

2015-16
Boise State Athletics
Coaches' Compliance
Manual



TM

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GENERAL INFORMATION

Sport Assignments

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Matt Brewer – Associate Athletic Director for Compliance

mattbrewer@boisestate.edu Office # 208.426.1781 Cell # 208.484.1082

- Oversee Day-to-Day Operations of Compliance Office
- NCAA/MWC/Institutional Reporting
- New Legislation
- Interpretations/Education Columns
- Website Maintenance
- Update Coaches Compliance Manual
- Update Policies and Procedures Manual
- Complimentary Admissions Issues
- Head Coach Control

Jenny Bellomy – Assistant Athletic Director for Compliance

(Sports Assigned: FB, WBB, WSW, WSO)

jennybellomy@boisestate.edu Office # 208.426.2811 Cell # 208.371.1816

- Maintain Daily Eligibility Report
- Coordinate Scholarship Renewal Process
- Coordinate Squad Lists for MWC Office
- Update Compliance Assistant
- ACS/Radar/Update SA Forms
- Awards
- Recruiting Monitoring and Travel
- Document Car Registration/Titles
- Update Compliance Section of SA Handbook

Danielle Charters – Director of Compliance

(Sport Assigned: FB (Initial-Eligibility), GYM, WGO, WTN, WSB, WVB, SVB)

danielleberish@boisestate.edu Office # 208.426.5185 Cell # 208.761.4123

- Official Visits
- Camp/Clinics/Local Sports Clubs
- Booster Education
- Promotional Appearances by SAs and Teams
- Donor Requests
- Coaches Certification Exam
- SA Housing
- Document Housing Leases
- Coordinate NLIs for MWC Office
- Supervise Interns

Mark Wheeler –Director of Compliance

(Sport Assigned: MBB, MGO, MTN, Track, MWR)

markwheeler@boisestate.edu

Office: # 208.426.4449

Cell # 208.631.6412

- Education Curriculum (Sport and Department)
- Agents
- High Profile Athlete Issues
- Student Assistance Fund (SAF)
- Occasional Meals Forms
- Outside Competition Forms and Prize Money Issues
- Compliance Social Media Outreach (Facebook, Twitter)
- New Employee Orientation

Kris Marshall and Justine Callen – Compliance Interns

- Maintain and Create Files
- Update Compliance Forms (as needed)
- Maintain Bronco Bylaws (weekly compliance newsletter for staff)
- Maintain SA Newsletter (monthly compliance newsletter for SAs)
- Compliance Educational Outreach
- Football Game Responsibilities (pass list, monitoring, etc.)
- Other Duties as Assigned

Sport Assignment Responsibilities:

1. Education (Coaches, SAs, Support Staff)
2. Primary for Interpretations
3. Primary for Waivers and Violation Reports
4. Initial Eligibility (PSA Status Reports) and Transfer Issues
5. NLI/FAC Processing
6. Playing and Practice Season Review
7. ACS/Radar Phone Call Audit
8. Countable Coach Review and Processing of Managers, Volunteers, GAs/Student Assistants
9. Dead Period Reminders
10. CARA Monitoring (spot check activities once/week; audit twice/semester per sport)
11. Tryouts
12. Team Travel Itineraries
13. Summer School
14. Financial Aid/Scholarship Renewals
15. Squad Lists
16. Participation Reports/Monitoring Seasons-of-Competition
17. Occasional Team Travel

WE BELIEVE

that Boise State Athletics **connects** our community,
propels our university to greater heights,
and **changes the lives** of student-athletes
as they prepare to **change the world.**

we believe in
BLUE





Annual Compliance Meetings for Student-Athletes

The Office of Athletics Compliance conducts three annual compliance education meetings for all student-athletes. A compliance orientation meeting is held at the beginning, middle (prior to winter break) and end of the academic year for each sports program. All student-athletes and at least one coaching staff member are required to attend these meetings. All required NCAA, MWC, and Boise State compliance forms and documentation are completed prior to these meetings. (The MWC Historical Report Form and Boise State General Eligibility Compliance Forms in addition to NCAA forms are secured at this meeting.) Data from these forms is stored in Assistant Coach Systems (ACS) and is also inputted into CA. Student-athletes entering Boise State for the first time at mid-term will receive education (to include financial aid education) upon arrival.

Monthly Educational Meetings with each individual sport coaching staffs

The Office of Athletics Compliance meets with each individual coaching staff on a monthly basis during the academic year (with the exception of December and June) to discuss program specific NCAA bylaws and relevant compliance issues. All coaches are required to attend these monthly educational meetings unless the absence is excused (e.g., recruiting travel, business travel, illness, etc.). If a coach is not in attendance, a member of the Compliance staff will forward, via email, a copy of the agenda and all materials reviewed during the meeting. The coach is required to review all materials provided in the email and respond to the Compliance staff via email that he/she has read and understands all the information that was covered during the meeting.

New Coach/Staff Compliance Orientation Meetings

The Office of Athletics Compliance conducts orientation meetings for all new Athletics Department coaches/staff outlining the compliance issues which pertain to their position (i.e., ticket office, marketing, business office, etc.).

NOTE: Attendance at Compliance meetings is required unless otherwise noted. If you are unable to attend a meeting you must notify the Compliance staff PRIOR to the meeting date.



LATE FORM PENALTY POLICY

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The following policy applies to delinquent paperwork required for compliance monitoring purposes. *This Policy will be followed for the all required paperwork issued with a due date.*

Initial Notification

Notification of a Compliance Office form will be either outlined in the Compliance Office Coaches' Manual or outlined via email. Both versions of notification will include a copy of the form, a description of the form and a due date for the form's completion.

Second Notification

One week after due date

Compliance Office will send a late notification email to the following individuals:

- 1) Coach involved
- 2) Head Coach (if different)
- 3) Sport Administrator

Third Notification

Two weeks after due date

- Letter of Reprimand issued and placed in personnel file
- If necessary to collect the completed form, a meeting will be held with the Athletics Director.

NOTE: Prior to the form's completion date, Coaches and Staff who are unable to complete the form by the assigned due date will have the opportunity to work with the compliance office on a possible timeline extension. After the due date, relief from this penalty policy (i.e., issuance of the Letter of Admonishment) will not be available.



PHONE CALLS/CONTACTS/EVALUATIONS

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Recruiting Definitions and Recruiting Periods

Contact - NCAA Bylaw 13.02.4

A contact is any face-to-face encounter between a prospect or the prospect's parents, relatives or legal guardian(s) and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect's educational institution or at the site of organized competition or practice involving the prospect or the prospect's high-school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs. In-person, off-campus only on or after July 1 of junior year (exception for men's basketball which permits official visits beginning Jan. 1 of the junior year —2011 rule change). (See additional exceptions in section 2-2).

Contact Period - NCAA Bylaw 13.02.5.1

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

Evaluation - NCAA Bylaw 13.02.7

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

Evaluation Period - NCAA Bylaw 13.02.5.2

An evaluation period is 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.

Quiet Period - NCAA Bylaw 13.02.5.3

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

Dead Period - NCAA Bylaw 13.02.5.4

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



TELEPHONE CALLS & LOGS

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	Sophomore Year	Junior Year	Senior Year
Football	NO CALLS	1 phone call from April 15 through May 31	1 phone call per week after September 1 ** Unlimited phone calls during a Contact Period
Men's Basketball	Unlimited calls and texts after June 15 of the soph. year	Unlimited calls and texts	Unlimited calls and texts
Women's Basketball	NO CALLS	Unlimited calls and texts after September 1 at the beginning of the junior year.	Unlimited calls and texts
MXC, WXC, MTF, WTR	NO CALLS	NO CALLS	1 phone call per week beginning July 1 after junior year. **Unlimited calls during contact periods **NO TEXTS
WSW	NO CALLS	NO CALLS	1 phone call per week beginning July 1 after junior year. **NO TEXTS
OTHER SPORTS	NO CALLS	Unlimited calls and texts beginning September 1 of junior year	Unlimited calls and texts



CONTACT AND TELEPHONE CALL EXCEPTIONS

Exceptions (unlimited calls):

5 days before Official Visit, on the day of the coaches off-campus contact with prospect, and on the initial signing date of the N.L.I. and the 2 days immediately following the initial signing date. Unlimited calls allowed during an official visit.

