

## INTRODUCTION

Within this manual are the Association's compliance policies, procedures, and related documentation, which must be followed and completed at critical junctures throughout the year by administration, coaches, staff, currently enrolled student-athletes and prospective student-athletes.

As always, the *NCAA Manual* and *SEC Manual* are the official sources of all rules and regulations as they relate to the operation of the Association's athletics program and the conduct of its personnel. Should you have questions regarding the information contained in this manual or questions related to NCAA or SEC regulations and/or their interpretations, please contact the Compliance Office. Also visit [www.georgiadogs.com/compliance](http://www.georgiadogs.com/compliance).

## UGAA COMPLIANCE POLICY STATEMENT

The University of Georgia Athletic Association is committed and obligated to the principle of institutional control in operating its athletics program in a manner that is consistent with the letter and the spirit of NCAA, Conference and University rules and regulations. Each individual involved in intercollegiate athletics is obligated to maintain competency in knowledge of the rules; to act within his or her realm of responsibility in full compliance with the governing legislation; and to report any violation of NCAA, conference and /or institutional rules of which he or she is aware.

The commitment and obligation to operate the Athletic Association while adhering to the principle of institutional control is both institutional and individual. The Association's commitment is to maintain the control of the athletics programs through:

- Employment and hiring of responsible administrators, coaches, and support staff personnel;
- Education of coaches, staff, student-athletes and other individuals involved with the Athletic Association in their institutional responsibilities under the rules;
- Development of monitoring and operating systems within the Association and the University that provide guidance in how to work within the rules;
- Providing effective lines of communication between all affected constituencies;
- Discovering and reporting any violations of rules that occur.

In responding to rule violations, the Association will look at such factors as to whether the violation is intentional, whether an advantage is gained (e.g., recruiting, competitive or for the student-athlete involved), whether a student-athlete's eligibility is affected and whether violations are recurring. The Association's goals in responding will be to encourage communication, to seek consistency and accountability and, above all, to send a strong message that the Association is unequivocally committed to rules compliance.



## INDIVIDUAL RESPONSIBILITIES

The University recognizes that rules compliance must be a collective institutional responsibility, and that many departments and administrators must play important roles in its athletics compliance program. On campus, institutional compliance with NCAA regulations has become a shared responsibility through a coordinated process of delegation and distribution of key administrative functions. The University realizes it is accountable for its athletics program, and therefore, has clearly communicated compliance expectations and has established effective monitoring systems to ensure accountability.

### **A. Senior Associate Athletic Director and Senior Woman Administrator (SAAD)**

The Senior Associate Athletic Director/SWA has managerial responsibility for the Office of Compliance and the Academic Counseling Unit. The SAAD/SWA is responsible for all aspects for issues regarding Title IX and gender equity. Sport administrator for women's basketball, equestrian, gymnastics and swimming and diving.

#### **1. Assistant Athletic Director for Compliance (AADC)**

The Assistant Athletic Director for Compliance (AADC), under the direction of the Athletic Director, is responsible for developing and maintaining effective operating procedures and administrative systems to ensure institutional compliance with NCAA, SEC and University regulations. The AADC shall be responsible for the education, interpretations, monitoring and self-reporting procedures for all compliance related areas of the Athletic Association. In implementing all compliance matters, the AADC is also charged with the duty of assisting and directing the compliance efforts of the following individuals who also have specific compliance responsibilities.

#### **2. Assistant Athletic Director for Academics and Eligibility (AADAЕ)**

The Assistant Athletic Director for Academics and Eligibility (AADAЕ) is responsible for working in conjunction with the Assistant Athletic Director for Compliance in areas of rules education, academic progress, eligibility, record keeping, and monitoring institutional compliance with NCAA, SEC, and University regulations for all student-athletes. Responsibilities also include developing; compiling and distributing the squad lists, as well as, serving as a liaison to those University offices involved in the compliance procedures for maintaining athletic eligibility:

- a. **Admissions Office (designee(s) or the Director of Admissions)**  
This individual is responsible for the education, initial interpretations, and the day to day implementation of monitoring procedures applicable to the Office of Admissions and initial eligibility.
- b. **Financial Aid Director (or designee)**  
This individual is responsible for the education, initial interpretations, and day to day implementation of monitoring procedures applicable to the Office of Student Financial Aid and athletic financial aid limits.
- c. **Registrar (designee of the Registrar)**  
This individual is responsible for the education, initial interpretations, and implementation of the day to day monitoring procedures applicable to the Registrar's Office and continuing eligibility.

**3. Associate Director for Compliance (ADC)**

This individual is responsible for assisting the AADC, SWA and AADAE in the administration of the overall compliance program. Directly responsible for initiating and maintaining required NCAA and SEC compliance forms. Assist the AADAE in dealing with all matters pertaining to eligibility, financial aid, and squad lists. Establishes monitoring systems for automobile registration, student-athlete employment, official visits, and recruiting activities.

**4. Executive Associate Athletic Director for Finance and Administration**

This individual is responsible for the education, initial interpretations and day to day implementation of monitoring procedures applicable to the department's business office and travel office. Sport administrator for football.

**5. Associate Athletic Director for Sports Administration and Operations**

This individual is responsible for the education, initial interpretations and day to day implementation of monitoring procedures applicable to the areas of sports medicine, ticket office, Olympic sports and strength and conditioning staff. Sport administrator for baseball, golf, tennis, track, softball, soccer and volleyball.

**6. Assistant Athletic Director for Facilities**

This individual is responsible for the education, initial interpretations, and day to day implementation of monitoring procedures involving facility use of all departmental camps and clinics.

**7. Associate Athletic Director for Sports Communication**

This individual is responsible for the education, initial interpretations, and day to day implementation of monitoring procedures regarding departmental/athletic communications publications and publicity surrounding the recruitment and signing of prospective student-athletes.

**8. Associate Athletic Director for Internal Operations**

This individual is responsible for overseeing the association's day to day human resource department and insurance issues for staff and student-athletes. Sport administrator for men's basketball.

**9. Director of Ticket Operations**

This individual is responsible for the education, initial interpretations, and day to day implementation of the monitoring procedures applicable to the department's ticket office. Monitor and maintain control systems related to complimentary admission for prospective student-athletes and current student-athletes.

**10. Director of CHAMPS/Life Skills**

This individual is responsible for the education, initial interpretations, and day to day implementation of monitoring procedures for community service activities involving student-athletes, as well as, the student-athlete special assistance fund and opportunity fund.

**11. Co-Directors of Strength & Conditioning**

These individuals are responsible for the education, initial interpretations, and day to day implementation of the monitoring procedures applicable to out-of-season conditioning programs.

## **12. Director of Sports Medicine/Team Physician**

These individuals are jointly responsible for the education, initial interpretations, and day to day implementation of monitoring procedures applicable to the provision of medical and rehabilitation services, and the expenses incurred in the treatment of student-athletes as well as all aspects of the drug testing program.

### **B. Athletic Department Staff Members**

It is the ultimate responsibility of every Athletic Department employee to see that his/her conduct is in compliance with all NCAA, SEC and University rules and regulations. All staff members are responsible for being familiar with the rules involving their areas. If there is any doubt as to the permissibility of a particular act, the staff member is responsible for asking for an interpretation before proceeding.

### **INSTITUTIONAL STATEMENT AND COMMITMENT**

- A. The University President has clearly set forth the University's policy regarding rules infractions. This policy reads as follows: "Any staff member who knowingly violates a NCAA rule will be subject to disciplinary action which may result in termination of employment from the University."
- B. At the beginning of each academic year, the University President shall meet the entire Athletic Department staff and personally emphasize the importance of rules compliance and the consequences associated with non-compliance. Pertinent issues should be discussed at the meeting. Additionally, the President and Athletic Director will oversee the signing of the NCAA Certification of Compliance form.
- C. At the beginning of each academic year, the Athletic Director shall meet all department staff members to reaffirm the Athletic Department's commitment to ensure rules compliance and the consequences associated with non-compliance as set forth by the President.
- D. Prior to the hiring of any coach or key administrator, the Athletic Director (or his designee) shall consult with the NCAA to determine if the prospective employee has ever been involved in NCAA rules infractions.
- E. Subsequent to the hiring of any coach or key administrator, the Athletic Director and the Assistant Athletic Director for Compliance shall meet with the new appointee to emphasize the commitment of the University to full compliance with all NCAA, SEC and University rules and regulations.
- F. All University contracts with coaches shall, at a minimum, include the NCAA required provision stating that the coach may be suspended for a period of time, without pay, or that the coach's employment may be terminated if the coach is found to be involved in deliberate and serious violations of NCAA regulations. AADC will review all contracts to ensure the provision is included, as well as for Title VII and IX compliance issues.

