The Bucknell Compliance Manual for coaches, athletics staff and university staff was designed to serve you and your staff with all the necessary compliance resources to better understand the policies and procedures as they relate to Bucknell University and NCAA compliance. Please keep in mind, however, that this manual provides only a summary of the primary areas of rules compliance.

The manual is comprised of ten sections, each highlighting important NCAA and Bucknell University rules and regulations. Following each section, where applicable, specific policies and procedures are provided. At the end of the manual you will find all the applicable forms, the 2005-2006 student-athlete handbook, and the Fall Compliance Calendar for all sports for your use and reference.

As well as the Bucknell Compliance Manual, other resources that may help to ensure compliance within intercollegiate athletics and the University are the NCAA Division I Manual, the Department of Athletics Staff Manual, the Student-Athlete Handbook as well as other university resources, all of which are available via the Bucknell University web site. Departmental staff may also access the Bucknell Compliance Manual via the University’s athletics server.

Athletics NetSpace/Web Site
To access this handbook from your computer:

1. Select: athletic$ on 'NetSpace (netspace)'
2. Double Click – the private folder
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Department of Athletics and Recreation Mission Statement
The Department of Athletics and Recreation strives to set the standard of excellence for intercollegiate and intramural programs in higher education, thereby advancing and drawing attention to the mission, core values, and educational goals of Bucknell University.

The Department believes that student-athletes’ academic programs must be their first priority. It is therefore committed to maintaining Bucknell’s high national ranking for student-athletes’ graduation rates and for producing Academic All-Americans, and to continued leadership of the Patriot League in Academic Honor Roll nominations, based on grade-point averages. The coaches’ and staff’s paramount responsibility is maintaining academic priorities and supporting student-athletes’ education, even while providing the rigorous and serious NCAA Division I athletic opportunities Bucknell student-athletes seek.

Further, the Department promotes the personal growth of student-athletes and the general student body by encouraging personal health, development, and balance among intellectual, social, civic, and physical pursuits; by celebrating challenge and competition; and by preparing participants for service and leadership in the world. Coaches and staff direct a rich array of athletic programs and recreational opportunities aimed at increasing student engagement, as well as strengthening character, healthy living, teamwork, sportsmanship, and spirit. In creating shared experiences for students, faculty, and staff, as well as alumni, family, and friends, the Department’s programs add substantially to Bucknell’s sense of community and foster life-long relationships with Bucknell.

The Department embraces the University’s decision to compete at the highest extramural level, in Division I of the National Collegiate Athletic Association (NCAA). Division I membership is valuable not only because this level of competition maximally challenges student-athletes, but also because it signals clearly Bucknell’s high standards and seriousness of purpose in all extracurricular endeavors and it helps position Bucknell apart from other National Liberal Arts Colleges. Likewise, the competitive success the Department seeks, measured in part by consistent contention for the Patriot League’s student-athletes and the University alike, and it brings distinction and national recognition to Bucknell.

A student-centered operation, the Department is committed to providing equitable opportunities to women and men, as well as members of minority and majority groups of all kinds. The Department subscribes to, and complies with, all principles and regulations of the Patriot League, the Eastern College Athletic Conference, and the NCAA.

The department is proud that so many of today’s exemplary Bison scholar-athletes will be tomorrow’s outstanding leaders.

Institutional Control
In order to ensure institutional control in compliance with NCAA Bylaw 6.01.1, we have in place the following checks and balances:

Bucknell University’s 5-Year Compliance Plan
The Bucknell University Compliance Committee

Bucknell's Annual Executive Committee

CEO sign off's on various policies and procedures

The Internal Compliance Working Calendar

The Coaches Compliance Calendar

External Audits

NCAA Certification of Compliance for Staff Members

Athletics department staff members (including but not limited to, full-time staff members, part-time staff members, graduate assistants, volunteers and midyear hires) who were at Bucknell during the academic year 2004-05 preceding the September 15, 2005 deadline are required to sign and date the Certification of Compliance for Staff Members of Athletics Department. New athletics department staff members for this academic year (2005-06) and clerical personnel are not required to sign and date the form. For more information, please contact the Compliance Services Office.

Conduct of Athletics Personnel

Below you will find an overview of several fundamental NCAA rules pertaining to the conduct of athletics personnel. Please note that this is not an exhaustive list of all NCAA rules and/or University policies that you are expected to follow as a Bucknell University employee. Please review the Bucknell University Staff Handbook for further policies and conditions of your employment.

Sportsmanship and Ethical Conduct (NCAA Bylaw 2.4)

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program.

The Principle of Rules Compliance (NCAA Bylaw 2.8)

Each institution shall comply with all applicable rules and regulations of the Association in the conduct of its intercollegiate athletics programs. It shall monitor its programs to assure compliance and to identify and report to the Association instances in which compliance has not been achieved. In any such instance, the institution shall cooperate fully with the Association and shall take appropriate corrective actions. Members of an institution’s staff, student-athletes, and other individuals and groups representing the institution’s athletics interests shall comply with the applicable Association rules, and the member institution shall be responsible for such compliance.

Honesty and Sportsmanship (NCAA Bylaw 10.01.1)

Individuals employed by (or associated with) a member institution 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, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.
Unethical Conduct (NCAA Bylaw 10.1)

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer) 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 the NCAA or the individual’s institution false or misleading information concerning the individual’s involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation; or

(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").

Knowledge of Use of Banned Drugs (NCAA Bylaw 10.2)

A member institution’s athletics department staff members or others employed by the intercollegiate athletics program who have knowledge of a student-athlete’s use at any time of a substance on the list of banned drugs, as set forth in Bylaw 31.2.3.1, shall follow institutional procedures dealing with drug abuse or shall be subject to disciplinary or corrective action as set forth in Bylaw 19.5.2.2.

Gambling Activities (NCAA Bylaw 10.3)

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and the intercollegiate athletics community. It demeans the competition and competitors alike by a message that is contrary to the purposes and meaning of "sport." Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches, and institutions in fair contests, not the amount of money wagered on the outcome of the competition.

For these reasons, the NCAA has specific rules prohibiting athletics department staff members and student-athletes from engaging in gambling activities on intercollegiate and professional athletics.

NCAA Bylaw 10.3 states the following regarding gambling...

**Staff members** of the athletics department of a member institution **and student-athletes** shall not knowingly:

a) provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;

b) solicit a bet on any intercollegiate team;

c) accept a bet on any team representing the institution; or
d) participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., "point shaving") or who solicits or accepts a bet or participates in any gambling activity that involves the student-athlete's institution shall permanently lose all remaining regular-season and postseason eligibility in all sports. The risk is not worth the potential reward.

The following are examples of impermissible gambling activities:

Using the Internet to place a bet on a college or professional sporting event;

Accepting or placing bets on a football game;

Running or betting in a Final Four pool;

Intentionally missing a shot so the team does not cover the point spread; and

Providing information to a student bookie regarding the health of an injured student-athlete.

To the NCAA, a $5 bet with a friend is as impermissible as a $500 bet with a bookie!

Protected Student-Athlete Educational Records and Health Information

Buckley Amendment

Student-Athletes' educational records are protected under the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). At the beginning of each academic year, all student-athletes are asked to sign the NCAA “Student-Athlete Statement – Division I,” which includes a release of the records protected by the Buckley Amendment. Significantly, this release only provides consent for the disclosure of a student-athlete's protected information to representatives of Bucknell, the Patriot League, and the NCAA. Further, the protected information is to be used only to determine a student-athlete's eligibility for intercollegiate athletics, a student-athlete's eligibility for financial aid, or for various reports required by the NCAA.

HIPPA

Student-Athletes' health information is also protected under the Health Information Portability and Accountability Act (HIPPA). Therefore, student-athletes are also asked to sign an “Authorization/Consent for Disclosure of Protected Health Information to Bucknell University.” This release permits the disclosure of a student-athlete's protected health information to Bucknell University and its physicians, athletic trainers, health care personnel, employees, agents, and business associates of the University. Please note that these are the only persons to whom the protected health information is to be released, and does not include such individuals as the student-athlete's parents or legal guardians.

Before disclosing a student-athlete's educational records and/or protected health information to anyone, please consult the Compliance Services Office to verify that the student-athlete has signed the necessary releases.
Faculty Athletics Representative (FAR)

The faculty athletics representative (FAR) is a member of the institution's faculty or administrative staff who is designated to represent the institution and its faculty in the institution's relationships with the NCAA and its conference.

Bucknell's FAR:  Mitch Chernin, Professor of Biology
202 Biology Building
X73145

Compliance Education

The Compliance Services Office pursues a wide range of avenues to educate coaches, boosters, athletic department staff, student-athletes, and others whose contact with student-athletes may impact NCAA, Patriot League Conference, and University rules and regulations.

The Compliance Services Office strives to be service-oriented with a goal of facilitating all coaches and staff members' adherence to and understanding of the rules. To this end, all coaches and staff members are regularly instructed to “ask before you act” in those instances in which there is a question as to the possible impact of NCAA rules to a given situation. Rules education meetings are conducted with the following groups:

Coaching Staff

Monthly rules education meetings are held with all head and assistant coaches. In the sports of football, men's basketball, and women's basketball, individual meetings are held with their respective coaching staffs. In addition, the Compliance Services Office regularly distributes memoranda to the coaching staff on various compliance topics and new legislation.

All new members of the coaching staff are required to attend a compliance and rules education orientation meeting with the Compliance Services Office. You will be contacted by the Compliance Services Office to schedule this meeting upon your arrival at Bucknell.

Athletic Staff

The Compliance Services Office conducts annual rules education meetings with Athletic Administrative Staffing Units (e.g. Sports Medicine, Athletic Communications, Strength & Conditioning Staff, Equipment Room, Support Staff, etc.) with additional meetings scheduled where deemed necessary. In addition, the Compliance Services Office discusses rules compliance issues at the annual staff meeting held at the beginning of each academic year.

Student-Athlete

Each Bucknell student-athlete attends a certification meeting at the beginning of the academic year during which they complete all required paperwork. The meeting is also used as a forum in which to educate student-athletes on NCAA, conference, and University rules and regulations. These meetings are held separately with each team. Student-athletes are also sent monthly rules education e-mails on a variety of topics.

The Student-Athlete Advisory Committee (SAAC), which includes members from each of Bucknell's varsity programs, is also used as a vehicle to educate student-athletes on NCAA legislation and student-athlete welfare issues.
Other Campus Units
The Compliance Services Office conducts rules education meetings with various University departments. This program includes annual meetings with offices whose operations directly involve NCAA rules and regulations. Such offices include Financial Aid, Admissions, the Registrar, and University Relations. Rules education meetings have also been held with University Admissions Volunteers and Athletics Boosters. Additional meetings with other campus groups are scheduled where deemed necessary.

Athletically Related Income
Per NCAA Bylaw 11.2.2, full-time or part-time athletic department personnel (excluding secretarial or clerical personnel) are required to provide a written detailed account annually to the chief executive officer for all athletically related income and benefits from sources outside the institution. In addition, the approval of all athletically related income and benefits shall be consistent with the institution's policy related to outside income and benefits applicable to all full-time or part-time employees. Sources of such income shall include, but are not limited to, the following:

1. Income from annuities;
2. Sports Camps;
3. Housing Benefits;
4. Country Club Memberships;
5. Complimentary Ticket Sales;
6. Television and Radio Programs; and
7. Endorsement of consultation contracts with athletics shoe, apparel or equipment manufacturers.

Coaching Staff Limitations

Designation of Coaching Category (NCAA Bylaw 11.7.1.1)
An individual who coaches and either is uncompensated or receives compensation or remuneration of any sort from the institution, even if such compensation or remuneration is not designated for coaching, shall be designated as a head coach, assistant coach, volunteer coach, graduate assistant coach or undergraduate assistant coach by certification of the institution.

Countable Coach (NCAA Bylaw 11.7.1.1.1)
An athletics department staff member must count against coaching limits as soon as the individual participates (in any manner) in the coaching of the intercollegiate team in practice, games or organized activities directly related to that sport, including any organized staff activity directly related to the sport.

Coach, Head or Assistant (NCAA Bylaw 11.01.2)
A head or assistant coach is any coach who is designated by the institution's athletics department to perform coaching duties and who serves in that capacity on a volunteer or paid basis.

Volunteer Coach (NCAA Bylaw 11.01.5)
In sports other than football and basketball, a volunteer coach is any coach who does not receive compensation or remuneration from the institution's athletics department or any organization funded in whole or in part by the athletics department or that is involved primarily in the promotion of the institution's athletics program (e.g., booster club, athletics foundation association). The following provisions shall apply:
(a) The individual is prohibited from contacting and evaluating prospective student-athletes off campus or from scouting opponents off campus.

(b) The individual may receive a maximum of two complimentary tickets to home athletics contests in the coach’s sport.

(c) The individual may receive complimentary meals incidental to organized team activities or meals provided during a prospective student-athlete’s official visit, provided the individual dines with the prospective student-athlete.

Limitations on Numbers of Coaches – Sports Other Than Football (NCAA Bylaw 11.7.4)

<table>
<thead>
<tr>
<th>SPORT</th>
<th>HEAD OR ASSISTANT COACH</th>
<th>OFF-CAMPUS RECruiter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Basketball, Men</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Basketball, Women</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Football</td>
<td>11</td>
<td>7</td>
</tr>
<tr>
<td>Golf, Men</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Golf, Women</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Lacrosse, Men</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Lacrosse, Women</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Rowing, Women</td>
<td>3</td>
<td>2 (during academic year) 3 (during the summer)</td>
</tr>
<tr>
<td>Soccer, Men</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Soccer, Women</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Softball</td>
<td>3</td>
<td>2</td>
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<tr>
<td>Swimming and Diving, Men</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Swimming and Diving, Women</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Tennis, Men</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Tennis, Women</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Cross Country/Track and Field, Men</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Cross Country/Track and Field, Women</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Volleyball, Women</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Water Polo, Men</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Water Polo, Women</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Wrestling</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>
NCAA Certification of Compliance for Staff Members

Pursuant to NCAA Bylaw 30.3, the institution's Compliance Services Office, coaches and administrative staff members must sign the NCAA Certification of Compliance Form. The form, with all signatures, must be signed no later than September 15 each year and be kept on file in the Compliance Services Office. During the beginning of each academic year you will be notified to report to Danielle Kraus, in the athletics administration suite, to sign the form.

Compliance Education

Rules Education Meetings
All head and assistant coaches are required to attend the monthly rules education meetings held during the academic year. In general, these meetings are held on the second Tuesday of the month in September, October, November, February, March, and April in the classroom in Gerhard Fieldhouse. These meetings are listed on the Coaches Compliance Calendar.

New Coach Orientation
All new members of the coaching staff are required to attend a compliance and rules education orientation meeting with the Compliance Services Office. You will be contacted to schedule this meeting upon your arrival at Bucknell.

Annual Certification Exam
All coaching staff members, including volunteer and graduate assistant coaches, are required to take the annual NCAA certification exam. All coaches must pass this exam in order to be permitted to recruit off-campus. The Compliance Services Office will provide a review session prior to the exam including practice exams provided by the NCAA.

A list of exam dates will be provided by the Compliance Services Office during the spring of each academic year. Each exam will be monitored by the Assistant Director of Athletics Compliance and Student Affairs. This individual will verify the coach completing the exam as well as the score achieved. The exam must be taken and passed by July 31st in order to recruit off-campus.

Annual Team Certification Meetings
Team Certification meetings shall be conducted by the Compliance Services Office at the beginning of each academic year. After receiving the declaration of playing season, the Compliance Services Office will schedule this meeting with your team. Each team meeting must take place prior to any countable athletically related activities.

Meetings will generally take place in the classroom in Gerhard Fieldhouse. It will be the head coach's responsibility to ensure full team attendance at these meetings. As well, it is expected that all head coaches and assistant coaches attend the meeting with their teams.

During the meeting, NCAA, conference and institutional rules are reviewed. The NCAA Student-Athlete Statement, NCAA Drug Testing Consent form and other institutional forms are administered.
and completed by each student-athlete. Coaches are asked to assist in the collection of forms during the meeting.

**Athletically Related Income**

The reporting time period for athletically related income is from July 1st to June 31st each year. It is not necessary to obtain a pre-approval at the outset of the year (rule modification effective 2001). The required form must be returned to the Compliance Services Office no later than July 1st. This information is then compiled and shared with the president at the annual executive compliance meeting.

**Coaches Designation Form**

Head coaches must complete and return the coaches designation form to the Compliance Services Office no later than July 1st each year. Head coaches must certify who will fill each of the permissible slots on their staff, including graduate assistants and volunteers.

If changes are necessary during the academic year, it is the responsibility of the head coach to notify the Compliance Services Office so that the coaches' designation form can be updated.
Sports Other Than Football and Basketball

The following is an overview of several fundamental NCAA recruiting rules and definitions that apply to all sports other than football and basketball. Please consult the NCAA Division I Manual for a complete listing of the recruiting rules and regulations.

Certification to Recruit Off-Campus (NCAA Bylaw 11.5)

In order to contact or evaluate prospects off-campus, coaches must be certified on an annual basis by the Compliance Services Office. Certification procedures include a requirement that all coaches pass a standardized national test developed by the NCAA national office covering NCAA recruiting legislation, including Bylaw 13 and other bylaws such as, 15.3.3 (institutional financial aid award) and 14.3 (freshman academic requirements) that relate to the recruitment of prospective student-athletes. At Bucknell, all coaches, including volunteer and graduate assistant coaches, are required to take the certification exam.

Only those coaches who are counted as head or assistant coaches may contact or evaluate prospective student-athletes off-campus (NCAA Bylaw 11.7.4).

Contact Defined

- Any face-to-face encounter in excess of a greeting between a Bucknell coach or booster with the prospect, their parents or legal guardian(s).

- Any face-to-face encounter, including a greeting, that is prearranged or takes place at the prospect’s school or site of practice/competition, between a Bucknell coach and the prospect or their family.

- Any communication with a prospect after being released by their coach from any athletics competition at any site on the days that the prospect is participating regardless of the conversation.

Evaluation Defined

- Watching a prospect practice, compete, or lift weights at any site.

- Watching a prospect on tape off Bucknell’s campus.

- Dropping in on a prospect’s high school counselor to review transcripts.

- Talking to a prospect’s high school/junior college coach or instructors at the high school/junior college.

Recruiting Periods

RECRUITED PROSPECTIVE STUDENT-ATHLETE – actions by staff members or athletics representatives that cause a prospective student-athlete to become a recruited prospective student-athlete are:
(a) Providing the prospect with an official visit; (Adopted: 1/11/94 effective 8/1/94 for those students entering a collegiate institution on or after 8/1/94)

(b) Having an arranged, in-person, off-campus encounter with the prospect or the prospect’s parent(s), relatives or legal guardian(s); or (Adopted: 1/11/94 effective 8/1/94 for those students entering a collegiate institution on or after 8/1/94)

(c) Initiating or arranging a telephone contact with the prospect, the prospect’s relatives or legal guardian(s) on more than one occasion for the purpose of recruitment. (Revised: 1/11/94 effective 8/1/94 for those students entering a collegiate institution on or after 8/1/94)

(d) Issuing a National Letter of Intent or the institution’s written offer of athletically related financial aid to the prospect.

CONTACT PERIOD – A contact period is the period of time when it is permissible for coaches to make in-person, off-campus recruiting contacts and evaluations.

EVALUATION PERIOD – An evaluation period is the period of time when it is permissible for coaches to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospects. No in-person, off-campus recruiting contacts shall be made with the prospect during an evaluation period.

QUIET PERIOD – A quiet period is the period of time when it is permissible to make in-person recruiting contacts on-campus. No off-campus contacts or evaluations are permitted.

DEAD PERIOD – A dead period is the period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off campus or to permit official or unofficial visits by prospects to Bucknell’s campus. Bucknell may not provide complimentary admissions to a prospect during a dead period, except as provided in 13.7.2.5 for a prospect who visits an institution as part of a group. During such a dead period, a coaching staff member may not serve as a speaker at or attend a meeting or banquet at which prospects are in attendance and may not visit the prospects’ educational institutions. It is permissible for coaches to write or telephone prospects during such a dead period.

