

NCAA COMPLIANCE

VILLANOVA
UNIVERSITY



GUIDE TO NCAA RULES

...for Alumni, Faculty,
Staff & Friends



DEAR ALUMNI, FACULTY, STAFF AND FRIENDS:

Two of the most important cornerstones of the Villanova University Athletics program are the loyalty and enthusiasm of the Wildcat fans.

The Villanova Athletics Department appreciates your loyal support, which stimulates and encourages our student-athletes and energizes the entire Athletics Department.

However, we must be cautious not to let our enthusiasm for athletics lead us into conflict with the specific rules and regulations of the National Collegiate Athletic Association, The Big East Conference, and any/all other conferences with which Villanova is affiliated.

The NCAA's definition of "a representative of the University's athletics interests" is very broad and encompasses many, if not all, of the individuals who regularly attend our athletic events. If you fall into this category, there are a number of activities regarding contact with student-athletes and prospective student-athletes that could put the University at risk of receiving NCAA sanctions.

We have summarized the applicable NCAA rules in this pamphlet. Please take time to read it carefully, and should you have any questions, please call our Office of Athletics Compliance at (610) 519-5305.

The University is charged with the responsibility to exercise "institutional control" of its athletics interests, and we are committed to maintaining a responsible program in which all of us can take great pride.

You are a valuable part of the Villanova Athletics family and we truly value the role you play. Thank you for your loyal support of Villanova Athletics.

Sincerely,

A handwritten signature in blue ink that reads "Vince Nicastro". The signature is written in a cursive, flowing style.

Vince Nicastro
Director of Athletics

INTRODUCTION

Institutional control of athletics is a fundamental requirement of NCAA legislation. The NCAA Constitution mandates that each institution shall be responsible for ensuring that members of the institution's staff, student-athletes and other individuals or groups representing the institution's athletics interest comply with applicable Association rules.

This brochure is intended to provide you with basic information concerning NCAA rules that apply to a "representative of the University's athletics interests"(boosters). The brochure highlights rules concerning situations encountered by alumni, faculty, staff and friends of Villanova University.

Because of the complexity of NCAA rules, this brochure does not include all applicable situations and should not be relied upon exclusively. If you have any questions concerning your interaction with prospective or enrolled student-athletes, please direct your inquiry to:

**Office of Compliance
Department of Athletics
Villanova University
Jake Nevin Field House
800 Lancaster Avenue
Villanova, Pennsylvania 19085
(610) 519-5305**

Are You A Representative Of The University's Athletics Interests?

You are considered a "representative of the University's athletics interests" (a booster) if you:

- (a) Are or have been a member of any organization promoting Villanova athletics;
- (b) Have ever made a donation to the Athletics Department, a specific athletics program, or any booster organization; (i.e. purchased season tickets)
- (c) Have ever assisted, or been requested by a Villanova Athletics staff member to assist, in evaluating or recruiting prospects;
- (d) Have ever helped to arrange or have provided benefits to enrolled student-athletes, prospects, and/or their parents and relatives; or
- (e) Are otherwise involved in promoting the University's athletics program.

Once you become a Representative of the University's Athletic Interests, you retain this status forever!

Disassociation of Representatives of Athletics Interest

The disassociation of relations with a representative of an institution's athletics interests may be imposed on a permanent basis, for the duration of the applicable probationary period or for another specified period of time. When an institution is required to show cause why a representative of the institution's athletics interest should not be disassociated from its athletics program, such disassociation shall require that the institution:

- (a) Refrain from accepting any assistance from the individual that would aid in the recruitment of prospective student-athletes or the support of enrolled student-athletes;
- (b) Not accept financial assistance for the institution's athletics program from the individual;
- (c) Ensure that no athletics benefit or privilege be provided to the individual that is not generally available to the public at large; and
- (d) Take such other actions against the individual that the institution determines to be within its authority to eliminate the involvement of the individual in the institution's athletics program.



