



Boise State University Athletics Compliance Office Policy Procedure Manual 2017-18

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Introduction

- Mission Statements
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NCAA Mission

(www.NCAA.org)

Core Ideology

The NCAA's core ideology consists of two notions: core purpose - the organization's reason for being - and core values - essential and enduring principles that guide an organization.

Core Purpose

Our purpose is to govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

Core Values

The Association - through its member institutions, conferences and national office staff - shares a belief in and commitment to:

- The collegiate model of athletics in which students participate as an avocation, balancing their academic, social and athletics experiences.
- The highest levels of integrity and sportsmanship.
- The pursuit of excellence in both academics and athletics.
- The supporting role that intercollegiate athletics plays in the higher education mission and in enhancing the sense of community and strengthening the identity of member institutions.
- An inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.
- Respect for institutional autonomy and philosophical differences.
- Presidential leadership of intercollegiate athletics at the campus, conference and national levels.

Mountain West Conference Mission

(www.themwc.com)

The Mountain West Conference (MWC) is an association of universities strongly dedicated to excellence in their primary missions of teaching, research, and service to their publics. Member institutions represent a wide array of nationally recognized academic and athletic programs. In order to implement its philosophy, the MWC has identified the following goals that will guide the Conference and its member institutions toward success:

1. To foster intercollegiate athletic competition of the highest quality that will support, enhance and promote the academic missions of the member institutions and the welfare and character development of student-athletes;
2. To be regarded by our peers and the public as one of the premier athletic conferences in the nation based on program integrity, athletic performance, gender equity and good sportsmanship;



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3. To be in contention annually for national championships in all conference-sanctioned sports;
4. To create a stable and consistent conference revenue base through sponsorships, bowl agreements, television contracts, special events and other promotional activities;
5. To further strengthen the support and involvement of fans and other friends of our institutions by encouraging the tradition of intense intercollegiate competition among historic rivals that enjoy geographic proximity; and
6. To become a strong voice in the national governance of intercollegiate athletics.

The MWC will actively monitor progress toward the stated goals, evaluating the Conference and its member institutions by using numerous categories of assessment and various measuring mechanisms. The results will shape the activities and direction of the Conference relative to its philosophy and goals.

Boise State Department of Intercollegiate Athletics Mission Statement

STATEMENT OF PURPOSE

The purpose of the Intercollegiate Athletic Program at Boise State University is two-fold. First, to provide opportunities for a meaningful athletic experience for as many students as possible. Second, to develop and maintain a competitive Division I-A athletic program that competes on a regional and national basis and strives for excellence in both men's and women's athletics within the boundaries of integrity and honesty. The athletic program is an integral part of the University and its total educational purpose. The objectives of the athletic program are in harmony with the mission and role of the University.

The University adheres to the principles of fair play and amateur athletic competition as defined by the NCAA. The University is concerned with the physical welfare of the student-athlete and strives to ensure that every student-athlete has the opportunity to succeed academically and obtain a degree.



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Boise State Compliance Office Mission Statement

(www.broncosports.com, *Boise State Compliance Website*)

The mission of the Boise State Compliance Office is to uphold the rules and regulations of the National Collegiate Athletic Association (NCAA), Mountain West Conference (MWC), and Boise State University (Boise State); to monitor the processes and activities associated with such rules and regulations; and to educate institutional staff members, student-athletes and external constituents regarding such rules, regulations, processes and activities.

Boise State is committed and obligated to the principle of institutional control in operating its Athletics Department in a manner that is consistent with the letter and the spirit of the NCAA, MWC and University rules and regulations.

The compliance office coordinates, monitors and verifies compliance with all NCAA requirements and educates the various constituencies of the University and the community regarding NCAA and MWC regulations. The compliance office is dedicated to providing educational programs and interpretive support to all individuals involved with the athletics department.

Each individual within the athletics department is compelled to maintain competency in knowledge of rules, to act within his or her realm of responsibility in full compliance with the rules and to report any violations of the rules.

It is the goal of the compliance office to place the University in a pro-active position by educating, overseeing, and monitoring the athletics department and maintaining a positive compliance environment. The commitment to excellence by the entire Boise State athletics family must be a priority in all aspects of the compliance program.

The compliance office is located in the Varsity Center and is staffed by the Associate Athletic Director for Compliance, the Assistant Athletic Director for Compliance, the Director of Compliance and an Assistant Director of Compliance.

Scope

This manual is published to assist all athletic department personnel. Deviations from the policies and procedures described herein are unauthorized.

Purpose

The purpose of this manual is to provide all athletics department personnel with pertinent information relative to their respective compliance obligations and to afford general information relative to University, Conference, and NCAA regulations.



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Institutional Control

- NCAA Definition
- Roles
- Athletics Compliance Committee

Institutional Control Defined

(NCAA Bylaw 6.01.1)

The control and responsibility for the conduct of intercollegiate athletics shall be exercised by the institution itself and by the conference(s), if any, of which it is a member. Administrative control or faculty control, or a combination of the two, shall constitute institutional control.

Institutional Control, Presidential Authority and Shared Responsibilities.

The Association's principle of institutional control vests in the institution the responsibility for the conduct of its athletics program, including the actions of its staff members and representatives of its athletics interests. In fulfilling this principle, the institution shall demonstrate that:

- a. The institution's governing board provides oversight and broad policy formulation for intercollegiate athletics in a manner consistent with other units of the institution.
- b. The chief executive officer is assigned ultimate responsibility and authority for the operation and personnel of the athletics program.
- c. Appropriate campus constituencies have the opportunity, under the purview of the chief executive officer, to provide input into the formulation of policies relating to the conduct of the athletics program and to review periodically the implementation of such policies.

Role of the CEO

The President is charged with the ultimate authority and direct responsibility for the athletics department. The President meets biweekly with the Director of Athletics and quarterly (or as needed) with the Associate Athletic Director for Compliance. Annually, the President conducts the President's compliance meeting with all athletics department staff at the annual all staff meeting in August. The President's role extends to the following activities within and for the department, as identified by the President:

1. Hiring of new coaches;
2. Compliance with NCAA, MWC, and University regulations;
3. Budgetary matters: personnel and otherwise;
4. Academic eligibility and retention issues;
5. Regular communication with Dr. Roger Munger (Faculty Athletics Representative);
6. Facilities issues;
7. Many issues pertaining to Boise State's affiliation with the Mountain West Conference;
and
8. Responding to individual concerns from parents and athletes who directly contact him.

Role of the Faculty Athletics Representative

The Faculty Athletics Representative (FAR) serves as the principal faculty spokesperson in conveying, representing and protecting the academic mission, values and goals of Boise State as reflected in the athletic department. The FAR is charged with keeping the President informed of issues related to the academic progress of student-athletes, possible infractions of NCAA or Conference rules (especially of an academic nature) and any other matter that might affect the health and vitality of the University and the athletic department.

The FAR represents the University at NCAA and Conference meetings involving Faculty Athletics Representatives at other universities, and is expected to work closely with the Director of Athletics,

the President and other administrative personnel as appropriate and necessary to ensure that NCAA principles of institutional control, student-athlete welfare, gender equity, rules compliance, academic integrity, sportsmanship and ethical conduct are observed at all times.

Role of the Director of Athletics

The President of the University has designated the Director of Athletics as the individual responsible for the institution's rules compliance. The President articulates the responsibility for rules compliance to all Athletics department staff members as well as those outside the department with compliance-related responsibilities, including the Faculty Athletics Representative.

The Director of Athletics has ultimate authority and responsibility for NCAA rules compliance. The Director of Athletics works with the President, the Faculty Athletics Representative and the Associate Athletic Director for Compliance to ensure the department's compliance program is effectively functioning. The Director of Athletics reports directly to and meets frequently with the President.

Role of the Associate Athletic Director of NCAA Compliance

The Associate Athletic Director for Compliance is responsible for the daily management of the athletics compliance program. The Associate Athletic Director for Compliance reports directly to the Director of Athletics and also has a secondary reporting line directly to the President. This open channel of communication allows the Associate Athletic Director for Compliance the ability to directly address situations as warranted.

Role of the Athletics Compliance Staff

The Assistant Athletic Director, Director of Compliance and Graduate Assistants report to the Associate Athletic Director for Compliance. The breakdown of duties within the athletics compliance office is as follows:

Associate Athletic Director for Compliance

1. Oversee day-to-day operations of compliance office.
2. NCAA/MWC/Institutional reporting.
3. New legislation.
4. Interpretations/Education columns.
5. Website maintenance.
6. Update coaches compliance manual.
7. Update policies and procedures manual.
8. Complimentary admissions issues.
9. Head coach control.

Assistant Athletic Director for Compliance

(Sports Assigned: MFB, MWR, WBB, WSW, Track/XC)

1. Maintain daily eligibility report.
2. Coordinate scholarship renewal process.
3. Coordinate squad lists for MWC office.
4. Update compliance assistant.
5. ACS/Radar/Update SA forms.
6. Awards.

7. Recruiting monitoring and travel.
8. Document car registration/titles.
9. Update compliance section of SA handbook.

Director of Compliance

(Sport Assigned: MFB (Initial-Eligibility), GYM, MBB, MGO, WGO, MTE, WTE)

1. Official visits.
2. Outside competition forms and prize money issues.
3. High profile student-athletes.
4. Agents.
5. Promotional appearances by SAs and teams.
6. Donor requests.
7. Coaches certification exam.
8. SA housing.
9. Document housing leases.
10. Coordinate NLI's for MWC office.
11. Supervise interns.

Assistant Director of Compliance

(Sport Assigned: Track (Initial-Eligibility), WSB, WSO, WVB, SVB)

1. Education curriculum (sport and department).
2. Booster education.
3. Camps and clinics.
4. Local sports clubs.
5. Student-athlete fund (SAF).
6. Vacation meal money.
7. Occasional meal forms.
8. Compliance social media outreach (Facebook, Twitter).
9. New employee orientation.

Compliance Interns/Externs/Volunteers

1. Maintain and create files.
2. Update compliance forms (as needed).
3. Maintain Bronco Bylaws (weekly compliance newsletter for staff).
4. Maintain Buster's Bulletin (monthly compliance newsletter for SAs).
5. Compliance educational outreach.
6. Football game responsibilities (pass list, monitoring, etc.).
7. 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/month; 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.

Role of Instrumental Campus Staff Members

Outside the department are key University staff members who individually and collectively ensure the documentation and monitoring of compliance. Certification of academic eligibility takes place within the office of the registrar. The office of financial aid reviews scholarships to ensure compliance with NCAA regulations. The office of admissions reviews and assists with certifying the eligibility of all new student-athletes in accordance with NCAA regulations. The President communicates the importance of rules compliance to all Boise State staff members who have compliance responsibilities. Personnel both inside and outside the athletics department who have compliance responsibilities are notified that strict adherence to all rules and policies is a condition for employment.

Role of Coaches

Coaches are responsible to assist the compliance office in maintaining the integrity of the compliance program. All coaches are required to pass a coaches' certification exam for the purpose of off-campus recruiting. Monthly meetings are held (except in June and December) with all coaching staff members to remain current on NCAA topics and to assist with questions. The compliance office also provides interpretation of NCAA rules to coaching staff members. Coaches are evaluated annually relative to compliance-related issues during their mandatory employee evaluations.

Role of the Athletics Department Staff

Athletics department staff serves a vital role in fostering a continued atmosphere of compliance. Athletics department staff must have a working knowledge of NCAA rules, must be able to identify potential NCAA issues when they arise and must always consult with the compliance office whenever there is a question related to NCAA rules.

External and Internal Compliance Communication Procedures

The following communications procedures ensure direct and efficient contact with those entities involved in athletics compliance issues.

NCAA. The NCAA permits five institutional staff members' direct contact with personnel at the national office. These individuals include the President, Director of Athletics, Senior Woman Administrator, Associate Athletic Director for Compliance, and Faculty Athletics Representative. All other Athletics Department staff members are prohibited from directly contacting the NCAA. For issues requiring direct contact, please first request assistance from the Associate Athletic Director for Compliance. If the Associate Athletic Director for Compliance is not available, please contact any of those named above.

MWC. The Associate Athletic Director for Compliance is considered the first contact regarding compliance issues and interpretations from the conference office. If the Associate Athletic Director for Compliance is not available, please request assistance from the Assistant Athletic Director for Compliance, Director of Compliance or Assistant Director of Compliance, followed by the Faculty Athletics Representative and President.

Boise State. The Associate Athletic Director for Compliance is considered the first contact regarding compliance issues and interpretations from the athletics department. If the Associate Athletic Director for Compliance is not available, please request assistance from the Assistant Athletic Director for Compliance, the Director of Compliance or Graduate Assistants, followed by the Senior Woman Administrator, Director of Athletics and Faculty Athletics Representative.

Rules Infractions

1. Level III and Level IV Violations
(i.e., secondary violations)
2. Level I or Level II Violations
(i.e., major violations)

RULES VIOLATIONS REPORTING PROCEDURES

Boise State is committed to its obligation under the provisions of the NCAA Constitution regarding the Principle of Rules Compliance to identify, report and take corrective actions relative to all rules violations. A policy of self-disclosure will be followed in all situations where rules violations, both secondary and major, have been identified. Athletics department staff members and student-athletes are directed not to provide false or misleading information to the NCAA, MWC, or Boise State regarding possible rules violations.

The compliance office works to identify and reduce areas of risk within the athletics department that could negatively impact Boise State. If a problem arises, it is the responsibility of the compliance office to determine how the problem occurred, how it could have been prevented, and how to reduce the chances of such occurring in the future. Additionally, athletics staff must sign a statement each academic year stating they are unaware of any violations in the past year.

Reporting a Violation.

1. Any individual (e.g., athletics department staff member, student-athlete, University employee, representative of the University's athletics interests, member of the community) may report an alleged, rumored, or suspected violation.
2. The individual may report the alleged, rumored, or suspected violation verbally or in writing. He/she may also report an alleged violation anonymously. An anonymous tip form is available via the compliance office website housed on www.broncosports.com. This tip form operates through the Ethics Point system run by the University's office of institutional compliance. Forms submitted through this link dealing with athletics compliance matters will be directed to the Associate Athletic Director for Compliance who will review and determine appropriate investigative steps arising from the accusation.

To Whom Shall an Alleged Violation be reported?

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

Conducting an Investigation of an Alleged Major Violation.

1. If an alleged violation could potentially be identified as a major infraction, the Associate Athletic Director for Compliance will inform the Director of Athletics, Faculty Athletics Representative and the General Counsel. The Associate Athletic Director for Compliance will also inform and seek guidance from the Mountain West Conference and the NCAA. The General Counsel will decide whether outside counsel is necessary.
2. The Compliance Office shall maintain a written record of all alleged violations. The record shall consist of the following:

- a. Date that the alleged violation was reported to the Compliance Office and by whom the violation was reported.
 - b. Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation.
 - c. Chronology of actions taken by the University in the investigation of the alleged violation.
 - d. Rationale for concluding whether the allegation was or was not determined to be a violation of NCAA regulations.
3. If a secondary violation has occurred, the compliance office will keep on file a copy of the report of the violation and subsequent correspondence with the NCAA and Conference staff. Copies of the self-report will be sent to the following: Director of Athletics; Senior Associate Athletic Director/SWA; Faculty Athletics Representative; General Counsel, the Conference Office; Sport Supervisor and involved staff member(s).
4. Records and reports, including a violations chart tracking all confirmed violations will be maintained in the permanent files of the compliance office by the Associate Athletic Director for Compliance.

Finding a Violation Occurred.

The Associate Athletic Director for Compliance shall determine that a violation occurred whenever the preponderance of the evidence, considered as a whole, establishes the occurrence of the violation. It shall be the responsibility of the Associate Athletic Director for Compliance to assess the evidence to determine what weight and credibility will be given to the reported violation.

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

Self-reports of a violation shall include:

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

Alleged Violations Involving Other NCAA Institutions.

1. If an individual has knowledge of an alleged violation that involves another NCAA member institution and impacts the University, he/she shall report the alleged violation(s) to the Associate Athletic Director for Compliance, their sport supervisor, and/or the Director of Athletics.
2. The Associate Athletic Director for Compliance will discuss the violation and desired plan of action to address the situation with the Director of Athletics and the appropriate coaching staff members who have lodged the accusation. The compliance office may then contact the compliance administrator or the Director of Athletics at the accused member institution to request the alleged violation be investigated. The Associate Athletic Director for Compliance may then contact the MWC or the NCAA staff and request that the conference office or NCAA staff contact the accused institution or that institution's conference.