Football - May have unlimited calls for the 48 hours prior and after the initial signing date of the NLI.



TELEPHONE CALLS & LOGS

Procedure for Coaches (Sports other than Football)

Coaches must complete a *Monthly Recruiting Log Form* through a digital signature on ACS and submit it to the Compliance Office by the due dates listed below.

Procedure for Compliance Staff ACS

Compliance collects and reviews all recruiting activity denoted in ACS to ensure the frequency and timing of contacts, evaluations and telephone calls meet the applicable recruiting restrictions as established with NCAA Bylaws. *Monthly call logs and contact and evaluation logs will be audited for accuracy.*

2015-16 Due Dates for Monthly Recruiting Log Forms

(Logs are due on the following Wednesdays. Any logs turned in after the indicated dates will be considered LATE and subject to the Compliance Office **Late Form Penalty Policy**)

July – Aug. 7	Aug. – Sept. 4	Sept. – Oct. 9	Oct. – Nov. 6
Nov. – Dec. 4	Dec. – Jan. 1	Jan. – Feb. 5	Feb. – March 4
March – April 1	April – May 6	May – June 3	June – July 1

Procedure for Compliance Staff RADAR (football)

Compliance collects and reviews all recruiting activity denoted in RADAR to ensure the frequency and timing of contacts, evaluations and telephone calls meet the applicable recruiting restrictions as established with NCAA Bylaws. *Monthly call logs and contact and evaluation logs will be audited for accuracy.*

Procedure for Football Coaches

Coaches are required to sign a monthly RADAR recruiting activity form each month.



NOTE: All Recruiting Travel Must be Pre-Approved

*Must be approved 48 hours prior to departure unless otherwise noted.

Football

Contacts:

- 6 in-person, off-campus recruiting contacts per prospect
- No more than 1 per week during a contact period
- Can visit a prospect's school once per week during a contact period with the prior approval of a school administrator
- **During a contact period, the head coach may only make in-person, off-campus contact with a prospect on one calendar day.**

Evaluations:

- No more than 3 evaluations per year
- Not more than 1 evaluation may be used during the fall and not more than 2 may be used during the April 15 through May 31 evaluation period
- **Not more than 2 coaches per institution may visit a prospect's educational institution on any one calendar day during an evaluation period.**
- Head Coaches are prohibited from off-campus recruiting during the Spring Evaluation Period.

Basketball

Women's Basketball:

- A total of 7 recruiting opportunities per prospect, including no more than 3 in-person, off-campus contacts, during the prospect's senior year
- Can visit a prospect's school once per week during a contact period or academic year evaluation period with the prior approval of a school administrator
- No limitation on number visits to a prospect's school during July evaluation period
- All communication with prospect prohibited during July evaluation period
- Observing a tournament on consecutive days during a week is counted as a single visit

Men's Basketball:

- A total of 7 recruiting opportunities per prospect.
- No limitation on number visits to a prospect's school during July evaluation period
- Observing a tournament on consecutive days during a week is counted as a single visit
- Off-Campus Contact may be made with PSA only at PSA's educational institution starting with the opening day of the junior year. (Note: during April recruiting period, contact may only occur at PSA's educational institution or residence)

All Other Sports

- 7 recruiting opportunities per prospect, including **no more than 3 off-campus contacts during the a prospect's senior year**
- A school administrator's approval required prior to visiting a prospect's school while classes are in session, or prior to any contact with a prospect at the prospect's school.



NO INSTITUTION shall make contact with a student-athlete of another **NCAA or NAIA** 4-year collegiate institution without first obtaining **written permission** of the first institution's Athletic Director (or designee) **regardless** of who makes the initial contact.
See Bylaw 13.1.1.3

If at any time you become interested in a four-year college prospect or the contact you it is not permissible to speak with them unless a Permission to Contact letter is on file in the Compliance Office.

When another University grants Permission to Contact

- When the Compliance Office receives a "Permission to Contact" letter granting Boise State University permission to contact a four-year college prospect a copy is forwarded to the sport specific coach.
- If the coach receives the "Permission to Contact" directly, then it is the coach's responsibility to forward a copy to the Compliance Office prior to making any contact with the four-year prospect.

When a Boise State Coach wants Permission to Contact

- If a Boise State coach would like to contact a four-year prospect they must request the Compliance Office to send a "Permission to Contact" letter to the other institution.
- Upon receiving approval/denial from the institution the information is forwarded to the Coach by the Compliance Office.
- A reminder to the coaching staff that all applicable recruiting rules apply when contacting the transfer prospect will accompany all permissions to contact.



COUNTABLE COACH DESIGNATION, VOLUNTEER COACHING CONTRACT FORM

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NCAA Bylaw 11.7 places limitations on the number of coaches we can employ and the specific duties they can perform. Because we are required to officially designate our current coaches, the Countable Coaches Designation form, volunteer coach job description and volunteer coaching contract must be completed and returned to the Compliance Office at the start of each academic year. **Should this list change during the academic year, the Compliance office must be notified immediately.**

A volunteer packet can be picked up in Heather Berry's Office. Reminder: all Volunteer coaches and Directors of Operations must take the NCAA Coaches Certification Exam, even though they are NOT permitted to recruit off-campus or make telephone calls.

These Forms will be due on a pre-determined due date. Failure to submit this form by its stated due date will subject the coach to the Late Form Penalty Policy in 1-5.



Checklist for Recruiting/Scouting Services

- Forward Recruiting/Scouting Services Form to organization in charge of service **prior to purchase.**
- Submit completed Recruiting/Scouting Services Form to Compliance office for review prior to subscribing to any service
- Verified by Compliance office to ensure compliance with NCAA Bylaw 13.14.3

NOTE: NCAA Bylaw 13.14.3 establishes criteria that must be satisfied in order for an institution to subscribe to a recruiting or scouting service involving prospective student-athletes. All Recruiting/Scouting Services must be pre-approved by the Compliance office in order for a coach to subscribe to the service.

Men's and women's basketball and football now have a recruiting scouting service database controlled by the NCAA. In these sports, if a recruiting/scouting service does not appear in this database it's use by Boise State is not permissible.



OFFICIAL VISIT REQUEST FORM

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Checklist for an Official Visit Request Form

- Official Visit Request Form** : Completed by any coach who arranged the visit
- High School or College transcript received
- PSAT/SAT/PACT or ACT scores have been received
- Request Form Submitted to the Compliance Office **no later than 2 weeks prior** to visit. (On occasion, special requests may be made later than 2 weeks prior to a visit, however, these requests may be denied due to late submission)
- Prospect is registered with the NCAA Eligibility Center **and** is on our IRL
- Verified and approved by the Compliance Office

NOTE:

- Be aware that Boise State University may only pay for **one campus visit per prospect**
- Test scores must come from tests taken on a national date under national conditions
- Score must be presented in writing through a high school academic transcript (official or unofficial) or a testing agency document
- A separate Official Visit Request form must be completed for each prospect
- Boise State University MAY NOT provide an expense paid visit to a prospect that has NOT presented a PSAT, SAT, PACT, or ACT test score taken on a national testing date under national testing conditions and presented a high school or college academic transcript
- The prospect **MUST** be registered with the NCAA Eligibility Center (Clearinghouse) and must also be placed on our IRL prior to approval for the official visit.

You will receive an email from the Compliance Office informing you if the visit has been approved or if it has not been approved.

For Recruiting Purposes you should keep a copy of all transcripts, test scores, and Official visit requests in the prospect's file or in one central location where all Official Visit Paperwork is kept.



