University of Georgia Athletic Association – Compliance Manual

# Table of Contents

# Mission Statement



## 1.1 UGAAA Compliance – Mission Statement

The University of Georgia Athletic Association (UGAAA) is committed 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.

BYLAW 10

# Ethical Conduct



## 10.1 Policy for Reporting Violations

It is a shared responsibility within the institutional community to ensure that our athletics programs abide by all NCAA and SEC rules and regulations. UGA staff members, coaches, and student-athletes have a responsibility to report all known and suspected violations of NCAA, SEC, UGA, and UGAAA rules to the Senior Associate Athletic Director – Compliance (SAADC), Deputy Athletic Director – Legal & Regulatory Affairs (DADLR) or compliance office designee, Athletic Director (AD), or Faculty Athletic Representative (FAR), and may do so without fear of reprisal. A failure to do so can lead to serious penalties and harm to the institution.

## 10.2 Investigation of Potential Violations of NCAA Rules

The UGAAA Compliance Office is committed to our obligations under NCAA rules to report violations of NCAA rules and take meaningful corrective actions. The following delineates the UGAAA Compliance Office response protocols for potential infractions:

The SAADC serves as the primary point of contact for all matters involving potential infractions. Accordingly, after receiving initial information regarding a potential infraction, the SAADC shall conduct a preliminary review of the matter and discus with the DADLR.

If the SAADC and DADLR determine that the matter involves a potential Level III or IV infraction, the SAADC (or his designee) will conduct a full investigation of the matter, determine what institutional action is warranted, and report any infractions to the SEC and NCAA. The DADLR shall provide a quarterly report with the findings of all Level III and IV infractions reported to the SEC or NCAA to the AD and University General Counsel.

If the SAADC and DADLR determine that the matter involves a potential Level I or II infraction, the DADLR shall immediately report the matter to the AD and University General Counsel. After conferring and assessing the DADLR's preliminary review and findings, the DADLR, AD, and University General Counsel will determine what additional action should be taken. The AD and/or University General Counsel will inform the University President of the inquiry and decisions for additional action.

Prior to UGAAA paying attorneys' fees for any student-athlete, UGAAA must first obtain approval from the UGA Office of Legal Affairs, in consultation with the University President.

### 10.3 Unethical Conduct

All UGAAA staff members and student-athletes are expected to uphold the NCAA standards of ethical conduct. See NCAA Bylaw 10.1. Unethical conduct by a prospective or enrolled student-athlete or a current or former UGA staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following:

A. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or UGA;
B. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete;
C. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
D. Knowingly furnishing or knowingly influencing others to furnish the NCAA or UGA false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
E. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
F. Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.5; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
G. Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center, or UGA's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
H. Fraudulence or misconduct in connection with entrance or placement examinations;
I. Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
J. Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center, or UGA's Athletics Association regarding an individual's amateur status.

### 10.4 Attestation of Compliance

The President of the University and all athletics department staff members (full time, part time, clerical, volunteer) shall attest that the obligations of NCAA Constitution 2.1 (Principle of Institutional Control and Responsibility) and NCAA Constitution 2.8 (Principle of Rules Compliance) have been met.

Procedure:

- All UGAAA staff members are required to complete the NCAA Attestation of Compliance

form annually by September 1st. This is included in the Beginning of the Year Compliance Forms.
- Individuals who are hired during the academic year must complete the NCAA Attestation of Compliance form when they begin working at UGAAA.
- The UGAAA Compliance Office maintains records of each submission.

Form(s):

- NCAA Attestation of Compliance Form

**10.5 SEC Code of Ethics**

The SEC Code of Ethics is established by the Southeastern Conference and all member institutions must comply with these regulations. At the outset of each academic year, all coaches are required to review the information and sign the SEC Code of Ethics form. Any new hires throughout the academic year must also review the information and sign the SEC Code of Ethics form.

Procedure:

- All coaches are required to complete the SEC Code of Ethics form annually by September 1st.
- The UGAAA Compliance Office maintains records of each submission and sends a copy of each form to the SEC compliance staff.

Form(s):

- SEC Code of Ethics Form

**10.6 Banned Drugs**

All UGA student-athletes shall comply with NCAA, UGA, and UGAAA policies regarding the use of banned drugs and other substances. Accordingly, UGA student-athletes are subject to NCAA Drug-Testing Program Guidelines, UGA Alcohol and Drug Policy, as well as the UGAAA Substance Abuse Policy. If an institution does not follow its own policy, it shall be subject to disciplinary or corrective action as set forth in NCAA Bylaw 19.9.

Procedure:

- NCAA Drug Testing Program guidelines are maintained by the national office staff.
- The UGA Alcohol and Drug Policy as well as the UGAAA Substance Abuse Policy is set forth in the UGAAA Student-Athlete Handbook.

**10.7 Sports Wagering**

UGAAA staff members, other institutional staff members with responsibilities in (or oversight of) the athletics department, and student-athletes shall not knowingly participate in sports wagering

activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition.

Examples include, but are not limited to the following:

A. The use of a bookmaker;
B. Entering pools (i.e., March Madness or Bowl Picks) at work or at any other location;
C. Internet wagers on college or professional sporting events;
D. Entering online pools (including Facebook.com and other websites);
E. Placing a nominal bet with your co-workers, family members, or friends;
F. Participating in fantasy leagues that require an entry fee and offer any type of winnings (e.g., cash, gift certificates, merchandise, discounts, etc.);
G. Purposely affecting the outcome of a game or contest in which you are involved; and
H. Providing information about your team, teammates, or other student-athletes to anyone who places bets on college or professional sports.

To ensure compliance with institutional, conference and NCAA prohibitions on sports wagering, all UGAAA staff members, other institutional staff members with responsibilities in (or oversight of) the athletics department, and student-athletes will be entered into the prohibited bettors list on the Prohibet system that is required by the SEC. Prohibet provides alerts to the UGAAA Compliance Office when a prohibited bettor is believed to have engaged in sports wagering activity.

BYLAW 11

# Conduct and Employment of Athletics Personnel



## 11.1 New Hire Approval Process – SEC Due Diligence

The SEC requires each member institution to complete certain due diligence procedures for all prospective new hires within a sport staff **prior to extending any offer (formal or informal) of employment**. The UGAAA Compliance Office will review each prospective sport-specific candidate – full-time, part-time, and volunteers – consistent with this conference-mandated policy.

Procedure:

- The sport staff sends the name and employment history of a prospective hire to the UGAAA Compliance Office.
- The UGAAA Compliance Office forwards the information to the SEC office and the NCAA for a background check related to any NCAA rules violations.
    - Football/Men's Basketball/Women's Basketball/Baseball/Track: All countable coach candidates and sport-specific staff candidates must be sent to the SEC and NCAA for vetting. Compliance will conduct a Google search for any student workers, managers, or interns and send the candidate's information to the SEC and NCAA if a red flag is discovered.
    - All other sports: All countable coach candidates must be sent to the SEC and NCAA for vetting. A Google search will be conducted on all other candidates and sent to the SEC and NCAA if there is a compliance concern.
- The DADC (or his designee) evaluates any information provided by the SEC or NCAA and communicates with the Head Coach, AD, and University President if necessary.
- Once the SEC Due Diligence process is complete, the UGAAA Compliance Office notifies the sport staff that they can proceed with an offer of employment.
- The UGAAA Compliance Office updates the New Hire Master Spreadsheet in the Human

Resources Dropbox folder.
- The UGAAA Compliance Office will maintain a record of each new hire approval.

