The Compliance Team

An integral part of intercollegiate athletics, compliance serves to educate and protect the institution, its staff, and student-athletes of Liberty University and its Department of Athletics. The Compliance Team works cooperatively with many campus constituencies, including the Office of the Chancellor, The Registrar’s Office, The Financial Aid Office, Admissions/Resident Recruitment, The Center for Academic Support and Advising Services (CASAS) and many others. The primary objective of the Compliance Team is to educate and protect the university through compliance to institutional, conference, and NCAA rules, and the intent of those rules through a culture of compliance.

As outlined by the National Collegiate Athletics Association (NCAA), each member institution is tasked with maintaining Institutional Control. Institutional Control is the responsibility of the university to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA. The responsibility of Institutional Control lies not only with its athletics staff and student-athletes, but the entire university, and any individual or organization engaged in the promotion of Liberty’s athletics interests. The responsibility of compliance is a shared responsibility by the entire university, not only the Compliance Team, its staff or athletics administrators.

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

**Bert Locklin**, Associate AD for Compliance  
Phone: 434-582-2116 (Office) or 434-534-1624 (Cell)  
Email: blocklin@liberty.edu

**Ashton Turner**, Director of Compliance  
Phone: 434-592-4949 (Office) or 864-237-0453 (Cell)  
Email: ahturner@liberty.edu

**Matt Bevins**, Compliance Coordinator  
Phone: 434-582-2112 (Office) or 757-713-0323 (Cell)  
Email: mbevins@liberty.edu

*Additionally, general questions from the public can be directed to compliance@liberty.edu or 434-582-2112.*

Other individuals with compliance specific responsibilities include:

Jerry Falwell, Jr., President  
Jeff Barber, Director of Athletics  
Dr. Bill Gribbin, Faculty Athletics Representative  
Erin Hagen, Associate Athletic Director/Senior Woman Administrator  
Head Coaches for all of our intercollegiate sports programs
Liberty Athletics Compliance Mission Statement
The mission of the Liberty University Athletics Compliance Team is to advance and support Liberty University’s Mission Statement by maintaining the NCAA principle of institutional control through proactive, comprehensive education of our student-athletes, coaches, staff, and supporters of Flames athletics on NCAA, Big South Conference, and Liberty University rules and regulations and effectively monitoring policies and procedures designed to protect Liberty University and its constituents. The Compliance Team shall serve to advance the uncompromising integrity and commitment to the highest standards of ethical behavior at Liberty University and strive to ensure a positive student-athlete experience while continuing the tradition of athletic excellence.

Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. (Romans 13:1, ESV)

Liberty Athletics Compliance Vision Statement
Athletics Compliance aspires to become a nationwide example for excellence and integrity in compliance among all other NCAA institutions.

Liberty Athletics Compliance Values
Athletics Compliance is committed to the values of:
- Service
- Integrity
- Excellence
- Accountability

Compliance Responsibilities – Who to Ask?
The personnel of the Compliance Team are divided by areas of responsibility. Each individual is tasked with communicating, organizing, documenting, and evaluating these areas. Coaches and staff should contact the appropriate compliance office staff member with questions related to these areas. If unable to reach a specific staff member in a topical area, any member of the compliance office will be able to respond, but may need to consult another member before giving the appropriate response.

Questions: Who to call?
- Rules Education – Ashton
- Personnel – Matt
- Amateurism – Bert/Matt
- Recruiting – Matt
- NLI/Initial Scholarship Requests – Ashton
- Eligibility – Ashton
- Financial Aid – Bert
- Awards and Benefits – Bert/Matt
- Playing and Practices Seasons – Matt
- Violations – Bert

Athletics Department Liaisons
Philosophy:
The University has established several liaisons in respective offices to assist in the efficiency and operation of athletics related matters. Coaches should include a compliance staff member on all communication with any liaisons.

Registrar’s Office/Certifying Office/APR Specialist
Sara Norman

Admissions/Resident Recruitment
Austin Lake/International Admissions

Financial Aid
Ashley Estes

CASAS
Donna Holland

No coaching staff member or sport specific staff (see Personnel) shall contact a member of these offices other than the specified liaisons for athletically related issues provided compliance is included on those communications.
Rules Education Program

Rules Education is integral to the success of the Liberty University Athletics Compliance Mission. The Rules Education Program is in place to provide coaches, athletics staff, student-athletes, and all members of the Flames Nation a comprehensive working knowledge of the Liberty University, conference, and NCAA rules and regulations. Education is the foundation of the compliance program and it is the expectation that all staff members remain updated on the changes in governing regulations and have working knowledge of the NCAA Manual that pertains to their area of specialty. A strong, ongoing rules education program is essential to maintaining rules compliance as an institutional priority as well as a necessary element of institutional control.