### **ANNUAL COMPLIANCE PLAN**

A compliance plan will be reviewed by the AADC and AADAE and all changes will be presented to individuals with specific compliance responsibilities. It will then be that person's responsibility to see that the appropriate people in their areas are informed of the relevant dates on the calendar.

#### **AUGUST**

- Initial eligibility waiver applications (if needed)
- Declaration of playing seasons

- Monitor full-time status
- Financial aid exemption certification (on-going)
- Squad List forms for Fall sports
- NCAA Student-Athlete Affirmation of Eligibility
- Hardship Waiver application (on-going) (if needed)
- Residence waiver application for transfer students (on-going) (if needed)
- Outside competition waiver application (on-going) (if needed)
- Five-year/10 semester waiver application (if needed)
- Satisfactory Progress Waiver (if needed)
- Student- Athlete drug testing consent form
- Coaches submit schedules of competition
- Compliance certification notice from President's Office
- Staff rules review meeting
- Team meetings/review of rules/complete NCAA forms
- Summer camp reports due to Athletic Director

### **SEPTEMBER**

- President and Athletic Director meet with entire Athletic Department
- Certification of Institutional Compliance
- Institutional Information/sports sponsorship form
- APR data submitted to NCAA
- Booster Club audits due to Athletic Director and CEO
- Monthly compliance meeting with coaches
- Team meetings/review of rules/complete NCAA forms (continued)
- Begin preparations for Equity Disclosure Act Report (EADA)

### **OCTOBER**

- Equity in Athletics Disclosure Act Report (EADA)
- Double-check maintenance of recruiting records for the academic year to date
- Double-check to see that financial aid exemptions are properly filed
- Semi annual legislative review
- Monthly compliance meeting with coaches

### **NOVEMBER**

- Early signing date - SEC grant applications/NLI
- Review procedures and publicity restrictions with appropriate coaching staff prior to NLI dates
- Prepare for potential bowl-bid, interpretations, etc.
- Schedule Career Counseling Panel meeting in Nov/Dec - members meet with football and basketball
- Monthly compliance meeting with coaches

### **DECEMBER**

- Mid-year signing date
- Review eligibility issues via grade report
- See new student-athletes through eligibility certification process
- Add student-athletes who gained eligibility to appropriate lists
- Monthly compliance meeting with coaches
- Provide exit questionnaires to those athletes who will not return for the Spring term
- Double-check Division I Sports Sponsorship criteria minimum contests and participants are being met

### **JANUARY**

- On-going monitoring: Full-time status
- Employment spring semester review

- Automobile Registration (follow-up)
- Double check financial aid totals (team and individual) limits
- Review off-season conditioning guidelines with football coaching staff and strength coaches
- Schedule Spring compliance meetings with coaches and staff
- Interim Report to President on Outside Income (mid-year)
- Camp plans and brochures submitted to SWA and Compliance

## **FEBRUARY**

- Football, soccer signing/ Letters of Intent
- Review all procedures and publicity prior to signing National Letter of Intent
- Establish eligibility for football walk-ons
- Monthly compliance meeting with coaches

## **MARCH**

- Review spring football practice restrictions with football staff
- Career Panel meeting, for student-athletes who wish to discuss professional career options and the draft.
- Compliance review included in each coach's evaluation
- Monthly compliance meeting with coaches

## **APRIL**

- Signing – sports other than football and soccer/ Letter of Intent
- Determine scholarship costs and equivalency percentages for coming year
- Meet with head football coach and designate in writing to Athletic Director the four week evaluation period in April/May that will be used as football evaluation period.
- Begin pre-certification test preparation for coach in all sports (serves as the monthly meeting).
- Recruiting audit (ongoing from year)
- Spring agent meeting with registered agents and selected student-athletes
- NCAA Certification Testing for coaches
- Semi annual legislative review

## **MAY**

- Foreign tours certification
- Permission/certification of summer basketball leagues
- Exit interviews with graduating athletes, drop-outs and transfers
- End of academic year review coaches
- Send out summer camp reminders and restrictions
- Tryout and out of-season practice legislation
- Review grade reports for academic eligibility
- Request for final high school transcripts
- Initial eligibility process
- SEC Participation Lists for each sport are sent to SEC
- Hardship requests for previous academic year are forwarded to SEC
- Record participation on Institutional squad lists
- Final financial aid check to ensure compliance with team and individual limits
- Send summer employment guidelines to student-athlete's employers
- Ensure football evaluation days are adhered to
- Continue recruiting audits of each sport
- Alert Booster clubs of the need for the annual outside audit

## JUNE

- GSR data due to NCAA
- Institutional financial audit
- Summer school scholarship lists
- Scholarship renewals/non-renewals
- SEC participation lists –spring sports
- Continuing eligibility – identify summer school at other institutions
- Spot check with employers regarding student-athlete employment
- Monitor summer camp operations
- Schedule date for President’s Kick-Off Compliance meeting
- Continue recruiting audit
- Coaches and Staff Outside Income Report, initial and final review

## JULY

- Outside Income and benefit reports to President
- Scholarship lists to financial aid office
- Certification of eligibility (on going until season starts)
- SEC Workshop/Compliance procedures
- Continue employer spot check
- Continue monitoring of summer camp procedures
- Alert coaches to All-Star game restrictions
- Meet with booster clubs regarding outside audit requirements

## EDUCATION

The effectiveness of any institutional compliance program is predicated on the degree to which the staff members are informed concerning the rules that govern their conduct. Knowledge of the applicable NCAA rules allows individuals to avoid inadvertent violations, while establishing a set of expectations for the staff of their responsibilities. Once staff members are informed and kept abreast of University, SEC and NCAA rules, they are held accountable for their actions. The compliance office coordinates a monthly compliance meeting with selected staff members, and team representatives to provide an educational opportunity to learn about NCAA rules that affect them and their areas.

Staff members are not expected to know every NCAA rule. However, they are expected to identify “potential problem areas” affecting their particular sport or area and request interpretations. Accordingly, the compliance education program is designed to assist all staff members to identify and avoid potential infractions. The compliance education plan is outlined by the following areas:

### **A. COACHES**

1. The Assistant Athletic Director for Compliance (AADC) has primary responsibility for educating coaches.
2. The AADC shall meet with each coaching staff member to discuss relevant rules interpretations as needed.
3. The AADC and the AADAE shall schedule meetings with individual staff members or head coaches as necessary from time to time to discuss financial aid, eligibility, recruiting, and other matters.
4. The AADC or the Associate Director for Compliance (ADC) is responsible for providing coaches with written educational materials as appropriate. Many of these written educational materials will be via email, newsletters or online.
5. All coaches shall attend the Compliance Office’s pre-certification test review sessions. The sessions will

6. All coaches shall be provided with copies of the NCAA and SEC Manuals.
7. The AADC or ADC shall coordinate an individual rules orientation program with new coaches. The compliance office will coordinate coach's attendance for SEC New Coaches Orientation. Additionally, the AADAE will meet with new coaches to review the universities admissions, financial aid, housing, and eligibility procedures.
8. The AADC is responsible for disseminating proposed new legislation for coaches' review prior to scheduled NCAA Management Council sessions. The coaches' comments will be forwarded to the Faculty Athletics Representative, who, in consultation with the Athletics Director and President, determines the University's position on proposed legislation.
9. Coaching Staff members are expected to attend monthly compliance meetings to discuss pertinent compliance issues and to further increase rules knowledge.

**B. STAFF MEMBERS**

1. The AADC (or designee) shall have primary responsibility for the education of staff members regarding all matters concerning compliance. Where applicable, this shall be done through the supervisor with specific compliance responsibilities in a particular department. Annual meetings are held with each area at the beginning of the academic year.
2. Staff members designated by the Compliance Staff shall attend all rules meetings conducted on campus by the SEC, as well as any other scheduled meeting pertinent to their responsibility. Representatives from each office shall attend scheduled compliance meetings.
3. Individuals with specific compliance responsibilities in a particular department or area shall be responsible for educating their staff members of relevant rules and interpretations.
4. Throughout the year, the AADC shall meet with each individual who has specific compliance responsibilities for his/her department or area to discuss the overall effectiveness of the compliance program.
5. The AADC shall be responsible for providing written educational materials and interpretations to the appropriate staff members as needed.