Contact and Evaluation Limitations

• Seven recruiting opportunities (contacts and evaluations combined) per prospect and not more than three of the seven opportunities may be contacts.

• It is permissible for a coach to leave campus to engage in off-campus contact before another coach who is off-campus actually returns to campus.

• Coaches may make one in-person, off-campus recruiting contact with a prospect or a prospect’s relative or legal guardians on the prospect’s high-school campus during April of the prospect’s junior year in high school (subject to applicable recruiting calendar restrictions).

• After the April contact, in-person, off-campus recruiting contacts shall not be made with a prospect or a prospect’s relative or legal guardians prior to July 1st of the prospect’s junior year in high school.
• In softball, Bucknell is limited to 50 evaluation days, which do not include employment of coaches in instructional camps/clinics or the observation of prospects participating in high-school softball competition.

• In volleyball, Bucknell is limited to 80 evaluation days, which does not include employment in camps/clinics or observation of high school volleyball competition, but does include involvement of a coach with local sports clubs outside a contact/evaluation period.

• In Women's Lacrosse, seven contact days selected August 1- August 31 must be designated in writing to the Compliance Services Office.

• The NCAA limits the number of coaches who may contact or evaluate prospects off campus at any one time, as follows:

  Limit: 1  Golf, Men's Tennis and Men's Water Polo

  Limit: 2  Baseball, Field Hockey, Lacrosse, Rowing (during the academic year), Soccer, Softball, Swimming & Diving, Women's Tennis, Cross Country/Track & Field, Volleyball, Women's Water Polo

  Limit: 3  Basketball and Rowing (during the summer)

• A coach may speak at a meeting or banquet (except for a dead period) at a prospect's educational institution without using one of Bucknell's permissible contacts or evaluations provided: 1) the meeting or banquet is initiated and conducted by the educational institution; 2) the coach does not make a recruiting presentation in conjunction with the appearance; 3) the coach does not have any direct contact with any prospect (or the prospect's parents); and 4) the coach does not engage in any evaluation activities at the educational institution. In addition, the coach utilizes Bucknell's once-per-week visit to the prospect's educational institution.

KEEP IN MIND...

• A visit (without contact) by a coaching staff member to a prospect's educational institution counts as an evaluation for all prospects in that sport at that educational institution.

• Multiple evaluations on the same calendar day (defined as 12:01 a.m. to midnight) count as one evaluation.

• In team sports (e.g., lacrosse), observing a contest or practice counts as an evaluation for every prospect in the contest or practice observed by the coach.

• In individual sports (e.g., tennis), observing a contest or practice counts as an evaluation only for those prospects in which the coach is there to observe.

• Tournament games held on consecutive days (and normally at the same site) count as one evaluation. However, if a particular tier of a tournament is subdivided into identifiable segments (e.g., conducted on different weekends), evaluation of contests in each identifiable segment counts as a single observation. By contrast, one contact is used each day a coach has contact with a prospect's family during a multi-day tournament.
• Coaches may not visit a prospect's educational institution on more than one occasion during a particular week. The coach must first obtain permission of the institution's executive officer (or their designee) prior to making any contact with the prospect.

• Contact may not take place with the prospect at any site prior to the contest on the day or days of competition. In addition, it may not occur from the time the prospect reports on call and becomes involved in competition-related activity (e.g., traveling to an away-from-home game) even if the activities are initiated prior to the day or days of competition. Contact may occur on the day of competition only after the prospect's final competition is completed (e.g., tournament) and he or she is released by the appropriate institutional authority and has departed the dressing and meeting facility.

• An athletics representative may not contact a prospect's coach, principal, or counselor in an attempt to evaluate the prospect.

• A coach does not use an evaluation for prospects at an educational institution if the coaching staff member visits that institution only to observe competition between prospects who do not attend that institution. The coaching staff member cannot have any recruiting contact or participate in any evaluation activities involving the host institution.

• Evaluations are counted on a per-sport basis. A prospect being earnestly recruited by an institution in more than one sport may be evaluated on the permissible number of occasions in each of those sports during the academic year. Evaluations are counted against the sport of the coach making the evaluation.

• Contacts are counted on an institutional basis, as opposed to a per-sport basis.

• If a prospect is a multi-sport athlete being recruited by Bucknell for more than one sport, one of which is football or basketball, all staff members from Bucknell are permitted only one visit per week to the prospect's educational institution and all visits must take place on the same day of the week.

• Viewing videotapes of prospects while at an off-campus site (e.g., clinics) would constitute a countable evaluation activity.

• On-campus evaluation opportunities are permissible in all sports except during dead periods. If the event occurs during the academic year, the evaluations are counted in your sport limits. All coaches (e.g., head, assistant, restricted) are permitted to evaluate prospects during on-campus events. Contact may occur with a contactable prospect after their final contest and release by the appropriate authority and with their parents while the prospect is participating. Note the contact must count against the permissible number of contacts allowed. In addition, an official or unofficial visit may occur following the conclusion of the event provided the prospect first leaves campus before returning to campus to initiate the visit.

• Contacts are counted year-round. Evaluations are counted only during the prospect's academic year. Therefore, you are permitted unlimited evaluations during the summer.
Telephone Calls to Prospects

1. It is permissible for coaches to make one telephone call to a prospect or their relatives or guardians during March of the prospect’s junior year in high school.

2. Coaches may make subsequent telephone calls (once per week) to a prospect or their relatives or guardians beginning July 1st following the completion of the prospect’s junior year in high school.

3. Institutional staff members may telephone prospects under the provisions of NCAA Bylaw 13.1.3.4.1. They may also accept collect telephone calls from the prospects beginning July 1 after the prospect’s junior year in high school and may accept calls from a prospect placed at the prospect’s expense at any time.

4. Enrolled students, both athletes and non-athletes, may accept recruiting calls from a prospect at the prospect’s expense subsequent to July 1st after the prospect’s junior year of high school. However, student-athletes may not make or participate in telephone calls to prospects at the direction of a coaching staff member or financed by the institution.

Frequency of Calls
Coaches are permitted one telephone call per prospect per week. (A week is defined as Sunday through Saturday).

Exceptions: There are three exceptions to the one call per week limit that allows staff members to make unlimited telephone calls to a prospect (or the prospect’s parents or legal guardians):
- During the five days immediately prior to the prospect’s official visit. The purpose of this rule is to allow coaches to more easily coordinate the details surrounding a prospect’s official visit.

- During the initial date for the signing of the National Letter of Intent and during the two days immediately following the initial signing date in all sports.

- During the day of a permissible, in-person, off-campus contact (also known as the “Can-you-give-me-directions-to-your-house” call).

Non-Recruiting Calls
According to the NCAA, there is no distinction between recruiting calls and non-recruiting calls (a.k.a. “administrative” calls). For example, suppose a coach is exercising care not to trigger a prospect’s “recruited” status by calling him or her more than one time. The coach places one recruiting call and one call to tell the walk-on prospect when to report for pre-season practice sessions. By placing the second “administrative” call, the prospect would be considered recruited.

Recruiting Materials
A coach 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.

Institutions are permitted to provide only the printed materials listed below to prospects, coaches of prospects or any other individual responsible for teaching or directing an activity in which a
prospect is involved. A member institution is not permitted to provide prospects with any **recruiting materials** not listed below (e.g., films, videotapes, and original newspaper clippings). In addition, an institution is not permitted to use any express mail delivery services to provide permissible **recruiting materials** to prospects residing within the 50 United States, other than the National Letter of Intent or other written admissions/financial aid commitment to attend the institution.

**General Correspondence.** General correspondence, including letters and postcards issued by the U.S. postal service (i.e., blank cards) and institutional note cards may be sent to a prospect only by mail. Attachments to general correspondence may include materials printed on plain white paper with black ink. In Divisions I-A and I-AA football, the content of all general recruiting correspondence to prospects (or prospects' parents or legal guardians) must be prepared by the head coach or one of the full-time assistant coaches. It is not permissible for an institution's chief executive officer or director of athletics to prepare general correspondence to football prospects.

**Business Cards.**

**Camp Brochures.** Camp brochures may be provided to a prospect. 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 (see Bylaw 12.5.1.7). (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.) (See also Bylaw 12.5.1.7)

**Questionnaires.** Questionnaires may be provided to a prospect. (Note: These questionnaires may be provided to a prospect prior to September 1 at the beginning of the prospect’s junior year in high school.)

**Nonathletics Institutional Publications.** An institution 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).

**NCAA Educational Information.** An institution may provide educational information 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.)

**Athletics Publications.** An institution may produce either a recruiting brochure or media guide (but not both) in each sport it sponsors and provide it to a prospect. The publication may have only one color of printing inside the cover and may not exceed 8 ½ by 11 inches in size and 208 pages in length. An institution may not create a portfolio of information (e.g., pictures) to be shown to prospects during the recruiting process unless it is considered the institution’s one permissible athletics recruiting publication.

**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.

**Electronic Transmissions.** Electronically transmitted correspondence (e.g., electronic mail, Instant Messenger, facsimiles, pages, text messaging) may be sent to a prospect. Color attachments may be included with electronic mail correspondence sent to a prospect, provided the attachment does not include any animation, audio or video clips.
and there is no cost (e.g., subscription fee) associated with sending the item attached to the electronic mail correspondence.

**Other Recruiting Materials.** An institution may post recruiting materials not listed in Bylaw 13.4.1 on its Web site but may not print such items from the Web site and provide them to prospects via mail or during visits.

**After a Prospect Signs A NLI or Written Offer of Admission or Financial Aid**

A coach may make unlimited telephone calls beginning the day after a prospect signs a National Letter of Intent or a written offer of admission and/or financial aid with Bucknell.

For purposes of Bylaws 13 and 16, an individual enrolled and receiving institutional athletics aid during the summer prior to full-time enrollment is not a prospect.

The following are **not permissible** for an individual who officially registers and enrolls and attends classes during the summer prior to initial enrollment and receives institutional athletics aid:

- engaging in voluntary conditioning activities conducted by a department-wide strength and conditioning coach, except as permitted in the sports of football and basketball as outlined in Bylaw 13.11.3.9;
- engaging in noncountable athletically related activities (e.g., safety exception, summer workouts in individual sports) with an institution’s coaches;
- employment as a camp counselor in an institution’s camp;
- participating in a local sports club that involves an institution’s coach in the applicable sport unless all provisions of Bylaw 13.11.2.3 (e.g., legal residence within a 50-mile radius of the institution) are satisfied; or
- participating in an institution’s foreign tour in the applicable sport.

The following are **permissible** for an individual who officially registers and enrolls and attends classes during the summer prior to initial enrollment and receives institutional athletics aid:

- engaging in voluntary weight lifting or conditioning activities on the institution’s campus in the presence of the institution’s strength and conditioning coach, provided such activities are not prearranged, the strength and conditioning coach is performing normal duties and responsibilities in the supervision of the weight room or facility in use and he or she does not work directly with the prospective student-athlete;
- participating as a camper in institutional camps or clinics, except in the sport of football;
- receiving medical expenses that result from any injuries (athletically or nonathletically related) as set forth in Bylaw 16.4.1;
receiving tutoring and other academically related expenses as set forth in Bylaw 16.3.1;

receiving occasional meals as set forth in Bylaw 16.11.1.5;

having face-to-face encounters (contact) with athletics department staff members outside of a contact period (including dead periods); or

using institutional athletics equipment pursuant to the institution’s normal equipment policy as set forth in Bylaw 16.11.1.7.

Publicity

Per NCAA Bylaw 13.10.8, publicity released by an institution concerning a prospect’s commitment to attend Bucknell shall occur only after the prospect has signed a national Letter of Intent or subsequent to the prospect’s signed acceptance of Bucknell’s written offer of admission and/or financial aid and has been cleared by the Associate Director of Athletics/SWA.
Football Recruiting Guidelines

The following is an overview of several fundamental NCAA recruiting rules and definitions that apply to the sport of football. Please consult the NCAA Division I Manual for a complete listing of the recruiting rules and regulations.

Certification to Recruit Off-Campus (NCAA Bylaw 11.5)

In order to contact or evaluate prospects off campus, coaches must be certified on an annual basis by the Compliance Services Office. Certification procedures include a requirement that all coaches pass a standardized national test developed by the NCAA national office covering NCAA recruiting legislation, including Bylaw 13 and other bylaws such as, 15.3.3 (institutional financial aid award) and 14.3 (freshman academic requirements) that relate to the recruitment of prospective student-athletes. At Bucknell, all coaches, including volunteer and graduate assistant coaches, are required to take the certification exam.

Only those coaches who are counted as head or assistant coaches may contact or evaluate prospective student-athletes off-campus (NCAA Bylaw 11.7.3.2).

Contact Defined

- Any face-to-face encounter in excess of a greeting between a Bucknell coach or booster with the prospect, their parents or legal guardian(s).

- Any face-to-face encounter, including a greeting, that is prearranged or takes place at the prospect’s school or site of practice/competition, between a Bucknell coach and the prospect or their family.

- Any communication with a prospect after being released by their coach from any athletics competition at any site on the days that the prospect is participating regardless of the conversation.

Evaluation Defined

- Watching a prospect practice, compete, or lift weights at any site.

- Watching a prospect on tape off Bucknell’s campus.

- Dropping in on a prospect’s high school counselor to review transcripts.

- Talking to a prospect’s high school/junior college coach or instructors at the high school/junior college.

Recruiting Periods

RECRUITED PROSPECTIVE STUDENT-ATHLETE – actions by staff members or athletics representatives that cause a prospective student-athlete to become a recruited prospective student-athlete are:

(a) Providing the prospect with an official visit; *(Adopted: 1/11/94 effective 8/1/94 for those students entering a collegiate institution on or after 8/1/94)*
(b) Having an arranged, in-person, off-campus encounter with the prospect or the prospect's parent(s), relatives or legal guardian(s); or (Adopted: 1/11/94 effective 8/1/94 for those students entering a collegiate institution on or after 8/1/94)

(c) Initiating or arranging a telephone contact with the prospect, the prospect's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment. (Revised: 1/11/94 effective 8/1/94 for those students entering a collegiate institution on or after 8/1/94)

(d) Issuing a National Letter of Intent or the institution's written offer of athletically related financial aid to the prospect.

CONTACT PERIOD – A contact period is the period of time when it is permissible for coaches to make in-person, off-campus recruiting contacts and evaluations.

EVALUATION PERIOD – An evaluation period is the period of time when it is permissible for coaches to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospects. No in-person, off-campus recruiting contacts shall be made with the prospect during an evaluation period.

QUIET PERIOD – A quiet period is the period of time when it is permissible to make in-person recruiting contacts on-campus. No off-campus contacts or evaluations are permitted.

DEAD PERIOD – A dead period is the period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the member institution's campus or to permit official or unofficial visits by prospects to Bucknell's campus. Bucknell may not provide complimentary admissions to a prospect during a dead period, except as provided in 13.8.2.5 for a prospect who visits an institution as part of a group. During such a dead period, a coaching staff member may not serve as a speaker at or attend a meeting or banquet at which prospects are in attendance and may not visit the prospects' educational institutions. It is permissible for coaches to write or telephone prospects during such a dead period.

Contact Limits

♦ Six in-person, off-campus contacts per prospect at any site and shall include contacts made with the prospect's relatives or legal guardian(s), but shall not include contacts made during an official visit.

♦ Not more than one contact is permitted in any one calendar week (Sunday through Saturday) or partial calendar week.

♦ No more than seven coaches (including the head coach) may contact prospects off campus during any one calendar week (Sunday through Saturday). It is permissible for a coach to leave campus to engage in an off-campus contact before another coach who is off-campus actually returns to campus. The coaches must be designated in writing to the Compliance Services Office.

♦ A coach who speaks at a meeting or banquet at a prospect's educational institution during the contact period uses one of Bucknell's six in-person, off-campus contacts for each prospect in attendance as well as Bucknell's once-per-week visit to the prospect's educational institution.
Evaluation Limits

- Football staff members are limited to one evaluation in the fall and two evaluations (one athletic and one academic) in the April 15 through May 31 evaluation period per prospect during the academic year during which the prospect competes or practices on any team.

- **FALL PERIOD:** Bucknell’s football program must designate forty-two evaluation days over a period not to exceed forty-two calendar days during the fall evaluation period. The forty-two days are to be designated in writing to the Compliance Services Office.

- **SPRING PERIOD:** Bucknell’s football program must designate **Four weeks** selected as evaluation weeks during April 15 through May 31, 2005. The four weeks (excluding Memorial Day and Sundays) are to be selected at the discretion of the institution and must be designated in writing to the Compliance Services Office.

- Institutional staff members shall not visit a prospect’s educational institution on more than two calendar days during the spring evaluation period. The two calendar days may be within the same week.

- Not more than one athletic evaluation per prospect may be used during each of the fall and spring evaluation periods. **Exception** – If a coaching staff member conducts an athletic evaluation and an academic evaluation of a prospect on the same day in the spring evaluation period, the institution will only be charged with an academic evaluation and a coach may return to the school later in the evaluation period to conduct a second athletic evaluation.

- An authorized off-campus recruiter may visit a particular high school only **once** during the fall evaluation period.

- No more than seven coaches (including the head coach) may evaluate prospects off campus at any one time during any one calendar week (Sunday through Saturday). It is permissible for a coach to leave campus to engage in an off-campus evaluation before another coach who is off-campus actually returns to campus.

- The coaches must be designated in writing to the Compliance Services Office.

- A coach may speak at a meeting or banquet held at a prospect’s educational institution during an evaluation or period (but not a dead period) provided the coach 1) does not make a recruiting presentation; 2) does not have direct contact with any prospect in attendance; and 3) does not engage in any evaluation activities; 4) the banquet is initiated and conducted by the educational institution.

**KEEP IN MIND…**

- A visit (without contact) by a coaching staff member to a prospect’s educational institution counts as an evaluation for all prospects in that sport at that educational institution.

- Multiple evaluations on the same calendar day (defined as 12:01 a.m. to midnight) count as one evaluation.
• Observing a contest or practice counts as an evaluation for each prospect in the contest or practice observed by the coach.

• Tournament games held on consecutive days (and normally at the same site) count as one evaluation. However, if a particular tier of a tournament is subdivided into identifiable segments (e.g., conducted on different weekends), evaluation of contests in each identifiable segment counts as a single observation. By contrast, one contact is used each day a coach has contact with a prospect's family during a multi-day tournament.

• Coaches may not visit a prospect's educational institution on more than one occasion during a particular week. The coach must first obtain permission of the institution's executive officer (or their designee) prior to making any contact with the prospect.

• Contact may not take place with the prospect at any site prior to the contest on the day or days of competition. In addition, it may not occur from the time the prospect reports on call and becomes involved in competition-related activity (e.g., traveling to an away-from-home game) even if the activities are initiated prior to the day or days of competition. Contact may occur on the day of competition only after the prospect's final competition is completed (e.g., tournament) and he or she is released by the appropriate institutional authority and has departed the dressing and meeting facility.

• An athletics representative may not contact a prospect's coach, principal, or counselor in an attempt to evaluate the prospect.

• A coach does not use an evaluation for prospects at an educational institution if the coaching staff member visits that institution only to observe competition between prospects who do not attend that institution. The coaching staff member cannot have any recruiting contact or participate in any evaluation activities involving the host institution.

• Evaluations are counted on a per-sport basis. A prospect being earnestly recruited by an institution in more than one sport may be evaluated on the permissible number of occasions in each of those sports during the academic year. Evaluations are counted against the sport of the coach making the evaluation.

• Contacts are counted on an institutional basis, as opposed to a per-sport basis.

• If a prospect is a multi-sport athlete being recruited by Bucknell for more than one sport, one of which is football or basketball, all staff members from Bucknell are permitted only one visit per week to the prospect's educational institution and all visits must take place on the same day of the week.

• Viewing videotapes of prospects while at an off-campus site (e.g., clinics) would constitute a countable evaluation activity.

• On-campus evaluation opportunities are permissible in all sports except during dead periods. If the event occurs during the academic year, the evaluations are counted in your sport limits. All coaches (e.g., head, assistant, restricted) are permitted to evaluate prospects during on-campus events. Contact may occur with a contactable prospect after their final contest and release by the appropriate authority and with their parents while the
prospect is participating. Note the contact must count against the permissible number of contacts allowed. In addition, an official or unofficial visit may occur following the conclusion of the event provided the prospect first leaves campus before returning to campus to initiate the visit.