The Rules Education Program consists of material being disseminated through various mediums, including monthly in-person staff meetings, libertyflames.com, social media sites (e.g. Twitter, Facebook, etc.), monthly newsletters, weekly emails, etc. It is a priority of the compliance office to keep everyone involved with Liberty Flames Athletics up-to-date with all the rules and be a cutting-edge member of the compliance community.

In-Person Meetings for Coaches and Noncoaching Staff Members
In-person rules education meetings will be held once a month. These meetings will normally be scheduled on the second Tuesday of each month in September, October, November, December, February, March, April and May. The specific date and location of each meeting will be announced in advance.

Liberty University’s Rules Education Program is mandatory for coaches and sport-specific, noncoaching staff members. Athletic department staff members are always invited. Head and Assistant Coaches must plan to attend enough meetings to meet the requirements of the program. Directors of Operations, Quality Control, and any full-time noncoaching staff members that work directly for a sports program must also fulfill the requirements. Staff who fail to meet the minimum requirements set forth by the Compliance Office will be required to attend the NCAA Regional Rules Seminar during the summer or go through the NAAC Education Certification program at their sports’ expense.

Based on a continuing education, professional certification model, each staff member is required to gain 30 credits each academic year in order to meet the requirements. September, November, December, February, April and May each count as 3 credits with October and March counting as 4 credits. If you attend every monthly meeting, you will also gain 4 bonus credits, which gets the staff member to their requisite 30 credits.

If a coach fails to attend all the monthly meetings, there will also be smaller, weekly meetings (about 15-20 minutes each) that will count as 1 credit. These meetings will be scheduled for Tuesdays at 9
am in the AD Conference Room. If the time and location of the meeting changes, the coaches will be notified in advance.

There will also be optional rules-education meetings worth varying credits that will be offered at least once per semester. You can also earn 1 bonus credit for getting a 100% on your NCAA Coaches Certification Exam, 3 bonus credits for each staff member in the Compliance Cup winning sport, and 5 bonus credits for a coach that presents at a big, monthly meeting in front of the rest of the coaches.

**In-Person Meetings for Administrative Staffs**
The Associate AD for Compliance will conduct individual rules education sessions with Senior Staff, Faculty Senate, Faculty Athletic Representative, Flames Club Staff, Financial Aid and the Business Office once per year at minimum.

The Director of Compliance will conduct individual rules education sessions with the Registrar’s Office, Admissions, Academic Affairs, and CASAS offices once per year at minimum.

The Compliance Coordinator will conduct individual rules education sessions with Marketing/Radio staff, Strength and Conditioning, Sports Information, Equipment Room and Training Room once per year at minimum.
Social Media
The Compliance Coordinator is responsible for using Twitter and Facebook to communicate to coaches, staff, student-athletes and the Flames Nation pertinent information regarding the NCAA rules and regulations, as well as, reminders and updates that keep all of our constituencies informed.

Tuesday Tidbit
The Associate AD for Compliance will provide a weekly email throughout the academic year that provides real-life situations to the coaches and staff for them to test their knowledge or keep them informed of compliance issues that are of significance to the Liberty Athletics Department.

The Torch
The Torch is the name chosen for the Compliance Team’s newsletter. Two separate newsletters are produced every month, one for coaches and staff and one for student-athletes. These will include key interpretations and educational columns, recent media articles where compliance has been in the news, and any pertinent reminders that apply to our personnel here at Liberty University.

Student-Athlete Advisory Committee (SAAC)
A member of the compliance staff will be present at SAAC meetings to provide a resource for any questions or issues that may arise pertaining to the NCAA rules. This will also be an opportunity to provide rules education to SAAC members to bring back to the student-athletes on their teams.

Coaches’ Exam
All coaches will be required to take the annual NCAA Coaches Recruiting Exam. The exam will be proctored several times during the summer and as necessary during the academic year.

Rules Education for New Student-Athletes

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

Rules Education Session
- Compliance staff member will verify that NCAA forms have been completed.
- Compliance staff member will review SA handbook with new SA.
- Compliance staff member will provide the NCAA drug testing video to new SA.
- SA must sign page Receipt of Handbook Page and return to Compliance staff member.
**Rules Education for Continuing Student-Athletes**
The Rules Education Program for student-athletes will consist of the beginning of the year meeting with each sport, a meeting at the conclusion of the academic year and a student-athlete newsletter that 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. There also may be in-person rules education sessions provided for student-athletes at different times throughout the academic year.

