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The Compliance Office

Athletics Compliance

An integral part of intercollegiate athletics, compliance serves to protect the institution, its image, the staff, and student-athletes which form the Liberty University Department of Athletics. The Compliance Office works cooperatively with many campus constituencies, including: The Office of the Chancellor, The Registrar’s Office, The Financial Aid Office, Admissions/Resident Recruitment, The Center for Academic Support and Advising Services (CASAS) and many others. The primary objective of the Compliance Office is to not only protect the image of the University through compliance to institutional, conference, and NCAA rules, but the intent of those rules through a culture of compliance.

As outlined by the NCAA, each member institution is tasked with maintaining Institutional Control; the responsibility of the university to control its intercollegiate athletics program in compliance with the rules and regulations of the Association. The responsibility of Institutional Control lies not only its athletics staff and student-athlete’s but the entire university, and any other individual or organization engaged in the promotion of its athletics interests. To this note, the responsibility of compliance is shared by the entire department, not only the Compliance Office, its staff or athletics administrators.

One underlying objective of the Compliance Office is to reduce the number and frequency of conference and NCAA violations. Even the most sound athletics department cannot effectively eliminate the total vulnerability of inadvertent or intentional rules violations. This manual serves the athletics department and University constituencies by clarifying and documenting appropriate procedures, forms, and responsibilities. This manual serves as a supplement to the NCAA and conference manuals, it is not a replacement. All questions concerning the information contained within the manual, general compliance questions, or reporting of potential violations should be directed to the Compliance Office.

Please direct all questions to the following individuals:

Mike Hagen, Assistant Athletic Director for Compliance
Phone: 434-582-2116 (Office) or 434-316-3811 (Cell)
Email: mthagen@liberty.edu

Erin McKeown, Assistant Director of Compliance
Phone: 434-592-4951 (Office) or 434-426-2075 (Cell)
Email: eemckeown@liberty.edu

Brandon Hoskins; Compliance Coordinator
Phone: 434-582-2112 (Office) or (434) 426-0738 (Cell)
Email: bkhoskins@liberty.edu
Additionally, general questions from the public can be directed to compliance@liberty.edu or 434-582-2112.

Other individuals with compliance specific responsibilities include:

Jeff Barber, Director of Athletics
Dr. Bill Gribbin, Faculty Athletics Representative
Meredith Eaker, Associate Athletic Director/Senior Woman Administrator
Compliance Responsibilities – Who to Ask?

The personnel of the Compliance Office are divided by areas of responsibility. Each individual is tasked with Communicating, Organizing, Documenting, and Evaluating these areas (C.O.D.E.). Coaches and staff should contact the appropriate Compliance Office staff member with questions related to these areas. If unable to reach a specific staff member in a topical area, any member of the Compliance Office will be able to respond, but may need to consult another member before giving the appropriate response.

Questions: Who to call?

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The Compliance Committee

The Compliance Committee is an oversight body for the Compliance Office. The Committee meets at least quarterly and more frequently if necessary.

Responsibilities include:
1. Review of compliance procedures
2. Review all violations and make corrective recommendations
3. Serve as an investigative resource in instances of potential violations.

The Committee is comprised of:
Faculty Athletics Representative
Associate AD for Academic Affairs
Assistant AD for Compliance
Assistant AD for Ticket Operations
Senior Woman Administrator
Assistant Director of Compliance
Compliance Coordinator
Budget Manager
Certifying Officer/APR Specialist
Financial Aid Athletics Liaison
Admissions Athletics Liaison
CASAS Liaison
and four coaches.

The four coaches for the 2010-2011 academic year are:

Danny Rocco, Head Football Coach
Jake Shellenberger, Head Women’s Swimming Coach
Andy Bloodworth, Assistant Women’s Basketball Coach
Jen Vaden, Assistant Volleyball Coach

Athletics Department Liaisons

Philosophy:
The University has established several liaisons in respective offices to assist in the efficiency and operation of athletics related matters. These liaisons are available to be contacted.
No coaching staff member or sport specific staff (see Personnel) shall contact a member of these offices other than the specified liaisons for athletically related issues.
Violations, Extra Benefits and Student-Athlete Reinstatement

Rules Violations

Liberty University conducts its athletics programs in full compliance with all institutional, conference, and NCAA rules and regulations. All employees are expected to be committed to this policy and are to immediately report any alleged or suspected situation or activities that may represent violations of any institutional, conference, or NCAA legislation to the Assistant AD for Compliance. If the Assistant AD for Compliance is not available, potential violations should be reported to another member of the compliance staff, the Faculty Athletics Representative or the Director of Athletics.

The following procedures should be followed in carrying out this policy:

1. The Assistant AD for Compliance (or other individual) will determine the following information:
   a. The nature of the incident or violation based on Bylaws from the NCAA Manual.
   b. Names of coaches, staff members, student-athletes, prospective student-athletes, alumni, or representatives of athletics interest involved in the incident.
   c. Dates and places which the violation are thought to have taken place.
   d. Sources of information including names and addresses of the individuals.
   e. Any available supporting evidence and possible “leads” to other evidence.
2. The Assistant AD for Compliance will notify the AD, the Chancellor, and the FAR that an investigation of the NCAA rules violation has begun and will outline the procedures above.
3. In the case of a secondary violation, which have been divided by the NCAA into Level I and Level II violations, the Assistant AD for Compliance will conduct the investigation, securing the necessary information from all appropriate personnel. Upon completion of the investigation, corrective and disciplinary actions will be taken. In the case of a Level I secondary violation, a self-report letter including all relevant information will then be sent to the NCAA with copies to the Chancellor, Faculty Athletics Representative, the Big South Conference and the Head Coach. Should the Level I violation involve eligibility ramifications, reinstatement of the student-athlete must be sought through NCAA Student-Athlete Reinstatement. The institution and/or their conference office will process level II violations. On a quarterly basis, each institution will submit all Level II secondary violations that occurred during that quarter and the penalties imposed. In addition, Level II violations will not require institutions to seek reinstatement of eligibility for any involved student-athletes.
4. In the case of a major violation, legal counsel may be secured. Individuals who are not employed by the Department of Athletics may conduct the investigation. The findings of the investigation will be reported to the Compliance Committee through the Chancellor’s Office. When determining the appropriate corrective and disciplinary actions to be taken, the Compliance Committee will utilize sources at the Conference Office. A self-report letter including all relevant information will then be sent to the NCAA with copies to the Chancellor, Faculty Athletics Representative, the Big South Conference and the Head Coach.
5. Once the NCAA receives all pertinent information, the enforcement staff reviews cases and the institution’s actions are approved or modified. That decision will be communicated to Liberty in writing.
6. Liberty has an opportunity to appeal the decision to the full NCAA Committee on Infractions. This appeal may occur through written correspondence or through an appearance before the committee. Once the full committee considers the appeal, Liberty will be advised of the action in writing.

