**THE PARLIAMENT POST**

The Official Newsletter of the Florida Atlantic Athletics Compliance Office

August 2015 - Issue: 5

### Recruiting Calendars: September 2015

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### Recruiting Periods

- **Contact Period** - Authorized staff members may make in-person, off-campus recruiting contacts and evaluations.
- **Evaluation Period** - Authorized athletics department staff may be involved in off-campus activities like assessing academic qualifications and playing abilities. In-person, off-campus contacts with prospective student-athletes are not permitted.
- **Recruiting Period (MBB Only)** - Evaluations are allowed just like during contact periods. However, evaluations of live athletic activities are limited to regularly scheduled high school, prep school, or JUCO contests and practices and regular scholastic activities where the PSA is enrolled.
- **Quiet Period** - It is only permissible to make in-person recruiting contact on campus. No in-person, off-campus recruiting contacts or evaluations may be made during the quiet period.
- **Dead Period** - It is not permissible to make in-person recruiting contacts or evaluations on or off campus or to allow official or unofficial visits to campus.

### Important Updates

- **Anti-Hazing, Outside Income Report, Coaches Sportsmanship, & Student-Athlete Sportsmanship:**
  If you have not already, please submit all the above paperwork by August 31st.

- **Student-Athlete Residency Information:**
  In state students were admitted as with an out of state status must complete the residency change form ASAP. They will be billed as an out of state student if this is not completed. Check the admissions list for confirmation.

- **Eligibility Center Certification Pre-Reads:**
  Prospects’ six semester transcripts must be submitted by September 18th in order for a pre-read to be completed by October. Please turn in transcripts for any late prospects ASAP for evaluation. Pre-reads are now done on JumpForward.

- **BEACH VOLLEYBALL HAS RECEIVED OFFICIAL NCAA SPORT STATUS!**

### Coach’s Exam: Perfect Scores

- Michael Curry-MBB
- Richard Henderson-WBB
- Kellie Lewis-Jay-WBB
- John McCormack-MBA
- Steve Grotowski-WBV
- Bart Miller-FB
- Alex Smolka-T&F/CC
- Wesley Sargent-MBA
- Dan Shula-FB
- Kathy Guadagnino-WGO
- Angelo Sands-MGO
### Back to Basics: Managers and Non-Coaching Personnel

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager (Bylaw 11.01.6)</th>
<th>Noncoaching Staff Members with Sport-Specific Responsibilities (Bylaw 11.7.3)</th>
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<tbody>
<tr>
<td>Participate in limited on-court or on-field activities during practice or competition on a regular basis (e.g., assist with drills, throw batting practice, signal in plays at the direction of the coaching staff).</td>
<td>Yes, may participate in limited activities during practice or competition</td>
<td>No</td>
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<td>Observe or perform administrative duties during practice or competition (e.g., track statistics, run clock).</td>
<td>Yes</td>
<td>Yes</td>
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<td>Perform administrative duties outside practice or competition (e.g., attend meetings involving coaching activities, analyze film).</td>
<td>Yes</td>
<td>Yes</td>
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<td>Sit on institution's bench or in the coaches box or stand on the sidelines during competition.</td>
<td>Yes</td>
<td>Yes</td>
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<td>Provide technical or tactical instruction to student-athletes at any time (e.g., teaching any sports-related technique, strategy, maneuver, play or scheme).</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Make or assist in making tactical decisions related to the sport during on-court or on-field practice or competition (e.g., determination related to strategy, maneuver, play, scheme or the like).</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Participate with (e.g., shag balls, pick-up games) or observe student-athletes engaged in voluntary athletically related activities.</td>
<td>Yes</td>
<td>No</td>
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</table>
Compliance Hot Topic: Interps and Ed. Columns

Donations to Groups that Involve or Benefit PSAs:
We may contribute to a non-athletically related youth program that includes PSAs and non-PSAs (YMCA, YWCA, Boys and Girls Clubs), provided the contribution is not earmarked for a particular PSA, nor a boys basketball program, and is part of the organizations regular fund-raising activities.

Promotion of a Non-Institutional Camp:
A coach may only promote a non-institutional camp or clinic by allowing the camp/clinic to use quotes and pictures of the coach or including information about the camp/clinic in general or electronic correspondence (not social media, website, nor camp brochure).

Campus Tours During Camps and Clinics:
Still must not conduct a campus tour during a camp or clinic. PSA may participate in the Universities campus tour on their own. Camp or clinic may provide a tour of the facilities utilized during the camp or clinic.