REQUIRED OFFICIAL VISIT LETTER

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3-2

Checklist for an Official Visit Letter & Boise State Official Visit Policies

- Every prospect that is making an Official Visit to Boise State University's campus is required to be sent an e-mail (provided by the Compliance Office) prior to arriving on campus indicating the following:

Official Visit Letter from Compliance

- E-mail indicates that prospect should have received Boise State Graduation Rates from Eligibility Center upon registration.
- E-mail indicates that the official visit cannot exceed 48 hours
- E-mail indicates visit to Boise State is one of a maximum of 5 paid visits
- E-mail must include link to Boise State official on-campus visit policy

Boise State University On-Campus Official Visit Policies

Boise State Official Visit Policies outlined to prospect prior to visit.

NOTE:

The following is the required e-mail letter from Compliance. Coaches can send their own Official Visit letters, however the Compliance letter and corresponding documents are a requirement and must be sent to each prospect.



OFFICIAL VISIT LETTER EXAMPLE

Dear Prospect and Parents:

The Boise State University Athletics Department and coaching staff are pleased you have decided to accept our invitation for an official visit to visit Boise State University. We are committed to recruiting with the highest standards and in an effort to ensure that your visit is beneficial and productive, the Boise State Athletics Department has established some guidelines for your visit.

Please read the Official On-Campus Recruiting Visit Policy at the following [link: http://president.boisestate.edu/athleticcompliance/?DB_OEM_ID=9900](http://president.boisestate.edu/athleticcompliance/?DB_OEM_ID=9900) . Upon acceptance of these guidelines and your arrival on campus, you will be asked to sign a Prospect Acknowledgement form which will be provided to you by our coaching staff.

The letter is also to notify you that your visit will be no more than 48-hours in duration. Boise State University is financing either partially or in whole your visit to our campus. Please remember that you are only allowed five official visits in total.

Upon your registration with the NCAA Eligibility Center, you should have been provided with the [NCAA List of Banned Substances](#) and information about nutritional supplements (http://www1.ncaa.org/membership/ed_outreach/health-safety/drug_testing/index.html). This allows you to become informed about the risks of nutritional supplements prior to your college enrollment. In addition, the Eligibility Center should have provided you with a compilation of our graduation data (graduation-rate data, academic progress rate and graduation success rate), for your review.

I wish you the best on your official visit to Bronco Country! If you have any questions feel free to contact the Compliance office at 208-426-1781.

Sincerely,

Matt Brewer
Associate Athletics Director, Compliance



GRADUATION DATA, BANNED DRUG LIST, INITIAL-ELIGIBILITY STANDARDS

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3-3

Checklist for Graduation Rate Data, Academic Progress Rate, Graduation Success Rate, Banned Drug List and Information about Nutritional Supplements

- Due to the adoption of new legislation and as of 8/1/10, per 13.3.1.2, the NCAA Eligibility Center is responsible for providing information regarding **graduation-rate data, academic progress rate and graduation success rates** to a prospect and his/her parents or legal guardians after he/she has registered with the Eligibility Center and the Eligibility Center has received an institution's request to add the prospect to the institution's IRL. The NCAA shall also make a compilation of graduation data available to a prospects' guidance offices and HS/Two-year coaches via the NCAA website.
- Due to the adoption of new legislation and as of 8/1/10, per 13.3.2.2, the NCAA Eligibility Center is responsible for providing the **NCAA banned drug list and information about nutritional supplements** to a prospect and his/her parents or legal guardians after he/she has registered with the Eligibility Center.
- Due to the adoption of new legislation and as of 8/1/10, per 13.3.3.2, the NCAA Eligibility Center is responsible for providing information regarding the **initial-eligibility standards contained in Bylaw 14.3** to a prospect and his/her parents or legal guardians after he/she has registered with the Eligibility Center.

NOTE: The Eligibility Center is responsible for providing all of this information to prospects upon registration with the Eligibility Center (and addition to an institutional IRL where applicable), however coaches should still review this information with prospects and parents or legal guardians during official and unofficial visits.



STUDENT-ATHLETE HOST INSTRUCTIONS

(Four-page packet completed prior-to and after visit)

Sec.
3-4

Checklist for Student-Athlete Host Instructions & Host Summary Form

- Student Host(s) has met with a member of the compliance staff prior to the visit. The compliance staff has reviewed specific rules and procedures related to being a host and has had the host sign the Student Host Forms.
- Student host(s) has been given entertainment money (if applicable).
- Student Host(s) completes Student Host Summary at conclusion of visit. These forms should be attached to the Expense Report/Official Visit Summary documentation and turned in to the business office. These forms will then be reviewed and approved by compliance.

These Forms will be due on a pre-determined due date. Failure to submit this form by its stated due date will subject the coach to the Late Form Penalty Policy in 1-5.

NOTE: It is the responsibility of the coach to make sure that the student host(s) meet with the compliance office prior to the visit. If more than one student-athlete is accompanying the prospect, only one can receive a meal (Bylaw 13.6.7.5.1).

IMPORTANT: (Bylaw 13.6.7.5) The NCAA allows a maximum of \$40 for each day (no more than \$80) of the visit to cover all actual costs of entertaining the prospect and the prospect parent's or guardians excluding the cost of meals and admission to campus athletics events.

These funds may not be used for the purchase of souvenirs or other institutional mementos. A student may receive an additional \$20 per day for each additional prospect the host entertains. A host may receive a free meal and admission to a campus athletic event provided the host accompanies the prospect during the Official Visit.

For recruiting purposes, you should keep a copy of the Student-Athlete Host(s) Forms in the prospect's file or in one central location where all Official Visit Paperwork is kept.



OFFICIAL VISIT SUMMARY AND ITINERARY

Sec.
3-5

Checklist for an Official Visit Summary and Itinerary

- Completed by member of Coaching Staff
- Official Visits Letter already sent (Kept a copy in the prospect's file)
- Graduation Rates, NCAA Banned Substance List and information about Nutritional Supplements provided—prospect will receive from Eligibility Center upon registration
- Official Visit Approval Form already on file in Compliance Office (Copy kept in the prospect's file)
- Indicated official time the visit **BEGAN** and **ENDED**
- Submit the Itinerary with the Official Visit Summary to the Business Office **within 2 weeks after the visit.** A copy of this information will be forwarded to the Compliance Office for review and approval.

These Forms will be due on a pre-determined due date. Failure to submit this form by its stated due date will subject the coach to the Late Form Penalty Policy in 1-5.

TIPS:

- The top of the form should be filled out in full, including the number of official visits taken by the prospect prior to arriving at Boise State.
- All receipts must be attached to the expense report.
- All individuals attending a meal must be identified.

NOTE: Date and time must be clearly noted to help compliance office track the 48 hours. No contact may occur after the 48 hour time period. If a coach is transporting a PSA by auto; the return home must be included in the official visit 48 hour limit. All questions related to the start or end of the 48 hour period must be addressed with the compliance prior to or during the visit.

For recruiting purposes, you should keep a copy of the Student-Athlete Host(s) Forms in the prospect's file or in one central location where all Official Visit Paperwork is kept.



PROSPECT MILEAGE REIMBURSEMENT FORM

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3-6

Checklist for Prospect Mileage Reimbursement form

- Completed by the coach and prospect at the end of the an Official Visit
- Verified by the coach and signed by the prospect that was on Official Visit
- Submit the Prospect Mileage Reimbursement to the Business Office with Expense Report/Official Visit Forms **within 2 weeks following the visit.**
- Form is reviewed and approved by compliance at the end of the official visit

These Forms will be due on a pre-determined due date. Failure to submit this form by its stated due date will subject the coach to the Late Form Penalty Policy in 1-5.

NOTE: Anytime a prospect travels by automobile on an official visit, the institution may pay round-trip expenses at the same mileage rate it allows its own personnel. This form requires that the mileage be verified (i.e., attach a copy of directions from home to Boise State via MapQuest, Mapblast, etc...) so that the correct amount of mileage is reimbursed.

A reimbursement check will be provide to the prospect upon conclusion of the visit for all permissible mileage incurred in conjunction with the official visit.

For recruiting purposes, you should keep a copy of the Student-Athlete Host(s) Forms in the prospect's file or in one central location where all Official Visit Paperwork is kept.



