



Compliance Mission Statement

Marshall University is committed and obligated to the principle of institutional control in operating its athletics programs in accordance with NCAA, Conference and University rules and regulations. The charge of the compliance office is to educate, monitor, and verify NCAA rules compliance with regard to each sport and component within the Athletic Department.

The compliance office strives to be proactive with education along with having cohesive monitoring systems that are effective and user friendly. The compliance office embraces communication with student-athletes, coaches, athletic personnel, and all other entities and is always available to address questions, concerns, or interpret NCAA rules. The compliance offices are located in both the Shewey Building and the Henderson Center.

**WE ARE...
MARSHALL™**

If there are any questions or concerns that you may have please call the Marshall University Compliance Office for Athletics
(304) 696-5406



New Athletics Staff Member Compliance Guide



“Ask Before You Act”

Dear New Staff Member:

Welcome to Marshall Athletics. This manual will highlight institutional, NCAA and Conference rules and regulations that will be very important for you to know as a staff member in the athletic department. Please note that this manual is not a substitute for the NCAA Manual or the Marshall University Compliance Manual. It is a quick overview of the Marshall Compliance Program that will help you build a foundation to successfully comply with NCAA rules during your tenure as a Marshall University Athletics staff member. It is vital that you contact the Compliance Office anytime you have questions related to NCAA rules. **DO NOT** assume that something is permissible without first checking with the Compliance Office. **GO HERD!**

Thank you,



Bob Marcum
Athletic Director

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NOTES



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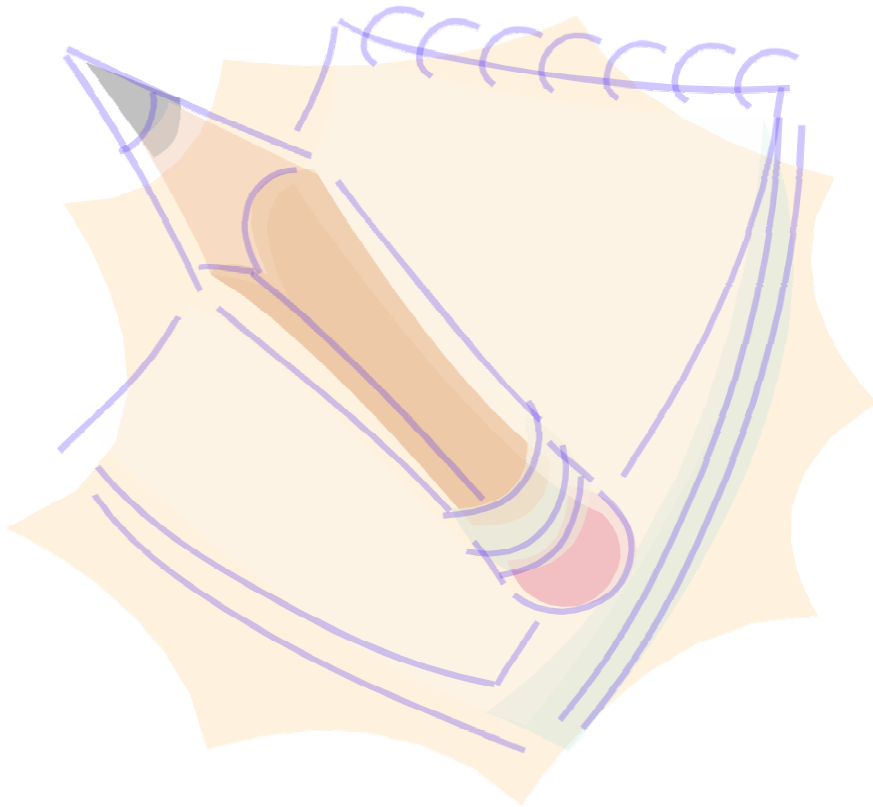


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ETHICAL CONDUCT

GAMBLING

- It is impermissible to participate in gambling activities involving sports sponsored by the NCAA, Amateur or Professional.
- It is impermissible to provide any information on a team's status (e.g., injuries, eligibility matters) to non-authorized individuals.
- It is impermissible to participate in NCAA tournament bracket contests that involve money or anything of value.



ACADEMIC HONESTY

- Student-athletes must complete their own work.
- It is impermissible to arrange for another individual to complete a student-athlete's academic work (e.g., tutor, classmate).
- All academic dishonesty cases will follow university protocol.

INVESTIGATIONS



- Staff members are expected to provide the absolute truth to all questions and provide all relevant information during an investigation by the institution, conference or the NCAA.