- Contacts are counted year-round. Evaluations are counted only during the prospect’s academic year. Therefore, you are permitted unlimited evaluations during the summer.

**Telephone Calls to Prospects**

1. Prospects or their parents/legal guardians may receive one telephone call during the month of May of the prospect’s junior year in high school. Additional telephone calls may not be made before September 1st of the beginning of the prospect’s senior year in high school.

2. Institutional staff members may accept collect telephone calls from prospects beginning July 1st after the prospect’s junior year in high school and may accept calls from a prospect placed at the prospect’s expense at any time.

3. Enrolled students, both athletes and non-athletes, may accept recruiting calls from a prospect at the prospect’s expense subsequent to July 1st after the prospect’s junior year of high school.

4. Prospect’s coaches may receive calls and the calls are not subject to the calling restrictions. Note that it is not permissible to call a prospect’s coach for the purpose of inviting a specific prospect on an unofficial visit.

5. All telephone calls to prospects must be made by the head coach or a full-time assistant coach. The NCAA has consistently ruled that athletics department staff member with football specific responsibilities may not place calls to signed or unsigned prospects.

6. The director of athletics may return (as opposed to initiate) telephone calls from football prospects. There are no restrictions on the content of the conversation, but the call is subject to any limitations on the number of telephone calls the institution may make to a football prospect.

7. Academic advisors may call football prospects related to admissions or academic issues. All such calls must count against applicable weekly calling limitations.

8. Compliance coordinators may make telephone calls to a signed football prospect, provided the calls relate only to compliance issues.

9. Boosters may not contact prospects by telephone except to make arrangements for summer employment once the prospect has signed a National Letter of Intent.

10. Enrolled students, both athletes and non-athletes, may not participate in recruiting phone calls at the direction of the coaching staff, or financed by the institution or a booster. Enrolled students (excluding student-athletes) may make phone calls pursuant to an institution’s regular admissions program that is directed at all prospective students.

**Frequency of Calls**
Exceptions: There are three exceptions to the one call per week limit which allow staff members to make unlimited telephone calls to a prospect (or the prospect's parents or legal guardians):

- During the five days prior to the prospect's official visit. The purpose of this call is to allow coaches to more easily coordinate the details surrounding a prospect's official visit.

- During the period 48 hours before and 48 hours after 7 a.m. on the initial signing date for the National Letter of Intent.

- During the day of a permissible, in-person, off-campus contact (also known as the “Can-you-give-me-directions-to-your-house” call)

Non-Recruiting Calls
According to the NCAA, there is no distinction between recruiting calls and non-recruiting calls (a.k.a. “administrative” calls). For example, suppose a coach is exercising care not to trigger a prospect's “recruited” status by calling him or her more than one time. The coach places one recruiting call and one call to tell the walk-on prospect when to report for pre-season practice sessions. By placing the second “administrative” call, the prospect would be considered recruited.

Recruiting Materials

A coach 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.

Institutions are permitted to provide only the printed materials listed below to prospects, coaches of prospects or any other individual responsible for teaching or directing an activity in which a prospect is involved. A member institution is not permitted to provide prospects with any recruiting materials not listed below (e.g., films, videotapes, and original newspaper clippings). In addition, an institution is not permitted to use any express mail delivery services to provide permissible recruiting materials to prospects residing within the 50 United States, other than the National Letter of Intent or other written admissions/financial aid commitment to attend the institution.

- **General Correspondence.** General correspondence, including letters and postcards issued by the U.S. postal service (i.e., blank cards) and institutional note cards may be sent to a prospect only by mail. Attachments to general correspondence may include materials printed on plain white paper with black ink. In Divisions I-A and I-AA football, the content of all general recruiting correspondence to prospects (or prospects' parents or legal guardians) must be prepared by the head coach or one of the full-time assistant coaches. It is not permissible for an institution's chief executive officer or director of athletics to prepare general correspondence to football prospects.

- **Business Cards.**

- **Camp Brochures.** Camp brochures may be provided to a prospect. 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 (see Bylaw 12.5.1.7). (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.) (See also Bylaw 12.5.1.7)
Questionnaires. Questionnaires may be provided to a prospect. (Note: These questionnaires may be provided to a prospect prior to September 1 at the beginning of the prospect’s junior year in high school.)

Nonathletics Institutional Publications. An institution 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).

NCAA Educational Information. An institution may provide educational information 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.)

Athletics Publications. An institution may produce either a recruiting brochure or media guide (but not both) in each sport it sponsors and provide it to a prospect. The publication may have only one color of printing inside the cover and may not exceed 8 ½ by 11 inches in size and 208 pages in length. An institution may not create a portfolio of information (e.g., pictures) to be shown to prospects during the recruiting process unless it is considered the institution’s one permissible athletics recruiting publication.

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.

Electronic Transmissions. Electronically transmitted correspondence (e.g., electronic mail, Instant Messenger, facsimiles, pages, text messaging) may be sent to a prospect. Color attachments may be included with electronic mail correspondence sent to a prospect, provided the attachment does not include any animation, audio or video clips and there is no cost (e.g., subscription fee) associated with sending the item attached to the electronic mail correspondence.

Other Recruiting Materials. An institution may post recruiting materials not listed in Bylaw 13.4.1 on its Web site but may not print such items from the Web site and provide them to prospects via mail or during visits.

After a Prospect Signs A NLI or Written Offer of Admission or Financial Aid

A coach may make unlimited telephone calls beginning the day after a prospect signs a National Letter of Intent or a written offer of admission and/or financial aid with Bucknell.

For purposes of Bylaws 13 and 16, an individual enrolled and receiving institutional athletics aid during the summer prior to full-time enrollment is not a prospect

The following are not permissible for an individual who officially registers and enrolls and attends classes during the summer prior to initial enrollment and receives institutional athletics aid:

engaging in voluntary conditioning activities conducted by a department-wide strength and conditioning coach, except as permitted in the sports of football and basketball as outlined in Bylaw 13.11.3.9;
engaging in noncountable athletically related activities (e.g., safety exception, summer workouts in individual sports) with an institution's coaches;

employment as a camp counselor in an institution's camp;

participating in a local sports club that involves an institution's coach in the applicable sport unless all provisions of Bylaw 13.11.2.3 (e.g., legal residence within a 50-mile radius of the institution) are satisfied; or

participating in an institution's foreign tour in the applicable sport.

The following are permissible for an individual who officially registers and enrolls and attends classes during the summer prior to initial enrollment and receives institutional athletics aid:

engaging in voluntary weight lifting or conditioning activities on the institution's campus in the presence of the institution's strength and conditioning coach, provided such activities are not prearranged, the strength and conditioning coach is performing normal duties and responsibilities in the supervision of the weight room or facility in use and he or she does not work directly with the prospective student-athlete;

participating as a camper in institutional camps or clinics, except in the sport of football;

receiving medical expenses that result from any injuries (athletically or nonathletically related) as set forth in Bylaw 16.4.1;

receiving tutoring and other academically related expenses as set forth in Bylaw 16.3.1;

receiving occasional meals as set forth in Bylaw 16.11.1.5;

having face-to-face encounters (contact) with athletics department staff members outside of a contact period (including dead periods); or

using institutional athletics equipment pursuant to the institution’s normal equipment policy as set forth in Bylaw 16.11.1.7.

Publicity
Per NCAA Bylaw 13.11.8, publicity released by an institution concerning a prospect’s commitment to attend Bucknell shall occur only after the prospect has signed a national Letter of Intent or subsequent to the prospect’s signed acceptance of Bucknell’s written offer of admission and/or financial aid and has been cleared by the Associate Director of Athletics/SWA.
Men’s Basketball Recruiting Guidelines

The following is an overview of several fundamental NCAA recruiting rules and definitions that apply to the sport of men's basketball. Please consult the NCAA Division I Manual for a complete listing of the recruiting rules and regulations.

Certification to Recruit Off-Campus (NCAA Bylaw 11.5)

In order to contact or evaluate prospects off campus, coaches must be certified on an annual basis by the Compliance Services Office. Certification procedures include a requirement that all coaches pass a standardized national test developed by the NCAA national office covering NCAA recruiting legislation, including Bylaw 13 and other bylaws such as, 15.3.3 (institutional financial aid award) and 14.3 (freshman academic requirements) that relate to the recruitment of prospective student-athletes. At Bucknell, all coaches, including volunteer and graduate assistant coaches, are required to take the certification exam.

Only those coaches who are counted as head or assistant coaches may contact or evaluate prospective student-athletes off-campus (NCAA Bylaw 11.7.4).

Contact Defined

- Any face-to-face encounter in excess of a greeting between a Bucknell coach or booster with the prospect, their parents or legal guardian(s).

- Any face-to-face encounter, including a greeting, that is prearranged or takes place at the prospect’s school or site of practice/competition, between a Bucknell coach and the prospect or their family.

- Any communication with a prospect after being released by their coach from any athletics competition at any site on the days that the prospect is participating regardless of the conversation.

Evaluation Defined

- Watching a prospect practice, compete, or lift weights at any site.

- Watching a prospect on tape off Bucknell’s campus.

- Dropping in on a prospect's high school counselor to review transcripts.

- Talking to a prospect’s high school/junior college coach or instructors at the high school/junior college.

Recruiting Periods

RECRUITED PROSPECTIVE STUDENT-ATHLETE – actions by staff members or athletics representatives that cause a prospective student-athlete to become a recruited prospective student-athlete are:

(a) Providing the prospect with an official visit; (Adopted: 1/11/94 effective 8/1/94 for those students entering a collegiate institution on or after 8/1/94)
(b) Having an arranged, in-person, off-campus encounter with the prospect or the prospect's parent(s), relatives or legal guardian(s); or (Adopted:1/11/94 effective 8/1/94 for those students entering a collegiate institution on or after 8/1/94)

(c) Initiating or arranging a telephone contact with the prospect, the prospect's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment. (Revised: 1/11/94 effective 8/1/94 for those students entering a collegiate institution on or after 8/1/94)

(d) Issuing a National Letter of Intent or the institution's written offer of athletically related financial aid to the prospect.

RECRUITING-PERSON DAYS – A recruiting-person day is defined as one coach engaged in an off-campus recruiting activity of a prospect on one day; two coaches engaged in recruiting activities on the same day shall use two recruiting-person days. Men’s basketball staff members shall not exceed 130 recruiting-person days.

CONTACT PERIOD – A contact period is the period of time when it is permissible for coaches to make in-person, off-campus recruiting contacts and evaluations. In basketball, contact with a prospect may not be made prior to the opening day of classes, of the prospect’s senior year in high school.

EVALUATION PERIOD – An evaluation period is the period of time when it is permissible for coaches to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospects. No in-person, off-campus recruiting contacts shall be made with the prospect during an evaluation period.

QUIET PERIOD – A quiet period is the period of time when it is permissible to make in-person recruiting contacts on-campus. No off-campus contacts or evaluations are permitted.

DEAD PERIOD – A dead period is the period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the member institution’s campus or to permit official or unofficial visits by prospects to Bucknell’s campus. Bucknell may not provide complimentary admissions to a prospect during a dead period, except as provided in 13.8.2.5 for a prospect who visits an institution as part of a group. During such a dead period, a coaching staff member may not serve as a speaker at or attend a meeting or banquet at which prospects are in attendance and may not visit the prospects’ educational institutions. It is permissible for coaches to write or telephone prospects during such a dead period.

Contact Limitations

- Seven recruiting opportunities (contacts and evaluations combined) per prospect and not more than three of the seven opportunities may be contacts.

- Institutional staff members may visit a prospect’s educational institution on not more than one occasion during a particular week within a contact period, regardless of the number of prospects enrolled in the institution or whether any prospect is contacted on that occasion.

- No more than three coaches are allowed to contact prospects off campus at any one time.
• A coaching staff member who speaks at a meeting or banquet at a prospect’s educational institution during a contact period uses the institution’s once-per-week visit to a prospect’s educational during a contact period and also uses an evaluation for all basketball prospects at that educational institution.

• A contact will not be used at a speaking function during a contact period, provided that the coach does not make a recruiting presentation in conjunction with the appearance and there is no direct contact with any prospect (prospect’s parents) in attendance.

Evaluation Limitations

• In men’s basketball, each institution is limited to 130 recruiting-person days (see Bylaw 13.02.6.2) during recruiting periods (contact and evaluation periods) that occur during the academic year.

• Fall Contact Period. Evaluations at sites other than the prospect’s educational institution are prohibited during the fall contact period.

• Academic Year Evaluation Period. All evaluations during the academic year evaluation period shall be limited to regularly scheduled high-school, preparatory school and two-year college contests/tournaments, practices and regular scholastic activities involving student-athletes enrolled only at that institution.

• Evaluations at Nonscholastic Events. Evaluations at nonscholastic events during the April contact period are limited to events that are approved, sanctioned, sponsored or conducted by the applicable state high-school, preparatory school or two-year college association, National Federation of High School Associations or the National Junior College Athletic Association. Coaching staff members may only attend such an event on Saturday and/or Sunday, and not on any weekend during which the PSAT, SAT, PLAN or ACT national standardized tests are administered, regardless of where the event occurs. If an approved nonscholastic event occurs at a high school, preparatory school or two-year college, it is not necessary to have a contact with a prospect who attends the educational institution. (Revised: 4/28/05 effective 8/1/05)

• Evaluations at a Prospect’s Educational Institution (Other Than Nonscholastic Events). Evaluations are permissible at a prospect’s educational institution shall be limited to regularly scheduled preparatory school or two-year college contests/tournaments, practices and regular scholastic activities involving student-athletes enrolled only at that institution, and only in conjunction with an off-campus contact. (Revised: 4/28/05 effective 8/1/05)

• Summer Evaluation Period. During the summer evaluation period, a member of an institution’s basketball coaching staff may attend noninstitutional nonorganized events (e.g., pick-up games), institutional basketball camps per Bylaw 13.13.1.1 and noninstitutional organized events (e.g., camps, leagues, tournaments and festivals) that are certified per Bylaw 30.17.

• Predraft Camp Exception. Evaluations conducted at National Basketball Association (NBA) official predraft camps are not included in the 130 recruiting-person days.

KEEP IN MIND…

• A visit (without contact) by a coaching staff member to a prospect’s educational institution counts as an evaluation for all prospects in that sport at that educational institution.
• Multiple evaluations on the same calendar day (defined as 12:01 a.m. to midnight) count as one evaluation.

• Observing a contest or practice counts as an evaluation for each prospect in the contest or practice observed by the coach.

• Tournament games held on consecutive days (and normally at the same site) count as one evaluation. However, if a particular tier of a tournament is subdivided into identifiable segments (e.g., conducted on different weekends), evaluation of contests in each identifiable segment counts as a single observation. By contrast, one contact is used each day a coach has contact with a prospect’s family during a multi-day tournament.

• Coaches may not visit a prospect’s educational institution on more than one occasion during a particular week. The coach must first obtain permission of the institution’s executive officer (or their designee) prior to making any contact with the prospect.

• Contact may not take place with the prospect at any site prior to the contest on the day or days of competition. In addition, it may not occur from the time the prospect reports on call and becomes involved in competition-related activity (e.g., traveling to an away-from-home game) even if the activities are initiated prior to the day or days of competition. Contact may occur on the day of competition only after the prospect’s final competition is completed (e.g., tournament) and he or she is released by the appropriate institutional authority and has departed the dressing and meeting facility.

• An athletics representative may not contact a prospect’s coach, principal, or counselor in an attempt to evaluate the prospect.

• A coach does not use an evaluation for prospects at an educational institution if the coaching staff member visits that institution only to observe competition between prospects who do not attend that institution. The coaching staff member cannot have any recruiting contact or participate in any evaluation activities involving the host institution.

• Evaluations are counted on a per-sport basis. A prospect being earnestly recruited by an institution in more than one sport may be evaluated on the permissible number of occasions in each of those sports during the academic year. Evaluations are counted against the sport of the coach making the evaluation.

• Contacts are counted on an institutional basis, as opposed to a per-sport basis.

• If a prospect is a multi-sport athlete being recruited by Bucknell for more than one sport, one of which is football or basketball, all staff members from Bucknell are permitted only one visit per week to the prospect’s educational institution and all visits must take place on the same day of the week.

• Viewing videotapes of prospects while at an off-campus site (e.g., clinics) would constitute a countable evaluation activity.
• On-campus evaluation opportunities are permissible in all sports except during dead periods. If the event occurs during the academic year, the evaluations are counted in your sport limits. All coaches (e.g., head, assistant, restricted) are permitted to evaluate prospects during on-campus events. Contact may occur with a contactable prospect after their final contest and release by the appropriate authority and with their parents while the prospect is participating. Note the contact must count against the permissible number of contacts allowed. In addition, an official or unofficial visit may occur following the conclusion of the event provided the prospect first leaves campus before returning to campus to initiate the visit.

• Evaluations are counted only during the prospect’s academic year. Therefore, you are permitted unlimited evaluations during the summer.

Telephone Calls to Prospects
An institution is permitted to make one telephone call per month to a prospect [or the prospect’s parents or legal guardian(s)] on or after June 15th of the prospect’s sophomore year in high school through July 31st of the prospect’s junior year in high school. An institution is permitted to make two telephone calls to a prospect [or the prospect’s parents or legal guardian(s)] beginning August 1 prior to the prospect’s senior year in high school. An institution is permitted to make one telephone call per week to a two-year college prospect [or the prospect’s parents or legal guardian(s)].

Institutional staff members may telephone prospects. They may also accept collect telephone calls from prospects, provided the calls are placed not earlier than the conclusion of the prospect’s sophomore year in high school.

Enrolled students, both athletes and non-athletes, may accept recruiting calls from a prospect at the prospect’s expense subsequent to July 1st after the prospect’s junior year of high school. However, student-athletes may not make or participate in telephone calls to prospects at the direction of a coaching staff member or financed by the institution.

Non-Recruiting Calls
According to the NCAA, there is no distinction between recruiting calls and non-recruiting calls (a.k.a. “administrative” calls). For example, suppose a coach is exercising care not to trigger a prospect’s “recruited” status by calling him or her more than one time. The coach places one recruiting call and one call to tell the walk-on prospect when to report for pre-season practice sessions. By placing the second “administrative” call, the prospect would be considered recruited.

Recruiting Materials
In the sport of men’s basketball, an institution 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.

Institutions are permitted to provide only the printed materials listed below to prospects, coaches of prospects or any other individual responsible for teaching or directing an activity in which a prospect is involved. A member institution is not permitted to provide prospects with any recruiting materials not listed below (e.g., films, videotapes, and original newspaper clippings). In addition, an institution is not permitted to use any express mail delivery services to provide permissible
recruiting materials to prospects residing within the 50 United States, other than the National Letter of Intent or other written admissions/financial aid commitment to attend the institution.

General Correspondence. General correspondence, including letters and postcards issued by the U.S. postal service (i.e., blank cards) and institutional note cards may be sent to a prospect only by mail. Attachments to general correspondence may include materials printed on plain white paper with black ink. In Divisions I-A and I-AA football, the content of all general recruiting correspondence to prospects (or prospects' parents or legal guardians) must be prepared by the head coach or one of the full-time assistant coaches. It is not permissible for an institution's chief executive officer or director of athletics to prepare general correspondence to football prospects.

Business Cards.

Camp Brochures. Camp brochures may be provided to a prospect. 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 (see Bylaw 12.5.1.7). (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.) (See also Bylaw 12.5.1.7)

Questionnaires. Questionnaires may be provided to a prospect. (Note: These questionnaires may be provided to a prospect prior to September 1 at the beginning of the prospect’s junior year in high school.)

Nonathletics Institutional Publications. An institution 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).

NCAA Educational Information. An institution may provide educational information 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.)

Athletics Publications. An institution may produce either a recruiting brochure or media guide (but not both) in each sport it sponsors and provide it to a prospect. The publication may have only one color of printing inside the cover and may not exceed 8 ½ by 11 inches in size and 208 pages in length. An institution may not create a portfolio of information (e.g., pictures) to be shown to prospects during the recruiting process unless it is considered the institution’s one permissible athletics recruiting publication.