**C. STUDENT-ATHLETES**

1. The AADC and the AADAE shall conduct a rules seminar with all student-athletes at the beginning of the year. This meeting is to administer the NCAA Student-Athlete Statement and to emphasize the importance and significance of the statement and compliance with NCAA rules. Another team meeting is held in late spring to review rules to follow over the summer.
2. Prior to the beginning of each sport season, the AADC and the Director of Tickets shall be responsible for a review, with each team, of complimentary admission rules.
3. The AADC and the AADAE are responsible for providing student-athletes with information regarding relevant rules and interpretations as needed. Also will meet with SAAC on a regular basis to answer questions and serve as a resource.

**D. REPRESENTATIVES OF ATHLETIC INTERESTS/BOOSTERS**

1. The AADC shall have primary responsibility for the education of representatives of the University's



2. The AADC shall be available for rule reviews with each of the individual sport support groups, (i.e., Ten-O, Coliseum Club). Members of the Athletic Association's Senior Staff will serve as the primary liaison for each local support group to enhance communication and institutional control.
3. The ADC shall provide relevant employment rules to employers of student-athletes with correspondence describing the rules regarding the employment of student-athletes.
4. The AADC, in conjunction with the Associate Athletic Director for Sports Communications, will ensure articles are published in the football and M/W basketball programs outlining permissible booster activities.
5. The AADC and ADC will attend selected out-of-town contests to personally observe booster activities and complimentary admissions procedures.
6. The AADC shall be responsible for ensuring that a "booster brochure" is available to all known representatives of the University's athletic interests and for providing a compliance "message" to all supporters in the football and basketball game programs, and in the Bulldog magazine.

#### **E. PROSPECTS**

1. Individual Head Coaches (or designee) shall have primary responsibility for educating prospects, their families, and high schools. The Compliance staff will work in conjunction with coaching staffs to provide educational resources. Coaches are expected to mail a summary of NCAA rules and behavior guidelines to prospects before official visits, as well as APR/GSR rates and NCAA banned substance list.
2. The AADAE must verify PSA has registered with the IEC if process has been completed, shall see that all signed prospects receive written notification of athletic scholarship awards with a National Letter of Intent.
3. Head Coaches, in conjunction with the AADC, are responsible for providing any prospect age campers pertinent age camper's information describing permissible benefits/activities associated with attending institutional sports camps.

#### **F. INTERPRETATIONS**

The interpretations process is designed to provide a timely and efficient manner of responding to questions as they arise.

- A. Staff members in departments or areas where an individual has been assigned compliance responsibilities (e.g. Business Office, Ticket Office, Development Office, and Sports Communications Office) shall go to that individual for initial rules interpretations.
- B. All other staff members and coaches shall direct rules questions and interpretations to the AADC.
- C. If individuals with designated compliance responsibilities within their department or areas are unable to respond to a staff member's question; the issue should be presented to the AADC.
- D. Requests for rules interpretations should be submitted in writing (if time permits) by the person seeking an interpretation. Interpretations shall then be returned in writing.
- E. If the appropriate staff member cannot provide an adequate interpretation, then the AADC shall contact the SEC Office for an official interpretation.

- F. If the SEC is unfamiliar with a particular situation or question, than either the AADC or the SEC Office shall contact the NCAA to get an official interpretation.

## MONITORING

### **A. INITIAL - ELIGIBILITY (INCOMING FRESHMAN AND TRANSFERS)**

**Key Personnel:** AADAE, ADC, Registrar, Admissions Officer, Academic Counselors, Head Coaches, and Recruiting Coordinators (where applicable).

1. Once the coach has identified a prospective student-athlete as a legitimate prospect to the AADAE, it is the responsibility of the coach to see that appropriate academic information (e.g. transcripts, test scores) is requested from the recruit and/or ensure appropriate information is provided to the NCAA Initial-Eligibility Clearinghouse. Coaches are precluded from speaking with members of the Admissions Office regarding prospective student-athletes admissions status.
2. All official transcripts and other academic/admissions information from the prospect shall be directed to the AADAE who shall then forward the original transcript to the Admissions Office with copies for coaches and counselors as requested.
3. As soon as possible after reviewing a prospect's academic record, the AADAE shall inform the coach of the likelihood of the prospect's initial eligibility status (e.g. qualifier, partial-qualifier) per NCAA rules and an evaluation of the prospect's admission credentials to UGA.
4. The NCAA Initial-Eligibility Clearinghouse shall be responsible for officially certifying the eligibility status of each prospect pursuant to NCAA Bylaw 14. The Registrar's Office shall maintain a file, which will include the initial certification forms of each prospect received from the Clearinghouse.
5. As soon as possible after a potential transfer has been identified by a coach, the ADC shall be asked by the coach to communicate with the institution from which the the student is attempting to transfer to obtain all necessary releases before the transfer student may be recruited.
6. The coach should give names of walk-on athletes to the AADAE as soon as identified. The AADAE or the ADC shall be responsible for obtaining all necessary academic/admissions/eligibility information from both freshmen and transfer walk-on athletes.
7. The AADAE shall be responsible for obtaining all necessary academic/admissions/ eligibility information from both freshmen and transfer scholarship athletes.
8. The University's Admission Office shall be responsible, based on NCAA Clearinghouse information, for officially certifying the eligibility/ admissions status of freshmen scholarship and walk-on athletes.
9. The University's Registrar's Office shall be responsible for officially certifying the eligibility status of both two-year and four-year transfer students.
10. The AADAE shall be responsible for certifying temporary eligibility for practice for recruits, transfers, or walk-ons, pending the completion of all information needed for full certification. Additionally, it shall be the responsibility of the AADAE and ADC to inform the respective coach of a student-athlete's failure to provide complete information in a timely manner, requiring the coach to withhold the student-athlete from further practice.

11. The Athletic Director, through the AADC shall be responsible for administering the NCAA Student-Athlete Statement to all incoming recruits, transfers, and known walk-ons prior to that sport's season of competition.
12. The AADAE shall be responsible for submitting any and all documentation to the SEC Commissioner if Proposal 9-A triggers have occurred.

## **B. CONTINUING ELIGIBILITY**

**Key Personnel:** AADAE, Assistant Registrar, Faculty Athletics Representative, and Academic Counselors

1. The AADAE and the ADC shall be responsible for maintaining an up-to-date NCAA Squad List for each sport.
2. Prior to the beginning of each academic year, each head coach (or his designee) shall provide an initial, complete roster to the AADAE. The AADAE will prepare the Squad List and Eligibility Report for each team based on this roster. Any additions/deletions to the roster must be given to the AADAE by the head coach as needed. The AADAE in turn provides a list to the Assistant Registrar who certifies academic eligibility.
3. All head coaches (or designee) shall immediately inform the AADAE of any changes (additions/deletions) to its Squad Lists and Eligibility Report for each sport.
4. The AADAE and the Registrar's Office, on a daily basis, shall monitor the Full-Time enrollment status of all student-athletes. If it is determined that a student-athlete has dropped below a full load (12 hours), the Registrar's Office shall notify the AADAE by email. The AADAE will then notify the AADC and the respective head coach, who must then withhold the student-athlete from both practice and competition until otherwise notified.
5. The academic counselors are required to maintain an up-to-date academic file on each scholarship and walk-on student-athlete.
6. The AADAE shall be responsible for reviewing all student-athletes' academic status each semester and determining any eligibility deficiencies in the student-athlete's academic record.
7. If a student-athlete has not met all eligibility requirements by the end of the academic year, the AADAE will inform the student in writing of the deficiency and the steps which must be taken to become eligible. The academic counselor shall also be responsible for counseling the student-athletes on summer school. The AADAE and academic counselor will ensure that the student knows the steps for obtaining the necessary approval (from a University official) for any courses to be taken at another institution during the summer.
8. The academic counselors, in cooperation with the AADAE, shall be responsible for monitoring the declaration of a major by all third year (entering fifth semester) student-athletes.
9. The academic counselors shall maintain up-to-date information on the various degree requirements and initially verify all courses that can be considered toward a student-athlete's eligibility.
10. If necessary, the AADAE, prior to each sport season, shall meet with the AADC and the Faculty Athletics Representative and Registrar to review any eligibility issues.
11. The Athletic Director, through the AADC, shall be responsible for administering the NCAA Student-Athlete Statement to all enrolled student-athletes.

12. The head coach shall inform the AADC of potential medical exemption cases. The head trainers and the team physician shall be responsible for providing this information to the AADC who will complete the forms, and who will request the exemption from the SEC office.
13. The AADAE shall maintain files to include all continuing eligibility information regarding a student-athlete.