Transportation Prior to Enrollment - PSA Parents, Relatives or Legal Guardians:
May provide transportation from/to the nearest bus, train, or major airport (Fort Lauderdale for domestic; Miami for international) for an accepted PSA’s initial arrival for classes in Fall or Spring, pre-season practice, initial enrolment for summer (if receiving athletic scholarship), or orientation.

Social Media Tips:
Coach may connect (“friend”, “follow”) with a PSA’s coach or recruiting/scouting service but must not reference (“comment”, “share”, “retweet”, “like” or “favorite”) athletically related information posted by the PSA’s coach or recruiting/scouting service.

Coach may post to the page of a PSA’s coach information unrelated to athletics (Happy Birthday, Congratulations on the birth of a child, etc.). May not post athletically related information (Good luck in tonight’s game, etc.).

Coach who is also a local sports club coach, may operate the social media platforms of the local sports club but must act independently of their status as an FAU coach and may not recruit on behalf of FAU on the local sports club social media page.

The basic social media rule is that Coaches must not publicly post or communicate on social media about a PSA until that PSA has signed an NLI, Offer of Aid, or FAU has received a financial deposit from the PSA.

Compliance Poll: If you could tweet the sentence “FAU [insert team] confirms it is recruiting Jane Doe!”, would you?

Upcoming Life Skills Events

EVENTS TENTATIVE: Subject to SACAE Changes

CDC (Career Development Center) Presentation in October:
Date TBD

Courage to Care Presentation (Drug and Alcohol Awareness):
September 21 @ 7pm

The Mental Break

The mental health of our coaches is of the utmost importance to a successful athletic department but is regularly overlooked. As a compliance office, we understand that, at times, we can be a source of frustration for our coaches. This is our attempt to lighten the mood and provide relief from the daily grind.

Sports Trivia
1. How many U.S. runners have broken the 4-minute mile?
2. What city has won more titles in the “Big Four” sports than Dallas, Washington, Baltimore, Denver and Houston?

How Well do you Know Your Fellow Coaches?
3. This Coach was a 2-time member of the USA Triathlon National Team for the Maccabiah Games in Israel.
4. This Coach tied the University of Indianapolis’ school record for the most shutouts in a soccer season before becoming a member of the University of Akron’s Elite 8 team of 2005.

Answer: 1. 449 Runners 2. Surprisingly, Cleveland 3. Alex Smolka 4. Michael Crane
Florida Atlantic Athletics Compliance Office
JumpForward How To: Coaches Requesting Tickets to Own Sport

1) Login to JumpForward and hover over the “Compliance” Tab on the top menu bar.

2) On right side under “Comp Tickets” section select “Create My Guest List”.

3) If requesting tickets for new guest, select “Add New Guest” and input information.

4) After all individuals have been added, hover over the “Compliance” Tab on the top menu bar and under ‘Comp Tickets” select “Assign My Tickets to an Event”.

5) Select event and “Assign tickets”.

6) Select all the people from your guest list that you would like to have attend this particular event.

7) Once you have selected all the guest for the event, scroll to the bottom, and select “Yes” for the acknowledgement of NCAA rules and click “Submit”.
1) Login to JumpForward and hover over the “Database” Tab on the top menu bar.

2) Under the “Database” Tab select “Prospects”

3) Mark the checkboxes for all prospects you are requesting tickets to an event for.

4) Select “Actions” on the left side of the screen and scroll down to “Assign Comp Tickets.”

5) Select the sport and the event that you are requesting PSA tickets for.

6) Select Visit Type, Enter Name of Student Host (If Applicable) and Number of Tickets

7) Select “Edit Guest Info” and input information for those accompanying the PSA to the game

8) Click “Submit Request”
NCAA INITIAL ELIGIBILITY

Changes for 2016 Prospects!
Prior to the start of the seventh semester, college-bound student-athletes must complete:

- At least 10 core courses.
- **Seven** of which must be in English, Math and/or Science (lab not required).
- Exception: International students.

These courses become “locked in” and must be used in the academic evaluation.

- A repeat of one of the “locked in” courses will not be used if taken after the seventh semester begins.
DIVISION I ACADEMIC REDSHIRT
NEW STANDARD

- Required to meet 16 core courses

- Prospective student-athletes are not required to complete 10 core courses, including seven of English, math and science, prior to seventh semester.

- Minimum 2.000 to 2.299 GPA with corresponding test score.
DIVISION I ACADEMIC REDSHIRT NEW STANDARD

- Can receive athletics aid in first academic year.