**Rules Education for Non-Coaching Staff Members, Graduate Assistants, and Volunteer Coaches**
Noncoaching staff members and Volunteer assistant coaches will be provided a rules education session and contract to sign pertaining to rules that specifically apply to them and their sports. They will be included in rules education throughout the year in our monthly meetings, weekly emails, and other rules education efforts.

**Rules Education for New Athletic Department Staff Members**
The compliance office will provide a compliance orientation with every new full-time employee that is hired within the athletics department. All new coaches and sports-specific noncoaching staff members (director of operations, graduate assistants, etc.) will be required to go through a compliance orientation session. This orientation will be aimed at familiarizing the new hire with Liberty University, Big South Conference and NCAA rules and regulations pertaining to their sport and/or area(s) of responsibility. This will also be an opportunity to assess the new hires’ understanding with NCAA compliance rules and determine whether further rules education is necessary.
Rules Interpretations

Compliance is a shared responsibility with all members of the department. It is of utmost importance that each individual learn pertinent information as it relates to their job responsibilities. Each coach and staff member is accountable to know and understand the NCAA bylaws applicable to them and their duties. The Compliance Team is a resource for the entire university community and should be utilized as such.

Interpretation Request

Coaches should contact the Compliance Team if they are anything short of 100% positive about the interpretation of a bylaw. All of the compliance staff members can be contacted via office phone, email, mobile phone, or text. We strongly encourage interpretation requests to be submitted via email to avoid the chance for potential misunderstandings of the question or answer. Remember these items when presenting an interpretation request:

1. Complete and accurate information is essential.
2. Make sure to provide the Compliance Team a timeline for when you need the answer.
3. No matter what, YOU are accountable for your own actions. The Compliance Team is a resource, not a crutch.
4. We interpret questions pertaining to NCAA and conference rules and regulations. We will assist with an understanding of Liberty University policy, but you are responsible to contact the appropriate campus offices for Liberty policies.

Response from Compliance Team

The Compliance Team will respond to each request with the interpretation of the bylaw. The compliance administrator may consult the Director of Athletics, if needed, and/or contact the conference or the NCAA for assistance with the interpretation.

Further Review

If the coach/staff member disagrees with the interpretation, the coach/staff member may present their reasoning 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.

Appeal

The Associate AD for Compliance may also appeal a NCAA rule interpretation to the Subcommittee on Legislative Relief (SLR). 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.

Coaches and staff shall not contact the Registrar, Financial Aid, or Admissions/Resident Recruitment with compliance-related questions.
Violations, Extra Benefits and Student-Athlete Reinstatement

Rules Violations

Liberty University conducts its athletics programs in full compliance with all institutional, conference, and NCAA rules and regulations. All employees are expected to be committed to this policy and are to immediately report any alleged or suspected situation or activities that may represent violations of any institutional, conference, or NCAA legislation to the Associate AD for Compliance. If the Associate AD for Compliance is not available, potential violations should be reported to another member of the Compliance Team, the 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 (or other individual) will determine the following information:
   a. The nature of the incident or violation based on Bylaws from the NCAA Manual.
   b. Names of coaches, staff members, student-athletes, prospective student-athletes, alumni, or representatives of athletics interest involved in the incident.
   c. Dates and places which the violation are thought to have taken place.
   d. Sources of information including names and addresses of the individuals.
   e. Any available supporting evidence and possible “leads” to other evidence.

2. In the case of a Level III/Level IV violation, the Associate AD for Compliance (or designated Compliance Team member) 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 III violation, all relevant information will be sent to the NCAA through the Requests/Self-Reports Online (RSRO) system by the Director of Compliance. The Associate AD for Compliance (or designee), the Faculty Athletics Representative, and the Big South Conference Compliance liaison will electronically sign for the processing of these violations.
   a. Should the Level III violation involve eligibility ramifications, reinstatement of the student-athlete must be sought through NCAA Student-Athlete Reinstatement. The institution and/or conference office will process Level IV violations. In addition, Level IV violations will not require institutions to seek eligibility reinstatement for any involved student-athletes.

3. In the case of Level I or II violations, legal counsel may be secured. Individuals who are not employed by the Department of Athletics may conduct the investigation. 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.

4. 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.