Rules Education Program

1. Education Sessions
2. Publications
3. Testing
4. Interpretations

The Boise State compliance office has established a rules education program to comply with NCAA, conference, and institutional rules and regulations. This program includes:

Compliance Staff Education (continuing education)

- **Weekly Compliance Staff Meeting**

Staff meetings held to review Boise State compliance tasks, update compliance staff on recently adopted NCAA legislation and recently issued NCAA interpretations, review pending items list, discuss and review monthly educational objectives and discuss any new items of interest. Additionally, the compliance staff generates a staff summary for the Director of Athletics. This meeting sets the tone for the week and allows for collaboration within the compliance office.

- **Participation on a Monthly Mountain West Conference Call**

The MWC compliance coordinators conference call offers an opportunity for Boise State compliance staff to interact, inform, learn and share ideas with MWC compliance officials at other institutions.

- **Attendance at the NCAA Regional Rules Seminar**

All full-time Boise State compliance staff will attend the NCAA Regional Rules Seminar during the summer (budget permitting). This seminar is organized and conducted by NCAA staff. The seminars are formatted to offer hour long educational sessions related to all areas of compliance management, with a focus on newly proposed legislation and its potential impact on membership.

- **Attendance at NAAC (National Association for Athletics Compliance)**

All full-time Boise State's compliance staff is members of NAAC, NACDA's compliance arm. When budget permits, Boise State compliance staff will attend NAAC summer meetings. In accordance with NACDA meetings, NAAC offers specific compliance-related sessions which highlight hot topics within compliance. NAAC places a specific emphasis on best practices for operation of a compliance office.

- **Attendance at the MWC In-Person Meeting**

Boise State compliance staff and Boise State's Faculty Athletic Representative (FAR) will attend the MWC in-person meeting during the fall and the spring (October 2017 and March 2018). The primary focus of the MWC meetings are to conduct a comprehensive review of NCAA proposed legislation. The meetings serve as an opportunity for compliance officials and FARs at the MWC institutions to ask questions and vet out new legislative proposals. In addition to legislation overview, the meetings allow staff to review conference violations during the past year and provide an open forum for discussion of compliance best practices.

Athletics Department Staff Education

- **Weekly Executive Team Meeting—Compliance Report**

A compliance report is made each week at Boise State's weekly Executive Team Meeting. These meetings consist of all Associate Athletic Directors and area supervisors. The report focuses on providing timely reminders to athletics staff about potential compliance issues.

- Weekly Compliance Newsletter (Bronco Bylaws)

Every Friday (every other Friday in the summer), the Boise State compliance newsletter goes out to all athletics staff via email. Each newsletter contains a compliance spotlight segment. The compliance spotlight is used to highlight important and timely compliance issues from around the country. The newsletter also includes timely compliance reminders as well as all pertinent education columns and interpretations issued by the NCAA during the previous week. Finally, the newsletter has a quiz specific to compliance related questions for staff and coaches.

- Athletics Staff Newsletters

Each month the Boise State Staff newsletter goes out to all athletics staff via email. Each newsletter contains a compliance corner segment. The compliance corner is used to highlight important and timely compliance issues and to educate members of the athletics staff about specific NCAA, MWC and Boise State rules. A particular emphasis is placed on providing current articles from around the country related to NCAA rules compliance.

- New Employee Orientation

All newly hired employees of Boise State's athletics department meet with the Director of Compliance for a comprehensive rules, policies and procedures orientation session. After completing the orientation, employees sign a document confirming that they have been educated on NCAA, MWC and Boise State rules and have had an opportunity to ask questions regarding these rules. Additionally, an outside income and ownership declaration form is also completed and filed in the compliance office.

Athletics Staff Education by Department

- Certification Education

Prior to meeting for certification of student-athletes in the fall, winter and spring; the compliance office conducts a rules review with the certification team, which includes the registrar's office, academic services staff, SWA and FAR for the purpose of reviewing key issues impacting initial and continuing eligibility.

There is a specific focus placed on updating the certification team about rules changes and recently published legislative staff interpretations.

- Tutor Education Meetings (Fall and Spring Semester)

At the beginning of each semester, Boise State compliance staff participates in the academic services athletic academic tutor orientation by conducting an NCAA rules session highlighting potential NCAA rules and Boise State policies that could be encountered by tutors working directly with Boise State student-athletes. Specifically and thoroughly addressed are rules and Boise State policies related to academic fraud, extra benefits, gambling and agent activity. The orientation session also includes a case study of recent NCAA infractions cases involving athletic academic tutors. Materials for this compliance review are included in the SAASS tutor orientation handbook.

- Athletics Academic Staff Attendance at the NCAA Regional Rules Seminar

When budget permits, members of the Boise State compliance and academic services staff will attend the NCAA Regional Rules Seminar. This meeting offers academic staff the opportunity to attend educational sessions put on by NCAA staff members and geared toward initial and continuing eligibility issues.

- **Staff/Administration-- Fall and Spring Education Meetings**

An education session conducted for each area of the athletics department once per semester. Meetings address fundamental NCAA compliance rules and legislation, including but not limited to, extra benefits, gambling, academic fraud, recruiting restrictions. Additionally, the meetings are designed to place a specific focus on each administrative area within the athletics department (senior administration, business office, equipment room, Learfield sports, marketing, media relations, sports medicine, strength and conditioning, ticket office and video). The spring educational session will include a mandatory test that must be taken by each member of the department. These tests are designed to cover general NCAA rules as well as specific topics commonly encountered by members of the specific department.

Coaches Education

Men's Basketball, Women's Basketball, Football, Men's Golf, Women's Golf, Gymnastics, Soccer, Softball, Women's Swimming and Diving, Men's Tennis, Women's Tennis, Track and Field & Cross Country, Volleyball

- **Monthly Team Meeting**

Once a month (except June and December), each coaching staff meets with a Boise State compliance official for an educational meeting designed to be sport specific and topical. These meetings are intended to be timely, open discussions about issues and concerns related to compliance management. Coaches are encouraged to ask questions at this time.

Following the meeting, a Boise State compliance official documents the meeting date, time and attendees and responds to any questions that arise during the meeting via a comprehensive follow-up email.

Coaches not in attendance receive the monthly meeting materials via email. Coaches not in attendance are required to read this material and respond back to the compliance office with a statement confirming that the materials have been reviewed.

- **Monthly Head Coach Meeting— Compliance Report**

A compliance presentation is made at Boise State's monthly head coach meeting held during the academic year (August to May). The head coaches meeting is a mandatory meeting for all head coaches. The presentation consists of significant education in four to five compliance areas chosen based upon time of year (i.e., NLI reminder in October, camps/clinics reminder in April) and based on education needed based upon recent violations or recent interpretations (i.e., phone call education after several phone call violations, education related to prospects receiving hard tickets to a game after compliance has received multiple questions on the same topic). The head coach of each team is required to relay information from this meeting to rest of coaching staff. The purpose of this meeting is to

report on important compliance topics and issues that impact all sports and to encourage dialogue among the different sports related to compliance matters.

- **Comprehensive Review of Previous Year's Secondary Violations**

During the September and March or April team compliance meetings, the compliance staff will review all secondary violations filed by the institution the previous semester/summer. This session allows coaches to ask questions about violations, learn from the mistakes of their peers and discuss ways to avoid repeating the previous year's mistakes.

- **New Coach Orientation Education Session**

All newly hired employees of Boise State's athletics department meet with the a member of the compliance staff for a comprehensive rules, policies and procedures orientation session. A new coach's orientation session will include a detailed review of the Boise State Coaches Manual, ACS software (Recruiting Radar for football) and Boise State's travel authorization process.

Topics covered: Athletics Compliance mission statement, institutional control, rules infractions procedure, rules education program, Bylaw 10.1 (Unethical Conduct), employment of athletics personnel, contractual agreements, limitations on number and duties of coaches, amateurism, promotional activities and amateurism, athlete employment, recruiting rules, permissible recruiters, contacting recruits, official visits, dining with prospects, extra benefits, employee tickets, gambling, eligibility requirements.

Boise State Student-Athletes

- **Beginning of the Year Team Meeting, End of Semester Team Meeting, End of Year Team Meeting**

Three separate meeting are held with each team to go through the following topics: ethical conduct (NCAA bylaw 10.1), amateurism & outside competition restrictions, financial aid, employment & fee-for-lesson arrangements, seasons of competitions & transfer regulations, playing and practice seasons, complimentary admissions, promotional activities, drug testing, agents, gambling, extra benefits & boosters, recruiting & official visits, social networking websites and NCAA/Boise State required forms. Hot topics in NCAA compliance and issues related to recent NCAA violations are also addressed.

- **Compliance Presence at SAAC Meetings**

A compliance staff member will periodically attend the monthly Student-Athlete Advisory Committee meetings. In October, a member of the compliance staff presents to the SAAC student-athletes informing them of new proposed NCAA legislation and gathering feedback from the student-athletes related to these proposals.

Education of High-Profile Student-Athletes

- In the fall, a meeting is held for high-profile student-athletes (defined as those student-athletes interested in and projected to be professional athletes). The meeting allows the compliance staff to reach out to specific high-profile student-athletes selected by athletics

department staff in a setting conducive to an open discussion about the expectations, pressures and potential pitfalls associated with their status as high-profile student-athletes. An education session is conducted that includes the following topics: agents, extra-benefits, amateurism, autograph requests, promotional appearance requests, social media reminder.

- The Boise State Associate Athletic Director for Compliance will address the parents of Boise State football players prior to the spring football game.
- In the spring, an education session will be conducted with those student-athletes identified as high-profile student-athletes for the next academic year who have interest in and are projected to be future professional athletes. Guest speakers will address topics related to understanding of the expectations and issues facing high-profile student-athletes.
- During the fall semester, the Associate Athletic Director for Compliance will make a telephone call to the parents/legal guardian of selected high-profile athletes. This phone call will serve to personally introduce the parents of high-profile student-athletes to the compliance office and shine light on the role of the compliance office in assisting their high-profile son or daughter with successfully navigating NCAA rules and protecting eligibility. The Associate Athletic Director for Compliance will encourage open communication with the compliance office with regards to issues that could impact their son or daughters eligibility (i.e., agents, booster gifts, promotional appearance requests, etc.).

Campus Constituents

- Boise State Financial Aid Office

In the fall semester, a comprehensive educational session will be held for the financial aid office at Boise State.

- Boise State Registrar/FAR/SWA (the “certification team”)

Prior to each round of certification, a rules educational session will be held for the registrar’s office at Boise State, FAR and SWA (the “certification team”) regarding certification of eligibility. This meeting will also serve to review new legislation related to certification and to review issues and questions that arose during the previous year’s certification.

- Internal Operations Meetings

All campus staff members with compliance related responsibilities will meet quarterly (September, December, March, June) to discuss compliance matters specific to their areas. The NCAA compliance office, financial aid office, registrar’s office, admissions office and athletics academic staff are all included in the meetings.

Outside Constituents

1. Boosters

NCAA Rules Guide for Fans, Friends, Boosters and Alumni.

Boise State Compliance Office will produce an *NCAA Rules Guide for Fans, Friends, Boosters and Alumni*, which will be posted on Boise State's compliance webpage and is updated each year.

2. Football/Basketball Educational Message on Video Board

For each home football and men's basketball game a succinct compliance message will run on the Boise State video board. The message will conclude with a reminder for fans to contact the Boise State compliance office with any questions related to NCAA rules.

3. Broncocountry.com Post

Boise State compliance office will post an occasional message on a popular Boise State message board, broncocountry.com, highlighting the issues surrounding booster interaction with current student-athletes and prospective student-athletes.

4. Compliance Message from Athletics Director to 3,500 BAA Members

Occasionally throughout the year, an email focused on compliance related issues will be sent to all Bronco Athletics Association members (3,500). The content of the email will be provided by the compliance office with a brief introduction from the athletics director.

5. Compliance Message Provided During Coaches Club Meetings

The Boise State Coaches Club is a 130 member organization made up of Boise State's most prominent boosters. During the football season, the coaches club hosts a series of breakfast meetings and lunch meetings. The Associate Athletic Director for Compliance will provide a brief compliance message during selected meetings. The focus of the message will be issues and hot topics surrounding booster interaction with prospective and enrolled student-athletes. The meeting will also serve to cultivate a relationship between Boise State's elite boosters and the Associate Athletic Director for Compliance.

6. Toilet Tips

A brief compliance educational message is displayed in athletics department restrooms, basketball arena restrooms and football stadium restrooms.

7. Parents of Student-Athletes

Boise State compliance office has produced a Bronco Parent Brochure, which will be posted on Boise State's compliance website and distributed via email to parents of current student-athletes. The brochure outlines NCAA rules impacting the parents of current Boise State student-athletes.

8. Agents

Agent education is primarily done through Boise State's agent registration process. Boise State's Athlete/Agent Act Standards and Boise State Agent Registration.

Prior to any contact with a Boise State student-athlete, agents are provided with Boise State's Athlete/Agent Act Standards. Additionally, all agents or advisors are required to complete Boise State's agent registration document.

Periodically, compliance education correspondence will be sent to agent registered with Boise

State

9. Letter to Student-Athlete Employers

All student-athletes that work during the academic year or during the summer must complete an online employment verification form on the ACS portal. Upon receiving this form from the student-athlete, Boise State compliance sends a follow-up employment verification letter to the employer. Employment letters are sent to both on-campus and off-campus employers. The verification letter educates the prospective employer about the NCAA rules related to student-athlete employment.

10. Monthly Outside Constituent Letter (local area businesses)

On a monthly basis, the Boise State compliance office will identify a segment of local area business that is or could be utilized by student-athletes. A compliance letter and educational material will be directed specifically at these local businesses. Businesses to be targeted include: golf courses, car dealerships, tattoo parlors, barber shops, restaurants, sporting goods retailers, electronics retailers, bars.

11. Social Media Education

The compliance office has Twitter and Facebook accounts (handle: @BroncoBylaws). The accounts are operated by the Graduate Assistants, and make use of these social media outlets to educate student-athletes, boosters, staff and outside constituencies about NCAA and MWC rules.

Rules Interpretation Procedure

Procedure for Coaches:

1. Coaches should submit questions and surrounding facts to the compliance office. These questions may be submitted via email, telephone or via an in-person meeting.

Procedure for Compliance Staff:

1. The compliance office conducts the appropriate research to determine a correct answer. This may include reference to the NCAA manual, NCAA Legislative Services Database (LSDBI), RSRO, the MWC bylaws, discussion with other compliance staff members, or an email or telephone call to the NCAA or MWC.
2. A compliance staff member drafts an interpretation of NCAA or conference regulations.
3. All interpretations are sent out via email and reviewed by the compliance staff. A copy of the interpretation is kept on file electronically for future reference. If an interpretation relates to a matter that will have an impact on other sports or departments within the athletics department, appropriate individuals will be copied on the interp.

Personnel

- Conduct and Ethics
- Policies and Procedures
- Organization
- Position Descriptions

Conduct and Ethics for Athletics Personnel and Student-Athletes

The Boise State University (Boise State) Athletics Department adheres to the rules and principles for Conduct of Intercollegiate Athletics delineated by the National Collegiate Athletic Association (NCAA). All athletics department staff members are responsible for complying with all rules and regulations as outlined by the NCAA, Mountain West Conference and Boise State.

Unethical Conduct

(NCAA Manual)

Unethical conduct by a prospective or enrolled student-athlete or a current or former Boise State staff member (e.g., coach, professor, tutor, teaching assistant, student-manager, student-trainer, etc.) may include, but is not limited to, the following:

- (a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- (b) Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- (c) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- (d) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- (e) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- (f) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
- (g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or an institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
- (h) Fraudulence or misconduct in connection with entrance or placement examinations;
- (i) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or

(j) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

As a provision of employment, the institution shall require athletics department staff members to give full cooperation in any investigation by the institution, conference or NCAA. Athletics department staff members are subject to all penalties within NCAA Bylaw 19.5 if staff members are found to be involved in deliberate or serious violation of NCAA regulations, and that staff members will cooperate fully with Boise State, the conference and the NCAA in any investigation.

Policies and Procedures

Tobacco Policy

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) and student-athletes in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

If usage is determined, the athletic trainer notifies the supervising associate athletics director, who reports the violation to the compliance office. The compliance staff processes the violation, makes an initial attempt to notify and when appropriate counsel the individual involved. The team physician is used as a resource when needed. The sport supervisor is notified and consulted if further counsel or reprimand is required.

