GOVERNANCE

The following text outlines Liberty University’s rules interpretations process, rules education program, as well as the means by which secondary and major violations are reported and investigated. Please review this information carefully and follow the stated policies and procedures.

NCAA RULES/REGULATIONS PROCESS

Rules Interpretation Procedures

1. For compliance questions, coaches and/or staff should review the 2006-2007 NCAA Manual first for the applicable Bylaw and initial interpretation.

2. 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.

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

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

5. The Associate AD for Compliance may also appeal a NCAA rule interpretation to the Administrative Review Subcommittee (ARS). However, the Associate AD for Compliance’s rule interpretation (with assistance from the NCAA legislative services), and/or his decision to appeal, shall be final.

DO NOT DIRECTLY CONTACT THE REGISTRAR, FINANCIAL AID, OR ADMISSIONS OFFICE WITH COMPLIANCE RELATED QUESTIONS.

NOTE: The Compliance Office shall keep a copy of all final interpretations on file for future reference.

The following chart illustrates the rule interpretation process:

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<th>NCAA Compliance Question by Coach/Athletics Staff Member</th>
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NCAA RULES EDUCATION PROGRAM

For the 2006-07 academic year, the Office of Athletics-Compliance will conduct the NCAA Rules Education Program. The NCAA Rules Education Program has been implemented to provide all coaches, athletics staff, and student-athletes with a comprehensive working knowledge of the Liberty University, Big South 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 NCAA Rules Education Program for coaches will be held once a month. All programs are scheduled to meet on a designated Thursday of each month at 9:00a.m. The location of each meeting will be announced.

The NCAA Rules Education Program for student-athletes will consist of the beginning of the year meeting with each sport and the student-athlete Newsletter, The Torch. The Torch is produced twice a semester by the Office of Athletics-Compliance 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.

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

The Associate AD for Compliance will conduct semiannual meetings and rules education sessions with the Compliance Committee.
Rules Violation Procedures

It is the policy of Liberty University to conduct its athletics programs in full compliance with all NCAA and Big South Conference 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 NCAA, Conference or institutional rules to the Director of Compliance. If the Associate AD for Compliance is not available, violations should be reported to the Compliance Assistant, Faculty Athletics Representative, or the Director of Athletics.

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

1. The Associate AD for Compliance/Compliance Assistant/Faculty Athletics Representative or the Director of Athletics 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 interests involved in the incident.
   c) Dates and places in which the violations are thought to have taken place.
   d) Sources of information including names and addresses of the individuals involved.
   e) Any available supporting evidence and possible "leads" to other evidence.

2. The Director of Athletics will notify the Chancellor that an investigation of the NCAA rules violation has begun and will outline the procedures to follow.

3. In the case of a secondary violation, which have been divided by the NCAA into Level I and Level II violations, the Associate 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 will be secured. Individuals who are not employed by the Department of Athletics will conduct the investigation. The findings of the investigation will be reported to the Compliance Committee through the President’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 President, 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.

**VIOLATION DISCOVERED AND REPORTED TO DIRECTOR OF COMPLIANCE**

Associate AD for Compliance reviews matter with the Director of Athletics, Faculty Athletics Representative and Head Coach. Further investigation if necessary.

The Associate AD for Compliance, Director of Athletics and Faculty Athletics Representative determine if the violation is major or secondary and whether to declare the prospective student-athlete or current student-athlete ineligible.

- If major violation
  - Report to President and Compliance Committee
  - Internal investigation by legal counsel with report writing by the Faculty Athletics Representative and the Compliance Committee.
  - Finalize report and submit to NCAA with copies sent to the President, Faculty Athletic Representative, Compliance Committee, Head Coach and the Big South Conference.

- If secondary violation
  - Level I: A self report letter including disciplinary actions and relevant information is sent to the NCAA.
  - Level II: Institution processes violation, including disciplinary action (submits quarterly to the Big South Office).

Obtain response from NCAA and/or Big South Conference Office.

- Appeal to appropriate authority.
- Abide by decision.
The COMPLIANCE COMMITTEE

The Compliance Committee is made up of the Director of Athletics, Faculty Athletics Representative, Associate Athletics Director for Academics, Associate AD for Compliance/Senior Woman Administrator, Compliance Assistant, Certifying Officer, Financial Aid Compliance Liaison, the Admissions Athletics Liaison, and two coaches. The Compliance Committee has direct oversight of the athletics compliance office and is involved in development of Liberty University’s athletics compliance policies and procedures that are documented in the Coaches Compliance Manual. The Compliance Committee meets a minimum of once a semester.

OUTSIDE INCOME AND BENEFITS

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.

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.

Liberty University requires all staff members to obtain approval for any athletically related income and benefits prior to each academic year.

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 August 1 of each academic year.
LIBERTY UNIVERSITY RECRUITING POLICIES

PHILOSOPHY:
The recruiting process offers prospective student-athletes an avenue to extend 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 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 Department of Athletics-Compliance 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.

EDUCATIONAL COMPONENT OF VISIT
Prospects will have an opportunity to meet with one of three athletic-academic advisors from the Office of Athletic-Academic Services. The athletic-academic advisor will share with the prospect the institution’s academic expectations, requirements, and available academic services for the student-athlete. Should a prospect show interest in a specific academic program, meetings with departmental faculty or class attendance will be provided.

RESPONSIBILITIES OF HOSTS:
Recruiting visit legislation, policies, and any applicable laws will be thoroughly reviewed with the student-athlete prior to service as a host. The student-athlete will have an opportunity to ask questions regarding policies. The hosting student-athlete will then be held responsible for full compliance with the policies, for representing the institution in accordance with the Liberty Way, upholding the Department of Athletics’ stated philosophy for recruiting visits, and for avoiding even the perception of impropriety during all recruiting visit activities.

PRECOMMUNICATION WITH PROSPECTS AND PARENTS:
Precommunication with prospective student-athletes and parents or legal guardians shall be required in our effort to educate all groups involved in the conduct of recruiting visits. Liberty University’s recruiting visit philosophy and policies applicable to the student-athlete and prospective student-athlete conduct and expectations will be forwarded to prospects in advance of official visits.
FORMS AND RECEIPT POLICIES:
The Liberty University student-host instruction and receipts form (see Appendix A) includes a required affirmation that the hosting student-athlete understands and has received recruiting visit policies when he or she obtains host monies. Institutional staff members participating in the recruiting visit are responsible for turning in itemized receipts within ten days of the conclusion of the recruiting visit. As for the prospect, he or she is required to complete the “Prospect’s Declaration Form” (Appendix B) which affirms or denies that the visit was conducted within the operating guidelines of a permissible recruiting visit.

PARTICIPATION OF HEAD COACHES IN COMMUNICATING POLICIES:
Head coaches must be a fundamental participant in the recruiting visit process. Head coaches are ultimately responsible for ensuring that recruiting visits within their individual programs are in full compliance with all recruiting visit legislation, policies, and applicable laws. Head coaches must effectively communicate the policies to any individuals (e.g., student-athlete hosts, assistant coaches, student managers and athletics staff) involved in recruiting visits.

RECRUITING VISIT ACTIVITIES:
All recruiting visit activities will be in full compliance with NCAA, Big South Conference, institutional legislation, and with all laws and ordinances of the institution’s locale. Such prohibitions include but are not limited to the use of tobacco, alcohol, and or illegal drugs. In addition, sex shall not be used as a recruiting device and sexual harassment will not be tolerated. Finally, gambling and gaming activities and the use of strippers, exotic dance clubs or an equivalent entity are strictly banned from recruiting visit activities.

CURFEW:
Curfew during a recruiting visit will be determined based on whether the prospective student-athlete is housed on or off the institution’s campus. If a prospective student-athlete is housed on-campus during a recruiting visit, the hosting student-athlete is responsible for adhering to the curfew regulations found on page thirty-seven of the Liberty Way (e.g., Sunday through Wednesday – 12:00am (midnight); Thursday – 10:00pm; and Friday and Saturday – 12:30am). If the prospective student-athlete is housed off-campus during a recruiting visit, curfew regulations are to be established by the Head coach of the participating athletic program.

APPLICABLE SANCTIONS:
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 Department of Athletics-Compliance 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

RECRUITMENT

NCAA 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.

GENERAL
Recruiting of prospective student-athletes and the monitoring of this process is the responsibility of the coach recruiting the prospect, the head coach of that sport, and the Compliance Office. It is essential that departmental staff members be familiar with NCAA legislation governing recruiting in order to avoid inadvertent violations of the rules.

Each sport shall designate to the Compliance Office a full-time coach to serve as their recruiting coordinator. This person will be responsible for coordinating their respective sports recruiting efforts. It is also this person’s responsibility to ensure that all documentation is completed in a concise and timely fashion. Each sport's recruiting coordinator is also charged with maintaining accurate and up-to-date recruiting files. The office of Athletics-Compliance will monitor all recruiting files. These materials are also subject to “spot-checks” by the Director of Athletics and the Faculty Athletics Representative.

MONITORING RECRUITMENT
In order to maintain accurate and similar recruiting records for all sports, the NCAA Compliance Assistant Internet (CAI) is to be used by all sports to monitor the recruiting of prospects. Football coaches will use the prospect questionnaire specifically for football (however all actively recruited s/a’s are to be included in the CAI). Coaches may not substitute a different method of documenting prospect activity. Coaches must track all recruitment activities with the CAI and files are to be current at all times. All phone calls to prospects must also be documented on the CAI even if the NCAA legislation allows for unlimited calls during a specific period of time (e.g., 5 days prior to official visit).
MONITORING CONTACTS AND EVALUATIONS

In each sport, all evaluations and contacts must be documented on the CAI. It is a good idea to keep current records on recruiting contacts, evaluations and telephone calls during contact, evaluation, quiet or dead periods. 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.

DEFINITION OF RECRUITMENT

Recruitment is considered to have occurred if an athletics staff member or representative:

1. Provides a prospective student-athlete (prospect) with an official visit;
2. Arranges an in-person, off-campus encounter with a prospect or the prospect’s parent(s) or legal guardian(s); or
3. Initiates or arranges a telephone contact with the prospect, family member or Guardian on more than one occasion for the purpose of recruitment.

Coaches must also be certified to conduct recruiting activities off-campus by passing a Coaches’ Certification Exam covering NCAA rules and regulations administered annually by the Faculty Athletic Representative. Therefore, only institutional staff members may be involved in recruiting on-campus and only certified coaches may do so off-campus. There shall be no involvement, with the exception of assisting to identify prospects, by representatives of the institution’s athletics interests.

There are four time periods that all coaches at Liberty University must adhere to according to the respective recruiting calendars of each sport program:

The Contact Period is that period of time when it is permissible for authorized athletic department staff members to make in-person, off-campus recruiting contacts and evaluations.

The Evaluation Period is that period of time when it is permissible for authorized athletic department staff members to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospects. No in-person, off-campus recruiting contacts shall be made with the prospect during an evaluation period.

The Quiet Period is that period of time when it is permissible to make in-person recruiting contacts only on the member institution’s campus. No in-person, off-campus recruiting contacts or evaluations may be made during the quiet period.

The Dead Period is that period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the member institution’s campus or to permit official or unofficial visits by prospects to the institution’s campus. During the dead
period, a coach may not serve as a speaker at or attend a meeting or banquet at which prospects are in attendance and may not visit the prospect's educational institutions. Complimentary admission to a prospect is also prohibited unless the prospect visits the institution for a purpose having nothing whatsoever to do with athletics recruitment. Telephone calls and written correspondence are permitted during a “dead” period.

TELEPHONE CALLS / CONTACTS AND EVALUATIONS

Football

Telephone Calls: In Divisions I-AA football, one telephone call to a prospect [or a prospect's relatives or legal guardian(s)] may be made during the month of May of the prospect's junior year in high school. Additional telephone calls to a prospect [or a prospect's relatives or legal guardian(s)] may not be made before September 1 of the beginning of the prospect's senior year in high school; thereafter, such telephone contact is limited to once per week outside of a contact period. During a contact period, such telephone contact may be made at the institution's discretion.

Contacts: In Division I-AA football, in-person, off-campus recruiting contacts shall not be made with a prospective student-athlete or the prospective student-athlete's relatives or legal guardian(s) before July 1 following the prospective student-athlete's completion of the junior year in high school.

Each institution is limited to six in-person, off-campus recruiting contacts per prospective student-athlete at any site and includes contacts made with the prospective student-athlete's relatives or legal guardians(s), but does not include contacts made during an official visit.

Institutional staff members may visit a prospective student-athlete's educational institution on not more than one occasion during a particular week within a contact period, regardless of the number of prospective student-athletes enrolled in the institution or whether any prospective student-athlete is contacted on that occasion.

One contact per prospective student-athlete is permitted during each week of the contact period as specified in Bylaw 30.11.3 either at the prospective student-athlete's educational institution or any other location (e.g., prospective student-athlete's home). A visit to the prospective student-athlete's educational institution and any other location (e.g., prospective student-athlete's home) during the same calendar day shall be considered one contact. In addition, institutional staff members may visit a prospective student-athlete's educational institution on not more than one occasion during a particular week, regardless of the total number of prospective student-athletes enrolled in the institution.
Evaluations:  An evaluation day is defined as one coach engaged in the evaluation of any prospective student-athlete on one day (12:01 a.m. to midnight); two coaches making evaluations on the same day shall use two evaluation days. The combined total of such days for all staff members shall not exceed 42 in Division I-AA football.

In Divisions I-AA football, institutional staff members shall be limited to three evaluations during the academic year during which the prospective student-athlete competes or practices on any team. Not more than one evaluation may be used during the fall evaluation period and not more than two evaluations may be used during the April 15 through May 31 evaluation period per Bylaw 30.11.3. An authorized off-campus recruiter may use one evaluation to assess the prospective student-athlete's athletics ability and one evaluation to assess the prospective student-athlete's academic qualifications during the April 15 through May 31 evaluation period. If an institution's coaching staff member conducts both an athletics and an academic evaluation of a prospective student-athlete on the same day during the April 15 through May 31 evaluation period, the institution shall be charged with the use of an academic evaluation only and shall be permitted to conduct a second athletics evaluation of the prospective student-athlete on a separate day during the April 15 through May 31 evaluation period.

Note: The time period during which the three permissible evaluations may take place shall be from April 15 through April 14 of the following academic year.

In football, institutional staff members shall not visit a prospective student-athlete's educational institution on more than two calendar days during the Spring evaluation period.

In football, institutional staff members shall not attend any scholastic or nonscholastic activities devoted to agility, flexibility, speed or strength tests for prospective student-athletes (e.g., combines) conducted at any location at any time. Institutional coaching staff members may evaluate prospective student-athletes participating in scholastic practice and competition activities held under the supervision of the high school or two-year college coach whose high school or two-year college is hosting the activity.