### **C. FINANCIAL AID**

**Key Personnel:** Financial Aid Officer, AADAE, AADC and Head Coaches.

1. Prior to June 1 of each year, all coaches must provide the AADAE with all scholarship information.
2. Any changes to this scholarship information shall be reported to the AADAE as soon as possible.
3. The AADAE shall be responsible for submitting a list of all athletes and the amount and duration of athletically-related aid, if any, to the University Financial Aid Office.
4. The AADAE shall be responsible for initially reviewing the squad list forms of each sport to ensure that all team and individual scholarship limits have not been exceeded.
5. The Financial Aid Director (or their designee) is responsible for notifying the Athletic Department, if any, additional financial aid has been awarded to a student-athlete. Once it is determined that financial aid, in addition to athletically related aid, has been received by a student-athlete, the AADAE must be notified immediately so that aid can be calculated into scholarship totals, deemed permissible aid, or canceled.
6. The AADAE/ADC is responsible for ensuring that the renewal or non-renewal letters are completed, signed by the Financial Aid Director, and are mailed to each athlete before July 1 prior to the academic year in which the aid is to be effective.
7. The Office of Legal Affairs is responsible for developing procedures for hearings when requested by student-athletes whose financial aid was reduced or not renewed.
8. As soon as the Board of Regents sets costs, the AADAE shall gather all information necessary to determine the appropriate costs to be figured for scholarship purposes.
9. As soon as the information is available, the AADAE shall provide each head coach with all pertinent scholarship information (i.e. cost of meals, housing rates, etc.).
10. The AADAE shall provide information to the athletic accounting offices for disbursement of scholarship checks. The AADAE is responsible for monitoring procedures for distribution of scholarship checks to student-athletes.
11. Each head coach is responsible for determining the equivalency percentages and/or head count numbers available for his/her particular sport.
12. At the end of each sport season, the head coaches must provide participation information to the ADC so that the SEC Participation list can be prepared.
13. As soon as a recruit has signed a scholarship agreement with the University, the AADAE shall be responsible for sending the recruit a mailing to include the award of scholarship.

## **D. RECRUITING**

Please refer to the Recruiting Section in this manual.

## **E. COMPLIMENTARY ADMISSIONS**

**Key Personnel:** Director of Ticket Operations, AADC, ADC

1. The Director of Ticket Operations and AADC/ADC shall be responsible for meeting with student-athletes and disseminating information regarding admission/ticket policy and procedures. Specifically, the education and training of student-athletes usage of the on-line Guest Management System.
2. The Director of Ticket Operations shall be responsible for establishing and monitoring procedures for home and away contests to ensure the institution is adhering to prescribed NCAA and SEC admission procedures.
3. The AADC/ADC shall provide institutional oversight for both selected home and away contests. The Compliance office oversees the ticket sign up process in football, and distribution of player guest tickets at home and away football contests.

## **F. EMPLOYMENT**

**Key Personnel:** ADC

1. All employment will be monitored through the Compliance Office.
2. Prior to a student-athlete beginning employment the ADC should provide the employer with a letter explaining rules relevant to such employment. Also the student-athlete should sign a rules employment agreement.
3. The Compliance Office upon receipt of employment notification shall mail rules education materials and agreement form to the student-athletes employer.
4. The Compliance Office will conduct a random audit of student-athlete employment with the employer.

## **G. PROMOTIONS AND PUBLICATIONS**

**Key Personnel:** Sports Communications, Promotions, and Life Skills Staffs

1. All requests for student-athlete involvement in charitable or community service activities shall be approved by the Compliance Office.
2. The Director of Promotions shall be responsible for documenting the legitimacy of the charitable organization and event prior to approving a student-athlete's participation. The Director of Life Skills shall be responsible for documenting community service events and appearances.
3. The AADSC in conjunction with the AADC shall be responsible for organizing and monitoring the appropriate release for information regarding the signing of a prospect.
4. Head coaches (or designee), in consultation with the Director of Promotions, shall ensure NCAA rules are reviewed for sports related promotional activities.

## **H. PLAYING AND PRACTICE SEASONS**

**Key Personnel:** AADC, ADC, Head and Assistant Coaches, and Head Strength and Conditioning Coach

1. On or before August 15 of each year, the head coaches shall provide the compliance office with their officially designated playing and practice season. The AADC must review and approve the schedule to ensure that the dates of competition and practice opportunities are within NCAA limits and travel days do not exceed the institutions limit per semester (12 days). These designations are then forwarded to the SEC office for final approval.
2. All scheduled practice sessions to take place during holiday or vacation periods must be designated and presented to the appropriate Sport Administrator for approval.
3. The Strength and Conditioning Staff shall be responsible for monitoring off-season conditioning programs within prescribed NCAA guidelines.

## **I. EXTRA BENEFITS**

**Key Personnel:** AADC, ADC, AADAE, Head and Assistant Coaches

1. The AADC (or designee) shall annually administer the NCAA Student-Athlete Statement, the amateur statement, automobile registration form, drug testing consent form, and the athletic information form to all student-athletes.
2. The AADC and AADAE shall arrange for the administration of an exit questionnaire for all student-athletes leaving the athletic program prior to the completion of their athletic eligibility and, further, interview selected student-athletes who have completed their athletic eligibility.

## **J. INSTITUTIONAL CONTROL**

**Key Personnel:** AD, AADC, SAAD, AADAE, Faculty Athletics Representative, Head and Assistant Coaches

1. The Compliance Office shall be responsible for administering the NCAA Certification of Compliance Form at the beginning of the academic year.
2. The AADC shall be responsible for contacting the NCAA prior to the offer of employment to any coach.
3. The AADC shall be responsible for obtaining all information regarding coaches' and staff's outside, athletically-related income and reporting to the Athletic Director who will, in turn, report the information to the University President.
4. The AADC in conjunction with the Executive Associate Athletic Director for Finance and Administration shall be responsible for reviewing and evaluating the annual, independent financial audit of the department and independent athletic support groups.
5. The FAR, in conjunction with the AADC, shall be responsible for arranging for the NCAA Compliance Certification and outside compliance review.
6. Members of the athletic staff shall serve as ex-office members on the Board of Directors for the individual support groups.
7. The SWA and FAR will arrange for a periodic outside assessment of Title VII and IX plans/program.

## K. Student-Athlete Participation

**Key Personnel:** AADAE, ADC, Head Coaches, Sports Communication

1. AADAE provides ADC with an updated squad list at the end of the season
2. ADC sends participation spreadsheet to coach for information about who competed and who did not compete.
3. ADC verifies information with Sports Communication staff
4. If anyone needs a medical hardship filed because of limited participation due to injury, that information is passed on to AADC who prepares the hardship waiver information and submits to the conference office for approval.
5. ADC uses squad list to go to SS screen in IMS and enter **the year and code** for EVERY NAME on the squad list (use 5SS to update information)

**Year** is the academic year using two digits for the year, i.e. 2090-10 is 0910 and 2010-11 is 1011

Possible **code** entries:

**G** means competed during this season

**N** means did not compete during this season

**E** means the student did not compete because their eligibility was exhausted; this code is only used on students who are listed as AEE on the squad list

**M** means the student did not compete because he/she is a medical exemption; this code is only used on students who are listed as M on the squad list

**R** means redshirt and we typically do not use this but use N even though we could use the R code because N and R both mean that the student did not compete

**S** means student was sitting out a year in residence and did not compete; we typically don't use the S code because N and S both mean that the student did not compete

6. ADC creates a new screen for the upcoming academic year for all students on the squad whose five-year clocks have not expired. She uses 4SS in IMS to create the new screens and must enter:
  - SSN, last digit of SSN, sport code and upcoming academic year using the first year of the academic year (i.e. 2010-11 would be 2010 as the academic year for creating the screen)
  - All students will be identified as an R (returner) in the F/T/R field
  - Skip the certification field unless the student is already a Medical exemption and in that case go ahead and put the M and type MEDICAL EXEMPTION in the comments; also, in the case of students who have exhausted their four years of eligibility (i.e. have four G's in their participation), they should have an "E" put in the certification field and ELIGIBILITY EXHAUSTED typed in the comments.

The INITIAL/OVERALL/EXEMPT/WALK-ON fields should be entered using one of the following combinations:

- N/Y/N/N for returners with eligibility who received aid in the current year (the assumption is they will continue to receive aid)
  - N/N/Y/N for medical exemptions and eligibility exhausted students
  - N/N/N/Y for returners with eligibility remaining who did not receive aid in the current year (the assumption is that they will continue to be a walk-on in the upcoming year)
7. AADAЕ will download the current year squad lists once ADC has entered all the data and print them using Dragonfly. These printed copies will be checked against the original information submitted by coaches to be sure the Dragonfly program accurately pulled in the information from the SS screen and to be sure the SS screen was updated correctly. Any corrections that must be made will be done to the SS screen or Dragonfly
  8. Once accuracy is determined, AADAЕ will transmit a final participation list to the SEC office and print one to file in a permanent notebook for each year.
  9. AADAЕ makes two copies each final participation list and those sets are used for EADA (give to SAAD who will need them in October following the completion of the previous academic year) and the NCAA GIA survey conducted in May of each year (to be done online by AADAЕ in May 2010 using 2008-09 squad lists, etc.)