Gambling Policy

(NCAA Manual)

Members of the Boise State department of athletics and student-athletes shall not knowingly:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
2. Solicit a bet on any intercollegiate team;
3. Accept a bet on any team representing the institution;
4. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
5. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

Drug Policy

(Boise State Staff Handbook)

Boise State University believes that the use of certain prohibited drugs (excluding those prescribed by a physician to treat a specific medical condition) can be detrimental to the physical and mental well-being of its student-athletes; can seriously interfere with the performance of individuals as students and as athletes; and can be extremely dangerous to the student-athlete and his/her teammates participating in athletic competition and practice. The use, sale or distribution of any prohibited drug not prescribed by a student-athlete's team physician or personal physician shall result in required treatment and potential discipline as set forth in this program. The discipline may

include temporary or permanent suspension from practice, and competition, along with financial aid or scholarship not being renewed for the following academic semester.

Drug Testing

The student-athlete will annually, prior to participation in intercollegiate competition during the academic year, sign a statement in a form prescribed by the NCAA and Boise State in which he or she consents to be tested for the use of drugs prohibited by NCAA legislation. Failure to complete and sign the statement annually shall result in the student-athlete's ineligibility for participation in all intercollegiate competition. All drug testing conducted in accordance with this policy, will be conducted without regard to age, race, color, religion, sex, national origin, ancestry, disability, veteran status, sexual orientation, or political affiliation. Boise State has a drug-screening program for all intercollegiate sports and provides educational opportunities to enhance the student-athletes' awareness of the effects of substance abuse.

Supplements

Dietary supplements, of any kind, are poorly regulated by the USFDA. Therefore, no one can guarantee the product's purity or safety. IMPURE SUPPLEMENTS CAN CAUSE A POSITIVE DRUG TEST. You are advised that the use of dietary supplements is highly discouraged and not recommended and is at the user's own risk. Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center (REC) at 877-202-0769 or www.drugfreesport.com/rec (password ncaa1, ncaa2, or ncaa3).

Standards of Honesty and Sportsmanship

(NCAA Manual)

Individuals employed by (or associated with) Boise State to administer, conduct or coach Intercollegiate Athletics and all participating student-athletes, shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, Boise State, and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Responsibility for Violations of NCAA Regulations

(NCAA Manual)

Boise State staff members found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

Responsibility of Head Coach

(NCAA Manual)

It shall be the responsibility of a Boise State head coach to promote an atmosphere for compliance within the program supervised by the coach and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach.

Use of Association Name or Affiliation

(NCAA Manual)

Boise State staff members and others serving on the Association's committees or acting as consultants shall not use, directly or by implication, the Association's name or their affiliation with the Association in the endorsement of products or services.

Representing Individuals in Marketing Athletics Ability/Reputation

(NCAA Manual)

Staff members of the Boise State athletics department shall not represent, directly or indirectly, any individual in the marketing of athletics ability or reputation to an agent, a professional sports team or a professional sports organization, including receiving compensation for arranging commercial endorsements or personal appearances for former student-athletes, except as specified in NCAA Bylaw 11.1.3.1, and shall not receive compensation or gratuities of any kind, directly or indirectly, for such services.

Stipulation That NCAA Enforcement Provisions Apply

(NCAA Manual)

Contractual agreements or appointments between a coach and Boise State shall include the stipulation that a coach who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay or termination of employment for significant or repetitive violations.

Athletically Related Income

(NCAA Manual)

Contractual agreements, including letters of appointment, between a full-time or part-time athletics department staff member (excluding secretarial or clerical personnel) and Boise State shall include the stipulation that the staff member is 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. In addition, the approval of all athletically related income and benefits shall be consistent with Boise State'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:

- a. Income from annuities;
- b. Sports camps;
- c. Housing benefits (including preferential housing arrangements);
- d. Country club memberships;
- e. Complimentary ticket sales;
- f. Television and radio programs; and
- g. Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.

Procedure for Compliance Staff:

1. The Associate Athletic Director for Compliance issues an *Outside Income Form* to all athletic department staff during the Fall all-staff meeting in August.
2. All athletic department staff members are required to sign the appropriate forms prior to August 31.

3. The Associate Athletic Director for Compliance collects and delivers these forms to the Director of Athletics and the President of the University in a chart form.

Control of Employment and Salaries

(NCAA Manual)

Boise State, as opposed to any outside source, shall remain in control of determining who is to be its employee and the amount of salary the employee is to receive within the restrictions specified by NCAA legislation.

Bona Fide Outside Employment

(NCAA Manual)

A Boise State staff member may earn income in addition to the institutional salary by performing services for outside groups.

Supplemental Pay

(NCAA Manual)

An outside source is prohibited from paying or regularly supplementing a Boise State Athletics Department staff member's annual salary and from arranging to supplement that salary for an unspecified achievement. This includes the donation of cash from outside sources to Boise State earmarked for the staff member's salary or supplemental income. It would be permissible for an outside source to donate funds to Boise State to be used as determined by the Boise State, and it would be permissible for Boise State, at its sole discretion, to use such funds to pay or supplement a staff member's salary.

Bonuses for Specific and Extraordinary Achievement

(NCAA Manual)

Boise State may permit an outside individual, group or agency to supplement an athletics department staff member's salary with a direct cash payment in recognition of a specific and extraordinary achievement (e.g., contribution during career to the athletics department of the institution, winning a conference or national championship, number of games or meets won during career/season), provided such a cash supplement is in recognition of a specific achievement and is in conformance with Boise State policy.

Non-Institutional Publications That Report on Athletics Program

(NCAA Manual)

Boise State Athletics Department staff members shall not endorse (either orally or in writing) any non-institutional publication dedicated primarily to reporting on an institution's athletics activities, except as provided in this section, and shall not write for such publications.

Educational Articles

(NCAA Manual)

Boise State athletics department staff members may write educational articles related to NCAA rules and crowd control for non-institutional publications dedicated primarily to reporting on an institution's athletics activities.

Recruiting Service Consultants

(NCAA Manual)

Boise State athletics department staff members may not endorse, serve as consultants or participate on advisory panels for any recruiting or scouting service involving prospects.

Quotations and Pictures Used to Promote a Camp

(NCAA Manual)

Boise State coaching staff members may not promote non-institutional camps or clinics by permitting the use of quotations and/or pictures in the camp or clinic brochure, unless such coaching staff members are employed by the camp.

Limitations on the Number and Duties of Coaches

(NCAA Manual)

Athletics Department staff members must count against coaching limits as soon as the individual participates (in any manner) in the coaching of the intercollegiate team in practice, games, or organized activities directly related to that sport, including any organized staff activity directly related to that sport. Note: each sport has specific limitations on the number of coaches who may be on staff.

Procedure for Coaches:

1. Complete *Countable Coaches Form* before the first day of classes of each academic year.

Procedure for Compliance Staff:

1. Coaches are required to complete and return the *Countable Coaches Form* to their compliance liaison at the beginning of each academic year.
2. Coaches are required to submit a job description attached to the *Countable Coaches Form* describing duties to be performed by a volunteer coach.
3. The compliance office reviews this form to ensure compliance with NCAA Bylaw 11.7.
4. The compliance office posts a directory of countable coaches on its website.

Amateurism, Marketing and Promotions

Amateurism

Only an amateur student-athlete is eligible for intercollegiate athletics participation in a particular sport.

Boise State's athletics programs are designed to be an integral part of the educational program. The student-athlete is considered an integral part of the student body, thus maintaining a clear line of demarcation between college athletics and professional sports.

NCAA amateur status may be lost as a result of activities prior to enrollment in college. If NCAA rules specify that an "individual" may or may not participate in certain activities, this term refers to a person prior to and subsequent to enrollment in a member institution.

Each student-athlete is responsible for complying with all NCAA legislation regarding amateurism.

General Amateurism and Eligibility Form for International and Select Prospective Student-Athletes

To represent Boise State in intercollegiate athletics practice or competition, an international/select prospective student-athlete shall be certified as eligible. An international/select prospective student-athlete is a student-athlete who either (a) is not a United States citizen, or (b) resides in an unincorporated or commonwealth territory of the United States, or (c) has participated in foreign athletics activities or was associated as an athlete with a foreign athletics organization.

Each international/select prospective student-athlete who will be participating for the first time in intercollegiate athletics at Boise State is given this form to complete and to sign. Subsequent to the prospective student-athlete completing the form, Boise State's compliance office is responsible for investigating any answers that may result in ineligibility. Further, the statement must be signed by the sport's compliance liaison and the prospective student-athlete's head coach prior to the student-athlete participating in athletics at Boise State.

Marketing and Promotions

Promotional and Fund-Raising Activities Request Form

(NCAA Manual)

Boise State, or a recognized entity thereof (e.g., fraternity, sorority, or student government organization), MWC, or a non-institutional charitable, educational or non-profit agency may use a student-athlete's name, picture, or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided certain conditions are met. Boise State monitors Promotional activities and ensures NCAA conditions are met through the "Promotional Request Form".

Procedure for Coaches/Staff:

1. Complete *Donation Request Form (online at Broncosports.com)* or *Promotional Activities (Appearances) Form (online at Broncosports.com)*
2. Submit to Director of Business Affairs for approval.

Procedure for Compliance Staff:

1. Review submitted online forms to ensure compliance with NCAA Bylaw 12.5 is followed.
2. Forward this form via email to the Athletics Ticket office if there is a request for tickets or to appropriate staff if there is any additional requests.

Employment

(NCAA Manual)

Compensation for employment may be paid to a student-athlete for work actually performed, and at a rate commensurate with the going rate in that locality for similar services. Such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability. Student-athletes working on or off-campus are required to complete an *Employment Request Form* and return it to the Compliance Office.

Employment Request Form

Procedure for Coaches:

1. Ensure that all student-athletes that are working on or off-campus during the academic year complete the ACS *Employment Verification Form*.

Procedure for Compliance Staff:

1. The Compliance Office uploads and monitors the completion of the *Employment Verification Form* on ACS.
2. The Compliance Office contacts the employer via telephone to confirm employment. Then, compliance office sends a letter and questionnaire to the employer explaining NCAA rules surrounding the employment of student-athletes and asking the company to certify that the student-athlete:
 - a. Is employed at their business;
 - b. Is paid only for hours actually worked; and
 - c. Does not receive any special benefits not available to other employees due to his/her athletic reputation.
3. Once the form is returned, the Compliance Office makes certain the employer has answered the questions in compliance with NCAA regulations.
Note: If the employer does not return the form within three weeks, the compliance office sends a follow up letter asking that the employer complete the form.
4. Men's Basketball and Football student-athletes must submit a (one) pay stub from their employer prior to the start of the year for purpose of verifying employment and verifying rate of pay.

Agents

(NCAA Manual)

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 athletics ability or reputation in that sport. 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.

Procedure for Coaches:

1. If an agent contacts a Boise State coach regarding a current student-athlete, they will be referred to the Compliance Office.

Procedure for Compliance Staff:

1. The Compliance Office maintains an updated list from the Idaho Secretary of State of all registered sports agents in the state of Idaho. Boise State will only grant permission to speak with student-athletes that have completed their playing season to agents that are registered with the state of Idaho.
2. The Compliance Office disseminates to agents a registration form/questionnaire outlining their experience, background, education, and qualifications.
3. The Compliance Office registers with the Secretary of State in Idaho the dates, procedures, protocols for establishing communication between agents and Boise State's student-athletes.
4. The Compliance Office disseminates materials to the parents of all junior student-athletes desiring to participate in sports after their intercollegiate participation has been exhausted or for those student-athletes considering early draft possibilities.

Amateurism Postseason Affidavits

Each team (Basketball and Football) that qualifies to participate in post-season competition must successfully complete and submit affidavits attesting to one's amateurism status.

Procedures for Coaches:

1. Prior to departing for postseason competition coaches must arrange for a team meeting with compliance to discuss amateurism issues and sign NCAA amateurism postseason affidavits (Basketball and Football).

Procedure for Compliance Staff:

1. The compliance staff conducts a meeting with each team which qualifies for postseason competition.
2. The compliance staff collects amateurism postseason affidavits.
3. A summary sheet must then be provided to each team eligible for postseason competition indicating compliance with amateurism regulations.

Student-Athlete Recruiting

Recruiting

The Department of Intercollegiate Athletics is committed to following all NCAA, Conference, and University rules and regulations related to the recruitment of prospective student-athletes. Successful recruiting is one of the single, most critical areas related to the future of the University's athletics program and should be approached with commitment, competence, and character.

Coaches that have been designated and certified to recruit off-campus coordinate the recruitment of prospective student-athletes.

Once a coach successfully passes the NCAA coaches certification exam, they are eligible to recruit off-campus.

Certification to Recruit Off-Campus

Procedure for Coaches:

1. The Director of Compliance will coordinate test dates for the coaches with the FAR.
2. NOTE: When picking dates for the exam, coaches should be mindful of the fact that one cannot retake the examination for 30 days.
3. Take the exam.

Procedure for Compliance Staff:

1. Conduct a review session prior to the exam to discuss new legislation and discuss appropriate topics related to the exam (review the *NCAA Recruiting Test Outline* with coaches).
2. Each year all coaches seeking to recruit off-campus must pass the NCAA Coaches' Certification Exam administered by the Faculty Athletics Representative (FAR).
3. All graduate assistant coaches (football only) and Directors of Operations must pass the NCAA Coaches' Certification Exam administered by the FAR.
4. All volunteer coaches must also take the NCAA Coaches' Certification Exam.
5. The FAR administers the exam and informs the Compliance Office of the results. All results are listed online via the NCAA portal and in an internal Google Doc administered by the FAR.

Prospective Student-Athlete Official/Unofficial Visit Procedures

Official Visits

(NCAA Manual)

An official visit is defined by the NCAA as a visit to Boise State by a prospective student-athlete that is financed by the institution, in part or entirely. All official recruiting visits are restricted in number, activities, and expenditures by NCAA rules and regulations. A prospective student-athlete must present a transcript reflecting all high school and/or collegiate course work completed. In addition a prospective student-athlete must be registered with the NCAA Eligibility Center and placed on the institution's Institutional Request List (IRL) prior to being approved for an official visit. Finally, it is not required, but strongly recommended the prospective student-athlete provide a score from an SAT, PSAT, ACT, or PLAN test, taken on a national testing date under national testing conditions, and

OFFICIAL VISITS (Procedure for Coaches and Compliance Staff)

- Coach submits Official Visit request at least two weeks prior to visit.
- Form must have the following:
 - Demographics, school currently enrolled in.
 - Date of Birth.
 - Projected Enrollment Date.
 - Dates of Visit. If hotel room is needed and if parents are coming.
 - Times of visit.
- Look at transcript and perform core evaluations in ACS initial eligibility section.
 - Must have test scores (ACT, SAT, PLAN or PSAT) unless they are a transfer. Four Year Transfers, check for release on file. Two Year college: just need current unofficial transcript.
- Activate IRL Eligibility Center.
- Web Status report.
 - View student by sport.
 - On paperwork fill out “For Office Use Only.”
 - If registered for clearinghouse:
 - Y/N for Test Score.
 - Y/N for High School Transcript.
 - Y/N for Completed Amateurism Form.
- THE VISIT IS APPROVED IF:
 - The PSA is registered with the NCAA Eligibility Center.
 - Transcripts are attached.
 - Test scores are attached if prospect is in high school (recommended).
- Enter data into CA recruit module.
 - Create new PSA.
 - Complete all fields in yellow and test scores.

- Fill out sports tab and school tab.
- Always save before moving screens.
- After entering PSA into CA.
 - Enter names into “Official Visit” spreadsheet.
- Prepare a letter for PSA.
 - Send letter via email to prospect.
 - Check on Official Visit Approval form that PSA’s letter and enclosures have been sent.
 - File Originals in Compliance Office.
 - Original of Official Visit Approval (w/ transcripts & scores attached).

For Hotel Requests: Send an email with names of recruits and/or parents, number of rooms needed and dates requesting.

- Grove Hotel
- Hampton Inn
- Courtyard by Marriot
- Springhill Suites
- Holiday Inn Express

Send the hotel confirmation to the coach.

Keep track of number of hotel nights used for each recruit.

- PSAs are encouraged to meet with an academic staff member and a compliance staff member to go over initial-eligibility status.
- Post Official Visit Work Paperwork

Coaches are required to submit official visit summary paperwork within one week after the official visit.

Forms that need to be submitted within two weeks:

- T-form.
- Itinerary.
- Student host summary, pre and post visit rules with all signatures.
- Official Visit Summary. If you have more than one recruit and they were at all the same meals, you only need one summary. If there are different meals, then you will need one for each recruit.
- T-card/Check card summary.
- If they used the T-card you will need copies of all receipts.
- If you used the checkbook you will need the original receipts.
- Any deposit slips if you put money back in the bank and carbon of all checks that were written.

All receipts must be itemized, even if it is from an on-campus dining facility. If no receipt is available, please ask the vendor to write one up for you.

The Business office will review the summary to ensure that all receipts have been attached.

