved in a pre-game ceremony, such as a ceremony recognizing the student-athlete's team at the game.

#### Complimentary Admissions to USF Athletics Events

A student-athlete may receive up to four complimentary admissions for home or away contests in the sport in which the individual participates, regardless of whether the student-athlete competes in the contests. The Compliance Office, Ticket Office, and Senior Associate AD for External Relations will establish specific, complimentary admission numbers for student-athletes.

In most cases visiting teams receive an allotment of complimentary tickets for regular-season contests from which the complimentary admissions for student-athletes are provided. For postseason contests, however, complimentary tickets are usually not provided. Therefore, complimentary admissions for postseason events will be determined on a case-by-case basis by the Compliance Office, Ticket Office, and Senior Associate AD for External Relations.

Complimentary admissions for student-athletes will be accommodated using a pass-list system. Under no circumstances will student-athletes be given hard tickets. The Ticket Office staff will coordinate the complimentary admissions process for student-athletes and will submit the necessary documentation to the Compliance Office.

#### Motor Vehicle Information

During the certification process, the Compliance Office will ask the student-athlete to complete an Automobile Information Form. All student-athletes with an automobile or other motor vehicle must provide the Compliance Office with information regarding the use, ownership, and insurance information of the vehicle.

#### Charitable and Promotional Activities

The Compliance Office must be notified before a student-athlete participates in any promotional activity involving a charitable, educational, or non-profit organization. An authorized representative of the charitable, educational, or non-profit organization must describe the student-athlete's activities on the Promotional Activity Form.

That form must be submitted to External Relations Office. The representative, currently Frank Allocco, Executive Sr. associate AD for External Relations, will work with the Compliance Office to review the request and determine if it is permissible. Outside entities are asked not to contact the student-athlete or the coaches directly. All requests will receive a response within one week from the day it was submitted. This does not mean an answer will be available within that time frame, but we will confirm receipt of the request. Scheduling is challenging and it may take longer than a week to confirm or deny a request. It is helpful to provide as much planning time as possible.

### Student-Athlete Promotional Activities Examples

1. **Public Speaking:** Local charitable and educational organizations (Harper for Kids, SF RBI, for example) can request a student-athlete to speak to an audience about topics such as saying no to drugs, the importance of academics, achieving goals, and handling peer pressure. These opportunities also help our student-athletes develop their speaking abilities and it allows them to answer questions about what it is like to compete at the Division I level.
2. **Visits to Hospitals:** Our student-athletes can spend time talking with children in the hospital or visit with the elderly.
3. **Appearing at Events:** Student-athletes can also make appearances at events and participate in hands on activities with children. This type of event is limited due to NCAA regulations, but our staff is willing to review each request and determine whether a student-athlete can participate.
4. **Fundraisers:** Student-athletes can participate at fund raising activities as a speaker, a celebrity, or a guest. For example, fundraising activities may include events such as celebrity golf or bowling tournaments, or fundraising banquets where a guest speaker is needed. The NCAA requires that all student-athletes and organizations complete and sign particular paperwork for fundraising events. It is extremely important that student-athletes are not personally asked to participate in these events without going through the Athletics Department's Compliance Office. Inappropriate action could jeopardize a student-athlete's eligibility.

### Name, Image, & Likeness

In accordance with NCAA regulations, a student-athlete in any sport may profit off of their name, image, and likeness (NIL). Student-Athletes may now engage in NIL activity, starting **July 1, 2021**, without it impacting their eligibility.

However, certain types of contracts are still prohibited under the NIL Legislation and University policy:

1. Compensation for work not performed. You must be completing a contract obligation to receive payment.
2. Compensation contingent upon enrollment at a particular school.

3. Compensation for athletic participation or achievement. Athletic performance may enhance a student-athlete's NIL value, but athletic performance may not be the "consideration" for NIL compensation.
4. Use of the University of San Francisco logo without approval. If the contract contemplates using the USF logo, contact the Athletics Compliance office to obtain approval. If you sign a contract with an organization that conflicts with USF branding deals (Nike & Coca-Cola) you cannot wear USF gear or use campus facilities for that endorsement.
5. Agreements involving, promoting or relating to weapons, bars, nightclubs, cannabis, sports wagering, controlled substances, pornography, professional sports teams, and tobacco.

An attached copy of the NIL agreement or contract you have signed must be submitted with the disclosure form within 4 days of the contract being signed. The disclosure form and logo approval can be processed through the compliance office.

## Disabling Injury Insurance

In compliance with NCAA Bylaw 16.11.1.4, a student-athlete may borrow against his or her future earnings from an established, accredited commercial lending institution, exclusively for the purpose of purchasing insurance (with no cash surrender value) against a disabling injury that would prevent the individual from pursuing his or her chosen career, provided a third party (including a member of the USF Athletics Department or representative of USF's athletics interests) is not involved in securing the loan. However, the President or Chancellor of University of San Francisco may designate institutional staff or staff members to assist the student-athlete with arrangements for securing the loan and insurance.

Prior to the beginning of the season during the fall certification meetings in the sport of men's basketball, Compliance Office will notify student-athletes about disabling injury insurance and will provide them with the Disabling Injury Insurance Form. For each student-athlete interested in obtaining disabling injury insurance, the Compliance Office will explain the reason for the insurance and will provide the student-athlete with instruction in securing a loan.

Subsequent to a student-athlete obtaining a loan, the Compliance Office will check all documents (loan papers, insurance policies etc.) for accuracy and completeness. Copies of all disabling injury insurance documentation will be kept on file in the Compliance Office.

Please note that in the sports not mentioned above the Compliance Office will ask each head coach to identify student-athletes who may wish to participate in the disabling injury insurance program.

## Equipment/Apparel

Student-athletes may not accept athletics equipment, supplies or clothing from a manufacturer or commercial enterprise.

### Retention of Athletics Apparel

Returning student-athletes may retain certain athletics apparel, not equipment, following the academic year and prior to the end of their collegiate participation provided: (1) the items have received normal usage through practice or competition, and (2) are no longer usable by other team members in subsequent seasons.

A student-athlete is permitted to retain shoes at the end of a playing season so long as the shoes are no longer reusable.

When an athletic supplier provides multiple apparel items (e.g. more than one set of warm-up uniforms) to an institution, a student-athlete is permitted to retain only those apparel items issued and utilized for actual practice and competition.

### Retention of Athletics Equipment

Student-athletes may purchase used athletics equipment provided: (1) the used equipment items are offered to the student-athlete at the same cost as any other individuals interested in purchasing such items, and (2) the sale of equipment is publicized to the general public and made available to all individuals.

### Summer Vacation Period

A student-athlete may retain and use institutional athletics equipment in accordance with institutional equipment policy during the summer vacation period.

### Discounts Provided to the Student-Athlete

Student-athletes are not allowed to purchase apparel directly from an athletics supplier at a wholesale or discounted rate. The NCAA considers such a discount an impermissible extra benefit.

### PSA use of Institutional Equipment & Apparel

It is not permissible for an institution to provide athletics equipment to a PSA (e.g. use in a high-school all-star game).

### *Men's and Women's Basketball*

In men's and women's basketball, a PSA may engage in voluntary summer workouts conducted by an institution's strength and conditioning coach and may receive workout apparel (on an issuance and retrieval basis), provided he or she has either:

Signed a National Letter of Intent; or enrolled in the institution's summer term prior to the PSA's initial full-time enrollment at the certifying institution and is receiving summer athletic aid.