AGENTS

- It is impermissible for staff members to receive any benefits for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or any of their representatives (e.g., a runner).

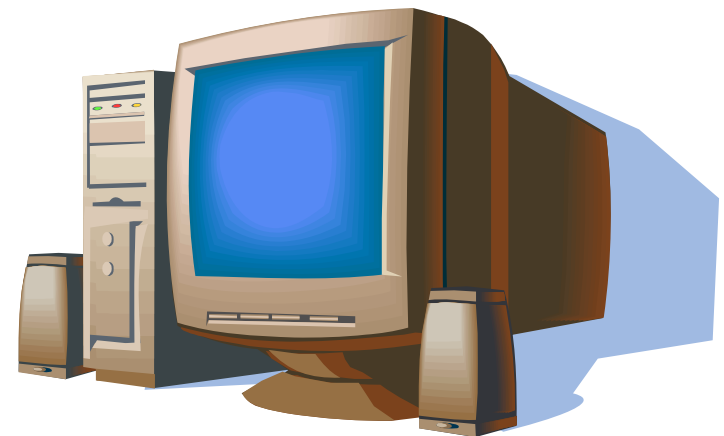


REPORTING VIOLATIONS

- Coaches and Staff are required to report violations of NCAA rules to the Compliance Office or to the Director of Athletics.
- Failure to report information will subject the individual to possible NCAA unethical conduct violations.

COMPLIANCE INFORMATION SOURCES & RULES EDUCATION

- NCAA Manual - Every coach will receive a current NCAA Manual.
- Marshall Compliance Web Site: www.herdzone.com
- The Compliance Corner - Monthly newsletter that provides important and current compliance related information.
- All coaches are **REQUIRED** to attend monthly rules education sessions with Compliance. Dates and times will be announced via email and in the Compliance Newsletter.
- Updates will be announced via email or memo.



COMPLIANCE RESOURCES & PROCEDURES

COMPLIANCE STAFF

The Associate Athletics Director is the primary compliance contact for:

- Baseball
- Men's Basketball
- Women's Basketball
- Football
- Men's Soccer
- Women's Soccer

The Assistant Director of Compliance is the primary compliance contact for:

- Men's Golf
- Women's Golf
- Softball
- Swimming & Diving
- Tennis
- Men's Cross Country
- Women's Cross Country
- Women's Track & Field
- Volleyball

Coaches should address all compliance related questions through their primary contact. If the primary compliance contact is not available, coaches may contact the other compliance contact.



COACHING LIMITATIONS

CATEGORIES & DUTIES

- You must be designated as either a Head, Assistant, Volunteer, Undergraduate Assistant or Graduate Assistant Coach to be involved in coaching activities.
- The Compliance Staff will review the scope of your permissible duties based on your sport and classification.
- Volunteer Coaches are not permitted to receive pay or remuneration from the institution, boosters or coaching staff.
- Administrative Assistants, Non-Coaching Graduate Assistants, and Managers are not permitted to be involved in any coaching or off-campus recruiting activities. These staff members can only be involved with administrative functions or traditional managerial duties.

OUTSIDE INCOME

- All athletics department staff members must report any athletically related outside income to the Athletics Business Office on a yearly basis.



AMATEURISM

PROMOTIONAL ACTIVITIES

- All promotional activities, requests from charities, schools, institutional departments, must first be approved through the Compliance Office by completing the Promotional Activities Request form.
- It is impermissible to permit student-athletes to endorse a commercial service or product.
- Student-athletes may accept legitimate and normal expenses for their participation provided the event occurs within the state or within a 100 mile radius of the institution if the event takes place outside of the state.
- Student-athletes may not miss class to be involved with such activities.
- Donation requests must be approved through the Compliance office before athletics staff members may autograph memorabilia or provide tickets to competitions for institutional, charitable or other educational agency events.
- Marshall University does not provide memorabilia to be autographed. The requester must provide the item to be signed.

AMATEUR STANDING

- Coaches are expected be aware of the amateur status of all prospects they are recruiting.
- International prospective student-athletes must complete the International Prospect form as early as possible in the recruiting process.
- Pay close attention to the following situations: international students living with host families, prospects living with individuals other than their parents (e.g., high school / AAU coach) and international participation in professional leagues or tournaments.

PLAYING & PRACTICE SEASONS

DECLARATION OF PLAYING SEASON

- All Head Coaches must declare their team's playing and practice season prior to the start of each academic year by submitting the Playing and Practice Season Declaration form to the Compliance Office.
- The Compliance Office should be made aware of any changes in the declared season immediately.
- Coaches must turn in weekly Countable Athletically Related Activity forms to Compliance.