Compliance also reviews receipts to verify:

1. How many people ate at each meal?
2. To ensure no alcohol was paid for on reimbursement requests.
3. Student host forms are filled out correctly.
4. Online tickets/travel expenses were paid appropriately.

Unofficial Visits

Unofficial visits are monitored through the *Unofficial Visit Form*.

Procedure for Coaches:

1. When a prospective student-athlete arrives on campus for an unofficial visit, this form must be completed immediately by a coaching staff member prior to the start of the visit.

Note: For unofficial visits that comprise only attendance at home contests or group attendance at a practice and no interaction between a prospect and coaching staff members, signature on the home contest recruiting pass list serves as documentation of the visit.

Procedure for Compliance Staff:

- a. The Compliance Office collects and reviews the *Unofficial Visit Form* to ensure the prospective student-athlete paid for expenses incurred during the visit and all applicable NCAA recruiting regulations were followed.

Permissible Recruiting Materials

(NCAA Manual)

In sports other than men's basketball, Boise State may not provide recruiting materials to a prospect (including general correspondence related to athletics) until September 1 at the beginning of the prospect's junior year in high school. In men's basketball, Boise State may not provide recruiting materials to a prospect (including general correspondence related to athletics) until June 15 at the conclusion of the prospect's sophomore year in high school.

The following is a list of printed materials which may be provided to a prospective student-athlete. If it is not listed here it MAY NOT be provided to a prospective student-athlete:

(a) **General Correspondence.** General correspondence may be sent only by mail, subject to the following provisions:

- (1) The correspondence shall include a single sheet of institutional letterhead, which shall not exceed 8 1/2 by 11 inches in size;

(2) There are no restrictions on the design or content of one side of the single sheet of institutional letterhead. The opposite side shall be blank, except for text (typed or handwritten) used to communicate a message to the recipient and any other handwritten information;

(3) Additional pages of the correspondence shall be limited to plain white paper (not to exceed 8 1/2 by 11 inches in size) and black ink. The additional pages shall be blank, except for text (typed or handwritten) used to communicate a message to the recipient and any other handwritten information;

(4) Attachments to general correspondence may only include materials printed on plain white paper (not to exceed 8 1/2 by 11 inches in size) with black ink that are not created for recruiting purposes, except for other permissible printed materials (e.g., camp brochures, questionnaires);

(5) An envelope used to send the correspondence may only include the institution's name and logo or an athletics logo (in addition to the postage, return address and addressee information) on the outside, must be blank on the inside when produced and may not exceed 9 by 12 inches; and

(6) All institutional staff members (e.g., faculty members, athletics department staff members and administrators) may prepare general correspondence.

(b) Business Cards.

(c) Camp Brochures. Camp brochures may be provided to a prospect at any time. Brochures are not restricted by content or design, but are restricted to a single two-sided sheet, not to exceed 17" X 22" when opened in full. Note: These brochures may be provided to a prospect prior to September 1 at the beginning of the prospect's junior year in high school.

(d) Questionnaires. Boise State may provide questionnaires to a prospect prior to September 1 at the beginning of the prospect's junior year in high school.

(e) Non-athletics Institutional Publications. Boise State may provide nonathletics institutional publications available to all students at any time (e.g., official academic, admissions and student-services publications published by the institution and available to all students).

(f) NCAA Educational Material Published by the NCAA (e.g., NCAA Guide for the College-Bound Student-Athlete). Note: This information may be provided to a prospect prior to September 1 at the beginning of the prospect's junior year in high school.

(g) Game Programs. Game programs (which may not include posters) may be provided to prospects only during official and unofficial recruiting visits and may not be mailed.

(h) Pre-enrollment information. Necessary pre-enrollment information regarding orientation, conditioning, academics and practice activities may be provided to a prospect, provided he/she has

signed a National Letter of Intent or institutional financial aid agreement or has been officially accepted for enrollment.

(i) Institutional Note Cards. Institutional note cards may not exceed 8 1/2 by 11 inches when opened in full. In addition, such cards may only contain the institution's name and logo or an athletics logo on the outside, must be blank on the inside (one side of the card when opened in full) when produced and may include only handwritten information (e.g., words, illustrations) on the inside when provided to the recipients.

(j) Postcards. An institution may send an institutional postcard, provided its dimensions do not exceed 4 1/4 by 6 inches, it includes only the institution's name and logo or an athletics logo on one side when produced and it includes only handwritten information, (e.g., words, illustrations) on the opposite side when provided to the recipients. Blank postcards issued by the U.S. postal service also may be sent.

Athletics Publications - An institution may produce a printed media guide; however, an institution shall not provide a printed media guide or any other printed athletics publication not listed in Bylaw 13.4.1.3 to a prospective student-athlete, his or her parents or legal guardians, the prospective student-athlete's educational institution or any individual involved in the coaching of a prospective student-athlete. It is not permissible to make a printed media guide or any other printed athletics publication not listed in Bylaw 13.4.1.3 available free of charge to a prospective student-athlete, his or her parents or legal guardians, the prospective student-athlete's educational institution or any individual involved in the coaching of a prospective student-athlete, even if such publications are available to other members of the general public free of charge. An institution may not create a printed portfolio of information (e.g., pictures) to be used in the recruiting process.

Express Mail Services

An institution is not permitted to use express mail delivery services and may only use first-class mail or a lesser rate of service (e.g., parcel post) with no extra services (e.g., certified mail, delivery confirmation) to provide permissible printed recruiting materials to prospective student-athletes, their parents or legal guardians, their coaches or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved, who reside within the 50 United States, other than the National Letter of Intent or other written admissions and/or financial aid commitment to attend the institution and necessary pre-enrollment information as listed above in (h).

Electronic Transmissions

Electronic correspondence (e.g., electronic mail, Instant Messenger, facsimiles, text messages) may be sent to a prospective student-athlete (or the prospective student-athlete's parents or legal guardians). Before a prospective student-athlete has signed a National Letter of Intent or the institution's written offer of admission and/or financial aid, or the institution has received his or her financial deposit in response to its offer of admission, the correspondence must be sent directly to the prospective student-athlete (or his or her parents or legal guardians) and must be private between only the sender and recipient (e.g., no use of chat rooms, message boards or posts to "walls"). (See Bylaws 13.1.6.2 and 13.10.2.) There are no content restrictions on attachments to electronic correspondence, except that video and audio materials must conform to the requirements

of Bylaw 13.4.1.7, may not be created for recruiting purposes and may not be personalized to include a prospective student-athlete's name, picture or likeness.

EXCEPTION: In cross country/track and field, football and swimming and diving, electronically transmitted correspondence that may be sent to a prospective student-athlete (or the prospective student-athlete's parents or legal guardians) is limited to electronic mail and facsimiles. All other forms of electronically transmitted correspondence (e.g., Instant Messenger, text messaging) are prohibited.

Contacts, Evaluations, and Telephone Calls

Each respective athletics team is restricted in the number and occasion of contacts, evaluations, and telephone calls as outlined in NCAA bylaws. All coaches are responsible for determining if a high school prospect may be contacted, evaluated, or called according to NCAA bylaws.

Procedure for Coaches:

1. Coaches (other than football) must complete a *Monthly Recruiting Activities Statement* through the ACS system. The submission of this form through ACS is reviewed by the Assistant Athletic Director for Compliance.
2. Football Coaches must complete a Monthly Recruiting Activities Statement and sign off that all recruiting activity has been entered into the Blue Chip Radar Recruiting system. Submission of this sign off is reviewed by the Assistant Athletic Director for Compliance.

Procedure for Compliance Staff:

1. The Compliance Office reviews all recruiting activity denoted in ACS and Blue Chip's Radar to ensure the frequency and timing of contacts, evaluations, and telephone calls meet the applicable recruiting restrictions as established with NCAA bylaws.
2. The following policy for delinquent reporting logs has been established:

Initial Notification:

One calendar week prior to the due date of documentation
Notification sent by the compliance office to all appropriate athletics department staff members.

Second Notification:

Due date of documentation.
Documentation must be submitted by 3:00pm on due date.
Schedule of due dates will be listed on compliance website and provided in initial notification.
Failure to provide documentation will result in email notification to offending individual, sport supervisor and head coach (if applicable).

Third Notification:

One week after the due date of documentation.

Documentation that is not submitted by 3:00pm on the day representing one week after the due date will result in the following penalty structure:

Letter of Reprimand

Mandatory Meeting with Sport Supervisor

3. Comprehensive monthly audits of telephone logs and text messages (cross-check phone bills, both office and cell, with information provided on coach's submitted telephone log) will be conducted by the compliance office for at least one sport coaching staff per month.

Coaching Travel Approval

Procedure for Coaches

1. Complete recruiting calendar each month and submit to compliance office.
2. Complete online travel request form.
3. If needed, complete early reimbursement expense report.
4. After travel is complete, complete expense report and attach receipts and turn in to business office.
5. Log activities into ACS. **Expenses will not be approved until recruiting activities are fully logged into ACS**

Procedure for Compliance Staff

1. Review recruiting calendar for compliance with all recruiting legislation.
2. Approve travel requests submitted through online travel request form.
3. Review ACS and Blue Chip's Radar to make sure all recruiting travel is logged properly into ACS before approving expenses for said travel.

National Letter of Intent

By signing a National Letter of Intent with Boise State, a prospective student-athlete agrees to attend Boise State for one academic year. Pursuant to the terms of the National Letter of Intent program, Boise State agrees to provide athletics financial aid for one academic year to the student-athlete, provided he/she is admitted to Boise State and is eligible for financial aid under NCAA rules. An important provision of the National Letter of Intent program is a recruiting prohibition applied after a prospective student-athlete signs a Letter of Intent. This prohibition requires participating institutions cease recruitment of a prospective student-athlete once a National Letter of Intent is signed with another institution.

National Letter of Intent ("NLI") Request

Procedure for Coaches

- Verify that all prospects are registered with the NCAA Eligibility Center.
- Submit prospective student-athletes most up-to-date transcripts.

Procedure for Compliance Staff

1. Coach prepares NLI/Grant in Aid Request Form.

2. Receive NLI/Grant in Aid Request Form.
3. Prepare financial aid agreement- send to financial aid.
4. Enter/update National letter of intent spreadsheet, located in the financial aid folder.
5. All prospects must be registered with the NCAA Eligibility Center. Log on to the LSDBi website and click on National Letter of Intent to access form.
 - Select the signing period / sport.
 - Date issued = first eligible day of signing period (should match date on Tender).
6. Get Head Coach's signature on Grant in Aid request.
7. Make necessary copies: For Coach – 2 copies and the original of each; for compliance– 1 copy of each.
8. Send email to coach, all SIDs, and compliance once NLI is returned and validated.
9. Send validated NLIs to MWC office and financial aid office.

Camps & Clinics

Boise State's camps and clinics shall:

- a. Place emphasis on a particular sport and provide specialized instruction, practice or competition;
- b. Camps and clinics must involve activities designed to improve overall skills and general knowledge in the sport; or
- c. Offer a diversified experience without emphasis on instruction, practice or competition in any particular sport.

Additional restrictions surround camps and clinics and coaches should familiarize themselves with the applicable rules in the NCAA manual. Coaches must review the *Camps/Clinics Packet* and complete are required forms prior to the start of each camp.

Procedure for Coaches:

1. Coaches are required to complete and submit all forms in the *Camp/Clinic Packet* provided online by the business office.
2. Coaches must provide any and all proposed brochures and advertisements relating to the requested camp or clinic to the Compliance Office for prior approval.
3. Coaches must provide to the Compliance Office all required pre-camp forms:
 - *Approval by Administration Form.*
 - *Camp Description Form.*
 - *Employee List* (student-athletes must be included if employed).
 - *Individual & Group Discount Forms.*
4. Coaches must provide to the Business Office who will in turn provide to the Compliance Office all required post-camp forms:
 - i. *Final Registration List.*

ii. *Financial Report.*

Procedure for Compliance Staff:

1. All brochures and advertisements must be reviewed to ensure compliance with NCAA regulations.
2. The required forms are reviewed and are approved or denied as deemed appropriate by the Compliance Office and kept on file in the Compliance Office.
3. The Compliance Office must review the forms and information submitted by the coaches to determine applicable NCAA regulations are followed.
4. Must meet all deadlines implemented by both the business office and compliance office.

Visitor Registration Documents

At the discretion of the Office of Compliance visitors who attend team practices will be required to sign in with the appropriate administrative staff member before attending practice. This allows the Office of Compliance to monitor which individuals are attending practices and obtaining access to players and coaches.

Procedure for Coaches:

- Create a place where any visitor can easily locate and sign that they attended practice and the purpose for such a visit.

Procedure for Compliance Staff:

1. The compliance staff should review the practice visitation logs.
2. The compliance staff should collect and periodically review the visitor registration documents to review the names of individuals gaining access to practices.

Eligibility

1. Admissions
2. Initial Eligibility
3. Transfers
4. Continuing Eligibility

Eligibility

Boise State shall not permit a student-athlete to participate in intercollegiate athletics competition unless the student-athlete meets all applicable eligibility requirements, and Boise State has certified the student-athlete's eligibility.

To be eligible to represent Boise State in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program. Also, a student may represent Boise State while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at Boise State. Additionally, a student-athlete must be in compliance with all applicable eligibility requirements as outlined by NCAA Bylaw 14.

Admissions

Admission Requirements for Student-Athletes

The admissions process to the University is precisely the same for student-athletes as it is for students generally. Student application materials are submitted through the Admissions office in precisely the same way that all students make application.

Initial-Eligibility

Initial-Eligibility - Monitoring the NCAA Eligibility Center

The NCAA Eligibility Center is the division with the NCAA that will determine a prospect's eligibility for athletics participation in his or her first year of college enrollment at an NCAA institution. Students who want to participate in college sports at an NCAA institution during their first year of enrollment in college must register with the Eligibility Center.

Comprehensive Review Process (a.k.a: Special Admit Process)

Procedure for Prospective Student-Athlete Identified for Comprehensive Review

- Required: Provide a Statement of Circumstances explaining the following:
 1. What circumstances or challenges have you faced that have affected your past academic performance? How have these circumstances changed to allow for your success at Boise State?
 2. Why do you want to attend Boise State and what do you plan to study?
 3. What other factors indicate you will be a successful student?
- Required: Include two (2) letters of academic reference from individuals who can support your academic potential. Letters from teachers and professors are preferred, but letters from counselors and employers may also be acceptable.

- Please provide documentation of events referenced in your statement of circumstances that impacted your ability to succeed academically (such as medical problems, death in the family, etc.).
- Please provide proof of learning or other disability, if applicable.
- Submit all materials to the Director of Admissions Office, Student Union Building, 1910 University Drive, Boise, ID 83725-1320. **Your information must be received by the admissions deadline for the semester you wish to attend.** You may also fax the materials to (208) 426-3765.
- Incomplete packets will not be considered and will automatically be denied after 30 days. Once your information is received, you may be contacted for additional information.

Eligibility Center Certification, academic and amateurism

In response to the NCAA membership's concern about amateurism issues related to both international and domestic students, the Eligibility Center will determine the amateurism eligibility of all freshman and transfer prospective student-athletes for initial participation at an NCAA Division I or II member institution.

The Eligibility Center staff follows NCAA bylaws and regulations in analyzing and processing a student's high school academic records, ACT or SAT scores and key information about amateurism participation to determine the student's initial eligibility.

Procedure for Coaches:

1. Coaches should make certain the prospective student-athletes whom they are recruiting register with the NCAA Eligibility Center and submit appropriate documentation (e.g. High School Transcripts and Test Scores). In addition they should inform prospects to complete the sports participation (amateurism) questions as required by the NCAA Eligibility Center.
2. Coaches should make certain PSA's are applying to Boise State and submitting transcripts and test scores.

Procedure for Compliance Staff:

1. The Compliance Office activates prospective student-athletes onto the IRL when coaches submit official and unofficial visit documentation or as requested.
2. Prospective student-athletes may also be added to the IRL after coaches submit prospect names to the Compliance Office for the admissions "Prospect Watch List." This watch list allows Boise State to send normal admissions information to prospective student-athletes and also assures coaches that a specific prospect does not receive an admissions denial while the recruiting process is continuing.
3. As the new academic year approaches, the Director of Compliance distributes the Prospective Student-Athlete (PSA) Status Report to the sports on a weekly basis (beginning the Thursday before Thanksgiving and continuing through the first day of classes in August), otherwise they are distributed on a monthly basis.

4. The Compliance Office is the only office authorized at Boise State to contact the NCAA Eligibility Center to discuss cases pertaining to prospective student-athletes.

Once a prospective student-athlete is certified to meet applicable NCAA requirements, the Compliance office documents within CA that the requirements have been satisfied. This enables all members of the certification team to view that the criteria for initial eligibility certification has been met. Once the prospective student-athlete enrolls full time academically, the Registrar's office can complete the initial eligibility certification process.