5. Liberty has an opportunity to appeal the decision to the full NCAA Committee on Infractions. This appeal may occur through written correspondence or through an appearance before the committee. Once the full committee considers the appeal, Liberty will be advised of the action in writing.
Extra Benefits

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

Student-Athlete Reinstatement/Repayment

For student-athletes whose eligibility is reliant upon repayment of impermissible benefits received, a repayment schedule will be established to complete the repayment as quickly as possible to the charity of the student-athlete’s/prospect’s choice. For those individuals with a large financial obligation, a repayment schedule will be agreed upon by the coaching staff, the Compliance Team, and the affected student-athlete/prospect. If a repayment schedule lasts over multiple months, payment will be made on the 1st of each month. Documentation of the repayment will be made by the Associate AD for Compliance and kept on file for review if needed.
### Personnel

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

#### Administrative

<table>
<thead>
<tr>
<th>Senior Staff</th>
<th>Academic Affairs</th>
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<tbody>
<tr>
<td>Communications</td>
<td>Budget</td>
</tr>
<tr>
<td>Marketing</td>
<td>Athletic Training</td>
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<tr>
<td>Flames Club/Development</td>
<td>Strength and Conditioning</td>
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<tr>
<td>Compliance</td>
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#### Coaching

<table>
<thead>
<tr>
<th>Full Time coaching staff members</th>
<th>Student-Assistant Coaches</th>
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<tbody>
<tr>
<td>Volunteer Coaches</td>
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#### Noncoaching Sport Specific

<table>
<thead>
<tr>
<th>Administrative Assistants</th>
<th>Student Managers</th>
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<tbody>
<tr>
<td>Equipment Personnel</td>
<td>Graduate Assistants</td>
</tr>
<tr>
<td>Video Personnel</td>
<td>Quality Control</td>
</tr>
<tr>
<td>Director of Operations</td>
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</tbody>
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All coaching and noncoaching sport-specific staff must be declared by the head coach prior to the start of the playing season (first practice or first day of school).

### Outside Income

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

**NCAA Bylaw 11.2.2 Athletically Related Income**

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

(a) Income from annuities;
(b) Sports camps;
(c) Housing benefits (including preferential housing arrangements);
(d) Country club memberships;
(e) Complimentary ticket sales;
(f) Television and radio programs; and
(g) Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.
Each staff member must complete the Outside Income and Benefits Form through Sharepoint. Please fill out the form to the best of your knowledge, and submit to the Compliance Team for approval prior to July 10th following each academic year.

Employment of family members of student-athletes

Family members of a student-athlete, who were not previously employed prior to recruitment, may only serve as a graduate assistant, manager, or athletics department employee, provided they are approved by the Athletics Director and the Compliance Team in advance.

Volunteer Assistant Coaches

NCAA Bylaw 11.01.5 Coach, Volunteer

A volunteer coach is any coach, in sports other than football and basketball, who does not receive compensation or remuneration from the institution’s athletics department or any organization funded in whole or in part by the athletics department or that is involved primarily in the promotion of the institution’s athletics program (e.g., booster club, athletics foundation association). The following provisions shall apply:

(a) The individual is prohibited from contacting and evaluating prospective student-athletes off campus or from scouting opponents off campus.
(b) The individual may receive a maximum of two complimentary tickets to home athletics contests in the coach’s sport.
(c) The individual may receive complimentary meals incidental to organized team activities (e.g., pre- or postgame meals, occasional meals, but not training table meals) or meals provided during a prospective student-athlete’s official visit, provided the individual dines with the prospective student-athlete.

It is the procedure at Liberty University that a “volunteer” assistant coach must:

1. Annually sign the Volunteer Coach Agreement;
2. Be approved by the Compliance Team; and
3. Attend all Rules Education meetings.
Recruiting

Philosophy

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

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

General Principles

Definition of Recruitment

Recruitment is defined by the NCAA in bylaw 13.02.13. Any prospective student-athlete who is recruited shall be documented by the appropriate coaching staff. It is the responsibility of the coaching staff to maintain current and accurate recruiting files documenting that all recruitment was conducted in compliance with NCAA rules. The Compliance Team will monitor these recruiting files and are subject to “spot checks” by the Compliance Team, Director of Athletics, and FAR.

Permissible Recruiters

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

Recruiting Calendars

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

1. Each coach is to have a working knowledge of all the NCAA rules for recruiting at the Division I level.
2. NCAA rules and their interpretations are constantly changing and each coach is expected to keep abreast of these changes.
3. Each coach will be provided access to 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 Compliance Team with your specific question or concern. *Never assume anything***!
5. Intentional 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, no personal funds may be used.

Recruiting Logs

The primary source of documentation for all recruiting information is Jumpforward. Each coach is responsible to maintaining accurate logs of all correspondence with recruits, their parents, coaches, and other third parties. Coaches should keep logs of the following information; phone calls, electronic correspondence (emails/texts), written correspondence, contacts, and evaluations, through the methods described below.