UNOFFICIAL VISIT FORM

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3-7

Unofficial Visit Checklist

- Completed by Head Coach or a designated Assistant Coach
- Individual form for each prospect that visits Boise State on an unofficial visit **and who meets face to face with a member of the coaching staff, director of ops or recruiting coordinator.**
- Submitted to the Compliance Office after the visit **within 2 weeks.**

These Forms will be due on a pre-determined due date. Failure to submit this form by its stated due date will subject the coach to the Late Form Penalty Policy in 1-5.

NOTE: You may provide a maximum of 3 complimentary admissions. You may provide transportation to Boise State practice or competition sites and/or to a home athletics contest (transportation must originate on campus). See Bylaw 13.7 for additional restrictions governing unofficial visits.



NATIONAL LETTER OF INTENT

Sec.
4-1

The following are the signing dates for 2015-2016 Signees:

Do not sign prior to 7:00 a.m. (local time) on the following dates or after the final signing date listed for each sport.

Sport (s)	Initial Signing Date	Final Signing Date
Basketball (Early Period)	November 11, 2015	November 18, 2015
Basketball (Regular Period)	April 13, 2016	Division I: May 18, 2016 Division II: August 1, 2016
Football (Midyear JC Transfer)	December 16, 2015	January 15, 2016
Football (Regular Period)	February 3, 2016	April 1, 2016
Soccer and Men's Water Polo	February 3, 2016	August 1, 2016
All Other Sports (Early Period)	November 11, 2015	November 18, 2015
All Other Sports (Regular Period)	April 13, 2016	August 1, 2016

NOTE: There is a 48-hour **dead period** before and 24-hours after the **initial signing date**. No in-person on or off-campus contact may be made during this period.

Unlimited phone calls may be made to the prospect on the initial date for the signing of the National Letter of Intent and during the two days following the initial signing date.

Football: Unlimited phone calls permitted 48 hours before and after 7a.m. on the initial signing date.

A student must sign the NLI within 14 days of its issuance. A parent or guardian must also sign the NLI if the student is under **21 years of age**. The institution must then file the NLI with its conference office within 21 days of the date of signature.



National Letter of Intent Checklist

- Meet with your compliance contact to determine available scholarships for the upcoming academic year
- Turn NLI request form in to Compliance Office AT LEAST 10 business days prior to initial signing date
- NLI and Financial Aid Contract returned to coach by Compliance Office and reviewed by Coach
- Coach sends NLI to prospect (NLI can be delivered by mail, express mail, courier service, fax **or Email**)
- Graduation rates already sent to prospect via the NCAA Eligibility Center
- Cover letter may be requested from Compliance Office to send with NLI/FAC (Optional)
- NLI Returned

NOTE: Signing of the National Letter of Intent commits the institution to providing a prospect with a one-year scholarship in return for a one-year commitment by the prospect to attend that institution. Once the letter is signed, all other member schools **MUST CEASE** recruitment of that prospect.

A written offer of aid (NLI and/or FAC) may not be given to a prospect until he/she has registered with the NCAA Eligibility Center (former Clearinghouse). A student can receive the NLI while on campus during an Official Visit, but cannot sign the document until they leave campus. **No Coach** or staff member can hand deliver it off-campus or be present when the student signs the NLI (Bylaw 13.1.5.7.1). An NLI can be delivered by regular mail, express mail, courier service, fax or Email. Walk-ons **CANNOT** sign an NLI or FAC. An institutional financial aid agreement **MUST** accompany the NLI if a prospect only signs the financial aid agreement, the institution is bound to that aid but the student is not bound to our institution.



Checklist For Financial Aid and Contract Request for New Student/Transfers

- Meet with your compliance contact to determine available scholarships for the following academic year.
- All transfer paperwork **must** be completed **before** an NLI/Grant-In-Aid for transfer students will be complete.
- Submit completed NLI request form at least **10 Days prior** to signing date so there is ample time to complete the required forms. (On occasion, special requests may be made later than 10 days prior to desired signing day, however, these requests may be denied or delayed due to late submission)

NOTE: If you are offering athletic aid to a **prospect or a transfer** for the first time, a grant-in-aid letter must be completed and signed by the individual and his/her parents.

Be aware that we are bound to this agreement BUT if the prospect does not sign the NLI, that student is not bound to our institution. Prior to offering athletics aid to a transfer student, a preliminary transfer credit evaluation must be done so we can determine how many degree applicable transfer credits the transfer student will bring in upon transfer to Boise State. In addition, the Athletic Academic Services Offices will complete an unofficial degree plan to verify those hours fit into a specified degree plan.

International student-athletes will be taxed according to the tax rate of the specific country of origin on the total amount of all financial aid awards (including athletics aid) for room and board. These taxes will be assessed to the student's university account if the student-athlete lives on campus and will be the responsibility of the student-athlete to pay. If the student-athlete lives off-campus, the taxes will be deducted from his/her monthly check.



Daily Eligibility Report

Sec.
5-1

Daily Eligibility Report

The daily eligibility report is a report of team rosters. The report is what the athletic department uses to certify student-athletes for practice and competition.

Coaches are responsible for checking this report every day to ensure that all student-athletes participating are on the list.

Once a student-athlete completes their physical, shows proof on insurance, attends the compliance meeting and completes NCAA forms, their name will be in yellow which means they are cleared for practice.

Once a student-athlete submits their car registration (if applicable), submits a signed housing lease (if applicable) and meets all applicable NCAA requirements, they can be cleared for competition and will be in green.

Any student-athletes in red are not eligible for practice or competition. A comment will be noted in the compliance section with the reason (e.g. medical, degree completion).

Any changes made in the morning on the report will be highlighted in blue for that day only.

NOTE:

The Registrar's office will run a credit check first thing in the morning. If there are any changes, they will be highlighted in blue and the compliance office will note the change in the body of the email.



TRYOUT CLEARANCE FORM

(Formerly the Yellow Form)

Sec.
5-2

Athletic Participation Tryout Form

In order to be granted a 14 day tryout period per bylaw 14.1.4.3, a full-time Boise State University student will fill out a Tryout Clearance Form.

There are 3 steps necessary for the completion of the form.

Step 1: Must be signed by the coach after the student-athlete fills in part 1

Step 2: Must be signed by the athletic training staff after the student-athlete is enrolled as a full time student

Step 3: Must be reviewed and signed by the Compliance staff.

NOTE: Once the form is completed, the Compliance office will review and approve. The student will have 14 days to try out with the team. ***Student-athletes may not travel or compete during their 14 day tryout period.*** At the conclusion of the tryout period, the head coach will either decide to officially add the student to the roster or will conclude the tryout and the student will no longer be permitted to practice with the team.

If the student is added to the roster he/she will then be required to complete all the required NCAA/Boise State forms and attend a rules education session with the Compliance staff. ***After the 14 day tryout period has ended, the student-athlete cannot practice or participate in any CARA activities until he/she has been officially added to the roster.***



Participation Clearance Form

Sec.
5-3

Practice Approval Form

Student-athletes added to a roster without a tryout must complete a Participation Clearance Form.

Step 1: Potential student-athlete is given the Participation Clearance Form.

Step 2: Must be signed by Head Coach.

Step 3: Must be signed by strength/conditioning coach

Step 4: Must be signed by the Trainer after the student-athlete has filled out all medical information and passed a physical

Step 5: Must be signed by Insurance Coordinator to verify insurance coverage

Step 6: Must be signed by the Academic Services Office to verify student-athlete is enrolled as a full-time student

Step 7: Must be signed by Compliance Office. The Compliance Office must be the last signature on the Participation Clearance Form. Compliance will verify all signatures and ACS form completion.

Step 8: Compliance adds name to the daily eligibility report.

NOTE: Every student-athlete added to a team roster after the beginning of the year must complete either a Tryout Clearance Form (5-2) or a Practice Approval Form (5-3). Once the Participate Clearance Form has been completed, the Compliance Office will update the daily eligibility report and confirm the student-athlete has or has not been cleared to practice.