### SUMMER CAMPS & CLINICS

- A. **Key Personnel:** AADC and Head Coaches
- B. The AADC is responsible for the overall review and administration of institutional summer camps. (Refer to Camp procedures manual for additional information).
- C. Head coaches wishing to offer a summer camp must have all plans and publications regarding the camp reviewed by the AADC and approved by the Athletic Director prior to advertising camp sessions.
  - a. Coaches must ensure NCAA requirements governing prospect aged campers are communicated to each camper.
  - b. Coaches must complete an end of camp report and submit to Athletic Director through the AADC.
  - c. Coaches or their designees must maintain a record of all campers, addresses and ages. Additionally, coaches must maintain a record of all camp employees. Both shall be included in the annual end of camp report.
- D. The AADC shall review all reports to ensure the camps/clinics are operated within the prescribed requirements of the NCAA, SEC and the University. UGAA will randomly select three camps per year to be audited by an external accounting agency.
- E. The University of Georgia is accountable for NCAA rules compliance in camps or clinics conducted on its campus or elsewhere by University of Georgia coaches. A separate manual that describes all camp and clinic policies is provided each year. The assistant athletic director, who must approve all requests for sports camps or clinics, administers the program. Additionally, any athletics department personnel working for another institution or agency conducting camps must have prior approval.



**RESPONDING TO POTENTIAL INFRACTIONS:**  
**Investigating and Self-Reporting of Rules Violations**

- A. Sound and thorough investigative procedures are crucial to the success of a compliance program. Communication between the Athletic Director, Faculty Athletics Representative and the Compliance Office serves as the foundation for the program's ultimate success.
- B. The University's position on infractions is clear - prevent them by applying comprehensive education and monitoring programs. However, if an infraction does occur, athletic staff members, including coaches and student-athletes, have a responsibility to report all known and suspected infractions to the AADC, AD or FAR. Each year, all coaches and designated staff members are required to review and sign the NCAA Certification of Compliance form. In signing the statement, athletic association staff members represent to the University president that they reported any and all violations of NCAA legislation that they are aware of.
- C. The AADC serves as the initial focal point for all matters involving potential infractions. Accordingly, the AADC, after receiving initial information regarding a potential infraction, shall conduct a preliminary review of the matter and report findings to the Athletic Director, Senior Associate Athletics Director and Faculty Athletics Representative. After conferring and assessing the AADC's findings, a decision will be made to determine what additional actions are warranted. The AD, SAAD and/or FAR will inform the President of the inquiry and decisions for additional actions.

If the information is self-discovered or is provided by a source other than the SEC or NCAA, the following action shall be taken:

- 1. The AADC shall inform the AD, SAAD, FAR and the SEC of the potential infraction. If appropriate, the AADC shall initiate a preliminary inquiry into the matter.
- 2. The AADC shall investigate the matter.
- 3. The AADC shall provide the results of his/her inquiry to the AD, SAAD, FAR and the President. In the report, he/she will cite the potential bylaw infraction, a summary of the case, his/her opinion as to whether a violation occurred, and whether the potential infraction should be categorized as secondary or major.
- 4. The AD shall confer with the FAR and AADC and assess the need for further investigation and also the need to include the use of outside counsel in the matter.
- 5. The AD and FAR shall inform the President as to their recommendations and plans for additional investigation.
- 6. The institution shall provide a written report of the potential infraction that include, the AADC's or outside counsel's findings, an opinion as to whether a violation occurred, and any self imposed penalties as a result of the matter.

**If the information is received from the Southeastern Conference or the NCAA, the following action shall be taken:**

- 1. The AADC conducts a preliminary investigation of the information after the AD, SAAD and FAR are made aware of the inquiry.
  - 2. The AADC provides a report of initial findings to the AD, SAAD, FAR and the President.
  - 3. After conferring and assessing the initial findings, the AD, FAR and President shall determine whether any additional investigation is warranted and whether outside counsel shall be used.
  - 4. The institution shall provide a written report to the SEC and/or NCAA indicating findings, opinion whether an infraction occurred and any self imposed penalties.
- D. The AADC shall be responsible for conducting investigations relating to potential infractions categorized as "secondary". The AADC, in coordination with outside counsel or consultant, shall investigate potential infractions which could be categorized as "major".

- E. All institutional or contracted employees of the institution shall be mindful of staff members and student-athlete's right to due process when conducting investigations. Staff members and student-athletes shall be made aware of NCAA Bylaw 10.1, "Unethical Conduct," and its application to both in light of employment and eligibility.
- F. Any staff member found to have knowingly violated a NCAA rule which ultimately is categorized as "major" or has been involved in an unusually high number of secondary violations shall be subject to the termination of their employment.
- G. Any student-athlete found to be involved in an infraction will immediately be declared ineligible and, after consulting with the SEC, the university may appeal to the NCAA for restoration of the student-athlete's eligibility. If a student-athlete knowingly violates a NCAA rule and a "major" infraction occurs as a result of their involvement, the student-athlete shall be declared ineligible and no restoration of eligibility will be sought.
- H. If an individual defined by the NCAA as a representative of the University's athletics interests knowingly violates any NCAA rule, that individual shall be officially disassociated with the University for a period of time determined by the Athletic Director after consulting with the SEC and NCAA.

### **PROFESSIONAL SPORTS COUNSELING**

The University of Georgia takes great pride in the accomplishments of its student-athletes. Accordingly, the University believes it has a responsibility to provide support in attaining post collegiate goals. An individual student-athlete's success may depend on his/her understanding of NCAA rules pertaining to agents and amateurism, Georgia State law, use of the Career Counseling Panel and in some cases arrangements for disability insurance.

#### **I POINTS OF CONTACT**

The Compliance Office has the primary responsibility for coordinating post collegiate information programs by:

- a. using the resources of the NCAA;
- b. utilizing services provided by professional sports associations, e.g. NFL, NBA, NFLPA, and NBAPLA, Major League baseball, etc.;
- c. inviting previous UGA student-athletes to speak;
- d. utilizing the individual expertise of the Career Panel members;
- e. using any educational programs offered by the State of Georgia;
- f. publishing informational handouts for the use of student-athletes and their parents; and
- g. scheduling annual, in-person programs with student-athletes designed to provide varied information regarding agents, state laws, and career panel availability.

#### **II NCAA RULES REGARDING AGENTS & AMATEURISM ISSUES**

A student-athlete and their family and friends may not accept anything of value from an agent without jeopardizing their eligibility. Gifts of value include: Transportation, Meals, Money, Jewelry, Automobile, Entertainment, Free/Reduced services of any kind. Georgia State Law shall serve as the "rule of thumb" for agent contact with UGA student-athletes. All agent athletes must be registered with the State of Georgia in order to have any communication with a UGA student-athlete. Further, football agents are also held to the NFLPA policy regarding contact with UGA student-athletes.

A student-athlete cannot agree orally or in writing to be represented by an agent anytime prior to exhausting their eligibility. It is permissible to talk to agents prior to exhausting one's eligibility; however, if one is accused of any wrongdoing and cannot prove otherwise they will be held out

of competition during any investigation.

### **III NCAA INVESTIGATIONS REGARDING AGENTS**

After receiving an inquiry that an agent and a student-athlete have conducted improper business, NCAA regulations require an institution to investigate the matter immediately. The student-athlete(s) in question will be interviewed by the AADC and/or outside counsel. Suspension is normally assigned until further information can determine if accusations are valid. This action is taken to avoid the potential forfeiture of games and/or revenue of contests in which the ineligible player participates. Further, the State of Georgia Agent Regulatory Commission is also notified.

### **IV GEORGIA STATE LAWS**

Agents must register with the State Regulatory Commission. They are required to post a surety bond of \$10,000. No sport agent may contact an athlete, either directly or indirectly, or otherwise engage in or carry on the occupation of a sports agent with an athlete without first registering with the commission.

#### **I. DISABILITY INSURANCE**

Disability Insurance is available in certain instances and is a means of protecting a student-athlete's future earning potential while enrolled as a student-athlete. Typically, a student-athlete must be a projected first or second round draft candidate in order to be eligible for disability insurance. Olympic sport athletes need to be a premiere standout in their sport. It is permissible for a student-athlete to secure a loan for disability. The insurance will in most cases be full extended coverage for an injury that happens on or off the field/court. It is important to note that there may be some exclusion due to previous injuries. The student-athlete and/or family must initiate the request and maintain contact with the insurance carrier in order to secure any disability insurance. If a student-athlete secures disability insurance, all paperwork (loan documents, etc.) must be provided to the Compliance Office and placed within the student-athletes file.