**Phone Calls:** All phone calls will be logged in Jumpforward. Phone calls will be logged at any time there is an established numerical limit by the NCAA on the number of phone calls for a prescribed time period (please see bylaw 13.1.3 for sport specific time frames). For example; in sports with unlimited phone calls during a contact period, no records are required, but calls must still be recorded outside of a contact period (see bylaw 13.1.3.1.1). Prior to any official visit, in-home visit, or scholarship/NLI offer a phone number must be on file within Jumpforward. Call records will be checked periodically and when requested, coaches must submit phone records to assist with inquiries into violations.

**Email:** All email correspondence to prospects, their parents, coaches or third parties should be kept on file. This correspondence may be kept via a molly drive, or on the prospect’s Jumpforward profile. All correspondence to recruits, their parents, coaches or third parties must be sent to/from the coaches’ @liberty.edu email account or through Jumpforward. No personal email address can be used other than @liberty.edu addresses.

**Contacts/Evaluations:** All contacts and evaluations must be logged in Jumpforward. At the conclusion of each recruiting trip, coaches must submit a Trip Report to the Business Manager, even if no reimbursement is requested. University Policy requires all Trip Reports from the previous month to be submitted to the University Budget Office by the 15th of the following month. As a best practice, please submit all Trip Reports to the Budget Manager by the 5th of each month.

**Printed Correspondence:** Copies of all printed correspondence materials (not the actual correspondence) should be kept by each coaching staff for review. Please keep record of all printed items listed in bylaw 13.4.1.
Official Visits

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

1. For purposes of legislation, Liberty’s nearest major airport is Greensboro/High Point and/or Richmond International Airport.
2. Each prospect must meet with a member of the athletics senior staff.
3. Prospects can be given a maximum of three complimentary tickets (with an exception for nontraditional families).
4. All aspects of the Liberty Way must be followed during an official visit.
5. Head coaches are ultimately responsible for assuring compliance of all individuals associated with an official visit (student-hosts, assistant coaches, etc.).

Prior to Visit
- Coach shall have all recruiting contacts, calls, evaluations, correspondence, etc., up to date in Jumpforward.
- Coach must submit Official Visit Pre-Approval Form (preferred 7 days prior to visit) via Jumpforward.

Compliance Team
- Compliance Team will check for the following: registration with EC, transcript, test scores, itinerary, and student-host designation (if applicable).
- Compliance Team will approve visit and notify coaching staff and budget manager.
- Compliance Team will meet with student-host to disperse host money and review NCAA rules.

During Visit
- Prospect must meet with senior staff member.
- Complimentary admissions may be received from Ticket Office if requested prior to visit (on Pre-Approval Form).
- Prospect and coach must sign the Prospect Declaration Form, acknowledging compliance with rules during visit.

After Visit
- Coaching staff will submit Official Visit Review Form to the Compliance Team within 72 hours.
- The Compliance Team will submit to the coaching staff and academic coordinator an early evaluation of eligibility (if not already completed) and a transcript to the NCAA Eligibility Center.

Post Official Visit

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

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

An unofficial visit is an integral part of the recruiting process. Keep in mind the following when conducting an unofficial visit.

1. Unofficial visits can occur at any time except during dead periods. (Note: Unofficial visits cannot occur during the month of July in the sport of basketball).
2. There is no limit on the number of unofficial visits a prospect may make.
3. Only on-campus transportation may be provided.
4. No meals may be provided (a prospect may pay the actual cost of a meal to eat with other prospects on an official visit).
5. A prospect may stay on-campus if arrangements are made with the Resident’s Dean of the appropriate dorm.
6. Three complimentary admissions may be provided issued through the Compliance Team.
7. All unofficial visits must be documented to the Compliance Team.

Prior to Visit

- Coach shall have all recruiting contacts, calls, evaluations, correspondence, etc., up to date on Jumpforward.
- Coach must submit Unofficial Visit Pre-Approval Form to the Compliance Office 7 days prior to visit via Jumpforward.

Compliance Team

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

During Visit

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

After Visit

- Coaching staff must document the use of a Contact if any contact occurred off-campus during the visit.
- Coaching staff will submit Unofficial Visit Review Form to the Compliance Team within 72 hours.
- Coaching staff will submit an itemized receipt if a meal occurred.

Violations Occurring in Conjunction with Visits

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

Approved by the Executive Vice President 12/15/04
Transfer Request/Permission to Contact

Transfer Request
- Coach requests permission to contact a prospective transfer from the Compliance Team.
- The Compliance Team sends a permission to contact/transfer request to the compliance office of the appropriate school.
- If coaches receive Permission to Contact or a Release directly they should forward a copy to the Compliance Team as soon as possible to be kept on file.

