

OLD DOMINION UNIVERSITY

GUIDE FOR REPRESENTATIVES OF ATHLETIC INTERESTS



A summary of rules and regulations governing athletic interests

- NCAA definition of representatives of athletic interests
- Recruiting prospective student-athletes
- After becoming a student-athlete

GUIDE FOR REPRESENTATIVES OF ATHLETIC INTERESTS

The information in this brochure is designed to provide a basic understanding of "Representatives of Athletic Interests" as based upon NCAA rules and regulations set forth in the NCAA Manual.

Questions concerning the content of the *Guide for Representatives of Athletic Interests* can be directed to the Old Dominion Athletic Department at (757) 683-3358 or 5474.

Old Dominion University is a member institution of the National Collegiate Athletic Association.

Inquiries to the NCAA can be made to:

NCAA
P.O. Box 6222
Indianapolis, IN
46206-6122

GUIDE FOR REPRESENTATIVES OF ATHLETIC INTERESTS

This publication is provided for the purpose of communicating NCAA (National Collegiate Athletic Association) rules and regulations to representatives of Old Dominion University athletic interests in order to assist in maintaining a quality program of excellence that is free from NCAA violations and resultant penalties.

Old Dominion University is and will be held accountable for the acts of all individuals that have been identified as "representatives of athletic interests." This publication does not include all NCAA regulations and should be considered a guide to assist you in understanding the rules. Please contact the Athletic Department if you have any questions concerning the NCAA rules and regulations.

Jim Jarrett
Director of Athletics

A REPRESENTATIVE OF ATHLETIC INTERESTS

Q. Who is a representative of athletic interests?

A. An individual becomes a representative of athletic interests or "booster" when a member of the Old Dominion University administration or coaching staff has knowledge that the individual has participated in or is a member of any of the various athletic booster support groups. This includes individuals that have made financial contributions to the athletic department or athletic booster support organization. Additionally, any individual who has assisted or been requested by an athletic department staff member to assist in the recruitment of prospective student-athletes is considered a representative of athletic interests, as well as any individual who provides benefits (e.g. summer jobs) to enrolled student-athletes or is otherwise involved in promoting Old Dominion University's athletic programs. (e.g Alumni)

Q. Once an individual has been identified as a "representative of athletic interests," how long does he retain this identity?

A. Forever

Q. Is Old Dominion University responsible for the acts of representatives of athletic interests and booster support groups?

A. Yes. Athletic interests are governed by the same NCAA and University rules and regulations as those placed upon all institutional athletic staff members.

Q. Is it permissible to contact a prospective student-athlete, the prospect's parents or his legal guardian(s) off-campus for the purpose of recruitment?

A. No. Representatives of athletic interests are prohibited from making in-person, on- or off-campus recruiting contacts, or written or telephonic communications with a prospect or the prospect's relatives or legal guardian(s). For purposes of this rule, a facsimile (fax) or other electronically transmitted correspondence is considered written correspondence.

Q. Are representatives of athletic interests prohibited from any contact with prospects?

A. The NCAA Interpretations Committee has determined that this regulation was not intended to relate to an unavoidable incidental contact with a prospect by a representative of athletic interests, it being understood that such a contact (a) is not prearranged by the representative of athletic interests or an athletic department staff member; (b) does not take place on the grounds of the prospect's educational institution or at sites of organized practice or competition involving the prospect or the prospect's team; (c) is not for the purpose of recruitment of the prospect; and (d) involves only normal civility.

Q. What is the definition of an "in person" contact?

A. Any face to face encounter between a prospective student-athlete, the prospect's parents or legal guardian(s) during which any dialogue occurs in excess of an exchange of a greeting constitutes an "in person" contact. Additionally, any face-to-face encounter which is by prearrangement or which takes place on the grounds of the prospect's educational institution or at the site of organized competition and practice involving the prospect or the team which the prospect represents, shall be considered a contact, regardless of the conversation which occurs.

Q. Is the contact rule applicable to established family friends or neighbors?

A. No; however, it must be understood that such contacts are not made for recruiting purposes and are not initiated by any Old Dominion University coaching staff member.

Q. Who is considered a prospect?

A. A prospect is a student who has started classes for the ninth grade. In addition, a student who has not started classes for ninth grade becomes a prospect if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. Junior College, Prep School, and four-year transfers are considered prospects.