**Extra Benefits**

With the exception of permissible extra benefits as defined in bylaw 16 of the NCAA manual, any action, provision, or service provided to a student-athlete which is not available to the general student-body and is provided upon the status of the student as an athlete is impermissible. All department employees should assist in preventing extra benefits, and when necessary, reporting extra benefits to the Compliance Office.

**Student-Athlete Reinstatement/Repayment**

For student-athletes whose eligibility is reliant upon repayment of impermissible benefits received, a repayment schedule will be established to complete the repayment as quickly as possible to the charity of the student-athlete/prospects choice. For those individuals with a large financial obligation, a repayment schedule will be agreed upon by the coaching staff, the Compliance Office, and the affected student-athlete/prospect. If a repayment schedule lasts over multiple months, payment will
be made on the 10th of each month. Documentation of the repayment will be made by the Assistant AD for Compliance and kept on file for review if needed.
Interpretations, Rules Education

Rules Interpretations

Compliance is a shared responsibility with all members of the department. It is of utmost importance that each individual learn pertinent information as it relates to their job responsibilities. A careful understanding of the NCAA manual, resources provided by the NCAA and Compliance Office, conference manuals, and other information is an invaluable resource. Rules interpretations should only be requested when a coach or staff member is unable to correctly discern the appropriate action for a specific situation.

Coaches and staff shall not contact the Registrar, Financial Aid, or Admissions/Resident Recruitment with compliance related questions.

- For compliance questions, coaches and/or staff should review the NCAA Manual first for the applicable Bylaw and initial interpretation.
- If the coach and/or staff member is unable to locate the correct NCAA bylaw or is unsure of the interpretation of the bylaw, the coach/staff should contact the Compliance Office. The Compliance Office strongly encourages interpretation requests to be submitted via email as it is difficult to document verbal interpretations for future reference. However, verbal interpretations will be given in urgent or time sensitive situations.

- The Compliance Office will respond to each request via email with the interpretation of the Bylaw. The Assistant AD for Compliance may consult the Director of Athletics, if needed, and/or contact the Conference or the NCAA for assistance with the interpretation.

- If the coach/staff member disagrees with the interpretation, the coach/staff member may present an argument to the Assistant AD for Compliance for reconsideration. At the discretion of the Assistant AD for Compliance, an inquiry may be made with the NCAA if not already done so.

- The Assistant AD for Compliance may also appeal a NCAA rule interpretation to the Subcommittee on Legislative Relief (SLR). However, the Assistant AD for Compliance’s rule interpretation (with assistance from the NCAA legislative services), and/or his decision to appeal, shall be final.
**Rules Education Program**

The Rules Education Program has been implemented to provide all coaches, athletics staff, and student-athletes with a comprehensive working knowledge of the Liberty University, conference, and NCAA rules and regulations. Education is the foundation of the compliance program and all staff must make a regular and concerted effort to remain updated on the changes in governing regulations. The NCAA views a strong, ongoing rules education program as essential to maintaining rules compliance as an institutional priority as well as a necessary element of institutional control.

The Rules Education Program for coaches will be held once a month. Programs will normally be scheduled on the first Wednesday of each month. The location of each meeting will be announced.

Attendance at Rules Education Programs is mandatory. Coaches must plan to attend every meeting. Graduate Assistants, Directors of Operations, Student Assistant Coaches, and Volunteer Coaches must also attend these meetings. If a coach is unable to attend a meeting they must notify the Asst. AD for Compliance prior to the meeting, which will be approved by the respective sport administrator. Coaches who fail to attend more than two meetings without prior excuse will be required to attend the NCAA Regional Rules Seminar during the summer at their sports’ expense.

The Assistant AD for Compliance will conduct an individual Rules Education Session with Registrar, Admissions, Financial Aid, CASAS offices and the Faculty Athletic Representative (one rules education session per year).

The Assistant AD for Compliance will conduct quarterly meeting with the Compliance Committee to establish if additional areas need to be evaluated for Rules Education.

All athletic department employees will be required to take the annual NCAA Coaches Exam during the summer. The exam will be proctored several Times during the summer.

**Rules Education for New Student-Athletes**

- Coach must submit roster change form before student can begin Rules Education.
- Compliance Coordinator and coach discuss a time to meet with the new SA.
- Compliance Coordinator sends the new SA required NCAA Compliance forms on ACS.
- Student-athlete must complete NCAA forms prior to rules education meeting

- Compliance Coordinator will verify that NCAA forms have been completed.
- Compliance Coordinator will review SA handbook with new SA.
- Compliance Coordinator will present NCAA drug testing video to new SA.
- SA must sign page Receipt of Handbook Page and return to Compliance Coordinator.
Rules Education for Continuing Student-Athletes/Staff/Coaches

The Rules Education Program for student-athletes will consist of the beginning of the year meeting with each sport, a meeting at the conclusion of the academic year and the student-athlete newsletter; The Torch. The Torch is produced monthly by the Compliance Office and contains items related to NCAA rules and regulations, Liberty University policies and procedures, deadlines and reminders related to financial aid and academics, and other items related to the life of a student-athlete.

Rules Education for Non-Coaching Staff Members

Once each semester the Compliance Staff will conduct a Rules Education session for all non-coaching staff members. Attendance is required for all non-coaching staff members. At this Time the Compliance Staff will review extra benefits, violations, permissible benefits, and other pertinent information.
Personnel

The athletics department staff is divided into three categories; administrative, coaching, and non/coaching sport specific. These categories coincide with NCAA legislation concerning permissible income and benefits, ticket allotments, and playing and practice seasons.

Administrative

- Senior Staff
- Communications
- Marketing
- Flames Club/Development
- Compliance

- Academic Affairs
- Budget
- Athletic Training
- Strength and Conditioning

Coaching

- Full Time coaching staff members
- Part Time (graduate assistants)

- Student-Assistant Coaches
- Volunteer Coaches

Non-coaching Sport Specific

- Administrative Assistants
- Equipment Personnel
- Video Personnel

- Directors of Operations
- Student Managers

All coaching and non-coaching sport specific staff must be declared by the head coach prior to the start of the playing season (first practice or first day of school).

Outside Income

The NCAA requires that all athletics department personnel (including administrative staff) disclose all athletically related outside income earned during each year from sources outside of the institution.

NCAA Bylaw 11.2.2 Athletically Related Income

Contractual agreements, including letters of appointment, between a full-Time or part-Time athletics department staff member (excluding secretarial or clerical personnel) and an institution shall include the stipulation that the staff member is required to provide a written detailed account annually to the president or chancellor for all athletically related income and benefits from sources outside the
institution. In addition, the approval of all athletically related income and benefits shall be consistent with the institution's policy related to outside income and benefits applicable to all full-Time or part-Time employees. Sources of such income shall include, but are not limited to, the following:

(a) Income from annuities;

(b) Sports camps;

(c) Housing benefits (including preferential housing arrangements);

(d) Country club memberships;

(e) Complimentary ticket sales;

(f) Television and radio programs; and

(g) Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.

Each staff member must complete the Outside Income and Benefits Form on the compliance website. Please fill out the form to the best of your knowledge, and submit to the Compliance Office for approval prior to July 10th following each academic year.