- Can practice during first semester.
  - Must complete nine semester of academic credit and earn 2.0 GPA during each applicable term to maintain practice eligibility.

- Cannot travel or compete.
QUESTIONS?
PERSONNEL & CARA
B YLAW 11 & 17
Play and Practice Seasons

- All P&P seasons and schedules are approved and uploaded into JumpForward

- Notify Tyler Wright with any changes to your schedule
**Countable Athletically Related Activity**

Any required activity with an athletics purpose involving SAs at the direction of, or supervised by, one or more members of the coaching staff.

**In-Season**
- Max of 20 hours per week
- Max of 4 hours per day
- At least one day off per week
  - May use travel day as day off
- Preseason
  - Daily and weekly hours do not apply to CARA prior to the first day of classes or first scheduled contest (whichever’s 1st)
- Vacation Periods
  - Daily & weekly hour limitations don’t apply during FAU vacation periods

**Out-of-Season**
- Max of 8 hours per week
- Max of 4 hours per day
- At least two off days per week
- Individual Skill Instruction - Max 2 hrs./week
  - Sept. 15th – April 15th: Entire team may partake
  - Before Sept. 15th and after April 15th: limited to four (4) SA’s
- No CARA may take place the week before finals, the week of finals, or during the winter vacation.

**Countable**: Practice, Competition (3 hours regardless of duration), Required Strength and Conditioning, Film Sessions with Coaches, Meetings Initiated or Required by Coaches

**Non-Countable**: Compliance Meetings, Player-Initiated Practices and Meetings, Treatment/Rehab, Academic Meetings, Tutoring/Study Hall
Voluntary Activities

- In order for an activity to be voluntary, the following restrictions apply:
  - SA cannot be required to report back to a coach or athletics staff member any information related to the activity;
  - No staff member observing the activity (for safety purposes) may report back to the coach any information related to the activity;
  - Activity must be initiated and requested solely by the SA;
  - Participation cannot be required; no penalty for not participating;
  - No recognition, incentives, or rewards to those who participate;
  - Participation cannot be recorded for the purpose of reporting such information to the coaching staff members (i.e. attendance).

- Staff members may provide information to SAs related to available opportunities for participating in voluntary activities

- Voluntary Activities DO NOT count against CARA hours
CARA- Recording Hours on JumpForward

- Countable hours must be recorded for each SA in JumpForward
- Completed CARA logs must be submitted no later than the 5th of every month for the activities performed during the previous month
  - You must still submit CARA logs for vacation breaks and final examination periods (even if your team has nothing going on).
- Contact Tyler Wright if you need assistance recording CARA in JumpForward
  - See “How To: Complete CARA Logs” for instructions on Completing Monthly CARA Logs via JumpForward
  - See “How To: Add a CARA Student-Athlete Group” to make completing CARA Logs even easier
Personnel

- Limitations on Number and Duties of Coaches/Non-Coaching Staff Members
- Coaching Categories
  - Head Coach
  - Assistant Coach
  - Volunteer Coach
    - No off-campus contacts/evals or scouting opponents
  - Undergraduate Student Assistant
    - FT undergrad student that has exhausted eligibility in that sport or injured
    - No off-campus contacts/evals or scouting opponents
- Manager
  - FT undergrad or grad student
  - May not provide instruction to SAs
- Non-coaching staff members
  - Director of Operations, administrative assistant, etc.
    - Can’t provide coaching, off-campus contacts/evals, etc.
Personnel – Reminders

- If there is any change in your staff throughout the year we need an updated staff declaration form and an introduction meeting set up with FAACO.

- Having a volunteer, student manager, etc. this year?
  - Individual needs to undergo a background check and complete necessary volunteer paperwork with Domenica.
  - Individual is NOT permitted to begin working with program until they have been cleared!

- Outside consultants (ex- sports psychologist, yoga instructor, etc.) will count against coaching limitations is individual engages in:
  - Technical or tactical instruction related to the sport to a student athlete at any time.
  - Makes or assists in making tactical decisions related to sport during on-cour/on-field practice or competition.
  - Engages in any off-campus recruiting activities.
Redshirt vs. Medical Hardship

5 years of eligibility in which to use 4 seasons of competition

- Any amount of participation in competition will trigger use of a season
- May redshirt if student athlete does not play in collegiate competition in given sport for entire academic year

Criteria for a Medical Hardship (12.8.4)

- Incapacitating injury/illness that results in SA’s inability to compete for remainder of season
- Injury must occur in 1st half of season
- The SA could not have competed in 3 contests/dates of competition or 30% of team’s contests/dates of competition (whichever is greater)
- Must have medical documentation
GO OWLS!
OFFICIAL VISITS