DEFINITIONS YOU SHOULD KNOW

Prospective Student-Athlete: A prospective student-athlete (prospect, psa) is a student who has started classes for the ninth grade (7th grade in Men's Basketball). A student who has not started classes for the ninth grade becomes a prospect if the student receives any benefits that the institution does not provide to prospective students in general. The University requests that you treat **all** students as prospects.

Enrolled Student-Athlete: A student-athlete is a student whose enrollment was solicited by a member of the athletics staff or other representative of athletics interests with a view toward the student's ultimate participation in the intercollegiate athletics program. Any other student becomes a student-athlete only when the student reports for an intercollegiate squad that is under the jurisdiction of the athletics department.

Contact: A contact is any face to face encounter between a prospect or the prospect's parent or legal guardian and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect's educational institution or at the site of organized competition or practice involving the prospect or the prospect's high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs.

Recruiting: Recruiting is any solicitation of a prospect or the prospect's family (or legal guardians) by a University staff member or by a representative of the University's athletic interests for the purpose of securing the prospect's enrollment at the University and ultimate participation in the University's intercollegiate athletics program.

BASIC POINTS YOU SHOULD KNOW

No Contact With Prospects: Athletic representatives of an NCAA Division I institution are prohibited from making in-person on-campus or off-campus recruiting contacts, as well as, written or telephone communications with a prospect or the prospect's parents or relatives.

No Contact With Prospects School or Staff: Athletic representatives may **not** contact the prospect's coach, principal or counselor in an attempt to evaluate a prospect or visit the prospect's institution to pick up films or transcripts pertaining to the evaluation of the prospect.

Attendance at Prospect's Events: An athletics representative may attend events (e.g., contests, banquets) where prospects are present (on his or her own initiative), subject to the understanding that the representative may **not** contact the prospect or the prospect's parents or relatives.

Inform Villanova University Coach: Athletic representatives may inform the Villanova University coaches of prospects in their area by contacting the coaches and sending them newspaper clippings with the names of particular prospects.

Pre-Established Relationship: Athletic representatives who have pre-established relationships with prospects, their parents and relatives may continue normal contacts with the understanding that such contacts are not made for recruiting purposes, and are not arranged by members of the institution's coaching staff.

A pre-established relationship may exist if:

1. The relationship between the athlete (or the athlete's parents) and the individual providing the benefit(s) did not develop as a result of the athlete's participation in athletics or notoriety related thereto **and**
2. The relationship between the athlete (or the athlete's parents) and the individual providing the benefit(s) predates the athlete's status as a prospective student-athlete **and**
3. The relationship between the athlete (or the athlete's parents) and the individual providing the benefit(s) predates the athlete's status achieved as a result of his or her athletics ability or reputation **and**
4. The pattern of benefits provided by the individual to the athlete (or the athlete's parents) prior to the athlete attaining notoriety as a skilled athlete is similar in nature to those provided after attaining such stature.

Employment for Prospects: Athletic representatives may arrange employment for prospective student-athletes. The prospect may not begin his/her job until after the completion of the prospect's senior year in high school. Compensation must be based on work actually performed and at a rate commensurate with the pay scale in the locality for similar services. You cannot provide any benefits for the prospective student-athletes that are under employment (e.g., transportation) unless the benefits are provided for all other employees.

BENEFITS OR SPECIAL ARRANGEMENTS

Booster Groups may finance the following institutional awards and recognition banquets, provided all expenses are paid through the Villanova University Athletics Department:

- Single Team Post-season Awards Banquet
- All Sports Post-season Awards Banquet
- All Sports Academic Awards Banquet

Single Team Recognition Banquets prior to or during the season may be financed as well as the team's transportation expenses to the event, if it is not more than 100 miles from campus and no tangible award is provided to the members of the team.