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.

Electronic Transmissions. Electronically transmitted correspondence (e.g., electronic mail, Instant Messenger, facsimiles, pages, text messaging) may be sent to a prospect. Color attachments may be included with electronic mail correspondence sent to a prospect, provided the attachment does not include any animation, audio or video clips and there is no cost (e.g., subscription fee) associated with sending the item attached to the electronic mail correspondence.
**Other Recruiting Materials.** An institution may post recruiting materials not listed in Bylaw 13.4.1 on its Web site but may not print such items from the Web site and provide them to prospects via mail or during visits.

**National Letter of Intent Signing Dates**

In the sport of basketball there are two signing periods, the early period and the late period. The early period historically begins the second Wednesday in November and ends the following Wednesday. The late signing period historically begins the second Wednesday in April following the men's and women's championship and ends the third Wednesday in May. Please consult the Compliance Services Office to confirm the permissible NLI signing dates each year.

**After a Prospect Signs A NLI or Written Offer of Admission or Financial Aid**

A coach may make unlimited telephone calls beginning the day after a prospect signs a National Letter of Intent or a written offer of admission and/or financial aid with Bucknell. There shall be no limit on the number of contacts by the institution with which the prospect has signed assuming it meets the conditions of 13.1.6.8. Additional restrictions apply per bylaw 13.1.7.2.2.

For purposes of Bylaws 13 and 16, an individual enrolled and receiving institutional athletics aid during the summer prior to full-time enrollment is not a prospect.

The following are not permissible for an individual who officially registers and enrolls and attends classes during the summer prior to initial enrollment and receives institutional athletics aid:

- engaging in voluntary conditioning activities conducted by a department-wide strength and conditioning coach, except as permitted in the sports of football and basketball as outlined in Bylaw 13.11.3.9;
- engaging in noncountable athletically related activities (e.g., safety exception, summer workouts in individual sports) with an institution’s coaches;
- employment as a camp counselor in an institution’s camp;
- participating in a local sports club that involves an institution’s coach in the applicable sport unless all provisions of Bylaw 13.11.2.3 (e.g., legal residence within a 50-mile radius of the institution) are satisfied; or
- participating in an institution’s foreign tour in the applicable sport.

The following are permissible for an individual who officially registers and enrolls and attends classes during the summer prior to initial enrollment and receives institutional athletics aid:

- engaging in voluntary weight lifting or conditioning activities on the institution’s campus in the presence of the institution’s strength and conditioning coach, provided such activities are not prearranged, the strength and conditioning coach is performing normal duties and responsibilities in the supervision of the weight room or facility in use and he or she does not work directly with the prospective student-athlete;
participating as a camper in institutional camps or clinics, except in the sport of football;

receiving medical expenses that result from any injuries (athletically or nonathletically related) as set forth in Bylaw 16.4.1;

receiving tutoring and other academically related expenses as set forth in Bylaw 16.3.1;

receiving occasional meals as set forth in Bylaw 16.11.1.5;

having face-to-face encounters (contact) with athletics department staff members outside of a contact period (including dead periods); or

using institutional athletics equipment pursuant to the institution's normal equipment policy as set forth in Bylaw 16.11.1.7

Publicity

Per NCAA Bylaw 13.11.8, publicity released by an institution concerning a prospect’s commitment to attend Bucknell shall occur only after the prospect has signed a national Letter of Intent or subsequent to the prospect’s signed acceptance of Bucknell’s written offer of admission and/or financial aid and has been cleared by the Associate Director of Athletics/SWA.
Women’s Basketball Recruiting Guidelines

The following is an overview of several fundamental NCAA recruiting rules and definitions that apply to the sport of women’s basketball. Please consult the NCAA Division I Manual for a complete listing of the recruiting rules and regulations.

Certification to Recruit Off-Campus (NCAA Bylaw 11.5)

In order to contact or evaluate prospects off campus, coaches must be certified on an annual basis by the Compliance Services Office. Certification procedures include a requirement that all coaches pass a standardized national test developed by the NCAA national office covering NCAA recruiting legislation, including Bylaw 13 and other bylaws such as, 15.3.3 (institutional financial aid award) and 14.3 (freshman academic requirements) that relate to the recruitment of prospective student-athletes. At Bucknell, all coaches, including volunteer and graduate assistant coaches, are required to take the certification exam.

Only those coaches who are counted as head or assistant coaches may contact or evaluate prospective student-athletes off-campus (NCAA Bylaw 11.7.4).

Contact Defined

- Any face-to-face encounter in excess of a greeting between a Bucknell coach or booster with the prospect, their parents or legal guardian(s).

- Any face-to-face encounter, including a greeting, that is prearranged or takes place at the prospect’s school or site of practice/competition, between a Bucknell coach and the prospect or their family.

- Any communication with a prospect after being released by their coach from any athletics competition at any site on the days that the prospect is participating regardless of the conversation.

Evaluation Defined

- Watching a prospect practice, compete, or lift weights at any site.

- Watching a prospect on tape off Bucknell’s campus.

- Dropping in on a prospect’s high school counselor to review transcripts.

- Talking to a prospect’s high school/junior college coach or instructors at the high school/junior college.

Recruiting Periods

RECRUITED PROSPECTIVE STUDENT-ATHLETE – actions by staff members or athletics representatives that cause a prospective student-athlete to become a recruited prospective student-athlete are:

(a) Providing the prospect with an official visit; (Adopted: 1/11/94 effective 8/1/94 for those students entering a collegiate institution on or after 8/1/94)
(b) Having an arranged, in-person, off-campus encounter with the prospect or the prospect's parent(s), relatives or legal guardian(s); or (Adopted: 1/11/94 effective 8/1/94 for those students entering a collegiate institution on or after 8/1/94)

(c) Initiating or arranging a telephone contact with the prospect, the prospect's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment. (Revised: 1/11/94 effective 8/1/94 for those students entering a collegiate institution on or after 8/1/94)

(d) Issuing a National Letter of Intent or the institution's written offer of athletically related financial aid to the prospect.

RECRUITING-PERSON DAYS – A recruiting-person day is defined as one coach engaged in an off-campus recruiting activity of a prospect on one day; two coaches engaged in recruiting activities on the same day shall use two recruiting-person days. Women's basketball staff members shall not exceed 85 recruiting-person days.

CONTACT PERIOD – A contact period is the period of time when it is permissible for coaches to make in-person, off-campus recruiting contacts and evaluations. In basketball, contact with a prospect may not be made prior to the opening day of classes, of the prospect's senior year in high school.

EVALUATION PERIOD – An evaluation period is the period of time when it is permissible for coaches to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospects. No in-person, off-campus recruiting contacts shall be made with the prospect during an evaluation period.

QUIET PERIOD – A quiet period is the period of time when it is permissible to make in-person recruiting contacts on-campus. No off-campus contacts or evaluations are permitted.

DEAD PERIOD – A dead period is the period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the member institution’s campus or to permit official or unofficial visits by prospects to Bucknell’s campus. Bucknell may not provide complimentary admissions to a prospect during a dead period, except as provided in 13.8.2.5 for a prospect who visits an institution as part of a group. During such a dead period, a coaching staff member may not serve as a speaker at or attend a meeting or banquet at which prospects are in attendance and may not visit the prospects’ educational institutions. It is permissible for coaches to write or telephone prospects during such a dead period.

Contact and Evaluation Limitations

- Five recruiting opportunities (contacts and evaluations combined) per prospect but may not include more than three in-person, off-campus contacts at any site during the prospect’s senior year and shall include contacts with the prospect's relatives or legal guardian(s), but shall not include contacts made during an official visit per Bylaw 13.1.6.4.

- Women’s basketball staff members shall not exceed 85 recruiting-person days.

- During the July evaluation periods, all communication with a prospect, the prospect's relatives or legal guardians, the prospect's coach or any individual associated with the
prospect as a result of the prospect's participation in basketball, directly or indirectly, is prohibited.

- Coaches may not visit a prospect's educational institution on more than one occasion during a particular week.

**Academic Year Evaluation Period.** Evaluations during the academic year may occur at regularly scheduled high-school, preparatory school and two-year college contests/tournaments, practices, pick-up games and open gyms. Evaluations at nonscholastic events during the women's basketball prospective student-athlete's academic year shall only occur during the last full weekend of the fall contact period and the weekend of the spring evaluation period.

**Summer Evaluation Period.** During the summer evaluation period, a member institution's basketball coaching staff may attend noninstitutional nonorganized events (e.g., pick-up games), institutional basketball camps per Bylaw 13.13.1.1 and noninstitutional organized events (e.g., camps, leagues, tournaments and festivals) that are certified per Bylaw 30.18.

**KEEP IN MIND...**

- A visit (without contact) by a coaching staff member to a prospect's educational institution counts as an evaluation for all prospects in that sport at that educational institution.

- Multiple evaluations on the same calendar day (defined as 12:01 a.m. to midnight) count as one evaluation.

- Observing a contest or practice counts as an evaluation for each prospect in the contest or practice observed by the coach.

- Tournament games held on consecutive days (and normally at the same site) count as one evaluation. However, if a particular tier of a tournament is subdivided into identifiable segments (e.g., conducted on different weekends), evaluation of contests in each identifiable segment counts as a single observation. By contrast, one contact is used each day a coach has contact with a prospect's family during a multi-day tournament.

- Coaches may not visit a prospect's educational institution on more than one occasion during a particular week. The coach must first obtain permission of the institution's executive officer (or their designee) prior to making any contact with the prospect.

- Contact may not take place with the prospect at any site prior to the contest on the day or days of competition. In addition, it may not occur from the time the prospect reports on call and becomes involved in competition-related activity (e.g., traveling to an away-from-home game) even if the activities are initiated prior to the day or days of competition. Contact may occur on the day of competition only after the prospect's final competition is completed (e.g., tournament) and he or she is released by the appropriate institutional authority and has departed the dressing and meeting facility.

- An athletics representative may not contact a prospect's coach, principal, or counselor in an attempt to evaluate the prospect.
• A coach does not use an evaluation for prospects at an educational institution if the coaching staff member visits that institution only to observe competition between prospects who do not attend that institution. The coaching staff member cannot have any recruiting contact or participate in any evaluation activities involving the host institution.

• Evaluations are counted on a per-sport basis. A prospect being earnestly recruited by an institution in more than one sport may be evaluated on the permissible number of occasions in each of those sports during the academic year. Evaluations are counted against the sport of the coach making the evaluation.

• Contacts are counted on an institutional basis, as opposed to a per-sport basis.

• If a prospect is a multi-sport athlete being recruited by Bucknell for more than one sport, one of which is football or basketball, all staff members from Bucknell are permitted only one visit per week to the prospect’s educational institution and all visits must take place on the same day of the week.

• Viewing videotapes of prospects while at an off-campus site (e.g., clinics) would constitute a countable evaluation activity.

• On-campus evaluation opportunities are permissible in all sports except during dead periods. If the event occurs during the academic year, the evaluations are counted in your sport limits. All coaches (e.g., head, assistant, restricted) are permitted to evaluate prospects during on-campus events. Contact may occur with a contactable prospect after their final contest and release by the appropriate authority and with their parents while the prospect is participating. Note the contact must count against the permissible number of contacts allowed. In addition, an official or unofficial visit may occur following the conclusion of the event provided the prospect first leaves campus before returning to campus to initiate the visit.

• Contacts are counted year-round. Evaluations are counted only during the prospect’s academic year. Therefore, you are permitted unlimited evaluations during the summer.

Telephone Calls to Prospects

• Prospects may receive one telephone call in each of the months of April and May of their junior year of high school.

• Prospects may receive one phone call on or after June 1 through June 20 of the prospect’s junior year in high school.

• Three recruiting calls may be made in July, with no more than one call per week to any one prospect.

• In women’s basketball, during the July evaluation periods, all communication with a prospect, the prospect’s relatives or legal guardians, the prospect’s coach or any individual associated with the prospect as a result of the prospect’s participation in basketball directly or indirectly, is prohibited.
• Starting in August, one call per week, per prospect may be made.

• Institutional staff members may telephone prospects. They may also accept collect telephone calls from prospects beginning July 1 after the prospect’s junior year in high school and may accept calls from a prospect placed at the prospect’s expense at any time.

• Enrolled students, both athletes and non-athletes, may accept recruiting calls from a prospect at the prospect’s expense subsequent to July 1 after the prospect’s junior year of high school. However, student-athletes may not make or participate in telephone calls to prospects at the direction of a coaching staff member or financed by the institution.

Non-Recruiting Calls
According to the NCAA, there is no distinction between recruiting calls and non-recruiting calls (a.k.a. “administrative” calls). For example, suppose a coach is exercising care not to trigger a prospect’s “recruited” status by calling him or her more than one time. The coach places one recruiting call and one call to tell the walk-on prospect when to report for pre-season practice sessions. By placing the second “administrative” call, the prospect would be considered recruited.

Recruiting Materials

A coach 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.

Institutions are permitted to provide only the printed materials listed below to prospects, coaches of prospects or any other individual responsible for teaching or directing an activity in which a prospect is involved. A member institution is not permitted to provide prospects with any recruiting materials not listed below (e.g., films, videotapes, and original newspaper clippings). In addition, an institution is not permitted to use any express mail delivery services to provide permissible recruiting materials to prospects residing within the 50 United States, other than the National Letter of Intent or other written admissions/financial aid commitment to attend the institution.

General Correspondence. General correspondence, including letters and postcards issued by the U.S. postal service (i.e., blank cards) and institutional note cards may be sent to a prospect only by mail. Attachments to general correspondence may include materials printed on plain white paper with black ink. In Divisions I-A and I-AA football, the content of all general recruiting correspondence to prospects (or prospects’ parents or legal guardians) must be prepared by the head coach or one of the full-time assistant coaches. It is not permissible for an institution’s chief executive officer or director of athletics to prepare general correspondence to football prospects.

Business Cards.

Camp Brochures. Camp brochures may be provided to a prospect. 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 (see Bylaw 12.5.1.7). (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.) (See also Bylaw 12.5.1.7)

Questionnaires. Questionnaires may be provided to a prospect. (Note: These questionnaires may be provided to a prospect prior to September 1 at the beginning of the prospect’s junior year in high school.)
Nonathletics Institutional Publications. An institution 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).

NCAA Educational Information. An institution may provide educational information 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.)

Athletics Publications. An institution may produce either a recruiting brochure or media guide (but not both) in each sport it sponsors and provide it to a prospect. The publication may have only one color of printing inside the cover and may not exceed 8 ½ by 11 inches in size and 208 pages in length. An institution may not create a portfolio of information (e.g., pictures) to be shown to prospects during the recruiting process unless it is considered the institution’s one permissible athletics recruiting publication.

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.

Electronic Transmissions. Electronically transmitted correspondence (e.g., electronic mail, Instant Messenger, facsimiles, pages, text messaging) may be sent to a prospect. Color attachments may be included with electronic mail correspondence sent to a prospect, provided the attachment does not include any animation, audio or video clips and there is no cost (e.g., subscription fee) associated with sending the item attached to the electronic mail correspondence.

Other Recruiting Materials. An institution may post recruiting materials not listed in Bylaw 13.4.1 on its Web site but may not print such items from the Web site and provide them to prospects via mail or during visits.

National Letter of Intent Signing Dates

In the sport of basketball there are two signing periods, the early period and the late period. The early period historically begins the second Wednesday in November and ends the following Wednesday. The late signing period historically begins the second Wednesday in April following the men’s and women’s championship and ends the third Wednesday in May. Please consult the Compliance Services Office to confirm the permissible NLI signing dates each year.

After a Prospect Signs A NLI or Written Offer of Admission or Financial Aid

A coach may make unlimited telephone calls beginning the day after a prospect signs a National Letter of Intent or a written offer of admission and/or financial aid with Bucknell. There shall be no limit on the number of contacts by the institution with which the prospect has signed assuming they meet bylaw 13.1.6.8.1 and 13.1.7.2.2.

For purposes of Bylaws 13 and 16, an individual enrolled and receiving institutional athletics aid during the summer prior to full-time enrollment is not a prospect.

The following are not permissible for an individual who officially registers and enrolls and attends classes during the summer prior to initial enrollment and receives institutional athletics aid:

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engaging in voluntary conditioning activities conducted by a department-wide strength and conditioning coach, except as permitted in the sports of football and basketball as outlined in Bylaw 13.11.3.9;

engaging in noncountable athletically related activities (e.g., safety exception, summer workouts in individual sports) with an institution’s coaches;

employment as a camp counselor in an institution’s camp;

participating in a local sports club that involves an institution’s coach in the applicable sport unless all provisions of Bylaw 13.11.2.3 (e.g., legal residence within a 50-mile radius of the institution) are satisfied; or

participating in an institution’s foreign tour in the applicable sport.

The following are permissible for an individual who officially registers and enrolls and attends classes during the summer prior to initial enrollment and receives institutional athletics aid:

engaging in voluntary weight lifting or conditioning activities on the institution’s campus in the presence of the institution’s strength and conditioning coach, provided such activities are not prearranged, the strength and conditioning coach is performing normal duties and responsibilities in the supervision of the weight room or facility in use and he or she does not work directly with the prospective student-athlete;

participating as a camper in institutional camps or clinics, except in the sport of football;

receiving medical expenses that result from any injuries (athletically or nonathletically related) as set forth in Bylaw 16.4.1;

receiving tutoring and other academically related expenses as set forth in Bylaw 16.3.1;

receiving occasional meals as set forth in Bylaw 16.11.1.5;

having face-to-face encounters (contact) with athletics department staff members outside of a contact period (including dead periods); or

using institutional athletics equipment pursuant to the institution’s normal equipment policy as set forth in Bylaw 16.11.1.7

Publicity

Per NCAA Bylaw 13.11.8, publicity released by an institution concerning a prospect’s commitment to attend Bucknell shall occur only after the prospect has signed a national Letter of Intent or subsequent to the prospect’s signed acceptance of Bucknell’s written offer of admission and/or financial aid and has been cleared by the Associate Director of Athletics/SWA.
Certification to Recruit Off-Campus

All coaching staff members, including volunteer and graduate assistant coaches, are required to take the annual NCAA certification exam. All coaches must pass this exam in order to be permitted to recruit off-campus. The Compliance Services Office will provide a review session prior to the exam including practice exams provided by the NCAA. A list of exam dates will be provided by the Compliance Services Office during the spring of each academic year. The certification exam must be taken and passed by July 31st in order for a coach to recruit off-campus.

Designated Off-Campus Recruiters (NCAA Bylaw 13.1.2.5.1) – Football/Basketball

In the sports of football and basketball, the head coach must submit a list of permissible off-campus recruiters to the Compliance Services Office, no later than September 1st.

Designated Recruiting-Person Days

Designated Recruiting-Person Days
In the sport of basketball, the head coach must submit a calendar designating the recruiting person days, 130 for men’s basketball and 85 for women’s basketball, to the compliance services by September 1st each academic year.

Designated Evaluation Days for Football
The head coach is responsible for submitting in writing to the Compliance Services Office its designated 42 evaluation days during the fall recruiting period and four (4) evaluation weeks during the spring recruiting period.

Designated Evaluation Days for Softball
The head coach is responsible for submitting in writing to the Compliance Services Office its designated 50 evaluation days August 1st through July 31st.

Designated Evaluation Days for Volleyball
The head coach is responsible for submitting in writing to the Compliance Services Office its designated 80 evaluation days August 1st through July 31st.

Designated Contact Days for Women’s Lacrosse
The head coach is responsible for submitting in writing to the Compliance Services Office its designated seven contact days during the period of August 1st through August 31st.

National Letter of Intent

All National Letter of Intent requests should be processed through Associate Director of Athletics/SWA who will work in coordination with the head coach, financial aid office and
admissions office to process. Once the document is signed and returned by the prospect, it will then be submitted to the Patriot League office by the Compliance Services Office.

**Publicity**

In order to release an incoming recruiting class to the media, each head coach must first submit the list of prospects to the Associate Athletics Director/SWA. She will verify each prospect’s acceptance with admissions and approve the incoming class release.