Tagging/Untagging of Student-Athletes

Procedure for Compliance Office

- Tagging and untagging will be done by the compliance office.
- The first Monday of every month the list of tagged student-athletes in PS and the list in CA will be compared by the compliance office.
- SAs wishing to drop classes or make schedule changes must go to the Registrar's office to fill out an Override Form.

Overall Procedure for Tag and Untag Action

Tagging new student athletes:

1. Look up student athlete by name or student id number.
2. Select the Sport from the drop down box.
3. Select prospect from Athletic Participation drop down box.
4. Make sure the Current Participant and NCAA Eligible Box is checked.
 5. Once PSA is enrolled in classes, change prospect to appropriate designation.
 6. Click Save.

If a student athlete is on aid and they quit during the semester or if a walk-on quits after the 10th day of class, the following procedure will take place:

1. For reporting purposes, the athletic tag will need to remain on the student account until after grades are reported for the current semester and the student athlete has completed the exit process.
2. Look up student athlete by name or student id number.
3. On the Athlete Information line, click the + box. This will add a row. Select "Not on team". You can make notes as needed.

4. Make sure the Current Participant and NCAA Eligible Box is checked.
5. Click save.

Who can be untagged at the end of each semester?

After grades have been reported for the fall semester and certification reports are complete and the student athlete has completed the exit process:

- Mid-Year Graduate.
- Quit team; on aid, but leaving the institution at semester.
- Quit team; on aid, staying at BSU, but gave up scholarship at semester.
- Quit team, walk on.

Note: If they quit team at semester, but keep scholarship, they need to remain tagged until the end of the academic year.

Transfers

Transfers are also included as part of the initial eligibility process at Boise State. With their impending initial enrollment at Boise State, the compliance liaison (for that sport) and the Registrar's Office reviews all transfer scenarios (4-4, 2-4, 4-2-4) meet NCAA legislative requirements.

Boise State Transfer Release Request

Prior to a Boise State coaching staff member contacting a 4-4 transfer student-athlete or prior to a 4-4 transfer visiting campus, Boise State must obtain permission from the previous institution to contact the student. If a student-athlete at another four year institution contacts one of Boise State's coaches, the Boise State coach must contact the Compliance office so they can initiate the transfer release request.

Procedure for Coaches:

- Coaches at Boise State email the Compliance office, seeking permission to speak to the student-athlete.

Procedure for Compliance Staff:

1. A member of the Compliance staff emails a permission to contact request to the other University asking permission per NCAA Bylaw 13.1.1.3 to contact the prospective student-athlete upon receiving email from a Boise State coach.
2. If granted, the Compliance Office alerts Boise State coaches they may begin the recruitment process and that all applicable recruiting rules apply (e.g., one phone call per week).

Determining the eligibility status of four-year college transfers

The Compliance office determines the initial eligibility status of four-year college transfers by placing the transfer prospect on the IRL. The compliance office collects all relevant documentation (i.e. transcripts, permission to contact forms, etc.), for review. The transcripts are reviewed by the compliance liaison and the athletics academic staff member (for that sport) and are forwarded to the Registrar's office for a transfer evaluation to be completed.

Prior to a 4-2-4 or a 2-4 transfer visiting campus, Boise State must obtain a transcript from the prospective student-athlete.

Procedure for Coaches:

1. Coaches obtain an official or unofficial transcript from the institution from which the prospective student-athlete will be transferring.
2. Coaches submit to the Director of Compliance the transcript(s). They are then forwarded to the Registrar's office for an evaluation of course work and completion of a transfer evaluation.

Procedure for Compliance Staff:

1. The Compliance Office ensures the transfer regulations are being addressed and all parties are knowledgeable of the requirements necessary for a transfer to occur.

Determining the eligibility status of 4-2-4 college transfers

The Compliance office determines the initial eligibility status of four-year college transfers by placing the transfer prospect on the IRL. The compliance office collects all relevant documentation (i.e. transcripts, permission to contact forms, etc.), for review. The transcripts are reviewed by the compliance liaison and the athletics academic staff member (for that sport) and are forwarded to the Registrar's office for a transfer evaluation to be completed.

Determining the eligibility status of two-year college transfers

The Compliance office determines the initial eligibility status of four-year college transfers by placing the transfer prospect on the IRL. The compliance office collects all relevant documentation (i.e. transcripts, permission to contact forms, etc.), for review. The transcripts are reviewed by the compliance liaison and the athletics academic staff member (for that sport) and are forwarded to the Registrar's office for a transfer evaluation to be completed. Finally, 2-4, 4-4 and 4-2-4 check sheets are completed by the compliance liaison and are signed by the Registrar's Office, Compliance Office and Head Coach.

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.

Temporary Certification Period

A student-athlete participating within their 45 day temporary certification period with the NCAA Eligibility Center will be highlighted in YELLOW on the Daily Eligibility Report. The expiration date of the temporary certification period will be listed in the comments section of the Daily Eligibility Report.

NCAA International Student Forms

To represent Boise State in intercollegiate athletics practice or competition, an international/select student-athlete shall be certified as eligible using this form in conjunction with certification provided by the NCAA Eligibility Center. An international/select student-athlete is a student-athlete who either (a) is not a United States citizen, or (b) resides in an unincorporated or commonwealth territory or the United States, or (c) has participated in foreign athletics activities or was associated as an athlete with a foreign athletics organization.

Each international/select student-athlete who is participating for the first time in intercollegiate athletics at Boise State must be given this form to complete and sign. The form should be completed in the presence of the Boise State's FAR and the compliance staff. It may be necessary for a Boise State administrator to assist the student-athlete in understanding terms and to ensure that the student-athlete responds to all items. Subsequent to the student-athlete completing the form, the compliance liaison for that sport is responsible for investigating any answers that may result in ineligibility. Further, the statement must be signed by the student-athlete, the compliance liaison and the student-athlete's head coach prior to the student-athlete engaging in competition. The completed form shall be maintained on file at Boise State with other eligibility documents.

Note: Although no longer required by the NCAA, Boise State policy is to have all international student-athletes complete this documentation prior to competition.

Procedure for Coaches:

1. Ensure that each international student-athlete completes the *NCAA General Amateurism and Eligibility Form for International and Select Prospective Student-Athletes* upon their initial enrollment with Boise State.

Procedure for Compliance Staff:

1. Ensure that each international student-athlete completes this form upon their initial enrollment with Boise State. Form is reviewed by the compliance staff to identify any issues that need further attention. The status of the form will be tracked on the Daily Eligibility Report.

Transfer Appeal Policy

Purpose

To outline Boise State University's appeals process for a student-athlete who has been denied permission to contact a four-year collegiate institution regarding a possible transfer.

Sources

NCAA Division I Manual, Bylaws, Article 13: Recruiting

NCAA Bylaws Regarding Four-Year College Transfers

Under NCAA rules, a Boise State University student-athlete is not permitted to have direct or indirect contact with a staff member of another NCAA institution without first obtaining written permission to do so from the Boise State University Director of Athletics (or his/her designee). If permission is refused, the other NCAA institution cannot have contact with the student-athlete (or the student-athlete's friends or relatives) or otherwise encourage the transfer. If the student-athlete elects to transfer despite the refusal, the other institution may not provide the student-athlete with an athletics scholarship until the student-athlete has attended the institution as a full-time student for one academic year.

Policy

If Boise State denies a student-athlete's request to permit any four-year institution to contact the student-athlete about transferring, Boise State shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by a committee composed by the designated committee chair (e.g. Faculty Athletics Representative or Associate Director of Admissions). Boise State shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days of receipt of the student-athlete's written request for a hearing (NCAA Bylaw 13.1.1.3.2). The student-athlete shall be provided the opportunity to actively participate (e.g., in person, via telephone) in the hearing. If Boise State fails to conduct the hearing or provide the written results to the student-athlete within 15 business days, permission to contact the student-athlete shall be granted by default and the institution shall provide written permission to the student-athlete.

Pursuant to Boise State University's fundamental commitment to student-athlete welfare and well-being, the following process has been established to hear allegations made by any student-athlete of an unfair decision to deny permission to contact another four-year institution.

Notification of Denied Permission to Contact

Upon denial of permission to contact for a particular four-year institution, the Associate Athletic Director for Compliance (or designee) will provide written notification to the student-athlete of the decision and his or her right to an appeal. Information regarding the opportunity for a hearing to dispute the decision, and a copy of Boise State's transfer policy shall be sent to the student

athlete's official Boise State email address within seven (7) business days from the receipt of the request for permission to contact. Additionally, within the seven (7) business days, the Associate Athletic Director for Compliance (or designee) will notify the student-athlete's head coach, sport administrator, athletic director, and the athletic department administrator of the four-year institution requesting permission to contact of the decision.

Transfer Appeal Committee

The Boise State University Transfer Appeal Committee ("Appeal Committee") shall consist of ten voting members. Of the 10 voting members, three (3) members will be selected by the Committee Chair based upon availability to participate in the hearing. The Associate Director of Admissions or the Faculty Athletic Representative shall chair the committee and will also be a non-voting member. A member of the compliance staff will be in attendance to ensure the hearing process and procedures are followed, as well as to answer any questions related to NCAA rules the committee may have.

Members of the Appeal Committee will be required to recuse themselves if they have developed a relationship with the student-athlete during the student-athlete's time on campus in such a manner or to such a degree the member cannot render a fair and impartial vote in the appeal. The Committee Chair shall designate a replacement for any recused voting member, which shall be selected from the remaining pool of Appeal Committee members.

Opportunity for Student-Athlete to Appeal the Denial of Permission to Contact

A student-athlete who believes that permission to contact was unjustly denied in violation of this policy or any NCAA Bylaw may request an appeal. To request an appeal, the student-athlete must submit the following:

1. A completed *Denied Permission to Contact Appeal Request Form*, including the selection of a written appeal hearing or an in-person hearing.
2. A written statement explaining why the student-athlete believes the decision was or is in violation of one or more of the following: NCAA or Conference rules or regulations; University policies, guidelines or practices; or was unjustified. The statement must include names of institutional staff members (e.g., coach, compliance officer) with whom the student has discussed transferring.
3. A description of any extenuating circumstances (if applicable).
4. Copies of any relevant supporting documents (e.g., notification of denied permission to contact, rules and/or regulations not followed, documentation supporting extenuating circumstances).

The student-athlete's request for appeal must be submitted to the Boise State Compliance Office within seven (7) business days from the date permission to contact was denied. Requests received after the seven (7) business day period will not be processed.

Upon receipt of the appeal, the Athletic Compliance Office shall submit the student's documentation to the Committee Chair of the Transfer Appeal Committee. The Committee Chair will communicate with members of the Athletic Department the opportunity to submit a response to the student-athlete's appeal.

All Athletic Department documentation must be submitted, the hearing must be held, and a decision must be issued within 15 business days of receipt of the student-athlete's written request for a hearing.

At any time in the process, the student-athlete, the Appeal Committee or any of its voting members may each separately contact the Faculty Athletics Representative in order to address any questions they may have about the appeal process.

Appeal Options

Option 1: Written Appeal

Only members of the Appeal Committee are involved in the written appeal process. The Appeal Committee will review the submitted documentation and may ask for additional information or schedule interviews with the student-athlete, the head coach or others as a part of their review process.

The student-athlete, Boise State University Athletics Department, and head coach will be notified of the written appeal date in advance.

Option 2: In-Person Hearing

The only participants at the in-person hearing will be the student-athlete, head coach, and the members of the Appeal Committee. If a student-athlete is unable to attend, the hearing may be conducted by telephone.

A member of the compliance staff will be in attendance to ensure the hearing process and procedures are followed, as well as to answer any questions related to NCAA rules the committee may have.

Appeal Guidelines

The scope of the appeal shall be limited to the following issues:

- Was there a violation of NCAA or Conference rules and regulations?
- Was there a violation of University policy, guidelines or practices?
- Was the decision unjustified, or was there a lack of good faith by either party?

The Appeal Committee shall reach a decision and notify both parties in writing within 15 business days of receipt of the student-athlete's written request for a hearing. The decision of the Appeal Committee is the final decision of the University, and may not be further appealed.

Transfer Appeal Committee Administrative Review Procedure

Upon receipt of a request for a written appeal, the Committee Chair shall forward a copy of all appeal documents to the members of the Appeal Committee. The written appeal will be completed within 15 days of receipt of the student-athlete's written request for a hearing.

Members of the Appeal Committee are expected to review the appeal materials prior to meeting. If committee members have additional questions of the student-athlete or head coach, they must contact the Committee Chair within 48 hours of the receipt of the appeal materials. The Committee Chair will gather the additional information.

The Faculty Athletic Representative or the Associate Director of Admissions shall chair the review, but will not be a voting member of the committee. A member of the compliance staff will be in attendance to ensure the hearing process and procedures are followed, as well as to answer any questions related to NCAA rules the committee may have.

The committee shall deliberate until a majority decision is reached. The Boise State University Transfer Appeal Committee Chair will notify all parties of the decision, in writing, within 15 days of receipt of the student-athlete's written request for a hearing. The decision of the Boise State University Transfer Appeal Committee is final, and may not be further appealed.

Transfer Appeal Committee In-Person Hearing Procedure

A. Notification

Upon receipt of a request for an in-person hearing, the Committee Chair shall notify all parties of the time, date, and location for the hearing, conduct said hearing, and issue a decision within 15

business days of receipt of the student-athlete's written request. If a student-athlete is unable to attend, the hearing may be conducted by telephone. Telephonic hearings will be conducted in the same manner as an in-person hearing.

B. Who May Attend the Hearing

The hearing will be closed to the public. The student-athlete and the head coach may remain in the hearing throughout the presentation of all evidence, although the Committee Chair may remove either party if that person's conduct is disruptive. The Faculty Athletic Representative or the Associate Director of Admissions shall chair the hearing, but will not be a voting member of the committee. A member of the compliance staff will be in attendance to ensure the hearing process and procedures are followed, as well as to answer any questions related to NCAA rules the committee may have.

The student-athlete may be accompanied by a non-participatory advisor of his/her choice at the hearing, provided however, the non-participatory advisor is not allowed to represent the student-athlete or speak on the student-athlete's behalf. Witnesses are not permitted to be called, however letters and/or statements from witnesses are permitted to be presented as a part of the appeal packet (student-athlete) or appeal response (head coach).

C. Order of Hearing

1. Introduction (Committee Chair)

- Introduction of Attendees
- Review the order of the hearing
- Provide an overview of NCAA four-year college transfer rules

2. Athletic Department -- Presentation of Information

- The head coach will have ten (10) minutes to present his/her case as to why permission to contact was denied.

3. Student Athlete – Presentation of Information

- The student-athlete will have ten (10) minutes to present his/her case as to why permission to contact should not be denied.

4. Questions from the committee

- The Appeal Committee members shall have as much time as they need to ask questions of the head coach and the student-athlete. The Committee Chair will moderate the questions.

5. Final Comments – Athletic Department

- The head coach will have five (5) minutes to make final comments.

6. Final Comments – Student Athlete

- The student-athlete will have five (5) minutes to make final comments.

7. Deliberation

- Once final comments have been heard, the student-athlete and head coach will be excused. The Appeal Committee will deliberate in private until a majority decision is reached.

The Boise State University Transfer Appeal Committee Chair will notify all parties of the decision, in writing, within 15 business days of receipt of the student-athlete's written request for a hearing. The decision of the Boise State University Transfer Appeal Committee is final, and may not be further appealed.

Continuing Eligibility

In order for student-athletes to continue competing within the athletics program, they must meet satisfactory academic progress as defined by the NCAA and the MWC. All continuing eligibility is tracked on the Daily Eligibility Report.

Three specific academic requirements must be satisfied.

GPA

A student-athlete who is entering his or her second year of collegiate enrollment shall present a cumulative minimum grade-point average (based upon a maximum 4.000) that equals at least 90 percent of Boise State's overall cumulative grade-point average required for graduation. A student-athlete who is entering his or her third year of collegiate enrollment shall present a cumulative minimum grade-point average (based upon a maximum of 4.000) that equals 95 percent of Boise State's overall cumulative minimum grade-point average required for graduation. A student-athlete who is entering his or her fourth or subsequent year of collegiate enrollment shall present a cumulative minimum grade-point average (based upon a maximum of 4.000) that equals 100 percent of Boise State's overall cumulative minimum grade-point average required for graduation. If Boise State does not have an overall grade-point average required for graduation, it is permissible to utilize the lowest grade-point average required for any of Boise State's degree programs in determining the cumulative minimum grade-point average. The minimum grade-point average must be computed pursuant to Boise State policies applicable to all students.