Employment of family members of student-athletes

At no time may a family member of a student-athlete serve as a volunteer coach, graduate assistant coach, manager, or athletics department employee in which compensation (including provisions incidental to travel/practice/competition) is provided, unless previously employed prior to recruitment.

Volunteer Assistant Coaches

Prior to participation with a team, volunteer assistant coaches must have passed the NCAA Coaches Recruiting Exam.

All volunteer coaches must attend all Rules Education meetings.
Recruiting

Philosophy

The recruiting process offers prospective student-athletes an avenue to evaluate athletic participation at Liberty University. This process also offers an opportunity for coaches and prospective student-athletes to understand and focus on the importance of the University’s general mission and philosophy spiritually, academically, and athletically. Prospect can then make an informed decision on how an education at Liberty University will prepare them for their vocations and future contributions to society.

Liberty University is committed to conducting a prospect’s campus visits without a recruiting policy violation. Liberty University shall use its best efforts to comprehensively educate all groups involved in the conduct of recruiting visits and shall investigate all allegations of recruiting-related misconduct. A set of internal controls sufficient to monitor compliance and ensure public confidence has been established and will be periodically reviewed for effectiveness. If applicable NCAA, Big South or respective conference, Liberty University or criminal policies are violated, immediate disciplinary action shall be taken. Such action could include termination of Liberty University employment and/or permanent loss of eligibility for prospects or currently enrolled student-athletes.

Development of Policies

In response to legislation recommended by the NCAA Task Force on Recruiting and approved by the NCAA Board of Directors; Liberty University Compliance Office collaborated to establish recruiting visit guidelines. The University’s Faculty Senate Athletic Committee reviewed the guidelines for input and suggestions. The resulting guidelines were then submitted to the COO for final approval.

General Principles

Definition of Recruitment

Recruitment is defined by the NCAA in bylaw 13.02.12.1. Any prospective student-athlete who is recruited shall be documented by the appropriate coaching staff. It is the responsibility of the coaching staff to maintain current and accurate recruiting files documenting that all recruitment was conducted in compliance with NCAA rules. The Compliance Office will monitor these recruiting files and are subject to “spot checks” by the Compliance Office, Director of Athletics, and FAR.

Permissible Recruiters

Only individuals permitted under applicable NCAA guidelines may solicit prospective student-athletes to enroll at the University. These individuals must be; countable coaches and athletics staff, have passed the NCAA Coaches Certification Exam, and are designated by the institution to act on behalf of the Athletics Department. While coaches who have not passed the exam may recruit on campus, only
those who have passed the Exam may recruit off-campus. There shall be no assistance, except for the identification of prospects, by representatives of athletics interests.

**Recruiting Calendars**

It is the responsibility of permissible recruiters to have knowledge of any applicable recruiting calendars relating to recruiting periods, phone calls, the National Letter of Intent, recruiting materials, and institutional guidelines for submission of necessary forms.

**Recruiting Guidelines**

1. Each coach is to have a working knowledge of all the NCAA rules for recruiting at the Division I level.
2. NCAA rules and their interpretations are constantly changing and each coach is expected to keep abreast of these changes.
3. Each coach will be provided a current NCAA Manual used to help with rules compliance.
4. If there is ever a doubt with regards to a rules interpretation, contact the Associate Athletics Director for Compliance with your specific question or concern. **Never assume anything!!!**
5. Violation of NCAA rules and regulations could lead to immediate termination.
6. All funds for recruiting prospects must be deposited with the institution, which shall be exclusively and entirely responsible for the manner in which such funds are expended.

**Recruiting Logs**

In each sport, all evaluations and contacts must be documented on the Compliance Assistance (CA). All records on recruiting contacts, evaluations and telephone calls during contact, evaluation, quiet or dead periods must be recorded within 72 hours. Coaches may not substitute another method of recording. These coaches’ records can provide a means to substantiate or rebut any charges made against the coach and can help make the coaches more accountable. If a question arises about the recruitment of a prospect or the recruiting practices of a particular coach, it is the responsibility of the Liberty University Department of Athletics to provide up-to-date records with complete information about the recruitment of that prospect. Any prospect who is solicited for enrollment at Liberty shall be documented in CA.
Official Visits

An official visit is an integral part of the evaluation process for both the coaching staff and the prospective student-athlete. Keep the following in mind when scheduling an official visit.

For purposes of legislation, Liberty’s nearest major airport is Raleigh Durham International.

Each prospect must meet with a member of the athletics senior staff.

Student-hosts will not be reimbursed more than $10 in gas money.

Prospects can be given a maximum of three complimentary tickets.

All aspects of the Liberty Way must be followed during an official visit.

Head coaches are ultimately responsible for assuring compliance of all individuals associated with an official visit (student-hosts, assistant coaches, etc.).
Post Official Visit preferred

At the conclusion of an official visit, the coaching staff will submit Official Visit Review Form to the compliance office within 7 days. The following items will be required:

- Prospect Declaration Form, signed by prospect and coach, acknowledging compliance rules during visit.
- Copy of flight itinerary or MapQuest mileage, including a receipt showing payment for the flight or mileage reimbursement.
- Copy of hotel reservation including itemized receipt.
- Itemized receipts for all meals or entertainment expenses paid for by the coaching staff.

Unofficial Visits

An unofficial visit is an integral part of the recruiting process. Keep in mind the following when conducting an unofficial visit.
Unofficial visits can occur at any time except during dead periods. (Note: Unofficial visits cannot occur during the month of July in the sport of basketball.)

There is no limit on the number of unofficial visits a prospect may make.

Only on campus transportation may be provided.

No meals may be provided (a prospect may pay the actual cost of a meal to eat with other prospects on an official visit).

A prospect may stay on campus if arrangements are made with the Resident’s Dean of the appropriate dorm.

Three complimentary admissions may be provided issued through the Compliance Office.

All unofficial visits must be documented to the Compliance Office.

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**Violations Occurring in Conjunction with Visits**

**Prior to Visit**
- Coach shall send recruit NCAA Guide for the College Bound Student-Athlete or Transfer Guide, APR/GSR information, Banned substance information, etc.
- Coach shall have all recruiting contacts, calls, evaluations, correspondence, etc., up to date on CA.
- Coach must submit Unofficial Visit Pre-Approval Form to the Compliance Office 7 days prior to visit.

**Compliance Office**
- Compliance Office will check for the following: up to date recruiting contacts, complimentary ticket requests, itinerary.
- Compliance Office will approve visit and notify coaching staff and ticket office (if applicable).

**During Visit**
- Complimentary admissions may be received from Ticket Office if requested prior to visit (on Pre-Approval Form).

**After Visit**
- Coaching staff must document the use of a Contact if any contact occurred off campus during the visit.
- Coaching staff will submit Unofficial Visit Review Form to the Compliance Office within 72 hours.
- Coaching staff will submit an itemized receipt if a meal occurred.
Liberty University shall submit secondary violations of recruiting visit policies to the Big South Conference office in the same manner as other secondary violations are reported. The Big South Conference office shall provide the NCAA with an annual report of all secondary violations, including those involving recruiting visit policies.