### **VI UGAA PROFESSIONAL SPORTS CAREER PROGRAM**

#### **CAREER COUNSELING PANEL**

The Career Counseling Panel is a diverse group of highly skilled professionals at the University who are appointed by the President to assist student-athletes in matters surrounding their future careers such as:

- Providing direction on securing a loan for purchasing disability insurance;
- Reviewing proposed professional contract;
- Assisting in the agent selection process; and
- Advice on issues related to post collegiate career decisions.

The Compliance Office and Career Counseling Panel meet with the rising juniors, seniors and their parents to address any questions and concerns they may have about the possible transition from the collegiate level to the professional level.

## REVIEW OF COMPLIANCE PROGRAM

- A. The AADC shall be responsible for an ongoing review of the compliance program.
- B. At the end of each academic year, the Faculty Athletics Representative, on behalf of the Athletic Board, will conduct a review of the overall effectiveness of the compliance program. The review shall include discussions with the Athletic Director, AADC, and all other individuals with specific compliance responsibilities within their departments/areas.
- C. Subsequent to this review, the Faculty Athletics Representative, along with the Athletic Director, AADC, and the Executive Assistant to the President shall meet with the University President to discuss the effectiveness of the compliance program.
- D. In accordance with NCAA guidelines, the AADC will coordinate with the SEC to schedule an every four year outside review of the compliance program.

## COMPLIANCE RECRUITING MANUAL

### RECRUITED - DEFINED

A prospective student-athlete shall be considered recruited if The University of Georgia:

- 1. Provides an official visit to the prospect,
- 2. Has an arranged, in-person, off-campus contact with a prospect or the prospect's parent(s) or legal guardian(s), or
- 3. Initiates or arranges telephone contact with a prospect or the prospect's family member or legal guardian on more than one occasion for recruiting purposes.
- 4. Issues a National Letter of Intent or SEC financial aid agreement to the prospective student-athlete.

### PROVIDING RECRUITING MATERIALS

Programs are not permitted to send prospects recruiting materials (including general correspondence related to athletics) prior to September 1 of the prospect's junior year in high school (or in men's basketball after the completion of the sophomore year). Permissible recruiting materials are limited to the following:

- 1. General correspondence, including letters and postcards issued by the U.S. Postal Service and institutional note cards, may be sent to a prospect only by mail. In Division I, attachments to general correspondence may include materials, not created for recruiting purposes, printed on plain white paper with black ink;
- 2. Facsimiles and electronic mail may be sent to a prospect;
- 3. Game programs (**which may not include posters**) may be provided to prospects on official or unofficial visits to campus but may not be mailed;
- 4. One athletics media guide;
- 5. Educational information published by the NCAA;
- 6. Official academic, admissions and student-services publications or videotapes published by the institution and available to all to all students;
- 7. Questionnaires and camp brochures (EXCEPTION: may be sent prior to September 1);
- 8. Business Cards

Note: Any additional material must be posted on UGAA's website and may be printed and provided to PSA's provided it is general information and not created for recruiting purposes.

Educational information published by the NCAA, a questionnaire and a camp brochure may be provided to a prospect prior to September 1 of the prospect's junior year in high school. In addition, NCAA regulations permit staff members to respond to a prospect's letter requesting information prior to September 1 of the prospect's junior year in high school provided the written response does not include information that would initiate the recruitment of the prospect or information related to the institution's athletics program (e.g., the reply contains an explanation of current NCAA regulations or a referral to the admissions office).

#### **Printed recruiting material subsequent to National Letter of Intent (NLI) signing:**

1. Any necessary pre-enrollment information regarding orientation, conditioning, academics, and practice activities, provided the prospect has signed a NLI or has been officially accepted for enrollment;
2. It is permissible for a member institution to provide a signed prospect with weight lifting program information, a copy of material related solely to the institution's strength and conditioning program, and a playbook.
3. Any additional material must be posted on UGAA's website and may not be printed and provided to PSA's.

#### **BOOSTER INVOLVEMENT IN RECRUITING**

The University of Georgia is responsible for ensuring that its various constituencies (e.g. University staff and faculty, student-athletes, alumni and friends) abide by NCAA rules and regulations. Under those rules, all alumni and friends of the University are categorized as "representatives of The University of Georgia's athletics interests." The compliance office is responsible for insuring information pertaining to NCAA rules is available to boosters.

NCAA Bylaw 13.01.5.1 states: "*In Division I, representatives of an institution's athletics interest (as defined in 13.02.12) are prohibited from making in person, on- or off-campus recruiting contacts, or written or telephonic communications with a prospect or the prospect's relatives or legal guardians.*"

#### **BASIC POINTS TO KNOW**

- A representative of UGA is prohibited from making in-person on- or off-campus recruiting contact with a prospective student-athlete (PSA) and his or her parents and/or legal guardians.  
**LIMITED EXCEPTION:** A *representative* may have contact with a PSA in regard to permissible pre-enrollment activities such as summer employment arrangements, provided the PSA has already signed a NATIONAL LETTER OF INTENT and the institution is aware that the *representative* is making these contacts in regard to employment.
- A UGA *representative* is prohibited from writing or telephoning a PSA and his or her family members and/or legal guardians.  
**LIMITED EXCEPTION:** A *representative* may have a telephone conversation with a PSA ONLY if the prospect initiates the call. The telephone call may not be pre-arranged by a UGA staff member and the *representative* is not permitted to have a recruiting conversation but may exhibit normal civility. The *representative* must refer any questions about UGA to an appropriate UGA staff member.
- A *representative* is prohibited from contacting a PSA's coach, principal or counselor in an attempt to recruit or evaluate the prospect.  
**LIMITED EXCEPTION:** NCAA rules do not preclude a *representative* from viewing a PSA's contest on his/her own initiative, subject to the understanding that the *representative* may not contact the PSA or report back to UGA coaches.

## EXTENDING OFFERS AND INDUCEMENTS

A staff member or representative of UGA's athletics interests may not offer or provide any benefits to a prospect or the prospect's relatives or friends other than those expressly permitted by NCAA legislation. Specifically prohibited financial aid, benefits and arrangements include, but are not limited to:

1. Arrangement of employment for a prospect's relatives;
2. Gifts of clothing or equipment;
3. Cosigning of loans;
4. Loans to relatives or friends;
5. Cash or like items;
6. Any tangible items, including merchandise;
7. Free or reduced-cost services, rentals or purchases;
8. Free or reduced-cost housing;
9. Use of institution's athletics equipment;
10. Sponsorship of, or arrangement for, an awards banquet for high school or two-year college athletes by an institution, its boosters or its alumni groups or booster clubs; or
11. The presentation of award to prospects for outstanding athletics accomplishments.

## RECRUITING FORMS AND PROCEDURES

*The best way to complete your documentation is to look at it as an outsider, and could a stranger tell what was going on if you handed it to them. The better you are at documenting the information, the more you protect yourself from violations occurring. Completion and appropriate signatures are significant on all forms.*

**All forms may be found on the [georgiadogs.com](http://georgiadogs.com) website under the compliance area for "Coaches".**  
**OFF CAMPUS CONTACT & EVALUATION FORMS**

### **Responsibility for Completion:**

- Any coaching staff member who engages in off- or on-campus recruitment activities which would constitute a contact or an evaluation as per Bylaw 13 and regardless of whether or not University money was expended.

### **Submitted To:**

- Compliance Office. If reimbursement is needed a corresponding contact or evaluation form must accompany the reimbursement voucher when sent to the Business Office.

### **Administrative Date/Time Frame:**

- Submitted monthly. All forms are due on the 15<sup>th</sup> of the following month, or submitted with an expense report form.

### **Critical Reminders:**

- A UGA coaching staff member is not permitted to recruit off campus until he or she has been certified on an annual basis as to the knowledge of applicable recruiting regulations. Once a coaching staff member has passed the NCAA Coaches Certification Examination, he/she is eligible (if designated in particular sport limit) to recruit perspective student-athletes off campus.
- For updated information relative to the applicable recruiting calendars, please review the recruiting calendars, which appear in the *NCAA News* or contact the compliance office.
- Off campus recruitment activities are not allowed during a quiet or dead period.

## TELEPHONE LOGS

### **Responsibility for Completion:**

- Any coaching staff member who engages in telephone contacts with a prospective student-athlete (PSA) and or the PSA's parent(s) or guardians(s).