Men’s Basketball

Telephone Calls:  In men's basketball, an institution is permitted to make one telephone call per month to a prospective student-athlete [or the prospective student-athlete's parents or legal guardian(s)] on or after June 15 of the prospective student-athlete's sophomore year in high school through July 31 of the prospective student-athlete's junior year in high school. An institution is permitted to make two telephone calls per week to a prospective student-athlete [or the prospective student-athlete's relatives or legal guardian(s)] beginning August 1 prior to the prospective student-athlete's senior year in high school. An institution is permitted to make one telephone call per week to a two-year or four-year college prospective student-athlete [or the prospective student-athlete’s parents or legal guardian(s)].

In men's basketball, institutional staff members may accept collect telephone calls placed by a prospective student-athlete and the prospective student-athlete's parents and legal guardians, provided the calls are placed not earlier than the conclusion of the prospective student-athlete’s
sophomore year in high school. The institution may use a toll-free number to receive such calls from a prospective student-athlete and the prospective student-athlete's parents or legal guardians.

Contacts: In basketball, contact with a prospective student-athlete may not be made prior to the opening day of classes of the prospective student-athlete's senior year in high school (subject to recruiting calendar restrictions.)

In men's basketball, during the academic year, each institution shall be limited to seven recruiting opportunities (contacts and evaluations combined) per prospective student-athlete but may not include more than three in-person, off-campus contacts during the prospective student-athlete’s senior year (see Bylaw 13.1.6.6.). Men's basketball staff members shall not exceed 130 person days during the academic year.

In men's basketball, a recruiting-person day is defined as one coach engaged in an off-campus recruiting activity of a men's basketball prospective student-athlete on one day (12:01 a.m. to midnight); two coaches engaged in recruiting activities on the same day shall use two recruiting person days. Men's basketball staff members shall not exceed 130 recruiting-person days.

Institutional staff members may visit a prospect's educational institution on not more than one occasion during a particular week within a contact period, regardless of the number of prospects enrolled in the institution.

Contact shall not be made with a prospective student-athlete at any basketball event during the academic year that is not part of a prospective student-athlete’s normal high school, preparatory school or two-year college season, or any event that is not approved, sanctioned, sponsored or conducted by the applicable state high school or two-year college association, National Federation of State High School Associations or the National Junior College Athletic Association.

All communication with a prospective student-athlete, the prospective student-athlete's relatives or legal guardians, the prospective student-athlete's coach or any individual associated with the prospective student-athlete as a result of the prospective student-athlete's participation in basketball, directly or indirectly, is prohibited during the time period in which the prospective student-athlete is participating in a summer certified event or a nonscholastic event during the April contact period. However, printed materials (e.g., letters, recruiting brochures, questionnaires) may be sent via regular mail (see Bylaw 13.4.1) to a prospective student-athlete’s home while the prospective student-athlete is participating in a certified or nonscholastic event.

An institutional coaching staff member may have telephone contact with a prospective student-athlete’s high school coach (or high school administrator) while the prospective student-athlete is participating in a summer certified event or a nonscholastic event during the April contact period, provided the high school coach or administrator is not in attendance at that event.

Evaluations: In men's basketball, during the academic year, each institution shall be limited to seven recruiting opportunities (contacts and evaluations combined) per prospective student-athlete but may not include more than three in-person, off-campus contacts during the
prospective student-athlete’s senior year (see Bylaw 13.1.6.6.). Men’s basketball staff members shall not exceed 130 person days during the academic year.

Coaches Attendance at Basketball Events: Institutional coaching staff members are restricted during the academic year to attending regularly scheduled high school, preparatory school and two-year college contests/tournaments, practices and regular scholastic activities involving student-athletes enrolled only at that institution. During the summer evaluation period, a member of an institution’s basketball coaching staff may attend noninstitutional nonorganized events (e.g., pick-up games), institutional basketball camps per Bylaw 13.12.1.1 and noninstitutional organized events (e.g., camps, leagues, tournaments, festivals and organized team practices in preparation for a certified event) that are certified per Bylaw 30.16. The basketball event certification program is not applicable to National Basketball Association (NBA) official predraft camps or noninstitutional organized events that are approved, sponsored or conducted by an applicable state, national or international governing body (e.g., intrastate and interstate high school basketball games, state high school all-star games, international competitions and practices associated with such contests).

Men’s Basketball. In men’s basketball, each institution is limited to 130 recruiting-person days (see Bylaw 13.02.7) during recruiting periods (contact and evaluation periods) that occur during the academic year.

(1) Fall Contact Period. Evaluations at sites other than the prospective student-athlete’s educational institution are prohibited during the fall contact period. Live evaluations at a prospective student-athlete’s educational institution shall be limited to regularly scheduled high school, preparatory school and two-year college contests/tournaments and practices and regular scholastic activities involving prospective student-athletes enrolled only at that institution.

(2) Academic Year Evaluation Period. All evaluations during the academic year evaluation period shall be limited to regularly scheduled high-school, preparatory school and two-year college contests/tournaments, practices and regular scholastic activities involving student-athletes enrolled only at that institution.

(3) April Contact Period.

   (i) Evaluations at Nonscholastic Events. Evaluations at nonscholastic events during the April contact period are limited to events that are approved, sanctioned, sponsored or conducted by the applicable state high school, preparatory school or two-year college association, National Federation of High School Associations or the National Junior College Athletic Association. Coaching staff members may only attend such an event on Saturday and/or Sunday, and not on any weekend during which the PSAT, SAT, PLAN or ACT national standardized tests are administered, regardless of where the event occurs. If an approved nonscholastic event occurs at a high school, preparatory school or two-year college, it is not necessary to have a contact with a prospective student-athlete who attends the educational institution.

   (ii) Evaluations at a Prospective Student-Athlete’s Educational Institution (Other Than Nonscholastic Events). Evaluations are permissible at a prospective student-athlete’s educational institution shall be limited to regularly scheduled preparatory school or two-year college contests/tournaments, practices and regular scholastic activities involving prospective student-athletes enrolled only at that institution, and only in conjunction with an off-campus contact.
(4) Summer Evaluation Period. During the summer evaluation period, a member of an institution's basketball coaching staff may attend noninstitutional nonorganized events (e.g., pick-up games), institutional basketball camps per Bylaw 13.12.1.1 and noninstitutional organized events (e.g., camps, leagues, tournaments and festivals) that are certified per Bylaw 30.16.

(5) Predraft Camp Exception. Evaluations conducted at National Basketball Association (NBA) official predraft camps are not included in the 130 evaluation days.

WOMEN'S BASKETBALL

Telephone calls: In women's basketball, one telephone call to a prospective student-athlete [or the prospective student-athlete's relatives or legal guardian(s)] may be made during each of the months of April and May of the prospective student-athlete's junior year in high school. One call may be made on or after June 1 through June 20 and one call may be made be made on or after June 21 through June 30 of the prospective student-athlete's junior year in high school. In addition, only three telephone calls to a prospective student-athlete [or the prospective student-athlete's parents or legal guardian(s)] may be made during the month of July following the prospective student-athlete's junior year in high school, with no more than one telephone call per week; thereafter, staff members shall not make such telephone calls more than once per week. An institution may not have any additional communication with a parent or legal guardian of a prospective student-athlete who serves on the staff of his or her daughter's nonscholastic team unless the parent or legal guardian also serves as a head coach of his or her daughter's scholastic team and the additional communication is unrelated to recruitment of his or her daughter.

In women's basketball, during the July evaluation periods, all communication with a prospective student-athlete, the prospective student-athlete's relatives or legal guardians, the prospective student-athlete's coach or any individual associated with the prospective student-athlete as a result of the prospective student-athlete's participation in basketball, directly or indirectly, is prohibited.

Contacts: In basketball, contact with a prospective student-athlete may not be made prior to the opening day of classes of the prospective student-athlete's senior year in high school (subject to recruiting calendar restrictions.)

In women's basketball, during the academic year, each institution shall be limited to five recruiting opportunities (contacts and evaluations combined) per prospective student-athlete but may not include more than three in-person, off-campus contacts at any site during the prospective student-athlete's senior year and shall include contacts with the prospective student-athlete's relatives or legal guardian(s), but shall not include contacts made during an official visit per Bylaw 13.6. Women's basketball staff members shall not exceed 85 recruiting-person days.

In women's basketball, a recruiting person day is defined as one coach engaged in an off-campus recruiting activity of a women's basketball prospective student-athlete on one day (12:01 a.m. to midnight); two coaches engaged in recruiting activities on the same day shall use
two recruiting-person days. Women's basketball staff members shall not exceed 85 recruiting-person days.

**Evaluations:** In women's basketball, during the academic year, each institution shall be limited to five recruiting opportunities (contacts and evaluations combined) per prospective student-athlete, and not more than three of the five opportunities may be contacts (see Bylaws 13.1.6.4 and 13.1.6.5.). Women's basketball staff members shall not exceed 85 person days during the academic year.

**Coaches Attendance at Basketball Events:** During prescribed evaluation periods, institutional coaching staff members may attend regularly scheduled high school, preparatory school or two-year college contests/tournaments and practices, noninstitutional, nonorganized events (pick-up games), institutional basketball camps per Bylaw 13.12.1.1 and noninstitutional nonorganized events (e.g., camps, leagues, tournaments, festivals and organized team practices in preparation for a certified event) that are certified per Bylaw 30.17. The basketball event certification program is not applicable to noninstitutional organized events that are approved, sponsored or conducted by an applicable state, national or international governing body (e.g., intrastate and interstate high school basketball games, state high school all-star games, international competitions and practices associated with such contests).

**Academic Year Evaluation Period.** Evaluations during the academic year may occur at regularly scheduled high school, preparatory school and two-year college contests/tournaments, practices, pick-up games and open gyms. Evaluations at nonscholastic events during the women's basketball prospective student-athlete's academic year shall only occur during the last full weekend of the fall contact period and the weekend of the spring evaluation period.

**Summer Evaluation Period.** During the summer evaluation period, a member institution's basketball coaching staff may attend noninstitutional nonorganized events (e.g., pick-up games), institutional basketball camps per Bylaw 13.12.1.1 and noninstitutional organized events (e.g., camps, leagues, tournaments and festivals) that are certified per Bylaw 30.17.

**ALL OTHER SPORTS:**

**Telephone Calls:** In sports other than football and basketball, telephone calls to a prospective student-athlete [or the prospective student-athlete's relatives or legal guardian(s)] may not be made before July 1 following the completion of the prospective student-athlete’s junior year in high school (subject to the exceptions below); thereafter, staff members shall not make such telephone calls more than once per week.

**Contacts / Evaluations :** In-person, off-campus recruiting contacts shall not be made with a prospective student-athlete or the prospective student-athlete's relatives or legal guardian(s) before July 1 following the prospective student-athlete's completion of the junior year in high school. U.S. service academy exceptions to this provision are set forth in Bylaw 13.16.1

In sports other than football and basketball, each institution is limited to seven recruiting opportunities (contacts and evaluations combined) per prospective student-athlete (see Bylaw 13.1.6.6). During the senior year of high school, not more than three of the seven opportunities
may be off-campus contacts at any site and shall include contacts with the prospective student-athlete’s relatives or legal guardian(s), but shall not include contacts made during an official visit per Bylaw 13.6.

The sport of softball is limited to 30 evaluation days. The sport of women’s volleyball is limited to 80.

In General to All Sports:

Telephone calls:

Permissible callers: All telephone calls to prospective student-athletes (or the prospective student-athletes' parents, legal guardians or coaches) must be made by the head coach or one or more of the assistant coaches who count toward the numerical limitations in Bylaw 11.7.4 (see Bylaw 11.7.1.2).

From the prospect: Institutional staff members may receive telephone calls placed by a prospective student-athlete at the prospective student-athlete's own expense at any time, including before July 1 following the prospective student-athlete's junior year in high school.

During an athletics contest: Telephone calls to a prospective student-athlete [or the prospective student-athlete's relatives or legal guardian(s)] may not be made during the conduct of any of the institution’s intercollegiate athletics contests in that sport until the competition has concluded and the team has been dismissed by the coach.

Prior to official visit: Institutional staff members may make unlimited telephone calls to a prospective student-athlete during the five days immediately preceding the prospective student-athlete's official visit (per Bylaw 13.6) to that institution.

Surrounding the signing of the NLI: Institutional staff members may make unlimited telephone calls to a prospective student-athlete on the initial date for the signing of the National Letter of Intent and during the two days immediately following the initial signing date. In the sport of football, institutional staff members may make unlimited telephone calls to prospective student-athletes during the period 48 hours before and 48 hours after 7 a.m. on the initial signing date for the National Letter of Intent.

After signing the NLI: Subsequent to the calendar day on which a prospective student-athlete signs a National Letter of Intent, there shall be no limit on the number of telephone calls by the institution with which the prospective student-athlete has signed. A coach may not contact prospects before any athletic competition in which the prospect is a participant.

Day of an off-campus contact: Institutional staff members may make unlimited telephone calls to a prospective student-athlete on the day a permissible, in-person, off-campus contact occurs.

Contacts:
Counting contacts and evaluations: Evaluations that occur during the academic year count against the permissible number of recruiting opportunities. Outside of the academic year, evaluations do not count against the annual number of recruiting opportunities. Contacts that occur with a prospective student-athlete count against the permissible number of total recruiting opportunities regardless of the time period (e.g., academic year or outside the academic year). All contacts and evaluations are subject to recruiting calendar restrictions.

Contacts on same day: Any number of contacts made during the same day (defined as 12:01 a.m. to midnight) shall count as one contact.

Contact at prospect's educational institution: Any staff member desiring to contact a prospective student-athlete at the prospective student-athlete's high school, preparatory school or two-year college first shall obtain permission for such contact from that institution's executive officer (or the executive officer's authorized representative). Contact may be made only when such permission is granted. Member institutions also are bound by this provision when recruiting foreign athletes.

Practice or competition site: Recruiting contact may not be made with a prospective student-athlete prior to any athletics competition in which the prospective student-athlete is a participant during the day or days of competition, even if the prospective student-athlete is on an official or unofficial visit. Contact includes the passing of notes to a prospective student-athlete by a third party on behalf of an institutional staff member. Such contact shall be governed by the following:

(a) Contact shall not be made with the prospective student-athlete at any site prior to the contest on the day or days of competition;

(b) Contact shall not be made with the prospective student-athlete from the time the prospective student-athlete reports on call (at the direction of the prospective student-athlete's coach or comparable authority) and becomes involved in competition-related activity (e.g., traveling to an away-from-home game) to the end of the competition even if such competition-related activities are initiated prior to the day or days of competition;

(c) Contact shall not be made after the competition until the prospective student-athlete is released by the appropriate institutional authority and departs the dressing and meeting facility;

(d) Contact shall not be made with the prospective student-athlete involved in competition that requires more than one day of participation (e.g., a basketball tournament) until after the prospective student-athlete's final contest is completed and he or she is released by the appropriate institutional authority and leaves the dressing and meeting facility; and

(e) Coaching staff members may send general correspondence to a prospective student-athlete while the prospective student-athlete is participating in an athletics event, provided the general correspondence is sent directly to a prospective student-athlete (e.g., the front desk of the hotel, the prospective student-athlete's personal fax machine) and there is no additional party (e.g., camp employee, coach) involved in disseminating the correspondence (see Bylaw 13.4). For additional restrictions in basketball, see Bylaw 13.1.7.2.2.
Evaluations:

Visit to prospect’s educational institution: A visit (without contact) by a coaching staff member to a prospective student-athlete's educational institution counts as an evaluation for all prospective student-athletes in that sport at that educational institution.