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

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

National Letter of Intent/Initial Scholarships

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

1. The NLI binds the student-athlete to Liberty, not a coaching staff member.
2. All prospects under 21 must have a legal guardian sign the NLI. If no legal guardian is available the Compliance Office can work with the NLI office on a substitute signee but must have at least a week’s notice prior to signing day.
3. Transfer students may not sign an NLI (except 2-4 signees).
4. Only mid-year football 2-4 signees may sign a NLI for the mid-year.
5. The NLI must be accompanied by at least a full-year offer of aid.
6. Prospects and current student-athletes can be released from the NLI obligation (please contact the Compliance Team if this might occur.)
7. NLI’s cannot be delivered off-campus by an employee of the University.
8. Coaches may not be present at the signing if off-campus or any press announcement/ceremony conducted by the prospect in conjunction with the signing.
Procedure for Requesting NLI/Scholarship

Prior to Request
- Coach shall have all recruiting contacts, calls, evaluations, correspondence, etc., up to date in the Jumpforward database.
- A copy of the transcript must be uploaded to the documents tab of the recruit’s profile in Jumpforward.
- Coach will submit a NLI/Scholarship request form to the Compliance Team.

Compliance Team
- Compliance Team will approve NLI/Scholarship and have the documents prepared and signed by the AD (or designee), Athletics Financial Aid Liaison, and Head Coach (or designee). The documents will be expressed mailed to the prospect using the sport’s budget code or sent via email.

Prospect
- The prospect shall sign the document within 7 days of the issue date.
- On the day of signing they shall fax or email a copy of the NLI and scholarship to the Compliance Team, and return the hardcopies via mail in the pre-addressed, stamped, envelope provided.

After Signing
- The Compliance Team will notify the coach of the receipt of the NLI/Scholarship and that change in recruiting rules (applicable, phone call, contact, evaluation, and publicity rules).
- An official copy of the NLI and scholarship will be submitted by the Compliance Team to the appropriate conference authority within 14 days of the prospect’s signing.
- Hard copies of the NLI and scholarship will be sent to the Business Office and Financial Aid.

Admissions

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

In instances where a staff member or any person of interest (coach, faculty member, VP, trustee, President) has a particular interest in an applicant’s admission, their application will be reconsidered by the appropriate admissions personnel. The applicant can be admitted on warning or probation if the Admissions Office sees fit.

As athletics works closely with the admissions staff, in situations when a specific athlete has been deferred, the Academic Affairs Office and Compliance Team will work directly with the Admissions Office staff to provide any information which can assist in the admissions decision. At no time shall a coach or non-coaching sport specific staff member of the athletics department contact a member of the Admissions or Recruitment Offices other than the Admissions Liaison.
CAMPS/CLINICS

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

Camp and Clinic Procedures

Prior to Camp/Clinic

- Submit the Camp/Clinic Description Form to the Compliance Coordinator with any necessary attachments (brochures) prior to advertising/sending out information.
- All camp/clinic information should be completed no later than thirty (30) days prior to the camp.

Compliance Office

- The Compliance Coordinator will review the information and approve the event including: reduced admissions, staff, payment amounts for student-athletes, payments to IAWP’s and affirmation of no employment for IAWRP’s.

Post Camp/Clinic

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

Tips to Remember When Planning Camps/Clinics

- 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 meet NCAA requirements.
- 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.
- 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 children 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, 6th grade and under for MBB) 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 Compliance Team 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-athletes work time.

A student-athlete may receive actual travel expenses (including lodging and meals in transit) 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]

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, provided such awards is published in the camp registration fees charged for participants in the camp or clinic.

In the sport of Division I football, a “senior prospect” will be permitted to enroll, participate or be employed at any such sports camp or clinic.

The following activities are NOT permissible according to NCAA Legislation pertaining to sports camps or clinics:

- 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 (7th grade for MBB), 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 distribute a poster promoting a sports camp or clinic to prospective student-athletes or high school coaches.
- Camp/Clinic brochures cannot be provided during a events that involve prospective student-athletes.
ROSTERS

Accurate rosters are essential to all functions of the department. Roster changes should be given to the Compliance Team at the time of the change, giving a minimum of one week prior to any competition the coaching staff desires the student-athlete to participate in.

Who should be included on a roster?

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

Roster Additions:

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

Coach Submits Change

- Coach must submit a Sharepoint version of the Roster Change Form for and additions to their active roster.
- The Compliance Team will verify eligibility (full time enrollment, PTD, GPA, Qualifier Status) and notify coaching staff.
- Coach will decide to continue with addition or to withdraw request.