The Compliance Office is charged with ensuring all violations are adequately addressed, appropriate sanctions are self-imposed, and that procedures are established to avoid similar future violations.

Violations of these provisions, by the student-host, will result in immediate and appropriate disciplinary action, which is found in the Liberty Way (Appendix C) and could also result in permanent loss of eligibility. Violations of these provisions, by an Institutional Staff Member, will also result in immediate and appropriate disciplinary action as determined by the Athletic Director, COO, and Chancellor of Liberty University. Such action could include the loss of employment.

Approved by the Executive Vice President 12/15/04

Transfer Request/Permission to Contact

Transfer Request

- Coach requests permission to contact a prospective transfer from the Assistant AD for Compliance.
- Assistant AD for Compliance notifies Compliance Coordinator to send a permission to contact/transfer request to the Compliance office of the appropriate school.
- If coaches receive Permission to Contact or a Release directly they should forward a copy to the Compliance office as soon as possible to be kept on file.

Compliance Office

- Compliance Coordinator identifies contact person from the appropriate Compliance office and gathers name, email, and fax number.
- Compliance Coordinator completes the Transfer Request/Permission to Contact form, creates a cover page, and faxes the appropriate document to the respective Compliance office.
- Once the request has been sent, the Compliance Coordinator will follow up with a phone call to ensure the fax has been received.

Permission to Contact

- After several days, Compliance Coordinator will contact respective Compliance office and inquire about the status of the request.
- Once the request has been received, the Compliance Coordinator will review and verify all information and forward necessary information on to the Head Coach and Assistant AD for Compliance.
- Transfer Request/Permission to Contact is then filed away by sport for future reference.

National Letter of Intent/Initial Scholarships

Liberty is a National Letter of Intent member institution. The NLI is not only an important tool to effectively manage recruits it is a legally binding contract. A complete list of the NLI provisions, FAQ’s, and signing dates can be found at www.national-letter.org. Please keep in mind the following when planning to offer a NLI.
The NLI binds the student-athlete to Liberty, not a coaching staff member.

All prospects under 21 must have a legal guardian sign the NLI. If no legal guardian is available the Compliance Office can work with the NLI office on a substitute signee but must have at least a week’s notice prior to signing day.

Transfer students may not sign an NLI (except 2-4 signees).

Only mid-year football 2-4 signees may sign a NLI for the mid-year.

The NLI must be accompanied by a full year offer of aid.

Prospects and current student-athletes can be released from the NLI obligation (please contact the Compliance Office if this might occur.)

Liberty may not offer any “alternative” form of enrollment obligation as a substitute for the NLI.

NLI’s cannot be delivered off campus by an employee of the University.

Coaches may not be present at the signing if off campus or any press announcement/ceremony conducted by the prospect in conjunction with the signing.
Admissions

The admittance of student-athletes to the University adheres to the same process of all prospective students. In situations where a student-athlete does not meet the qualifying standards, their admissions decision will be deferred until a later date as is done with all applicants. In many situations, the applicant meets the qualifying standards upon submission of additional test scores/transcripts, etc.

In instances where a staff member or any person of interest (coach, faculty member, VP, trustee, Chancellor) has a particular interest in an applicant’s admission, their application will be reconsidered by the appropriate admissions personnel. The applicant can be admitted on warning or probation if the Admissions Office sees fit.
As athletics works closely with the admissions staff, in situations when a specific athlete has been deferred, the Academic Affairs Office and Compliance Office will work directly with the Admissions Office staff to provide any information which can assist in the admissions decision. At no Time shall a coach or non-coaching sport specific staff member of the athletics department contact a member of the Admissions or Recruitment Offices other than the Admissions Liaison.
ROSTERS

Accurate rosters are essential to all functions of the department. Roster changes should be given to the Compliance Office within 48 hours of the change.

Who should be included on a roster?

- Any current student-athlete
- Any student-athlete who has exhausted their eligibility but is receiving athletics financial aid
- Any student-athlete who is medically unable to compete but is receiving aid
- Any non-qualifiers who are being provide permissible athletic benefits (access to athletic facilities, academic assistance, strength and conditioning coaching, occasional meals, athletic training, etc.)
- Any practice players used more frequently than “on occasion.”

Roster Additions:

- No student will be eligible to practice or compete until the head coach has received verification from the Compliance Office. This includes additions after try-outs. Coaches should expect several days after the initial inquiry of an addition before an athlete will be determined as eligible to practice.

Roster Removals:

Coach Submits Change
- Coach must submit a Roster Change Form “try out” athletes or Renewal/Non-Renewal form for incoming freshmen.
- Compliance Office will verify eligibility (full time enrollment, PTD, GPA, Qualifier Status) and notify coaching staff.
- Coach will decide to continue with addition or to withdraw request.

Compliance Office
- Compliance Coordinator will issue student-athlete NCAA required forms and review Rules Ed for New Student-Athletes.
- Compliance Coordinator will notify Certifying Office for continuing students of change or Asst. Director of Compliance for Freshmen Student-Athletes.
- Compliance Coordinator will notify necessary individuals of change, SID’s, athletic training, etc.

Athletic Training
- S-A will submit all necessary insurance information and undergo NCAA required physical.
- S-A will be cleared to practice/compete and sport’s athletic trainer will notify Compliance Coordinator.

Coaches/Staff
- Compliance Coordinator will notify coaches of athletes clearance to practice/compete.
- It is not until receipt of notification that the student-athlete may practice, receive practice/competition gear, attend study hall, etc.
If an athlete approaches a coaching staff member to notify them of their desire to quit a team, they should be provided a copy of the Voluntary Roster Withdrawal Letter. The athlete must sign the letter, and this should be provided to the Compliance Staff with the Roster Change Form.

If a coach decides to cut an athlete from a team, the athlete should be provided a Roster Removal Letter. The athlete must sign the letter, and this should be provided to the Compliance Staff with the Roster Change Form.

Any removal from a roster should be declared to the Compliance Office within 48 hours, this includes student-athletes graduating at semester, athletes who quit a team, and those cut from a team, so that scholarships and stipends can be accurately adjusted.

**Roster Change**
- Coach must obtain a copy of the roster change form and complete all required information (i.e. name, date, LU ID, etc.)
- Coach must submit roster change form to Compliance Coordinator before any roster adjustments can occur.

**Compliance Office**
- Compliance Coordinator reviews the roster change form and verifies the information is correct.
- Compliance Coordinator notifies CASAS Liaison, Financial Aid Liaison, NCAA Certifying Officer, Academic Advisor, Athletic Trainer, and Athletic Communications representative of the roster change.
- Compliance Coordinator then files the roster change form by sports for future reference.