Competition not involving Educational institution visited: A member institution does not utilize an evaluation for prospective student-athletes at an educational institution if the coach observes competition at that institution between prospective student-athletes who do not attend that institution.

On same day: Any number of evaluations or observations made during the same calendar day (defined as 12:01 a.m. to midnight) shall count as one evaluation.

Evaluations in team sports: In team sports, an institution shall use an evaluation for each prospective student-athlete participating in a practice or contest observed by the institution’s coach, even if a contact is made during the same day. An institution’s coach who is attending an event in which prospective student-athletes from multiple educational institutions participate in drills (e.g., combine) shall use an evaluation only for each prospective student-athlete participating in the event that the coach observes engaging in the drills. In football, an observation that occurs during a permissible contact period shall count only as a contact per Bylaw 13.02.3.1.

Evaluations in individual sports: An institution's coach who is attending a practice an event in which prospective student-athletes from multiple institutions participated in drills (e.g., combine) or competition in an individual sport on a specific day shall use an evaluation only for those participants that the coach observes engaging in practice or competition and the evaluation is counted even if a contact is made during the same day.

Tournament evaluations: Evaluation during each day of a tournament held during the academic year shall count as a separate evaluation except as follows (see Bylaw 13.1.5.1.3.1):

(a) Evaluation of multiple contests in a tournament that occurs on consecutive days (and normally at the same site) shall count as a single evaluation.

(b) Evaluation of multiple contests in a single tier of a tournament (e.g., sectional, district, regional) shall count as a single observation. If a particular tier of a tournament is subdivided into identifiable segments (e.g., conducted on different weekends), evaluation of contests in each identifiable segment counts as a single observation.

Other multi-day events: Evaluations at a multiple-day event (e.g., jamboree, round robin, showcase) constitute separate evaluations for each day of the event unless the event is conducted in a tournament format (i.e., a winner of the event is determined).
Recruiting Materials

As specified below, an institution may provide the following printed materials to prospective student-athletes, coaches of prospective student-athletes or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved:

(a) General Correspondence. General correspondence, including letters and postcards issued by the U.S. postal service (i.e., blank cards) and institutional note cards may be sent to a prospective student-athlete only by mail. Attachments to general correspondence may include materials printed on plain white paper with black ink. The content of all general recruiting correspondence to prospective student-athletes (or prospective student-athletes' parents or legal guardians) must be prepared by the head coach or one of the assistant coaches who count toward the numerical limitations in Bylaw 11.7.4 (see Bylaw 11.7.1.2). It is not permissible for an institution's president or chancellor or director of athletics to prepare general correspondence to prospective student-athletes.

(b) Business Cards.

(c) Camp Brochures. Camp brochures may be provided to a prospective student-athlete. 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. (Note: These brochures may be provided to a prospective student-athlete prior to September 1 at the beginning of the prospective student-athlete's junior year in high school.)

(d) Questionnaires. An institution may provide questionnaires to a prospective student-athlete prior to September 1 at the beginning of the prospective student-athlete's junior year in high school.

(e) Nonathletics Institutional Publications. An institution may provide nonathletics institutional publications available to all students at any time (e.g., official academic, admissions and student-services publications published by the institution and available to all students).

(f) NCAA Educational Material Published by the NCAA (e.g., NCAA Guide for the College-Bound Student-Athlete). (Note: This information may be provided to a prospective student-athlete prior to September 1 at the beginning of the prospective student-athlete's junior year in high school.)

(g) Athletics Publications. An institution may produce a recruiting brochure or media guide (but not both) and provide the publication to a prospective student-athlete. The publications may have only one color printing inside the cover and may not exceeding 8 1/2 by 11 inches in size and 208 pages in length. An institution may not produce a separate media guide that is intended to supplement the one permissible recruiting brochure or media guide. Such supplemental information (e.g., historical information, records) may be posted on the institution's Web site and may be printed in black and white, and provided to the media. An institution may not create a portfolio of information (e.g., pictures) to be shown to prospective student-athletes during the recruiting process unless it is considered the institution's one permissible athletics recruiting publications. An institution may produce additional media publications for separate purposes (e.g., postseason media guide, spring football practice guide), provided the additional publications are not provided to prospective student-athletes.

(h) Game Programs. Game programs (which may not include posters) may be provided to prospective student-athletes only during official and unofficial recruiting visits and may not be mailed.
Express mail services: it is not permissible to utilize any type of express mail to send prospects recruiting materials. Only the National Letter of Intent may be sent by express mail.

Electronic transmissions: Electronically transmitted correspondence (e.g., electronic mail, Instant Messenger, facsimiles, pages, text messaging) may be sent to a prospective student-athlete. Color attachments may be included with electronic mail correspondence sent to a prospective student-athlete, provided the attachment does not include any animation, audio or video clips and there is cost (e.g., subscription fee) associated with sending the item attached to the electronic mail correspondence.

Other recruiting materials: An institution may post recruiting materials not listed in Bylaw 13.4.1 on its Web site but may not print such items from the Web site and provide them to prospective student-athletes via mail or during visits.

Responding to prospects request: Institutional staff members (including athletics staff members) may respond to a prospective student-athlete's letter requesting information from an institution's athletics department prior to the permissible date on which an institution may begin to provide recruiting materials to a prospective student-athlete, provided the written response does not include information that would initiate the recruitment of the prospective student-athlete or information related to the institution's athletics program (e.g., the reply contains an explanation of current NCAA legislation or a referral to the admissions department).

Video/Audio Materials:

Highlight Film/Video/Audio Tape: An institution may show a highlight film/videotape/audio tape to a prospective student-athlete or the prospective student-athlete's coach but may not send it to or leave it with the prospective student-athlete or coach. Highlight films/videotapes/audio tapes are "game clips" that contain informational material that is related to a particular event or sports season. Any narration on the highlight film/videotape/audio tape must relate specifically to the event or sports season. Highlight films/videotapes/audio tapes may include only clips of actual athletics contests and activities that occur on the day of the contest that are directly related to the contest (e.g., pre-game player introductions, half-time band and cheerleader performances, locker-room talks, crowd reactions, sideline coaching staff activities, post-game on-field award presentations). The highlight film may not include clips of other activities that are only indirectly related to the contests (e.g., team travel, team meals, entertainment activities, practice activities, institutional facilities).

Nonathletics Videotapes/Audio Tapes/ Electronically Produced Information: Official academic admissions and student-services videotapes/audio tapes/electronically produced information produced by the institution and available to all students may be provided to prospective student-athletes.

Hall of Fame/Museum Videotape/Audio Tape: A prospective student-athlete may tour an institution's athletics hall of fame or museum during a recruiting trip and view videotapes/films or listen to audio tapes related to the institution's athletics programs (even if such videotapes/films/audio tapes do not meet the definition of a highlight film), provided the facility is open to the general public on a year-round basis and the videotape/film/audio tape has been developed for
the purpose of showing to the general public (as opposed to the recruitment of prospective student-athletes).
OFFICIAL & UNOFFICIAL VISITS

Official Visits:

First Opportunity to Visit:

In all sports, a prospect may not be provided an expense-paid visit earlier than the opening day of classes of the prospect’s senior year in high school.

An institution may not provide an official visit to a prospect who has not presented the institution with his or her high school or college academic transcript (the transcript may be an unofficial photocopy) and a score from a PLAN (or PACT Plus), PSAT, ACT or SAT taken on a national testing date under national testing conditions. The score must be presented through a testing agency document, on a high school transcript or through the use of the testing agency’s automated voice system.

No official visit shall occur without prior approval from the Compliance Office. This approval can be obtained by completing the Official Visit Pre-approval form. This form should be submitted to the Compliance Office no later than one week prior to the beginning of the visit accompanied with the unofficial transcript, itinerary, and test scores.

NOTE: In the sports of Football, Basketball, and Basketball there are limits on the number of official visits that may be provided by that program:

- Football – 56
- Basketball – 12
- Baseball – 25

Number of Visits:

A prospect may take a maximum of five expense-paid visits with no more than one permitted to any single institution. Hence, a prospective student-athlete may only receive one official visit to Liberty University regardless of the number of sports in which the prospect is involved.

The one visit limitation per institution and five overall apply separately to the period in which the prospect when the prospect is in high school and to the period beginning October 15 following the completion of the high school. Thus, a prospect may have a total of 10 official visits—five while in high school and five during the period beginning October 15 after his or her completion of high school.

Length of Visit:

A prospect may visit for a maximum of 48 hours. The 48-hour period of the official visit begins at the time the prospect arrives on the institution’s campus, rather than with the initiation of the prospect’s transportation by a coach or the time of the prospect’s arrival at the airport or elsewhere in the community (see Bylaw 13.7.2.1.1). The prospect’s transportation to and from
the campus must be without delay for personal reasons or entertainment purposes. The institution may not pay any expenses for entertainment (other than the actual and reasonable cost of meals) in conjunction with the prospect’s transportation. At the completion of the 48-hour visit, the prospect must depart the institution’s campus immediately; otherwise, the institution may not pay any expenses incurred by the prospect upon departure from the institution’s campus, including the cost of the prospect’s transportation home.

During the official visit, any member of an institution's athletics department staff may provide ground transportation for a prospect and the prospect's parents or legal guardians between the campus and any bus or train station or airport. If a prospect is transported by a member of the institution's athletic department from an airport, bus or train station other than the major airport, bus or train station nearest to the institution, the 48-hour official visit period begins with the initiation of the ground transportation by the member of the institution's athletics department staff upon the prospect's arrival at the airport, bus or train station.

Liberty University’s nearest major airport has been designated as Raleigh-Durham International Airport (RDU).

Meals/Entertainment:

The cost of actual meals, not to exceed three per day, on the official visit for a prospect and the prospect’s parents, legal guardian(s), spouse or children need not be included in the $30/day entertainment expense. Meals must be comparable to those provided to student-athletes during the academic year. A reasonable snack (e.g., pizza hamburger) may be providing in addition to the three meals.

A maximum of $30 for each day of the visit is to cover all actual costs of entertaining the prospect (and the prospect's parents, legal guardians or spouse), excluding the cost of meals and admission to campus athletics events. The cost of entertainment of the student host(s) and the institution's athletics department staff members who accompany the prospect is excluded. If an athletics department staff member serves as the prospect’s host, his or her entertainment costs must be included in the entertainment allowance. The entertainment allowance may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos. It is permissible to provide the student host with an additional $15 per day for each additional prospect the host entertains.

Entertainment and lodging on an official visit shall be limited to the prospect, the prospect’s parents, legal guardian(s) and spouse.

An institution may provide a meal to a prospect at the institution's training table, provided the training table meal is on campus. An institution may provide a meal at an institutional awards banquet to a prospect, provided the banquet is one of the three permissible meals.

Prospects traveling to the University by automobile will be reimbursed for their mileage at $.30 per mile.
A maximum of three complimentary tickets may be given to the prospect and those accompanying him or her on the official visit. Complimentary Admission tickets will be distributed based upon the request for these tickets on the Official Visit Pre-Approval Form. Please see the complimentary admissions section of this manual for the procedures surrounding this.

OFFICIAL VISIT PROCESS

1. To initiate an official visit, coaches must fill out an Official Visit Pre-Approval Form and submit with the prospect’s high school or junior college transcript, standardized test score (PSAT, SAT, or ACT) and an official visit itinerary (and flight itinerary if traveling by air). Also remember to include a copy of the current graduation rates in the information you send the prospect. No requisition will be approved by the Director of Athletics for student-host money until the appropriate documents are on file in the Compliance Office.

2. Coaches must submit requests for official visits and cash advances at least 10 working days prior to the proposed date of the visit to allow ample time for processing. A requisition must be done for each visit.

3. Please be aware that a recruit must be sent the Precommunication Letter and Graduation Rates before he/she arrives on Liberty’s campus or it is a violation of NCAA legislation. These items may be faxed or emailed.

4. Requisitions for student-host money should be made out to a member of the program’s coaching staff. Upon the receipt of the funds, the designated coach is to bring the allowance to the Compliance Office and instruct the student-host to pick up the allowance in that office. After reading and signing the Student Host Instruction Sheet, the student-host will be given the host money.

5. At the conclusion of the visit or the following day, the student host must return all change and receipts to the Compliance Office, which will maintain these transactions on file.

6. The coach must also return the Prospect Statement to the Compliance Office.

Expense Report:

At the completion of an official visit, every head coach or designee must complete a financial report detailing the expenses from the official visit, including meals, lodging, the name of the prospective student-athlete on the official visit (including parents or legal guardian and spouse), and the sport. All receipts should be attached to the expense report and submitted to the Athletics Business Manager.

UNOFFICIAL VISITS

Opportunity to Visit:

Unofficial visits are permitted at any time except dead periods, including the time period prior to the prospect’s senior year in high school.

NOTE: In the sports of Men’s and Women’s Basketball, a prospect may not make unofficial visits during the month of July.
**Number Permitted:**
A prospect may make unlimited unofficial visits.

**Transportation:**
The institution may provide transportation only to view off-campus practice and competition sites in the prospect’s sport and other institutional facilities and to attend a home athletics contest at any local facility. An institutional staff member must accompany the prospect during such a trip.

**Meals:**
None. A prospect may pay the actual cost of meals and eat with other prospects on an official visit or with an enrolled student-athlete on campus. The university can pay for an institutional coach and/or designee’s meals with a prospect.

Exception: In sports other than football and basketball, a prospect visiting an institution’s campus as part of an admissions event may be provided with one meal in the institution’s on-campus student dining facility and may have contact with institutional coaching staff members only during such an event without the visit counting as an official visit.

**Lodging:**
None (a prospect may stay in a University dorm with an enrolled student-athlete so long as he/she pays the regular institutional rate for the accommodations ($10.00/night at the Liberty University).

**Entertainment:**
Permissible entertainment is limited to three complimentary admissions to campus athletics events issued only through a pass list (NCAA championship or conference tournament games are not permitted).

Complimentary Admission tickets will be distributed in accordance with Liberty University’s Ticket Office policies and procedures outlined in the Complimentary Admissions section of this manual.

**Documentation:**
A record of an unofficial visit should be noted. Each program is to notify the compliance office of each unofficial visit. In addition, each program is to keep on file a running list of unofficial visits.
NATIONAL LETTER OF INTENT

2006-2007 National Letter of Intent Signing Dates:

* Do not sign prior to 7:00 a.m. (local time) on the said dates or after the final signing date listed for each sport*

<table>
<thead>
<tr>
<th>Sport</th>
<th>Initial Signing Date</th>
<th>Final Signing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball (Early Period)</td>
<td>November 8, 2006</td>
<td>November 15, 2006</td>
</tr>
<tr>
<td>Basketball (Late Period)</td>
<td>April 11, 2007</td>
<td>May 16, 2007</td>
</tr>
<tr>
<td>Football (Regular Period)</td>
<td>February 7, 2007</td>
<td>April 1, 2007</td>
</tr>
<tr>
<td>Field Hockey, Soccer, Men's Water Polo*</td>
<td>February 7, 2007</td>
<td>August 1, 2007</td>
</tr>
<tr>
<td>All Other Sports(Early Period)</td>
<td>November 8, 2006</td>
<td>November 15, 2006</td>
</tr>
<tr>
<td>All Other Sports(Late Period)</td>
<td>April 11, 2007</td>
<td>August 1, 2007</td>
</tr>
</tbody>
</table>

* - These sports do not have an early signing period.