RECRUITING

Q. How long is a prospect considered a prospect?

A. A prospect remains a prospect even after signing a National Letter of Intent to attend an institution, and both the institution and the prospect continue to be governed by NCAA recruiting legislation until:

- a) The prospect reports for regular squad practice
- b) The registrar or director of admissions certifies that the prospect is officially registered and enrolled at the institution on the opening day of classes, or
- c) the prospect attends a class or classes in any regular term.

Q. Can a representative of athletic interests make contact with a prospective student-athlete, the prospect's parents or his legal guardian(s) on an official visit to the campus?

A. No.

Q. What about alumni who enroll for a course and, therefore, are considered students?

A. Part-time attendance in college by a representative of athletic interests would not permit the representative of athletic interests to avoid the application of the rule.

Q. How are the following groups treated?

A. *1) Faculty Members*

Faculty members are not permitted to recruit off campus except for a luncheon, dinner or brunch at the home of a faculty member during a prospect's official visit to campus. They may have on-campus contact with prospects in all sports. They may write prospective student-athletes.

2) Student-Athletes

Student-athletes are not considered to be representatives of athletic interests as long as any recruiting contact with a prospective student-athlete is incidental and does not occur at the direction of a member of Old Dominion's athletic department. Student-athletes are permitted to serve as student hosts.

3) Students who are non-athletes

College students are not considered to be representatives of athletic interests unless they make recruiting contacts at the direction of a member of the Old Dominion University athletic department.

4) Old Dominion University Athletic Personnel

Old Dominion University athletic department staff members are not permitted to recruit off-campus. In all sports, only those coaches counted among the numerical limitations may contact or evaluate prospective student-athletes off-campus. Athletic department staff members may have contact with prospects on-campus.

Q. Is it permissible for a representative of athletic interests to write or call prospective student-athletes or legal guardians for the purpose of recruitment?

A. No. Facsimiles (faxes) or any other electronically transmitted correspondence are considered written correspondence.

Q. During the recruitment of, or prior to the individual's enrollment, can a representative of athletic interests 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.

Q. What are considered additional types of inducements?

A. Other types of inducements that are prohibited include, but are not limited to:

1. Cash or loans.
2. The promise of employment after college education.
3. Special discounts or payment arrangements on loans.
4. Employment of relatives or friends of a prospect.
5. Involvement in arrangement for free or reduced charges for professional or personal services, purchases or charges.
6. Use of an automobile.
7. Providing transportation to or from a summer job or to any other site.
8. Signing or cosigning a note for a loan.
9. The loan or gift of money or other tangible items (e.g. clothes, cars, jewelry, electronic / stereo equipment) to the prospect, the prospect's relatives or friends.
10. Guarantees of bond.
11. Purchase of items or services from a prospect or the prospect's family at inflated prices.
12. Providing directly or indirectly transportation to enroll in class or the institution.
13. Any financial aid other than that administered by Old Dominion University.
14. The promise of financial aid for post-graduation education.
15. Free or reduced cost housing arrangements.
16. To pay or arrange for the payment of transportation costs incurred by relatives or friends of a prospective student-athlete.

RECRUITING

Q. Is it permissible for a representative of athletic interests to contact a student-athlete from another four-year institution for the purpose of recruiting?

A. No.

Q. Is it permissible for a representative of athletic interests to pay or arrange for the payment of transportation costs incurred by relatives or friends of a prospective student-athlete to visit the campus or elsewhere?

A. No.

Q. Is it permissible for a representative of athletic interests to be involved in the on-campus entertainment of a prospective student-athlete and his legal guardian(s) during an official visit?

A. No.

Q. Can a representative of athletic interests entertain relatives or friends of a prospective student-athlete at any site off-campus?

A. No.

Q. Is it permissible for a representative of athletic interests to provide cash or use of an automobile to the prospect or student-host on his official visit to campus?

A. No.

Q. Is it permissible for a representative of athletic interests to pay in whole or part registration fees associated with summer sports camps?

A. No.

Q. During an unofficial visit to campus it is permissible for a representative of athletic interests to entertain, buy a complimentary meal or expend any funds on the prospective student-athlete, his legal guardian(s), relatives or friends?

A. No. On unofficial visits to campus the prospect is limited to three (3) complimentary tickets from the institution to an athletic event and may not be entertained whatsoever.