### *Sports Other Than Basketball*

In sports other than basketball, a PSA may engage in voluntary summer workouts conducted by an institution's strength and conditioning coach and may receive workout apparel (on an issuance and retrieval basis), provided he or she has enrolled in the summer term prior to his or her initial full-time enrollment at the certifying institution.

### Donation/Sale

#### Preliminary Determination of Value

Before any action may be taken, a monetary value must be placed on all athletics apparel and equipment, regardless of whether it is being sold or donated.

#### Donation

Used apparel or equipment may not be donated to a high school athletics program. Youth Organizations (e.g. Boys and Girls Club, YMCA, Girl Scouts, etc.) may receive donations consisting of institutional apparel and equipment so long as:  
The youth organization is located within a 30-mile radius of campus; and  
Institutional policies and procedures for discarding athletic apparel/equipment are followed.

#### Sale

The purchase price of used apparel or equipment must remain the same for all individuals (i.e., student-athletes may not receive a discount) and the sale of such apparel or equipment must be publicized to the general public.  
It is permissible for a student-athlete to have the first opportunity to buy apparel or equipment.

### Equipment Use for Outside Competition

If a student-athlete competes in the uniform of USF or, during the academic year, utilize any apparel (excluding apparel no longer utilized by USF) or equipment received from USF that includes institutional identification, intercollegiate competition will have occurred.  
Prior to any outside competition, the Compliance Office will notify the head coach of the Affidavit Regarding Equipment Use for Outside Competition Form. The head coach will give the form to all student-athletes and inform them of the rules concerning outside competition and equipment use. Failure to comply with this legislation may result in the student-athlete exceeding contest limitations and/or jeopardizing his or her eligibility.

### Social Networking Websites

Student-athletes are permitted to have profiles on social networking websites such as Facebook, provided that any information placed on the website does not violate the ethics of the USF.

Examples of offensive or inappropriate pictures or comments include:

- Photos or pictures depicting violence
- Sexually explicit languages or images

- Hate or discriminatory references, symbols or images
- Use of firearms
- Underage drinking or the use of illegal or banned substances
- Hazing
- Demeaning or derogatory languages or references regarding any USF, West Coast Conference employees or students.

Student-athletes should remember that they are ambassadors of University of San Francisco. Therefore, they should be mindful about what is posted and placed in the profile.

## Exit Interviews

NCAA regulations require that Division I institutions conduct exit interviews with all student-athletes whose athletics eligibility has expired. Exit interviews are also conducted with student-athletes who voluntarily leave their programs before their eligibility has expired. The purpose of the interviews is to determine how student-athletes feel about their experiences in the intercollegiate athletics program and to gain insights on the strengths and weaknesses of the athletics program.

In most cases, the Sports Administrator conducts the exit interviews, although other administrators may also be involved in the process. Exit interviews will be conducted following each competitive season with the student-athletes whose eligibility has expired.

## Student-Athlete Employment

The Compliance Office requires all student-athletes to keep their employment status active and on file to ensure that no preferential treatment has been given to our student-athletes as a result of their athletic participation. The Compliance Office has forms for the following categories:

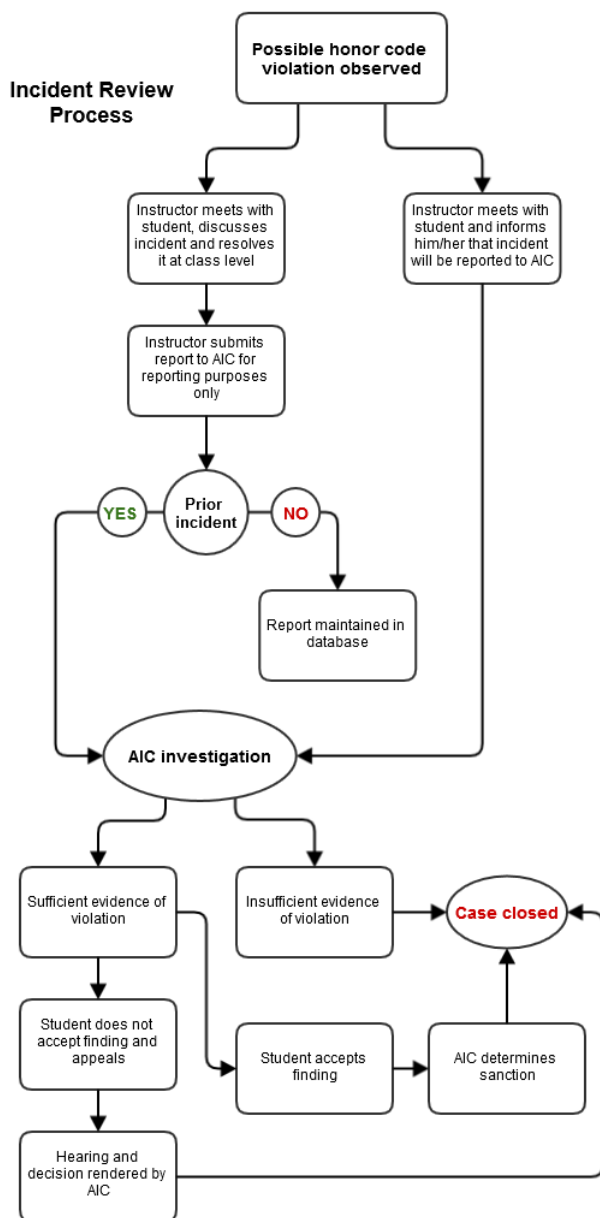
- SA Employment Form – for general employment
- SA Fee-for-lesson Form – for student athletes wishing to use their skills to teach others at the going rate.
- SA Non-Institutional Camp or Clinic Form – for student-athletes that apply to work at camps or clinics not hosted by the USF athletics

Student-athletes are expected to keep their employment history on file with the Compliance Office current. To submit one or more of the applicable employment forms, the student-athlete may access and submit the form to the Compliance Office using the ARMS Form Library accessible through the student ARMS portal.