**Coaches Compliance Calendars/Recruiting Calendars**

As of the fall 2005, the CSO developed 6 working compliance calendars for all coaches in an attempt to help coaches track compliance deadlines as well as to stay abreast of their individualized recruiting periods. It is expected that each program maintain these and act accordingly.
Official Visits

First Opportunity to Visit/Number of Visits Permitted
A prospect in sports other than men's basketball may not come on an official visit prior to the first day of classes of the prospect’s senior year in high school. In men’s basketball, prospects may make an expense paid visit no earlier than January of his junior year in high school.

A person who is not a qualifier and who is enrolled at a two-year college may not be provided an official visit until he/she has completed at least one academic year at a two-year college (NCAA Bylaw 13.6.2.3.1).

If a student-athlete attending a four-year college desire to transfer and that institution provides the permission required per Bylaw 13.1.1.3, it is permissible for a second institution to provide the student-athlete one official visit.

Official Notification
At the time a prospect is invited to visit, s/he must be notified in writing, prior to the visit, of the five expense-paid visit limitation (one per campus).

Number of Visits
Each student-athlete is permitted five official visits.

Exception: Per NCAA Bylaw 13.7.1.3, the one-visit limitation and the limitations on total official visits apply separately to the period in which the prospect is in high school and to the period beginning October 15 following the prospect’s completion of high school. Thus, a prospect may be provided a maximum of 10 official visits – five while in high school and five beginning with the October 15 following the prospect's completion of high school.

The total number of official visits Bucknell may provide prospects in the following sports on an annual basis shall be limited to:
- Football – 56.
- Basketball – 12.
- Baseball – 25.

Before a Prospect Makes a Visit
Coaches must obtain prior approval from the Compliance Services Office for their prospect to visit Bucknell by presenting an official high school transcript, including 12th grade classes (or an unofficial copy of an official transcript) and ACT or SAT test score (need not be a passing score). Verification from the NCAA Clearinghouse may also be utilized (test scores and transcripts).

Length of the Official Visit
An official visit shall not exceed 48 hours. The 48-hour time period begins once the prospect arrives on campus. At the completion of the 48-hour visit, the prospect must leave campus immediately, otherwise Bucknell cannot pay expenses incurred by the prospect upon departure from the institution’s campus, including the cost of return transportation.
For a prospect flying to campus, the 48-hour time period does not begin until the prospect arrives on campus.

When a coach accompanies a prospect on an official visit by automobile, the 48-hour period shall begin when the coach begins transporting the prospect to campus.

Transportation

- An institution may pay for a prospect's actual round-trip transportation costs for their visit to campus, provided a direct route between the prospect's home and the campus is used. If the prospect does not leave campus and go directly home, the institution may not pay any expenses incurred by the prospect upon departure from campus, including transportation.
- A prospect's friends or relatives may receive cost-free transportation to visit the campus only by accompanying the prospect at the time the prospect travels in an automobile to visit campus.
- Airfare for commercial transportation may not exceed coach class. In addition, a coach may not accompany the prospect to or from an official visit when air travel is used except to provide transportation between campus and the major airport nearest Bucknell.
- Transportation via luxury vehicles (i.e., limousines, helicopters, or luxury buses) is not permissible.

Lodging

- Lodging may be provided to a prospect, the prospect's parents [legal guardian(s)] and spouse as long as it is comparable to that of a normal student and it is within a 30-mile radius of the institution's campus. Additional persons (e.g., prospect's brother, sister, and friend) may stay in the same room as the parents or prospect. However, the institution shall not pay for any charges for the additional occupants (e.g., cots/room upgrades).
- Lodging for a high school, college preparatory school or two-year college coach or any other individual responsible for teaching or directing an activity in which a prospect is involved shall not be paid for by the institution.

Meals

- Meals may be provided for a prospect, their spouse, and the prospect's parents, not to exceed 3 per day. A dessert or after-dinner snack at the coach's residence may be excluded. The prospect and their family must incur the cost of meals for additional persons (e.g., brother, sister, friend). You may eat meals on or off campus, not to exceed a 30-mile radius.
- One of the permissible meals may occur at the home of an institutional staff member (i.e. coach, faculty, president). NCAA rules permit Bucknell's discretion to reimburse the staff member for the cost of the meal (in accordance with Bucknell policies and procedures).

Entertainment

- An institution may provide entertainment only for a prospect and the prospect's parents or spouse (not siblings).
- Bucknell may not arrange or permit excessive entertainment of the prospect on campus or elsewhere (e.g., hiring a band for a dance specifically for the entertainment of the prospect).
- All entertainment must occur within a 30-mile radius of the institution's main campus.
- All entertainment provided to a prospect, a prospect's parents/legal guardian and a prospect's spouse must be paid for through student-host money unless a specific
exception exists (i.e. meals and complimentary admissions) in the NCAA rules. This includes entertainment provided by athletics department staff members.

- It is not permissible to arrange miscellaneous, personalized recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations) and a prospect is not permitted to engage in any game-day simulations (e.g., running onto the field with the team during pre-game introductions).

**Entertainment of High School/2-year College Coaches**

- Entertainment of a high-school coach, college preparatory school or two-year college coach or any other individual responsible for teaching or directing an activity in which a prospect is involved shall be limited to 2 complimentary admissions, issued only through a pass list, to home athletic events within a 30 mile radius.

**Complimentary Tickets/Parking**

- During the official visit, a maximum of three complimentary admissions to a campus athletics event in which the institution's intercollegiate team practices or competes within a 30 mile radius, may be provided to a prospect. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Such admission may provide seating only in the general seating area of the facility utilized for conducting the event.
- Tickets for additional people accompanying the prospect may be reserved adjacent to the complimentary seats. These tickets must be purchased at face value (NCAA Bylaw 13.6.6.2.3).
- Complimentary admissions may be provided to a prospect for a home athletics event that has been relocated outside a 30-mile radius of the institution's main campus due to the home facility's inoperable conditions.
- A prospect may not be provided with complimentary admissions to a championship or post season tournament (NCAA Bylaw 13.6.6.2.1 and 13.6.6.2.2).
- An institution may arrange special on-campus parking for prospects during an official visit.

**Student Hosts**

- A student host may receive a maximum of $30 per day to cover all actual costs of entertaining a prospect and $15 per day for additional prospects. This money may not be used to purchase souvenirs (e.g., T-shirts). You may provide one student host per prospect with a complimentary meal in a restaurant, provided the host accompanies the prospect during the meal.
- You may not provide the host or prospect with the use of an automobile, and the host may not take the prospect outside a 30-mile radius of campus.
- The student host may not be a non-qualifier in his or her first year of residence.

Note: Please see Bucknell University Student-Athlete Handbook for further information on responsibilities of the student hosts.

**Unofficial Visits**

**First Opportunity to Visit/Number of Visits Permitted**

A prospect may visit Bucknell at his or her own expense an unlimited number of times. In addition, these unofficial visits may take place prior to the prospect's senior year in high school.
Entertainment and Complimentary Admission

- During an unofficial visit, Bucknell may not pay any expense or provide any entertainment except a maximum of three complimentary admissions (issued only through a pass list) to a campus athletics event in which a Bucknell team practices or competes. These complimentary admissions are for the issued on an individual-game basis. Additional tickets may not be reserved for purchase by the prospect. Additional tickets may not be reserved for purchase by the prospect for individuals accompanying the prospect. Tickets may be purchased only in the same manner as any other member of the general public. In addition, only seating in the general seating area may be provided. Bucknell may not provide special seating for the prospect or the prospect’s parents [or legal guardian(s)] or spouse in the facility’s press box, special seating boxes, or bench area.
- Special parking may not be arranged for prospects attending Bucknell athletics events.
- It is permissible for an athletics department staff member to arrange for prospective student-athletes on unofficial visits to meet and socialize with enrolled student-athletes on campus.

Transportation

It is permissible to provide a prospect with transportation to view practice and competition sites in the prospect’s sport and other institutional facilities (located within a 30-mile radius of campus). An institutional staff member must accompany the prospect during such a trip.

Student Hosts

A student host used during an unofficial visit must either be a current student-athlete or a student who is designated in a manner consistent with the institution’s policies for providing campus visits or tours to prospective student-athletes.

Lodging

- A prospect on an unofficial visit may stay in an enrolled student-athlete's dormitory room only if the prospect pays the regular institutional rate for the lodging. (At Bucknell, there is no institutional rate for high school students visiting campus. Therefore, there is no need to charge a visiting prospect a fee for staying overnight in a University dormitory.)
- It is not permissible for prospects to stay with an enrolled student-athlete off-campus during an unofficial visit. Enrolled student-athletes are not permissible recruiters.

Meals

- Prospects on an unofficial visit may pay the actual cost of meals (or regular cost of training-table meals) and eat with other prospects who are on their official visits or with enrolled student-athletes.
- Only the coaches certified to recruit off-campus may eat with prospects off-campus during an unofficial visit. The meal must count as an off-campus contact, involve only prospects following July 1\textsuperscript{st} after their junior year in high school, and occur during a contact period. If the previous conditions are not met, the meal must take place on campus at a facility owned and operated by the university, (i.e., dorm or union). Other institutional staff members may only eat with prospects dining at on-campus facilities.

Athletic Events on Campus

- An unofficial visit by a football or basketball prospect participating in a campus athletic event (i.e. Nike camp) outside of a contact period may only take place on the day before or the day after the event. No other recruiting contact may take place inasmuch as contact is not permitted outside of a contact period, even on campus.
- In sports other than football and basketball, coaches may utilize a contact to speak with a prospect, except during a dead period, any time after the event concludes and the prospect is released. Also, an unofficial visit is permitted the day prior to the event, or immediately after the event if the prospect has first departed campus and returned.

**Arranging Academic Interviews**

A Bucknell athletics staff member may arrange academic interviews for the prospect during an unofficial visit.

**Guide for Meals during Official and Unofficial Visit**

<table>
<thead>
<tr>
<th>Who May Dine With a Prospect?</th>
<th>On-Campus</th>
<th>Off-Campus</th>
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<tbody>
<tr>
<td><strong>Official Visit:</strong></td>
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</tr>
<tr>
<td>Athletics Department Staff</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Booster</td>
<td>No</td>
<td>No</td>
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<tr>
<td>BU Faculty</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Spouse of a Coach</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Permissible Recruiter/Coach</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Student-Athletes</td>
<td>Yes**</td>
<td>Yes**</td>
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<tr>
<td>Undergraduate / Volunteer Coach</td>
<td>Yes****</td>
<td>Yes****</td>
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<tr>
<td><strong>Unofficial Visit:</strong></td>
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</table>

** Only student-athlete serving as host may receive meal free (1 host per prospect per meal--official visit only).
*** Must count as an off-campus contact, involve only contactable prospects & occur during a contact period.
**** Volunteer / Undergraduate coach must pay for his or her meal. Exception – an undergraduate coach serving as a student host may receive a free meal.
NCAA Initial Eligibility Clearinghouse

An entering freshman with no previous full-time college attendance shall meet the academic requirements set forth by the Initial-Eligibility Clearinghouse in order to practice, compete, and receive athletic grant-in-aid. Entering freshmen must be cleared by the Clearinghouse prior to coming on campus for enrollment.

It is the coach’s responsibility to provide the Compliance Services Office with a list of incoming freshmen who are to be activated on Bucknell’s Clearinghouse report.

This report will be distributed by the Compliance Services Office to all head coaches on a weekly basis. It is the responsibility of the head coach to notify the prospective student-athlete of his/her Clearinghouse status and to inform them of any missing transcripts or test scores.

Listings of all the Clearinghouse codes are included in the attachments section of this manual.

Graduation Rates/NCAA Banned Drug List

Prior to coming to campus for enrollment, all prospects are required to receive the NCAA graduation rate data as well as the NCAA Banned Drug List.

Accompanied by the 5-visit letter, the Compliance Services Office will provide this information prior to the student-athlete coming on an official visit.

Please note that for all incoming prospects that do not take an official visit to Bucknell, it is the responsibility of the coach to send out the graduation rates and NCAA banned drug list prior to the prospect coming on campus to enroll.

Recruiting Logs

Each coaching staff member is required to keep a comprehensive record of all telephone conversations, evaluations, off-campus contacts, official and unofficial visits with prospective student-athletes. At the conclusion of the academic year, all such records will be collected by the Compliance Services Office. In addition, the Compliance Services Office will spot-check telephone logs and contact/evaluation logs throughout the academic year.

Transfers

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

(a) The student was officially registered and enrolled in a minimum, full-time program of studies in any quarter or semester of an academic year, as certified by the registrar or admissions office, provided the student was present at the institution on the opening day of classes;

(b) The student attended a class or classes in any quarter or semester in which the student was enrolled in a minimum full-time program of studies, even if the enrollment was on a provisional basis and the student was later determined by the institution not to be admissible;

(c) The student is or was enrolled in an institution in a minimum full-time program of studies in a night school that is considered to have regular terms (semesters or quarters) the same as the institution's day school, and the student is or was considered by the institution to be a regularly matriculated student;
(d) The student attended a branch school that does not conduct an intercollegiate athletics program, but the student had been enrolled in another collegiate institution prior to attendance at the branch school;

(e) The student attended a branch school that conducted an intercollegiate athletics program and transfers to an institution other than the parent institution;

(f) The student reported for a regular squad practice (including practice or conditioning activities that occur prior to certification per Bylaws 14.3.5.1 and 14.5.4.6.5), announced by the institution through any member of its athletics department staff, prior to the beginning of any quarter or semester, as certified by the athletics director. Participation only in picture-day activities would not constitute “regular practice;”

(g) The student participated in practice or competed in a given sport even though the student was enrolled in less than a minimum full-time program of studies; or

(h) The student received institutional financial aid while attending a summer term, summer school or summer-orientation program (see Bylaws 15.2.8.1.3 and 15.2.8.1.4). A recruited student in basketball who receives institutional financial aid pursuant to Bylaw 15.2.8.1.4 is subject to the transfer provisions, except that a basketball prospect (recruited or non-recruited) who is denied admission to the institution for full-time enrollment shall be permitted to enroll at another institution without being considered a transfer student.

Permission to Contact
An athletics staff member or other representative of the institution’s athletics interests shall not make contact with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the first institution’s athletics director (or an athletics administrator designated by the athletics director) to do so, regardless of who makes the initial contact. If permission is not granted, the second institution shall not encourage the transfer and the institution shall not provide athletically related financial assistance to the student-athlete until the student-athlete has attended the second institution for one academic year. If permission is granted to contact the student-athlete, all applicable NCAA recruiting rules apply. For more information regarding this process, please contact the Compliance Services Office.
Official Visits

Pre-Visit
In order for an official visit to occur, a coaching staff member must submit an “Official Visit Notification Form” attached with the prospect's official/unofficial transcript including the 12th grade classes and SAT/ACT test scores to the Compliance Services Office. Once received, the Compliance Services Office will send a five-visit notification letter accompanied by both the graduation rates data and Banned Drug List to the prospect(s) listed on the Notification Form. Copies of the approved “Official Visit Notification Form” and five-visit letter(s) will be placed in the head coach’s mailbox and will serve as official notice to the coach that a prospect is approved for an official visit. If you have not received these copies, the official visit has not been approved.

A copy of the approved “Official Visit Notification Form” will also be provided to the Associate Director of Athletics/Business, Team Services. Complimentary tickets, host money, and any other monies required for the visit(s) will not be issued until a copy of the form has been received by the Business Office.

In order to receive host money, a student-athlete must first sign the “Student-Athlete Host Form” and submit it to the Business Office prior to the start of the visit. The host money may either be provided to the student-host prior to the visit or on a reimbursement basis as long as the host form was signed prior to the visit.

All student-athlete hosts and the head coach must sign the “Student-Athlete Host Acknowledgement of Responsibilities Form” the day prior to the official visit. This form includes a statement concerning student-athlete host responsibilities both for him or herself and for the prospective student-athlete during the visit. This form must be submitted to the Compliance Services Office for all official visits, including one-day visits and those visits in which student-host money is not provided. Attach this form to the “Official Visit Record” form when submitting them to the Compliance Services Office after the visit.

During Visit
Coaches are required to maintain receipts for all expenditures including those made by hosts of your visiting prospects. At the conclusion of the visit, you are required to submit these receipts to the Associate Director of Athletics/Business, Team Services.

Post Visit
Coaches must submit a completed “Official Visit Record” form along with the signed “Student-Athlete Host Acknowledgement of Responsibilities Form”. The “Official Visit Record” form must be signed by the prospect, student-athlete host, and the head coach. The “Student-Athlete Host Acknowledgment of Responsibilities Form” must be signed by both the student-host and head coach prior to the visit. Upon receipt, the Compliance Services Office will review and file.

Complimentary Ticket Policy
A maximum of three (3) complimentary admissions may be provided to the prospect.

- All admissions are by a gate list and require proper identification and a signature to be honored.
• The sale or exchange of the complimentary admissions for any item of value is a violation of NCAA regulations and places the prospect’s eligibility for intercollegiate athletics in jeopardy.

Graduation Rates Data Report/NCAA Banned Drug List

All incoming freshmen and transfers must receive the Graduation Rates Data as well as the NCAA Banned Drug List prior to arriving on campus for enrollment. Any incoming freshmen/transfer that participated in an official visit to Bucknell’s campus will receive both of these documents from the CSO prior to coming on the visit. For those individuals who did not participate in an official visit to campus, it is the coach’s responsibility to provide both documents.

Due July 1st of every year, the Graduation Rates Data and NCAA Banned Drug List form must be submitted to the Compliance Services Office. This form must list all incoming prospects and the date in which they were sent both documents.

Recruiting Logs

Each coaching staff member is required to keep a comprehensive record of all telephone conversations, evaluations, or off-campus contacts with prospective student-athletes. This information must be logged on the forms provided by the CSO. Typed records are preferred, but not required.

Every month the CSO will request copies of your recruiting logs for review.

At the conclusion of the academic year, all recruiting records of incoming freshmen/transfers will be collected by the CSO.

Transfers

Permission to Contact
Per Bylaw 13.1.1.3, an athletics representative or staff member of another institution’s athletics interest, shall not make contact with one of our student-athletes without written permission.

When a prospective student-athlete contacts a coach regarding the possibility of transferring to Bucknell, the coach is instructed to contact the Compliance Services Office and inform them of the student’s interest to transfer. The Compliance Services Office will contact the appropriate school for a release.

• The Compliance Services Office will send the school a transfer release form requesting permission to contact the student.
• Once the form is completed by the school and returned to the Compliance Services Office, the coach will receive a copy of the release.
• If the student-athlete elects to transfer to Bucknell, the Compliance Services Office will send the student's previous school a transfer questionnaire to determine the student-athlete's academic standing.
• Once the student-athlete is enrolled and the transfer credits are decided by the Associate Dean of Arts and Sciences, the Compliance Services Office will determine the student’s eligibility requirements with respect to Patriot League and NCAA rules and regulations.
The Compliance Services Office will complete a Certification of Continuing Eligibility Form and forward it to the Registrar’s Office and/or the Associate Dean of Arts & Sciences Office for their review and signature.

*This procedure does not address the student's case for admissibility, ONLY NCAA and Patriot League Conference standards for transfer eligibility.

Should a student-athlete wish to transfer from Bucknell University, they must first obtain permissible from the head coach. The head coach will then notify the Compliance Services Office, at which time the student-athlete may request specific schools to receive “permission to speak” confirmation.
Initial Eligibility

According to the NCAA’s “Principle Governing Eligibility”, “…eligibility requirements are designed to assure proper emphasis on educational objectives, to promote competitive equity among institutions and to prevent exploitation of student-athletes.”

**U.S. Citizen** – A student-athlete who enrolls in a Division I institution with no previous full-time college attendance must meet specific academic requirements, as cited in NCAA bylaws 14.3.1 and 14.3.1.1, in order to be eligible for financial aid and certified for practice and competition. This includes certification by the NCAA Clearinghouse.

**International** – A student-athlete from a foreign country shall satisfy both the requirements outlined in the NCAA Guide to International Academic Standards for Athletics Eligibility and the test-score requirements set forth in NCAA bylaw 14.3.1.1-(b). An international student-athlete must register with the NCAA Clearinghouse, as well as, complete and sign an NCAA International Student-Athlete Form that verifies eligibility and amateurism status. An appointment must be made with the Compliance Services Office within 5 days of joining their respective team in order to complete the appropriate forms.