NATIONAL LETTER OF INTENT PROCESS

1. Coach decides to offer the prospective student-athlete athletics aid and an opportunity to sign a National Letter of Intent.

2. Coach enters prospective student-athlete into the compliance assistant internet (CAI) under the recruiting module. Prospects recruiting history must be up-to-date.

3. Coach must submit an updated Request for Athletic Scholarship & NLI containing the amount of the award to the Associate AD for Compliance. The prospective student-athlete’s full name and all other information must be precise because this information will ultimately be transferred to the National Letter of Intent and Financial Aid Agreement.

4. After the National Letter of Intent and Financial Aid Agreement have been completed in duplicate, the Athletics Department Secretary presents the two documents to the Director of Athletics for the signature of approval and forwards to the prospective student-athlete.

5. The prospective student-athlete will return one signed copy of the NLI and Financial Aid Agreement to the Department of Athletics within 14 days of signing.

6. The assistant to the Director of Compliance forwards a copy of these documents to the Big South Conference within 21 days of the date of the final signature and maintains a copy on file.
7. The validation of the prospective student-athlete’s national letter of intent is tracked in the CAI by the Compliance Assistant. Each coach may access this information in the recruiting module of the CAI, by double clicking on the prospective student-athlete and then double clicking on the NLI tab above the prospective student-athlete's name. (A copy of the NLI and financial aid agreement may be received upon request).

Prospects Who May Sign National Letters of Intent (NLI):

1. Prospects (high school and two-year college) who will be attending four-year institutions in the fall of 2005 for the first time as full-time students.

2. 4-2-4 transfers who will be entering a second four-year institution in the fall of 2005 after graduating from the two-year college.

3. In the sport of football only, midyear junior college transfers who will meet NCAA junior college transfer requirements in the spring semester of 2005.

Parent or Guardian Must Sign NLI: A parent or legal guardian is **REQUIRED** to sign the NLI if the prospect is less than 21 years of age at the time of the signing and regardless of marital status of the prospect. If a parent or legal guardian does not sign the NLI then the prospect is not bound by the National Letter of Intent.

Institutional Agreement: The National Letter of Intent is an agreement with Liberty University and not for a particular sport or coach. For example, if the coach leaves Liberty, the prospect remains bound by the provisions of the Letter, or if a Letter is signed with institution A to play basketball, the prospect may not sign a second letter with institution B to play baseball.

Financial Aid Offer Requested: The National Letter of Intent must be accompanied by a financial aid agreement from Liberty University.

Time Deadlines: The prospect and parent or legal guardian must sign the NLI within 14 days from the date of issuance, and Liberty must file the NLI with the Big South Conference within 21 days of the final signature or it will be invalid. In this event, another NLI may be issued as long as it is within the designated signing dates. The NLI may be mailed to a prospect prior to the initial signing date. When the NLI is issued prior to the initial signing date, the “date of issuance” shall be considered to be the initial signing date and not the date that the NLI was signed or mailed by Liberty University.

Dead Period Restrictions: The National Letter of Intent initial signing date is surrounded by a dead period that starts 48 hours prior to 7:00 a.m. on the initial date of signing and ends 48 hours after 7:00 a.m. on the initial date of signing. No in-person on- or off-campus contacts are permitted during a dead period.

Telephone calls surrounding the signing dates: In the sport of football, institutional staff members may make unlimited telephone calls to prospects during the 48 hrs. before and 48 hrs.
after 7 a.m. on initial date of signing. In sports other than football, you may make an unlimited number of calls to the prospect on the initial date for signing the NLI and the two days following the initial date of signing.

* Once a prospect has signed the NLI, there is no limit on the number of telephone calls by the institution with which the prospect has signed.

**Issuance and Retrieval of National Letter of Intent:** Two copies of the NLI will be delivered to the prospect with the Director of Athletics’ signature on both of them. One copy is to be kept by the prospect and the other is forwarded on to the Big South Conference. A photocopy is kept by the institution.

**NLI Obligations:** A prospective student-athlete must attend the institution that he signs with for at least one academic year.

**Basic Penalties:** If a prospective student-athlete does not attend the institution with which he signed for a minimum of one academic year and enrolls in a another NLI participating institution, he must complete one academic year in residence at the latter institution and is also charged with the loss of one season of intercollegiate athletics competition in all sports.

**Exceptions to the basic penalties:**

1. **Release Request Form.** A Release Request Form may be obtained and completed in the event I wish to be released from my NLI obligation. The student-athlete must sign the form, along with my parent or legal guardian, and the Director of Athletics of the institution named in the document.
   - The release request form grants the student-athlete complete release from his or her NLI penalties.

2. **Appeal Process:** In the event that a complete release is denied, the NLI steering committee is authorized to consider petitions for a full release from the provisions of the NLI when extenuating circumstances are determined to exist.

**Letter is Void:** The provisions of the National Letter of Intent will NOT be applicable if any of the following occur:

1. The prospect is a partial or nonqualifier per NCAA Bylaw 14.3.
2. The prospect does not meet Liberty’s requirements for admission for the fall of 2005.
3. A junior college transfer who signed during the regular signing period does not meet the requirements of NCAA junior college transfer eligibility as of the fall of 2005.
4. A junior college transfer who signed during the signing period for midyear JC football transfers does not meet the provisions of the NCAA junior college transfer rule as of the spring term of 2005.
5. The prospect graduates from junior college after having signed a NLI while in high school or during the first year in junior college.
6. The prospect serves at least 18 months on active duty with the U.S. Armed Forces or on an official church mission.
7. The sport is discontinued by the institution with which the prospect signed.
8. The institution (or representative of its athletics interests) violates the NCAA or conference rules while recruiting a prospect and he or she becomes permanently ineligible to represent the institution in intercollegiate athletics, as found through the NCAA or conference enforcement process or acknowledged by the institution, the NLI shall be declared null and void. Such declaration shall not take place until all appeals to the NCAA or conference for restoration of eligibility have been concluded.

CONTACTS ASSOCIATED WITH SIGNING NLI

1. Any in-person, off-campus contact made with a prospect for the purpose of signing a letter of intent or other commitment to attend the institution or attendance at activities related to the signing of a letter of intent shall be prohibited.

2. In-person, off-campus delivery of a letter of intent by an institutional staff member shall be prohibited. The letter may be delivered by express mail, courier service, regular mail or facsimile machine.

3. Contacts Subsequent to National Letter of Intent Signing or Other Written Commitment: In all sports, subsequent to the calendar day on which a prospect signs a National Letter of Intent and dead period, there shall be no limit on the number of contacts by the institution with which the prospect has signed. However, the following conditions continue to apply:
   a) Any contact at the prospect’s educational institution in Division I football and basketball shall be confined to the permissible contact period and shall not exceed one visit per week;
   b) No in-person, on- or off-campus contact may be made during a “dead period”;
   c) No in-person, on- or off-campus contact may be made with a nonqualifier, enrolled in the first year of a two-year college, by a Division I member;
   d) No on- or off-campus contact (including correspondence and telephone calls) may be made by a representative of the institution’s athletics interests in Division I except those involving permissible preenrollment activities (i.e., a discussion of summer employment arrangements);
   e) Contact at the site of a prospect’s competition shall continue to be governed by the provisions of 13.1.7.2.

PUBLICITY

Comments Before Signing: Prior to the signing of a prospect to a National Letter of Intent or institutional tender of financial aid, a member institution may comment publicly only to the extent of confirming its recruitment of the prospect. The institution may not comment generally about the prospect’s ability or the contribution that the prospect might make to the institution’s team; further, the institution is precluded from commenting in any manner as to the likelihood of the prospect’s signing with that institution.
Evaluations for Media, Recruiting Services: Athletics department staff members shall not evaluate or rate a prospect for news media, scouting services or recruiting services prior to the prospect’s signed acceptance of the institution’s written offer of admission as a student and/or written tender of financial assistance to be provided upon the prospect’s enrollment.

Intent to Enroll: A member institution shall not publicize (or arrange for publicity of) a prospect’s intention to accept its offer of financial assistance.

Media Releases Regarding Signing: Publicity released by an institution concerning a prospect’s commitment to attend the institution shall occur only after the prospect has signed a National Letter of Intent or subsequent to the prospect’s signed acceptance of the institution’s written offer of admission and/or financial aid. Such communication (with no limit to the number or the content) may be released to media forums at the institution’s discretion. However, an institution is prohibited from purchasing or receiving commercial advertising (e.g., print, media, or billboard) to be used to identify a prospect by name or picture.

Press Conferences: Institutional press conferences, receptions, dinners and similar meetings held for the purpose of making such an announcement are expressly prohibited.

One-Time Exception -- Announcement of All Signing: An institution may make an announcement on the institution’s campus for the sole purpose of presenting at one time to the media the names of all prospects who have signed a National Letter of Intent or accepted written offers of admission and/or financial aid from that institution, with the understanding that no prospects (or their friends or relatives) may be in attendance.

Independent Announcement by Prospect: Press conferences to announce a signing may be arranged independently by the prospect (or the prospect’s family), provided there is no arrangement or involvement whatsoever by the institution or representatives of its athletics interests.

Booster Functions: An institution may produce a single highlight film (one per sport) which includes video clips of all prospects who have signed a National Letter of Intent or accepted a written offer of financial aid from the institution, to show its boosters in conjunction with booster club functions. Other prospects may appear in the video clips comprising the highlight film, provided the focus of the clips is related to the prospect that has committed to the institution.

Staff Member Presence: Institutional staff members are expressly prohibited from personal contact with media representatives at the site of the signing or any other prearranged site when a prospect accepts an offer made by the institution. This does not preclude the presence of bona fide media representatives who are employed on a part-time basis by the institution.

Signings on Campus: An institution is responsible for signings on its campus (whether involving an individual or a group of prospects). Any contact by the media with prospects on campus during the time the prospect signs a National Letter of Intent or tender of financial aid
shall be considered to be prima facie evidence of institutional involvement in arranging media involvement and shall be prohibited.

**Press-Release Content:** The contents of a properly issued press release may be determined by the institution and may include comments by its coaching staff members about the abilities of the prospect.
COMPLIMENTARY TICKETS

PLAYER PASS TICKET POLICY

Liberty may provide up to FOUR complimentary admissions per home or away (barring contracted ticket allotment) contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.

Exceptions:

1. Liberty may provide each student-athlete who participates in or is a member of a team participating in an NCAA championship with six complimentary admissions to all contests at the site at which the student (or team) participates.

2. Complimentary admissions may be provided to members of Liberty’s team for all contests in a tournament in which the team is participating, rather than only for the games in which Liberty’s team participates. However, the contests must be at the site at which Liberty’s team participates.

Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. “Hard tickets” shall not be issued. Before each game, student-athletes (football and basketball) will fill out a Complimentary Ticket Card requesting their complimentary admissions for the game. A player may choose to forfeit or “allocate” his/her tickets to another player. No changes will be made once the cards have been turned in.

The individual utilizing the complimentary admission must present identification to the person supervising the use of the pass list at the admission gate. The individual then shall be provided a ticket stub or other identification of a specified reserved seat or treated as a general-admission ticket holder. For away contests, if a ticket representative is not traveling, the assistant coach will be given the player pass box with each student-athletes card and tickets. Each passlist is to be returned by mail or fax following the event to the Associate AD for Compliance to ensure compliance with all NCAA legislation. NO CHANGES ARE ALLOWED AT THE SITE OF THE CONTEST.

SUMMARY OF NCAA LEGISLATION FOR COMPLIMENTARY ADMISSIONS

Sale of complimentary admissions
A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.

Payment to Third Party
Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value. Receipt of payment for complimentary admissions by such designated individuals is prohibited and considered an extra benefit (this action would render the student-athlete ineligible for intercollegiate competition).
**Student-Athlete Ticket Purchases**
Liberty may not provide a special arrangement to sell a student-athlete ticket(s) to an athletics event. Tickets shall be available for purchase by student-athletes according to the same purchasing procedures used for other students.

**Sale Above Face Value**
A student-athlete may not purchase tickets for an athletics contest from Liberty and then sell the tickets at a price greater than their face value.

**COMPLIMENTARY TICKETS FOR OFFICIAL AND UNOFFICIAL VISITS:**

It is permissible under certain conditions to provide complimentary admissions to campus athletics events to prospective student-athletes making official or unofficial visits to Liberty's campus or for high school/junior college coaches.

*The following procedures must be adhered to when requesting admissions to home football or basketball contests:

1. Inform the Office of Athletics Compliance of the name of the prospect and those accompanying (parents or legal guardians or spouse) the prospect on an official paid visit on the Official Visit Pre-Approval Form. Please be aware that you must check “Yes” and list the activity under the Meals and Entertainment section of the form pertaining to complimentary admissions.

2. Each coach must submit a memo or call the Compliance Office indicating the name of the prospect and those accompanying the prospect or the name of the high school / junior-college coach and those accompanying the coach on an unofficial visit.

   NOTE: Per NCAA rules, only 3 complimentary admissions may be provided for the prospect and those accompanying the PSA. Liberty University can only provide 2 complimentary admissions per coach per event. If the prospect or coach needs additional admissions, the prospect or coach must secure the tickets in the same manner as the general public. Liberty cannot reserve additional admissions for a prospect or coach.

3. The Compliance Office will add the name(s) to the Recruiting Ticket Pass List and forward to the Ticket Office before each home football or basketball game.

4. Prospects or coaches and their guests need to report to the HOME WILL CALL window at GATE ONE in WILLIAM’S STADIUM for home football games. For home basketball games, they are to report to GATE ONE of the VINES CENTER.

5. Complimentary ticket recipients must show ID, sign the ticket list and then will be admitted with the ticket stub. Failure to comply with stated regulations would result in guests not receiving complimentary admissions.
6. NO ADDITIONS, SUBSTITUTIONS OR CHANGES TO THE RECRUITING TICKET PASS LIST CAN BE MADE AT THE GATE.

SUMMARY OF NCAA LEGISLATION FOR COMPLIMENTARY ADMISSIONS

**OFFICIAL VISIT**

Complimentary Admissions
During the official visit, a maximum of three complimentary admissions to a home athletics event at any facility within a 30-mile radius of the institution's main campus in which the institution's intercollegiate team practices or competes may be provided to a prospective student-athlete. Such complimentary admissions are for the exclusive use of the prospective student-athlete and those persons accompanying the prospective student-athlete on the visit and must be issued only through a pass list on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospective student-athlete or those persons accompanying the prospective student-athlete in the facility's press box, special seating box(es) or bench area is specifically prohibited.