## Academic Misconduct

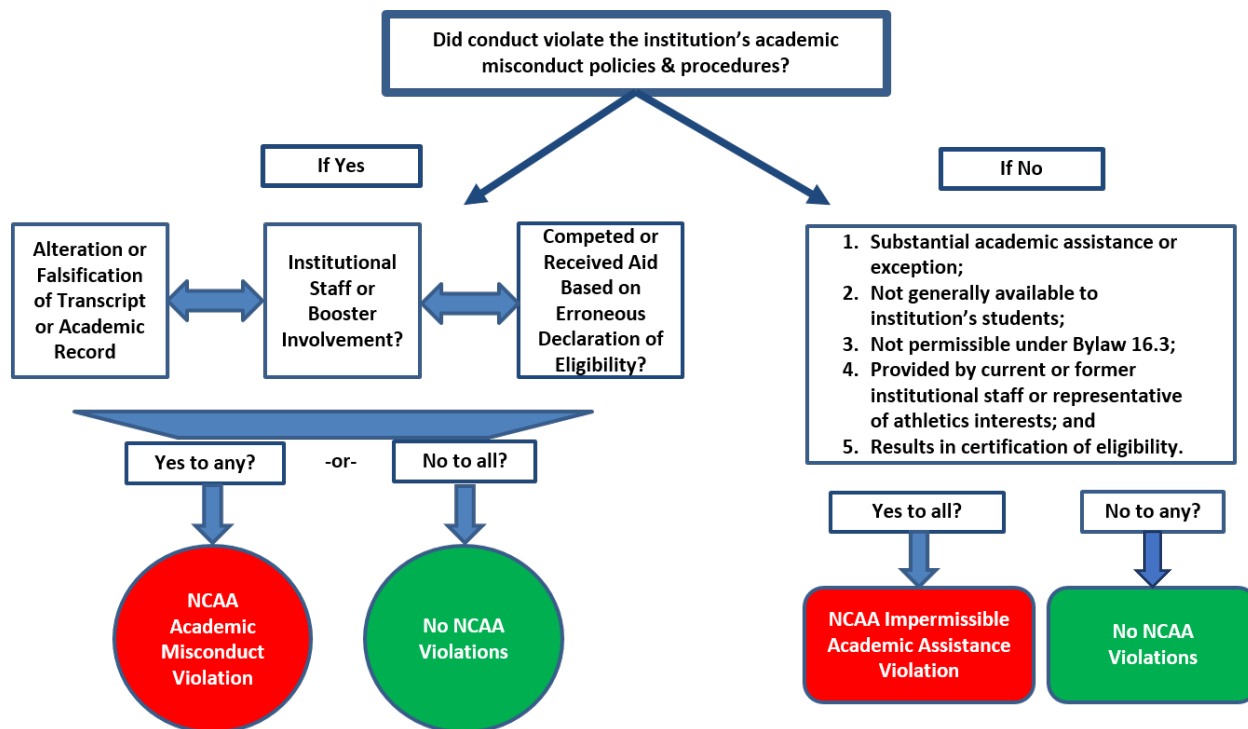
The University of San Francisco follows an Academic Honor Code that applies to all students except those in the School of Law. The flow chart below illustrates the review process of

alleged honor code violations, and the Academic Integrity Committee (AIC) is the responsible party for investigating these reported incidents.



The Center for Academic Success (CASA) is the main point of contact for student-athletes and professors when a student has been accused of or engaged in academic dishonesty. As the student-athlete's Academic Success Coach, they have firsthand knowledge of the accusations and details surrounding the potential violation of the Honor Code. The Compliance Office will be notified of potential Honor Code violations at the bi-weekly meetings that include the CASA staff, Compliance Office, Director of Academic Success, the Registrar's liaison, and Admissions liaison. The Compliance Office will conduct an analysis case-by-case at these bi-weekly meetings to see if an Academic Misconduct violation or Impermissible Academic Assistance

violation has occurred. The Compliance Office will use the Academic Misconduct chart below to guide the analysis.



The Compliance Office will record all details on the reporting form and determine whether additional research must be done. If there are gaps in the information or more investigation must be completed, the Compliance Office will make arrangements to ask follow-up questions to the involved parties if necessary, at the direction of the Faculty Athletic Representative. At the conclusion of the investigation, if a violation has occurred the Compliance Office will report the respective violation appropriately.

## Boosters/Representatives of Athletics Interests

### Definitions

An alumnus, fan, or friend of University of San Francisco is considered a booster.

Other activities that qualify an individual as a booster include:

- Making a donation to the Athletics Department, USF Athletics Fund, Letterman's Club/T-Club or social groups who raise funds for USF Athletics
- Assisting in providing benefits to student-athletes and/or their families
- Are or ever been asked by the Athletics staff to assist in observing prospects.
- The official NCAA definition of a booster, also called a "representative of the institution's athletics interests," is found in Bylaw 13.02.15:

*A representative of the institution's athletics interests is an individual, independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization who is known (or who should have been known) by a member of the institution's executive or athletics administration to: (a) Have participated in or to be a member of an agency or*

*organization promoting the institution's intercollegiate athletics program; (b) Have made financial contributions to the athletics department or to an athletics booster organization of that institution; (c) Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospects; (d) Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or (e) Have been involved otherwise in promoting the institution's athletics program.*

*NOTE: Per NCAA Bylaw 13.02.15.1, once an individual has been identified as a booster, he or she remains a booster forever.*

### Booster Clubs

USF's primary booster organization is the Dons Fund. Donations to Dons Fund are not sport-specific and are often made in conjunction with season-ticket purchases.

USF also recognizes social groups who support athletics programs through fundraisers as boosters.

### High-Access Boosters

"High-access boosters" are defined as individuals who have high access to USF student-athletes via the sidelines, locker rooms, travel on road trips, etc. High-access boosters are often major donors and could also be non-traditional boosters such as talent evaluators.

Once identified, the Compliance Office shall be notified of any high-access boosters so that they are made aware that any improper contact with or treatment of student-athletes could have serious consequences for University of San Francisco.

### Rules Education

All forms of athletics support organizations, such as Dons Club and social groups, will be provided educational material from the Compliance Office. This information may be delivered by e-mail and during season-ticket renewals. The Compliance Office will also make in-person rules education presentations at booster club functions.

Although donations through the Dons Club are funneled by the Alumni Association, a former letterman is considered by the NCAA as a booster and should receive rules education information from the Compliance Office.

### Permissible Activities

#### Observe PSA Contests

A booster may attend as many athletics contests as desired to observe a prospective student-athlete (PSA). NCAA legislation does not preclude a booster from viewing a PSA's contests on the booster's initiative. A booster may also call, write or send newspaper articles to the USF coaching staff regarding outstanding high school athletes in his or her area.

However, a booster may not contact the high school coach, PSA or family members, the principal or counselor in an attempt to evaluate a PSA.

### Returning Phone Calls from PSAs

A booster may have a telephone conversation with a PSA only if the PSA initiates the call. The telephone call may not be prearranged by an institutional staff member, and the booster is not permitted to have a recruiting conversation with the PSA.

The booster must refer any questions about USF's athletics program to the Athletics Department staff.

### Occasional Meals for Student-Athletes

Per NCAA Bylaw 16.11.1.5, a student-athlete or an entire team may receive an occasional family meal from a booster under the following circumstances:

- The meal is at an individual's home, on campus, or at a facility that is regularly used for home competition, but NOT a restaurant.
- Meals are limited to infrequent and special occasions.
- Boosters may provide reasonable transportation to student-athletes to attend the meal only if the meal is at the home of that representative.
- A student-athlete or an entire team may receive an occasional family meal from an institutional staff member. Staff members may provide reasonable local transportation to student-athletes to attend such meals.

### Incidental Contact with Prospect

The general rule is that there may not be any recruiting contact, on or off campus, between a booster and a PSA. A "contact" is officially defined in NCAA Bylaw 13.02.4 as a face-to-face encounter between a PSA, a PSA's parent or guardian, and an institutional staff member or booster in excess of an exchange of a greeting. However, there are limited circumstances where incidental contact between boosters and PSAs are inevitable and is permissible as long as there is no recruiting activity.

### Employment of Student-Athletes

#### PSAs

Boosters can arrange employment for PSAs in the summer only after the PSA has graduated from high school AND has signed a National Letter of Intent with USF. This arrangement is permissible as long as the PSA is compensated for work actually performed at a rate commensurate with the going rate for similar services.

The PSA and the booster must discuss the parameters of the arrangement with the Compliance Office. A booster may not provide a PSA a benefit (such as lunch or transportation to work) that is not available to employees performing the same work.

### Current Student-Athlete

Boosters may provide employment to USF student-athletes during the summer and during the academic year. Student-athletes must receive approval from the Compliance Office before the employment commences.