Transfer Eligibility

If you are a transfer student from a two-year or four-year college, you are not eligible to compete during your first academic year in residence at Bucknell unless you meet the provisions of one of the NCAA’s transfer exceptions under bylaw 14.5.5.2.10.

**Intra-League Transfers**

A recruited student-athlete who transfers from one Patriot League institution to another must complete a year in residence at the institution in which he/she transfers and cannot receive any athletically-related aid (within or above need) during the remaining years of eligibility at that institution. In the sport of basketball, a student-athlete who transfers from one Patriot League institution to another must sit out two seasons before being eligible to play.

**Academic Requirement Transfer Charts**

The charts on the following three pages provide an overview of the NCAA rules pertaining to two-year college transfers, 4-2-4 transfers, and 4-4 college transfers.
Academic Requirements for Two-Year College Transfers – Division I

Qualifier

NO

AA degree

AND

48/72 hours of transferable-degree credit toward a Division I baccalaureate degree program with 2.000 GPA

AND

Minimum of three semesters/four quarters academic residence, summer excluded.

[Note: Student-athletes first entering the Division I college on or after August 1, 1997, may not earn more than 18-semester or 27-quarter hours during the summer(s), and not more than 9-semester or 13.5-quarter hours of transferable degree credit may be earned during the summer immediately before transfer.]

NO

Not eligible for financial aid, practice or competition.

YES

Eligible for financial aid, practice and competition.

NO

YES

Minimum of one full-time semester/one full-time quarter academic residence, summer excluded

AND

Average of 12-hours transferable-degree credit toward a Division I baccalaureate degree program per full-time semester/quarter attended

AND

Minimum 2.000 GPA.

Eligible for financial aid, practice and competition.

Note: A mid-year transfer may not compete if he or she has competed at the two-year college in the same academic year or if he or she is a participant in Division I basketball.
Academic Requirements for “4-2-4” College Transfers – Division I

Transfer from four-year college to two-year college to certifying institution (four-year).

Does the student-athlete qualify for immediate participation through any of the following options?

1. Completion of 24-semester or 36-quarter hours of transferable-degree credit with a 2.000 cumulative minimum grade-point average.
2. One calendar year has elapsed since transfer from the four-year college, and
3. The student-athlete has graduated from two-year college.
4. The student-athlete returns to the four-year college from which he or she transferred to the two-year college, provided the student-athlete did not have an unfulfilled residence requirement at the time of the original transfer.
5. Four-year college did not sponsor the sport (student-athlete did not attend any other institution that sponsored the sport),
6. Student-athlete was a qualifier,
7. Completion of 24-semester or 36-quarter hours of transferable-degree credit with an accumulative minimum 2.000 grade-point average,
8. Completion of 12-semester or -quarter hours of transferable credit acceptable toward any baccalaureate degree program at the certifying institution per term in attendance, and
9. Student-athlete spent at least two semesters or three quarters in attendance at the two-year college.

NO
Student-athlete is not eligible for competition for one academic year.

YES
Student-athlete eligible for financial aid, practice and competition, subject to institutional and conference regulations.
Academic Requirements for Four-Year College Transfers – Divisions I & II

Qualifier

NO – Did the student-athlete attend the four-year institution one full academic year?

NO – Nonqualifiers: not eligible for practice, competition or financial aid.

NO – Partial qualifiers: eligible to practice at institution’s home facility; not eligible for competition; may receive athletics aid.

YES – Does the student-athlete meet any of these exceptions for transfers?

Educational exchange program

Exchange student exception

Discontinued academic program waiver

Foreign student program exception

Military or church service exception

Discontinued- or non-sponsored-sport exception

Two-year non-participation exception

Return to original institution without participation

Non-recruited student exception

One-time transfer exception

YES – Student-athlete eligible for financial aid, practice and competition, subject to institutional and conference regulations.

NO – Student-athlete not eligible for competition for one academic year.
Continuing Eligibility

In order to be eligible to represent an institution in intercollegiate competition, student-athletes must maintain satisfactory progress toward a baccalaureate or equivalent degree, be enrolled in a full-time course of studies and be in good academic standing as defined by that institution.

**Minimum Credit Requirement** - Student-athletes must carry to completion a minimum of 12 credits per term to practice, receive financial aid and compete in intercollegiate athletics. It is recommended that student-athlete's maintain a 16 credit hour schedule each semester to fulfill Bucknell's graduation requirements. If you drop below 12 hours you are immediately ineligible to practice and compete with the team. If you are on an athletic scholarship, your scholarship may be withdrawn.

**For Student-Athletes Who First Entered a Collegiate Institution**

**Prior to August 1, 2003:**

<table>
<thead>
<tr>
<th>ACADEMIC CLASS (Semester of Full-time Enrollment)</th>
<th>NCAA CONTINUING ACADEMIC ELIGIBILITY REQUIREMENTS</th>
</tr>
</thead>
</table>
| Junior (5th semester)                         | • Must have earned at least 48 credit hours during previous two years with at least 18 earned during the previous regular academic year.  
  • Must have declared major; cumulative GPA requirement of 1.8 each semester.  
  • 25% of degree must be completed.  
  • Must complete 6 credit hours each semester to be eligible for the following semester. |
| Senior (7th semester)                         | • Must have earned at least 72 credit hours during previous three years with at least 18 earned during the previous regular academic year.  
  • Must have declared a major; cumulative GPA requirement of 1.9 each semester.  
  • 50% of degree must be completed.  
  • Must complete 6 credit hours each semester to be eligible for the following semester. |
| 5th Year Senior (9th semester) (For those student-athletes enrolled in 5-year Bachelors/Engineering program) | • Must have earned at least 105 credit hours during previous four years with at least 18 earned during the previous regular academic year.  
  • Must have declared a major; cumulative GPA requirement of 2.0 each semester.  
  • 75% of degree must be completed.  
  • Must complete 6 credit hours each semester to be eligible for the following semester. |

**For Student-Athletes Who First Entered a Collegiate Institution**

**On Or After August 1, 2003:**

<table>
<thead>
<tr>
<th>ACADEMIC CLASS (Semester of Full-time Enrollment)</th>
<th>NCAA CONTINUING ACADEMIC ELIGIBILITY REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen (1st semester)</td>
<td>• Must be certified by the NCAA Initial Eligibility Clearinghouse.</td>
</tr>
</tbody>
</table>
Sophomore (3rd semester)
- Must complete 24 credit hours during the previous year with at least 18 earned during the regular academic year.
- Cumulative GPA requirement of 1.8.
- Must complete 6 credit hours each semester to be eligible for the following semester.

Junior (5th semester)
- Must have earned at least 18 credit hours during the previous regular academic year.
- 40% of degree must be completed.
- Cumulative GPA requirement of 1.9.
- Must complete 6 credit hours each semester to be eligible for the following semester.

Senior (7th semester)
- Must have earned at least 18 credit hours during the previous regular academic year.
- 60% of degree must be completed.
- Cumulative GPA requirement of 2.0.
- Must complete 6 credit hours each semester to be eligible for the following semester.

5th Year Senior (9th semester) (For those student-athletes enrolled in 5-year BA/Engineering program)
- Must have earned at least 18 credit hours during the previous regular academic year.
- 80% of degree must be completed.
- Cumulative GPA requirement of 2.0.
- Must complete 6 credit hours each semester to be eligible for the following semester.

Mid-Year Certification
NCAA rules require that student-athletes meet certain progress towards degree requirements each semester. Specifically, each student-athlete must pass a minimum of six credit hours each semester in order to remain eligible to compete the following semester. Should they not meet the six hours, they would be eligible for practice only. In addition, each student-athlete’s academic progress will be reviewed each semester to ensure that they remain in “good academic standing” (as that term is defined by the University) at Bucknell and meet NCAA minimum GPA requirements.

Patriot League Eligibility Rules

Years of Eligibility
A student’s normal years of eligibility shall be the first eight full-time semesters (or term equivalent) after initial enrollment. “Athletic redshirting” (holding a student out of competition as an underclassman for the express purpose of saving a year of NCAA eligibility for a fifth year of enrollment) is prohibited. Patriot League eligibility policies apply to all League and non-League competition.

Normal Academic Progress
All students participating in intercollegiate athletics must be enrolled fulltime and must be making normal academic progress in an academic program leading to a first baccalaureate degree.

Team Eligibility
Team Eligibility meetings shall be conducted by the Compliance Services Office at the beginning of each academic year. At this time, NCAA, conference and institutional rules pertaining to academics, full-time enrollment, satisfactory progress requirements, amateurism, gambling, financial aid, employment, drug testing, ethical conduct and initial eligibility are reviewed. The
NCAA Student-Athlete Statement and Drug Testing Consent forms are administered and an opportunity for student-athletes to ask questions is provided. Institutional forms are also administered at this time.

**Full-Time Enrollment**

Student-athletes must carry to completion a minimum of 12 credits per term to practice, receive financial aid and compete in intercollegiate athletics. It is recommended that student-athlete’s maintain a 16 credit hour schedule each semester to fulfill Bucknell’s graduation requirements. **If a student-athlete drops below 12 hours he or she will be immediately ineligible to practice or compete with the team.** If the student-athlete is receiving athletic aid, the athletic portion of the financial aid award may be withdrawn.
Coaches should notify the prospective student-athletes that they must register with the Clearinghouse.

**In order to register with the Clearinghouse Prospective Student-Athletes must do the following:**

- complete a Release Form online at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) and submit a $60.00 registration fee.
- have an official high school transcript sent directly from the high school to the Clearinghouse.
- have a 48-H form (a list of core courses) on file with the Clearinghouse.
- send a passing score (SAT, ACT) from the high school or directly from the testing agency to the Clearinghouse.
- At the conclusion of the prospective student-athlete’s senior year, the high school must submit a “final official” high school transcript to the Clearinghouse. The Compliance Services Office will verify the qualifier/non qualifier status of the prospective student-athlete.

During the spring semester, the Compliance Services Office will request a list of incoming prospects and their social security numbers from each of the teams. These individuals will then be activated on Bucknell’s Clearinghouse Report.

The Compliance Services Office will regularly distribute Clearinghouse Web Status Reports in your mailbox. These reports will indicate any missing transcripts, test scores, or core course deficiencies that a prospective student-athlete may have or will indicate that the prospect has been certified eligible to compete. Should you need to make any changes to the report (i.e., remove/add a prospect), please return your Clearinghouse Web Status Report to the Compliance Services Office noting any changes.

**International Student-Athlete**

An international student-athlete must register with the NCAA Clearinghouse, as well as, complete and sign an NCAA International Student-Athlete Form that verifies eligibility and amateurism status. An appointment must be made with the Compliance Services Office within 5 days of joining their respective team in order to complete the appropriate forms.

**Team Eligibility Meetings**

Team Eligibility meetings shall be conducted by the Compliance Services Office at the beginning of each academic year. All coaches are required to be in attendance. At this time, NCAA, conference and institutional rules pertaining to academics, full-time registration, satisfactory progress requirements, amateurism, gambling, financial aid, employment, drug testing, ethical conduct and initial eligibility are reviewed. The NCAA Student-Athlete Statement and Drug Testing
Consent forms are administered and an opportunity for student-athletes to ask questions is provided. Institutional forms are also administered at this time.

*Note: The Drug Testing Consent Form must be signed and on file in the Compliance Services Office before the Monday of the fourth week of classes (whichever occurs first).

**Full-Time Enrollment**

Full-time registration is verified through official reports generated by the Registrar's Office. These reports are provided daily to the Compliance Services Office until the conclusion of the drop/add period and are provided weekly thereafter.

**Official Team Rosters/Affirmation of Eligibility**

The Affirmation of Eligibility list represents the official roster for your program. Due July 1st, each team must submit a roster for the upcoming year to the Compliance Services Office. The roster must include the following information:

- Name
- Social Security Number
- BU Identification Number
- Class
- Recruited Status (as that term is defined by NCAA rules).

This information will be maintained on your team's official squad list.

The Compliance Services Office generates and maintains these official rosters for all varsity programs at Bucknell. Each team's Affirmation of Eligibility form will be distributed by the Compliance Services Office to the Athletic Communications Office, the Sports Medicine Office, the Equipment Room, and to the Sport Administrator for their sport prior to the first date of competition. The Affirmation of Eligibility list is the only official roster for each program. Any changes to your roster must first be made by the Compliance Services Office. The Compliance Services Office will then notify all athletics department offices of the roster change(s).

Prior to each team's first competition, the Student-Athlete Affirmation of Eligibility form is completed by the Compliance Services Office and Head Coach. The Director of Athletics must verify and sign a copy as well. The Head Coach will be provided with a copy of the form and a copy will be kept on file in the Compliance Services Office.

**Progress-Towards-Degree**

Certification of satisfactory progress towards degree is completed by the Compliance Services Office using certified transcripts from the Registrar's Office. The Compliance Services Office will complete a Certification of Continuing Eligibility Form for each returning student-athlete during the month of May. Once the Compliance Services Office has verified the eligibility of those student-athletes, the forms are then sent to the Registrar for review and signature. Once the forms are returned from the Registrar, coaches are notified of any student-athletes who will be required to take summer school.

Following the summer school session, transcripts of those student-athletes who require to attend will be requested from the registrar, at which time eligibility will be assessed and the coaches notified.
Please note that even if a student-athlete is certified as athletically eligible by NCAA standards, he/she is still required to meet the academic standards of Bucknell University.

**Mid-Year Certification**
The procedure for certifying the eligibility of student-athletes at mid-year is as follows:

1.) The Compliance Services Office will contact the Registrar's Office to request an official grade report. The report should be sorted by team and should include each student-athlete's semester GPA, cumulative GPA, number of credit hours passed, and individual course grades for each student-athlete so that it is possible to determine if the student-athlete has any incomplete or unrecorded grades outstanding.

2.) Copies of the grade reports for each team will be distributed to the head coach, the sport administrator for that sport, and the Athletics Communications Office. The Associate Director of Athletics/SWA should receive a grade report for all varsity programs.

3.) Copies of the grade report should also be provided to the Faculty Athletics Representative. The Faculty Athletics Representative will also certify, by signature, that the mid-year certification requirements were reviewed for each student-athlete by the Compliance Services Office.

4.) Academically at-risk student-athletes should also be identified as potential candidates for the Study Skills course offered through the Department of Psychological Services in February of each year. Head coaches should also be instructed to submit the names of student-athletes who would benefit from taking the course. The Sport Supervisors will then review the list of candidates and identify those for whom the Department of Athletics will assume the fee for the course.

**Mid-Year Certification of Student-Athletes While Abroad**
Student-athletes who study abroad during the fall semester are required to pass 6 hours of academic credit. Since eligibility must be certified prior to the start of spring semester, it is not always possible to obtain transcripts for those student-athletes studying abroad. Therefore, a list of any returning student-athletes who studied abroad during the fall semester will be provided to Robert Midkiff, Associate Dean of Arts and Sciences for eligibility verification. He will provide letters of verification to the Compliance Services Office for each of the student-athletes who were studying abroad.

**Certification of Transfer Student-Athlete’s Eligibility**
Certification of a transfer student-athlete’s eligibility is completed by the Compliance Services Office using certified transcripts from the Registrar’s Office. The Compliance Services Office will complete a Certification of Continuing Eligibility Form for each transfer student-athlete. Those forms are then forwarded to the Registrar and/or Associate Dean for Arts & Sciences for their review and signature.

**Participation Rosters**
At the time the Compliance Services Office generates the Affirmation of Eligibility for the Head Coach, they will also receive a participation list with all eligible student-athletes as well as a list of all dates of competition. Coaches are required to document which team members competed in each competition and submit the completed list at the conclusion of their season. For teams with two seasons (championship and non-championship) a separate list will be created each season.
Dropping/Adding Student-Athletes
A head coach is to provide prompt written notice to the Compliance Services Office regarding any additions or deletions to their squad. A Change of Student-Athlete Status form must be submitted to the Compliance Services Office for each student-athlete that is leaving or joining the team. This form includes provisions to request the cancellation of athletics preferential aid. The Compliance Services Office will then notify the Sports Medicine Office, the Equipment Room, the Athletics Communications Office and the Sport Administrator of the roster change. Coaches should not notify these offices of roster changes before first submitting the Change of Status form. New student-athletes (e.g. walk-ons) that join the team subsequent to their team’s annual compliance certification meeting must report to the Compliance Services Office and complete all necessary compliance paperwork before taking part in practice or competition (see walk-on policy).

Walk-on/ Green Card Procedure
The Department of Athletics Clearance for Participation and Issuance of Equipment form (“green card”) is used for all student-athletes who are unable to attend the team orientation in the fall.

Before a student-athlete can begin to practice, a green card must be completed certifying medical clearance. However, there is a (3) three day window, during which time a student-athlete can practice/tryout with the team prior to completing the University/NCAA paperwork.

Please contact the Compliance Services Office or Athletic Training Room to obtain a green card or if you have any questions regarding the process.
FINANCIAL AID

Listed below is a summary of Bucknell University's financial aid policies for student-athletes. Please note, however, that this is not a complete list. Should you have any questions, please contact the Compliance Services Office or Associate Director of Athletics/SWA.

1. Student-athletes can accept institutional aid that covers the cost of tuition and fees, room and board, and required course-related books (i.e., full grant-in-aid). NCAA regulations specify that student-athletes cannot accept aid beyond those costs, except as permitted by NCAA legislation. Exceptions to this rule are federal Pell Grants, honorary academic awards/research grants per NCAA Bylaws and outside educational grants per NCAA Bylaws that have no relationship to athletics ability (and in which the recipient's choice of institutions is not restricted and the awarding individual or group is not a representative of the institution's athletics interests).

2. A Division I institution may pay student-athletes’ on-campus expenses (e.g., meals, lodging) to attend institutional orientation sessions conducted for all students.

3. Student-athletes may also receive benefits that are considered incidental to athletics participation. For more information contact the Compliance Services Office.

4. Athletic aid cannot be awarded for a period of more than one academic year. However, it can be renewed in subsequent years.

5. Athletic aid can be reduced or canceled if student-athletes:
   (a) Intentionally provide fraudulent information on their letters of intent, admission applications and financial aid agreements;
   (b) Render themselves ineligible for intercollegiate competition;
   (c) Engage in serious misconduct; or
   (d) Voluntarily withdraw from the sport.

6. Athletic aid must be reduced if student-athletes exceed the limits established by the NCAA. Athletics aid must be canceled if student-athletes are either under contract to a professional sports organization or being paid by a professional sports organization.

7. Athletics aid cannot be increased, reduced or canceled during a period of the award because the student-athlete’s illness, injury, athletics performance, ability or any other athletic reasons.

8. Student-athletes (who have eligibility remaining in the sport in which the aid was awarded) are to be notified in writing by JULY 1st if their athletic aid is to be renewed, reduced or not renewed. If athletic aid is to be reduced or is not to be renewed, the student-athlete is entitled to a prompt appeals hearing before the institution’s regular financial aid authority.

Important NCAA Rules and Definitions

Counters (NCAA Bylaw 15.5.1) - A student-athlete who is recruited by an institution and receives financial aid awarded on the basis of athletics ability is a counter.
Head-Count Sports (NCAA Bylaws 15.5.2, 15.5.4, 15.5.5) – In head-count sports (football, basketball, women’s volleyball, and women’s tennis), the maximum institutional grant-in-aid limitations refer to the total number of counters in that sport.

Equivalency Sports (NCAA Bylaw 15.5.3) – In equivalency sports, each counter’s equivalency value is determined and “counted” against team limits.

Maximum Equivalency Limits (NCAA Bylaw 15.5.3.1)

<table>
<thead>
<tr>
<th>Men’s Sports</th>
<th>Women’s Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball: 11.7</td>
<td>Cross Country/Track &amp; Field: 12.6</td>
</tr>
<tr>
<td>Golf: 4.5</td>
<td>Lacrosse: 12.6</td>
</tr>
<tr>
<td>Soccer: 9.9</td>
<td>Swimming: 9.9</td>
</tr>
<tr>
<td>Tennis: 4.5</td>
<td>Water Polo: 4.5</td>
</tr>
</tbody>
</table>

Terms and Conditions of Athletic Preferential Aid

Please see the attached sample Bucknell University Athletics commitment letter which includes the terms and conditions of athletic preferential aid.