Bylaw 13
REMINDERS

FIRST PERMISSIBLE DATE FOR OFFICIAL VISIT

- **Men’s Basketball**
  January 1\textsuperscript{st} of Junior year
- **Women’s Basketball**
  Junior year-Thursday following NCAA DI Championship
- **All Other Sports**
  1\textsuperscript{st} day of 12\textsuperscript{th} grade
- **PSAs in First Year Post HS Graduation (e.g. Transfers in their first year & delayed enrollment PSAs)**
  Begins October 15\textsuperscript{th}
REMINDERS

• Submit to the FAU Compliance Office (FAACO) a request so that the PSA can be placed on the FAU IRL with the NCAA Eligibility Center (EC).
  • i. First and Last name;
  • ii. Date of Birth;
  • iii. High School attended

• ASSISTS WITH ADMISSIONS TRACKING
  • Ensure that all the PSA information has been submitted into the JumpForward database.
  • Ensure that the PSA has registered with the NCAA Eligibility Center.
  • MAKE OV REQUEST MIN. 5 DAYS IN ADVANCE!!
REMINDEERS

• The PSA/coach must present a copy of at least a 6th semester high-school official or unofficial (including high school name) transcript(s) or have submitted to EC;

• The PSA/coach must present with a copy of all collegiate official or unofficial transcript(s) and transfer assessment.

MUST BE ATTACHED TO REQUEST, SUBMITTED PREVIOUSLY OR UPLOADED TO JUMP FORWARD w/ REQUEST!!
REMINDERS

Football, Basketball and Baseball ONLY.

The football, basketball and baseball programs have a limit on the number of official visit that can host during each academic year (August 1 thru July 31 each year).

- Football 56
  - (max 6 carry over to be used only the next year)
- Basketball 12
- Baseball 25
CHANGES

- MUST submit a preliminary itinerary includes at minimum:
  - Hotel name and address;
  - Locations to visit off-campus (verifying 30 mile radius), includes all activities;
  - Airport, include pick up and drop off, along with arrival and departure times.

- ONCE APPROVED, submit a spend authorization immediately into the Athletics Business Office (ABO) **14 days PRIOR to expense**, especially if a cash advance is needed.
DURING OFFICIAL VISIT

- Ensure that the PSA completes and signs the PSA Official Visit Declaration Form. **It is the coach’s responsibility to ensure that the PSA reads the form prior to signing it**;
- Ensure that the PSA completes the *PSA Official Visit Reimbursement for Travel Form* that includes a copy of the MapQuest mileage, or any other permissible reimbursement expenses (e.g. flight itinerary, hotel or meal in transit), if applicable; and
- Ensure that the *Post Official Visit Summary Form* is completed along with a list of all person that attended meals and entertainment.
- If there are extenuating circumstance (i.e., natural disaster, flight delays/cancellation, etc), coach must contact compliance PRIOR to extending visit over the 48 hour maximum.
POST OFFICIAL VISIT

Completed within 7 days of visit ending:

- **SUBMITTED ON ABO:**
- Expense Report (ABO Form #2);
- All receipts (see ABO directions on submission)
- PSA Official Visit Reimbursement Form, if applicable;
- Student Host Form

- **SUBMITTED ON JUMPFORWARD:**
- Student Host Form – ensure the Student Host signed the form again upon conclusion of the visit;
- Travel itinerary (if applicable);
- Copy of the final itinerary;
- PSA Official Visit Declaration Form;
- PSA Official Visit Reimbursement Form, if applicable;
- Post Official Visit Summary Form;
- And all receipts submitted to ABO.
**UNOFFICIAL VISIT**

- Coach must ensure that the PSA’s information has been entered into the JumpForward.
- If the prospect’s unofficial visit will ONLY consist of attending an FAU athletics event then **only** the complimentary ticket request submission to JumpForward.
- Complimentary tickets for football games must be requested submitted **by noon on the day** prior to the game.
- Complimentary tickets for sports other than football must be requested on JumpForward **half a business day prior** to the game.
- If PSA is staying on campus overnight, this is permissible and there is no campus charge. Please be sure to indicate arranged stay on campus on the *Unofficial Visit Form*.
- After the unofficial visit is completed, the coach/Director of Operations must complete and submit via JumpForward the unofficial visit form **within 7 days after the visit concludes.**
GO OWLS!
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<th>Peter</th>
<th>Bylaws</th>
<th>Samantha</th>
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