**UNOFFICIAL VISIT**

General Restrictions
During an *unofficial visit*, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions (in Division I, issued only through a pass list) to a campus athletics event in which the institution's intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. In Division I, such admissions may provide seating only in the general seating area of the facility utilized for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospect or the prospect's parents [or legal guardian(s)] or spouse in the facility's press box, special seating box(es) or bench area is specifically prohibited.

**OTHER EVENTS**

Conference Tournaments
A Division I institution may not provide complimentary admissions to a prospect for a postseason conference tournament. The prospect may purchase tickets only in the same manner as any other member of the general public.

**NCAA Championships or other Postseason Contests**
The provision of complimentary or reduced-cost admissions to prospects for an NCAA championship (all rounds) or other postseason contest (i.e., bowl game, NIT championship) constitutes excessive entertainment and is prohibited. The prospect may purchase tickets to such events only in the same manner as any other member of the general public.

**Visit Unrelated to Recruitment**
The limitations on providing entertainment to a prospect shall not extend a visit to the institution's campus for a purpose having nothing whatsoever to do with the prospect's athletics
recruitment by the institution. (i.e., athletics team's attendance at a sporting event with the high-
school coach). The institution's athletics department or boosters may not be involved in any
way with the arrangements for the visit, other than providing (in accordance with established
policy) free admissions to an athletics event on a GROUP basis rather than personally to the
prospect.

COMPLIMENTARY TICKETS FOR COACHES (HIGH SCHOOL, PREP, 2-YEAR)

Entertainment Restrictions

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)
to home intercollegiate athletics events at any facility within a 30-mile radius of the institution's
main campus, which must be issued on an individual-game basis. Such entertainment shall not
include food and refreshments, room expenses, or the cost of transportation to and from the
campus or the athletics event. It is not permissible to provide complimentary admissions to any
postseason competition (e.g., NCAA championship, conference tournament, bowl game). An
institutional coaching staff member is expressly prohibited from spending funds to entertain the
prospect's coach on or off the member institution's campus.
Initial Eligibility

All prospects and student-athletes who wish to compete for a Division I institution must be certified prior to competing by the NCAA Initial Eligibility and Amateurism Clearinghouse.

Prospects Must Do The Following:

1. Both domestic and international prospects must register with the Clearinghouse by submitting a Student Release Form. The form can be obtained on the NCAA Clearinghouse website (www.ncaaclearinghouse.net), and the registration fee is $50.00 for domestic students and $70 for international students.

2. The prospect’s guidance office must forward a copy of the prospect’s official transcript to the Clearinghouse. A final transcript must be submitted to the Clearinghouse at the end of the year to confirm the prospect graduated. A photocopy of the transcript is not satisfactory.

3. The prospect must have his/her SAT or ACT test scores sent directly from the testing agency to the Clearinghouse. They can do this by indicating the Clearinghouse as one of the selected choices when taking the test or by submitting an Additional Score Report form to the testing agency at a later date. The code for the Clearinghouse is 9999.

Coaches Must Do The Following:

1. Inform all prospects to register with the Clearinghouse. If they will be coming on an early official visit (for those sports with an early signing date) they should register at the conclusion of their junior year. All others should register as soon as possible during the fall of their senior year.

2. Submit an Institution Request List (IRL) for all prospects who are being recruited and might eventually matriculate to Liberty University, to the Compliance Office. The Compliance Office is responsible for linking the prospects on the IRL to the Clearinghouse website.

3. The Compliance Office will periodically print Web Status Reports on each prospect and submit them to the respective sport program. Coaches are responsible to contact any prospect that needs to submit documents or test scores.

Coaches have the responsibility to ensure that all prospects register with the Clearinghouse and should emphasize how important it is to submit their registration form, transcript and test scores. Prospects and coaches must allow several weeks after registration for the Clearinghouse to process the prospect’s file.

NOTE: Non-recruited student-athletes may practice for a maximum of 45 days without Clearinghouse certification provided he/she is enrolled full-time (Bylaw 14.3.5.1.2); Recruited student-athletes may practice for a maximum of two weeks without Clearinghouse certification (Bylaw 14.3.5.1.1).

Qualifier/Non-Qualifier
All entering first-year student-athletes must be a “qualifier” as certified by the NCAA Initial Eligibility Clearinghouse. The new NCAA initial eligibility requirements became effective August 1, 2003, requiring incoming first-year prospects, beginning in the fall of 2005, to be evaluated on the new 14 core course grade-point average/test score sliding scale. Beginning in fall 2008, all incoming prospects will be required to successfully complete 16 core courses.

Qualifier: A qualifier is a student who, for purposes of determining eligibility for financial aid, practice and competition in Division I institutions, has met all of the following requirements:
   a. Graduation from high school;
   b. Successful completion of a required core curriculum consisting of a minimum number of courses in specified core course subjects;
   c. Specified minimum grade point average in the core curriculum; and
   d. Specified minimum SAT or ACT score.

Qualifiers are eligible for practice, competition, and financial aid during their first year.

Non-Qualifier: A non-qualifier is a student who has not graduated from high school or who, at the time specified in the regulation, presented neither the core-curriculum grade-point average nor SAT/ACT score required for qualifier status.

An entering first-year student-athlete with no previous college attendance who enrolls in a Division I institution and is a non-qualifier is not eligible for regular-season competition, practice, or athletically related financial aid during the first academic year in residence. However, such a student shall be eligible for non-athletic institutional financial aid that is not from an athletics source and is not based in any way on athletics ability and is based on financial need only.

In Division I, a non-qualifier may earn a fourth season of competition provided the student-athlete has completed 80% of his or her baccalaureate degree prior to the beginning of the fifth academic year following the student-athlete’s initial full-time collegiate enrollment.

Initial Eligibility Certification Process:

Initial Eligibility Certification is contained within the Office of Athletics and verified by the Certifying Officer in the Registrar’s office.

1. Once a program submits a prospect’s IRL to the Office of Athletics Compliance that prospect is tracked on the Clearinghouse website.

2. Periodic updates are given to the coaching staff of the prospect’s file, indicating the current status of the prospect as well as if and which documents are still needed to complete his certification.

3. Once the NCAA Clearinghouse gives a final certification status on the prospect, the Office of Athletics Compliance will inform the program of the prospect’s status.

4. The Office of Athletics Compliance inputs the final status in to the CAI, which is used to produce the eligibility forms.

5. The Certifying Officer verifies the status in the CAI by rechecking the status on the Clearinghouse web page.

6. The Certifying Officer signs the official eligibility forms verifying the initial eligibility certification of all incoming freshmen.
### NCAA Continuing Academic Eligibility Regulations

In order to be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be: (1) enrolled in at least a minimum full-time program of studies; (2) be in good academic standing; and (3) maintain student-athlete progress towards degree.

#### Good Academic Standing:
A student-athlete shall be in good academic standing as determined by the academic institution.

#### Progress Towards Degree:
A student-athlete shall maintain student-athlete satisfactory progress toward a baccalaureate or equivalent degree at that institution as determined by the academic institution.

#### Credit Hour Requirements:
Eligibility for competition for a: (a) mid-year transfer student-athlete; (b) student-athlete subsequent to the student-athlete’s first academic year in residence; or (c) a student-athlete who has utilized one season of eligibility in any sport at the certifying institution, shall be determined by the student-athlete’s academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year. Academic eligibility shall be based on the following:

#### Designation of Degree:
A student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester or seventh quarter) and thereafter shall make student-athlete satisfactory progress toward that specific degree.

#### NOTE:
The Progress Towards Degree requirements set forth by the NCAA also assist our institution in meeting our stated goal of a 75% graduation rate of our student-athletes.

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<table>
<thead>
<tr>
<th>Collegiate Entry Date</th>
<th>Entering Second Year of Collegiate Enrollment</th>
<th>Entering Third Year of Collegiate Enrollment</th>
<th>Entering Fourth Year of Collegiate Enrollment</th>
<th>Entering Fifth Year of Collegiate Enrollment</th>
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<tr>
<td>Before August 2003</td>
<td>• 24 semester hours (18 of which must be during the academic year).&lt;br&gt;• 1.65 GPA&lt;br&gt;• 6 credits/term&lt;br&gt;• Be enrolled in a minimum of 12 credit hours/term</td>
<td>• 24 semester hours (18 of which must be during the academic year).&lt;br&gt;• 1.85 GPA&lt;br&gt;• 6 credits/term&lt;br&gt;• Be enrolled in a minimum of 12 credit hours/term&lt;br&gt;• 25% of degree requirements met&lt;br&gt;• Declare Major</td>
<td>• 24 semester hours (18 of which must be during the academic year).&lt;br&gt;• 2.00 GPA&lt;br&gt;• 6 credits/term&lt;br&gt;• Be enrolled in a minimum of 12 credit hours/term&lt;br&gt;• 50% of degree requirements met</td>
<td>• 24 semester hours (18 of which must be during the academic year).&lt;br&gt;• 2.00 GPA&lt;br&gt;• 6 credits/term&lt;br&gt;• Be enrolled in a minimum of 12 credit hours/term&lt;br&gt;• 75% of degree requirements met</td>
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<tr>
<td>On or After August 2003</td>
<td>• 24 semester hours&lt;br&gt;• 18 credits earned during academic year&lt;br&gt;• 90% of GPA needed for graduation (1.80 based on 2.00 requirement)&lt;br&gt;• 6 credits/term&lt;br&gt;• Be enrolled in a minimum of 12 credits/term</td>
<td>• 18 semester hours earned during the academic year&lt;br&gt;• 95% of GPA needed for graduation (1.90 based on 2.00 requirement)&lt;br&gt;• 6 credits/term&lt;br&gt;• Be enrolled in a minimum of 12 credit hours/term&lt;br&gt;• 40% of degree requirements met (48 hours total)&lt;br&gt;• Declare Major</td>
<td>• 18 semester hours earned during the academic year&lt;br&gt;• 100% of GPA needed for graduation (2.00 based on a 2.00 requirement)&lt;br&gt;• 6 credits/term&lt;br&gt;• Be enrolled in a minimum of 12 credits/term&lt;br&gt;• 60% of degree requirements met (72 hours total)</td>
<td>• 18 semester hours earned during the academic year&lt;br&gt;• 100% of GPA needed for graduation (2.00 based on a 2.00 requirement)&lt;br&gt;• 6 credits/term&lt;br&gt;• Be enrolled in a minimum of 12 credits/term&lt;br&gt;• 80% of degree requirements met (96 hours total)</td>
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25/50/75 Rule (for student-athletes first entering a collegiate institution prior to August 3, 2003): A student-athlete who is entering his or her third year of collegiate enrollment shall have completed successfully at least 25 percent of the course requirements in the student’s specific degree program. A student-athlete who is entering his or her fourth year of collegiate enrollment shall have completed successfully at least 50 percent of the course requirements in the student’s specific degree program. A student-athlete who is entering his or her fifth year of collegiate enrollment shall have completed successfully at least 75 percent of the course requirements in the student’s specific degree program. The course requirements must be in the student’s specific degree program (as opposed to the student’s major).

40/60/80 Rule (for student-athletes first entering a collegiate institution after August 3, 2003): A student-athlete who is entering his or her third year of collegiate enrollment shall have completed successfully at least 40 percent of the course requirements in the student’s specific degree program. A student-athlete who is entering his or her fourth year of collegiate enrollment shall have completed successfully at least 60 percent of the course requirements in the student’s specific degree program. A student-athlete who is entering his or her fifth year of collegiate enrollment shall have completed successfully at least 80 percent of the course requirements in the student’s specific degree program. The course requirements must be in the student’s specific degree program (as opposed to the student’s major).

6 Hour Rule: All student-athletes must pass a minimum of six hours each academic term in order to be eligible for competition during the subsequent academic term.

GPA rule: The required cumulative GPA must be maintained each semester to maintain eligibility.

NCAA Forms

All student-athletes must complete NCAA mandatory forms (and other University forms) before practice each year:

1. Drug Testing Consent Form
2. Student-Athlete Statement
3. General Eligibility Form for International Student-Athletes (if applicable)
4. Summary of NCAA Regulations
5. Liberty University Historical Form
6. Student-Athlete Health Insurance Portability and Accountability Act (HIPAA) Authorization/Buckley Amendment Consent Form

Process for Verifying Continuing Eligibility:

Our Certifying Officer in the Registrar's Office has the responsibility of certifying continuing eligibility.
1. At the conclusion of each spring semester the Certifying Officer inputs the academic information of each student-athlete in the degree progress module of the Compliance Assistant Internet (CAI) from the University's official academic tracking system for the current year.

2. To obtain the information for the CAI a merged database is run using data from the CAI and from our University's grade tracking system, AS400. The database assists in verifying the following: credit hours earned; percentage of degree; GPA; and full-time enrollment.

3. For the student-athletes that have percentage of degree requirements for eligibility, the Certifying Officer provides the names and id numbers to their respective Professional Advisors in the Center for Academic Services and Advising (CASA) to verify the percentage of degree for these student-athletes.

4. Once this information is provided from CASA, the Certifying Officer is responsible for documenting the percentage of degree in the degree progress module in the CAI.

5. Upon the completion of inputting data into CAI by the Certifying Officer, the Certifying Officer gives a final certification status for the student-athletes.

6. The Academic Advisors review the data is CAI to verify that the numbers have been entered correctly from AS400. If there are mistakes, the Advisors discuss them with the Certifying Officer and the needed changes are made.

7. Once both the Academic Advisors and the Certifying Officer verify that the data in CAI is accurate, the Associate AD for Compliance reviews the degree progress module and eligibility module to concur with the eligibility status given by the Certifying Officer. If discrepancies are found, they are discussed with the Certifying Officer and the appropriate certification status is given.

8. Final certification is complete when Certifying Officer officially signs each sports' eligibility form for the academic year.

**Mid-year Certification Process:**

At the conclusion of the fall semester, the NCAA requires the each student-athlete be evaluated to make sure he or she has completed a minimum of 6 degree applicable credits and maintained the required cumulative GPA.

1. Mid-year certification for continuing eligibility verified through a query produced by the Head of the Registrar's Office. The query includes credits attempted in fall semester; credits earned, GPA earned, and CUM GPA earned.

2. The Certifying Officer compares the query data with the data in the University's academic tracking system, AS400, to make sure it is without error.

3. The Associate AD for Compliance reviews the query to verify the 6 hr and GPA requirement for each student-athlete.

4. The Associate AD for Compliance then provides the query information and the eligibility determination to the Certifying Officer.

5. The Certifying reviews to make sure the certification is accurate and signs the mid-year certification form that is submitted to the Big South Conference Office.
Transfers

A coach may not contact a student-athlete, directly or indirectly, at another NCAA or NAIA institution without first obtaining written permission from the first institution’s athletics director, regardless of who makes the initial contact. (Although it is not a requirement to obtain this permission for two-year college prospects; however it is considered proper etiquette). The Office of Athletics-Compliance at Liberty University must receive/send release letters to obtain permission from another institution to make contact with a prospect. Coaches should contact the Compliance office to obtain release letters. All release letters from other institutions should be sent to the Compliance Office.