**Roster Adjustment**
- For removals, the Compliance Coordinator will "archive" current SA in ACS and apply a "?" mark in front of the current SA in the CAi database.
ACADEMICS, INITIAL & CONTINUING ELIGIBILITY

Academics

Academic integrity and effective eligibility certification are cornerstones of the Athletic Department. While the responsibility of maintaining academic honesty, progress towards graduation, and the accurate certification of eligible student-athletes is specifically the responsibility of the specific individuals, these areas require the effort the entire department.

Coaches and sport specific staff are prohibited from contacting a professor, an academic official other than an appointed liaison, any member of the Registrar's Office or Admissions/Resident Recruitment Office at any Time concerning a prospective, current or former student-athlete's academics, eligibility, recruitment or admission to the University. If a situation arises which is brought to the attention of a coach or sport specific staff member, they should notify the appropriate Academic Affairs or Compliance Office staff immediately.

Initial Eligibility Certification

Eligibility for student-athletes entering a collegiate institution for their first year of full Time enrollment, and those student-athletes competing at a NCAA Division 1 member institution for the first Time will have their academic eligibility certified by the NCAA Eligibility Center. Each prospect will be added to a report of incoming athletes as soon as they; sign a National Letter of Intent, or are placed on a roster current of future Roster. The Compliance Office will serve as the primary contact with the Eligibility Center, with the Certifying Officer acting as an oversight of NCAA Certifications.

Prospect

• Prospect must register with Eligibility Center, send in all necessary academic materials, and complete amateurism questionnaire.

Compliance Office

• Compliance Office submits additional materials (matriculation letters, copies of transcripts) to Eligibility Center.
• Compliance Office regularly reviews certifications, notifying the coaching staff, academic coordinators, and registrar's office when a prospect is declared to be a final Academic and Amateurism Qualifier.
• Compliance Office will enter Certification information into CA: Qualifier Status, Certification Status, date of status changes, Core GPA, Test Scores, and International Information if necessary.

Registrar's Office

• Certifying Officer will review Initial tab for each recruit on CA and verify accuracy with information entered by Compliance Office.
• Certifying Officer will note on General tab on CA, "Freshmen Certified," initial and date.
Continuing Eligibility Certification

The certification of eligibility is one of the most important areas of compliance, and therefore requires great attention on the part of all individuals involved. The process is designed to include several safety measures to ensure validity and therefore by necessity complicated and time consuming. Coaches who add individuals to rosters should expect the verification of eligibility to take several days.

- The Compliance Office will notify the Certifying Officer of a schedule of needed certifications at the beginning of the year. These dates will be adjusted as the dates of first competition against an outside team are adjusted.

- The Certifying Officer will review all academic requirements outside of PTD (24/18/6 hour rules, GPA) and request PTD from CASAS Liaison.

- The CASAS Liaison will complete a Degree Completion Plan on each upperclassmen, then forward this information of credits earned/credits needed to graduate to the Certifying Officer.

- The Certifying Officer will enter PTD and all information into Compliance Assistant. Then forward a copy of the information to the team’s Academic Coordinator.

- The team’s Academic Coordinator will review the information for accuracy in all areas; declared major, PTD, earned hours and GPA. Then confirm the accuracy back to the Registrar’s Office.

- The Certifying Office will complete the Eligibility Checklist, print out the form, and have the VP for Enrollment Management/Registrar sign off on the form.

- The Asst. AD for Compliance will review the Eligibility Checklist with the Head Coach, noting any ineligible athletes. Once the head coach signs the document, the AD will sign the document. The head coach will be provided a copy of the Eligibility Checklist.

- The Compliance Office will keep a copy of the document on file.

- Once notified by the Asst. AD for Compliance that all signatures have been obtained, the Certifying Officer will email the appropriate conference authority.
Mid-year Certification

The NCAA requires that all athletes are re-certified in the mid-year for specific eligibility requirements (GPA, 6 hour rule) and that progress toward degree be verified for those students who initially enrolled in the mid-year or have skipped a semester at some point.

Any changes in academic eligibility cannot be made until the calendar day after finals end and must be completed on the day prior to the start of the next semester. If a student-athlete has become ineligible, they will be declared as ineligible as soon as all their grades have been posted.

Transfer Eligibility Certification

Transfer eligibility is often a confusing and intricate process. All persons involved in the process should work to keep lines of communication open at all times.

Prior to Enrollment
*All transfer evaluations are unofficial and should be considered as such until ALL final transcripts are obtained from the prospect and submitted to the Registrar’s Office.

After Enrollment

- The Compliance Coordinator will update all information on the Transfer tab of CA.
- This information will be reviewed by the Asst. Dir of Compliance.

- The Certifying Officer will update all information on the Previous Enrollment Tab, then follow procedures related to Continuing Eligibility.
- The Certifying Officer will evaluate that the S-A was eligible at previous institution and met all academically related transfer requirements.
Playing and Practice Seasons

Countable Athletically Related Activity Logs

- Student-athletes are limited to a maximum of twenty hours per week during the playing season (practice or competition) and a maximum of eight hours per week, with the exception of Football, outside the playing season.
- A minimum of one “off day” is required for all student-athletes during the playing season and minimum of two required “off days” outside the playing season.
- A travel day may be counted an “off day” providing no countable athletically related activity took place on that day.
- Practice logs must be submitted year round; even what practices are not being conducted to verify no activities have occurred.

Prior to Submission

- Each coaching staff must designate one member responsible for upkeep and submission of CARA logs.
- Compliance Coordinator develops a schedule for CARA logs and then emails designated coach due dates and weeks required for each submission.
- CARA logs are submitted every two weeks on Wednesday of the following week.

Submission of CARA Logs

- Designated coach must accurately complete and verify information on the CARA logs (i.e. date, # of hours, activity).
- Designated coach must have each of the SAAC representatives for their respective teams verify and sign CARA logs for each week. (CARA logs without SAAC signatures will not be accepted)
- Head coach must sign and verify CARA logs prior to submission
- Designated coach must then submit CARA logs to Compliance Coordinator on the scheduled due dates.

After Submission

- Compliance Coordinator will review CARA logs for each sport and cross check with Compliance Spot Check documentation.
- Compliance Coordinator compares CARA logs with Playing Season section on CAi and makes appropriate adjustments and changes.
- Compliance Coordinator compiles CARA Report (a summary of CARA logs) and distributes them to the Assistant AD for Compliance and Faculty Athletics Representative every two weeks following the submission of CARA logs.
- CARA logs and reports are filed by sport for later reference.

Permissible practice days and competition schedule
Coaches should submit their competition schedules and practice schedules to the Compliance Coordinator as soon as possible. These dates will be input into CA and the Compliance Coordinator will notify the head coach if any issues exist.

Tips to remember

- Permissible competition/practices limits are found in bylaw 17
- Coaches should keep in mind the maximum # of competitions against non-division 1 institutions and the minimum # of competitions permissible found in bylaw 20.9
- Coaches should include all outside competition, including scrimmages and exhibition games, when submitting their schedules to the Compliance Office.
FINANCIAL AID

PROCEDURES FOR AWARDING INITIAL ATHLETICS AID

The amount of athletics aid for incoming freshmen and transfers should be awarded based on the availability of aid due to the graduation and completion of eligibility of current student-athletes. The offer of financial aid to freshmen and junior college transfers should be accompanied by a National Letter of Intent. Prior to recommending a grant-in-aid for an incoming freshman or junior college transfer, the head coach should review the squad list with Financial Aid Compliance Liaison and determine the amount of aid that will be available in light of graduation losses.