**11.2 New Hire Approval Process – IAWP Screening**

The UGAAA Compliance Office will review all candidates for non-coaching staff positions with sport-specific responsibilities in the sports of football, men's basketball, and women's basketball to determine whether they are considered an Individual Associated with a Prospect **prior to extending a formal offer of employment**.

Procedure:

- The sport staff sends the name and employment history of a prospective hire to the UGAAA Compliance Office.
- The UGAAA Compliance Office initiates the screening process by sending the IAWP Affirmation form.
- The UGAAA Compliance Office reviews the information in the form and conducts further research into potential IAWP connections (*e.g.,* obtaining verification from prior employers, data-mining, etc…) if necessary.
- Upon completion of the IAWP screening process, the UGAAA Compliance Office notifies the sport staff that they can proceed with a formal offer of employment.
- The UGAAA Compliance Office will maintain a record of each new hire approval.

Form(s):

- IAWP Affirmation Form

**11.3 Coach/Staff Declaration**

Each sport must submit an annual Staff Declaration form to the UGAAA Compliance Office in order to verify the NCAA countable coach limitations and identify all sport staff members.

Procedure:

- Each sport staff submits a Staff Declaration form annually by August 1st (prior to competition).
- Throughout the year, if any staff changes occur, sport staffs must submit a status change form (*i.e.*., Administrative Staff Status Change form, Coaching Staff Status Change form, Manager Status Change form, etc…) or a new Staff Declaration form to the UGAAA Compliance Office.
- The UGAAA Compliance Office reviews each form to ensure compliance with NCAA regulations.
- The UGAAA Compliance Office will maintain a record of each submission.

Form(s):

- Staff Declaration Form
- Administrative Staff Status Change Form
- Coaching Staff Status Change Form
- Manager Status Change Form

**11.4 Graduate Assistant Coach Approval**

All Football and Swimming and Diving graduate assistant coaches must complete a Graduate Assistant Approval form upon hiring and on an annual basis.

Procedure:

- The Football or Swimming and Diving staff notifies the UGAAA Compliance Office of prospective new hires for the role of Graduate Assistant Coach at any time during the year.
- The New Hire Approval Process steps outlined above occur (*see 11.1*).
- Graduate Assistant Coaches must complete the Graduate Assistant Coach Approval form prior to the time they begin working for UGAAA and on an annual basis thereafter.
- The UGAAA Compliance Office reviews each submission of this form and ensures that all Graduate Assistant Coach new hires meet NCAA requirements.
- The UGAAA Compliance Office will maintain records of each submission.

Form(s):

- Graduate Assistant Coach Approval Form

**11.6 Non-Coaching Staff Agreement**

Non-coaching staff members with sport-specific responsibilities must complete a Non-Coaching Staff Agreement upon hiring and on an annual basis.

Procedure:

- The sport staff notifies the UGAAA Compliance Office of prospective hires for the role of a Non-Coaching Staff member at any time during the year.
- The New Hire Approval Process steps outlined above occur (*see 11.1 and 11.2*).
- The individual completes the Non-Coaching Staff Member Agreement form at the time of his or her hiring and on an annual basis thereafter.
- The UGAAA Compliance Office will maintain records of each submission.

Form(s):

- Non-Coaching Staff Member Agreement

### 11.7 Strength Coach Agreement

Strength coaches must complete a Strength and Conditioning Staff Agreement upon hiring and on an annual basis thereafter.

Procedure:

- The sport staff notifies the UGAAA Compliance Office of prospective hires for the role of a strength and conditioning coach staff member at any time during the year.
- The New Hire Approval Process steps outlined above occur (*see 11.1 and 11.2*).
- The individual completes the Strength and Conditioning Staff Agreement form at the time of his or her hiring and on an annual basis thereafter.
- The UGAAA Compliance Office will maintain records of each submission.

Form(s):

- Strength and Conditioning Staff Agreement

### 11.8 Manager Agreement

Student managers must complete a Manager Agreement upon hiring and on an annual basis thereafter.

Procedure:

- The sport staff completes the Manager Status Change form indicating the role that the individual will fill (and the departing manager the individual will be replacing, if any).
- The Manager Agreement automatically generates to the email address provided in the Manager Status Change form.
- The individual completes the Manager Agreement at the time of hiring and on an annual basis thereafter.
- The UGAAA Compliance Office will maintain records of each submission.

Form(s):

- Manager Status Change Form
- Manager Agreement Form

### 11.9 UGAAA New Coach/Staff Orientation

All newly hired UGAAA personnel (coaches, non-coaching staff members with sport-specific responsibilities, and other departmental staff) must receive rules education before engaging in any on- or off-campus recruiting activity and complete the New Employee Onboarding Process within 31 days of their official start date.

Procedure:

- The UGAAA Human Resources Office electronically provides all new employees a rules education link to complete before their first day of employment.
- The UGAAA Human Resources Office provides all new employees a New Employee Checklist on their first day of employment.
- All new UGAAA employees are sent a video covering specific NCAA rules related to their position. The new employee is required to confirm they have reviewed the information and have had the opportunity to ask questions.
- Upon completion, the UGAAA Compliance Office will update the New Hire Master Spreadsheet and maintain records of the rules education session.
- The Human Resources Office maintains records of each completed New Employee Checklist and shares those files with the UGAAA Compliance Office.

### 11.10 Head Coach Responsibility

Each head coach must submit specified head coach responsibility forms to the UGAAA Compliance Office on an annual basis.

### 11.11 Outside Consultant Agreement

Outside consultants and speakers must be approved prior to working with the coaching staff or speaking to student-athletes from any sport.

Procedure:

- Each sport notifies the UGAAA Compliance Office if they would like to employ or engage with an Outside Consultant.
- The prospective consultant or speaker completes the Outside Personnel Approval.
- The UGAAA Compliance Office reviews the information on the form to determine whether the individual is authorized to work with the sport.
    - The UGAAA Compliance Office also reviews whether the individual qualifies as an IAWP for the sports of football, men's basketball or women's basketball.
    - If more information is required to complete that review, the UGAAA Compliance Office follows the steps outlined in the IAWP Screening Process (*see 11.2*).
- The UGAAA Compliance Office notifies the sport staff and the sport facilitator if the sport may employ or engage the services of the Outside Consultant.
- The UGAAA Compliance Office maintains records of each submission.

Form(s):

- Outside Personnel Approval Form

### 11.12 Outside Athletically Related Income

All UGAAA employees (full-time and part-time) must complete the Outside Athletically Related Income form on an annual basis.

Procedure:

- The UGAAA Compliance office will request via email all staff complete Outside Athletically Related Income forms on or about July 1 of each year.
- All UGAAA All UGAAA employees (full-time and part-time) must complete the Outside Athletically Related Income form by the date designated by the Compliance Office.
- The UGAAA Compliance Office will maintain records of this form for each employee.

Form(s):

- Outside Athletically Related Income Form

### 11.13 Practice Spot Checks

The UGAAA Compliance Office will periodically attend sport practices to ensure compliance with NCAA Bylaws (particularly Bylaws 11 and 17).

Procedure:

- The UGAAA Compliance Office sport liaison for each sport attends a practice session at least once every semester and makes note of any issues with Playing and Practice Seasons or Personnel rules (or any other issues observed).
- In the sports of football and basketball, the UGAAA Compliance Office sport liaison attends practice sessions at least an average of once per week during the playing season.
- The UGAAA Compliance Office sport liaison records his or her attendance at the practice session on the Practice Spot Check form.
- The UGAAA Compliance Office will maintain records of each submission.