Compensation must be paid only for actual work performed and at a rate commensurate with the going rate in that locality for service of like character. A booster may not provide a student-athlete a benefit (such as lunch or transportation to work) that is not available to employees performing the same work.

## Non-Permissible Activities

### Recruiting

Only coaches and Athletics Department staff, not boosters, may be involved in the recruiting process. This ban includes making calls and initiating contacts. See the Permissible Activities Section above for exceptions.

Boosters may not contact a student-athlete at another institution for the purpose of encouraging a transfer to USF.

### Extra Benefits

Boosters may not provide any type of extra benefit to a PSA or current USF student-athlete or his or her family or friends. Examples of extra benefits include, but are not limited to:

- Cash
- Gifts of any kind
- A vehicle or use of a vehicle
- Transportation to or from a summer job
- Free or reduced cost goods or services
- Arranging, providing, or co-signing a loan
- Free or reduced cost housing
- Providing holiday or birthday gifts

### Entertainment

Any entertainment provided by a booster to PSAs and student-athletes is considered an extra benefit and is prohibited. Examples of entertainment include, but are not limited to:

- Free or reduced movie tickets
- Free or reduced admission to events (e.g. game, concert)
- Purchase of meals at commercial establishments
- Expenses for any service.

### Sanctions

USF is responsible for the actions of its boosters. If a booster violates an NCAA rule, even unintentionally, there are penalties for the University and the individuals involved.

Sanctions for boosters found in violation of the USF Athletics policy may include but are not limited to:

- A notice of violation
- A letter of reprimand
- Restrictions on permissible activities
- Possible disassociation with the USF Athletics program.

## AGENTS

### Athlete Agents

An agent is an individual who, directly or indirectly, recruits or solicits a student-athlete for any financial gain or to enter into a contract. Agents also include anyone who procures, offers, promises, or attempts to obtain employment, promotional fees, or benefits for a student-athlete with a professional sports team or a promoter. It typically includes family members, guardians, and individuals acting solely on behalf of a professional sports team or professional sports organization.

*NOTE: An athlete agent may not discuss the agent's services with a USF student-athlete or the student-athlete's parents or legal guardians until after the student-athlete agent has given notice of the proposed discussion to the Associate AD for Compliance.*

Per Bylaw 12.3.1, an individual will be ineligible for participation in any intercollegiate sport if he or she has ever agreed, orally or in writing, to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport.

### Athletics Scholarship Agents

Per NCAA Bylaw 12.3.3, any individual or agency that represents a prospective student-athlete (PSA) for compensation in placing the PSA in a collegiate institution as a recipient of athletics aid is considered an agent or organization marketing the individual's athletics ability or reputation.

However, a PSA may allow a scouting service or agent to distribute personal information to member institutions without jeopardizing his or her eligibility, provided that the fee paid to such an agent is not based on placing the PSA in an institution as a recipient of institutional financial aid.

The University of San Francisco Athletic Department protects the eligibility of its student-athletes through an agent policy. This policy will outline the appropriate steps that an agent must take in order to contact a current student-athlete and to protect the eligibility of current student-athletes.

Generally, the NCAA Division I Manual states that an individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletic ability.

Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.



An agent is defined by the NCAA as any individual whom, directly or indirectly: Represents or attempts to represent an individual for the purpose of marketing his or her athletics ability or reputation for financial gain; or seeks to obtain any type of financial gain or benefit from securing a prospective student-athlete's enrollment at an educational institution or from a student-athlete's potential earnings as a professional athlete. This definition also includes anyone affiliated with an agent or a sports agency (e.g., runners).

An agent must inform a student-athlete of the following:

- A duty to disclose to the student-athlete the risk of loss of eligibility.
- A duty to explain to the student-athlete all foreseeable consequences during contact with an agent.
- A duty to refrain from any contacts with a student-athlete until having complied with notification requirements to the Compliance Office and the head coach of the sport in which the student-athlete participates,
- A duty to deal directly, and without the use of intermediaries or any third person (runners), with a student-athlete,
- A duty to not provide an athlete anything of value prior to the execution of an agent contract and, duty to refrain from any conduct, which would cause the student-athlete to violate California, laws, as well as NCAA and University of San Francisco rules.

### Student-Athletes and Family Members

In order to protect the eligibility of USF's student-athletes, below are some reminders regarding contact between student-athletes/family members and agents:

NCAA rules preclude student-athletes (or family members on the student-athlete's behalf) to agree, orally or in writing, to be represented by an agent or organization in the marketing of his or her athletic ability or reputation until after the completion of the last intercollegiate contest, including postseason games. The NCAA prohibition includes an agreement that is not effective until after the last game.

NCAA rules preclude a student-athlete or his/her representative (including family members) from negotiating or signing a contract in any sport in which the athlete intends to compete, or to market the name or image of the athlete.

### Agent Policy

Compliance Services Office/Department of Athletics/University of San Francisco

NCAA rules preclude a student-athlete (or family members) from accepting expenses or gifts of any kind from an agent or anyone else who wishes to provide services to the student-athlete. Such payment is not allowed because it would be compensation based upon athletic skill and preferential benefit not available to the general student population.

NCAA rules preclude a student-athlete (or family members) from receiving preferential benefits or treatment because of the athlete's reputation, skill or potential as a professional athlete.

## Registration

To ensure compliance with NCAA regulations, the Associate AD for Compliance will verify that all athlete agents are registered with USF Athletics before an agent contacts a student-athlete, either directly or indirectly, or enters into a contract with a student-athlete.

Athlete agents are invited to participate in the USF Athletics' Approved Agent Program. Agents must fill out an Athlete-Agent Registration Form.

In addition, the Associate AD for Compliance will ensure that all athlete agents who send written materials to student-athletes will simultaneously send an identical copy to USF for review by the Compliance Office.

During the off-season period and on an as needed basis, the Associate AD for Compliance will schedule an information session for student-athletes outlining NCAA rules and regulations as well as supply them with materials to help them understand the process of becoming a professional athlete.

## Regulation

### Coaches and Student-Athletes

The head coach of each team is responsible for informing his or her student-athletes of NCAA regulations regarding agents and the consequences to the individual and the institution of associating with agents.

Known sports agents may not:

- Watch a practice that is closed to the public
- Receive complimentary tickets or media credentials from an institution
- Travel with a team or be included as a guest in any activities in which student-athletes are present
- Be admitted to locker rooms when student-athletes are present.

Should it be determined that a student-athlete has signed a contract with an agent to be represented in a sport for which he or she receives athletic aid, the student-athlete will immediately be declared ineligible and removed from his or her team. All athletics financial aid and other benefits will be terminated.

Coaches and other Athletics Department employees who suspect that an agent has gained access to a student-athlete must immediately inform the Compliance Office of their suspicions.

## PLAYING AND PRACTICE SEASONS

### Declaration of Playing and Practice Seasons

In compliance with NCAA Bylaw 17.1.3, USF must document and keep on file a declaration of each sports playing season.

During the month of August, the Compliance Office will distribute the Playing and Practice Season Form to each head coach. In conjunction with the Compliance Office, the head coach will complete and sign his or her Playing and Practice Seasons Form. A copy of each sport's playing and practice season, as well as the sport's athletics schedule, will be given to each coach and the originals will be kept on file in the Compliance Office.