OUT-OF-SEASON ACTIVITY

- Coaches are strictly prohibited from observing student-athletes participating in athletics activities outside of the playing and practice season (e.g., observation of pick-up games, summer activity, summer voluntary workouts) except for permissible conditioning and individual skill instruction.
- Coaches are prohibited from arranging athletics activities outside of the playing and practice season (i.e., summer practice).



STUDENT-ATHLETE EMPLOYMENT

- All student-athletes must receive prior approval from the Compliance Office before starting any employment (on or off campus) during the academic year.
- Student-athletes are to be compensated at a rate commensurate with the going rate in that locality for similar services.
- Student-athletes must only be compensated for work actually performed.
- Student-athletes shall notify the Compliance Office of summer and vacation period employment.
- Student-athletes, Employers and the Compliance Office will complete the required forms found in the Marshall University Student-Athlete Employment Program.
- Coaches are expected to know the employment status of all their student-athletes.

EXTRA BENEFITS

- No student-athlete may receive any benefit or service that is not available to all Marshall students and/or the general public.
- Coaches cannot provide benefits to student-athletes, including permitting student-athletes to borrow items (e.g., borrow a car to run an errand, etc.)
- All occasional meals must first be approved by the Compliance Office. Coaches may host an occasional team dinner at their home or at a local restaurant. Boosters may only have an occasional meal at their home.
- Coaches and staff may provide occasional local transportation to student-athletes
- All equipment and apparel for student-athletes must be issued through the athletics department and must be used for competition or practice activities.
- All awards (e.g., trophy's pictures, plaques, watches) for student-athletes must receive prior approval from the Compliance Office and must be within NCAA value limits.

AGENTS

- Coaches are expected to remind student-athletes about the dangers of accepting benefits from agents or runners for agents.
- All communication by agents to student-athletes should first go through the Compliance Office.
- Agents must be registered with the State of West Virginia and the Compliance Office prior to contacting student-athletes.



- Student-athletes may obtain advice regarding agents through the institution's professional sports counseling panel. Contact the Compliance Office for further information on the services offered by the panel.



RECRUITING

RECRUITING PHILOSOPHY

Marshall University is committed to and each coaching staff is expected to operate his or her program with the highest standards of NCAA compliance and recruiting. All Marshall University personnel will conduct all recruiting activities with this commitment and in compliance with all NCAA regulations

Marshall University Department of Athletics has established a recruiting policy that includes:

- Activities During Official Visits
- Marshall University NCAA Compliance Procedures
- Oversight and Monitoring
- Education

Marshall University has established this policy to state the University's expectations for official visits and to provide a framework for a prospective student-athlete and the University to make informed decisions about the prospect's enrollment at Marshall University and participation in its athletics program.

PERMISSIBLE RECRUITERS

- Only designated coaches may be involved in recruiting prospects off campus.
- Coaches must pass the NCAA recruiting examination prior to recruiting off campus.
- Boosters are not permitted to be involved in recruiting activities on or off-campus. ***This includes contact with prospects at tailgate parties.***

RECRUITING PERIODS/ CALENDARS

- Coaches are expected to know the definitions of dead, quiet, contact and evaluation periods as found in NCAA Bylaw 13.
- Coaches are required to review and know the recruiting calendar for their particular sport.

CHANGE OF STATUS

- Coaches must submit a Change of Status form to the Compliance Office when a student is added to the team, quits the team, is cut from the team, or has a change in their financial aid.
- The Compliance Office will forward the information to the appropriate campus constituents (e.g., Financial Aid, Registrar, Athletics Business Office, Buck Harless Student-Athletes Program, Athletics Eligibility Coordinator, etc.)

WALK-ONS

- Walk-On's are required to meet with the Compliance Office prior to any activity whatsoever.
- Walk-ons are not permitted to practice until the Head Coach is notified by the Compliance Office.
- If a coach wishes to keep a prospect, they must submit a Change of Status Form to the Compliance Office within 7 days of the walk-on's first day of try-outs.

TEAM COMPLIANCE MEETINGS

- Each team is required to meet with the Compliance Office in the early fall and no later than their first practice to complete required institutional and NCAA paperwork.
- Student-athletes (including walk-on's) are not eligible to participate until the NCAA paperwork is completed and eligibility has been certified.
- Each team is required to meet with the Compliance Office prior to the end of the academic year (usually in April) to discuss summer time compliance issues.