CONTACTS WITH ENROLLED STUDENT-ATHLETES

Student-Athlete Participation in Promotional Activities:

Use of a student-athlete's name, picture or appearance to support any activities requires the signature of the student-athlete and the authorized representative of the event on a release statement that requires the written approval from the Director of Athletics. If you would like to use a student-athlete in your promotional activity, please contact the Office of Compliance and the student-athlete's head coach.

Occasional Meals: Athletic representatives may provide an enrolled student-athlete or an entire team with an occasional family meal. The occasional meal may be catered, must be provided in an individual's home and must be restricted to infrequent or special occasions. Reasonable, local transportation may be provided to the student-athlete(s) only by the representative that is hosting the meal in his/her home. Arrangements for team events must be made in advance with the head coach and the appropriate athletics administrator.

QUESTIONS & ANSWERS

Q How long is a prospective student-athlete considered to be a prospect?

A A prospective student-athlete remains a prospect even after committing to or signing a National Letter of Intent with Villanova University or any institution, and both the institution and the prospect continue to be governed by NCAA recruiting legislation regarding prospects until the prospect reports for regular squad practice or the prospect attends his/her first day of classes in any regular term.

Q Is it permissible to contact a prospective student-athlete or his/her parents or legal guardians?

A An athletic representative may not contact a prospect or his/her parents in person, by telephone or in writing. Contact may not be made with a prospect or his/her parents on or off the Villanova campus.

Q Is this contact rule applicable to "established family friends" or neighbors?

A No. However, it must be understood that such contacts cannot be made for recruiting purposes and cannot be initiated or arranged by Villanova University coaching staff members. In addition, the established relationship between the booster and the prospect must have occurred prior to the friend or neighbor becoming a prospect.

Q What if a prospect calls an athletic representative?

A An athletic representative may have a telephone conversation with a prospect ONLY if the prospect initiates the call. Such a call may not be prearranged by an institutional staff member and the athletic representative may NOT have a recruiting conversation, but may exhibit normal civility. The athletic representative must refer any questions about the University's athletic program to the Athletic Department.

Q What if a prospect knows that an athletic representative is a Villanova graduate and contacts him/her to ask questions about Villanova?

A If a prospect contacts an athletic representative, he/she may answer questions regarding various aspects of Villanova University as long as NO discussion takes place regarding the Villanova athletic program. If a prospect asks about Villanova University athletics, refer him/her to the Athletic Department.

Q What if unavoidable incidental contact is made with a prospect by an athletic representative?

A An unavoidable incidental contact with a prospect is permissible provided the contact is not prearranged by the athletic representative or an Athletic Department staff member, does not take place on the grounds of the prospect's educational institution or at the sites of organized competition and practice involving the prospect or the prospect's team, is not made for the purpose of recruitment of the prospect, and involves only normal civility. The athletic representative must refer any questions about Villanova's athletic program to the Athletic Department.

Q Is it permissible for an athletic representative to telephone a prospect once the prospect has committed to or signed a National Letter of Intent with Villanova?

A No. Even if the purpose of the call is only to congratulate the prospect, he/she is still a prospect and the same contact rules apply after committing or signing that applied before. Do not contact a prospect for any reason without first checking with the Athletic Compliance Office, unless the prospect is a relative.

Q May an athletic representative contact a prospective student-athlete to discuss a summer job?

A Yes, but ONLY AFTER the prospect has signed a National Letter of Intent to attend Villanova University. A prospective student-athlete may not be employed until the completion of his/her senior year in high school. Additionally, any such contact must receive prior approval from the Athletic Department. When a prospect is employed, he/she must be paid only for work actually performed and at a rate commensurate with the going rate in that locality for similar services.

Q May an athletic representative speak to a Villanova coach if a prospect is with the coach?

A If a Villanova coach is with a prospect, do not approach the coach until the prospect and family have gone elsewhere. Otherwise the coach will be placed in an awkward situation because he/she will not be able to introduce the prospect to the athletic representative. If a prospect approaches an athletic representative on or off campus regarding the athletic program, explain that NCAA rules do not permit discussion of the athletic program. Refer the prospect to the appropriate Villanova coach.