## Countable Athletically Related Activities

### Definition

Countable Athletically Related Activities (CARA) include any required activity with an athletics purpose involving student-athletes at the direction of, or supervised by, one or more of an institution's coaching staff, including strength and conditioning coaches. Such activities must be counted within the weekly limitations in the playing season and outside the playing season.

Below are partial lists of common activities that DO and DO NOT count against weekly time limits:

#### **Countable Athletically Related Activities DO include:**

- Required weight-training and conditioning activities
- Competition, practices or individual skill instruction
- Athletics meetings initiated by or required by coaches
- Discussion or review of game film
- On-court or on-field activities called by any member of the team and confined primarily to members of the team
- Visiting the competition site in cross country and golf
- Required participation in camps or clinics.

#### **Countable Athletically Related Activities DO NOT include:**

- Life skills/CHAMPS and drug/alcohol educational activities
- Study hall, tutoring or academic meetings
- Compliance meetings
- Meetings with a coach initiated by the student-athlete (as long as no countable activities occur)
- Student-athlete advisory committee or captain's council meetings
- Voluntary sport-related activities (e.g. initiated by student-athlete, no attendance taken, no coach present)
- Training room activities (e.g. treatment, taping), rehabilitation activities and medical examinations.
- Recruiting activities (e.g. serving as a student host for a prospect, attending official visit meals)
- Fundraising activities, public relations or promotional activities and community service projects.

## Regulations

In compliance with NCAA Bylaw 17.1, officially recognized practice and competition may only be conducted during a sport's declared playing season. A student-athlete's participation in Countable Athletically Related Activities is limited to a maximum of four hours (4) per day and twenty (20) hours per week. Outside the playing season, a student-athlete's participation in Countable Athletically Related Activities is limited to eight (8) hours per week. Student-athletes must have one day off from practice and competition each week during the playing season and two days off outside of the playing season.

The "In-Season" period is defined as the time between the team's first officially recognized practice session and the last practice session or competition, whichever occurs later. The "Out-of-Season" period is defined as the remaining days during the academic year not included in the in-season period.

## USF CARA Procedures

In accordance with NCAA Bylaws 17.02 and 17.1, the Compliance Office will monitor the number hours of Countable Athletically-Related Activities (CARA) all student-athletes participate in each week. This will ensure that student-athletes do not engage in CARA in excess of NCAA limits, and also ensure that each student-athlete is provided an appropriate number of days off.

CARA logs will be submitted monthly by the coach (or coach's designee) via ARMS for review by the Compliance Office.

CARA logs will be submitted throughout the academic year, even during vacation periods and periods of no practice, beginning with the first day of practice or classes, whichever comes first, and ending with the last day of classes or the last day of practice, whichever comes later. The Compliance Office will discuss any discrepancies with the coaching staff and send any incorrect logs back to the coaching staff to be corrected and re-submitted.

CARA logs will be reviewed by 2-4 student-athletes (depending on the roster size) chosen randomly by the Compliance Department with the intent to make sure everyone has an opportunity throughout their career. The commitment is a semester long each time they are chosen.

The Compliance Office will review the CARA logs weekly for accuracy, both after they are submitted, and again after they are reviewed by the student-athletes.

In the event that the coaches and student-athletes cannot agree on an activity recorded in the CARA logs, the Compliance Office will investigate further. This investigation may include, but not be limited to, interviews with coaches, student-athletes, and athletic department staff

associated with the activity in question; the collection of documentation related to the activity (facilities reservations, e-mails, schedules, etc.); or other appropriate investigatory methods. Corrected and re-submitted logs will go be reviewed and approved by both the Compliance Office and the student-athletes.

All CARA logs that have been reviewed by the Compliance Office and approved by the student-athletes will be reviewed one last time and final-approved by the Compliance Office.

All CARA logs will be available in ARMS for future audit purposes.

## Presence of Sports-Safety Certified Staff Member Required

An institutional staff member with current certification in first aid, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use must be present any time a student-athlete participates in a physical, countable athletically related activity.

## Summer Basketball Leagues and Participation

In compliance with NCAA bylaws, student-athletes may compete in summer leagues (basketball) or participate in summer activities (baseball, track/cross country, volleyball) beginning with USF's official start of the summer vacation period and ending August 31, or USF's opening day of classes, whichever comes earlier. In the sport of basketball, the league must be part of an NCAA-approved league per Bylaws 13.18 (Men's Basketball) and 13.19 (Women's Basketball). All student-athletes must receive prior written permission from the head coach and Director of Athletics (or director's official representative) for participation in the league.

During the month of April, the Compliance Office will distribute the Summer League Permission Form (Basketball) and Summer Permission Form (Olympic Sports). Head coaches will be asked to identify any student-athletes who will participate in summer competition and inform them of NCAA rules concerning their participation. The head coach of Men's Basketball and Women's Basketball will also verify that it is an NCAA-approved summer basketball league. The Summer League Permission Forms will be turned in to the Compliance Office prior to the start of USF's summer break.

The Director of Compliance will cross check the basketball leagues the student-athlete desires to play in with the list of NCAA-approved summer leagues. If the league is a NCAA-sanctioned league, the Assistant Director of Compliance will obtain written permission from the Director of Athletics.

With regard to summer leagues, USF staff members must be responsible in reminding student-athletes that if they stay with a host family, they may only receive expenses that are necessary and reasonable as living expenses. Anything (such as a car or excessive clothing) will be considered outside what is necessary and seen as an extra benefit.

Lastly, USF staff members may not help student-athletes get into specific summer leagues. They may answer questions with regard to certain leagues if asked to do so, but they may not lobby certain summer leagues to take specific student-athletes for summer competition.

## Waiver for Outside Competition

Student-athletes must apply for a waiver to compete in outside competition that includes the following:

- High school alumni game
- Tryout or competition for the Olympics, World Cup, National Team, Pan Am Games  
Sanctioned outside team tour
- Officially recognized state or multination sports events

The head coach will submit the Waiver Request Form to the Compliance Office for approval. Any student-athlete participating in outside competition, without prior approval, may have to be reinstated for regularly scheduled competition by the Athletics Department.

## Male Practice Player Policy and Procedures

The NCAA permits currently enrolled male students to serve as a male practice player with a women's team. To ensure that any male student interested in such a role abides by all relevant NCAA bylaws, USF has adopted the following policy and guidelines.

The policy objectives are as follows:

- To ensure the participation of only eligible male students as practice players with women's teams.
- To ensure that all conditions of NCAA Bylaw 12.7.5 – Eligibility Requirements for Male Students to Practice with Women's Teams – are met prior to participation.
- To standardize the process for certifying the eligibility of male practice players.
- To maintain compliance with NCAA and institutional guidelines.

## Procedure

- Coaches must notify the Compliance Office via e-mail with a list of all potential male practice players.
- Male practice players will follow the same eligibility procedures as regular student-athletes.
- Returners will be carried over from previous years. Any returners not carried over prior to the start of classes will be added via the "ADD to Team Roster" form.
- Newcomers will be added to the roster via the "ADD to Team Roster" form.
- All male practice players will register with and be certified by the NCAA Eligibility Center if they are in their first year of full-time enrollment at USF.
- All male practice players will be medically cleared by the Athletic Trainer for that particular sport.
- All male practice players will complete the NCAA-required compliance forms via ARMS.