Process for awarding athletics aid (Same as awarding NLI):

Prior to Request
- Coach shall recruit the NCAA Guide for the College Bound Student-Athlete or Transfer Guide, APR/GSR information, Banned substance information, etc.
- Coach shall have all recruiting contacts, calls, evaluations, correspondence, etc., up to date on CA
- Coach will submit a NLI/Scholarship request form to the Compliance Office.

Compliance Office
- Compliance Office will check for the following: up to date recruiting contacts, complimentary ticket requests, itinerary.
- Compliance Office will approve NLI/Scholarship and have the documents prepared and signed by the AD, Athletics Financial Aid Liaison, and head coach. At this time the Coach should give the Compliance Office any documents (congratulatory letters) to be included with the document. The documents will be Fed-Ex'd to the prospect using the sport's budget code.

Prospect
- The prospect shall sign the document within 14 days of the issue date.
- On the day of signing they shall fax a copy of the NLI and scholarship to the Compliance Office, and return the hardcopies via mail in the pre-addressed, stamped, envelope provided.

After Signing
- The Compliance Office will notify the coach of the receipt of the NLI/Scholarship and that change in recruiting rules (applicable, phone call, contact, evaluation, and publicity rules).
- An official copy of the NLI and scholarship will be submitted by the Compliance Office to the appropriate conference authority.
- Hard copies of the NLI and scholarship will be sent to the Business Office and Financial Aid.

PROCEDURES FOR RENEWING/NONRENEWING ATHLETICS AID
1. In April, coaches should review their existing squad lists and note the amounts of other countable aid that is being received by “counters”. Other countable aid will affect the equivalency figure for each team and must be considered when making financial aid decisions.
2. In early April, coaches should meet with the student-athletes individually to summarize the year and to discuss the plan to increase or decrease their aid or simply renew or not renew their athletics scholarship. Spring sports should do this at the conclusion of the Big South Tournament.

3. Following the meetings with each student-athlete, coaches should prepare their scholarship recommendations to be made to the Associate AD for Compliance on the Renewal/Nonrenewal/Reduction form. The scholarship allocations should be made based on the budget and tuition costs for the approaching academic year. All changes in athletics aid (non-renewals, increases and decreases) should be noted on this form. The Renewal/Nonrenewal/Reduction form is used to prepare the actual grant-in-aid awards; therefore coaches are responsible for ensuring that these forms are accurate and complete.

4. Head coaches are asked to schedule a meeting with the Associate AD for Compliance and the Athletics Financial Aid Liaison, no later than May 1, to review all scholarship recommendations and NCAA equivalency limits on the squad lists for the approaching academic year. All non-renewals and aid reductions will be discussed during this meeting, in addition to any aid that is to be awarded for summer school.

Renewal/Nonrenewal/Reduction forms should be turned in to the Assistant AD for Compliance no later than May 1 for Fall and Winter sports, and no later than one week after the last date of competition for Spring sports.
PROCEDURES FOR REMOVING AN ATHLETE FROM SCHOLARSHIP

The head coach will notify the student-athlete and the Director of Athletics in writing that they would like to remove or reduce a student-athlete’s scholarship, stating the reason for the removal or reduction. It should also be noted if the student wishes to remain enrolled at Liberty University, the head coach must next meet with the Faculty Senate Athletics Committee (FSAC) to review the rationale for the proposed athletic aid reduction/elimination.

Once this process is complete and the FSAC agrees with the reduction/elimination, the Director of Athletics will notify the Scholarship Office. In accordance with NCAA regulations, Liberty University’s Scholarship Office will notify the student-athlete in writing before July 1 about the aid reduction/elimination and their opportunity for a hearing.

STUDENT-ATHLETE’S APPEAL PROCEDURE

After being notified in writing by the Financial Aid office that aid will be reduced or eliminated, the student-athlete who wishes to appeal should notify the Athletics Financial Aid Liaison in writing of their
desire to meet with the appeal committee concerning the appeal. This letter should include the student-athlete’s reasons for appeal.

The Athletics Financial Aid Liaison will arrange a meeting between the student-athlete and the appeal committee. The student-athlete’s appeal should be received within two weeks of the original notification of reduction or elimination of an athletics grant-in-aid.

PROCEDURES FOR AWARDING SUMMER SCHOOL ATHLETICS AID

Since Liberty University is now operating on a flat tuition rate, a full scholarship student-athlete is entitled to a total of 36 credit hours. It is permissible for a full-scholarship student-athlete to use a portion of these credits in the summer if he or she does not use all 36 during the year. If a student-athlete would need to take more than 36 credits, it must be approved by the Director of Athletics.

For student-athletes who are not on full scholarship, coaches may reserve budgeted scholarship funds, with the approval of the Director of Athletics, to provide athletics aid for deserving student-athletes who need summer school courses for graduation or to maintain eligibility for the fall. Eligible student-athletes must have specific academic purposes for attending summer school. Funds for May/June classes will be charged to the scholarship budget for the current academic year, while funds for July/August classes will be charged to the budget for the upcoming academic year.

Preparing a summer school scholarship

1. In May, coaches should review their roster for any athletes that need or wish to take summer courses.

2. Coaches should evaluate the equivalency computation of each student-athlete to determine the percentage of athletics aid received during the school year for returning athletes. The amount of summer athletics aid is not to exceed this percentage unless they meet certain stated criteria.

3. Scholarship request forms are turned in to the Administrative Assistant no later than May 1st for Summer Session I, and June 1st for Summer Session II.

4. Scholarships, along with course registration forms are delivered to the Athletics Financial Aid Liaison to post and process with signatures needed from the Student Accounts office and Registrars office.

NOTE: ALL Summer school courses must be paid in full prior to the start date of class in order to add the course to a student’s schedule. This means that any partial scholarship student-athlete is responsible for the difference BEFORE the course begins.

SPECIAL ASSISTANCE FUND
The Special Assistance Fund has been set up by the NCAA to assist student-athletes with the costs of college attendance not covered under other permissible benefits. Each year the NCAA distributes funds to each college, allowing the institution to provide these funds to students at their discretion in accordance with published policies.

SAF can be used to cover; insurance, transportation in cases of medical emergencies or death of a family member, medical and dental procedures not covered by insurance, aid for Pell recipients and other students in need. SAF is not a means to cover all expenses for every student with a financial need. All available options should be explored to cover these needs through means available to the student and the sport’s restricted account prior to use of SAF monies.

Procedures for use of SAF:

**International Insurance:** International insurance will be covered for each student as required by the institution. This money is not immediately available when Financial Check In occurs so many students will need to request a manual check in prior the disbursement of funds.