Compliance Team

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

Athletic Training

- S-A will submit all necessary insurance information and undergo NCAA required physical.
- S-A will be cleared to practice/compete and sport’s athletic trainer will notify the sports coaching staff.

Coaches/Staff

- The Compliance Team will notify coaches of athlete’s clearance to practice/compete.
- It is not until receipt of notification that the student-athlete may practice, receive practice/competition gear, attend study hall, etc.
Roster Removals:

If an athlete approaches a coaching staff member to notify them of their desire to quit a team, they should be provided the Voluntary Roster Withdrawal Form. The athlete must sign the form, and this should be provided to the Compliance Team with the Roster Change Form.

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

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

Roster Change

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

Compliance Team

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

Roster Adjustment

- For removals, the Compliance Team will "archive" current SA in Jumpforward.

Travel Itineraries:

TO BE DETERMINED!!!!
Academics

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

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

Initial-Eligibility Certification

Continuing Eligibility Certification

Mid-year Certification

Transfer Eligibility Certification

TO BE ADDED!!!
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. Prior to recommending a grant-in-aid for an incoming freshman or junior college transfer, the head coach should review the squad list with Financial Aid Compliance Liaison and determine the amount of aid that will be available in light of graduation losses.

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

Prior to Request
- Coach shall have all recruiting contacts, calls, evaluations, correspondence, etc., up to date on Jumpforward.
- Coach will submit a NLI/Scholarship request form to the Compliance Team.

Compliance Team
- Compliance Team will check for the following: up to date recruiting contacts, complimentary ticket requests, itinerary.
- Compliance Team will approve NLI/Scholarship and have the documents prepared and signed by the AD, Athletics Financial Aid Liaison, and Head Coach. The documents will be express mailed or emailed to the prospect using the sport’s budget code.

Prospect
- The prospect shall sign the document within 7 days of the issue date.
- On the day of signing they shall fax a copy of the NLI and scholarship to the Compliance Team, and return the hardcopies via mail in the pre-addressed, stamped, envelope provided.

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

PROCEDURES FOR RENEWING/NONRENEWING ATHLETICS AID

1. In April, coaches should review their existing squad lists and note the amounts of other countable aid that is being received by “counters”. Other countable aid will affect the equivalency figure for each team and must be considered when making financial aid decisions.

2. In early April, coaches should meet with the student-athletes individually to summarize the year and to discuss the plan to increase or decrease their aid or simply renew or not renew their athletics scholarship. Spring sports should do this at the conclusion of the Big South Tournament.

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

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

Renewal/Nonrenewal/Reduction forms should be turned in to the Associate AD for Compliance no later than May 1 for Fall and Winter sports, and no later than one week after the last date of competition for Spring sports.

**Coach**

- Compliance Team will issue current squad list, Renewal/Non-renewal/Reduction Form, and scholarship amounts for the upcoming year to the Head Coach.
- Coach should meet with Athletics Financial Aid Liaison to review amounts for incoming and returning student-athletes.

**Compliance Team**

- Compliance Team will approve all Renewal/Non-renewal/Reduction Forms and verify accuracy.

**Coach/Student-Athlete**

- Sharepoint scholarship forms will be sent to Head Coach, Sport Administrator, Financial Aid Liaison, and the Student-Athlete for signatures.

**Financial Aid**

- The Athletics Financial Aid Liaison will enter the scholarship into Banner and CA.
- The Athletics Financial Aid Liaison will notify the Student-Athlete of the posting of the scholarship and copy the Assoc. AD for Compliance and the Assoc. AD for Academic Affairs.
- The Athletics Financial Aid Liaison will generate and distribute notification of non-renewal/reduction letters and distribute to the applicable student-athletes.

**PROCEDURES FOR REMOVING AN ATHLETE FROM SCHOLARSHIP**

The head coach will notify the student-athlete and the Associate AD for Compliance in writing that they would like to remove or reduce a student-athlete’s scholarship, stating the reason for the removal or reduction.

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

TO BE DETERMINED.

STUDENT ASSISTANCE FUND (SAF)

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

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

Procedures for use of SAF:

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

Medical/Dental and Transportation Needs: These situations will be handled individually. Every effort for medical/dental needs should be explored through insurance and the sport’s restricted account.

PREPARING SQUAD LISTS

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

Compliance Team
- The Compliance Team will notify the Athletics Financial Aid Liaison of pending competition.