- In addition to the NCAA mandated forms, all male practice players will complete the Male Practice Player Acknowledgment Form, acknowledging their understanding of and compliance with NCAA Bylaw 12.7.5 - Eligibility Requirements for Male Students to Practice with Women's Teams.
- Male practice players cannot begin participation in practice activities with the team until they are fully cleared by the Compliance Office, and the coaching staff has received written confirmation from the Compliance Office.

## CAMPS AND CLINICS

### Camp and Clinic Information

Sport camps and clinics are integral in supporting growth efforts of the respective sports. The Compliance Office will educate annually on the conduct of private and institutionally owned camps that will include, but shall not be limited to employment, free or reduced admissions, promoting and advertising camps/clinics, and awards. The education session will also contain the necessary paperwork required for monitoring of sports camps and clinics under NCAA and USF Athletics Department rules.

### Required Information

The Camp Director must provide the following information to the Compliance Office to ensure that it meets NCAA compliance regulations:

- Type of camp or clinic
- Partnership agreements
- Facilities and equipment used
- Participation restrictions
- Resources used
- Method of soliciting participants
- Invitations
- Employee description
- Registration fees
- Room and board arrangements
- Awards/merchandise
- Concession arrangements

### Camp and Clinics Procedures

Coaching staffs are required to submit the Camp and Clinic Information form and the Camp and Clinic Employment form no later than 6 weeks prior to the start of camp. The forms are required for all institutional camps, and for all privately-owned camps that operate under the USF umbrella (i.e., the business operations are run through the Athletic Department, the camp is a coach's privately-owned camp that is held on USF's campus, etc.). The forms can be found on ARMS and should be filled out and submitted to the Compliance Office. Additionally, coaches and non-coaching staff members working camps outside of the USF umbrella are

required to fill out a form and have approval from the compliance office prior to working the outside camp.

All employees at the camp must be listed on the Camp and Clinic Employment form and must be approved by the Compliance Services office prior to the camp taking place. Coaching staffs can submit an updated employment list (or add to their existing list) at any point and time, as long as the employment list is updated prior to a new employee's start date. For example, the employment form should list all coaches, student-athletes, and any additional staff members that are working the camp (either paid or volunteer). If an employee joins the camp staff midweek, the employee must be approved by the Compliance Office prior to working the camp or clinic.

Additionally, all camp and clinic websites and/or brochures must be approved by the Compliance Services office prior to being made public, even if no changes were made to the website and/or brochure from past years. Coaching staffs should submit a printout of the website and/or brochure or send the test link to the Compliance Office for approval. Once the Camp and Clinic Information form and Camp and Clinic Employment form are submitted to the Compliance Office, the Compliance Office will send an approval email to the coaching staff and Business and Finance office stating that the camp and/or clinic has been approved. In the event that a camp or clinic is not approved or missing documentation, the Compliance Office will follow up with the coaching staff with the reasoning why their camp or clinic is not approved at that time.

The Compliance Office will create a shared Google drive spreadsheet at the start of each academic year that will include all of the camps and clinics for that academic year and for the summer following the academic year. This spreadsheet will be shared with the Business and Finance Office to ensure that both the Compliance Office and the Business and Finance Office have the necessary documentation from the coaching staffs prior to a camp or clinic starting.

#### [Approval for Employees and Free/Reduced Admissions](#)

The Compliance Office will work in conjunction with the Business Office to ensure that all camp/clinic employees and free or reduced admissions are in compliance with the guidelines of NCAA Bylaw 13.12. The Business Office will not pay an employee or allow a free or reduced admission to an institutionally owned camp without prior written authorization from the Compliance Office.

*NOTE: Providing free or reduced admissions or any individualized benefit to select individuals, even those who have not begun the ninth grade, would cause those individuals to be considered prospects. Exceptions may be granted for children of institutional staff members and children of camp/clinic staff.*



### Student-Athlete Employment Authorization

If employing student-athletes, the camp director must provide the following information:

- Type of clinic
- Student-athlete's responsibilities
- Rate of pay received by the student-athlete.
- The Compliance Office will then review the employment request.
- Student-athletes from other institutions must obtain approval from the Director of Athletics of their institution to be employed at a USF camp/clinic.

### Camp and Clinic Accounting

All sports camp and clinic monies will be funneled through the Business Office. The Camp Director will provide a Pre-Camp Employment List to the Compliance Office. At the conclusion of the camp/clinic, the Camp Director will resubmit the Employment List and make note of any changes have been made. The Business Office will then distribute the monies.

If changes have been made, such as changes in pay rate or that a new employee was added, the Camp Director will resubmit the form with the documented changes for approval from the Compliance Office. When approved, the Compliance Office will forward the form to the Business Office, who will distribute the monies.

### Reconciliation for all camps

The head coach of each sport shall submit a reconciliation sheet of each camp to the business office. The reconciliations sheet should list items for income and expenditures.

## Alcohol and Drug Policy

### Banned Drugs

It is the student-athlete's responsibility to check with the appropriate or designated athletics staff before using any substance. Some Examples of NCAA Banned Substances in Each Drug Class are listed on the NCAA website. ***There is NO complete list of banned substances. Do not rely on this list to rule out any label ingredient.***

### Alcohol Policy

Intervention and assessment by the Deputy Athletic director, and/or his/her designee will be required for any student-athlete involved in an incident while under the influence of alcohol (i.e. driving under the influence, public drunkenness/intoxication, seeking medical attention as a result of or related to an intoxicated state, etc.).

Intervention and assessment will continue for a period of time as determined by the Deputy Athletic Director, and/or his/her designee. Sanctions, which may include counseling, testing, suspension, dismissal, or loss of scholarship, will be determined on a case-by-case basis by the Sr. Associate Athletic Director, Sports Administration & Performance based on the

recommendations of the Director of Sports Medicine and the Substance Abuse Counselor designee.

### Supplement and Over-The-Counter Medication Policy

Student-athletes must consult with the athletic training staff or with a team physician before taking any over-the-counter medications, nutritional supplements, or ergogenic aids. Due to possible side effects, the Sports Medicine Staff does not endorse the use of any performance enhancing or nutritional supplements. No summary statements can be made about the purity of these substances.

## Substance Abuse Education and Screening

### Goals of the Substance Abuse Education and Screening Program

The goals of the Substance Abuse Education and Screening Program are to assist student-athletes in coping with the extra pressures they face in their roles as students and athletes and to support them in their efforts to achieve peak performances, both physically and intellectually. More specifically, the Substance Abuse Education and Screening Program seeks to:

- Provide educational opportunities for student-athletes regarding the adverse effects of substance abuse.
- Deter substance abuse by student-athletes through urine testing.
- Identify, through urine testing, those student-athletes who may be involved in substance abuse in either a chronic or episodic fashion.
- Provide the opportunity and facilities for treatment of those student-athletes with substance abuse problems.

### Substance Abuse Education

The education component of the Substance Abuse Education and Screening Program is an integral part of the Athletics Department's efforts to prevent substance abuse by student-athletes. Proactive educational programs through the CHAMPS/Life Skills program will be designed to inform student-athletes of the physical and mental effects of substance abuse. Student-athletes who have been informed of these adverse health consequences will be better able to evaluate their choices.

### Drug Free Sports Testing

Drug Free Sport selects the student-athletes tested for all NCAA drug-testing sites. Student-athletes competing in any sport at USF are subject to year-round drug testing according to the provision of NCAA Drug-Testing Protocol 4.1.1. Student-athletes may be selected on the basis of position, athletics financial-aid status, competitive ranking, playing time, an NCAA-approved random selection, or any combination thereof.