Form(s):

- Practice Spot Check Form – Compliance Office Use Only

BYLAW 12

# Amateurism and Athletics Eligibility



## 12.1 Amateurism Certification

All student-athletes must be certified as amateurs on the NCAA Eligibility Center prior to being cleared for participation in their sport(s) by the UGAAA Compliance Office. The UGAAA Compliance office may temporarily certify and clear student-athletes for participation in tryouts and/or practice for up to 45 days only when circumstances warrant.

Procedure:

- The sport staff sends names and transcripts of recruited prospects to the UGAAA Compliance Office for evaluation and tracking.
- The UGAAA Compliance Office adds all identified UGA prospective student-athletes to each relevant sport's Institutional Request List (IRL) [*e.g.*, track and cross country] on the NCAA Eligibility Center (EC).
- The UGAAA Compliance Office reviews prospective student-athletes' EC information and transcripts to identify issues relating to expected graduation date, anticipated enrollment date, delayed enrollment, etc.
- Prior to reporting to UGA for preseason practice or enrollment, the sport staff and UGAAA Compliance Office encourage each incoming UGA student-athlete to complete all tasks required by the EC and request final amateurism certification.
- If additional tasks are assigned by the EC staff, the UGAAA Compliance Office notifies the sport staff and/or the prospective student-athlete that the prospective student-athlete must submit the requested information.
- If the prospective student-athlete triggers a "Complex Case Review" by the EC, the sport liaison from the UGAAA Compliance Office (in consultation with DADC) assists in the process of gathering information and facilitating completion of the review.
- The UGAAA Compliance Office maintains a spreadsheet for practice clearance and

documents when each incoming student-athlete receives "Final Certification" for NCAA Division I amateurism purposes.
- The UGAAA Compliance Office notifies each sport staff about the amateurism status of incoming student-athletes (including any conditions or penalties) through the Practice Approval spreadsheet.
- If conditions are imposed on the amateurism certification of a prospective student-athlete and a determination is made that he or she may qualify for a waiver, the sport liaison from the UGAAA Compliance Office works with the sport staff and the prospective student-athlete to prepare and file the NCAA legislative relief waiver.

### 12.2 SA Participation Approval

Student-athletes may not receive team gear or participate in practice activities until the UGAAA Compliance Office approves the student-athletes for such activity via the Practice Approval spreadsheet (sent directly to the sport staff).

Procedure:

- During the preceding academic term, each sport staff proposes its student-athlete report date, team physical date(s), and first practice date to the UGAAA Compliance Office for approval.
- Each sport staff submits a roster to the UGAAA Compliance Office and notifies the UGAAA Compliance Office of any subsequent roster status changes.
- The UGAAA Compliance Office ensures the Teamworks roster matches the roster on the Practice Approval spreadsheet.
- The UGAAA Compliance Office reviews the EC academic certification status and amateurism certification status of all incoming student-athletes.
- The UGAAA Compliance Office ensures all mandatory student-athlete forms are complete.
- The UGAAA Compliance Office receives medical clearance status reports from the UGA Athletic Training/Sports Medicine staff.
- The UGAAA Compliance Office notifies each sport staff when student-athletes are approved to receive gear and participate in practice via Practice Approval spreadsheet (sent directly to the sport staff).
- The UGAAA Compliance Office copies the sport facilitator, support staff, the athletic trainer(s), strength coach(es), all compliance staff, and equipment staff on Practice Approval spreadsheets and subsequent updates.

Form(s):

- Student-Athlete Status Change Form

### 12.3 SA Form Completion

All student-athletes must complete mandatory NCAA forms, SEC forms, and institutional forms on an annual basis prior to being cleared for participation in their sport(s) by the UGAAA Compliance Office.

Procedure:

- The UGAAA Compliance Office ensures Teamworks profiles are created for all new student-athletes and sport rosters are accurate in Teamworks Hub and Teamworks Compliance + Recruiting.
- The UGAAA Compliance Office assigns mandatory NCAA forms, SEC forms, and institutional forms to all student-athletes through Teamworks Compliance + Recruiting.
- Student-athletes must complete the forms prior to receiving clearance to participate on an annual basis.
- The UGAAA Compliance Office reviews the information in the forms and conducts further research into potential issues if necessary.

Form(s):

- NCAA Student-Athlete Statement
- NCAA Drug Testing Consent Form
- SA Consent for Disclosure of Protected Health Information for NCAA-Related Research Purposes
- SEC Student-Athlete Misconduct Form
- Cell Phone and Housing Form
- Vehicle Registration Form
- Amateurism Form
- SA Employment Registration Form
- Sports Wagering Affidavit
- Prohibition on Sale Form
- NIL Form
- FERPA Authorization Form
- Compliance Affidavit
- Recruited Status Form
- SA Information Form

### 12.4 SA Participation – Seasons of Competition

The UGAAA Compliance Office maintains a participation report and squad list for each sport (each season) to ensure student-athletes have not exceeded the permissible seasons of competition limit.

Procedure:

- Each sport updates participation for each competition throughout the season in Teamworks.
- The UGAAA Compliance Office reviews TeamWorks and creates a participation report at the end of each sport's season.
- The UGAAA Compliance Office highlights student-athletes who did not use a season of competition on the report and verifies the accuracy of such information with the sports communication staff.
- Prior to the end of the academic year, the UGAAA Compliance Office marks the participation status of each student-athlete in Banner on SGASPRT.
- Prior to the beginning of the next academic year, the UGAAA Compliance Office marks the participation status of each student-athlete in Compliance Assistant, so that the accurate number of seasons utilized is reflected on the squad list for the upcoming year.
- The UGAAA Compliance Office maintains each sport's participation report and squad list to ensure a student-athlete has not exceeded the permissible seasons of competition limit.
- If the SEC awards a medical hardship waiver after records are in Banner and Compliance Assistant, the UGAAA Compliance office adjusts the student-athlete's records and leaves a comment noting the change.

**12.5 Squad List Maintenance and Submission**

The UGAAA Compliance Office maintains a current squad list for each sport and submits the reports to the SEC office prior to the first outside competition. The UGAAA Compliance Office thereafter updates squad lists with any changes during the season and submits updated squad lists to the SEC office prior to any competition following a change.

Procedure:

- The UGAAA Compliance Office ensures that each student-athlete's information is complete on NCAA Compliance Assistant prior to the first outside competition and throughout the academic year.
- Baseball provides a preliminary list of the 35-man roster to the UGAAA Compliance Office at the beginning of the spring semester and finalizes the squad list prior to the first outside competition.
- The UGAAA Compliance Office prints each sport's squad list, obtains the signature from the Head Coach, and submits to the SEC office prior to the sport's first outside competition.
- If revisions are made or eligibility statuses change, the UGAAA Compliance Office prints an updated squad list, obtains the signature from the Head Coach, and submits to the SEC office prior to the next competition.
- The UGAAA Compliance Office maintains records of each signed squad list and gives a copy to the sport staff.

## 12.6 Medical Hardship Waivers

The UGAAA Compliance Office facilitates the Medical Hardship Waiver application process for student-athletes who are seeking a waiver to restore an additional season of competition for their eligibility status. The SEC office determines the outcome of each Medical Hardship Waiver case.