ELIGIBILITY

INITIAL ELIGIBILITY/CLEARINGHOUSE

- Coaches should ensure that all recruits are made aware of the Clearinghouse protocol early in the recruiting process.
- Coaches should submit names of prospects to the Clearinghouse via an IRL on the Clearinghouse website. Coaches should deactivate prospects if they are no longer recruiting them. The Compliance staff can assist coaches with the Clearinghouse if necessary.
- Coaches are not permitted to contact the Clearinghouse. Contact the Compliance Office for assistance with Clearinghouse issues.

CONTINUING ELIGIBILITY

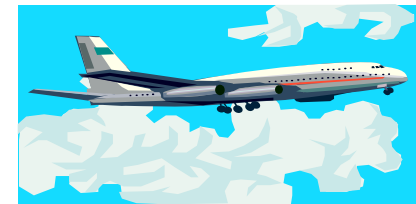
- NCAA progress toward degree and GPA requirements for all student-athletes eligibility for practice, financial aid and competition are certified by the Athletics Eligibility Coordinator, Registrar, and Faculty Athletics Representative.
- Only student-athletes certified on a Eligibility Report submitted to the Conference Office prior to competition are eligible to compete.
- The Head Coach of each sport must review each student-athlete on the Eligibility Report prior to its submission to the conference office and prior to competition.
- The Athletics Eligibility Coordinator monitors the institutional, conference and NCAA eligibility of each student-athlete.



OFFICIAL VISITS

Coaches are responsible to:

- Set up preliminary arrangements with the prospect.
- Complete the Official Visit Request Form and submit it, with the transcript and an official test score, to the Compliance Office for approval.
- The Compliance Office will verify the prospect's academic credentials within one day of the coach's submission of the Official Visit Request Form.
- After receiving approval from the Compliance Office, finalize the travel plans for the prospect.
- Provide the student host with a Student-Athlete Host Brochure and have the host sign the Student-Athlete Host form before the official visit begins.
- The prospect must sign the Prospect's Declaration Form at the conclusion of the official visit.
- Submit the following paperwork to the Compliance Office after the official visit:
 - Official Visit Summary
 - Official Visit Itinerary
 - Student-Athlete Host Form
 - Prospect's Declaration Form



INDUCEMENTS & PRE-COLLEGE

EXPENSES

- It is impermissible for staff members to provide benefits or reimburse expenses for a prospect, their high school or two-year college coach, friends or relatives.
- It is impermissible for an athletic department staff member to donate money, equipment, apparel or any other items to high schools or two-year colleges.

RECRUITING MATERIALS

- Only materials listed in NCAA Bylaw 13.4.1 may be sent to prospects.*



- * NOTE: The NCAA has proposed legislation that could change the materials list. If passed, this will be in effect on 8/1/05.

CAMPS & CLINICS

- All camps and clinics must receive prior approval from the Compliance Office. Complete the camp and clinic forms in the Compliance Manual.
- All camp brochures must be approved by the Compliance Office before distribution.

RECRUITING LOGS

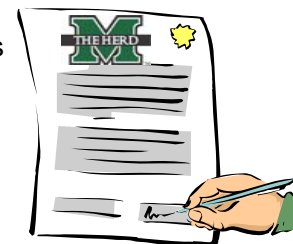
- All coaches must record all contacts, evaluations, telephone calls, visits and other recruiting activity. Coaches may use their own forms, subject to Compliance approval. All relevant information is expected to be documented (i.e. dates, addresses, telephone numbers, etc.).
- The Compliance Office will conduct periodic spot reviews of coaches' recruiting logs.



FINANCIAL AID

NATIONAL LETTER OF INTENT

- Coaches must submit a Letter of Intent Request form to the Compliance Office and include all pertinent academic and financial aid information.
- The Compliance Office will send out NLI's and Institutional Aid Letters to prospects with instructions. *Coaches may request to send out NLI's on their own.*
- The Compliance Office will send copies of completed NLI's to Sports Information and Admissions.



RENEWAL PROCESS

- The Financial Aid Office will send out renewals and non-renewals of financial aid to student-athletes prior to July 1.
- Coaches must submit a List of Student-Athletes Grant-In-Aid forms to the Compliance Office no later than May.
- The Compliance Office and coaches will meet in May to ensure that NCAA financial aid limitations are being met and to go over renewals and non-renewals.

SPECIAL ASSISTANCE

- Coaches should ensure that all of their student-athletes have completed a FAFSA to determine eligibility for financial aid, specifically Pell Grant.
- A student-athlete who is Pell eligible should contact the Athletics Business Office to complete a NCAA special assistance form. All special assistance funds will be processed through the Athletics Business Office.