**Medical/dental and Transportation Needs:** These situations will be handled individually. Every effort for medical/dental needs should be explored through insurance and the sport’s restricted account. In situations of a medical emergency/death of a family member, coaches may need to place the amount on their p-card due to Time sensitivity. Coaches should contact the Asst. AD for Compliance or Budget Manager to explain the situation for a verbal approval prior to purchasing a ticket.

**NONCOUNTER CERTIFICATION**

Non-counter certification is required to maintain verification of compliance. These forms are generated through a reporting function of CA. The Athletics Financial Aid Liaison will produce these forms at the conclusion of the academic year and keep them on file in the Financial Aid Office.
PREPARING SQUADLISTS

Squadlists serve as an official record of eligibility, financial aid, and NCAA scholarship limits. Squadlists must be up to date and completed prior to the first outside competition. Squadlists are reconciled several times a year by the Athletics Financial Aid Liaison and finalized at the conclusion of the academic year.

- The Compliance Office will notify the Athletics Financial Aid Liaison of pending competition.
- The Athletics Financial Aid Liaison will verify accuracy between CA and Banner to make sure every student-athlete’s account is accurate.
- The Head Coach will review the Squadlist with a member of the Compliance Staff for accuracy of roster, eligibility, financial aid awards and NCAA limits.
- The Asst. AD for Compliance will keep copies of the squadlists in his office.
- Updates of squadlists will be completed periodically when additions to rosters, or changes in scholarships are made.
TICKETS

Complimentary Tickets

Tickets for student-athletes:

Complimentary tickets for student-athletes are a privilege. NCAA rules allow for a maximum of 4 tickets for all regular season events, tournaments (competition site only), and competition events in which a student-athlete is being honored. A student-athlete may be provided 6 tickets for a postseason event (beyond the conference championship).

Prior to Contest
- Student-athlete must request approval of ticket recipient through Compliance Office.
- The Compliance Office will contact ticket recipients and approve or deny requests based upon their discretion. Student-athletes cannot request tickets for recruits, potential agents, or scouts.
- The student-athlete must choose ticket recipients for each contest.

At the Contest
- A member of the Ticket Office or Compliance Office will distribute tickets to each recipient. The individual must have a photo ID.
- Changes at the site of the contest will be made at the discretion of a Ticket Office or Compliance Office staff member.
- If neither a member of the Compliance Office or Ticket Office is traveling with the team then a member of the Communication Office will work with the home team’s ticket office to provide the Complimentary Ticket List.

After the Contest
- The Compliance Office will review any ticket changes made at the site of the contest.

Tickets for prospective student-athletes:

See Official Visit and Unofficial Visit Procedures. Tickets may be picked up at Will Call. No tickets can be provided to a prospect at any location other than an on-campus event.

Tickets for coaches and staff:

Coaches, operations personnel, managers, and sport specific staff in the sport of competition may use the Coaches’ Complimentary Ticket Form and provide it to the Ticket Office appropriate ticket individual prior to the competition. Individuals using this form should be aware of the following.

Recipients must show a photo ID.

No guest of a student-athlete, their friends or family may be provided a hard ticket or admission through the pass list at any time.
Tickets for coaches of prospects:

Entertainment of a high-school, preparatory school or two-year college coach or any other individual responsible for teaching or directing an activity in which a prospect is involved shall be limited to providing a maximum of two complimentary admissions, issued only through a pass list, (Coaches Complimentary Ticket Form) to home event. It is not permissible to provide complimentary admissions to any postseason competition (e.g., NCAA championship, conference tournament, bowl game). See the information above for processes of the Coaches Complimentary Ticket Form.
CAMPS/CLINICS

NCAA legislation, intended to address potential abuses associated with sports camps and clinics, requires Liberty University to develop policies and procedures by which to ensure compliance with what is becoming a highly regulated area. The appropriate NCAA legislation that is to be followed before and during the operations of a sports camp or clinic is presented in the following material for your information and use.

Camp and Clinic Procedures

Prior to Camp/Clinic
- Submit the Camp/Clinic Description Form to the Asst. Dir of Compliance with any necessary attachments (brochures) prior to advertising/sending out information.
- All summer camp/clinic information should be completed by April 1.

Compliance Office
- The Asst. Dir of Compliance will review the information and approve the event including; reduced admissions, staff, payment amounts for student-athletes, payments to IAWP's and affirmation of no employment for IAWRP's.

Post Camp/Clinic
- Coach should submit the following forms to the Asst. Dir. of Compliance; Camp/Clinic Financial Report, Final Registration Form, Free/Reduced Admissions List.

Tips to Remember When Planning Camps/Clinics

1. The Department of Athletics may use the name or picture of any student-athlete ONLY in the camp counselor section in its summer camp brochure to identify the student-athlete as staff member. However, a student-athlete’s name or picture may not be used in any other way to directly advertise and promote the camp.

2. Camp brochures are not restricted by content or design, but are restricted to a single two-sided sheet not to exceed 17” x 22” when opened in full.

3. Advertisements of Liberty University’s summer camp or clinic in such recruiting publications are permissible if placed in a periodical (other than a high-school or two-year college or non-scholastic game program) that includes a camp directory that meet NCAA requirements.

4. The Department of Athletics may advertise in non-recruiting publications such as a Liberty University game program, a local newspaper or magazine without restriction.

5. The Department of Athletics may distribute sports camps or clinics brochures to prospective student-athletes or high school coaches. [Note: These brochures may be provided to a prospect prior to September 1 at the beginning of the prospect’s junior year in high school.]
6. The Department of Athletics may provide free or reduced admission to the children of Athletic Department staff members to attend Liberty University’s camps or clinics.

7. The Department of Athletics may provide a free or reduced admission fee to the child(ren) of a coach who is an instructor in the camp or clinic, provided the admission is considered in the coach’s compensation limitations and the opportunity is available to children of all coaches instructing the camp.

8. Liberty University is permitted to provide free or reduced admission privileges for a student-athlete (8th grade and under) to Liberty’s summer camps or clinics when the reduced privilege is won through a raffle that is open to the general public.

9. Liberty University’s camp or clinic may offer team discounts, provided those discounts are available on an equal basis with documented standards to all who wish to take advantage of them.

10. The student-athlete shall not participate in organized practice activities other than during the institution’s playing season in the sport, and

11. The Compliance Office shall give prior approval to the student-athlete’s employment arrangement.

12. The Department of Athletics may employ a student-athlete to perform duties that are of a general supervisory character and any coaching or officiating assignments shall represent NOT more than one-half of the student-athlete’s work time.

13. A student-athlete may receive actual travel expenses (including lodging and meals in transit or cash advances) only if such travel expenses are paid and procedures for reimbursement of expenses are used for all employees of the camp or clinic. [Note: Credit cards may not be provided to a student-athlete to pay such expenses]

14. In the case where all employees do not receive travel expenses, a student-athlete may receive a cash advance only if such advance does not exceed the estimated actual and necessary cost of travel or the student-athlete’s estimated employment earnings, whichever is less, and such a benefit is available to all camp employees.