Procedure:

- The sport staff notifies the Sports Medicine staff and the UGAAA Compliance Office if they wish to pursue a Medical Hardship Waiver for a student-athlete.
- The UGAAA Compliance Office obtains the medical documentation of the injury/illness from the UGA Athletic Training/Sports Medicine staff.
- At the appropriate time, the UGAAA Compliance Office completes a Medical Hardship Waiver application worksheet and submits all relevant documentation to the SEC office.
- The SEC office renders a decision of approval or denial of each waiver application.
- If the SEC office awards an approval of the Medical Hardship Waiver, the UGAAA Compliance Office updates student-athlete participation records (participation report, Banner, Compliance Assistant) and notifies the sport staff.
- The UGAAA Compliance Office maintains records of each waiver file in the student-athlete's folder on the shared drive.

## 12.7 Outside Competition and Expense Reimbursement/Payment from Outside Organizations

Student-athletes may participate in outside competition in accordance with NCAA rules, if they receive approval from the UGAAA Compliance Office and meet NCAA requirements. Student-athletes should also obtain approval from the UGAAA Compliance Office prior to accepting any payments from outside parties or prize money for actual and necessary expenses.

Procedure:

- The student-athlete completes the Outside Competition Form (Individual or Team).
- The UGAAA Compliance Office reviews the form and indicates approval to the student-athlete and the sport staff if the competition meets requirements under NCAA legislation.
- The UGAAA Compliance Office reminds the student-athlete to check with his or her Rankin Smith Academic Counselor for approval if there will be any missed class time.
- If the student-athlete is seeking reimbursement of expenses for the outside competition, he or she documents all actual and necessary expenses associated with the event on the Training Expenses Form, as well as any payments received from outside organizations on the Receipt of Prize Money/Reimbursement Form, and submits to the UGAAA Compliance Office.
- The UGAAA Compliance Office reviews the expenses and proposed reimbursement payments by an outside organization and grants approval if NCAA rules permit.
- The UGAAA Compliance Office maintains records of each submission.

Form(s):

- Outside Competition Form – Individual
- Outside Competition Form – Team
- Training Expenses Form
- Receipt of Prize Money/Reimbursement Form

**12.8 Agents**

Agents, financial advisers, and marketing representatives must register with the UGAAA Compliance Office (and the State of Georgia, if applicable) if they seek to recruit prospective clients who are current student-athletes at UGA.

Procedure:

- The agent, financial adviser, or marketing representative completes the Agent Registration Form.
- The UGAAA Compliance Office reviews the information and checks the State of Georgia secretary of state professional license database, as well as the appropriate sport's registered agent database, to ensure the agent has registered with the state of Georgia and the sport's appropriate governing body.
- If the agent meets all requirements, the UGAAA Compliance Office creates a file in Dropbox and adds a copy of the agent's Georgia license and sport players' association registration.
- If the agent meets all requirements, the UGAAA Compliance Office sends an approval email explaining applicable NCAA legislation regarding agents. This email includes education regarding UGAAA, NCAA, and State of Georgia rules and regulations pertaining to athlete agents.
- If the agent does not meet one of these requirements, the UGAAA Compliance Office sends a denial email explaining the reason why the agent is not permitted to register with the UGAAA Compliance Office at this time.
- The UGAAA Compliance Office also maintains records of each approval and denial in the agent's file on the shared drive.

Form(s):

- Agent Registration Form

**12.9 Disability Insurance**

The UGA Athletics Association may provide a portion of disability insurance premium costs for select student-athletes who appear to qualify for the NCAA Exceptional Student-Athlete Disability Insurance Program. The premium amount is paid from the Student-Athlete Assistance Fund, and only a limited amount is available to be used for disability insurance each year.

Procedure:

- The Head Coach (or sport facilitator) notifies the DADC if he or she believes a student-athlete may qualify for and should receive funds to purchase disability insurance.
- The DADC consults with the UGAAA SAF Committee to determine if a portion of the disability insurance premium costs will be provided.
- If UGAAA decides to provide a portion of disability premium costs, the UGAAA Compliance Office consults with a third party who contacts several insurers to obtain cost quotes and coverage options.
- The third-party consultant presents the insurance options and costs to the UGAAA Compliance Office and student-athlete (and his or her family, if requested).
- The student-athlete selects the coverage of his or her choice (and additional insurance coverage if desired).
- The third-party consultant notifies the selected insurer to bind coverage in the amount selected. The broker for the selected insurer provides the student-athlete (through UGAAA) the insurance application and any other required forms (e.g., physical).
- UGAAA then coordinates completion of the required forms by the student-athlete and involved insurance broker.
- The insurance broker provides the UGAAA Compliance Office and student-athlete with a copy of the disability insurance policy (and any relevant loan documents).
- The UGAAA Compliance Office maintains a copy of the disability insurance policy (and any relevant loan documents), and the UGA Athletics Association coordinates payment from the Student-Athlete Assistance Fund.
- For football – Prep offers and predictions in January to have head coach approval by end of January. Deadline for binding coverage is spring ball.

**12.10 SA Employment**

Student-athletes may seek employment (paid or unpaid) if they receive approval from the Georgia Way (or the UGAAA Compliance office) and meet NCAA requirements.

Procedure:

- The student-athlete completes the Student-Athlete Employment/Internship Form.
- At the time of completion of the form, an email automatically generates and sends to the employer's email address.
- The Georgia Way staff ensures that the employer completes the acknowledgement form that serves as verification of the information provided by the student-athlete and an attestation that the employer understands and agrees to follow NCAA employment rules.
- The Georgia Way staff exports data from completed Student-Athlete Employment/Internship forms to a spreadsheet to track all details related to the employment (e.g., place of employment, rate of pay, etc.).
- During the course of employment, the Georgia Way staff obtains a copy of at least one pay stub for the student-athlete.

- The Georgia Way staff documents communication with (and information received from) the employer in the electronic folder that is shared with the UGAAA Compliance Office.
- The Georgia Way staff initiates an exit interview email exchange with the employer for certain limited-term internships/employment. The employer responds to a series of questions and the Georgia Way staff documents the responses in the shared folder with the UGAAA Compliance Office.
- The Georgia Way staff ensures that NCAA rules are satisfied (and there are no red flags that should be passed along to the UGAAA Compliance Office).
- The UGAAA Compliance Office spot checks records of student-athlete employment with the Georgia Way staff at least once per semester (including the summer term) to ensure compliance with NCAA rules.

Form(s):

- Student-Athlete Employment/Internship Form

**12.11 Fee-for-Lessons**

Student-athletes may provide lessons to individuals in their sport if they receive approval from the UGAAA Compliance Office and meet the NCAA requirements.

Procedure:

- The student-athlete completes the Fee for Lessons Form.
- The UGAAA Compliance Office reviews the information, and if the arrangement is permissible, the UGAAA Compliance Office notifies the student-athlete and sport staff that the lessons are approved.
- The UGAAA Compliance Office maintains records of each submission.

Form(s):

- Fee for Lesson Form

**12.12 Promotional Activities – SA Name, Image or Appearance**

Student-athletes may participate in promotional activities with institutional, charitable, educational or non-profit groups (and permit the use of his or her name, image, or appearance) if certain conditions are met and they receive pre-approval from the UGAAA Compliance Office.

Procedure:

- The outside individual or organization seeking the appearance of a student-athlete or the use of his or her name, image or likeness completes the Student-Athlete Appearance Request Form.
- The UGAAA Compliance Office reviews the information in the request and makes a

determination as to whether participation in the promotional activity is permissible.

- The UGA Compliance Office sends notice of approval – if the promotional activity is permissible – to Georgia Way staff and the sport staff for the requested student-athlete(s).