Renewal of Athletic Preferential Aid (NCAA Bylaw 15.3.5)

The Office of Financial Aid is responsible for providing written notification of the renewal of financial aid to all student-athletes receiving an athletics preferential award on or before July 1st of each year pursuant to NCAA regulations.

Non-renewal, Reduction, or Cancellation of Athletic Preferential Aid

Pursuant to NCAA rules and institutional policy on financial aid, if a student-athlete with a athletic preferential financial aid award/athletic merit-based financial aid award voluntarily withdraws from participation in his/her designated sport, renders himself or herself ineligible for intercollegiate competition, fraudulently misrepresents any information on an application, letter of intent or financial aid agreement, or engages in serious misconduct warranting substantial disciplinary penalty, the head coach may place the student-athlete on a “change of status form” to the Compliances Services Office indicating that the student-athlete’s preferential/merit increment be removed from his/her award. The Compliance Services Office will then provide this information to the Associate Director of Athletics/SWA to review. Once the request is reviewed and approved, the financial aid office is notified of the change in financial status. The Office of Financial Aid will then inform the student-athlete, in writing, of the head coach’s recommendation, as well as inform the student-athlete of the opportunity to appeal the decision of the reduction, cancellation or non-renewal of the preferential/merit grant to the non-athletically employed members of the University’s Compliance Committee.
National Letter of Intent Program

Bucknell participates in the National Letter of Intent Program in the sports of men's and women's basketball. Please see the attached sample copy of a National Letter of Intent to review the rules and policies of the program.

Squad Lists

To be eligible to represent Bucknell in intercollegiate athletics competition, a student-athlete must be included on his/her sport's squad list form. A squad list for each sport must be compiled no later than the first day of competition and shall indicate thereon the status of each member in the categories listed on the squad list.

The Compliance Services Office, with assistance from the Office of Financial Aid, is responsible for monitoring compliance with NCAA team and individual financial aid limitations. This data is maintained on squad lists generated by NCAA Compliance Assistant Software, the NCAA's web-based squad management system. The squad lists are reviewed and signed by the Assistant Director of Athletics for Compliance & Student Affairs, the Head Coach, the Office of Financial Aid, and the Faculty Athletics Representative.

Recruited Transfer

A recruited student-athlete who transfers from one Patriot League institution to another must complete a year in residence at the institution in which he/she transfers and cannot receive any athletically-related aid (within or above need) during the remaining years of eligibility at that institution. In the sport of basketball, a student-athlete who transfers from one Patriot League institution to another must sit out two seasons before being eligible to play.

NCAA Student-Athlete Special Assistance Fund

A student-athlete may qualify for financial support through the NCAA Student-Athlete Special Assistance Fund. These monies are allotted through the Compliance Services Office which oversees this program within NCAA regulations. The following are permissible uses of the fund:

1. Medical Expenses
2. Hearing Aid
3. Vision Therapy
4. Off – Campus Psychological Counseling
5. Travel Expenses for Family Emergency
6. Purchase of Expendable Course Supplies
7. Rental of Non-Expendable Course Supplies
8. Purchase of Approved Clothing or Shoes ($500 max)

In order to qualify for the NCAA Special Assistance Fund; a student-athlete must currently receive a PELL grant. The Compliance Services Office will notify eligible student-athletes each semester of the availability of such funding. At which time, the eligible student-athletes may pick up a Special Assistance Fund Application in the Compliance Services Office to begin the reimbursement process.

Academic Year Employment

The Compliance Services Office has established a monitoring program to ensure that student-athlete employment during the academic year is in compliance with NCAA financial aid regulations. Student-athletes considering employment during the academic year must receive approval from the Compliance Services Office prior to commencing employment.
Rate of pay
All compensation received by a student-athlete must be consistent with the financial aid limitations set forth by the NCAA. Compensation may be paid to a student-athlete (1) only for work done and (2) at a rate commensurate with the going rate in that locality for similar services.

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

1. Institutional facilities are not used;
2. Playing lessons shall not be permitted;
3. The student-athlete notifies the Compliance Services Office prior to the lesson;
4. The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity; and
5. The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.
Financial Aid
Please contact the Associate Athletics Director/SWA with all requests for financial aid reads for prospects and/or matters related to athletic preferential awards.

Please review the attached sample Bucknell University financial aid commitment letter for all policies and procedures related to the awarding of athletic preferential aid.

Non-renewal, reduction or cancellation of financial aid
In addition to the policies outlined in the financial aid commitment letter, you must also complete a Student-Athlete Change of Status form each time a student-athlete is added or removed from you roster. This form includes a provision whereby you may recommend that a student-athlete’s preferential athletics aid award be cancelled.

The head coach may place the student-athlete on a “change of status form” to the Compliances Services Office indicating that the student-athlete’s preferential/merit increment be removed from his/her award. The Compliance Services Office will then provide this information to the Associate Director of Athletics/SWA to review. Once the request is reviewed and approved, the financial aid office is notified of the change in financial status. The Office of Financial Aid will then inform the student-athlete, in writing, of the head coach’s recommendation, as well as inform the student-athlete of the opportunity to appeal the decision of the reduction, cancellation or non-renewal of the preferential/merit grant to the non-athletically employed members of the University’s Compliance Committee.

NCAA Special Assistance Fund
In order to qualify for the NCAA Special Assistance Fund; a student-athlete must currently receive a PELL grant. The Compliance Services Office will notify eligible student-athletes each semester of the availability of such funding. At which time, the eligible student-athletes may pick up a Special Assistance Fund Application in the Compliance Services Office to begin the reimbursement process.

Academic Year Employment
Should a student-athlete wish to work during the academic year, he/she must receive prior approval from the Compliance Services Office by completing the “Student-Athlete Employment Form”.

Fee-for-Lesson
It is permissible for a student-athlete to provide skill lessons to an individual during the academic year. The student-athlete must receive prior approval from the Compliance Services Office as well as report any financial earning after the fee-for-lesson. Please have your student-athletes contact the Compliance Services Office for more information.
Length of Season

Determining Your Start & End Dates- 132 Day Option

Baseball
Field Hockey
M & W Lacrosse
M & W Soccer
Softball
Volleyball
M & W Water Polo

Key NCAA Rules to Remember:
1. A week is defined as Sunday through Saturday.
2. You may start and end your practice and playing season in the middle of a week without losing
days since you are not counting weeks.
3. You must count six practice days in each week regardless of how many days you practice.
   For example, if during the academic year you choose to practice or compete on only 4
days within your designated week, you still count 6 days for that week when
determining your 132 days.
   
   Exception: Any days during an official vacation period or exam week during which no
   athletically-related activities occur are exempt from counting in your 132 days.
   Therefore, if during exam week, you practice only 3 days, you only need to count 3
days, rather than 6 towards your 132 inasmuch as the other days are exempt.
4. You must always have one day off per week from countable practice activities.

   Exception: During official vacation periods you are not required to have a day off.
   However, if the official vacation occurs during a regular week (i.e. the days prior to
   Thanksgiving weekend), a day off must still be provided.
5. You are permitted one break between segments (Bylaw 17.1.2) during which no athletically
   related activities occur without counting these days in your 132 limit. This break may occur
   at your discretion. Therefore, while institutions traditionally think of this break as
   occurring during the Christmas holiday break, the NCAA permits you to designate a
different period during the academic year (during which no countable athletically related
activities are occurring) during which you may exempt unused days. The days (during
which no athletically related activities take place) occurring over the official vacation
period are still exempt.
Determining Your Start & End Dates- 144 Day Option

M & W Cross Country
M & W Golf
M & W Swimming
M & W Tennis
M & W Track

Key NCAA Rules to Remember:

1. A week is defined as Sunday through Saturday.

2. You may start and end your practice and playing season in the middle of a week without losing days since you are not counting weeks.

3. You must count six practice days in each week regardless of how many days you practice. For example, if during the academic year you choose to practice or compete on only 4 days within your designated week, you still count 6 days for that week when determining your 132 days.

   Exception: Any days during an official vacation period or exam week during which no athletically-related activities occur are exempt from counting in your 132 days. Therefore, if during exam week, you practice only 3 days, you only need to count 3 days, rather than 6 towards your 132 inasmuch as the other days are exempt.

4. You must always have one day off per week from countable practice activities.

   Exception: During official vacation periods you are not required to have a day off. However, if the official vacation occurs during a regular week (i.e. the days prior to Thanksgiving weekend), a day off must still be provided.

5. You are permitted one break between segments (Bylaw 17.1.2) during which no athletically related activities occur without counting these days in your 132 limit. This break may occur at your discretion. Therefore, while institutions traditionally think of this break as occurring during the Christmas holiday break, the NCAA permits you to designate a different period during the academic year (during which no countable athletically related activities are occurring) during which you may exempt unused days. The days (during which no athletically related activities take place) occurring over the official vacation period are still exempt.

Determining Your Start & End Dates- 156 Day Option

Women’s Rowing

Key NCAA Rules to Remember:

1. A week is defined as Sunday through Saturday.
2. You may start and end your practice and playing season in the middle of a week without losing days since you are not counting weeks.

3. You must count six practice days in each week regardless of how many days you practice. For example, if during the academic year you choose to practice or compete on only 4 days within your designated week, you still count 6 days for that week when determining your 132 days.

   **Exception:** Any days during an official vacation period or exam week during which no athletically-related activities occur are exempt from counting in your 132 days. Therefore, if during exam week, you practice only 3 days, you only need to count 3 days, rather than 6 towards your 132 inasmuch as the other days are exempt.

4. You must always have one day off per week from countable practice activities.

   **Exception:** During official vacation periods you are not required to have a day off. However, if the official vacation occurs during a regular week (i.e. the days prior to Thanksgiving weekend), a day off must still be provided.

5. You are permitted one break between segments (Bylaw 17.1.2) during which no athletically related activities occur without counting these days in your 132 limit. **This break may occur at your discretion.** Therefore, while institutions traditionally think of this break as occurring during the Christmas holiday break, the NCAA permits you to designate a different period during the academic year (during which no countable athletically related activities are occurring) during which you may exempt unused days. The days (during which no athletically related activities take place) occurring over the official vacation period are still exempt.

**Countable Athletically Related Activities (CARA)**

During your sport’s established playing and practice season, excluding Bucknell vacation periods (i.e. summer vacation), the NCAA has set a limit of 4 hours per day and a total of 20 hours per week when you are allowed to conduct required athletically-related activities which include:

- Competition (3 hours);

- Practice including “captain’s practices”;

- Weight training/conditioning;

- Meetings, chalk talks, strategy talks, game films that are required, supervised, or monitored by staff members; and

- Camps/Clinics/Physical Education and Physical Fitness classes.

You must schedule one day each week as a "day off" from all required athletically-related activities, except rehabilitation activities (excluding Bucknell vacation periods).

Outside of the playing season, you are allowed to conduct a maximum of 8 hours per week only in the following athletically-related activities:
- Required weight-training and conditioning activities held at the direction of, or supervised by, an institutional staff member.

- Individual skill-related instruction in sports other than football is permitted outside the institution's declared playing season, provided no more than four student-athletes from the same team (no limitations in men's basketball) are involved in any one activity simultaneously and the student-athletes request the instruction. In addition, not more than two hours per week (4 hours in women's basketball) may be spent on individual skill-related instruction. Furthermore, outside your playing and practice season, you must provide two days off per week.

- Physical fitness class conducted by a member of the athletic department staff.

Student-athletes are permitted to work out anytime they wish when it is neither required nor supervised by the coaching staff. Safety exceptions for supervision are made for swimming, field events, wrestling and women's rowing (when using rowing equipment). All countable athletically related activities are prohibited during tow calendar days per week.

**Participation in Any Competition**

When a student-athlete participates in any competition (including scrimmages with outside competition), whether it is for one minute or an entire contest, s/he has used a season of competition and one of 4 years of eligibility.

**Outside Competition**

In Division I, a student-athlete in any sport who participates during the academic year as a member of any outside team in any non-collegiate amateur competition becomes ineligible for intercollegiate competition in that sport for the remainder of the year and for the next academic year unless restored to eligibility prior to that time.

**Exception:**

A student-athlete may compete outside of the institution's declared playing and practice season as a member of an outside team in any non-collegiate, amateur competition during any official vacation period published in the institution's catalog. The number of student-athletes from any one institution shall not exceed the applicable limits. All competition must be pre-approved by the Compliance Services Office.

**May 1 Exception**

A student-athlete in the sports of soccer, field hockey and women's volleyball may compete outside of an institution's declared playing and practice season as a member of an outside team in any non-collegiate amateur competition, provided:

- Such participation occurs no earlier than May 1;
- The number of student-athletes from any one institution does not exceed 5 for soccer and field hockey, 2 for women's volleyball;
- The competition is approved by the institution's director of athletics;
- No class time is missed for practice activities or for competition; and
- In women's volleyball, all practice and competition is confined to doubles tournaments in outdoor volleyball, either on sand or grass.

The student-athlete must receive written permission from the Compliance Services Office prior to May 1 in order to participate on an outside team.
Competition as Individual/Not Representing Institution
It is permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete’s sport, as long as the student-athlete represents only himself or herself in the competition and does not engage in such competition as a member of or receive expenses from an outside team (i.e., golf, tennis, and cross country only). The Compliance Services Office must grant permission prior to a student-athlete's involvement.

Practice with a Professional Team
An individual may participate in practice sessions conducted by a professional team, provided participation meets NCAA legislation and the individual does not:

- Receive any compensation for participation in the practice sessions;
- Enter into any contract or agreement with a professional team or sports organization; or
- Take part in any outside competition (games or scrimmages) as a representative of a professional team.

Student-Athletes Studying Abroad
A student-athlete is permitted to participate in his/her sport while studying abroad provided he/she receives written permission from the Compliance Services Office prior to participation. While participating in an abroad program, please keep in mind the following:

- A student-athlete is permitted to practice on a team that is affiliated with the international institution in which he/she is attending.
- A student-athlete is not permitted to compete on a team that is affiliated with the international institution in which he/she is attending, unless the May 1 exception is applicable.
- A student-athlete is permitted to practice with a non professional team.
- A student-athlete is not permitted to compete with a non professional outside team, unless the May 1st exception is applicable.
- A student-athlete is permitted to pay to practice with a non professional outside team.
- A student-athlete is not permitted to pay to compete with a non professional outside team, unless the May 1st exception is applicable.

Summer Leagues
In the sport of basketball, a student-athlete may compete during the period between June 15th and August 31st on a team in a league approved by the NCAA, provided the student-athlete receives prior written permission from the Compliance Services Office for participation in the league.

For all other sports, a student-athlete may compete outside of the institution’s declared playing and practice season as a member of an outside team in any noncollegiate, amateur competition during any official vacation period published in the institution’s catalog. Important to note is that in most sports, the NCAA restricts the number of student-athletes from any one institution on any one
team. For more information on your sport limitations, please contact the Compliance Services Office.

**Foreign Tour**

A team may participate in a foreign tour once every four years, provided the conditions specified in NCAA Bylaw 30.7 are met.

Please contact the Compliance Services Office to complete the necessary paperwork to participate in a foreign tour.

**Tryouts**

A student-athlete shall not try out with a professional athletics team in a sport or permit a professional athletics team to conduct medical examinations during any part of the academic year (i.e. from the beginning of the fall term through completion of the spring term, including any intervening vacation period) while enrolled in a collegiate institution as a regular student in at least a minimum full-time academic load, unless the student-athlete has exhausted eligibility in that sport. The student-athlete may try out with a professional organization in a sport during the summer or during the academic year while not a full-time student, provided the student-athlete does not receive any form of expenses or other compensation from that professional organization.

**Please note that practice without competition with a professional team is considered a tryout. Therefore, this may not occur until the summer.**
Declaration of Playing Season Form
Each head coach must submit a Declaration of Playing Season Form to the Compliance Services Office no later than July 1st for the upcoming academic year. If your team will be returning to campus prior to the start of classes, please consult the Compliance Services Office the preceding spring in order to verify your first permissible practice date. Head coaches are responsible for submitting a new form in the event any change is made to the start/end dates for your season or your competition schedule.

Countable Athletically Related Activity (CARA)
CARA forms must be submitted to the Compliance Services Office on a bi-weekly basis throughout the academic year as indicated on the compliance calendar. The submitted forms should reflect your team’s previous two weeks of practice and competition, including weight training and conditioning activities, team practice, individual skill instruction and competitions.

In order to ensure that the Sports Medicine Office can provide coverage for your practice or competition, it is the responsibility of the head coach to inform the Sports Medicine Department of the practice and game schedule in advance.

Individual Skill Instruction
In addition to the CARA forms, coaches must submit an individual skill instruction form. This form indicates the date, time, location and names of student-athletes who participated in any individual skill instruction during the two weeks prior. Please attach this form to the CARA form.

Participation Rosters
At the beginning of every academic year, the Compliance Services Office will provide the Head Coach with a participation roster which will list all eligible student-athletes as well as all dates of competition. Coaches are required to document which team members competed in each competition and submit the completed list at the conclusion of their season. For teams with two seasons (championship and non-championship) a separate list will be created each season.

Outside Participation
In the sports of soccer, volleyball, and field hockey, if a student-athlete plans to participate in outside competition after May 1st but before the conclusion of the academic year, he or she must first submit an “Outside Competition Request Form” to the Compliance Services Office for prior approval.

Outside Participation While Abroad
If a student-athlete plans to participate in outside competition while studying abroad, he or she must first submit an “Participation While Abroad Request Form” to the Compliance Services Office for prior approval.

Summer Leagues
In the sports of men’s and women’s basketball, student-athletes must receive written permission from the Compliance Services Office in order to participate in certified summer leagues. Further, the student-athlete must submit a “Summer Basketball Request Form” for approval prior to their participation in the league.
Important to note is that in most sports, the NCAA restricts the number of student-athletes from any one institution on any one team. For more information on your sport limitations, please contact the Compliance Services Office.

**Foreign Tour**
A head coach must receive written permission from the Compliance Services Office in order to participate in a foreign tour. Further, the head coach must submit a “Foreign Tour Travel Form” and complete the appropriate paperwork for approval prior to the participation in the foreign tour.
CAMPS AND CLINICS

Enrolled Student-Athletes & Summer Camps

- Currently enrolled student-athletes may not participate as campers in any Bucknell camps or clinics.
- Student-athletes who only lecture or demonstrate at a camp may not receive compensation for his or her appearance at the camp.
- Student-athletes' compensation must be comparable to the going rate for all the camp counselors of similar ability and experience.
- All earnings from summer camp must be at a rate of pay that is comparable with the going rate, in that locale, for the type of work performed.
- Transportation to and/or from a camp may not be provided unless it is provided to all employees.
- In sports other than football, student-athletes may be employed as counselors in camps and there is no limit on the number of student-athletes in a sport who may be employed in an institutional or non-institutional (privately owned) camp and provided:
  - The student-athlete(s) shall not participate in organized practice activities other than during the institution's playing season in that sport, and
  - Prior written approval of the student-athlete’s employment arrangement is received from the Director of Athletics.
- In the sport of football, a member of the Bucknell’s squad may be employed in a football camp other than the Bucknell camp, provided not more than one football student-athlete from the same Division I institution is employed.
- Student-athletes may not receive any benefits or privileges that are not provided to all employees (e.g., meals, cars, entertainment at home, vacations, etc.).

Prospective Student-Athletes & Summer Camps

- Prospective student-athletes remain “prospects” until the first day of classes.
- Prospects may not be employed in any way at a Bucknell summer camp.
- Prospects may participate as campers at Bucknell summer camps.
  Exception: In the sport of football, a senior prospect shall not be permitted to enroll, participate or be employed at any such sports camp or clinic.
- Bucknell student-athletes, Bucknell coaching staff and/or representatives of athletics interests may not provide any material assistance (e.g., a place to stay, rides meals, etc.) to any prospective student-athletes.
Bucknell Coaches & Summer Camps

- **Privately Owned Camp.** Athletic Department personnel may not speak or serve in any capacity (either paid or voluntary) at a privately owned camp, clinic or coaching school unless that camp is run in accordance with the NCAA regulations that are applicable to institutional camps. Therefore, it would not be permissible to be a guest lecturer at a private camp that, for example, employs a prospect, is not open to all prospects limited only by age and number, etc. Football and basketball coaches may only be employed at such camps during the months of June, July and August.