*The student-athletes may **not** travel or compete until certified eligible and added to the squad list. Coaches must sign off on the squad list prior to travel or competition of any added student-athlete.*



Boise State/MWC/NCAA Forms Required For Student-Athlete Eligibility

- NCAA Student-Athlete Statement
- NCAA Drug Testing Consent Form
- NCAA HIPPA Form (Administered by the Training Room staff)
- Boise State Forms (Eligibility, Amateurism, Housing, Employment, etc.)
- MWC Sportsmanship Initiative & Historical Information Form

NOTE: Every student-athlete will fill out these forms prior to or at the beginning of the year compliance meeting for their sport.

- All forms will be completed online via ACS
- All forms MUST be filled out prior to participation in any athletically related activities (i.e. practice, conditioning, individual skill workouts or competition)
- All student-athletes must attend a compliance education at the beginning of the academic year prior to participating in any athletically related activities
- All student-athletes must submit a copy of their off-campus housing lease/rental agreement and car title/registration to the Compliance Office **prior to being certified to compete** (fall sports).
- During the academic year, if a student-athlete moves to a different off-campus location or begins to drive a different/new car, the student-athlete is responsible for informing the compliance office and updating the compliance office with required documentation.



STUDENT-ATHLETE ELIGIBILITY- Transfers

Sec.
5-5

Transfer Checklist (2-4, 4-2-4, 4-4)

- Completed by Coach (Top Portion Only)
- Reviewed by the Registers Office
- Reviewed and approved by the Compliance Office

NOTE: A transfer student is an individual who transfers from a collegiate institution after having met any one of the following conditions at that institution:

Was officially registered and enrolled in a minimum, full-time program of studies in any quarter or semester provided the student was present at the institution on the opening day of classes.

Attended a class in any quarter or semester in a full-time program of studies, even if the enrollment was on a provisional basis and the student was later determined to be inadmissible.

Is or was enrolled in a full-time night school program of studies with regular quarters or semesters and the student is or was considered by the institution to be a regularly matriculated student.

Attended a branch school that does not have an athletics program, but had been enrolled in another collegiate institution prior to the branch school.

Attended a branch school with athletics program and transfers to an institution other than the parent institution.

Reported for a regular squad practice (See Bylaws 14.3.5.1 and 14.5.4.5.5).

Participated in practice or competed in a given sport even though the student was enrolled in less than a minimum full-time program of studies.

Received institutional financial aid while attending a summer term (See Bylaws 15.2.8.1.3 and 15.2.8.1.4).

For any exceptions or questions, see Bylaw 14.5.3 (Conditions not constituting a transfer)



Participation Report

NOTE: “Boise State Participation Reports” are distributed subsequent to the completion of your season. The form will first be distributed to the Sports Information Office. Participation in Competition will be verified by the Sports Information Office.

The form will next be sent to the Head Coach of the involved team. It is the responsibility of the COACH to review this form and verify every student-athlete that participated in Practice. The Head Coach will be responsible for reviewing the competition column that has been completed by the Sports Information Office. **The Head Coach should only sign and turn in this form once he/she has verified that this information is correct.**

- The Office of Financial Aid will then verify the financial aid received by the student-athlete for that year.
- Once collected and verified by the compliance office, you will receive a FINAL copy when all information has been completed. Please keep that copy in your files.
- Once a student-athlete attends the Compliance Meeting at the beginning of the year their name will appear on the Roster/Squad List/Certified to Practice & Complete Report/Boise State Participation Report
- A student-athlete WILL NOT be removed from any list during the academic year. However, a student-athlete WILL have a change in their “STATUS” if a DROP/ADD form is submitted for the student.
- Individuals that are 5th year Aid, 6th year Aid, or Medical Exemption will still appear on all NCAA Lists and Boise State Lists.

These Forms will be due on a pre-determined due date. Failure to submit this form by its stated due date will subject the coach to the Late Form Penalty Policy in 1-5.

HOW TO READ PARTICIPATION REPORT:

Read Columns from Left to Right

Name & Student Boise State ID#

Years of any exemptions

All Past Years of Participation

Current Year Participation Details



Checklist for Request for Financial Aid

- Schedule meeting with your compliance contact to determine returning scholarship amounts
- Complete Scholarship Worksheet and return to compliance contact
- Equivalency Sports—Must complete FAC Form for each renewal (This step will not apply to head count sports)
- Approved by the Compliance Office
- Current Student-Athletes must sign renewals by the time they leave for the semester
- Current Student-Athletes must be notified of status of their athletic aid before July 1

NOTE: A separate form must be filled out for each new student receiving any amount of financial aid. **International student-athletes** will be taxed according to the tax rate of the specific country of origin on the total amount of all financial aid awards (including athletics aid) for room and board. These taxes will be assessed to the student's university account if the student-athlete lives on campus and will be the responsibility of the student-athlete to pay. If the student-athlete lives off-campus, the taxes will be deducted from his/her monthly check.

If you have questions or need assistance regarding financial aid matters for your student-athletes you need to contact the Compliance Office for assistance. The Compliance Office has a liaison in the Financial Aid office that we work very closely with and we ask that you submit your questions to the Compliance Office and they will be communicated to the Financial Aid office.



Summer School Procedure Checklist

- Compliance distributes coaches' projections for summer school financial aid.
- Coaches determine who is returning for the 2016-17 academic year.
- An internal budget is built for returning and incoming student athletes. Coaches are responsible for monitoring this budget.
- Starting February 22, student-athletes may begin registering for summer school. Student-athletes must meet with their advisors to fill out the summer application to be considered for athletic aid. **The deadline to complete application process is April 15, 2016.**
- Compliance reviews and distributes summer school applications to coach. Coach will then approve or deny the request. **Deadline to submit back to compliance is April 22, 2016.**
- Compliance processes the summer applications and prepares the aid agreements. The compliance office will meet with student-athletes individually to sign off on summer aid agreements prior to releasing athletic aid
- All summer applications and aid agreements will be kept on file in the compliance office

NOTE: Any changes to summer class schedules need to be approved in writing by the Academic Advisor prior to changing the course.



Degree Completion Program

Sec.
6-3

Degree Completion applies to student-athletes who are continuing their academic work immediately after exhausting eligibility or after remaining eligibility is cancelled due to medical disqualification.

Degree Completion applicants returning to the institution after one or more missed terms must apply for NCAA Degree Completion funding prior to completing this application. If you are returning to the University after missed term(s), please contact Ashlee Anderson for more information regarding the NCAA Degree Completion Program.

The Degree Completion Program ONLY covers the cost of applicable TUITION and normal INSTITUTIONAL FEES for APPROVED COURSES. The program **DOES NOT** cover other costs (such as books, room and board, etc.).

NOTE: Student-athlete class schedule and outside work schedule will be taken into consideration when assigning work requirements within the athletics department. Please refer to the complete Degree Completion Program document for more detailed information regarding the program.



NCAA SQUAD LIST

NOTES:

- “NCAA SQUAD LISTS” are distributed prior to first competition. **In addition, a Daily Eligibility Report provides a list of student-athletes eligible for competition. If a student-athlete is not listed in GREEN on the Daily Eligibility Report, he or she should not compete.**
 - It is the responsibility of the COACH to review these forms and double-check that no student-athlete on their team is traveling/competing if they have not been certified.
 - Once a student-athlete attends the Compliance Meeting at the beginning of the year his or her name will appear on the Squad List/Daily Eligibility Report/Boise State Participation Report.
 - A student-athlete WILL NOT be removed from any list during the academic year. However, a student-athlete WILL have a change in his or her “STATUS” if they quit or are removed from a roster (if removed during the year they must complete a student-athlete exit form).
 - Individuals that are 5th year Aid, 6th year Aid, or Medical Exemption will still appear on all NCAA and Boise State Lists.
-

HOW TO READ AN NCAA SQUAD LIST: (Read Columns from Left to Right)