### Testing for Banned Substances

The Substance Abuse Education and Screening Program will incorporate tests for anabolic steroids, cocaine, marijuana, amphetamines and any other controlled substance proscribed by federal or state law or those substances banned by the National Collegiate Athletic Association. Other substances which may be performance enhancing are also prohibited even though they may be legally obtained at stores or through the mail. These substances include but are not limited to ephedrine, ephedra, ma huang, androstenedione, androstenediol, and dehydroepiandrosterone. A list of substances banned by the NCAA is published each year in the NCAA Manual and on the NCAA website at <http://www.ncaa.org/sport-science-institute/topics/2019-20-ncaa-banned-substances>.

### Drug Testing Procedures/Student Athlete Selection

All student-athletes are subject to urine testing to determine whether certain illegal drugs or banned substances are present in their systems. Student-athletes will be selected for testing on a random basis, although the Director of Athletics, or the Director of Sports Medicine may require a student-athlete to be tested based on a reasonable suspicion that the student-athlete is involved with substance abuse.

Urine tests will be conducted and analyzed by a qualified testing agency that is independent of the Athletics Department and the University. Collection of urine samples will be witnessed, and each sample will be identified by a code number only. The student-athlete being tested will verify the identification code number. Confidentiality of the urine sample will be maintained throughout the collection and analysis process.

Urine test results will be reported to the Deputy Athletic Director. The Deputy Athletic Director will advise the Director of Athletics and the appropriate head coach of positive test results indicating the presence of illegal drugs or banned substances. The Director of Athletic Training will also consult with the Director of Sports Medicine and/or his/her designee to determine whether it is medically safe for a student-athlete who has tested positive to continue to practice and compete.

Student athletes, who fail to comply with the Program, fail to sign the notification form, fail to arrive at the collection station at the designated time, fail to provide a urine sample according to the protocol, or alter the integrity or validity of the urine specimen will be treated as if there were a violation.

### Drug-Testing Personnel and Responsibilities

The following individuals at USF have key roles when NCAA drug testing is conducted on campus: Director of Athletics, the Sr. Associate Athletic Director, Sports Administration & Performance, the Director of Sports Medicine, and Associate Athletic Director for Compliance and Student Services.

### Prior to the Start of the Academic Year

The Director of Athletics must appoint an NCAA drug-testing Site Coordinator for the academic year and the summer. The Site Coordinator is an individual from the institution who is assigned to assist the NCAA drug-testing crew with the organizational aspects of the program and assist the crew chief on the day of testing.

The Director of Athletics, Associate Athletic Director for Compliance and Student Services and Site Coordinator must read the NCAA Drug-Testing Program Booklet and review the squad list requirements.

The Director of Athletics, Associate Athletic Director for Compliance and Student Services and Site Coordinator must view the NCAA Drug-Testing Video. The Site Coordinator should make sure all student-athletes view the video as well.

The Site Coordinator will update the institution's contact information, sport sponsorship lists and academic calendars on Drug Free Sport's administrative website, [www.ncdfs.com](http://www.ncdfs.com). Site Coordinators will be advised by Drug Free Sport when academic calendars must be submitted. The Site Coordinator can update the contact information anytime during the academic year.

### Before the End of the Academic Year

The Site Coordinator will gather summer contact information for all student-athletes (e.g., summer address, home phone, cell phone) to assist in the NCAA's summer drug-testing program.

### Notification

When Notified of NCAA Drug Testing Drug Free Sport will notify the Director of Athletics, Associate Athletic Director for Compliance and Student Services, and Site Coordinator of their institution's selection for NCAA drug testing. Drug-testing information must be kept confidential at all times.

*NOTE: Institutions are precluded from providing mass-notifications to all student-athletes and coaches of the sports selected for drug-testing, until the selected student-athletes have been identified.*

Notifications will be sent via email or fax, per the individual's request on [www.ncdfs.com](http://www.ncdfs.com). Institutions will be notified of drug-testing one (1) or two (2) days prior to the testing event. The Director of Athletics, Assistant Provost for Athletics Compliance, and Site Coordinator will access the NCAA drug-testing notification from Drug Free Sport's administrative web site at [www.ncdfs.com](http://www.ncdfs.com). To ensure notifications are received, add Drug Free Sport's email address, [NCAA.Testing@ncdfs.com](mailto:NCAA.Testing@ncdfs.com), to a safe-sender list.

The Associate Athletic Director for Compliance and Student Services will provide the Site Coordinator with Squad Lists for the teams selected by Drug Free Sport. The Squad Lists must be submitted to Drug Free Sport for student-athlete selection. The Squad List must be current and accurate. The Squad List must be an NCAA- or West Coast Conference-approved form. Eligibility lists and team rosters are not acceptable.

The Site Coordinator must contact the NCAA crew chief assigned to the drug-testing event to discuss scheduling and other related items. The crew chief's information is included in the notification memorandum. The Site Coordinator must select the facilities required for drug testing and provide fluids for student-athletes during the drug test.

The Site Coordinator or designee will receive via email the drug-testing roster prepared by Drug Free Sport. A copy of the roster (including any revised rosters) should be provided to the NCAA crew chief on test day. The roster of student-athletes selected for testing should only consist of current members of the sport(s) teams with eligibility remaining.

*NOTE: Contact Drug Free Sport immediately if there are any problems with the roster and/or notifying student-athletes.*

The Site Coordinator or designee will print the year-round notification forms for each student-athlete selected and record the date, time and location of the drug test on each form. The year-round notification form is accessible through the drug-testing roster and can be located on [www.ncdfs.com](http://www.ncdfs.com).

The Site Coordinator or designee will schedule no more than five to six student-athletes every 20 minutes or per the NCAA crew chief's instructions. Student-athletes should not be scheduled to arrive at the same time. The Site Coordinator or designee will notify student-athletes of their selection for drug testing and have them read and sign the notification forms prior to test day. The institution must notify student-athletes "in person or by direct telephone communication" of their selection for drug testing and the date, time and location of the drug test (NCAA Drug-Testing Protocol 5.7).

*NOTE: Voice mail messages, text messages, and emails do not constitute in-person notification.*

The Site Coordinator must sign the notification form certifying the student-athlete was appropriately notified. The Site Coordinator has the option to make a copy of the signed notification form for the student-athlete to retain. The original form must be given to the crew chief on test day.

The Site Coordinator or designee must inform student-athletes to bring photo identification to the test site on test day. Also remind student-athletes to refrain from drinking a lot of fluids or using the restroom prior to reporting to the test.

### Day Before the Test

If requested, the Site Coordinator will meet with the NCAA crew chief the day before the test to evaluate the adequacy of the drug-testing facility, as well as to provide the crew chief with the testing roster and drug-testing supplies if necessary.

### During the Test

The Site Coordinator must be present at the drug test and available to the NCAA drug-testing crew until the completion of the drug test. If the Site Coordinator cannot be available the whole time, a designee must be appointed during the Site Coordinator's absence. The Site Coordinator must provide the signed notification forms to the NCAA crew chief prior to the start of the test. It is recommended the Site Coordinator show the NCAA drug-testing video during the drug test.

The Site Coordinator may be asked to help maintain security, traffic flow and testing protocol in the testing room. The Site Coordinator may be asked to help verify student-athlete's identity.