Form(s):

- Student-Athlete Appearance Request Form

BYLAW 13

# Recruiting



## 13.1 Phone Calls and Texts

Countable coaches (and sport-specific staff members who receive a UGAAA phone) are required to use UGAAA AT&T or Verizon account telephones for business purposes, unless they receive permission from the DDAC. The UGAAA Compliance Office will monitor phone calls and text messages on a regular basis using the TeamWorks Compliance + Recruiting system to ensure compliance with NCAA recruiting rules.

Procedure:

- The UGAAA Compliance Office downloads the data from UGAAA AT&T and Verizon accounts each month regardless of sport. Downloads are saved each month in Excel or CSV format to the UGAAA Compliance One Drive.
- Countable coaches and sport-specific staff members who are not on the UGAAA AT&T or Verizon accounts are required to submit their phone call and text message logs each month to the UGAAA Compliance Office, regardless of sport. Downloads are saved each month in Excel or CSV format to the UGAAA Compliance One Drive.
- The UGAAA Compliance Office imports the Excel and CSV files of call and text message logs of each sport into TeamWorks Compliance + Recruiting twice per year for auditing purposes. Each audit will review a one-month timeframe for that particular sport.
- TeamWorks Compliance + Recruiting flags potential issues with calls and text messages that could result in violations of NCAA rules. Calls and text messages that are flagged will be reviewed for possible recruiting violations.

- Phone call and text message logs will also be monitored for low phone usage, defined as less than a combined total of ten (10) phone calls and text messages per month. Countable coaches and sport specific staff members who are determined to have low phone usage will be required to attest that the phone tied to the number that the UGAAA Compliance Office has on file is the only one that the individual uses for making and receiving recruiting calls and sending and receiving recruiting text messages.

**Academic Year Audit Schedule:**

| Month | Sport Audited |
|---|---|
| August | MBA & MGO |
| September | MTE & SWM |
| October | TRK & WEQ & WBB |
| November | WGO & WGY & MBB |
| December | WSB & WSO |
| January | WTE & WVB & MFB |
| February | MBA & MGO |
| March | MTE & SWM |
| April | TRK & WEQ |
| May | WGO & WGY & WBB |
| June | WSB & WSO & MBB |
| July | WTE & WVB & MFB |

### 13.2 Contacts and Evaluations

Coaches must log all recruiting contacts and evaluations through TeamWorks Compliance + Recruiting software. The UGAAA Compliance Office will monitor these recruiting activities and address any potential issues.

Procedure:

- All PSAs being recruited by a UGA sports program must have an active profile in the TeamWorks Compliance + Recruiting software. Such profiles should have accurate and updated contact information (e.g., email addresses, telephone numbers, graduation date) for the PSA and any other person who is associated with the PSA and with whom the institution is in contact for recruiting purposes.
- Each sport staff must log all off-campus contacts and evaluations and all official visit activity for a particular prospect through TeamWorks Compliance + Recruiting in a timely manner and in accordance with institutional policies and procedures.
- The UGAAA Compliance Office reviews expense reports upon submission to Blackbaud and ensures that staff members have entered all contacts and evaluations of prospects into TeamWorks Compliance + Recruiting correctly, and that such contacts and evaluations comply with NCAA rules (e.g., permissible recruiting period, permissible number, scholastic versus nonscholastic, recruiting person days, etc.). Expenses will not be

approved by the UGAAA Compliance Office until the corresponding recruiting activity has been correctly entered into TeamWorks Compliance + Recruiting.
- TeamWorks Compliance + Recruiting flags potential issues with contacts and evaluations that could result in violations of NCAA rules.
- The UGAAA Compliance Office monitors TeamWorks Compliance + Recruiting contact and evaluation logs for each sport on a regular basis and follows up on any red flags for possible recruiting violations.

### 13.3 Speaking Engagements

Coaches and non-coaching staff members with sport-specific responsibilities must obtain approval from the UGAAA Compliance Office, prior to speaking to an outside group.

Procedure:

- A coach or non-coaching staff member with sport-specific responsibilities notifies the UGAAA Compliance Office that he or she has been asked to speak to an outside group.
- The UGAAA Compliance Office conducts an initial review of recruiting calendar restrictions and other relevant NCAA and SEC legislation, and requests the staff member to have a contact from the outside group complete the UGA Coaches and Staff Appearance Request.
- The outside group contact completes and submit the UGA Coaches and Staff Appearance Request to the UGAAA Compliance Office to determine whether the speaking engagement is permissible.
- The UGAAA Compliance Office reviews all other details related with the speaking engagements and notifies the coach or non-coaching staff member if it is approved or denied.

Form(s):

- UGA Coaches and Staff Appearance Request

### 13.4 Official Visits

Each sport staff must submit requests for official visits and receive approval from the UGAAA Compliance Office prior to finalizing the itinerary and financing the visit through the Business Office.

Procedure:

- The sport staff initiates the visit process by submitting the Official Visit Pre-Approval Form.
- The sport staff submits a copy of the prospective student-athlete's transcript to the Compliance Office, which is saved in their Front Rush or Recruiting Radar profile.
- The Compliance Office activates the prospective student-athlete on UGA's IRL on the Eligibility Center.

- The UGAAA Compliance Office will perform an academic evaluation for the prospective student-athlete.
- Once the Compliance Office has reviewed the Pre-Approval Form, received a transcript, activated the prospective student-athlete to the IRL, and an academic evaluation has been performed, the Compliance Office notifies the coach, sport facilitator, and travel office that the visit has been approved.
- The travel office reserves transportation and copies the Compliance Office when it communicates the travel itinerary to the sport.
- The sport staff submits an itinerary and cash advance form for host money to the Compliance Office prior to the start of the visit.
- The business office deposits any host money into the account of the sport staff member who submitted the cash advance form.
- The sport staff member provides host money to the relevant student host (if applicable) and notes the amount provided on the Student-Host Form.
- The student host (if applicable) completes the Student-Host Form.
- The prospective student-athlete completes the Student-Host Form and the Mileage or Air Travel Reimbursement Form (if appropriate).
- Following the visit, the sport staff submits the Post-Visit Summary, Official Visit Meal Forms, Mileage or Air Travel Reimbursement Form (if appropriate), and the Student Host Form.
- The Compliance Office reviews submitted forms to ensure compliance with NCAA rules and saves the forms in the prospective student-athletes folder on the UGAAA shared drive.
- The Compliance Office also reviews any expense reimbursement requests to ensure compliance with NCAA rules.

Form(s):

- Official Visit Pre-Approval Form
- Official Visit Meal Form
- Student Host Form
- Mileage Form
- Mileage Form – Parent (MBB, WBB or MFB)
- Air Travel Reimbursement Form
- Post-Visit Summary

### 13.5 Unofficial Visits

Prospective student-athletes and sport staffs are required to complete an Unofficial Visit Form for all prospective student-athletes who visit UGA's campus for an unofficial visit.

Procedure:

- The coach launches the unofficial visit form in C+R and submits step 1, which includes printing out the form for the student athlete to fill out.
- The compliance office approves any tickets associated with the visit and the dates

associated with the unofficial visit.

- The prospective student-athlete completes the Unofficial Visit Form during his or her visit. (Demographic Information may be prepopulated by the sport staff).
- The sport staff confirms the accuracy of the information provided by the prospective student-athlete and uploads the Unofficial Visit Form to C+R step 3.
- The sport staff uploads an Unofficial Visit Meal Form (or approved list) in situations where prospective student-athletes eat a catered meal and pay a per-person rate.
- The Compliance Office will receive the form from C+R following the visit.
- The UGAAA Compliance Office reviews the Unofficial Visit Form and Unofficial Visit Meal Form and addresses any potential issues with the sport staff.
- **Important Note:** In the event that a prospective student-athlete stays overnight with a current student-athlete in their dorm, the prospective student-athlete and sport staff complete and submit an On-Campus Overnight Lodging Form to the Compliance Office and will also be uploaded to post visit process of the form.