### **Submitted To:**

- Compliance Office

### **Administrative Date/Time Frame:**

- Submitted monthly. All forms are due on the 5<sup>th</sup> of the following month. Please make it a point to keep up to date telephone logs and return them in a timely fashion to the Compliance Office. Please note if you are not making phone calls during a particular week, simply note this information on the logs or write a brief note of explanation. A form of monthly verification must be filed with compliance regardless of whether recruiting calls were made. The compliance office in conjunction with UGA's auditing program, Comply and Verify, will conduct recruiting phone log audits.

### **Critical Reminders:**

- The exceptions to the one telephone call per week rule are as follows:
  1. During the five days immediately prior to the prospect's official visit to campus.
  2. 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 all sports except, football: (48 hours prior to and 48 hours after 7:00 a.m. on the initial signing date for the NLI).
  3. During the day of a permissible, in-person, off-campus contact.
  4. Subsequent to the calendar day on which the prospect signs a NLI with UGA.
- Please note that for the purposes of defining a recruiting week, the NCAA defines a week that begins on Sunday and ends on Saturday.
- Write each call attempted out individually, demonstrate the outcome of the call even if no contact was made, and record the telephone number. If contact is made and the PSA is unavailable, note the circumstances as well as when the PSA may be called again. Indicate on the form where the call was made: Cell or Office.
- Recent legislation adopted precludes a coach from calling or attempting to call a PSA/Parent/Legal Guardian, etc., after phone contact has been made.
  - You may accept phone calls from a PSA at any time if the calls were placed at the prospect's own expense. The NCAA allows staff members to accept collect phone calls from a prospect after July 1 (Sept. 1 in football) following the completion of the PSA's junior year in high school.

## OFFICIAL VISIT PROCEDURES

*These administrative policies and procedures and UGA's Recruiting Task Force policies have been established specifically to prevent the occurrence of potential NCAA violations. Failure to comply with these procedures places the University and your program at risk.*

### **PRIOR TO AN OFFICIAL VISIT:**

- Submit a copy of an official transcript, test score and completed recruiting checklist to the Compliance office for approval at least one-week **BEFORE** the official visit. Additionally, provide

- Mail or email a copy of the APR/GSR Report, NCAA Summary of Rules, Behavior Guidelines and NCAA Banned Substance list to the prospect the before visit.
- If applicable, submit complimentary ticket requests to the Ticket Office.

#### **DURING THE OFFICIAL VISIT:**

- Prospect and host should complete the student host form. If applicable, the coach and prospect should complete the mileage reimbursement form.
- Receipts should be kept to complete the official visit form.
- Protect the prospect from improper recruiting contact with boosters.

#### **AFTER THE OFFICIAL VISIT:**

- Coaches send completed expense report, official visit forms, student host forms and receipts to the business office. (**Please note:** on the official visit form ALL information is needed, this includes the transportation section and the amount spent. The paperwork goes through the process much faster if all information is complete and follow-up is not needed)
- The business office forwards the completed paperwork to the compliance office for review.
- The compliance office reviews all of the paperwork to ensure that all applicable NCAA provisions were followed during the visit. A copy of the approved checklist from the beginning of the visit is attached. Once the compliance office has reviewed and signed the paperwork, it is forwarded to the Business Office for review, signature and reimbursement.
- Once the Business Office has finalized all of the financial requirements, the checklist, student host form and official visit forms are returned to the Compliance office.
- The Compliance office files and maintains copies of all of the official visit paperwork. A prospect's official visit file will include a signed checklist with transcript attached, a completed official visit form and a completed student host form.

### **OFFICIAL VISIT FORMS**

#### **OFFICIAL VISIT PRIOR APPROVAL CHECKLIST:**

##### **Responsibility for Completion:**

- Any coaching staff member who has invited a prospective student-athlete (PSA) to come to UGA on an official paid visit. This document must be accompanied by an evaluation from Gayle McBride, appropriate academic credentials which may include verification of a PSAT, SAT, PACT or an ACT test taken on a national testing date under national testing conditions, an official copy of an academic transcript, or verification from the Clearinghouse that the PSA has registered or PSA's date of birth, city



**Submitted To:**

- Compliance Office.

**Administrative Date/Time Frame:**

- Submitted at least one-week **before** the prospect is due to arrive on campus. Please contact the compliance office if there are extenuating circumstances that prohibits the materials making it to the compliance area one-week before the visit.

**Critical Reminders:**

- If a coach would like an eligibility review completed from a transcript, it must be noted on the official visit checklist. A copy of the transcript will be forwarded on to the eligibility office.
- UGA may finance only one visit to the campus for a prospect and not prior to the opening day of classes of the prospect's senior year in high school.
- A prospect who was not a qualifier and who is enrolled in the first year of a two-year college may not be contacted in person, on or off the UGA campus for the purpose of recruiting.
- Official visits are not allowed during a dead period.

**OFFICIAL VISIT PRIOR APPROVAL CHECKLIST**

May be found on UGAA's website in the compliance section under forms for "Coaches".

**OFFICIAL VISIT STUDENT HOST FORM**

May be found on UGAA's website in the compliance section under forms for "Coaches".

**OFFICIAL VISIT EXPENSE FORM:**

**Responsibility for Completion:**

- Coaching Staff Member.

**Submitted To:**

- Business Office (Business forwards to the Compliance Office).

**Administrative Date/Time Frame:**

- Submitted with a weekly expense report and receipts for review and approval no later than two weeks following the visit.

**Critical Reminders:**

- All questions need to be answered on the form. This includes the transportation section and the amount spent.
- All individuals that dining was provided for on the official visit need to be listed in the meal section. All meals need to be accounted for with a receipt.
- In the event an advance was utilized, it is your responsibility to justify the dollar amount by completing the expense form. If advance money was used to reimburse for mileage, please note this in the amount column.

## **OFFICIAL VISIT EXPENSE FORM**

May be obtained from the compliance office.

## **AIR and MILEAGE REIMBURSEMENT FORM:**

### **Responsibility for Completion:**

- Prospect and Coaching Staff.

### **Submitted To:**

- Business Office (Business forwards to the Compliance Office).

### **Administrative Date/Time Frame:**

- Submitted with an expense report and official visit form for review and approval no later than two weeks following the visit.

### **Critical Reminders:**

- The signing by all parties of the host form is important to serve as receipt of exact money received for mileage.

## **AIR and MILEAGE REIMBURSEMENT FORM**

May be found on UGAA's website in the compliance section under forms for "Coaches".

## **ADDITIONAL OFFICIAL VISIT REMINDERS**

### **TRANSPORTATION:**

- May transport the prospect and parents/family members to/from the Atlanta airport to UGA. May not other guests.
- Only a permissible off-campus recruiter may pick a prospect and parent/legal guardian up by vehicle from the prospect's residence for an official visit. (However 48 hours begins once prospect is picked up at home).
  - May not provide transportation costs for the prospect's siblings to travel to UGA from home residence.
- A student-athlete may not use a staff member's vehicle or UGA vehicle to transport prospects.
- May provide round trip transportation costs for the prospective student-athlete to travel to UGA from any point of origin; however, PSA must return to original point of departure.
- May not provide vehicle or rental car to prospect, parents/guardians while on official visit.
- Mileage reimbursement sheet must document cash to prospect for reimbursement of transportation.
  - Mileage reimbursement rate is determined by the University of Georgia.

### **MEALS:**

- May provide prospects with meal en route to UGA (via Atlanta Airport).
- May not provide parents/legal guardians or siblings with meal en route to UGA (via Atlanta Airport).
- May provide prospect and parents/legal guardians with meals during the official visit (Three meals plus snack per day).
- May not provide prospect's siblings, other relatives or friends with any meals, unless it is a desert at the home of an institutional staff member.
- May provide prospect with meals during the trip home if all expense records are kept and documented.

### **LODGING:**

- May provide lodging to prospect en route to UGA (night before official visit due to travel).
- May not provide lodging to parents/legal guardians the night before an official visit, however, may stay in the same room as prospect as long no extra costs are incurred.
- May provide prospect and parents/legal guardians with separate rooms during the official visit. Must be standard lodging arrangements. No upgrades or special accommodations.
- May not provide siblings, other relatives and friends with lodging, however, may stay in the same room as prospect or parents as long as no extra costs are incurred.

### **ENTERTAINMENT/TICKETS:**

- Entertainment is limited to the prospect and parents/legal guardians only.
- Complimentary tickets are limited to the prospect and two guests.
- Entertainment must take place within 30 miles of UGA's campus.
- Student hosts may receive \$30 a day for the prospect, plus \$15 for each additional prospect.
- Entertainment is only permissible during the official visit (not en route to campus, return home).