- Name & Student Boise State ID#
- Eligible - Y = Yes and N = No
- STATUS OF STUDENT SECTION
 - Term of 1st Full-Time Enrollment at ANY Institution & YOUR Institution
 - # of years received Athletic Aid (will not include current year)
 - # of seasons Utilized (will not include current year)
 - Recruited Status: Y = Yes N = No
- FINANCIAL AID SECTION
 - Period of Award: FY = Full Year 1S = Fall Semester 2S = Spring Semester
 - Athletic Grant Amount = The amount of their Athletic Scholarship
 - Other Countable Aid = Any Amount of outside aid that must be counted against the team limits.
 - Total Countable Aid = Athletic Grant Amount + Other Countable Aid
- Exempt - There is an “X” in this column if a student-athlete is exempt because of Medical Exemption or because of Exhausting their Eligibility.
- COUNTABLE PLAYERS SECTION
 - Full Grant Amount: Full Grant-in-Aid amount determined by where SA lives (on/off campus or with parents)
 - Overall: an “X” in this section means that the student-athlete is a counter
 - Equivalent Award: Percentage of award that counts toward the NCAA Team Limit
- CHANGE IN STATUS SECTION
 - Reason: Could be Cut/Quit/Dismissed/Withdrawn/Graduated
 - Date: The date that the status change occurred
- Revenue Distribution Section is information for the Athletic Dept. Administration



Preexisting Relationship With a Current or Prospective Student-Athlete

Boosters are prohibited from providing any type of benefit to a current or prospective student-athlete. NCAA Bylaw 12.1.1.1.6 prohibits preferential treatment, benefits or services because of the individual's athletics reputation or skill or pay-back potential as a professional athlete, unless such treatment, benefits or services are specifically permitted under NCAA legislation.

The only exception to this rule is if there is a clear preexisting relationship between the booster and the student-athlete. The NCAA membership services staff reviewed the application of NCAA Bylaw 12.1.1.1.6 as it relates to factual situations in which an individual (student-athlete or prospective student-athlete) has received benefits prior to collegiate enrollment from someone other than a family member or legal guardian and agreed that the following objective guidelines generally should be used in determining whether such benefits are contrary to the legislation.

1. Did the relationship between the athlete (or the athlete's parents) and the individual providing the benefit(s) develop as a result of the athlete's participation in athletics or notoriety related thereto?
2. Did the relationship between the athlete (or the athlete's parents) and the individual providing the benefit(s) predate the athlete's status as a prospective student-athlete?
3. Did the relationship between the athlete (or the athlete's parents) and the individual providing the benefit(s) predate the athlete's status achieved as a result of his or her athletics ability or reputation?
4. Was the pattern of benefits provided by the individual to the athlete (or the athlete's parents) prior to the athlete attaining notoriety as a skilled athlete similar in nature to those provided after attaining such stature?



INTERNATIONAL STUDENT-ATHLETE FORM

Sec.
7-1

INTERNATIONAL STUDENT-ATHLETE FORM

- Completed by all incoming International Student-Athletes (REQUIRED)
- Submitted to all incoming international student-athletes (prior to initial full-time enrollment at Boise State) when they arrive on campus.
- Form Must be Completed Before Competition**
- If the Prospect is a transfer student: Have the transfer forms been filled out?
- Submitted to Compliance Office

FOREIGN STUDENT: Forms must be filled out for all students who are:

- 1. Born in a foreign country, raised in the U.S.**
- 2. Born and raised in a foreign country or**
- 3. Born in the U.S. and raised in a foreign country**

INITIAL ELIGIBILITY:

- **Foreign students MUST take the SAT or ACT.**
- **The student must also meet academic requirements that vary by country (outlined in the NCAA guide) in order to be able to practice, compete, and receive financial aid in his/her first year.**

TRANSFER STUDENTS:

- **Anyone who is currently or has previously been enrolled as a full time student in a university will be considered a transfer student and transfer rules will apply.**
- **Transfer Forms will need to be filled out (see 5-1).**



Team Travel Approval Form

Sec.
7-2

Per Boise State University athletic department policy, coaches and staff responsible for scheduling athletic events should, whenever possible, schedule events on dates and at times to coordinate with the student-athletes' academic schedule and to minimize the amount of missed class time. Scheduling of events during final exam periods is discouraged and should be avoided. Travel schedules must be approved by the compliance office, business office, and the sports supervisor prior to travel. **The Director of Athletics has the final say on all travel schedules.**

NCAA and MWC Bylaws affirm that student-athletes are an integral part of the student body and member institutions will strive to minimize missed class time.

Bylaw 17.1.6.6.2 – no class time may be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest, there is an exception for championship practice activities.

****New legislation allows teams to travel prior to the 48 hour mark if they have received approval from their sport administrator.**

Notes:

This form should be completed along with the Declaration of Playing and Practice Season in 7-3.

Completing Team Travel Approval Form

- Complete form during July and turn in to the Compliance Office—outline departure and arrival dates and times (From classroom departure perspective), as well as, calculate total missed class time per away contest.
- Attach a full season Schedule to the approval form**
- Each sport's travel schedule shall be on file in writing in the department of athletics prior to the beginning of the season for that sport
- Changes to competition dates and times must be approved by the Compliance Office, Christina Van Tol, and must be sent to the Mountain West Conference.**
- SID's will be able to print schedules for distribution (website and otherwise) only after all signatures have been received.



COMPLETING DECLARATION OF PLAYING SEASON

- Choose appropriate Declaration of Season Form (132 days, 144 days, 156 days and Basketball).
- Review NCAA Bylaw 17 for specific restrictions.
- Complete form and turn in to the Compliance Office by July 31st.
- Each sport's season shall be on file in writing in the department of athletics prior to the beginning of the academic year.
- All changes to Declaration of Season Form must be approved by Compliance and your sports supervisor.

These Forms will be due on the stated due date. Failure to submit this form by its stated due date will subject the coach to the Late Form Penalty Policy in 1-5.

NOTES:

- **Playing Season** is the time between the date of an institution's first official practice session and the date of the institution's last date of competition.
- For all sports other than football and basketball, each institution may divide the playing season into not more than two distinct segments.



PRACTICE LOGS- COUNTABLE ATHLETICALLY-RELATED ACTIVITIES

Sec.
7-4

WEEKLY PLAY/PRACTICE LOG

- EVERY Friday, coaches will submit an itinerary for the upcoming week of your practice schedule. These must include start and end times.
- Your compliance contact must be notified of any changes to the schedule. Compliance will audit practices and workouts during the week.
- Completed by Head Coach by 5 p.m. on Tuesday. The form must be signed by a team captain prior to submission to your compliance contact.
- At random, the compliance office will select student athletes to “audit” your CARA hours for the week. The student-athlete will do this on their own and without assistance from a coach.

These Forms will be due on a pre-determined due date. Failure to submit this form by its stated due date will subject the coach to the Late Form Penalty Policy in 1-5.

Practice Season Limits During the Academic Year:

In-Season: (All sports)
• 4 hours per day — 20 hours per week
• **Required** 1 Day off a week

Out-of-Season: (Sports other than Football)
• 8 hours per week — no more than 2 hours per week on individual workouts
• Prior to September 15 and after April 15, no more than 4 student-athletes from the same team involved in skill instruction at one time in any facility
• September 15 through April 15, no limitation on number of participants
• **Required** 2 days off per week

NOTES:

- Any competition counts as 3 hours regardless of actual duration
- During the playing season, all countable athletically related activities are prohibited during one calendar day per week except during conference and postseason championships and official university vacation periods
- During the summer all required countable athletically related activities are prohibited
- Practice may not be conducted at any time following competition except between contests, rounds or events during a multi-event competition (e.g. double-headers in softball, rounds of golf in a multi-day tournament).
- CARA may not be conducted between Midnight and 5 a.m.

See Bylaws 17.1.5 for further information, including exceptions for basketball and football summer access.



ROSTER DELETIONS

Sec.
7-5

ROSTER CHANGES (DROP FORM)

Step 1: Head Coach sends email to compliance identifying a roster deletion. Student-athlete must then complete exit process form.

Step 2: Must be signed by strength/conditioning coach.

Step 3: Must be signed by the Head Coach.

Step 4: Must be signed by Team Athletic Trainer after exit physical is completed.

Step 5: Must be signed by Insurance Coordinator.

Step 6: Must be signed by Team Equipment Manager and must clear out locker, turn in all issued equipment.