Form(s):

- Unofficial Visit Form
- Unofficial Visit Meal Form
- On-Campus Overnight Lodging Form

### 13.6 Complimentary Admissions

Each sport staff may request complimentary admissions for use by prospective student-athletes and their allotted number of guests to attend a regular season home athletics contest. The UGAAA Compliance Office will review the requests and approve complimentary admission requests that meet NCAA and institutional requirements.

Procedure:

***Football Game Admissions***

Sports Other than Football, Men's Basketball and Women's Basketball

- The sport staff requests complimentary admissions, up to five tickets for official and three tickets for unofficial visits per UGAAA policy, using Compliance+Recruiting.
- The UGAAA Compliance Staff receives the request and approves or denies the request for up to allotted complimentary admissions in Compliance + Recruiting.
- If the recruit needs more than allotted amount, the sport staff contacts the UGAAA Compliance staff via email to make the request for additional admissions.
    - Official Visits: Once requests are received from all sports, the UGAAA Compliance staff checks ticket availability, consults Sport Facilitators if necessary, and alerts the sport staff as to whether their request for additional tickets is approved.
    - If an official visit recruit requires more than five admissions, and the admission request is approved by the UGAAA Compliance staff, the UGAAA Ticket Office then facilitates the prospective student-athlete's purchase of additional tickets

through coordination with the sport staff.
    - Unofficial Visits: Once requests are received from all sports, the UGAAA Compliance staff checks ticket availability, that an unofficial visit form in C+R is done with step 1, consults Sport Facilitators if necessary, and alerts the sport staff as to whether their request for additional admissions is approved. The UGAAA Compliance Staff puts the sport staff in contact with the UGAAA Ticket Office to facilitate the prospective student-athlete's purchase of the additional admissions.
    - Sport Staff Seating: If a member of the sport staff desires to sit in the recruit section, the sport staff should alert the UGAAA Compliance staff via email.
    - The UGAAA Compliance staff checks for ticket availability for the sport staff member and, if possible, approves the request and alerts the UGAAA Ticket Office of the request.
- The UGAAA Compliance staff relays approvals or denials of complimentary admission requests via C+R or via email in the case of additional admissions requests.
- The UGAAA Ticket Office prints off the pass list on game day.
- The UGAAA Ticket Office administers complimentary admissions to prospective student-athletes and their guests on game day. The UGAAA Compliance Office is present to address questions. No live "hard tickets" are provided. All individuals who receive admission show identification and sign the pass list.
- The UGAAA Ticket Office scans the pass list following the game and makes the pass list available to the UGAAA Compliance staff for review upon request.

Men's and Women's Basketball

- The sport staff (or the UGAAA Compliance staff in some circumstances) requests complimentary admissions, up to five admissions for official visits and three for unofficial visits, in C+R.
- The sport staff also must create an unofficial visit form and complete step 1 of the form for the tickets to be approved.
- If additional admissions are needed beyond the five for official visits and three for unofficial visits, the sport staff contacts the UGAAA Compliance staff via email.
- If the additional admission requests fit within the MBB or WBB sport-specific ticket allotments, the UGAAA Compliance Office approves the request and connects the sport staff with the UGAAA Ticket Office to facilitate the prospective student-athlete's purchase of additional tickets.
- The sport staff provides a list of high school and AAU coach admission requests to the UGAAA Compliance Staff via email.
- If the requests fit within the MBB or WBB sport specific ticket allotments and are consistent with NCAA rules, the UGAAA Compliance Office provides approval for the high school and/or AAU coach list and then forwards the list to the UGAAA Ticket Office.
- The sport staff may request additional admissions beyond their allotted amount (40 tickets for MBB and 40 tickets for WBB) via email to the UGAAA Compliance Staff. Once requests are received from all sports, the UGAAA Compliance staff checks ticket availability, consults Sport Facilitators if necessary, and alerts the sport staff as to whether their request for additional admissions is approved.
- The sport staff may personally utilize tickets within their allotment to sit in the recruit section, if approved by compliance.

- The UGAAA Compliance Office approves complimentary admission requests via C+R or via email in the case of coach and additional admissions requests.
- The UGAAA Ticket Office prints the pass list on game day.
- The UGAAA Ticket Office administers complimentary admissions to prospective student-athletes and their guests on game day. The UGAAA Compliance Office is present to address questions. No live "hard tickets" are provided. All individuals who receive admission show identification and sign the pass list.
- The UGAAA Ticket Office scans the pass list following the game and makes it available to the UGAAA Compliance Office for review upon request.

Football

- The sport staff provides the UGAAA Compliance Office with a pass list of prospective student-athletes and their guests the week of each home game.
- UGAAA Compliance Office reviews the past list for potential issues and follows up with the sport staff with any questions or concerns.
- The UGAAA Ticket Office administers the complimentary admissions to all prospective student-athletes and their guests on game day. The UGAAA Compliance Office is present to address questions. No live "hard tickets" are provided. All individuals who receive admission show identification and complete visit documentation.
- If necessary, the UGAAA Ticket Office facilitates the purchase of additional tickets for a prospective student-athlete with guests beyond the permissible complimentary admission limits.
- The UGAAA Ticket Office updates the prospective student-athlete's Unofficial Visit Form to document all individuals receiving a complimentary admission.
- The sport staff provides the UGAAA Compliance Office a list of attendees who received complimentary admissions following the game upon request.

***Men's Basketball Game Admissions***

Sports Other than Football and Men's Basketball

- The sport staff requests complimentary admissions, up to five tickets for official or three tickets unofficial visits per UGAAA policy, via C+R.
- If the sport requires additional admissions for an official or unofficial visit, the sport staff emails the UGAAA Compliance Office to formalize the request.
- The UGAAA Compliance Office checks ticket availability and, if tickets are available, approves the request.
- In the case of official visits in which the sport staff requests more than five admissions, or more than three admissions in the case of unofficial visits, the UGAAA Compliance Office connects the sport staff with the UGAAA Ticket office to facilitate the prospective student-athlete's purchase of additional tickets.
- If the sport staff desires to sit in the recruit section, they may request tickets via email. The UGAAA Compliance Office provides approval if tickets are available and forwards the request to the UGAAA Ticket Office.
- The UGAAA Compliance Office provides approval for complimentary admissions requests via C+R or via email in the case of additional admissions requests or sport staff requests.

- The UGAAA Ticket Office prints the complimentary admissions pass list on game day.
- The UGAAA Ticket Office administers complimentary admissions to prospective student-athletes and their guests on game day. The UGAAA Compliance Office is present to address questions. No live "hard tickets" are provided. All individuals who receive admission show identification and sign the pass list.
- The UGAAA Ticket Office scans the list and emails to the UGAAA Compliance Office after each game for review upon request.