Once the University grants permission for a student-athlete to contact another four-year institution, it is not permissible to revoke such permission. This permission expires, however, when the student-athlete enrolls the following academic year. Per NCAA bylaw 13.1.1.3.1, if after requesting an athletics transfer release in writing from the head coach the student-athlete is denied athletics transfer release, the following steps are to be followed to appeal the decision.

If a student-athlete from another four-year institution or junior college contacts the coach regarding a transfer to Liberty University, these steps must be followed:

1. Inform the student-athlete that you and your staff members are unable to speak to them until Liberty University receives a transfer release letter from their current institution granting permission to contact the student-athlete.

2. Coaches at Liberty University should contact the Compliance Office if they need assistance in obtaining permission from another institution to make contact with a prospect.

3. Do not contact the transfer student-athlete until the Compliance Office receives written approval from the other institution and provides you with a copy of the release.

Transfer Eligibility Process:

1. Coaches inform the Compliance Office that they have a transfer student-athlete coming to Liberty University to participate in their sport.

2. The coach then completes the transfer inquiry form detailing dates and locations of full-time and part-time enrollment since the prospect had graduated from high school and provides this form to the Compliance Office.

3. From the data on the inquiry, the Compliance Office provides the coach with the academic requirements that the prospect will need to be eligible to compete at Liberty University upon their projected arrival date and any transfer exceptions for which the prospect may qualify.

4. The coach has the prospect send his or her transcripts to the Athletics-Admissions liaison, in Liberty's Admissions department, from each of the previous schools attended.

5. Once the Athletics-Admissions liaison accepts the transcripts as official, he or she forwards them to the Certifying Officer who reviews the transcripts and performs preliminary transcript evaluations determining the number of credit hours that will transfer in from each previous institution.
6. Once the Certifying Officer is informed of the projected major of the prospect, he or she places the transferable degree credits on the specified majors’ unofficial status sheet to determine the percentage of degree for which the prospect will have.

7. This information is then provided to the head coach to inform him of the eligibility of his potential transfer.

To certify the transfer for practice, aid, and or competition, upon his arrival to Liberty University.

1. The Certifying Officer is responsible for inputting the data, found in the process above, into the Compliance Assistant Internet (CAI) to officially document the transfer status of the now current transfer student-athlete.

2. The Associate AD for Compliance reviews this data in CAI to verify for what the transfer is eligible (practice, aid, competition) and/or if he or she qualifies for any exceptions to the transfer requirements.

3. The Certifying Officer officially certifies the transfer status of each transfer student-athlete by signing the eligibility form for that particular sport.

NOTE: Effective August 1, 2007, transfer students from a four year institution may receive institutional athletically related financial aid during his or her first academic year at the certifying institution only if he or she would have been academically eligible to compete during the next regular academic term had the student-athlete remained at the previous institution.

Student-Athletes Transferring From Liberty:

If a student-athlete at Liberty University wishes to transfer to another institution the Transfer Policy form must be completed:

The Transfer Policy form states the following steps must be taken for a student-athlete to obtain permission to contact and/or release:

1) The student-athlete must meet with the Head Coach of his/her sport and discuss with him/her why he/she would like to transfer from Liberty University.

2) If the coach agrees to grant the student-athlete permission to contact other schools and/or release the student-athlete from their program, the student-athlete will need him/her to sign the Transfer Policy form.

3) After the coach has signed the policy, the student-athlete must bring it to the Compliance Office to obtain his/her official permission to contact and/or release document.

4) Once this document is obtained, it is the student-athlete’s responsibility to fax it to the schools for which he/she is interested in or make copies and mail it to those schools. It is the only copy we will provide to the student-athlete.

If Liberty University chooses to deny the request of the student-athlete, the following steps must be taken:

1) The Head coach must sign the policy stating the denial of the student-athlete’s request.

2) The student-athlete must bring the form to the Compliance Office showing the denial.
3) The student-athlete will then be issued a letter stating the student-athlete has an opportunity for a hearing from a committee outside of the athletics department to appeal his/her case.
4) The student-athlete must make this request for the hearing within two weeks of the receipt of the said letter.
5) The decision made by the committee is final.

Once the University grants permission for a student-athlete to contact another four-year institution, it is not permissible to revoke such permission. This permission expires, however, when the student-athlete enrolls the following academic year. Per NCAA bylaw 13.1.1.3.1, if after requesting an athletics transfer release in writing from the head coach the student-athlete is denied athletics transfer release, the following steps are to be followed to appeal the decision.

Note: The Big South Conference has recently adopted a transfer penalty for transferring in the same sport from one Big South School to another. The penalty is one academic year in residence prior to becoming eligible for competition. This penalty is effective beginning in the 2006-2007 academic year.
PLAYING AND PRACTICE SEASONS

Definition of Playing Season

The playing season, which includes practice and competition, for a particular sport is the period of time between the date of an institution's first officially recognized practice session and the date of the institution's last practice session or date of competition, whichever occurs later.

The playing season for a particular sport is the only time within which institutions are permitted to conduct countable athletically related activities.

Daily and weekly hour limitations: Playing Season

The NCAA regulates that a student-athlete's participation in countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week, during their season.

Note: During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week.

Note: Athletic competition will not be scheduled during the published exam period. Moreover, no away athletic competition shall be scheduled at least two days prior to the published final exam period.

Countable Athletically Related Activities:

A countable athletically related activity is defined as any required activity with an athletics purpose involving student-athletes and held at the discretion of, or supervised by one or more of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the daily and weekly limitations under Bylaw 17.1.5.1 and 17.1.5.2.

Note: Countable athletically related activities may NOT be conducted at any time following competition, except between contests, rounds or events during a multiday or multievent competition (i.e., doubleheaders in softball or baseball, rounds of golf in a multiday tournament).

Note: All home contests on Sundays, except Big South Championships or NCAA games, must be played between 1:00pm and 7:00pm. Coaches are responsible for providing a worship service opportunity.

Noncountable Athletically Related Activities:
1. Training-table or competition-related meals;
2. Physical rehabilitation;
3. Dressing, showering, or taping;
4. Athletics department academic study hall or tutoring session;
5. Meetings with coaches on non athletic matters;
6. Travel to and from practice and competition;
7. Medical examination or treatments;
8. Fund-raising activities;
9. Recruiting activities; and
10. Public relations activities related to the student-athlete’s sport.

Weekly hour limitations: Outside the Playing Season

The NCAA regulates that a student-athletes participation in countable athletically related activities outside of the playing season.

In sports other than football: From the institution’s first day of classes of the academic year (or Sept. 15, whichever occurs earlier) to one week prior to the beginning of institution’s final examination period at the conclusion of the academic year, only student-athlete’s participation in required weight-training, conditioning and individual skill instruction shall be permitted.

Participation in these activities shall be limited to a maximum of eight hours per week with not more than two hours per week spent on individual skill workouts.

Skill Instruction—Sports other than football: More than four student-athletes from the team may be involved in skill-related instruction with their coaches from September 15 through April 15. Prior to September 15 and after April 15, no more than four student-athletes from the same team may be involved in skill-related instruction with their coach(es) at any one time in any facility.

Note: Outside of the playing season, all countable athletically related activities are prohibited during two calendar days per week.

A student-athlete may participate in the following athletically related activities outside of the playing season:
   Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member; or

   Participation by student-athletes in individual skill-related instruction provided no more than four student-athletes from the same team are involved in skill-related instruction with their coach(es) at any one time in any facility.

In Football, activities between the institution’s last contest and the start of summer conditioning are limited to required weight-training, conditioning and the review of game film. A student-athlete’s participation in such activities shall be limited to a maximum of eight hours per week, of which no more than two hours per week may be spent on the viewing of film.

All activities beginning with the start of summer conditioning and outside the playing season shall be conducted pursuant to Bylaw 17.11.6-(a)-(2) and 17.11.6-(b).
Spring Practice--Football
Fifteen postseason practice sessions [including intrasquad scrimmages and the spring game permitted in Bylaw 17.11.5.2-(a)] are permissible. An institution is not required to count as one of its 15 designated days any day during which countable athletically related activities are limited solely to required conditioning activities and/or review of game film. Practice sessions must meet the following conditions:
(1) All practice sessions are conducted within a period of 34 consecutive calendar days, omitting vacation and examination days officially announced on the institution’s calendar and days during which the institution is closed due to inclement weather.
(2) Any such practice sessions held during vacation days may not be of longer duration than those normally held when academic classes are in session.
(3) Only 12 of the practice sessions may involve contact, and such contact shall not occur prior to the third practice session.
(4) The noncontact practice sessions may involve headgear as the only piece of protective equipment.
(5) Of the 12 permissible contact sessions, eight sessions may involve tackling, and no more than three of the eight tackling sessions may be devoted primarily (greater than 50 percent of practice time) to 11-on-11 scrimmages.
(6) Tackling shall be prohibited in four of the 12 contact sessions. An institution has the discretion to determine the practice activities (other than tackling) that may occur during the four contact nontackling sessions as well as the protective equipment to be worn by the student-athletes.
(7) If an institution conducts a "spring game" per Bylaw 17.11.5.2-(a), the game shall be counted as one of the three sessions that can be devoted primarily to 11-on-11 scrimmages.
(8) The amount of time that a student-athlete may be involved in such postseason countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week.

INSTITUTIONAL VACATION PERIOD AND SUMMER

A student-athlete may not participate in any countable athletically related activities outside the playing season during any institutional vacation period and/or summer. Certified strength and conditioning coaches, including countable coaches, may design and conduct specific workout programs for student-athletes, provided such workouts are voluntary and conducted at the request of the student-athlete.

Exceptions:

Football - between the start of summer conditioning and the start of preseason practice period, an institution shall conduct its out of season conditioning period as follows:

(a) Institutions shall count back nine weeks from the first permissible reporting date for preseason practice. During this nine-week period, institutions shall designate one week as student-athlete discretionary time.
(b) During the remaining eight weeks of the summer conditioning period student-athletes and prospects who have signed a National Letter of Intent or, for those institutions not using a National Letter of Intent, a prospect who has signed an institution’s written offer of admission and/or financial aid, may be involved in non-mandatory weight training and conditioning activities that are conducted by the institution’s strength coach for no more than eight hours per week. An institution may loan clean apparel (e.g., t-shirts, shorts, laundry service, socks and undergarments) to all football prospects who qualify for involvement in such activities.

(c) Prior to participation in any summer weight-training or conditioning workouts, those prospects who have signed a National Letter of Intent and student-athletes who will be beginning their initial season of eligibility for football practice at the institution in the fall shall be required to undergo a pre-participation medical examination administered and supervised by a physician.

In sports other than I-AA Football: In sports other than Division I-AA football, a student-athlete may not participate in any countable athletically related activities outside the playing season during any institutional vacation period and/or summer. Strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for student-athletes, provided such workouts are voluntary and conducted at the request of the student-athlete.

Prospects and Summer Conditioning:

Football: In Division I-AA football, a prospective student-athlete may engage in voluntary summer workouts conducted by an institution’s certified strength and conditioning coach with department-wide duties, provided he has signed a National Letter of Intent or, for those institutions not using the National Letter of Intent or in the case of a four-year college prospective student-athlete, the prospective student-athlete has signed the institution’s written offer of admission and/or financial aid (see Bylaw 13.2.8.1). An institution may loan clean apparel (e.g., t-shirts, shorts, laundry services, socks and undergarments) to all football prospective student-athletes who qualify for involvement in such activities.

Basketball: In basketball, a prospective student-athlete who either has signed a National Letter of Intent or who has been accepted for enrollment in a regular full-time program of studies at that institution and is receiving financial aid to attend summer school per Bylaw 15.2.8.1.4 (including a four-year college prospective student-athlete), may engage in voluntary summer workouts conducted by an institution’s strength and conditioning coach with department-wide duties (see Bylaw 13.2.8.3). An institution may loan clean apparel (e.g., t-shirts, shorts, laundry service, socks and undergarments) to all basketball prospective student-athletes who qualify for involvement in such activities.

All other sports: A prospective student-athlete who has signed a National Letter of Intent (NLI) (or a four-year college-transfer prospect who has signed a written offer of financial aid and/or admission) or who officially registers, enrolls and attends classes during the summer prior to initial full-time enrollment and receives institutional athletics financial aid may participate in
voluntary weight lifting or conditioning activities (e.g., conditioning on the track) on the institution's campus in the presence of the institution's strength and conditioning coach, provided such activities are not prearranged, the strength and conditioning coach is performing normal duties and responsibilities in the supervision of the weight room or facility in use (e.g., track) and he or she does not work directly with the prospective student-athlete. Involvement by the strength and conditioning coach (other than in a supervisory capacity) or the involvement of any coaching staff member in any capacity would constitute a tryout.

**Golf**- A coach may participate in individual-workout sessions with student-athletes from the coach's team during the summer, provided the request for such assistance is initiated by the student-athlete.

**Tennis**-A coach may participate in individual-workout sessions with student-athletes from the coach’s team during the summer, provided the request for such assistance is initiated by the student-athlete. It is not permissible for the institution to pay fees for the use of a facility.

**Track**-A coach may be present during voluntary individual workouts in the institution's regular practice facility (without the workouts being considered as countable athletically related activities) when the student-athlete is engaged in field events. The coach may provide safety or skill instruction but may not conduct the individual's workouts.

**Wrestling**- A coach may participate in individual-workout sessions with student-athletes from the coach's team during the summer, provided the request for such assistance is initiated by the student-athlete.

**Practice Logs**

The **Practice Log** is provided for the coaches’ benefit to monitor the “20-hour” rule and the “8-hour” rule.

This form is due to the Faculty Athletics Representative every two weeks for the previous month’s activities and must be signed by the head coach and three student-athletes, including at least one SAAC representative.

1. When computing and recording the hour limitations, the following should be noted:

   - All competition activities on the day of competition shall count as three hours regardless of the actual duration of these activities.

   - Countable hours must be recorded on a daily basis for each student-athlete regardless of whether the student-athlete is participating in an individual or team sport.

   - Any countable individual or group activity must count against the time limitation for each student-athlete who participated in the activity.
• Daily and weekly hour limitations do not apply to activities occurring during the academic year in periods between academic terms when classes are not in session (during a program’s season) or those activities occurring during the preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.

• Daily and weekly hour limitations apply to countable activities during final-exams and to all periods prior to the final exam.

• During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week, except when classes are not in session, conference and post-season tournaments.

• Outside the playing season, all countable athletically related activities shall be prohibited during 2 calendar days per week.

• Outside the playing season, all athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete’s final exams.

• A travel day may be considered a day off, provided no countable activities occur that day.

• A canceled competition may be computed as a day off.

• No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

In addition, the head coach of every sport except basketball should complete the Declaration of Playing Season module in the CAI. The module must be completed by August 1 of each academic year.