Q Is it permissible for an athletic representative to contact an enrolled student-athlete from another institution for the purpose of recruiting?

A No. Student-athletes at other institutions are not allowed to be contacted for purposes of recruitment to Villanova.

Q During recruitment, or prior to an individual's enrollment, can an athletic representative be involved directly or indirectly in making arrangements for a prospect, the prospect's relatives, or friends to receive money, financial aid, or equivalent inducements regardless if similar financial aid, benefits or arrangements are available to prospective students in general, their relatives or friends?

A No. Furthermore, it would not be permissible to make such arrangements for current student-athletes at Villanova.

Q What are considered other types of inducements that are prohibited for prospects, their relatives or friends?

A Other types of inducements that are prohibited include, but are not limited to the following: cash or loans; promise of employment after college education; special discounts or payment arrangements on loans; employment of relatives or friends of prospect; involvement in arrangement for free or reduced charges for professional or personal services, purchases or charges; use of an automobile; providing transportation to or from a summer job or to any other site; signing or co-signing a note for a loan; the loan or gift of money or other tangible items (e.g., clothes, cars, jewelry, electronic/stereo equipment); gifts of any kind; guarantees of bond; purchases of items or services from a prospect or the prospect's family at inflated prices; providing directly or indirectly transportation to enroll in classes; any financial aid other than that administered by Villanova; the promise of financial aid for post graduate education; free or reduced cost housing arrangements; arrangement for or payment of transportation costs incurred by relatives or friends of a prospective student-athlete; entertainment of a prospect or prospect's family on or off campus; benefits connected with on or off campus housing (e.g., television sets or stereo equipment, specialized recreational facilities); tickets or admission to an athletic, institutional or community event; educational expenses (e.g., typing costs, course supplies, use of a copy machine); or registration fees for summer sports camps.

Q Is it permissible for an athletic representative to bring to Villanova's attention outstanding prospects from the representative's local area?

A Yes. An athletic representative may not, however, get involved in the actual evaluation of the talent of a prospect. In other words, an athletic representative may not contact a prospect's coach, principal, or counselor nor visit the prospect's educational institution to pick up film or transcripts pertaining to the evaluation of the prospect's athletic or academic abilities. In addition, an athletic representative cannot contact the prospect for purposes of soliciting the prospect's enrollment to Villanova and ultimate participation in athletics.

Q Is it permissible for an athletic representative to accompany a Villanova coach when he/she visits the local high school campus?

A No. If an athletic representative transports a Villanova coach from the airport to a high school campus, the athletic representative may not enter the high school with the coach and may not observe prospects.

Q Is it permissible for an athletic representative to reimburse the coach of a prospect for expenses incurred in transporting a prospect to visit campus?

A No.

Q Is it permissible for an athletic representative to entertain high school, preparatory, or junior college coaches at any location?

A No. However, it is permissible for Villanova University to provide two complimentary admissions to the coaches to home athletic contests.

Q Is it permissible for an athletic representative to provide transportation to or from campus or free admission to the institution's athletic events on or off campus to prospects, their friends or relatives?

A No.

Q Can a prospective student-athlete be announced or introduced at a Villanova function?

A No. A prospective student-athlete may not be singled out, and must be treated in the same manner as any other high school senior in attendance.

QUESTIONS RELATED TO CURRENT STUDENT-ATHLETES

A student-athlete is a student whose enrollment was solicited by a member of the athletic staff with a view toward the student's ultimate participation in the intercollegiate athletic program. Any other student becomes a student-athlete only when the student reports for an intercollegiate squad that is under the jurisdiction of the athletic department. A student is not deemed a student-athlete solely on the basis of prior high school athletic participation.

Q Can student-athletes be provided a benefit not available to the general student body?

A No. Under NCAA rules, an extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation IF it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students, etc.) determined on a basis unrelated to athletic ability.

Q What are some examples of benefits an athletic representative may not provide to student-athletes, their relatives or friends?