Men's Basketball

- The sport staff fills out unofficial forms in C+R and requests tickets in C+R for prospective student-athletes and their guests, along with high school coaches and potential IAWPs, to the UGAAA Compliance Office for review on game day.
- The UGAAA Compliance Office reviews each complimentary admission request.
- If there are any issues with the pass list, the UGAAA Compliance Staff communicates those issues with the sport staff.
- Once the final pass list is approved, the UGAAA Compliance Staff sends approval to the sport staff and the UGAAA Ticket Office.
- The UGAAA Ticket Office prints the ticket list on game day.
- The UGAAA Ticket Office administers complimentary admissions to prospective student-athletes and their guests on game day. The UGAAA Compliance Office is present to address questions. No live "hard tickets" are provided. All individuals who receive admission show identification and sign the pass list.
- The UGAAA Ticket Office provides the scanned pass list to the UGAAA Compliance Office after each game upon request.

Football

- The sport staff alerts the UGAAA Compliance Office and UGAAA Ticket Office of regular season home games during which they expect to have visiting prospective student-athletes and an expected ticket quantity.
- The sport staff provides a list of prospective student-athletes and their guests to the UGAAA Compliance Office during the week of the contest.
- UGAAA Compliance Office reviews the list for potential issues and follows up with the sport staff with any questions or concerns.
- The UGAAA Compliance Office enters the prospective student-athletes into Front Rush.
- The UGAAA Ticket Office generates a ticket list from Front Rush.
- The UGAAA Ticket Office administers complimentary admissions to prospective student-athletes and their guests on game day. The UGAAA Compliance Office is present to address questions. No live "hard tickets" are provided. All individuals who receive admission show identification and sign the pass list..
- If necessary, the UGAAA Ticket Office facilitates the purchase of additional tickets for a prospective student-athlete with guests beyond the permissible complimentary admission limits.
- The UGAAA Ticket Office provides the scanned pass list to the UGAAA Compliance Office after each game upon request.

***Other Ticketed Events***

Sports Other than Football

- The sport staff requests complimentary admissions, up to five tickets for official and three for unofficial visits per UGAAA policy, in C+R.
- If the sport requires additional admissions for an official visit, the sport staff emails the UGAAA Compliance Office to formalize the request.
- The UGAAA Compliance Office checks ticket availability and, if tickets are available, approves the request.
- In the case of official visits in which the sport staff requests more than five complimentary admissions, or more than three admissions in the case of unofficial visits, the UGAAA Compliance Office connects the sport staff with the UGAAA Ticket office to facilitate the prospective student-athlete's purchase of additional tickets.
- If the sport staff desires to sit in the recruit section, they can request tickets via email. The UGAAA Compliance Office provides approval if tickets are available and forwards the request to the UGAAA Ticket Office.
- The UGAAA Compliance Office provides approval for complimentary admissions requests via Front Rush or via email in the case of additional ticket requests or sport staff requests.
- The UGAAA Ticket Office prints and administers the pass list on game day. No live "hard tickets" are provided. All individuals who receive admission show identification and sign the pass list.
- The UGAAA Ticket Office provides the scanned pass list to the UGAAA Compliance Office after each game upon request.

Football

- The sport staff alerts the UGAAA Compliance Staff during the week of the contest of any ticket needs.
- The UGAAA Compliance Staff generates a ticket list and provides the list to the UGAAA Ticket Office.
- The UGAAA Ticket Office prints and administers complimentary admissions to prospective student-athletes and their guests on game day. No live "hard tickets" are provided. All individuals who receive admission show identification and sign the pass list.
- The UGAAA Ticket Office provides the scanned pass list to the UGAAA Compliance Office after each game upon request.

## 13.7 Camp Employment - IAWRP Screening Process

The UGAAA Compliance Office will review all candidates for camp or clinic counselor positions in the sports of football, men's basketball, and women's basketball to determine whether they are considered an Individual Associated with a Recruited Prospect **prior to extending a formal offer of employment**.

Procedure:

- The prospective counselor completes and submits an electronic application and employment history form (Camp Staff Application and Training Form) provided by the sport staff. The completed form automatically generates to the sport staff and UGAAA Compliance Office.
- If a prospective counselor is a potential IAWRP, the UGAAA Compliance Office initiates the screening process by sending the IAWP Affirmation form to the prospective counselor for completion.
- The UGAAA Compliance Office reviews the information in the form and conducts further research into potential IAWRP connections (*e.g.,* obtaining verification from prior employers, data-mining, etc.), if necessary.
- In the sport of football, the UGAAA Compliance Office updates a shared spreadsheet indicating the status of a prospective counselor.
- Upon completion of the IAWRP screening process, the UGAAA Compliance Office notifies the sport staff that they may proceed with a formal offer of camp employment.
- The UGAAA Compliance Office maintains a record of each new hire approval.

Form(s):

- Camp Staff Application and Training Form-Non-UGA Staff (Football)
- Camp Staff Application and Training Form-Non-UGA Staff (Basketball)
- IAWP Affirmation Form

**13.8 Financial Aid Agreements and Releases**

The UGAAA Compliance Office must process and approve all related paperwork for institutional Financial Aid Agreements before the sport staff may send the signing documents to a prospective student-athlete. The UGAAA Compliance Office is also responsible for verifying that signed documents returned by prospective student-athletes are valid. Finally, if a prospective student-athlete officially requests a release from a Financial Aid Agreement, the UGAAA Compliance Office will coordinate the institution's official response.

Procedure:

- The sport staff submits the Scholarship Checklist and Character Reference forms with all required documents associated with the scholarship request.
- The UGAAA Compliance Office reviews the documentation and complete any necessary additional due diligence for serious misconduct.
- The UGAAA Compliance Office generates the Financial Aid Agreement.
- The UGAAA Compliance Office coordinates the issuance, signing, and retrieval of the Financial Aid Agreement with the prospective student-athlete via DocuSign. This includes securing signatures from head coach, prospective student-athlete, and parent/guardian (if applicable).
- The UGAAA Compliance Office reviews the signed documents upon completion and marks the prospect as signed in the Eligibility Center of Transfer Portal (if applicable).

- The UGAAA Compliance Office records the prospective student-athlete signed status on the SEC signee database.
- The UGAAA Compliance Office notifies the sport staff and Sports Communications Office when a prospective student-athlete signs with UGA and notifies the sport staff and Sports Communications Office when NCAA recruiting publicity restrictions are lifted for specific prospects.

Form(s):

- Scholarship Checklist
- Character Reference Form

### 13.9 Local Sports Clubs

Coaches and non-coaching staff members with sport-specific responsibilities must notify the UGAAA Compliance Office if they plan to work in any capacity for a local sports club prior to beginning work and on an annual basis thereafter. The UGAAA Compliance Office will determine if the employment for the local sports club is permissible under NCAA rules for the requesting party.

Procedure:

- A coach or non-coaching staff member with sport-specific responsibilities submits a Local Sports Club – Coach Approval Form prior to beginning employment with the club and annually thereafter.
- The coach or sport-specific staff member submits a roster containing the name, address, and age of the individuals with whom the coach or sport-specific staff member will work.
- The UGAAA Compliance Office reviews the information in the form and roster and ensures that the NCAA requirements are met.
- If any NCAA requirements are not met, the UGAAA Compliance Office notifies the coach or non-coaching staff member that his or her employment at the local sports club is denied.
- If the NCAA requirements are met, the UGAAA Compliance Office notifies the coach or non-coaching staff member that his or her employment at the local sports club is approved.
- The UGAAA Compliance Office maintains records of each submission.

Form(s):

- Local Sports Club – Coach Approval Form

### 13.10 Private Lessons

Coaches in the sports of women's golf and equestrian may provide private lessons to prospective student-athletes if consistent with NCAA rules and approved by the UGAAA Compliance Office.

Procedure:

- A women's golf or equestrian coach notifies the UGAAA Compliance Office that he or she desires to provide lessons to prospective student-athletes.
- The UGAAA Compliance Office reviews the details of the request and notifies the coach if the arrangement is permissible.