Step 7: Must be signed by Team Academic Advisor.

Step 8: Must be signed by Compliance.

NOTES:

- Changes must be communicated **immediately and continually**
- **Student voluntarily withdrawal from team:** a meeting must be held with a Compliance Office and a voluntary withdrawal form must be completed and signed by all parties



OCCASIONAL MEALS (Online Form)

Sec.
7-6

OCCASIONAL MEAL FORM

- Completed by Coach, staff member or booster requesting meal
- List the names of all the student-athletes and all other attendees receiving the occasional meal and include the date, time and location of the meal
- Submitted to the Compliance Office **PRIOR** to the date of the meal for review
- Parents of student-athletes may provide a meal to the teammates of their son or daughter. This must be provided only to a member of their child's team and must be on campus or in their home.

NOTES:

- A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on **infrequent and special occasions** from an institutional staff member. **Infrequent is defined by Boise State as 12 times per year.**
- An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.



ITINERARIES

- Travel Itinerary** must be submitted to the Compliance Office one week **prior** to each competition
- Should include T form#, dates of arrival and departure, hotel information, meals/per diem issued, travel party/rooming list
- Compliance will email approval of the itinerary and copy the Business office and sport supervisor.
- Any changes to the itinerary can be emailed to compliance (i.e. per diem was issued in place of a scheduled meal).
- Coaches must receive email approval prior to any team travel**

These Forms will be due on a pre-determined due date. Failure to submit this form by its stated due date will subject the coach to the Late Form Penalty Policy in 1-5.

NOTES:

- An institution may transport student-athletes from a central on-campus site to an off-campus site for practice/competition and back to campus
- An institution may provide actual and necessary travel expenses to an eligible student-athlete for participation in athletic competition
- **While the 48 hour departure and 36 hour return requirement was eliminated, all itineraries submitted will be reviewed by Boise State for purposes of evaluating missed class time and budget matters.**



OUTSIDE COMPETITION

Sec.
7-8

OUTSIDE COMPETITION RESTRICTIONS

- Completed by Student-Athlete and Head Coach prior to any outside competition during the academic year
- Must compete as an individual (unless granted an exception per NCAA rules)
- Must be submitted to the Compliance Office prior to departing for competition
- New form must be completed for EACH outside competition that student-athlete participates in

NOTES:

- In individual sports, a student-athlete may accept prize money based on his or her place finish or performance in an open athletics event (an event that is not invitation only), provided the competition occurs outside the institution's declared playing and practice season during the institution's summer vacation period. Such prize money may not exceed actual and necessary expenses and may be provided only by the sponsor of the open event. The calculation of actual and necessary expenses shall not include the expenses or fees of anyone other than the student-athlete (e.g., coach's fees or expenses, parent's expenses).
- The Summer Vacation Prize Money Declaration for Individual Sports form must be completed by the student-athlete and submitted to the Compliance office (see page 7-9)



OUTSIDE COMPETITION Prize Money

Sec.
7-9

OUTSIDE COMPETITION—SUMMER PRIZE MONEY RESTRICTIONS

- Form to be completed by Student-Athlete for each outside event in which student-athlete participates and receives prize money
- Must compete as an individual (unless granted an exception per NCAA rules)
- Form must be reviewed and signed by Head Coach
- Form (and all receipts) must be submitted to Compliance Office submitted to the Compliance Office after returning from competition.
- No prize money should be taken by the student-athlete or prospective student-athlete without receiving approval from the Compliance Office. Taking prize money with the assumption that it will be permissible could lead to ineligibility of the student-athlete.

NOTES:

- In individual sports, a student-athlete may accept prize money based on his/her place finish or performance in an open athletics event (event cannot be invitation only), provided the competition takes place outside of the declared playing season AND is during the institution's summer vacation period.
- The prize money may NOT exceed actual and necessary expenses
- The prize money may only be provided by the sponsor of the event
- The calculation of actual and necessary expenses may only include expenses or fees for the student-athlete (not permissible to include expenses/fees for coaches, family, etc.)



PROMOTIONAL AND FUNDRAISING ACTIVITIES (Online Form)

Sec.
7-10

REQUESTS FOR OR APPEARANCES

- Completed by Head Coach (or athletics department staff member) prior to allowing any student-athletes to appear at any functions
- Student-athletes may **NOT** miss class or receive any compensation for appearing at a promotional, charitable, educational or nonprofit event
- Promotional Activities (Appearance) forms must be submitted to the Compliance office for approval

NOTES:

- Some events/appearances may be set up by the Athletics Department Administration, however please verify prior to allowing your student-athletes to make any appearances .
- An institution's athletics department staff member (e.g., coaching staff member) may not provide any financial contributions to a high-school athletics program through participation in a fund-raising event (e.g., paying greens fees to participate in a golf outing when any portion of the greens fees will go to benefit the high-school athletics program).
- Athletics department staff members are not precluded from individually purchasing admission to attend events (e.g., athletics banquets or meetings, competitions) where funds from the admission fee ultimately will benefit prospects, provided the primary purpose of the event is not to raise funds for prospects.
- It is permissible for an institution's coaching staff member to make financial donations to the high school he or she formerly attended as a student (regardless of whether the donated funds are intended to benefit athletics or non-athletics programs), provided the coaching staff member acts independently of the institution, the donated funds are distributed through channels established by the high school or the organization conducting the fund-raising activity and the donated funds are not earmarked for a specific prospective student-athlete.



DONATION REQUESTS

(Online Form)

Sec.
7-11

REQUESTS FOR DONATIONS/AUTOGRAPHS on MEMORABILIA

- Completed by Head Coach (or requestor) prior to donating any items
- All charity and fan requests for tickets, student-athlete/coach auto-graphs, memorabilia items, etc., **MUST** be completed via an online form located on www.gobroncos.com under the Fan Center drop down list.
- Once the online form is complete it is immediately submitted to the Compliance office for review, either approval or denial. **ALL** donation requests **MUST** be reviewed by the Compliance office. The Compliance Office will email the requestor and appropriate departments (Marketing, Ticket Office, etc.) with the email subject heading: **Approved Donation Request and/or Approved Autographed Memorabilia.**
- All donations of items are required to be pre-approved to ensure that the items are not received by prospective student-athletes

NOTES:

- Some Donation Request may be completed by the Athletics Department Administration, however please verify prior to donating any items to an event, auction, fundraiser, etc.
- An institution's athletics department staff member (e.g., coaching staff member) may not provide any financial contributions to a high-school athletics program through participation in a fund-raising event (e.g., paying greens fees to participate in a golf outing when any portion of the greens fees will go to benefit the high-school athletics program).
- Athletics department staff members are not precluded from individually purchasing admission to attend events (e.g., athletics banquets or meetings, competitions) where funds from the admission fee ultimately will benefit prospects, provided the primary purpose of the event is not to raise funds for prospects.
- It is permissible for an institution's coaching staff member to make financial donations to the high school he or she formerly attended as a student (regardless of whether the donated funds are intended to benefit athletics or non-athletics programs), provided the coaching staff member acts independently of the institution, the donated funds are distributed through channels established by the high school or the organization conducting the fund-raising activity and the donated funds are not earmarked for a specific prospective student-athlete.



PARTICIPATION/ ACHIEVEMENT AWARDS

Sec.
7-12

- Completed by Head Coach (or designee)
- All participation, special achievement and championship awards must be approved by the Compliance Office
- Refer to Figures 16-1, 16-2 and 16-3 in the NCAA Manual to verify maximum value of awards prior to purchase
- Submit completed Awards Form at the conclusion of the season/post-season banquet, detailing all awards provided to student-athletes.
- For tracking purposes, please identify awards being provided, the value of the award and when the award will be provided via email to the Compliance Office. All awards must appear on the Award Chart at the end of the season.