Promotional Activities
Student-Athlete Charitable/Educational Activities: A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a noninstitutional charitable, educational or nonprofit agency may use a student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

(a) The student-athlete receives written approval to participate from the director of athletics (or his or her designee who may not be a coaching staff member), subject to the limitations on participants in such activities as set forth in Bylaw 17;

(b) The specific activity or project in which the student-athlete participates does not involve cosponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company’s officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company’s emblem, name,
address and telephone number may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited;

(c) The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo also appears on the item;

(d) The student-athlete does not miss class;

(e) All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;

(f) The student-athlete may accept actual and necessary expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity;

(g) The student-athlete's name, picture or appearance is not utilized to promote the commercial ventures of any nonprofit agency;

(h) Any commercial items with names, likenesses or pictures of multiple student-athletes (other than highlight films or media guides per Bylaw 12.5.1.8) may be sold only at the member institution at which the student-athlete is enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event). Items that include an individual student-athlete's name, picture or likeness (e.g., name on jersey, name or likeness on a bobble-head doll), other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold; and

(i) The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of this section.

**Promotions Involving Commercial Locations/Sponsors:** A member institution or a charitable, educational or nonprofit organization may use the appearance, name or picture of an enrolled student-athlete to promote generally its fund-raising activities at the location of a commercial establishment, provided the commercial establishment is not a cosponsor of the event and the student-athlete does not promote the sale of a commercial product in conjunction with the fund-raising activity. A commercial establishment would become a cosponsor if the commercial establishment either advertises the presence of the student-athlete at the commercial location or is involved directly or indirectly in promoting the activity.
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:

1. Coach decides to offer the prospective student-athlete athletics aid and an opportunity to sign a National Letter of Intent.

2. Coach enters prospective student-athlete into the compliance assistant internet (CAI) under the recruiting module. Prospects recruiting history must be up-to-date.

3. Coach must submit an updated Request for Athletic Scholarship & NLI containing the amount of the award to the Associate AD for Compliance. The prospective student-athlete’s full name and all other information must be precise because this information will ultimately be transferred to the National Letter of Intent and Financial Aid Agreement.

4. After the National Letter of Intent and Financial Aid Agreement have been completed in duplicate, the Athletics Department Secretary presents the two documents to the Director of Athletics for the signature of approval and forwards to the prospective student-athlete.

5. The prospective student-athlete will return one signed copy of the NLI and Financial Aid Agreement to the Department of Athletics within 14 days of signing.

6. The assistant to the Director of Compliance forwards a copy of these documents to the Big South Conference within 21 days of the date of the final signature and maintains a copy on file.

7. The validation of the prospective student-athlete’s national letter of intent is tracked in the CAI by the Compliance Assistant. Each coach may access this information in the recruiting module of the CAI, by double clicking on the prospective student-athlete and then double clicking on the NLI tab above the prospective student-athlete's name. (A copy of the NLI and financial aid agreement may be received upon request).

PROCEDURES FOR RENEWING/NONRENEWING ATHLETICS AID

1. In April, coaches should review their 2006-07 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 2007-2008 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 2007-2008 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 Director of 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.

5. Any requests for changes after the Renewal/Nonrenewal/Reduction form has been approved and before the first day of classes for the fall semester should be submitted in writing to the Associate AD who will submit to the Director of Athletics for approval.

6. The Athletics Financial Aid Liaison and the Director of Compliance will review the Renewal/Nonrenewal/Reduction form; authorize the Financial Aid Agreements; Reconcile the Squad lists; and forward renewal, non-renewal, and reduction letters to the student-athletes by July 1, 2007.

7. The Athletics Financial Aid Liaison will prepare a preliminary squad list for each sport during the Summer, which will be finalized no later than three (3) days prior to the first date of competition. Coaches should carefully review the squad list and continually monitor their equivalency status.

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.

SUMMARY OF NCAA LEGISLATION FOR SUMMER SCHOOL ATHLETICS AID

Summer Financial Aid

Summer financial aid may be awarded only to attend the awarding institution's summer term, summer school or summer-orientation program, provided the following conditions are met:

(a) The student has been in residence a minimum of one term during the regular academic year;

(b) The student is attending a summer term, summer school or summer-orientation program and financial aid is administered pursuant to Bylaw 15.2.8.1.2 for enrolled student-athletes or Bylaws 15.2.8.1.3 and 15.2.8.1.4 for incoming student-athletes during the summer prior to their initial full-time collegiate enrollment; or

(c) The student is a two-year or a four-year college transfer student and is receiving aid to attend the awarding institution's summer-orientation program.

Summer Financial aid—Prior to Initial, Full-Time Enrollment at the Certifying Institution—Athletics Aid

In all sports it shall be permissible to award athletically related financial aid to a prospective student-athlete to attend an institution in the summer prior to the prospective student’s initial full-time collegiate enrollment, provided the requirements of bylaw 15.2.8.1.4 are met.

Stipulations

1. The recipient shall be admitted to the awarding member institution in accordance with regular, published entrance requirements.

2. The recipient is enrolled in a minimum of six hours of academic course work (other than physical education activity courses) that is acceptable degree credit toward any of the institution's degree programs. Remedial, tutorial and noncredit courses may be used to satisfy the minimum six-hour requirement, provided the courses are considered by the institution to be prerequisites for specific courses acceptable for any degree program and are given the same academic weight as other courses offered by the institution.

3. The recipient, if recruited, is subject to NCAA transfer provisions pursuant to Bylaw 14.5.2-(h), unless admission to the institution as a full-time student is denied.
4. During the summer term or orientation period, the recipient shall not engage in any countable athletically related activities except for those activities specifically permitted in Bylaw 17.

5. Summer coursework is not used for the purpose of completing initial-eligibility (i.e., prospects with learning disabilities) or continuing-eligibility (i.e., transfer eligibility, progress toward degree) requirements. However, the hours earned during the summer prior to initial full-time enrollment at the certifying institution may be used to satisfy the applicable progress-toward-degree requirements in subsequent years.

Enrolled Student-Athletes

A student-athlete shall not receive athletically-related financial aid to attend Liberty’s summer term unless the student-athlete received such athletically-related aid from that institution during the student-athlete’s previous academic year.

Further, athletics aid for summer school may be awarded only in proportion to the amount of athletically-related financial aid received by the student-athlete during the previous academic year except that this proportionality restriction shall not apply to a student-athlete who has exhausted his or her eligibility and is enrolled in a summer program of studies that will permit the student-athlete to complete his or her degree requirements.

Multiple Summer Sessions

An institution that conducts multiple summer sessions may not award athletically related financial aid to attend any one session that exceeds the proportion of the amount of athletically related financial aid received by the student-athlete during the previous academic year.

Exception for Nonqualifiers

A nonqualifier may receive athletically related financial aid to attend Liberty’s summer school subsequent to the first academic year in residence under the following conditions:

- The student-athlete has met progress towards degree requirements and, thus, would be eligible for competition for the succeeding year;
- The student-athlete has been awarded athletically related financial aid for the succeeding academic year; and
- The student-athlete receives athletically related financial aid to attend Liberty’s summer school only in proportion to the amount of athletically related financial aid the student will receive for the succeeding year.

UNDERSTANDING SQUAD LISTS
A squad list names all of the student-athletes who are involved in a particular sport at Liberty University and provides information about them. It is a common record maintained between the athletics department and financial aid office that tracks the financial aid status of student-athletes. The form must be completed and on file in the office of the Director of Athletics three days prior to the first day of outside competition in each individual sport at Liberty. Any student-athlete not listed is not eligible to represent Liberty in intercollegiate competition in that sport. Also, any student-athlete listed on a squad list must have signed a Student-Athlete Statement and Drug-Testing Consent Form.

The squad list includes two types of information about each student-athlete listed:
- Identification and status, and
- Financial aid information.

Seven items of identification and status information are to be listed on each squad list:

1. Name of each student-athlete -- including each squad member and other student-athletes who do not compete but receive aid that must be counted (i.e., student-athletes who redshirt, those fulfilling a transfer requirement, those who qualify for a hardship waiver, partial or nonqualifiers; and those student-athlete’s who have exhausted their eligibility but are still receiving athletics aid).

2. ID number (social security number or other student number used at Liberty) for each student-athlete.

3. Term first enrolled at any institution (to be verified by the Registrar).

4. Term first enrolled at Liberty (to be verified by the Registrar).

5. Number of years received financial aid (not including current year).

6. Number of seasons of eligibility used (not including current year).

7. Whether recruited or not recruited.

A change in status section provides a tracking mechanism for student-athletes who initially appear on the squad list and whose status changes during the academic year. In addition to the date of a student-athlete’s change in status, Liberty needs to indicate one of the following five reasons (with the appropriate code) for the change in status:

1. Cut/dismissed from the team (“C”);
2. Exhausted eligibility in the sport (“E”);
3. Graduated (“G”);
4. Medical exception resulting from a career-ending injury/condition (“M”); or
5. Quit the team (“Q”).
6. Withdrew from institution (“W”).
Liberty also uses the change in status column to note the status of other student-athletes who may be nonqualifiers (“N”), transfers (“T”), redshirts (“R”) or academically ineligible (“AI”).

NOTE: A student-athlete who is a counter at the time of the change of status remains a counter for the remainder of the academic year unless the student-athlete qualifies for an exception (i.e., Bylaw 15.5.1.4.1 — Injury or Illness Prior to Initial Practice).

Four items of financial aid information are to be listed on each squad list:
1. Period of award -- not to exceed one academic year (i.e., full year or one semester);
2. Amount of athletics grant;
3. Amount of other aid that counts against institutional limits; and
4. Amount of total countable aid.

SQUAD LIST PREPARATION

1. The Office of Athletics-Compliance will record in the CAI, for each sport, the names of all known (those who have signed the Student-Athlete Statement and the Drug Testing Consent Form) enrolled student-athletes on a squad list. Returnees will be recorded over the summer. New Enrollees will be added after the compliance orientation meeting is conducted at the beginning of the Fall semester.

2. The Athletics Financial Aid Liaison prepares a preliminary squad list over the summer, detailing the financial aid packages of all returning student-athletes. Once the new enrollees are added into the CAI after the compliance orientation meeting, the Athletics Financial Aid Liaison adds their financial aid information into the CAI to complete the squad list preparation. This squad list is reviewed with each program no later than one week prior to competition. Final squad lists are due to the Big South Conference no later than three days prior to a program's first contest date.

3. Squad lists must be revised whenever student-athletes are added or dropped from the team, or whenever there is a change in financial aid status affecting the maximum individual limit or the maximum team limit. Coaches should notify the Director of Compliance promptly of changes in participation status of their student-athletes (i.e., walk-ons, student-athletes who have quit the team, exhausted eligibility, medical exceptions, etc.) on the Official Roster Change form, as well as changes in financial aid status of current squad members.

4. All changes/updates to squad lists must be completed prior to a new student-athlete being eligible for competition. Head Coaches must sign a new squad list and the Conference Office must be notified of the addition prior to the student-athlete representing Liberty University in outside competition.

Maximum Limit on Financial Aid

A student-athlete shall not be eligible to participate in intercollegiate athletics if he or she receives financial aid that exceeds the value of the cost of attendance as defined in Bylaw 15.02.2. A student-athlete may receive institutional financial aid based on athletics ability (per Bylaw 15.02.4.1), outside financial aid for which athletics participation is a major criterion (per
Bylaw 15.2.6.4) and educational expenses awarded per Bylaw 15.2.6.5 up to the value of a full grant-in-aid, plus any other financial aid unrelated to athletics ability up to the cost of attendance.

The following sources of aid are counted within a student-athlete’s individual limit and the athletics program’s team limits:

(a) Government Grants. Government grants for educational purposes, except for those listed in Bylaw 15.2.5;

(b) Other Scholarships and Grants. Other institutional or outside scholarships or grants-in-aid;

(c) Gifts. The value of gifts given to a student-athlete following completion of eligibility in appreciation for or recognition of the student-athlete’s athletics accomplishments;

(d) Professional Sports Stipend. Any bonus or salary (no matter when received or contracted for) from a professional sports organization;

(e) Athletics Participation Compensation. Any other income (no matter when received or contracted for) from participation in an athletics event (except funds that are administered by the United States Olympic Committee pursuant to its Operation Gold Grant Program) unless eligibility has been exhausted in that sport; and

(f) Loans. Loans, except legitimate loans that are based upon a regular repayment schedule, available to all students and administered on the same basis for all students.

EXCEPTION: In Division I, entering student-athletes who participate in an equivalency sport may receive an institutional academic honor award under specified conditions without including such aid in the institution’s team limits during that academic year in the applicable sport.

Academic Honor Award Requirements
All honor awards must meet the following conditions:

- The award must be part of the institution’s normal arrangements for academic scholarships;
- The award should be independent of athletics interests;
- The amount of the award should be consistent with a pattern of all such awards made by the institution;
- The award may include additional, non-academic criteria (e.g. interviews, essays, need analysis), provided the additional criteria meet the above-described conditions and do not include athletics ability, participation or interests;
- No quota of awards shall be designated for student-athletes;
- Athletics participation shall not be required prior to or subsequent to college enrollment;
- No athletics department staff member shall be involved in designating the recipients of such awards;
Criteria
The student-athlete recipient must:
• Be ranked in the upper ten percent (10%) of his or her high school graduating class; or
• Have achieved a core-course grade-point average of at least 3.5 (on a 4.0 scale); or
• Have achieved a minimum ACT sum score of 105 or minimum SAT score of 1200.

RENEWAL OF ACADEMIC AWARDS:

The renewal of an academic honor award (per Bylaw 15.5.3.2.1) is exempt from an institution's equivalency computation, provided:

(a) The recipient achieves a cumulative grade-point average of at least 3.000 (based on a maximum of 4.000) at the certifying institution; and

(b) The recipient meets all NCAA, conference and institutional progress toward degree requirements.

NOTE: Institutional academic scholarships that are part of an institution's normal arrangements for academic scholarships, based solely on the recipient's academic record at the certifying institution, awarded independently of athletics interests and in amounts consistent with the pattern of all such awards made by the institution, are exempt from an institution's equivalency computation, provided the recipient has completed at least one academic year of full-time enrollment at the certifying institution and has achieved a cumulative grade-point average of at least 3.300 (on a 4.000 scale) at the certifying institution.

Issuance/Renewal of Financial Aid

1. Initial athletic financial aid may not be offered until the prospect has been entered into the CAI and his/her recruiting documentation is up-to-date.

2. Initial athletic financial aid may not be offered until it has been determined by the specific sport program supervisor, the Associate AD for Compliance and the Athletics Financial Aid Liaison that there is aid available in the budget and within the NCAA limitations.

3. Athletics financial aid may not be given, initial or renewal, unless the student-athlete is eligible for such aid under NCAA, Conference and institutional rules.

4. Any institutional aid given without regard to athletics ability, whether the student-athlete was recruited or not, must be documented in the Compliance Office by completing Counter/Non-Counter Student-Athlete Forms.

5. All student-athletes should be made aware of the need to document outside grants during the academic year. Such money may count against the limitations of the individual/or the team. The Director of Compliance shall educate student-athletes at
each team meeting every academic year and require such information on Historical Form.

6. All coaches must fill out the Request for Scholarship/NLI prior to any athletic grant being initiated by the Compliance Office.