Financial Aid
- The Athletics Financial Aid Liaison will verify accuracy between CA and Banner to make sure every student-athlete’s account is accurate.
Head Coach

- The Head Coach will review the Squad List with a member of the Compliance Team for accuracy of roster, eligibility, financial aid awards and NCAA limits.

Financial Aid

- The Compliance Team will keep copies of the Squad Lists in their office.
- Updates of Squad Lists will be completed periodically when additions to rosters or changes in scholarships are made.

TICKETS

Complimentary Tickets

Tickets for student-athletes:

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

Prior to Contest

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

At the Contest

- A member of the Ticket Office or Compliance Team will distribute tickets to each recipient. The individual must have a photo ID.
- Changes at the site of the contest will be made at the discretion of a Ticket Office or Compliance Team staff member.
- If neither a member of the Compliance Team or Ticket Office is traveling with the team then a member of the communication office will work with the home team's ticket office to provide the complimentary ticket list.
- The Compliance Team will review any ticket changes made at the site of the contest.

Tickets for prospective student-athletes:

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

Tickets for coaches and staff:

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

No guest of a student-athlete, their friends or family may be provided a hard ticket at any time.
Prior to Contest
- Coaches and Staff may use the Coaches Complimentary Ticket Form to request tickets.

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

After the Contest
- The Compliance Team will review all ticket recipients after the contest to ensure that no guest of a student-athlete received a complimentary ticket.

Tickets for coaches of prospects:

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

Playing and Practice Seasons

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

Countable Athletically Related Activity Logs

Prior to Submission

- Each coaching staff must designate one member responsible for upkeep and submission of CARA logs.
- CARA logs are to be submitted every two weeks, in-season and out-of-season.

Submission of CARA Logs

- Designated coach must accurately complete and verify information on the CARA logs (i.e. date, # of hours, activity)
- Head coach must verify CARA logs prior to submission
- Designated coach must then submit CARA logs in Jumpforward.

After Submission

- The Compliance Team will review CARA logs for each sport
- The Compliance Team compares CARA logs with Jumpforward and makes appropriate adjustments and changes.
- CARA logs are sent to each sport’s SAAC representatives for approval and records are maintained in Jumpforward for future reference.

Permissible practice days and competition schedule

Coaches should submit their competition schedules and practice schedules to the Compliance Team as soon as possible, but no later than when they submit their season declaration. These dates will be inputted into Jumpforward and the Compliance Team will notify the head coach if any issues exist.

Tips to remember

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

Donation Requests

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

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

Donation Approval
- Upon Approval, the Compliance Team notifies the requestor of the donation approval.
- The Compliance Team informs the requestor his/her request will be forwarded on to the appropriate department (i.e. Liberty's Ticketing Office, Sports Team, etc.)
- The Compliance Team makes a copy of donation request and forwards the request to the appropriate department.
- The Compliance Team files the original donation request and any additional information for future reference.

Agent Registration

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

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

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

Student-Athlete
- The Compliance Team will notify the student-athlete and coach of the approval or denial. At this time the Compliance Team will also supply the S-A with educational information regarding Agents and Advisors.
- Any further communication or information MUST be directed through the Compliance Team to the student-athlete.
Students Requesting Permission to Contact or a Release from Liberty

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

**Student-Athlete**
- The student-athlete should first meet with the Head Coach.
- The S-A must complete the Transfer Request Form and return it to the Compliance Team.
- The S-A will be notified of the academic requirements and policies for appeals.

**Compliance Team**
- The Compliance Team will confer with the sport’s administrator, head coach, and Athletic Director if necessary concerning granting permission to contact or a release.
- The Compliance Team will provide the S-A with a letter granting or denying the request.
- Release will not be granted until the end of the academic semester once all grades have been posted.

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

**Faculty Senate Athletics Committee (FSAC)**
- The Compliance Team will schedule a hearing with the Faculty Senate Athletics Committee at the earliest convenient date.
- The decision of the FSAC is final.

**Student-Athlete Employment**

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

**Student-Athlete**
- The student-athlete must complete the Student-Athlete Employment Form.

**Compliance Team**
- The Compliance Team will send a letter to the employer requesting verification of compliance related to employment; no athletically-related preference, no outside payment, payment consistent with employers’ standards.

**Employer**
- The employer must complete the requested information.

**Compliance Team**
- The Compliance Team will notify the student-athlete of the cooperation of their employer.
- If, after repeated attempts, the employer does not cooperate, the Compliance Team will notify the employer that LU Athletics will no longer allow student-athletes to be employed by their company.

**Promotional Activities**

*TO BE DETERMINED!!!!*

**Team Entertainment Request**

Team Entertainment Requests should be made via the Sharepoint link on the Coaches Sharepoint site.