A Types of extra benefits that are prohibited include, but are not limited to the following: cash or loans; special discounts or payment arrangements on loans; employment of relatives or friends of a student-athlete; involvement in arrangement for free or reduced charges for professional or personal services, purchases or charges; use of an automobile; providing transportation to or from a summer job or to any other site; signing or co-signing a note for a loan; the loan or gift of money or other tangible items (e.g., clothes, cars, jewelry, electronic/stereo equipment); gifts or awards of any kind; guarantees of bond; purchases of items or services from a student-athlete or the student-athlete's family at inflated prices; providing directly or indirectly transportation to enroll in classes; any financial aid other than that administered by Villanova; the promise of financial aid for post graduate education; free or reduced cost housing arrangements; arrangement for or payment of transportation or other costs incurred by relatives or friends of a student-athlete to visit the student-athlete or to attend any contest; entertainment of a student-athlete's family on or off campus; benefits connected with on or off campus housing (e.g., television sets or stereo equipment, specialized recreational facilities); tickets or admission to an

athletic, institutional or community event; educational expenses (e.g., typing costs, course supplies, use of a copy machine); payment of any registration fees (e.g., tuition and fees, summer camps, etc.); payment to a student-athlete for use of his/her complimentary admissions; or receipt of payment for complimentary admissions sold to a third party when designated as the recipient of a complimentary admission by a student-athlete; use of or pay for long distance telephone calls, or the purchase of athletic apparel or awards from a student-athlete.

Q **Is it permissible for anyone to use the name or picture of an enrolled student-athlete to advertise, recommend or promote sales or use of a product or service of any kind?**

A No.

Q **Is it permissible for a student-athlete to receive any expenses for speaking to a booster club or civic organization?**

A A student-athlete may only accept transportation and meal expenses in conjunction with participation in a luncheon meeting of a booster club or civic organization, provided the meeting occurs within a 30 mile radius of the institution's main campus and no tangible award is provided to the student-athlete. If the luncheon is outside of the 30 mile radius, the student-athlete is not permitted to accept any transportation or meal expenses.

Q **Is it permissible for student-athletes to be involved in any type of promotional activities?**

A It is permissible for student-athletes to be involved in promotional activities for institutional, charitable, educational, or nonprofit agencies provided the activity is approved by Villanova's Athletic Director.

Q **Is it permissible for an athletic representative to employ a student-athlete?**

A A student-athlete receiving a grant-in-aid may now receive employment income during the academic year under various situations. Both the student-athlete and the employer must sign a written statement prior to beginning any employment during the academic year. All student-athletes may be employed during the institutional vacation and summer periods. Please note that student-athletes may be compensated only for work actually performed and at a rate commensurate with the going rate in that locality for similar services. If you employ student-athletes, you will be contacted to complete information regarding the employment.

Q What action should an athletic representative take, if he/she becomes aware of a rules violation?

A The athletic representative should contact the Athletic Compliance Office or the Athletic Director's Office to report and/or discuss the information pertinent to the violation. If the athletic representative wishes to remain anonymous, he/she can contact the Athletic Compliance Office or Athletic Director's Office to provide information without giving a name. The Athletic Compliance Office will review the information and process it as necessary.

Q What should an individual do if he/she has a question about involvement with prospects, student-athletes, coaches or has any other NCAA or Conference rules question?

A It is important to ASK BEFORE YOU ACT by contacting the Villanova Compliance Office at 610-519-5305.

**Villanova University
Athletics Department
Telephone Directory**

Department	Phone Number
Athletics Department	(610) 519-4110
Compliance Office	(610) 519-5305
Villanova Athletic Fund	(610) 519-5506 (877) 434-1500
Facilities	(610) 519-6469
Sponsorships	(610) 519-6613
Media Relations	(610) 519-4120
Marketing and Events	(610) 519-7683
Ticket Office	(610) 519-4100

Villanova Compliance Staff

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