7. Athletic financial aid may be increased, reduced or canceled at the end of each one-year term (or earlier if the aid is granted for a lesser term). Athletic financial aid may be reduced or canceled during the term of the grant if the student-athlete:
   a. renders him or herself ineligible for competition;
   b. fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
   c. engages in serious misconduct warranting substantial disciplinary penalty; or
   d. voluntarily withdraws from a sport at any time for personal reasons.

   NOTE: All student-athletes in the above categories must sign a Voluntary Relinquishment of Scholarship Letter.

   NOTE: The recipient’s financial aid may not be awarded to another student-athlete in the term in which the aid was reduced or canceled.

Athletic financial aid may not be increased, decreased or canceled during the period of its award:
   a. on the basis of a student’s athletics ability, performance or contribution to a team’s success;
   b. because of an injury that prevents the recipient from participating in athletics; or
   c. for any other athletics reason.

Period of Institutional Financial Aid

One Year Period: If a student's athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period in excess of one academic year nor for a period less than one academic year.

Exceptions: An institution may award athletically related financial aid to a student-athlete for a period of less than one academic year only under the following circumstances: (Adopted: 4/27/06 effective 8/1/06)

(a) Midyear Enrollment. A student-athlete whose first full-time attendance at the certifying institution during a particular academic year occurs at midyear (e.g., the beginning of the second semester or second or third quarter of an academic year) may receive a financial aid award for the remainder of that academic year. (Revised: 5/9/06)

(b) Final Semester/Quarter. A student-athlete may receive athletically related financial aid for less than one academic year, provided the student is in the final semester or final two quarters
of his or her degree program and the institution certifies that the student is carrying (for credit) the courses necessary to complete the degree requirements.

(c) One-Time Exception. One time during a student-athlete's enrollment at the certifying institution he or she may be awarded athletics aid for less than a full academic year, provided the student-athlete has not previously received athletically related financial aid from the certifying institution.

STUDENT-ATHLETE EMPLOYMENT

Division I student-athletes may earn legitimate on and off-campus employment income during semester or term time, provided such income is paid for work actually performed, and at a rate commensurate for similar services in this area.

Effective August 1, 2002, per NCAA Bylaw 12.4.2.1, Fee-For-Lesson Instruction: A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided:

a) Institutional facilities are not used;
b) Playing lessons shall not be permitted;
c) The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee charged for the lesson(s) provided during any time of the year;
d) The compensation is paid by the lesson recipient (or the recipient’s family) and not another individual;
e) Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time; and
f) The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

Each student-athlete must sign the Student-Athlete Employment Letter form at the beginning of each academic year and complete the Student-Athlete Fee for Lesson Employment Form prior to employment.

Income from employment in the athletics department or for which athletics interests of the institution intercede on behalf of the recipient is considered institutional aid and, thus, is included in the institution’s team limitations in the applicable sport.

COUNTER/ NON-COUNTER STUDENT-ATHLETES

Determining whether student-athletes are counters or non-counters is based on the following:

A counter is a student-athlete who must be included against the institution’s financial aid limits in a particular sport. A counter fits one of the following descriptions:
• The student-athlete receives institutional financial aid based in any degree upon athletics ability during any portion of the academic year.

• In Division I Basketball and Football, the student-athlete was recruited, received institutional aid of any form, and participated in varsity intercollegiate competition.

• In all other sports, the student-athlete was recruited and is receiving institutional financial aid and the institution does NOT have on file certification that the student’s financial aid was granted without regard to athletics ability.

• The student-athlete was recruited and is receiving income earned through employment in the athletics department when such employment is arranged by a representative of the institution’s athletics interests.

• The student-athlete was not recruited and is employed in the athletics department or athletics facilities, or when such employment is arranged by the athletics department or a representative of the institution’s athletics interests.

A non-counter is a student-athlete who does not have to be included against the institution’s financial aid limits. A non-counter fits one of the following descriptions:

• The student-athlete does not receive any institutional financial aid.

• The student-athlete was not recruited and receives financial aid that is not based in any way on athletics ability and is certified by the appropriate officials from Liberty University.

• In football and basketball, a recruited student-athlete who receives financial aid that is not based in any way on athletics ability and does not participate in any competition.

• In football, a nonrecruited student-athlete who receives athletics aid subsequent to beginning football practice becomes a counter and is included in the total counter limit for the year but does not need to be included as an initial counter for that year.

• For sports other than Football and Basketball: the student-athlete was recruited but receives financial aid that is not based in any way on athletics ability and is certified by the appropriate officials from Liberty University.

• The student-athlete is unable, because of injury or illness to participate in the sport again. (When the injury or illness occurs subsequent to an institution’s first practice session during any academic year, the student-athlete remains countable for the current academic year but does not have to be counted the next year.

NONCOUNTER CERTIFICATION:
1. For a recruited student-athlete who is a Division I varsity basketball and football team member but does not compete, certification must be on file that decisions on admission and financial aid were not related to the student-athlete's athletics ability. This form must be signed by the Director of Admissions, Faculty Athletics Representative and the Director of Financial Aid.

2. For a recruited student-athlete who is participating in a Division I sport other than football and basketball, certification must be on file that financial aid is unrelated to the student-athlete's athletics ability. This form must be signed by the Faculty Athletics Representative and the Director of Financial Aid.

3. For a non-recruited student-athlete participating in any Division I sport, certification must be on file that the financial aid is not related to the student-athlete’s athletics ability. This form must be signed by the Faculty Athletics Representative, Director of Admissions and Director of Financial Aid.

Noncounter Certification Forms- These forms are automatically generated from the CAI. At the conclusion of the academic year, these forms are distributed and verified by the Head Coach, Athletics Financial Aid Liaison, Faculty Athletics Representative, and (if required) the Director of Admissions.

SPECIAL ASSISTANCE FUND
In 1991, the NCAA established a fund to meet the student-athletes’ needs of an emergency or essential nature for which financial assistance otherwise is not available. The following is the process by which a student-athlete would receive money from the special assistance fund: (application must be submitted each semester)
1. Student-athlete submits application to the Director of Athletics office. Applications are available and must be submitted between 9/4-15/06 and 1/29-2/09/07.
2. Application sent to Financial Aid Office for confirmation of Pell Grant or needs analysis.
3. Approved application sent to Big South Conference for processing.
4. Check received by Director of Athletics from Big South Conference.
5. Check distributed to student-athletes.
6. Each student-athlete must return receipts from expenditure(s), within two weeks, to the Athletic Department Secretary and sign the Big South Conference / Liberty University NCAA Special Assistance Fund Verification Form.

The following are the permissible uses of the special assistance funds:

1. Medical expenses (except those covered by another insurance program, either institutional or personal);
2. Hearing aids;
3. Vision therapy (i.e., contact lenses, eyeglasses);
4. Off-campus psychological counseling;
5. Travel expenses for parents or student-athletes related to family emergencies;
6. Purchase of expendable academic course supplies (i.e., notebooks, pens) and rental of nonexpendable supplies (i.e., computer equipment, cameras) that are required for all students enrolled in the course, and
7. Articles or clothing and shoes, up to $250 per semester.

The following student-athletes are eligible to apply for funds:

1. Pell-eligible student-athletes (except nonqualifiers in their initial year of residence).
2. Student-athletes who are receiving countable financial aid and who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology or the methodology used for all students at the institution.
3. For a foreign student-athlete receiving countable aid, an official foreign student-athlete advisory entity of the institution outside the athletics department must certify in writing that the student-athlete has financial need.

STUDENT-ATHLETE OPPORTUNITY FUND (SAOF)
The Student-Athlete Opportunity Fund is a 19.5 million dollar fund, provided by the NCAA, that began its distribution to Division I Conference offices in the beginning of August 2003, based upon the “broad based” (sport sponsorship and grant-in-aid) distribution formula. The SAOF is intended to provide direct benefits to student-athletes or their families as determined by conference offices. As a guiding principle, the fund shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. Accordingly, receipt of SAOF monies shall not be included in determining the permissible amount of financial aid that a member institution may award to a student-athlete. All student-athletes, including international, are eligible to receive SAOF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons. Additionally, student-athletes receiving monies from the Special Assistance Fund may also receive SAOF benefits.

Some permissible uses for the fund are, but not limited to:
Summer school, academic achievement awards, graduation awards, graduate school exams, post graduate scholarships, fees for internship programs, emergency expenses for student-athletes, and expendable supplies.
Prohibited uses included, but are not limited to: salaries, grants-in-aid, capital improvements, and stipends.
CAMPS AND 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 & CLINIC PROCEDURES

All sport camps and clinics must be registered with the Director of Compliance prior to advertisement or promotion of the camp. The steps listed below must be followed:

1. Submit the Camp/Clinic Description Form to the Associate AD for Compliance with any necessary attachments by April 1 for the upcoming summer’s camps for approval. Other camps or clinics scheduled during the school year must receive approval at least one month in advance.

2. Submit the Camp/Clinic Staff and Compensation Form to the Associate AD for Compliance to receive prior approval from the Director of Athletics to employ your student-athletes and other staff prior to the start of the camp.

3. Submit ALL requests for free or reduced admissions to the Associate AD for Compliance to receive prior approval from the Director of Athletics for any individuals who will receive camp or clinic free or reduced admission privileges.

**Please be reminded that ALL types of reduced admissions must be approved by the conference office and be advertised in writing and also documented in the Athletics Policy Manual.

4. Subsequent to the camp or clinic the following forms must be submitted to the Associate AD for Compliance:

   * Sports Camp/Clinic Financial Report
   * Sports Camp/Clinic Final Registration List (an alternative tracking process for registrants may be used)
   * Sports Camp/Clinic Free or Reduced Admissions List

5. In sports other than Basketball: All athletics staff members employed in or attending (i.e., coaches evaluating prospects) sports camps and clinics not owned or operated by the institution (i.e., private or other institution’s camp or clinic) must provide information concerning the camp or clinic in memo form to the Associate AD for Compliance. Please provide the following information:

   * Individual, organization or institution sponsoring, establishing or conducting the camp or clinic;
   * Location and inclusive dates;
   * Type of camp or clinic;
   * Camp or clinic brochures and/or advertisements;
Specific responsibilities (i.e., director, lecturer, instructor);  
Characteristics of camp or clinic participants (i.e., age, prospects, senior prospects); and  
Levels of compensation and method of payment.

In the sport of Basketball: An institution’s basketball coach and noncoaching staff members with responsibilities specific to basketball may be employed only at their own camps/clinics. Participation in such camps or clinics is limited to the months of June, July and August or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3). It is not permissible for a basketball coach or noncoaching staff member with responsibilities only in basketball to be employed at other institutional camps or clinics or at noninstitutional privately owned camps or clinics.

The NCAA suggests that the Department of Athletics set up possible safeguards to ensure the integrity of the institution’s sports camps and clinics.

CAMPS & CLINICS SAFEGUARDS
1. To implement educational and procedural efforts to significantly reduce the risk of potential NCAA violations involved with the conduct and administration of sports camps and clinics.
2. To monitor the sports camps and clinics for NCAA bylaws compliance.

Also, please be aware that the NCAA suggests that the Director of Compliance will:

1. Account for all sports camp and clinic funds (revenues and expenditures).
2. Require receipts for all registration fees.
3. Require a final list of registrants, no shows, free- or reduced-admissions recipients and refunds (including amount and reason for refund).
4. Cross check the sports camp or clinic participant list with existing recruiting lists (i.e., “senior” prospects).
5. Review all advertising, literature and brochures related to the sports camp or clinic.
6. Review the contracts of, responsibilities for and payments to all sports camp or clinic employees.
7. Monitor periodically (in person) the activities and conduct of the sports camps or clinics.

NOTE: The Director of Athletics will participate in the yearly evaluation of the sports camp/clinic program and will have final approval of all activities.

EMPLOYMENT AT CAMPS AND CLINICS

STUDENT-ATHLETES
1. Must perform general supervisory tasks in addition to coaching or officiating assignments
2. Compensation must be commensurate with the going rate of camp and clinic counselors, and must not be varied based upon the athlete’s athletic ability.
3. A student-athlete who only lectures or demonstrates at a camp may not receive compensation.
4. Student-athletes may be employed as counselors at their own institution’s camps provided the SA’s do not participate in organized practices outside of their institution’s playing season.
COACHES/STAFF

1. No athletics staff member shall be employed by a camp or clinic established, sponsored or conducted by an individual or organization that provides a recruiting or scouting service.

2. An institution's football camp or clinic may be conducted only during two periods of 15 consecutive days in the months of June and July or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3). The dates of the two 15-day periods must be on file in the office of the athletics director.

3. All athletic department staff with responsibilities relating to basketball may only be employed at their own institution’s camps/clinics. Participation is also limited to the months of June, July and August.

4. In sports other than basketball athletic department personnel may serve in any capacity in a noninstitutional, privately owned camp or clinic, provided that the camp is operated in accordance with restrictions for institutional camps.

SUMMARY OF NCAA LEGISLATION FOR SPORTS CAMPS AND CLINICS

Institutional (Liberty University) Sports Camp or Clinic
Any camp or instructional clinic that is owned or operated by Liberty University or an employee of the Liberty University Department of Athletics, either on or off its campus, and in which prospective student-athletes participate.

Purposes of Camps or Clinics
An institutional sports camp or clinic is one that:

1. Places special emphasis on a particular sport or sports and provides specialized instruction, practice or competition;
2. Involves activities designed to improve overall skills and general knowledge in the sport; or
3. Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.

Developmental Clinics. Athletics staff members may conduct a developmental clinic involving prospects anytime during the calendar year provided you:

1. Develop fundamental skills in a sport rather than refine the athletic abilities of the participants;
2. Open the clinic to the general public (except for restrictions in age and participant number);
3. Do not give material benefits to the participants (i.e., awards, prizes, etc.)
4. Do not include a recruiting presentation; and
5. Restrict attendance to individuals who reside in Virginia or within 100 miles of Liberty University.

TIPS TO REMEMBER WHEN PLANNING YOUR CAMP OR CLINIC.
The following activities are permissible according to NCAA Legislation pertaining to sports camps or clinics:

An institution's football camp or clinic may be conducted only during two periods of 15 consecutive days in the months of June and July or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3). The dates of the two 15-day periods must be on file in the office of the athletics director. An institution's basketball camp or clinic may be conducted only during the months of June, July and August, or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3). Violations of this bylaw shall be considered institutional violations per Constitution 2.8.1; however, such violations shall not affect the prospective student-athlete's eligibility.

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.

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.

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 meets the following requirements:
- The size (not to exceed one-half page) and format of such advertisements must be identical, and
- The camp directory must include multiple listings of summer camps on each page. (i.e., at least two summer-camp advertisements of the same size must appear on each page)

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

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.]

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.

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.
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.

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.

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

The Director of Athletics shall give prior approval to the student-athlete’s employment arrangement.

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.

The Department of Athletics may employ a high school, preparatory school or two-year college coach at a Liberty University sports camp or clinic, provided the coach receives compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experience.

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]

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.

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.

Prospects may receive awards from a Liberty University sports camp or clinic, with the understanding that the cost of such awards is included 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.