Degree Progress

A student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at Boise State by the beginning of the third year of enrollment (fifth semester or seventh quarter) and thereafter shall make progress toward that specific degree. This shall be applicable to the eligibility not only of a continuing student, but also of a transfer student from a four-year or two-year collegiate institution who is entering his or her third year of collegiate enrollment, even if the student has not yet completed an academic year in residence or utilized a season of eligibility in a sport at Boise State. Designation of a specific baccalaureate degree program may be accomplished by:

- (a) Formal enrollment by the student-athlete in a specific baccalaureate degree program; or
- (b) Approval by an appropriate academic official (who must not be an academic adviser/counselor employed by the athletics department) of the program leading to the specific baccalaureate degree that the student-athlete is pursuing.

A student-athlete who is entering his or her third year of collegiate enrollment shall have completed successfully at least 40 percent of the course requirements in the student's specific degree program. A student-athlete who is entering his or her fourth year of collegiate enrollment shall have completed successfully at least 60 percent of the course requirements in the student's specific degree program. A student-athlete who is entering his or her fifth year of collegiate enrollment shall have completed successfully at least 80 percent of the course requirements in the student's specific degree program. The course requirements must be in the student's specific degree program (as opposed to the student's major).

Hourly (Satisfactory) Progress

Eligibility for competition shall be determined based on satisfactory completion of at least:

- (a) 24-semester hours of academic credit prior to start of the student-athlete's second year of collegiate enrollment (i.e., third semester, fourth quarter);
- (b) 18-semester hours of academic credit since the beginning of the previous fall term or since the beginning of Boise State's preceding regular two semesters or three quarters (hours earned during the summer may not be used to fulfill this requirement); and
- (c) 6-semester hours of academic credit the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled full time at any collegiate institution
- (d) *For football only:* 9-semester hours of academic credit during the fall semester to be eligible for all games during the next season.

Once a student-athlete initially enrolls as a full-time student, he or she must meet the 18-semester hour requirement prior to the start of the institution's third semester or fourth quarter following the student-athlete's initial full-time enrollment. Further, the 18-semester hour requirement applies to each academic year in which a student-athlete is enrolled as a full-time student during any term of that academic year.

Eligibility Certification Process

1. Compliance Office schedules a meeting to review academic eligibility of one or more teams.
 1. This meeting occurs twice a year (beginning of August and the beginning of January) to certify prior to the fall and spring semesters.

2. The Certification Team consists of Associate Registrar, Athletics Certification Specialists, Faculty Athletics Representative, Director of Academic Services, Associate Athletic Director for Compliance, Assistant Athletic Director for Compliance, and sport-specific academic advisor.
3. Currently, (2016-17) this team consists to Mandy Nelson, Eric Shaw, Erin DeKerchove, Roger Munger, Gabe Rosenvall, Matt Brewer, Jenny Bellomy, and the sport-specific academic advisor.

2. Registrar's office provides certification team with the updated Daily Eligibility Report and, if appropriate, other supporting materials prior to the meeting.

3. Certification meeting occurs.

4. Eligibility is tracked through the Daily Eligibility Report and provided to applicable staff and coaches daily throughout the semester.

5. Student-athletes will remain on the Daily Eligibility Report for the entire academic year, even if they have quit the team. This enables staff to continue to track their progress for applicable NCAA reports.

NOTE: Although not strictly part of the academic eligibility certification process, the squad list is an important eligibility document required by the MWC. The squad list is created by the compliance liaison using CA. The Compliance Office enters the data on athletic scholarships and the financial aid office enters all other financial aid in CA.

NCAA Squad Lists

NCAA Squad Lists are generated by CA and reflect the academic eligibility status of each particular intercollegiate athletics team.

Procedure for Coaches:

1. Confirm that each student-athlete listed on the squad lists is in fact eligible according to NCAA regulations and that the information is correct.

Procedure for Compliance Staff:

1. The Compliance Office and Financial Aid Office inputs academic data into the CA.
2. Once generated, the squad list is signed by the compliance liaison for that sport, then reviewed and signed by the Senior Associate AD/SWA, next it goes to the head coach for review and signature, then to the Associate Athletic Director for Compliance for final review and signature. There are two lines for "additional signatures." Although he MWC does not require the FAR's signature, the FAR reviews and signs the squad list.
3. The Assistant Athletic Director for Compliance distributes by email the final PDF to Senior Associate AD/SWA, FAR, head coach, and the compliance staff as well as the

academic team assigned to the sport, before the first date of competition. The original squad list is kept in the Compliance Office.

4. NCAA Squad Lists are then submitted to the MWC via email at the beginning of the academic year prior to the first date of competition, at the conclusion of each team's season and at the conclusion of the academic year.

Bowl Certification

1. If before grades are final (otherwise, report is run then), Registrar's office runs grade report at 5 p.m. the day before the game, using colors to indicate degree-applicable courses. Players must pass 6 degree-applicable courses (Freshmen and sophomore any six; graduating seniors may be any 6 as long as student in enrolled in all needed courses).
2. If any players become ineligible as a result of fall semester academic performance, his name will be listed in the body of the message emailed to the FAR.
3. FAR reviews report and e-mails Associate Athletic Director for Compliance his approval. Associate Athletic Director for Compliance emails head coach the Daily Eligibility Report for football by 7 p.m. the same day. **The team is cleared to compete.**

Monitoring Full Time Enrollment

The university has a system in place that does not allow student-athletes to drop below 12 hours of enrollment. Student-athletes must contact the Director of Athletic Academic Services to inquire about changes in hours below the required 12. The Director will determine the appropriate course of action and will make a decision to assist student-athletes while maintaining satisfactory progress regulations.

The credit-hour requirement

The Athletic Academic Services staff generates a form from an interface with the PeopleSoft system that identifies the courses taken in the previous year and the grades received in those courses. These forms are distributed to the campus colleges where the dean's offices confirm the amount of hours successfully completed to fulfill the credit-hour amount. The forms are then returned to the registrars' office to be documented.

Percentage of degree requirement

The Athletic Academic Services staff generates a form from an interface with the institution's PeopleSoft system that identifies the courses taken in the previous year and the grades received in those courses. These forms are distributed to the campus colleges where the deans' office reviews their internal forms, include the hours recently completed and then validates that the percentage of degree requirement has been met. The forms are then returned to the Registrars' Office to be documented.

Designation of degree program not later than fifth semester/seventh quarter

The Director of Athletic Academic Services reviews the Daily Eligibility Report to determine the percentage of degree requirements needed for the subsequent semester. The report is used to identify those that have declared degrees and those that will need to have degrees declared in the subsequent semester. The Athletic Academic Services staff then uses the report to ensure that those required to meet designation of degree requirements have indeed done so.

Minimum grade-point average requirement

The Registrar's Office validates the requirements have been satisfied.

Prior Approval for Courses taken at another institution

The University policy requires that students must receive prior approval of their respective department chair or Dean to take courses at another institution during the summer. If approved by these entities, the course may be approved for satisfactory progress requirements.

Transfer Release Request by Student-Athletes

A student-athlete may request to transfer from Boise State to another institution. If a student-athlete initiates such a request they must begin the process by contacting the Compliance Office. The Compliance Office will assist the student-athlete with completing the appropriate paperwork to withdraw from the Boise State Athletics Department and to initiate contact with other institutions.

Note: MWC transfer policy states that a transfer is not permitted to an institution that is a member of the Mountain West Conference.

If Boise State denies the student-athlete the one-time transfer exception, the student-athlete may forward a request in writing to the Associate Athletic Director for Compliance seeking an appeal of transfer release.

Walk-On Procedure

Head coaches or assigned coaching staff members must screen all walk-ons for potentiality of being a part of their team prior to any other action.

Coaching staff must notify their compliance liaison when making any addition to their roster. New student-athletes will be added to the Daily Eligibility Report to begin tracking their eligibility.

Compliance liaison will check on whether student-athlete is registered at the NCAA Eligibility Center (EC). If not, they will be required to register for the EC.

Except for those Walk-Ons who initially attend the Fall Compliance Meeting, all walk-ons must complete the Participation Clearance Form. To complete this form, the walk-on prospect will need to obtain approval signatures from each department.

If the physical is passed, then the walk-on prospective student athlete will meet with the appropriate trainer to document their insurance coverage.

The Compliance Office will be the final signature on approving a walk-ons participation on a team. Once eligible for practice their status will be **YELLOW** on the Daily Eligibility Report and **GREEN** once eligible for competition.

Financial Aid

- 1. Grant-In-Aid Overview**
- 2. Grant-In-Aid Award Limitations**
- 3. Financial Aid Contracts**
- 4. Financial Aid From Outside Sources**
- 5. Reduction**
- 6. Cancellation**
- 7. Renewal**
- 8. Student Appeal Procedures**
- 9. Equivalencies**
- 10. Counters**
- 11. Squad Lists**
- 12. Administering Athletics Aid for Summer Sessions**
- 13. Financial Aid Eligibility**

Grant in Aid Overview

Boise State awards financial aid to student-athletes in accordance with University policy, as well as Conference and NCAA rules and regulations governing financial aid. The Associate Athletic Director for Compliance in conjunction with the Assistant Athletic Director for Compliance administers the financial aid program for the Athletics Department and both serve as the department liaison with the University's Office of Financial Aid in meeting the financial needs of student-athletes.

Athletically related Grants-In-Aid are limited to bona fide educational expenses including tuition, fees, room, board, cost of attendance and required course related books. Various other types of financial aid for which student-athletes may apply are described below in ***Non-Institutional Financial Aid***.

Grants-In-Aid are not reimbursements for services performed. Athletically related financial aid cannot be reduced or discontinued during the period of its award for any athletically related reason. However, athletically related aid may be reduced or cancelled if the student-athlete becomes academically or athletically ineligible to participate.

In addition to a grant-in-aid, a student-athlete may apply for a student loan. These loans are administered by the Office of Financial Aid and are available to all students on an equal basis. Any additional aid must be reported to the NCAA and Conference in the same ways as detailed below in "Non-Institutional Financial Aid".

Prospective Student-Athletes are made aware of existing NCAA rules by appropriate publications issued from the NCAA and Conference. Each head coach is responsible for seeing that prospective student-athletes being considered for financial aid understand the rules pertaining to their recruitment. Prospective student-athletes are also made aware of potential consequences should any NCAA rule violations occur.

Grant-In-Aid Award Limitations

Each designated varsity sport is provided a specific number of grants-in-aid awards according to University budget restrictions and NCAA regulations. Grants-in-aid are allocated based the recommendation of the Head Coach and the approval of the Assistant Athletic Director for Compliance. The Office of Financial Aid awards grants-in-aid based on these recommendations and provide each prospective student-athlete a written document indicating the amount of aid and terms and conditions of the grant. Awards are tendered at the appropriate signing dates, as provided by the NCAA.

The head coaches are responsible for ensuring they comply with NCAA regulations regarding maximum team limits and equivalencies. The Assistant Athletic Director for Compliance assists in ensuring the coaches do not award more than the maximum amount permitted by NCAA regulations.

Procedure for Coaches:

1. Coaches are sent an excel sheet at periodic times during the academic year that will help them determine their financial aid team equivalencies for the upcoming academic year.
2. The head coaches are responsible for ensuring the *Request to Prepare a Financial Aid Contract Form* is completed properly and includes the required information, signatures and approvals.
3. Coaches submit these requests to the Compliance Office.

Procedure for Compliance Staff:

1. The Assistant Athletic Director for Compliance drafts a Financial Aid Contract based upon the request made by the coach.
2. The Compliance Office sends the Financial Aid Contract back to the coach to send out to the prospective student-athlete.

Note: It must be signed by the Director of Athletics (or designee), Director of Financial Aid and the Student-Athlete, and the Student-Athlete's Parents or Guardian if it is their first athletics award.

3. The original is then returned to the coach to send to the prospective student-athlete for appropriate signatures.

Financial Aid Contracts

This is the student-athlete's official notification of the grant-in-aid and states specifically the extent and duration of the award.

Determination of Full Grant-In-Aid

The Office of Financial Aid determines the University's full grant-in-aid figure. The Boise State Board of Trustees sets final costs for the University in the month of February for the subsequent year. The Director of Financial Aid utilizes the parameters established in Bylaw 15 to arrive at the full grant-in-aid figures, and federal policies to establish the cost of attendance. There are four financial aid figures for student-athletes (In-State and Living On-Campus; In-State and Living Off-Campus; Out-of-State and Living On-Campus; and Out-of-State and Living Off-Campus).

Determination of Permissible and Countable Aid

Boise State uses the CA version provided by the NCAA. Boise State also uses the PeopleSoft software system. All financial aid is reviewed by the Athletic/Scholarship Specialist in consultation with the Director of Financial Aid.

Reduction of institutional aid when aid in excess of a full grant-in-aid has been awarded

The Athletic/Scholarship Specialist monitors the maximum limits of institutional financial aid. Financial aid that will exceed maximum limits will not be awarded. If a team equivalency is close to the maximum limit, the decision is made in the office of Financial Aid as to which source of aid will be received by the student-athlete to remain in compliance. Athletics may be informed that the athletics award must be reduced to maintain compliance.

Financial Aid from Outside Sources

The Athletic/Scholarship Specialist monitors financial aid from outside sources. Upon receipt of funds from an outside source, the Athletic/Scholarship Specialist sends the *Outside Aid/Scholarships Verification Form* to the awarding agency for clarification on the basis of the award. Financial aid that will exceed maximums may not be received. If a limit is close, the decision is made in the office of Financial Aid, in conjunction with the Compliance Office and Head Coach as to which source of aid will be received by the student-athlete to remain in compliance. Athletics may be informed that the athletics award must be reduced to maintain compliance or the outside aid may be denied.

Reduction or Cancellation of aid During the Period of the Award

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

- a. Renders himself or herself ineligible for intercollegiate competition;
- b. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
- c. Engages in serious misconduct warranting substantial disciplinary penalty; or
- d. Voluntarily withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid was reduced or canceled.

Procedures for Coaches:

1. The Coach forwards a request for cancellation via the *Team Roster Addition/Deletion Form* which outlines the purpose for such request to the Compliance Office.

Procedures for Compliance Staff:

1. The Compliance Staff reviews the request and forwards the recommendation to the Office of Financial Aid for the reduction or cancellation of institutional aid.
2. The Compliance Offices ensures the Director of Financial Aid notifies the student-athlete of reduction or cancellation via official correspondence.

Renewal, Reduction, or Non-Renewal of a Student-Athlete's Athletics Aid at the end of the Year Process

The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year of which it is effective. Boise State shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year whether the grant has been renewed or not renewed for the ensuing academic year.

Procedures for Coaches:

1. Coaches of all sports programs must submit a *Financial Aid Request Form* to the Director of Compliance for all student-athletes that received athletics financial aid in the preceding academic year.
2. Coaches may designate the amount of financial aid renewal or the amount of aid awarded if offering a reduction.
3. Coaches may designate non-renewal of a student-athlete's aid for the subsequent year.

Procedures for Compliance Staff:

1. The Compliance Office generates financial aid contracts for student-athletes who are returning.
2. The Compliance Office forwards a list recommending the reduction or cancellation of athletics aid to the Office of Financial Aid.
3. Student-athletes whose athletically related financial aid has been reduced receive a reduction letter from Boise State's Director of Financial Aid. This letter not only indicates the reduction but also notifies student-athletes of the right to a hearing. For those that have had athletically related financial aid canceled, a non-renewal letter is sent via e-mail prior to July 1.
4. This letter not only indicates the non-renewal but also notifies student-athletes of the right to a hearing.

Student Appeal of Non-Renewal or Reduction of Athletics Financial Aid

A student-athlete who believes that the athletic grant-in-aid was cancelled, reduced, or not renewed in violation of this policy, Financial Aid and Scholarships financial aid requirements, or any NCAA Bylaw may request an appeal. To request an appeal, the student-athlete must submit the following:

1. A completed *Athletic Grant-in-Aid Award Appeal Form*, including the selection of an Administrative Hearing or an In-Person hearing.
2. A written statement explaining why the student-athlete believes the decision was or is in violation of one or more of the following: NCAA or Conference rules or regulations; University policies, guidelines or practices; or was unjustified. The statement must include names of institutional staff members (e.g., coach, financial aid officer) with whom the student has discussed the award.
3. A description of any extenuating circumstances (if applicable).
4. Copies of any relevant supporting documents (e.g., initial award letter, rules and/or regulations not followed, medical documentation).