### **UNOFFICIAL VISIT RECORD:**

#### **Responsibility for Completion:**

- Coaching Staff Member and prospect's signature.

#### **Submitted To:**

- Compliance Office.

#### **Administrative Date/Time Frame:**

- Submitted to the Compliance Office at the earliest opportunity following an unofficial visit during which the prospect had recruiting contact with members of the athletic association.

### **UNOFFICIAL VISIT FORM**

May be found on UGAA's website in the compliance section under forms for "Coaches".

### **ADDITIONAL UNOFFICIAL VISIT REMINDERS:**

#### **TRANSPORTATION:**

- May provide transportation to a prospect to view the UGA campus. May also provide transportation to view off-campus practice and competition sites if they are within 30 miles of UGA's campus.
- May provide transportation for prospects to attend a home athletics contest that is taking place off-campus as long as it is within 30-miles of the institution.
- May not provide round trip transportation costs for the prospective student-athlete to travel to UGA from home residence.
- May not provide transportation costs for the prospect's parents/legal guardians and or siblings to travel to/from UGA from home residence.
- May not provide vehicle or rental car to prospect, parents/guardians while on unofficial visit.

#### **MEALS:**

- May not provide prospects with any meals before, during or after an unofficial visit.
- A prospect may pay for their own meal(s) if they wish to eat in a University dining facility or order

- Coaches or student-athletes may not go off-campus with a prospect during an unofficial visit.

**LODGING:**

- UGA's policy allows for any guest to stay in a UGA dorm up to two nights at no charge.

**ENTERTAINMENT/TICKETS:**

- The only permissible form of entertainment on an unofficial visit would be to provide a prospect with three complimentary admissions to the general seating area for campus athletics events.

**RECRUITMENT OF TRANSFER STUDENT-ATHLETES**

**TRANSFER RELEASE REQUEST:**

**Responsibility for Completion:**

- Any coaching staff member who has been contacted by, or intends to contact a prospective student-athlete (PSA), who is or has attended another institution, regarding his or her interest in transferring to UGA. A coaching staff member should contact the Compliance Office and provide the student's name, social security number, current institution and sport. The Compliance Office will then generate a request for permission to contact the student.

**Submitted To:**

- Current institution and the Compliance Office

**Administrative Date/Time Frame:**

- Permission to contact a potential transfer student must be obtained prior to making contact with the student.

**Critical Reminders:**

- A prospect who was not a qualifier as defined by Bylaw 14.02.9.1 and who is enrolled in the first year of a two-year college may not be contacted in person on or off an institution's campus for recruiting purposes by UGA.
- UGA may NOT provide an expense-paid visit to a transfer student who has not presented the institution with an official college academic transcript and a release.
- A UGA staff member may not make contact with a student-athlete of another four-year college, directly or indirectly, without first obtaining the written permission of the first institution's Athletic Director or designee to do so, regardless of who makes the initial contact.
- Transfer may have to register with IEC Amateurism Clearinghouse if previous school is not a NCAA school.

**RECRUITMENT OF FOREIGN STUDENT-ATHLETES**

**NCAA CLEARINGHOUSE FOR FOREIGN STUDENT-ATHLETES:**

**Responsibility for Completion:**

- Foreign student-athletes who plan on attending college and participating in Division I intercollegiate athletics.

**Submitted To:**

- NCAA Eligibility Center

**Administrative Date/Time Frame:**

- Recommended that the foreign student register with the Clearinghouse at the end of his/her junior year in high school.

**Critical Reminders:**

- Foreign PSA's must register with the Clearinghouse and submit copies of original academic records, as well as scores from ACT or SAT.
- Eligibility status of a foreign PSA will not be determined by the Clearinghouse until all required documentation has been submitted.

**NCAA GENERAL ELIGIBILITY FORM FOR INTERNATIONAL STUDENT-ATHLETES:****Responsibility for Completion:**

- International student-athlete wishing to participate in intercollegiate athletics at UGA.

**Submitted To:**

- NCAA Eligibility Center and Compliance Office

**Administrative Date/Time Frame:**

- Must be completed and approved within the first week of class, however, the form should be completed prior to enrollment to prevent any delays in eligibility certification.

**Critical Reminders:**

- Must complete Amateurism Clearinghouse form on Clearinghouse website.
- The questionnaire must be completed for every prospect who falls into one or more of the following categories:
  1. A prospect born and raised in a foreign country.
  2. A prospect born in the United States and raised in a foreign country.
  3. A prospect that has participated in foreign athletics activities or was associated as an athlete with a foreign athletics organization.

**NATIONAL LETTER OF INTENT/SEC SCHOLARSHIP APPLICATION****SCHOLARSHIP CHECKLIST:****Responsibility for Completion:**

- Head coach or selected staff member who intends to sign a prospective student-athlete to a National Letter of Intent must fully complete the checklist with all scholarship information included.

**Submitted To:**

- ADC

**Administrative Date/Time Frame:**

- Submitted at least one week PRIOR to the expected signing period. The ADC will generate the NLI, SEC Financial Aid Agreement and UGAAA Aid Agreement and return to the recruiting coach to mail to the prospect.

**Critical Reminders:**

- The SEC Financial Aid Agreement and NLI must be mailed/given together (at the same time) for the NLI to be valid.
- Signed SEC Financial Aid Agreement and UGAAA Aid Agreement for scholarships and NLIs should be

- There is a DEAD PERIOD beginning the Monday before and extending through the Thursday after the initial signing date. No in-person on or off-campus contact may be made during this period with recruits in your sport even once they have signed a NLI.
- The NLI may not be hand delivered to a prospect at an off-campus site at any time. It may be given to a prospect while on the UGA campus as long as it is not during the dead period.
- Prior to signing the NLI, the prospect and his/her parent(s) or legal guardians MUST have received a copy of UGA's Graduation Rates Report

## **ADDITIONAL COMPLIANCE RELATED FORMS**

### **TIME ACCOUNTABILITY LOGS**

#### **Responsibility for Completion:**

- Each sport with coach and student-athlete signatures

#### **Submitted To:**

- Compliance Office

#### **Administrative Date/Time Frame:**

- Submitted bi-monthly. All forms are due on the 15<sup>th</sup> and end of completed month. Please make it a point to keep accurate time accountability logs and return them in a timely fashion to the Compliance Office.

#### **Critical Reminders:**

- The accuracy of the time logs can prevent any violations of the permissible practice hour rules. During season, no more than 20 hours a week of practice-with no more than 4 hours per day. Must have one required day off during the week.
- During the off-season, no more than 8 hours a week of practice and must have two complete days off. Further, all countable activities may not occur one week before the start of final exams.
- All athletically related activities must be documented.
- Safety exception hours must be documented as well for sports who may use the safety exception.

### **TIME ACCOUNTABILITY FORM:**

Forms may be found on UGAA's website in the compliance section under forms for "Coaches".

### **TRIP PLAN**

#### **Responsibility for Completion:**

- Each sport prior to away competition.

#### **Submitted To:**

- Compliance List

**Administrative Date/Time Frame:**

- Submitted a day before departing (or earlier) for any away from campus competition.

**Critical Reminders:**

- The list of the travel party ensures only eligible student-athletes are traveling, and the time frame for departure and returns comply with NCAA rules.
- Serves as a means of contact information in case of an emergency.

**TRIP PLAN FORM:**

May be found on UGAA’s website in the compliance section under forms for “Coaches”.

**TEAM AWARD PURCHASE APPROVAL FORM**

**Responsibility for Completion:**

- Each sport

**Submitted To:**

- Compliance Office (will forward copy to Business Office)

**Administrative Date/Time Frame:**

- Before purchasing annual participation awards.

**Critical Reminders:**

- Please record actual cost of awards to make sure purchases are within NCAA limits. University awards are reflected on the form to inform sports of remaining amount to spend.

**TEAM AWARD PURCHASE APPROVAL FORM:**

May be found on UGAA’s website in the compliance section under forms for “Coaches”.

**OCCASIONAL MEAL**

**Responsibility for Completion:**

- Each sport

**Submitted To:**

- Compliance Office (will forward copy to Business Office)

**Administrative Date/Time Frame:**

- Before providing occasional meal.

**Critical Reminders:**

- Occasional meals should occur on average of one meal per month.
- UGAAA will only reimburse the coaching staff member twice per semester for occasional meals for team members.

**OCCASIONAL MEAL APPROVAL FORM**

May be found on UGAA’s website in the compliance section under forms for “Coaches”.