*NOTE: USF security personnel should not be hired for this task.*

### After the test

The Site Coordinator must submit the collection crew evaluation at [www.ncdfs.com](http://www.ncdfs.com). The Site Coordinator may submit an institutional drug-testing invoice for drug-testing related expenses. The Site Coordinator honorarium is only available during the summer months.

### NCAA Collection Crews

Drug Free Sport provides the collection crews for each NCAA drug-testing event. Collection crews are comprised of a crew chief and crew members, who assist the crew chief. Crew chiefs are trained and certified sports drug-testing collectors. Each crew chief is responsible for training members of the collection crew. The crew chief will make travel and lodging arrangements for his/her crew and may ask the Site Coordinator's assistance in selecting suitable accommodations. Crews will provide their own transportation.

Transportation of specimens to the laboratory and any supplies to Drug Free Sport are the responsibility of the crew chief. The crew chief may ask the Site Coordinator to return supplies to Drug Free Sport, if necessary.

### Sanctions for Positive Test Results

The following sanctions will be those typically imposed by the University in the administration of the Program. In all cases, however, the University reserves the right to act in what it believes to be the best interests of the student-athlete and the University and the Director of Athletics may impose additional or lesser sanctions commensurate with the facts and circumstances. The University has also implemented a "safe harbor" clause. If a student-athlete voluntarily admits to the use or abuse of a banned substance, the University will consider such admission a First Violation of the Program but will take the student-athlete's volunteering such information into account when considering what action will be taken. A student-athlete that voluntarily admits must do so prior to being notified that he/she has been selected for random testing, pre-season testing or testing due to reasonable suspicion.

### First Violation

The Senior Women Administrator(SWA) and/or his/her designee, will meet with the student-athlete to discuss test results and give written notification regarding sanctions for First Violation.

The SWA and/or his/her designee will advise the student-athlete of mandatory substance abuse counseling. The substance abuse counselor shall determine the length and manner of counseling in consultation with the Director of Sports Medicine and/or his designee.

The SWA will notify the student-athlete's parents/legal guardians in writing of the known facts concerning the First Violation and the conditions to be imposed by the University in response thereto.

The student-athlete will submit to urine testing on a schedule to be determined by the substance abuse counselor.

If the student-athlete has tested positive for cocaine, or another substance, which, in the judgment of the University, exposes the student-athlete to a significant health risk, he/she will be immediately ineligible to practice or compete. The student-athlete will not be permitted to practice or play until 1) he/she has been medically evaluated by the Director of Sports Medicine and/or his/her designee; 2) has had at least two consecutive negative test results; and 3) has been approved to return by the Director of Sports Medicine and/or his/her designee.

The student-athlete will be required to comply with all sanctions for a first violation. Failure to do so will subject the student-athlete to the sanctions for a second violation

**Second Violation** (confirmed positive result and/or non-compliance or failure to comply with the sanctions imposed for a First Violation)

The Athletic Director and/or his/her designee will meet with the student-athlete to discuss test results and give instructions as to sanctions for second violation.

The SWA and/or his/her designee will advise the student-athlete of mandatory substance abuse counseling. The substance abuse counselor shall determine the length and manner of counseling in consultation with the Director of Sports Medicine and/or his/her designee.

The SWA and/or his/her designee will notify the student-athlete's parents/legal guardians in writing of the known facts concerning the Second Violation and the conditions to be imposed by the University in response thereto.

The student-athlete will submit to urine testing on a schedule to be determined by the substance abuse counselor.

The student-athlete will be suspended from participation in intercollegiate competition for a minimum of 25 % of the in-season, countable competitions, effective immediately and excluding exhibition competitions. If less than 25% of the season remains, the suspension may be carried into the subsequent season.

The student-athlete will be required to comply with all sanctions for a second violation. Failure to do so will subject the student-athlete to the sanctions for a third violation.

#### Third Violation (confirmed positive result or non-compliance)

The SWA and/or his/her designee will meet with the student-athlete to discuss test results and give instructions as to sanctions for Third Violation.

The SWA and/or his/her designee will advise the student-athlete of mandatory substance abuse counseling. The substance abuse counselor shall determine the length and manner of counseling in consultation with the Director of Sports Medicine and/or his designee. The SWA, the Director of Sports Medicine, and/or his designee will notify the student-athlete's parents/legal guardians in writing of the known facts concerning the Third Violation and the conditions to be imposed by the University in response thereto.

The student-athlete will submit to urine testing on a schedule to be determined by the substance abuse counselor.

A student-athlete will be suspended from participation in intercollegiate competition for a minimum of 50% of the in-season, countable competitions, effective immediately and excluding exhibition competitions. If less than 50% of the season remains, the suspension may be carried into the subsequent season.

#### Fourth Violation (confirmed positive result or non-compliance)

The SWA and/or his/her designee will meet with the student-athlete to discuss the test results and give instructions as to sanctions for Fourth Violation.

The athletic eligibility of the student will be canceled permanently; the student will not be eligible for renewal of any athletic scholarship and existing scholarship may be subject to cancellation.

The SWA and/or his/her designee will notify the student's parents/legal guardian in writing of the known facts concerning the Fourth Violation and the conditions imposed by the University in response thereto.

A student whose eligibility has been canceled is encouraged to seek substance abuse counseling available to all student's dependent on their enrollment at the University of San Francisco; such counseling will not be initiated or supervised by the athletic department since the student is no longer affiliated with the athletic program.

### Gambling and Sports Wagering

NCAA rules prohibit all USF student-athletes, coaches and staff, including those outside of the Athletics Department who have oversight over Athletics, from wagering on any practice or competition, at any level, involving a sport sponsored by the NCAA. This means that the prohibition covers not only, for example, wagering on the NCAA basketball tournament, but also wagering on professional football, since both football and basketball are sports sponsored by the NCAA.



## Gambling Activities

### Wagering

The NCAA membership has adopted specific rules prohibiting student-athletes, Athletics Department staff members, and Conference office staff from engaging in sports wagering (Bylaw 10.3). NCAA rules also prohibit non-Athletics Department staff members who have responsibilities within or over the Athletics Department, such as Chancellors or Presidents and Faculty Athletics Representatives from engaging in sports wagering. NCAA national office employees are also prohibited from engaging in sports wagering.

The rules against sports wagering apply to any institutional practice or competition (intercollegiate, amateur or professional) in an NCAA-sanctioned sport.

### Pools

The NCAA has defined sports wagering as putting something at risk – such as an entry fee – with the opportunity to win something in return. Because of this, student-athletes, coaches and administrators may not participate in bracket competitions (e.g. NCAA basketball tournament brackets or football "pick 'em" pools) where there is both a required entry fee and an opportunity to win a prize.

### Sanctions

The University of San Francisco prohibits participation in any unethical or illegal activity such as gambling/gaming activities on sporting activities. Penalties for student-athletes involved in sports wagering activities are severe.

- A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports.
- A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

### Consequences of Policy Violations

Any policy violation must be reported to the Compliance Office. The Compliance Office will conduct an investigation of any alleged policy violation and prepare a written summary of its conclusions. Policy violations by any University employee may include disciplinary action. A student host found to be violation of this policy may be subject to disciplinary action applicable to students. This summary will be provided to the Director of Athletics.

Violations of NCAA or WCC rules will be handled in accordance with the procedures required by the applicable organization. Violations of University rules, regulations, or policy will be handled on a case-by-case basis.