The student-athlete's request for appeal must be submitted to the Athletic/Scholarship Specialist within ten (10) business days from the date of the receipt of the Notice of Cancellation/Reduction/Nonrenewal; requests received after the 10 business day period will not be processed. Upon receipt of the appeal, the office of financial aid and scholarships (OFAS) shall submit the student's documentation to the Boise State University athletics compliance department. The athletics compliance department will communicate with members of the Athletic Department the opportunity to submit a response to the appeal. The response and supporting documentation from the Athletics Department will be provided to the OFAS within ten (10) business days of the request. An Administrative Review or In-Person Hearing will be completed within ten (10) business days of receipt of all appeal materials by the Appeals Committee. At any time in the

process, both the student-athlete and the Appeals Committee may each separately contact the Faculty Athletics Representative in order to address any questions they may have about the appeal process.

Appeal Options

Option 1: Administrative Review

Only members of the Appeals Committee are involved in the Administrative Review process. The Appeals Committee will review the submitted documentation and may ask for additional information or schedule interviews with the student-athlete, the head coach or others as a part of their review process.

The student-athlete, Boise State University Athletics Department, and head coach will be notified of the administrative review date in advance.

Option 2: In-Person Hearing

The only participants at the In-Person Hearing will be the student-athlete, head coach, and the members of the Appeals Committee.

The Faculty Athletics Representative (FAR) and a member of the compliance staff will be in attendance to ensure the hearing process and procedures are followed, as well as to answer any applicable NCAA rules related questions the committee may have.

Appeal Guidelines

The scope of the appeal shall be limited to the following issues:

1. Was there a violation of NCAA or Conference rules and regulations?
2. Was there a violation of University policy, guidelines or practices?
3. Was the decision unjustified, or was there a lack of good faith by either party?

The Appeals Committee shall reach a decision and notify both parties in writing within five (5) business days of the date of the Administrative Review or In-Person Hearing. The decision of the Appeals Committee is the final decision of the University, and may not be further appealed. Upon receipt of a request for an Administrative Review, the chair of the Appeals Committee shall forward a copy of all appeal documents to the members of the Appeals Committee. The Administrative Review will be completed within ten (10) days of receipt of all appeal materials.

Members of the Appeal Committee are expected to review the appeal materials prior to Administrative Review. If committee members have additional questions of the student-athlete or head coach, they must contact the Committee Chair within 48 hours of the receipt of the appeals materials. The Chair will gather the additional information.

The Director of Financial Aid or the Associate Director of Financial Aid shall chair the review, but will not be a voting member of the committee. The Faculty Athletics Representative (FAR) and a member of the compliance staff will be in attendance to ensure the procedures are followed, as well as to answer any applicable NCAA rules related questions the committee may have.

The committee shall deliberate until a majority decision is reached. The chair of the committee will notify all parties of the decision, in writing, within five (5) business days of the hearing. The decision of the University committee is final, and may not be further appealed.

Athletic Grant-in-Aid In-Person Hearing Procedure

Notification

Upon receipt of a request for an In-Person Hearing, the chair of the Appeals Committee shall notify all parties of the time, date, and location for the hearing within ten (10) business days from the receipt of all appeal materials.

Who May Attend the Hearing

The hearing will be closed to the public. The student-athlete and the Head Coach may remain in the hearing throughout the presentation of all evidence, although the chair may remove either party if that person's conduct is disruptive. The Director of Financial Aid or the Associate Director of Financial Aid shall chair the hearing, but will not be a voting member of the committee. The Faculty Athletics Representative (FAR) and a member of the compliance staff will be in attendance to ensure the hearing process and procedures are followed, as well as to answer any applicable NCAA rules related questions the committee may have.

The student-athlete may be accompanied by a non-participatory advisor of his/her choice at the hearing, provided however, the non-participatory advisor is not allowed to represent the student-athlete or speak the student-athlete's behalf. Witnesses are not permitted to be called, however letters and/or statements from witnesses are permitted to be presented as a part of the appeal packet (student-athlete) or appeal response (head coach).

Order of Hearing

- 1. Introduction**
 1. Introduction of Attendees
 2. Review the order of the hearing
 3. Provide an overview of Athletic contracts
 1. Equivalency and counter aid
 2. Process of renewal/ non-renewal of aid
- 2. Athletic Department - Presentation of Information**
 1. The head coach will have ten (10) minutes to present his/her case to reduce and/or cancel the student-athlete's financial aid.
 - 1. Student Athlete – Presentation of Information**
 2. The student-athlete will have ten (10) minutes to present his/her case not to reduce and/or cancel their financial aid.
 - 3. Questions from the committee**
 4. The Appeal's Committee members shall have as much time as they need to ask questions of the head coach and the student athlete. The committee chair will moderate the questions.
 - 5. Final Comments – Athletic Department**
 6. The head coach will have five (5) minutes to make final comments.
 - 7. Final Comments – Student Athlete**

8. The student-athlete will have five (5) minutes to make final comments.
- 9. Deliberation**
10. Once final comments have been heard, the student-athlete and head coach will be excused. The committee will deliberate in private until a majority decision is reached.

The committee shall deliberate until a majority decision is reached. The chair of the committee will notify all parties of the decision, in writing, within five (5) business days of the hearing. The decision of the University committee is final, and may not be further appealed.

Identifying and Certifying Non-Counters

All non-counters must complete the required NCAA, Boise State and MWC forms online when they arrive and are certified by the certification team. A non-counter verification form is produced by the CA and is validated by the Head Coach, Director of Financial Aid and the Faculty Athletics Representative. This process is initiated by the Assistant Athletic Director for Compliance.

Monitoring Maximum Equivalency Limits for Each Sport

Equivalency limits for athletically related financial aid awards are tracked through the CA and are monitored by the compliance liaison. The Compliance Office provides coaches with a spreadsheet program to assist in the financial aid allocation decision-making process. The Office of Financial Aid provides final approval.

Monitoring Counters

The number of counters in each head-count sport is tracked through CA and is monitored by the Director of Compliance. The Office of Financial Aid provides final approval.

Squad Lists

Squad lists are developed, maintained, and updated in the CA by the Compliance Office staff. See Eligibility Section for further clarification.

Determining the Recruited Status of each Student-Athlete

Student-athletes are required to complete the Eligibility Questionnaire online via ACS at the beginning of the year compliance orientation meeting. Included in this questionnaire are three questions used to assist in the determination of recruited status. The two questions are:

1. Did you come to Boise State on an “official visit” (arranged and paid for by Boise State)?
2. Did you have any in-person, off-campus contact with a Boise State coach for recruiting purposes?

In conjunction with previous recruiting materials and records obtained by the Compliance Office, a yes answer to either of the above questions will trigger further review by the Compliance Office to determine if the student-athlete is considered a “Recruited Student-Athlete” by NCAA standards and regulations.

Written Procedures Documenting the Process for Awarding Financial Aid to Student-Athletes

Athletic Grant-in-Aid

Full Athletic Grant-in-Aid

Includes all tuition, institutional fees, room and board (at the University rate for a double room), cost of attendance and course required textbooks.

Partial Grant-in-Aid

Can include any of the aid listed above depending on percentage of grant.

Renewal of Athletic Grant-in-Aid

The NCAA only allows grants-in-aid to be awarded one year at a time. The Athletic Department must notify you on the renewal or non-renewal of your award on or before July 1, preceding the academic year.

Non-Renewal or Reduction of Athletic Grant-in-Aid

Boise State may cancel, non-renew or reduce any athlete's grant-in-aid during the period of the award if one or more of the following occurs:

1. Rendering yourself ineligible for intercollegiate competition;
2. Failing to make satisfactory academic progress in your course of study;
3. Violating written team rules as defined by the head coach;
4. Misrepresenting any information on the admission application, financial aid agreement, Letter of Intent, or NCAA Student-Athlete Statement;
5. Engaging in misconduct, and being placed on probation by the regular student disciplinary authority which prohibits participation in athletics;
6. Voluntary withdrawal from your team prior to, during, or after the sport season in which the athletic grant-in-aid was awarded

Medical Disqualification (Medical DQ)

It is the institutional policy of Boise State University that if the recipient is injured while participating in a regular practice session or during regular competition and the medical staff of this institution advises against further intercollegiate competition, the recipient's awarded amount of grant-in-aid will be renewed for the normal number of semesters required for graduation. These renewals will extend to a maximum of eight semesters from the recipient's first enrollment at a collegiate institution. In exchange for the scholarship, the recipient will be required to work within the Athletic Department. The work hours will be conducive to the playing and practice season of countable hours within that sport.

NCAA Student-Athlete Fund

The NCAA Student-Athlete Fund (SAF) is intended to provide direct benefits to student-athletes. At the discretion of Boise State, the fund shall be used to assist student-athletes in meeting

extraordinary financial needs that arise unexpectedly. Student-athletes seeking reimbursement through the SAF must submit a completed *SAF Request for Reimbursement form* and submit it to the Compliance Office along with all applicable receipts. Student-athletes will need to describe the type of reimbursement being requested and include the extraordinary and unexpected nature of the circumstances surrounding the request. All requests will be reviewed by the SAF Committee and a determination will be made as to the amount of reimbursement each student-athlete will receive.

Consideration for reimbursement will be given to requests in the following categories:

1. Emergency Travel necessitated by the death of a close family member
2. Medical Expenses (Not covered by primary or secondary insurance)
3. Dental/vision Expenses (Not covered by primary or secondary insurance)
4. All student-athletes are eligible to receive SAF benefits, regardless of whether they are grant-in-aid recipients, Pell Grant recipients, or have been medically disqualified from athletic participation.

Need-Based Non-Athletic Institutional Aid

1. Pell Grant
2. Student Loans
3. Other Government Grants
4. Academic Scholarships

Limits on Financial Aid

A student athlete may not receive aid in excess of a full grant-in-aid. All student-athletes must notify the Compliance office of any scholarships or grants they receive from outside organizations.

1. A Pell Grant is not included when determining if a student-athlete has exceeded the value of a full grant-in-aid or the cost of attendance
2. Student-athletes may receive a full Pell Grant (if you qualify) in addition to a full athletic grant-in-aid.
3. Student-athletes may also receive benefits or payments from the G.I. Bill, Ameri-Corps Program, Military Reserve Training Programs, Welfare benefits, and some special Government Entitlement Programs.

Course-Required Textbooks

Student-athletes who are awarded the use of course-required textbooks as a part of their athletic grant-in-aid may pick up the books at the bookstore and check them out at the scholarship desk. Student-athletes will be required to print their book list on orange paper that can be picked up in the compliance or academic office. The Compliance Office will need to approve your book list before you go to the bookstore. You may only purchase course-required textbooks for classes in

which you are enrolled. Failure to comply with this rule could mean loss of opportunity to participate and compete at Boise State University.

Textbook Return Policy

All student-athletes who are receiving an athletic scholarship for course required textbooks will be responsible for returning all books at the end of the semester during the publicized Athletic Book Buy Back dates. You must account for all books purchased. If they are not accounted for, you will be responsible for paying a \$50. There will be a buy back held twice a year in the fall and spring at the Student Union Building. Look for specific information toward the end of each semester for dates and times. If scholarship student-athletes fail to return their books themselves, a no-return/late fee of \$50 will be charged to their student account. If you do not return the books yourself, you will be assessed the \$50 fine unless you make arrangements with the Compliance Office prior to the date of book return. It is in your best interest to save all your receipts in case there is any discrepancy.

Room and Board

On-Campus Housing

Student-athletes who live on campus and are receiving room and/or board as part of their athletic grant-in-aid will have the amount automatically transferred to the Payment and Disbursement Center. The housing contract is for one academic year. Housing will charge a financial penalty for broken contracts. Room deposits may not be paid for as a part of your athletic grant-in-aid. Student-athletes choosing to live in a single room or in campus residence apartments must pay the difference between the cost of a double room and single room and the weighted average of total university housing.

Off-Campus Housing

Student-athletes receiving room and/or board and living off campus will receive a monthly check for 1/10th of the total on the first Friday of each month. Checks begin the first week of classes or the first weeks of preseason for early team arrivals and end the first week of May. Direct deposit is also available through the University. You can complete the application on your BroncoWeb account.

Cost of Attendance

Student-athletes receiving cost of attendance as part of their scholarship will receive a monthly check on the first Friday of each month. Cost of attendance is divided by 10 months and is paid out monthly, so student-athletes can receive the funding during five payments in the fall and five payments in the spring.

IRS Taxable Income Rules

The room and board and cost of attendance portion of an athletic grant-in-aid is taxable income and must be reported to the IRS. Foreign students will be taxed on their room and board and will receive notice from the University, or if off-campus, taxes will be automatically removed from their monthly stipend checks.

International students will be taxed according to the tax rate of the specific country of origin on the total amount of all financial aid awards for room and board.

Awards and Benefits

1. Complimentary Admissions for Student-Athletes
2. Complimentary Admissions for Prospective Student-Athletes
3. Team Travel
4. Occasional Meals
5. Athletics Awards

Complimentary Admissions for Student-Athletes

Per NCAA Bylaws, Complimentary Admissions shall be provided only through a Pass List for individuals designated by the Student-Athlete. Hard tickets are not issued. Student-Athletes may not receive payment for complimentary admissions nor exchange them for any item of value.

Procedure for Student-Athletes:

1. Each student-athlete may designate through Tickettaker.com, up to four persons to receive a complimentary admission for that contest. For road games this number will be two. The names of the designated individuals shall be included on a master pass list which must be submitted to the Ticket Office Manager. Only persons whose names appear on said list shall be admitted. Lock-out times for submitting games via Tickettaker.com are established by the Ticket Office for each game.
2. To confirm the identity of those individuals receiving complimentary admissions, each complimentary admission recipient must provide proof of identification.

Procedure for Compliance Staff:

1. The Compliance Office reviews the pass lists for each contest (in football and men's basketball) to ensure compliance with NCAA regulations.

Complimentary Admissions for Prospective Student-Athletes

Recruits on Pass Lists

In order to reserve tickets for prospective student-athletes, an email should be sent to the ticket manager with the following required information:

1. First and Last name of recruit.
2. First and Last names of guests (if you have the names) and number of guests.

*A recruit can get one (1) ticket for themselves and two (2) tickets for guests for a total of three (3) tickets.

3. List whether it's an official or unofficial visit.
4. High school, junior college, etc. the recruit is visiting from.
5. Student-athlete hosts' name (1 student-athlete host per recruit).

*Unofficial recruits will not have a student-athlete host.

6. Names of coaches who will need wristbands to be on the field pre-game, for football games only.

For football games, email ticket manager 3 working days prior to the event by noon (due to sell out conditions). Email is required so the request is in writing and copies of all recruits are given to compliance. NO recruit will be added once the deadline has passed. NO exceptions.

Student-Athlete Hosts

Official recruits are allowed one (1) student-athlete host. No student-athlete hosts for unofficial recruits. If the official recruit is being accompanied by a Boise State student-athlete or Boise State student, the student is responsible for picking up their own student ticket in advance. There will not be any tickets held or waiting for the Boise State student. All students must have their BSU ID to accompany their student ticket when entering any sporting events (same for all BSU students). All tickets will be located in the student section. Have your student-athletes pick up their tickets early; if we are sold out we will not have student tickets available at game time. The host can enter with the recruit at the Varsity Center entrance.

Wristbands for Football Pre-Game

The following people will be issued a wristband at the front of the Varsity Center when they sign in for their ticket and allowed on the sideline for regular home season football games:

1. Official recruit and guests (up to 2 guests).
2. Student host of official recruit (1 host per official recruit).
3. Unofficial recruit and guests (must be accompanied by a designated coach for unofficial recruit's sport).
4. Coaching staff of the recruit's sport (Head coaches & assistant coaches only and one director of operations staff member. NO administrative assistants, NO GAs, NO additional BSU staff, NO additional family members).

ALL* recruits, guests, hosts and coaches must sign in at the front doors of the Varsity Center located at the south end of Bronco Stadium. Tickets and wristbands will be issued off of the pass list at the front of the Varsity Center only. **Photo ID is required to pick up tickets and wristbands. Without photo ID no ticket or wristband will be issued.** *Football recruits will pick up wristbands in the football complex on the north end of Bronco Stadium.

ALL recruits, guests, hosts and coaches must be off of the sideline by kickoff.

Recruit Seating

All recruits, guests, hosts and coaches who would like to sit with recruits will be seated in the designated recruit area of the student section. The football assistants hold a designated area and will save enough seats for all sports.

If a coach would like to sit with the recruit or guests of the recruit, their BSU complimentary staff issued ticket(s) must be turned into the Athletic Ticket Office 3

working days prior to the game. The ticket(s) will be in place for the designated coach(s) on the pass list at the Varsity Center front doors on game day.