- **Institutional Camp.** Athletics staff members may lecture or otherwise participate in institutional sports camps or clinics. This is a camp or clinic that is owned or operated by an NCAA institution or an employee of an NCAA institution’s athletics department.

- **Recruiting or Scouting Service Camp.** Athletics staff members may not be employed or volunteer in any capacity by a camp established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospects.

- Interaction during sports camps and clinics between prospects and coaches employed by the camp are not subject to NCAA recruiting calendar restrictions. However, other coaches wishing to attend the camp as observers must comply with appropriate recruiting contact and evaluation periods.

- NCAA rules prohibit collegiate coaches from extending offers of financial aid to prospects or engaging in other recruiting activities during a sports camp or clinic.

- In the sports of football and basketball, prospects attending a private camp, clinic or event on Bucknell’s campus may not make an unofficial visit on any calendar day the camp is in session, even after camp activities have concluded or before they have started.

- Camps and clinics may not be conducted during a dead period.

- Bucknell football or basketball camps or clinics may be conducted only during the months of June, July and August unless the camp/clinic qualifies as a developmental clinic (see Bylaw 13.12.3.1).

- Bucknell may employ high school, preparatory-school or two-year college coaches at its camps or clinics provided their compensation is commensurate with the going rate for camp counselors of like teaching ability and camp experience, and the coach is not paid on the basis of the value the coach may have for Bucknell because of their reputation or contact with prospects.

- High school, preparatory school or two-year college coaches may not be compensated or reimbursed based on the number of campers the coach sends to a Bucknell sports camp or clinic.

- Basketball coaches may attend only institutional basketball camps and non-institutional organized events (e.g., camps, leagues, tournaments, and festivals) that are certified per Bylaw 30.16. Note these events must be certified annually. Therefore, an event certified for a previous year is not necessarily certified for the current year.

**Fund-Raising Activities Involving the Athletics Ability of Student-Athletes**

Institutional, charitable or educational promotions or fund-raising activities that involve the use of athletics ability by student-athletes to obtain funds (e.g., "swim-a-thons") are permitted only if:

(a) All monies derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency; *(Revised: 5/11/05)*

(b) The student-athletes receive no compensation or prizes for their participation; and

(c) The provisions of Bylaw 12.5.1 are satisfied.
Camp Documentation

Pre-Camp Documentation
Head coaches must submit a Camps and Clinics Compliance Packet to the Compliance Services Office prior to the start of camp. The Compliance Services Office will review the packet and return it to you prior to the start of your camp.

Post-Camp Documentation
At the conclusion of the camp, you must complete the financial report included in the Camps and Clinics Compliance Packet and resubmit the forms to the Compliance Services Office. The Compliance Services Office will then review the information and sign-off on the packet certifying that the camp/clinic was conducted in accordance with NCAA rules.

Fund raisers/Community Service

Documentation must also be completed for fundraisers and community service projects held during the academic year. Head coaches must submit a Fundraising form to the Compliance Services Office prior to the event. The Compliance Services Office will review the form and return it to you prior to the start of your event. Please contact the Compliance Services Office and/or Sports Marketing for the necessary paperwork.
Under the conditions of Bylaw 10 (Ethical Conduct), institutional staff members and student-athletes are required to furnish information relevant to the investigation of an NCAA violation. The Compliance Services Office, if in possession of such information, is required to follow appropriate investigation and/or self-reporting procedures. If an institutional staff member or student-athlete fails to provide information relevant to the investigation of a University, Patriot League Conference, or NCAA violation, they will be subject to disciplinary action from the University, the NCAA, or both.

Secondary Violations (NCAA Bylaw 19.02.2.1)
A secondary violation is one that provided only a limited recruiting or competitive advantage and is isolated or inadvertent in nature. Repeated secondary violations by a member institution also may be identified by the vice president for enforcement and student-athlete reinstatement as a major violation. If the Committee on Infractions determines that repeated secondary violations have occurred and that the institution is not taking appropriate action to prevent such violations, a penalty appropriate for a major violation may be imposed.

There are two categories of secondary violations: Level I and Level II

**Level I secondary violations** are reported to and processed by the NCAA as they occur and are discovered. In addition, Level I violations may affect the eligibility of the involved prospective or enrolled student-athletes, so reinstatement of eligibility should be sought if appropriate.

**Level II secondary violations** are processed by the institutions and the Patriot League Office. On an annual basis, the League Office will submit a violations report listing all Level II secondary violations that occurred during the year and the penalties imposed. Although the staff will review the annual reports, no formal processing of these reports will occur. In addition, Level II violations will not require institutions to seek reinstatement of eligibility for any involved student-athletes.

Major Violations (NCAA Bylaw 19.02.2.2)
All violations other than secondary violations are major violations, specifically including those that provide an extensive recruiting or competitive advantage.

Coaches Responsibility
If a coach or staff member identifies a potential violation, it is the responsibility of that individual to report it immediately to the Compliance Services Office.
Identifying a Violation

If a staff member identifies a potential violation, it is the responsibility of that individual to report it immediately to the Compliance Services Office. Failure to do so will be a violation of the employee's work agreement and could be cause for dismissal.

Upon gathering the necessary information/documentation for either the secondary or major violation, the Compliance Services Office shall prepare and submit a self-report to the appropriate office (NCAA and/or Patriot League). While corrective measures may be taken by the Compliance Services Office, the NCAA and Patriot League Offices may apply further penalties at their discretion.
WAIVERS AND APPEALS

NCAA Waivers

Initial Eligibility Waiver
Students who do not meet the standards of the NCAA Clearinghouse may apply for an Initial Eligibility Waiver. Please see the Compliance Services Office for more information.

Normal Academic Progress Waiver
Students who complete the first baccalaureate in less than eight semesters of full-time study may apply for exception to this rule if they continue full-time enrollment in a second baccalaureate or graduate degree program at the certifying institution. Normal Academic Progress waivers must be approved in writing by the institution's President/Superintendent and reported to the Policy Committee to monitor compliance with the spirit of the rule.

Patriot League Waivers

Standard Eligibility Waivers
An additional semester(s) of eligibility may be granted for the following reasons provided that the student-athlete presents sound academic rationale for continuing in their academic program:

Years of Eligibility due to a Hardship Waiver
An extension of eligibility may be granted by a member institution at its discretion to a student who misses a season of competition as a result of serious injury, illness, or other cause beyond the student's control. These waivers must be approved in writing by the institution's President/Superintendent, reviewed by the Executive Director to assure that all NCAA requirements are met, and reported to the Policy Committee to monitor compliance with the spirit of the rule.

Years of Eligibility due to a Transfer Waiver
Transfer students whose academic programs require a ninth semester/fifth year from the date of their first college matriculation toward a baccalaureate degree will normally be eligible for athletic competition in the ninth semester/fifth year (assuming the student has met all other NCAA Division I criteria including the one year waiting period). These waivers must be approved in writing by the institution's President/Superintendent and reported to the Policy Committee to monitor compliance with the spirit of the rule.

Non Standard Eligibility Waivers
Post Baccalaureate Eligibility due to Hardship
The Patriot League is committed to its founding principle of providing intercollegiate athletics competitive opportunities for undergraduate students. However, under special circumstances, the Policy Committee may grant a waiver enabling a student to compete as a graduate student in their first year after earning the first baccalaureate degree. In order to apply for such a waiver, a student must:

- Have eligibility remaining due to reasons of hardship;
- Choose to pursue a graduate degree at the League institution from which he/she graduated;
• Present sound academic rationale or documentation related to enrollment in a post baccalaureate degree program; and

• Attain the written approval of the institution's President/Superintendent supporting the additional year of eligibility.

Such waiver requests will be reviewed on a case-by-case basis by the Policy Committee, subject to approval by the Council of Presidents.

Other Eligibility Waivers
Interpretation of, or exceptions to, the rules on eligibility other than those expressly stated above (e.g. special academic program, study abroad) will be considered on a case-by-case basis by the Policy Committee, subject to approval by the Council of Presidents.

Appeals

Financial Aid Appeals
In accordance with NCAA, Patriot League and institutional regulations, a student-athlete may appeal the non-renewal, reduction or cancellation of financial aid by requesting a hearing before members of the Bucknell Compliance Committee.

Transfer Request Appeals
Should Bucknell deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring, it will be the responsibility of the Compliance Services Office to notify that student-athlete, in writing, of such denial and the process in which to appeal the decision.
WAIVERS/APPEALS
POLICIES AND PROCEDURES

Waivers

When a potential waiver case presents itself and the eligibility of a student-athlete is in jeopardy, the head coach and/or the affected student-athlete should arrange an appointment with the Compliance Services Office. Details regarding the student-athlete’s case will be discussed and documented. If the Compliance Services Office feels that the case has merit, materials will be gathered (e.g., contemporaneous medical documentation, statements from student-athletes, advisors, etc.) with help from the head coach and/or student-athlete.

Waivers are processed on a by-semester basis (October 20, 2005 and April 20, 2006). Waivers required for the fall semester are processed during the previous summer and spring waivers are processed during the previous fall semester. All waivers requesting additional semesters of competition (i.e., post baccalaureate/hardship waivers/transfer waivers) are not processed until the last year of remaining eligibility.

Once the documentation is collected, the Compliance Services Office will prepare the case and submit it to the proper decision maker. Waivers must be co-signed by the CEO, Athletics Director and/or Faculty Athletics Representative (FAR).

Please note that Patriot League eligibility rules may be more stringent than NCAA rules and regulations.

Appeals

Financial Aid Appeal
If a student-athlete wishes to appeal this decision, he/she is required to submit a written request within 15 days of the issuance of this letter. The written request must include the following:

- Student-athlete name, identification number, year in school and sport.
- List the amount of preferential athletic grant/athletic merit grant during the previous academic year.
- Reason(s) to appeal the Department of Athletics and Recreation’s recommendation.
- Copies of any relevant documents for the Bucknell Compliance Committee review.

Once the written request has been received in the Financial Aid Office, a hearing will be scheduled on the student-athlete’s behalf and he/she will be notified of the date and time. The Director of Athletics & Recreation and/or coach will also be notified of the decision to appeal and will be offered the opportunity to appear before the committee as well. The appeals committee is comprised of members of the University community. Per NCAA rules, no committee member is employed in the Department of Athletics and Recreation.

Both the student-athlete and the Department of Athletics and Recreation will have a separate opportunity to present respective opinions regarding the cancellation of preferential athletic
grant/athletic merit grant. Within 10 business days, the Bucknell Compliance Committee will issue their decision in writing and inform the student-athlete and the Department of Athletics and Recreation. The appeals committee’s decision is final.

Transfer Appeal
If a student-athlete wishes to appeal a denied transfer request, he/she is required to submit a written request within 15 days of the issuance of the letter. The written request must include the following:

- Student-athlete name, identification number, year in school and sport;
- Reason(s) to appeal the Department of Athletics and Recreation’s recommendation; and
- Copies of any relevant documents for the Bucknell Compliance Committee review.

Once a written request has been received by the Faculty Athletics Representative, a hearing will be scheduled on the student-athlete’s behalf and he/she will be notified of the date and time. The Director of Athletics & Recreation and/or coach will also be notified of the decision to appeal and will be offered the opportunity to appear before the committee as well. The appeals committee is comprised of members of the University community. Per NCAA rules, no committee member is employed in the Department of Athletics and Recreation.

Both the student-athlete and the Department of Athletics and Recreation will have a separate opportunity to present respective opinions regarding the denial of the transfer request. Within 10 business days, the Bucknell Compliance Committee will issue their decision in writing and inform the student-athlete and the Department of Athletics and Recreation. The appeals committee’s decision is final.
Extra Benefits

The NCAA defines an extra benefit as any special arrangement by an institutional employee or a representative of the institution's athletics interest (“booster”) to provide a student-athlete (or a student-athlete's relative or friend) a benefit that is not generally available to other Bucknell students and their relatives and/or friends or, is not expressly authorized by NCAA legislation. Therefore, please be aware of the following:

1. A student-athlete cannot accept anything from an employee of Bucknell or an athletics booster (e.g., use of a car, haircut, clothing, gifts, money, tickets for any kind of entertainment, payment of long distance telephone calls).

2. A student-athlete cannot accept free or reduced cost room and/or board from any Bucknell employee or booster of Bucknell’s athletic programs. This includes in Lewisburg, in your home city or any other location. This would preclude you from “house sitting” without paying rental costs at a comparable rate for similar housing in that locale.

3. A student-athlete may not accept free or reduced cost storage room for personal belongings for the summer months from any Bucknell employee or booster of Bucknell’s athletic programs.

4. A student-athlete cannot accept free or reduced merchandise or services from any merchant unless that free or reduced cost item is also available to the general public.

5. A student-athlete cannot eat at a restaurant as the guest of an athletics booster or an employee of Bucknell.

6. On infrequent, special occasions (e.g., a birthday, Thanksgiving, etc.), a student-athlete may accept an invitation to the home of an employee of Bucknell or an athletics booster for a meal.

7. A student-athlete cannot use an Athletics Department copy machine, fax machine or make long distance phone calls using departmental equipment or the long distance access code of an employee of Bucknell.

8. Members of the Athletics Department staff are not permitted to type reports, papers, letters, etc., for a student-athlete.

9. A student-athlete cannot receive a special discount, payment arrangement or credit on a purchase (e.g., airline ticket, clothing), or service (e.g., laundry, dry cleaning) from an employee of Bucknell or an athletics booster.

10. A Bucknell employee or a booster cannot provide a student-athlete with a loan of money, a guarantee of bond, the use of an automobile or the signing or co-signing of a note to arrange a loan.
11. A student-athlete may not accept frequent traveler miles for trips that are financed by the Athletics Department.

12. A Bucknell employee may provide a student-athlete only reasonable and occasional local (i.e., within a 30-mile radius of the Bucknell campus) transportation. However, a Bucknell employee may not utilize a University vehicle for purposes of assisting a student-athlete’s move from one residence to another.

During enrollment at Bucknell, a student-athlete may befriend individuals or families in the community who might wish to provide him/her with a more “home-like” atmosphere. Please be aware that becoming “friends” with a representative ("athletics booster") and/or an employee of Bucknell does not change their status as far as NCAA regulations are concerned.

A representative and/or employee of Bucknell may not provide any extra benefit(s) to a student-athlete (or their family or friends). The acceptance by a student-athlete of any extra benefit is a violation of NCAA regulations and places his/her eligibility for intercollegiate competition in immediate jeopardy. The University is responsible for insuring that all student-athletes and representatives of the University's athletics interests abide by NCAA rules and regulations. Any inappropriate, even inadvertent, activity on the student-athlete’s part could result in:

⇒ The student-athlete or a teammate being declared ineligible to participate for Bucknell.
⇒ The eligibility of a prospective student-athlete(s) being jeopardized.
⇒ Violations of NCAA regulations and sanctions placed on the University and the athletics programs.

Promotional Issues

NCAA rules permit the Department of Athletics to assist in fundraising activities for institutional, charitable, and/or educational causes. In addition, on occasion the Department of Athletics has provided assistance to individuals for retirement and birthday gifts. Such assistance has typically taken the form of autographed balls, jerseys or media guides. However, please be aware that the NCAA prohibits member institutions from involvement in fundraising activities that may include high school, preparatory school, or junior college age students consistent with NCAA Bylaw 13.15.1.2. Also, the NCAA prohibits member institutions from providing any material items (e.g., autographed balls or jerseys) directly to high school, preparatory school, or junior college age students. In addition, high schools and organizations involving prospects are prohibited from purchasing memorabilia from Bucknell University for the purpose of auctioning it off to raise funds for their school or organization. For purposes of further defining the age requirements, the NCAA has indicated that a student is considered a prospect once they enter high school and/or turn 14 years of age.

Various offices within the Department of Athletics regularly receive and review requests for assistance in fundraising activities. It is the policy of the Compliance Services Office to respond to requests by determining only the permissibility (consistent with NCAA regulations) of any such request, not the availability of the requested items. Each response is forwarded to the individual or agency making the request as well as the involved program or departmental unit (e.g., equipment room or athletics communication) for determination of the availability of the requested items.

Bucknell University Promotional Activities Involving Student-Athletes

Bucknell University student-athletes are sometimes asked to participate in promotional activities (e.g., speaking engagements). However, student-athlete involvement in promotional activities are
also subject to specific NCAA rules and are limited to institutional, charitable and/or educational activities. It is the policy of the Compliance Services Office to respond to each request by determining only the permissibility (consistent with NCAA regulations) of a student-athlete(s) involvement in any such activity, not the availability of a student-athlete(s) for the activity. The determination of the availability of the student-athlete(s) rests solely with the involved student-athlete(s) and sports program. The student-athlete and promoting entity must sign a compliance form prior to the event. Then, and only then, will the student-athlete be allowed to participate in the promotional activity.

◆ Regardless of whether compensation is received, a student-athlete cannot allow his/her name, picture or personal appearance for advertisements or promote any commercial products, services, jobs or employers.

◆ A student-athlete cannot allow a commercial business to use his/her name or picture in a “name-the-player” contest.

◆ Schools and charitable organizations often request assistance from student-athletes in educational and/or fundraising activities. NCAA rules require that permission to participate in such activities must be obtained in advance from the Director of Athletics.

◆ Any approved charitable appearance must occur without a student-athlete missing any classes.

◆ Any questions about permissible activities should be directed to the Compliance Services Office in advance of the activity, so as not to jeopardize a student-athlete’s eligibility.

**Student-Athlete Speaking Engagements**
A student-athlete may be invited by a high school coach or a program planner for a local organization to speak to a group. The student-athlete may do so, talking about his/her experiences as a student-athlete (if appropriate). However, please be aware of the following:

◆ The student-athlete may NOT make a recruiting “pitch” for Bucknell University.

◆ The student-athlete may NOT talk one-on-one with any student who is in grades 9-12, other than casual civil conversation not involving recruitment.

◆ The student-athlete may NOT comment publicly about any prospective student-athlete that Bucknell University is recruiting.

**Complimentary Ticket Policy**
If the sport in which the student-athlete participates charges admission for home contests, in most instances, s/he will be provided a maximum of four complimentary admissions for each home contest.

- All admissions are by a gate list and require proper identification and a signature to be honored.
The sale or exchange of your complimentary admissions (by you or your designated recipient) for any item of value is a violation of NCAA regulations and places your eligibility for intercollegiate athletics in jeopardy.

Representatives of Athletics Interests (Boosters)

A representative of the institution’s athletics interests (i.e., Booster) is an individual, independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization who has been involved in any of the following:

- Is or has been a member of the Bison Club;
- Is or has been an employee of Bucknell University;
- Has ever purchased season tickets for any of Bucknell’s athletics programs;
- Is the spouse of a Bucknell University Athletics Department employee;
- Has ever made a donation to the Bucknell University athletics program;
- Has ever assisted in providing any benefit to enrolled student-athletes or their families; or
- Has ever been involved in any way with the Bucknell University athletics program that would trigger inclusion as a “representative of athletics interest.”

Furthermore, once an individual, independent agency, corporate entity or other organization is identified as such a representative, the person, independent agency, corporate entity or other organization retains that identity indefinitely.

Laptop Program

The Department of Athletics & Recreation owns several laptop computers that are available to student-athletes for academic purposes. The computers may be checked in and out of the Compliance Services Office. Computers are available on a first-come, first-serve basis with priority given to those teams that are in the championship segment of their season. In order to request a computer, student-athletes must contact the Compliance Services Office via email or telephone.
FORMS
Forms are located in our mailroom.

STUDENT-ATHLETE HANDBOOK
Visit our homepage to download a free copy.

FALL COMPLIANCE CALENDAR FOR ALL SPORTS
Please refer to your handout disseminated at the 2005 Annual Fall Staff Meeting.