Q. How many unofficial visits may a prospective student-athlete make to campus?

A. Unlimited

Q. How many official visits is a prospective student-athlete permitted?

A. One per institution and not more than five total visits.

Q. Is it permissible for a representative of athletic interests to pay costs incurred by an athletics scout in studying or recruiting a prospect?

A. No.

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

A. No; however, it is permissible for Old Dominion University to provide two complimentary tickets to home athletic contests. These coaches need to contact the ticket manager to be placed on a pass list game by game. There are no season passes.

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

A. No.

Q. Is it permissible for a representative of athletic interests to provide free admission to the institution's away from home contests to prospects, their friends and relatives?

A. No.

Q. Is it permissible for a representative of athletic interests to employ or arrange for the employment of a prospective student-athlete before the completion of the prospect's senior year in high school?

A. No; however, the NCAA permits an institution to arrange employment for a prospective student-athlete that begins after the prospect's senior high school year in high school subsequent to a prospective student-athlete signing a National Letter of Intent. It is permissible for a representative of athletic interests to contact (telephone, write, face-to-face) the prospect concerning summer employment arrangements.

Q. May a recruit call a representative of athletic interests?

A. A representative of athletic interests may have a telephone conversation with a prospective student-athlete only if the prospect initiates the call. The telephone call may not be prearranged by an Old Dominion University staff member, and the representative of athletic interests is not permitted to have a recruiting conversation with the prospect but may exhibit normal civility. The representative of athletic interests must refer any question about the Old Dominion athletic program to the athletic department staff.

RECRUITING

Q. Is it permissible for a Representative of Athletic Interests get into a "chat room" with a prospect?

A. No. "Chat Rooms" are considered phone calls.

Q. May a representative of athletic interests play a "pick-up" game with a prospective student-athlete?

A. Yes, provided there is no attempt to recruit the prospective student-athlete and the game is not prearranged by a member of the Old Dominion University athletic department staff.

Q. May a representative of athletic interests attend a public event (e.g. high school awards banquet or dinner) at which a prospective student-athlete is in attendance?

A. Yes, but any contact with a prospective student-athlete may not be prearranged by Old Dominion University athletic staff members and no attempt may be made to recruit the prospect.

Q. May a representative of athletic interests engage in evaluation activities on behalf of the institution?

A. The legislation does not preclude a representative of athletic interests from viewing a prospect's contest on the representative of athletic interest's initiative, subject to the understanding that the representative of athletic interests may not contact the prospect. However, the representative of athletic interests is prohibited from contacting the prospect's coach, principal or counselor in an attempt to evaluate the prospect, as well as from visiting the prospect's educational institution to pick up film or transcripts pertaining to the evaluation of the prospect's academic or athletic ability.

AFTER BECOMING A STUDENT-ATHLETE

Q. Is it permissible for a representative of athletic interests to pay or provide the actual and necessary expenses (room, board and transportation costs) incurred by friends or relatives to visit an enrolled student-athlete?

A. No.

Q. Is it permissible for a representative of athletic interests to provide to a student-athlete or friend any benefit or special arrangement?

A. No. The NCAA considers the special arrangements as an "extra benefit" and are specifically prohibited, but are not limited to:

1. A special discount, payment arrangement or credit on a purchase (e.g. airline ticket, clothing) or services (e.g. laundry, dry cleaning, tailoring, typing costs).
2. A loan of money in any amount.
3. A guarantee of bond.
4. The use of an automobile.
6. Transportation to or from a summer job.
7. A benefit connected with off-campus housing (e.g. individual television sets or stereo equipment, specialized recreational facilities, room furnishings or appointments of extra quality or quantity).
8. Signing or co-signing a not with an outside agency to arrange a loan.
9. Selling or giving a student-athlete tickets to any athletic, university and/or town events.
10. The use of personal properties (e.g. boats, summer homes, cars, stereos).
11. Providing Christmas or birthday gifts.

Q. Is it permissible for a representative of athletic interests to purchase and provide enrolled student-athletes or their friends tickets to athletic events/ Artists Series or University concerts?

A. No.

Q. Is it permissible for a representative of athletic interests to buy an enrolled student-athlete complimentary tickets for an athletic event?

A. No.

Q. Is it permissible for a representative of athletic interests to purchase tickets to professional sports contests and provide them to enrolled student-athletes?