Team Travel

Boise State may provide actual and necessary travel expenses (e.g., transportation, lodging and meals) to a student-athlete for participation in athletics competition provided the student-athlete is representing Boise State (competes in the uniform of Boise State) and is eligible for collegiate competition. Such competition includes:

1. Regularly scheduled intercollegiate athletics events;
2. NCAA championship events and NGB championship events in an emerging sport;
3. A licensed postseason football game (see Bylaw 18.7 for conditions required for licensing);
4. Noncollegiate open, amateur competition;
5. Other institutional competition permissible under NCAA legislation, including postseason events; and
6. Fund-raising activities that an institution counts against its maximum contest limitations per Bylaw 17.

Procedure for Coaches:

1. Travel Itinerary must be submitted through OrgSync approximately two weeks prior to competition.
2. Should include dates of arrival and departure, hotel information, meals/per diem issued, travel party/rooming list.
3. Compliance will approve the itinerary in OrgSync.
4. Any changes to the itinerary can be emailed to compliance (i.e. per diem was issued in place of a scheduled meal).
5. Coaches must receive approval PRIOR to any team travel.

Procedure for Compliance Staff:

1. The *Travel Itinerary* must be checked before each team travels against the team roster to ensure that no ineligible student-athletes are traveling with the team. Additionally, compliance office checks to make sure the appropriate per diem amounts will be provided versus team meals as well as the dates and times of their travel.
2. Approval should be provided through OrgSync. Compliance office then logs the approval of the itinerary in Google Sheets.

Occasional Meals

A student-athlete or the entire team in a sport may receive an occasional meal, in the locale of Boise State on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals. The NCAA does allow for a student-athlete to receive an occasional family home meal from a representative of athletics interests on infrequent and special occasions under the following conditions listed below: (**Boise State will review requests for meals at the home of a representative of athletics interests on a case-by-case basis**):

(a) The meal must be provided in an individual's home (as opposed to a restaurant) or on the institution's campus and may be catered; and

(b) A representative of Boise State's athletics interests may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative.

Procedure for Coaches:

1. Coaches must complete and submit the *Occasional Meal Form* to the Compliance Office for prior approval. The form must contain the date, time, location and a list of all attendees.
2. Once the meal is completed, the coach must provide receipts if applicable.

Procedure for Compliance:

1. The Compliance Office must document the number of occasional meals. Teams are allowed 12 meals per year.

Athletics Awards

Athletics awards given to individual student-athletes shall be limited to those approved or administered by the MWC, Boise State, or an approved agency, and shall be limited in value and number as specified by the NCAA. Awards received for intercollegiate athletics participation may not be sold, exchanged or assigned for another item of value, even if the student-athlete's name or picture does not appear on the award.

Procedure for Coaches:

1. Coaches must annually submit *Student-Athlete Award Form* documentation which indicates the total amount of money spent on participation awards, championship awards, and special achievement awards.

Procedure for Compliance Staff:

1. The Compliance Staff shall monitor the athletics awards to ensure the number and value of such awards complies with NCAA regulations.

Playing and Practice Seasons

- 14. Overview**
- 15. Declarations**
- 16. Missed Class Time Review**
- 17. Practice**
- 18. Participation**
- 19. Competition**
- 20. Practice Monitoring**

Overview

Boise State shall design its organized practice activities, the length of its playing seasons and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in noncollegiate-sponsored athletics activities, to minimize interference with the academic programs of its student-athletes and to adhere to NCAA Bylaw 17.

Declaration of Playing and Practice Season

The playing (i.e., practice and competition) season for a particular sport is the period of time between the date of Boise State's first officially recognized practice session and the date of Boise State's last practice session or date of competition, whichever occurs later. Boise State is permitted to conduct officially recognized practice and competition each academic year only during the playing season as regulated for each sport in accordance with the provisions of this bylaw. Boise State must conduct the same playing season for varsity and sub varsity teams in the same sport.

Procedure for Coaches:

1. Complete *Declaration of Playing and Practice Season Form*
2. Submit to the compliance liaison prior to the first day of classes or first practice, whichever is earlier.

Procedure for Compliance Staff:

1. The compliance liaison collects and reviews the Declaration of Playing and Practice Season Form.

Team Schedules

Boise State shall limit its total playing schedule with outside competition according to maximum and minimum limitations set forth in NCAA Bylaw 17.

Procedure for Coaches:

1. Coaches must submit a completed Team Schedule to their compliance liaison prior to the first day of classes or first practice, whichever is earlier

Procedure for Compliance Staff:

1. The compliance liaison collects and reviews the Team Schedules to verify and validate schedules meet provisions of NCAA Bylaw 17.
2. Schedules are forwarded to the Sport Supervisor for review.
3. Schedules receive final approval from Senior Associate Athletic Director/SWA and send to appropriate staff members.

Missed Class Time Policy and Forms

Travel Absences

If a class conflict is caused by travel to away games, your professors are usually more than willing to assist you in resolving this conflict when advance notice is given. You will be given a letter from your coach/athletic academic advisor to give to each of your

instructors at the beginning of each semester. Your travel schedule will be attached to this letter. The letter will state that you will make up any missed assignments due to team travel and that you will remind your instructor in-person of an approaching travel date. Be sure each of your instructors receive this letter! By University policy, faculty must have at least a ten day notification. The letter only excuses you if you are on the actual travel squad for that contest, and only for actual time missed.

University Missed Class Policy Statement

A student is permitted to be absent from class because she or he is participating in an official University-recognized activity. "Official absence" is defined as absence(s) from class because the student is representing Boise State University at an official, University-recognized event. Such events include those scheduled by athletics, band, forensics, Mainline dancers, music, theatre, and other events designated as official by an authority as determined by the Faculty Senate and /or University administration. At no time should a student-athlete misrepresent themselves to professors by asking for class excuses to attend "open events" (non-intercollegiate activity). Once this becomes known to the athletic administration, the student-athlete will be immediately suspended from team participation and face further disciplinary actions.

Responsibility and Procedures

Student:

Official absence excuses the student only from attending class or other formal instruction during the absence. Students have both the right and the responsibility:

1. To make up any work missed during their official absence;
2. To make up examinations given during their official absence; and
3. To have the same privileges as other students in the class.
4. Students shall make sure the instructor is notified of the official absence in writing by the sponsoring organization at least 10 days in advance of the absence. Otherwise, official absence status can be jeopardized.

Faculty:

1. To excuse a student from attending class or other formal instruction during the official absence;
2. To not penalize a student for such absence;
3. To allow a student to make up any work missed during his or her official absence; and,
4. To preserve the same privileges as other students in the class.

Activity Sponsor:

1. Activity sponsors (athletics, band, dance, etc.) have the responsibility:

2. To notify instructors, in writing, of official absences or anticipated absences by students at least 10 days in advance of the absence;
3. To deliver the notice to the instructor via the student on official University stationery with dates and approximate departure and return times for official absence.
4. Note that the activity sponsor and the student are jointly responsible for timely delivery of the notice. Failure to deliver the notice at least 10 days in advance can jeopardize the student's official absence request.

Department Heads and Deans:

1. Academic department heads and deans are responsible for ensuring that the faculty members are apprised of this policy.
2. Non-adherence to this policy will be reflected in the performance evaluation of administrative personnel responsible for promulgating this policy, or faculty responsible for implementing it, as appropriate.

Proctoring of Examinations

Student-athletes should make arrangements to complete coursework/examinations before scheduled travel or after returning to campus. Should it be required that examinations be taken while away from campus for athletically related travel, the following procedures will be followed:

1. The proctor will be a member of the Boise State University faculty. Department of Athletics employees without faculty status **will not** proctor examinations for student-athletes on or off campus.

Prior to the travel date:

2. The Faculty Athletic Representative will be informed in writing of the names of the student-athletes, the proctors, and the professor for the course. The Faculty Athletic Representative will give approval of the individual identified as the proctor.
3. The professor for the course will give the test materials, including written instructions for testing procedures (length of time, use of textbook, calculators, dictionaries, etc.) to the proctor.

4. Having checked with all individuals involved, the Faculty Athletic Representative will give written approval to the proctor.
5. After completion of test, the proctor will seal, sign, and deliver test to the professor for the course.

Practice Logs

Countable hours must be recorded on a daily basis for each student-athlete regardless of whether the student-athlete is participating in an individual or team sport. Any countable individual or group athletically related activity must count against the time limitation for each student-athlete who participates in the activity but does not count against time limitations for other team members who do not participate in the activity.

Procedures for Coaches

1. Completed by Head Coach (or designee) by 5 p.m. on Tuesday. The form must be signed by a team captain (or designee) prior to submission to your compliance liaison.

Procedure for Compliance Staff:

1. Compliance liaison compares the itinerary with the CARA sheets submitted every week and keeps the originals on file.
2. 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.
3. Compliance office will complete “spot” checks of practice activities and/or workouts once per month.

Participation Logs

The Compliance Office utilizes the *Participation Logs* to assist in tracking the participation history of its student-athletes.

Procedure for Coaches:

1. Compliance liaison submits *Participation Report* to the Media Relations office for verification of competition for each student-athlete listed on the roster.
2. The *Participation Report* is then returned to the compliance liaison for confirmation of which student-athletes on the roster received athletics aid during the academic year.
3. The *Participation Report* is then provided to the head coach for them to verify its accuracy and approve the report.
4. *Participation Report* is returned to the compliance liaison.

Procedure for Compliance Staff:

1. The compliance liaison collects and reviews the *Participation Reports*.

2. The Assistant Athletic Director for Compliance inputs data into CA to keep track of student-athlete participation history (Participation in a Contest, Seasons Utilized and Years of Aid Received).
3. The Assistant Athletic Director for Compliance then updates the Daily Eligibility Report with the appropriate seasons of competition utilized.

SCHEDULE OF COMPLIANCE RELATED DOCUMENTATION AND FORMS

- A. Annual Forms**
- B. Monthly Forms**
- C. Additional Forms**

COMPLIANCE FORMS FOR SPORTS PROGRAMS.

Institutional control of athletics is a fundamental requirement of NCAA legislation. Specifically, the NCAA constitution provides that each institution shall be responsible for:

1. Controlling its intercollegiate athletics program in compliance with the rules and regulations of the Association.
2. Monitoring its programs to ensure compliance, identifying and reporting to the Association instances in which compliance has not been achieved and taking appropriate corrective actions.
3. Ensuring that members of the institution's staff, student-athletes and other individuals or groups representing the institution's athletics interests comply with all applicable Association rules.

To this end, the NCAA requires coaching staff members to document many of the requisite coaching activities. This section includes examples of such forms required to successfully document and monitor coaching-related activities. These forms are routinely reviewed by the Compliance Office and NCAA, especially in the event of an investigation, and by MWC for audit purposes. It is of vital importance that the information obtained in the compliance forms for coaches to be as honest and accurate as possible.

At Boise State, these forms are divided into three groups: annually, monthly/weekly, and as needed. Forms are kept in the Coaches' Compliance Manual which is distributed to coaches and updated yearly. Forms are also found on the compliance website.

ANNUAL FORMS

Countable Coaches Form
Playing and Practice Season Form
Participation Report
Outside Income Declaration Form
Financial Aid Renewal/Non-Renewal Form
Financial Aid Contract
Financial Aid Fifth Year Approval Form
Schedules
Award Limitations Form
Camps/Clinics Form Packet

Countable Coaches Form. Prior to the beginning of every sport's official playing season, each head coach must complete and submit to the Athletics Compliance Office a list of the number of coaches, both certified and non-certified, on their staff and the duties that each coach performs. NCAA Bylaw 11.7 places limitations on the number of coaches an institution may employ.

Playing and Practice Seasons Form. Per NCAA Bylaw 17, Boise State is required to determine and record the length of each sport's playing and practice season. These

dates must be on file in the Athletics Compliance Office prior to the beginning of each sport's playing season.

Participation Report. At the end of the playing season, each head coach must submit the Participation Report to the Athletics Compliance Office. The Participation Report includes the name of each student-athlete who participated on the team during the season, whether or not each student-athlete competed during the present year, the participation history of each student-athlete at Boise State, and past participation of each student-athlete at institutions other than Boise State.

Outside Income Form. Under NCAA regulations, all coaches and Athletics Department staff members must obtain prior written approval from the institution's CEO before accepting any outside income during the upcoming year. "Outside income" is any compensation from sources *outside the institution*. This includes, but is not limited to, income derived by use of the institution's name or logo in the endorsement of commercial products or services, or by agreement for compensation or gratuities from shoe, apparel, or equipment manufacturers in exchange for use of such merchandise during practice or competition.

At the beginning of every academic year, each coach and Athletics Department staff member must complete this form declaring all outside income and submit it to the Athletics Compliance Office.

Financial Aid Request Form. The head coach for each sports program must submit the Financial Aid Request form to the Compliance Office for review and approval to extend an offer of athletically related financial aid.

Financial Aid Renewal/Non-Renewal Form. The head coach for each sports program must submit the Financial Aid Renewal/Non-Renewal Form to the Athletics Compliance Office, indicating the renewal, reduced, or non-renewal of athletics financial aid for each student-athlete. The completion of these forms is requested in April of the preceding year.

Financial Aid Contract. Each head coach must submit a signed financial aid contract for each student-athlete who will be receiving financial aid for the upcoming academic year to the Athletics Compliance Office. Signed financial aid contracts must be received within 14 days of the date of issue. Coaches are permitted to provide multi-year contracts to student-athletes on a case-by-case basis. Student-athletes on a multi-year contract will not be required to sign a *Renewal Form*.

Financial Aid Fifth Year Approval. Each head coach must approve the Financial Aid Fifth Year Form for all student athletes requesting fifth year financial assistance. The approval for fifth year financial aid is made in conjunction with the Director of Athletic Academic Services. The head coach must also submit a *Request for Financial Aid* form to the Compliance office so a Financial Aid Contract can be generated for the student-athlete.

Schedules. At the beginning of each academic year and prior to the beginning of each sport's playing season, each head coach must submit a copy of the team's official schedule to the Athletics Compliance Office.

Award Limitations Form. Following the completion of the playing season, each head coach must submit a copy of the Awards Limitations Form to the Athletics Compliance Office. This form documents all awards given to all student-athletes and student personnel throughout the entire academic year. Copies of purchase order requests for all awards must accompany the form.

Camps/Clinics. Each sport that conducts camps/clinics must complete all the forms included in the Camps/Clinics Manual. Prior to the start of camp all forms must be reviewed by the Director of Business Affairs and following the camp, each sport is required to submit the post-camp/clinic forms.

MONTHLY FORMS

Monthly Recruiting Activities Statement (ACS and Recruiting Radar)

Recruiting Activities Statement: The Recruiting Activities Statement requires coaches to document all recruiting activities (e.g., phone calls, contacts, evaluations, etc.), on a monthly basis in ACS and Recruiting Radar (FB only). All coaches are requested to submit this form through the ACS or Recruiting Radar (FB only) systems on a monthly basis.

WEEKLY FORMS

Practice Logs. Every Tuesday, coaches are required to submit their signed CARA sheets from the previous week to the compliance office for review.

ADDITIONAL FORMS/PROCESSES

Official Visit Form

Unofficial Visit Form

National Letter Of Intent /Financial Aid Request Form

Transfer Release Request

Promotional Appearance Form & Donation Request Form

Roster Deletion Form

Official Visits. One week prior to a prospective student-athlete's (PSA) official visit, each head coach must submit the Official Visit Request Form to the Athletics Compliance Office in order to process and verify the PSA's academic credentials. Following the verification of credentials, the head coach must provide written notification of the five-visit limitation to the PSA.

National Letter of Intent Request Form. Each head coach must submit the National Letter of Intent (NLI) Request Form to the Director of Compliance

Monitoring in order to execute a NLI for each prospective student-athlete to whom a scholarship offer will be extended.

Transfer Release Request. In the event that a student-athlete chooses to transfer away from Boise State, the head coach is responsible for providing all required paperwork and documentation related to the transfer process.

Upon notification that a student-athlete may wish to transfer, the head coach must submit the signed *Voluntary Withdrawal Form* (if applicable). The student-athlete must complete the exit process form (blue form).

Promotional Appearance & Donation Request Forms. *Promotional Appearance Forms* must be submitted prior to any involvement of a student athlete in a promotional activity. *Promotional Appearance Forms* may be submitted by head coaches or other athletics department staff members involved in promotional activities. Any requests for donations from the athletics department (e.g., tickets), must be approved by the Compliance office. The requestor must complete and submit the *Donation Request Form* for approval.

Roster Deletion Form. This form is utilized for student-athletes who will no longer be a member of a particular team. The form should be signed by the Head Coach, Athletic Trainer, Insurance Coordinator, Equipment Manager, Academic Advisor and the Compliance Office. If the student-athlete has quit the team, they are asked to explain their reasons for leaving the team on this form.