NOTES:

- Special attainments awards (e.g., MVP, Most Improved, Scholar-Athlete, etc.) may be provided each year to individual student-athletes and teams to recognize special achievements, honors and distinctions, limited in value and number as detailed in Figure 16-3 in the NCAA Manual
- It is NOT permissible to combine the value limits of awards given in a sport during the same season, or given to athletics who participate in more than one sport, to provide an award more expensive than permissible under separate application to some or all of the student-athletes
- The value of a particular award may not exceed specified value limits, and a student-athlete may NOT contribute to its purchase in order to stay within those limits.
- Participation awards must be provided in the same value to all members of the team but do not have to be awarded at the same time.



CAMPS/CLINICS

- Submit Camp/Clinic Forms (4 Forms) to the Compliance Office for review and approval 14 days prior to date of camp.
- Must be completed for all institutional camps and clinics.
- Update Employee List prior to camp to ensure it is accurate by start of camp
- At the end of camp/clinic, complete required Financial Detail Report for the business office. This report will be reviewed and approved by compliance.

NOTES:

General Limits

- An institution's sports camp or clinics are to be open to any and all entrants, limited only by number, age, grade level and/or gender. [Bylaw 13.12.1.3]
- Camp or clinic participants should be accepted on a first-come, first-serve basis and not on an invitation-only basis. [Ed. Col 5/12/93]
- It is permissible to specifically invite particular potential student-athletes provided that the institution legitimately advertises the camp, making it open to any and all entrants. It is not permissible for the institution's coaching staff to work exclusively with the specifically invited potential student-athletes. [Staff 8/19/88]

Institutional Sports Camp or Clinic Defined

A camp or clinic, regardless of location, shall be considered institutional if:

Prospective student-athletes participate in the camp/clinic; **AND**

The camp/clinic is ***owned or operated*** by Boise State University or an employee of the Boise State athletic department, either on or off campus. [Bylaw 13.12.1.1]

Ownership – the individual controls a majority interest (51%) of the camp or clinic.

Operation – the individual is personally and directly responsible for the management and operation/administration of the camp or clinic [Official 2/1/90, Official 2/11/2010, Official 2/26/2010]

Tryout Events

A member institution or conference may not host, sponsor or conduct a tryout camp, clinic, group workout or combine (e.g., combination of athletics skill tests or activities) devoted to agility, flexibility, speed or strength tests for prospective student-athletes at any location. In sports other than football, a member institution's staff members may only attend such an event sponsored by an outside organization if the event occurs off the institution's campus and is open to all entrants. [Bylaw 13.11.1.14]



NON- INSTITUTIONAL CAMP/CLINIC

Sec.
8-2

CAMPS/CLINICS

- Submit to Non-Institutional Camp/Clinic Form to Camp Director to complete and return to Boise State compliance.
- Must be completed whenever a Coach/Athletics Department staff member is employed in any capacity (e.g., counselor, guest lecturer, consultant) in a non-institutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with all restrictions applicable to Div. I.
- Approved by the Compliance Office

NOTES:

- Any income from a camp must be reported at the end of the year as athletically related income on the Outside Income form
- **If you would like to work at a NON-INSTITUTIONAL Camp/Clinic you MUST submit the completed Non-Institutional Camp/Clinic Verification Form and submit it to the Compliance office for review.**
- **Please note that a member of the institution's coaching staff who is employed at a noninstitutional camp or clinic may only promote or endorse such a camp or clinic by permitting the camp or clinic to use his or her quotations and/or pictures in its promotional materials (e.g.,camp brochure, website, social media). It is not otherwise permissible for an institution or an institution's coaching staff member to produce and/or post noninstitutional camp or clinic promotional material (e.g., camp brochure, website, social media). In addition, it is permissible for the institution or the institution's coaching staff member to include information regarding a noninstitutional camp or clinic, in which the coach is employed, in general or electronic correspondence.**



LOCAL SPORTS CLUB

- Completed and signed by Coach
- Retrieved copy of the Local Sports Club Packet (available in the Compliance Office)
- An employment information form was completed
- A membership information form was completed
- **Must attach:** Outside competition schedule
 - Facilities agreement (if applicable)
 - Incorporation status (if applicable)
 - All promotional material
- Approval from the Compliance Office is required PRIOR to November 15, 2015 or PRIOR to any involvement in the club.
- Submitted to the Compliance Office



OUTSIDE INCOME

Sec.
8-4

OUTSIDE INCOME FORM

- Completed by all Athletic Department Staff Members or full-time Coaches **whether or not** any outside income is earned
- Approved by the Compliance Office
- Submitted to the President's Office

NOTES:

- If outside income or benefits exceeds \$1,000.00 for the year (August through July), you must indicate specifically the source of income.
- A blanket approval has been granted for outside income that does not exceed \$1,000.00, but an Outside Income Agreement must be completed.
- Contractual agreements between a full or part-time athletics department staff member (excluding secretarial personnel) and an institution shall include these stipulations:
 - That staff members are required to provide a written detailed account annually to the chief executive officer for all athletically related income and benefits from sources outside the institution, and
 - the approval of all athletically related income and benefits shall be consistent with the institution's policy related to outside income and benefits applicable to all full-time or part-time employees.
- **Sources of such income shall include, but are not limited to, the following:**
 - Income from annuities, sports camps, housing benefits, country club memberships, complimentary ticket sales, television and radio programs, and endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.
- Additionally, all staff members and coaches must declare to Boise State University if they or their spouse has ownership interests in an outside company on the outside income form.



REPORTING VIOLATIONS

Sec.
9-1

PROCEDURES FOR REPORTING A VIOLATION **ATHLETICS COMPLIANCE - RULES EDUCATION**

In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA rules, whether they be secondary or major, shall be investigated. At no time shall any rules violation (secondary or major) go unreported to the Associate Athletic Director, Compliance.

If the Associate Athletic Director for Compliance determines that a violation has occurred, the violation (or possible violation) will be reported to the NCAA national office and/or appropriate conference officials.

Reporting a Violation

An individual (e.g., athletic department staff member, student-athlete, university employee, representative of the University's athletics interests, member of the community) may report an alleged, rumored, or suspected violation.

- b. The individual may report the alleged, rumored, or suspected violation verbally or in writing. He/She may report an alleged violation anonymously.

2. To Whom Shall an Alleged Violation be Reported?

If an alleged or rumored violation is communicated to any athletic department staff member, or individual other than an athletic department staff member, the individual has an obligation to report the alleged violation to any or all of the following persons in a timely manner:

- The Associate Athletic Director, Compliance
- The Director of Athletics
- The Faculty Athletics Representative

Assistant Coaches have not met their burden by simply reporting a possible violation to their supervising head coach; they must be able to verify that the report is made to one of the three department staff members listed above.

**MORE INFORMATION IS AVAILABLE
IN THE COMPLIANCE OFFICE.**



SUMMER ARRIVAL PROCESS

Sec.
9-2

- Head Coach must complete PSA Summer Arrival Chart prior to end of the spring semester. This chart details which prospective student-athletes will be in the Boise area during any portion of the summer (May thru August).
- All prospective student-athletes in the Boise area during the summer must meet with the Compliance Office immediately upon arrival and must complete an Initial Arrival PSA Questionnaire prior to participating in any summer conditioning and/or utilizing on-campus facilities.
- All prospective student-athletes in the Boise area during the summer and participating in summer conditioning and/or utilizing on-campus facilities must complete in full a participation clearance form (Salmon Form—see form 5-3.1).
- Prospective Student-Athletes living in the Boise area during the summer must complete the check-in portion of the Housing and Transportation Expense Form at the time of their initial arrival on-campus and prior to any athletically related activities or use of any Boise State facilities. (Please note, PSAs receiving transportation from SAs during the summer must reimburse the SAs).
- At the end of the summer and/or end of their summer school term, prospective student-athletes must complete the check-out portion of the Housing and Transportation Expense Form.

Notes:

The procedures stated above were enacted for the purpose of tracking all prospective student-athletes spending time in and around the Boise area during the summer prior to their initial enrollment.

Further, these procedures are designed to specifically address the elevated risk of violations when prospects are on campus prior to their first full-time enrollment. Per the Committee on Infractions, institutions have a heightened obligation to be vigilant in tracking prospects prior to enrollment to be sure that all compliance rules are followed during this time period.