A. No.

AFTER BECOMING A STUDENT-ATHLETE

Q. Is it permissible for a representative of athletic interests to provide any payment of expenses or the loan of an automobile for a student-athlete to return home or any other location for any personal reason or to receive an award?

A. No.

Q. Is it permissible for a representative of athletic interests to provide enrolled student-athletes with professional services (for which a fee would normally be charged) for personal reasons?

A. No. Professional services provided at less than normal or at no expense to a student-athlete are considered an extra benefit.

Q. Is it permissible for a representative of athletic interests to expend funds to entertain student-athletes and friends?

A. No. However, a student-athlete or the entire team in a sport may receive an occasional family home meal from a representative of athletic interests. The following conditions must be met: a) the meal must be provided in an individual's home (as opposed to a restaurant) and may be catered; b) meals must be restricted to infrequent and special occasions; and c) a representative of athletic interests may not provide transportation to student-athletes to attend this meal function unless the meal function is at the home of that individual.

Q. Is it permissible for a representative of athletic interests to permit the use of and pay for long distance telephone calls?

A. No.

Q. Is it permissible for a representative of athletic interests to provide gifts or awards to a student-athlete for his athletic performance?

A. No. All awards must conform with NCAA awards legislation and must be approved by Old Dominion University.

Q. Is it permissible for a representative of athletic interests to employ, use the name or picture of and enrolled student-athlete to directly advertise, recommend or promote the sale or use of a commercial product or service of any kind?

A. No.

Q. Is it permissible for a representative of athletic interests to provide an honorarium to a student-athlete for a speaking engagement?

A. No. Student-athletes may only receive necessary travel expenses when speaking to educational or charitable groups. All speaking engagements must be approved in advance by Old Dominion University through the Assistant Athletic Director for Public Relations.

Q. Is it permissible for a booster club to finance a banquet for an institution's athletics team?

A. Yes. One time per year, an institution's booster club may finance an intercollegiate team's transportation expenses to a recognition banquet. All expenses must be paid through the institution's athletic department, the location of the event is not more than 100 miles from the campus and no tangible award is provided to members of the team. Before an event such as this occurs, you must receive approval from the athletic director.

EMPLOYMENT OF STUDENT-ATHLETES

- Q. Is it permissible for a representative of athletic interests to provide summer employment for student-athletes?
- A. Yes, however, compensation must be paid only for work actually performed and at a rate commensurate with the going rate in that locality for services of like character. Employers should verify with the athletic department when hiring an athlete.
- Q. Is it permissible for a representative of athletic interests to employ a student-athlete during the academic year while he is enrolled as a full-time student receiving a full grant-in-aid during that time period?
- A. Yes; however a student-athlete must register employment with the compliance coordinator. Transfer and freshman students are not eligible to be employed. To ensure NCAA eligibility, the following regulations must be adhered to:
- a) student-athletes may only be employed during Old Dominion University's summer vacation, Christmas holiday, and Spring Break periods, unless otherwise approved by the compliance coordinator;
 - b) pay a student-athlete only for work actually performed;
 - c) pay a student-athlete at the going rate for the work performed;
 - d) designate an on-site supervisor for the student-athlete;
 - e) insure that the student-athlete is working on the job all the time for which he/she is being paid;
 - f) do not pay the student-athlete in advance for the work to be performed;
 - g) a student-athlete may not receive a commission;
 - h) a student-athlete may not be employed to sell equipment related to the student-athlete's sport or his or her name, picture or athletics reputation is used to advertise or promote the product, the job or the employer;
 - i) do not provide a student-athlete employee benefits (e.g. meals, discounts, bonuses, services) unless such benefits are standard and provided to all similarly situation employees;
 - j) do not use the name or picture of a student-athlete to directly advertise, recommend, or promote the sale or use of a commercial product or service;
 - k) a student-athlete may not receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis;
 - m) a student-athlete's spouse who is employed, is subject to the same rules as the student-athlete;
 - n) a student-athlete who works at a camp or clinic must meet NCAA guidelines.
- Q. Is it permissible for a representative of athletic interests to employ a student-athlete during the academic year when he/she is enrolled as a full-time student receiving a partial grant-in-aid or no athletic aid?
- A. Yes, provided they adhere to the same principles as listed above.



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