Mondays With Your Manual
February 12, 2018
OVERVIEW

- Transfers
  - Contacts
  - Evaluations
- Camp Payment
- Q&A
4-4 TRANSFERS
4-4 TRANSFER CONTACT

• Transfer Release/Permission to Contact
  • Required for any Division I, II, III or NAIA student. PSA does not need one if they are attending a foreign institution.
  • If permission is granted, all applicable NCAA Recruiting rules apply.
  • Institution has seven business days to provide response to request. Failure to provide request within seven days permission is granted by default.

Bylaw 13.1.1.3
4-4 TRANSFER CONTACT

- **Transfer Release/Permission to Contact**
  - If permission is not granted, the second institution cannot encourage the transfer and the PSA is ineligible for athletics aid until he/she has attended the second institution for one academic year.
  - PSA is eligible for a hearing at first institution with regard to transfer denial.
  - If PSA is withdrawn from first 4-year institution then second institution may contact them if at least one academic year has elapsed.

Bylaws 13.1.1.3.2 and 13.1.1.3.3
4-4 TRANSFER EVALUATIONS

• **General Rule**
  
  • In sports other than basketball, during the academic year, each institution is limited to seven recruiting opportunities per PSA.
    • No more than three of the seven may be contacts.
  
  • From June 1 through August 31, evaluations do not count against the annual number of recruiting opportunities.
    • Contacts count against the permissible number of total recruiting opportunities regardless of the time period.
  
  • Evaluations are sport specific – 13.1.7
2-4 & 4-2-4 TRANSFERS
2-4 TRANSFER CONTACT

- What is their academic qualifier status?
  - Have they registered with the NCAA Eligibility Center?
  - Is the PSA a qualifier?
  - A PSA who is not a qualifier as defined in Bylaw 14.02.13.1 and who is in his or her first year of full-time enrollment may not be contacted in person on or off campus for recruiting purposes
    - If the PSA has committed to the institution, it is permissible to have in person contact their first year of enrollment
  - No Official Visits for non-qualifiers or academic redshirts in their first year at the two-year institution.

Bylaws 13.1.1.2 and 13.6.2.3.1
4-2-4 TRANSFER CONTACT

• Required to follow all Bylaw 13 contact and evaluation rules pertaining to a 4-2-4 transfer.

Bylaw 13.1
CAMPS & CLINICS
TEMPORARY HIRES

• GW wage employees (DOBO), Non GW employees and GW students (e.g., SAs and athletic trainers) need to be temporarily hired for all camps/clinics.

• Wage employees must be paid **no matter what**.
  • Even if the program doesn’t have enough money

• Wage employees must fill out a manual timesheet in order to be compensated.
  • Head coach must sign the manual timesheet verifying that hours were worked.

• Timesheets must be turned into the Athletics Compliance Office during the pay-period the camp/clinic is taking place.
  • Late timesheets will require additional paperwork and an explanation to payroll as to why compensation is late.

• GW wage employees need to be mindful about their weekly hour limit.
Full-Time Salaried GW Employees are required to receive Lump Sum Payments for working camps.

- Pre-Camp Paperwork is submitted
- Camp Occurs
- Post Camp Paperwork submitted no later than 30 days after

Athletics Compliance Office Approves Camp

HR sends to Provost

FD signs and sends to Athletics HR

FM confirms budget and sends to FD

Post paperwork submitted to FM

Compensation

Payroll

Lump Sum will be added to monthly paycheck
Q & A