15. Actual transportation from a Liberty University coach or representative of its athletics interests may be provided to a student-athlete only if travel expenses are paid for all employees of the camp or clinic.

16. Prospects may receive awards from a Liberty University sports camp or clinic, provided such awards is published in the camp registration fees charged for participants in the camp or clinic.
The following activities are NOT permissible according to NCAA Legislation pertaining to sports camps or clinics:

In the sport of Division I football, a “senior prospect” shall not be permitted to enroll, participate or be employed at any such sports camp or clinic.

The Liberty University Department of Athletics or representatives of its athletics interests may not employ or give free or reduced admission privileges to a high-school, preparatory school or two-year college athletics award winner. For purposes of this rule, a high school includes the ninth-grade level, regardless of whether the ninth grade is part of a junior high-school system.

A representative of Liberty University’s athletics interests may not pay a prospect’s expenses to attend a Liberty University sports camp or clinic.

The Department of Athletics may not permit or arrange for a prospect, at the prospect’s own expense, to operate a concession to sell items related to or associated with the camp or clinic.

It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skills of the student-athlete.

A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic.

It is not permissible to compensate a high school, preparatory school or two-year college coach based on the value the coach may have for Liberty University because of the coach’s reputation or contact with prospective student-athletes.

The Department of Athletics may not compensate or reimburse a high-school, preparatory school or two-year college coach based on the number of campers the coach sends to the camp.

A student-athlete with remaining eligibility is not permitted to conduct his or her own camp or clinic.

It is not permissible to schedule a “tryout session” at which one or more individuals who have started classes for the ninth grade reveal, demonstrate or display their athletic abilities.

It is not permissible to pay a student-athlete for using his/her name or picture to advertise the sports camp/clinic.

It is not permissible to distribute a poster promoting a sports camp or clinic to prospective student-athletes or high school coaches.
MISCELLANEOUS

Donation Requests

- Any individual seeking a donation from Liberty’s Athletic Department, must first complete and submit a donation request form.
- Donation request forms can be found under the “Donation Request” tab on www.libertyflames.com
- Coach, community member, any individual must complete the required information on the Donation Request form and submit it to the Compliance Coordinator for review.

- Once the Compliance Coordinator receives the completed Donation Request form, he/she will review the completed form and any additional documentation submitted.
- Compliance Coordinator contacts the individual who submitted request and verifies information presented.
- Compliance Coordinator either approves or dissapproves the request based on NCAA legislation.
- Upon disapproval, the Compliance Coordinator will notify the requestor, providing applicable NCAA legislation, and file request for future reference.

- Upon Approval, the Compliance Coordinator notifies the requestor of the donation approval.
- Compliance Coordinator informs the requestor his/her request will be forwarded on to the appropriate department (i.e. Liberty’s Ticketing Office, Sports Team, etc.)
- Compliance Coordinator makes a copy of donation request and puts the copied request into the appropriate departments mailbox in the Hancock Athletic Center.
- Compliance Coordinator files the original donation request and any additional information for future reference.

Agent Registration

All agent/advisors must be registered with the Compliance Office prior to meeting with a student-athlete on campus. Any inquiries by a prospective agent or advisor should be directed to the Compliance Office.

- Any individual interested in becoming a student-athlete’s agent or advisor should be directed to the Compliance Office.

- Once the Compliance Coordinator is made aware of the inquiry they will submit a form to the prospective agent/advisor to be returned.
- Once the form is returned, the Asst. AD for Compliance will review the information and approve/deny the request for contact with the student-athlete.

- The Compliance Coordinator will notify the student-athlete and coach of the approval or denial. At this time the Compliance Office will also supply the S-A with a copy of the NCAA Guide to Agents & Advisors.
- Any further information communication should be directed through the Compliance Office to the student-athlete.
Students Requesting Permission to Contact or a Release from Liberty

If a student-athlete is interested in transferring from Liberty University to another NCAA or NAIA four-year institution he/she must first obtain permission to contact and/or a release from Liberty University Athletics.

Student-Athlete

- The student-athlete should first meet with the Head Coach and then the Assistant AD for Compliance.
- The S-A must complete the Transfer Policy Form and return it to the Compliance Office.
- The S-A will be notified of the academic requirements and policies for appeals.

Compliance Office

- The Asst. AD for Compliance will confer with the sport’s administrator, academic coordinator, head coach, and Athletic Director if necessary concerning granting Permission or a Release.
- The Compliance Office will provide the S-A with a letter granting or denying the request.
- Release will not be granted until the end of the academic semester once all grades have been posted.

Student-Athlete

- If the student-athlete requests an appeal of the denial or conditions of the approval they may request a hearing in writing within 14 days.

FSAC

- The Asst. AD for Compliance will schedule a hearing with the Faculty Senate Athletics Committee at the earliest convenient date.
- The decision of the FSAC is final.

Student-Athlete Employment

If a student-athlete is interested in working during any Time after enrollment, they must complete the Student-Athlete Employment Form with the Compliance Office. The Compliance Office will verify the employment and compliance with NCAA rules. If after repeated attempts no affirmation of compliance can be completed, student-athletes will not be allowed to work at this place of employment in the future. On occasion the Compliance Staff may conduct site visits if concerns of compliance exist.
Promotional Activities

Promotional activities involving student-athletes must be approved by the Compliance Office prior to being conducted. Student-athletes, coaches, or staff who are initiating promotional activities or liaising with outside groups should complete the Promotional Activities Form as soon as possible to allow the Compliance Office enough time to verify compliance with NCAA rules and regulations.

Training Tables Meals

Supervision of Training Table is the responsibility of the providing sport. All meals and attendees must be recorded for each occasion. All policies must be strictly followed to maintain compliance with NCAA bylaws and institutional fiscal policies. This monitoring must be recorded to the Assistant AD for Compliance weekly (due each Monday).

- Training Table is defined as the NCAA allowable service of one meal a day during the fall and spring academic semesters that provides necessary nutrition befitting student-athletes at Liberty and the parameters of this policy. Training table does not include preseason/postseason meals during vacation period, or pre/post game meals as allowed by NCAA rules.
- Training tables may be offered every day of the academic year, beginning on the first day of the semester through the last day of finals week. The cost of training tables is provided by the university VP for finance.
- All users of training tables must support the designated check-in process developed by the Compliance Office. A full time employee of the university (coach or director of operations must administer the training table at the location of the meal).
- Training tables may be located off campus at locations approved by the Associate AD for External Affairs. Meals at other locations will not be reimbursed by the university and student-athletes will be required to pay the full cost of the meal or be declared ineligible until repayment.
- Under no circumstance should a student-athlete be provided with cash, credit card, or gift cards to purchase a meal.
- It is the responsibility of the coaching staff or sport administrator to monitor the receipt of money for those students who are paying, the compliance staff will notify Sodexho of those student-athletes who need to have meals deducted. For those student-athletes paying for their meals (those without a meal plan), the meal must be paid for in advance of meal. It is not permissible for a student-athlete to pay for the meal at anytime afterwards.