### 13.11 Facility Usage

All outside groups, including those that contain prospects, must obtain UGAAA Compliance Office approval prior using UGA athletic facilities.

Procedure:

- The outside party contacts the Athletics Facilities staff to request use of any UGA athletic facility.
- The outside party completes the Facility Usage Request Form and a Facilities Usage Contract.
- The UGAAA Compliance Office reviews the request and notifies the Athletics Facilities staff if the outside party is approved to use the UGA athletic facility.

Form(s):

- Facility Usage Request Form

### 13.12 Camps

Each sport staff must receive approval from the UGAAA Compliance Office to operate sports camps in accordance with NCAA rules and institutional regulations. The sport staff must also submit required documentation to the Compliance office at the end of the camp.

Procedure:

- The sport staff completes the Camp Initiation Form.
- The UGAAA Compliance Office confirms the dates of the camps meet NCAA rules and provides initial approval of the camps.
- The sport staff submits all advertisements for Compliance approval using the Camp Advertisement Approval Form.
- The sport staff submits proof of insurance for their camp within 30 days of the start of the camp using the Camp Insurance Submission Form.
- The sport staff registers each camp with UGA in accordance with the institution's Minors on Campus policy using the Program/Activity Registration Form.
- The sport staff ensures each camp staff member has completed training in accordance with the institution's Minors on Campus policy prior to the start of the camp using the appropriate Camp Staff Application and Training Form.
- The sport staff ensures each camp staff member has a completed background check on file

within six months of the start of the camp in accordance with the institution's Minors on Campus policy.
- In the sports of football, men's basketball, and women's basketball, any camp employees other than UGAAA staff and student-athletes complete an IAWRP Screening process as part of their training. (See Camp Employment – IAWRP Screening)
- The sport staff submits the Camp Summary packet to the UGAAA Compliance Office and Business Office after the conclusion of the camp, which includes camp financial information, along with information about camp participants.
- The UGAAA Compliance Office reviews the Camp Summary packet to ensure that all NCAA rules are met.
- The UGAAA Compliance Office maintains records of all submitted forms for each camp.

Form(s):

- Camp Initiation Form
- Program/Activity Registration Form
- Camp Advertisement Approval Form
- Camp Insurance Submission Form
- Camp Staff Application and Training Form-UGA Staff
- Camp Staff Application and Training Form-Non-UGA Staff (sports other than Football/Basketball)
- Camp Staff Application and Training Form-Non-UGA Staff (Football)
- Camp Staff Application and Training Form-Non-UGA Staff (Basketball)

### 13.13 Coaching Clinics

Coaches may conduct coaching clinics in accordance with NCAA rules, if approved by the UGAAA Compliance Office.

Procedure:

- The sport staff submits the Coaches Clinic Request Form.
- The UGAAA Compliance Office reviews the information and notifies the sport staff whether the clinic is approved or denied.
- The UGAAA Compliance Office maintains records of each submission.

Form(s):

- Coaches Clinic Request Form

### 13.14 Non-Institutional Camps

Coaches and non-coaching staff members with sport-specific responsibilities may only be employed (paid or voluntary) at a non-institutional camp or clinic, if they obtain approval from the UGAAA Compliance Office.

Procedure:

- A coach or non-coaching staff member with sport-specific responsibilities provides the Non-Institutional Camp Approval Form to the camp director to complete and sign.
- A coach or non-coaching staff member with sport-specific responsibilities ensures the information provided by the camp director is correct and then submits the Non-Institutional Camp Approval Form.
- The UGAAA Compliance Office reviews the non-institutional camp and notifies the coach or staff member if the request is approved or denied.

Form(s):

- Non-Institutional Camp Approval Form – Baseball and Volleyball
- Non-Institutional Camp Approval Form – All Other Sports

### 13.15 Recruiting Services

The sport staff in football, men's basketball, and women's basketball must provide a list of all recruiting services to be used in the following academic year. The UGAAA Compliance Office reviews the lists and confirms whether the recruiting services are approved by the NCAA. Any requests by those sports to purchase additional recruiting service subscriptions throughout the academic year will be reviewed on a case-by-case basis. All requests for recruiting services by sports other than football and basketball are reviewed on a case-by-case basis by the UGAAA Compliance Office and the sport facilitator.

Procedure:

- Each sport staff provides a list of recruiting services to which they wish to subscribe each academic year.
- In the sports of football, men's basketball, and women's basketball, the UGAAA Compliance Office checks the NCAA's database on recruiting services to ensure they are NCAA-approved recruiting services.
- If the recruiting service appears on the NCAA's approved list of recruiting services, the UGAAA Compliance Office will review and provide approval to the sport.
- If the sport staff requests to purchase additional services after providing their initial list to the UGAAA Compliance Office, they must notify the UGAAA Compliance Office prior to finalizing the subscription. The UGAAA Compliance Office will review and, if approved, add the new service to the initial list.
- For sports other than football, men's basketball, and women's basketball, the UGAAA Compliance Office will review the recruiting services on a case-by-case basis to ensure they meet NCAA rules.
- The UGAAA Compliance Office maintains records of each submission.

### 13.16 Coach Hard Tickets Agreement, Declaration, and Annual Audit

The sport staff in football, men's basketball, and women's basketball must provide a list of all recipients of the coaches' hard copy tickets that are used during a subset of games (for spot-check) each year. The UGAAA Compliance Office reviews the list to ensure that there are no issues with

impermissible recruiting inducements or extra benefits.

Procedure:

- The sport staff in football submits a list of the recipients of each coach or support staff member's hard tickets from at least two home games each season.
- The sport staff in men's basketball submits a list of the recipients of each coach or support staff member's hard copy tickets from at least two non-conference home games and two conference home games each season.
- The sport staff in women's basketball submits a list of the recipients of each coach or support staff member's hard copy tickets from at least two non-conference home games and two conference home games each season.
- The UGAAA Compliance Office reviews the list of recipients of the hard copy tickets from each of these sports for red flags associated with impermissible recruiting inducements and/or extra benefits (including, but not limited to, IAWP benefits).
- The UGAAA Compliance Office maintains records of each list.

### 13.17 Donation Requests

Outside individuals and groups may request donations of UGA Athletics items or gear. The UGAAA Compliance Office reviews these requests and may provide approval for the UGA Athletics Association to donate items when it is appropriate. The UGAAA Compliance Office will deny all requests that could violate NCAA rules by providing an impermissible benefit to prospective student-athletes.

Procedure:

- A sport staff member notifies the UGAAA Compliance Office that they would like to donate to an outside group or individual.
- The UGAAA Compliance Office provides a link to the Donation Request Form to the sport staff, which will then provide the form to the outside group or individual.
- The UGAAA Compliance Office reviews the request and determines if it is permissible for the UGAAA to donate the item(s) or gear.
- If the request is denied, the UGAAA Compliance Office notifies the associated sport staff or outside party contact that the donation request cannot be fulfilled.
- If the request is approved, the UGAAA Compliance Office notifies the associated sport staff and/or the Bulldog Club that the donation request can be fulfilled.

Form(s):

- Donation Request Form

### 13.18 Equipment/Apparel Issuance, Monitoring, and Annual Audit

The UGAAA Compliance Office will spot check the system of issuance and retrieval for inclement weather clothing and gear. A sport staff may provide clothing or gear (e.g., blankets, ponchos, jackets) on an issuance and retrieval basis to prospective student-athletes and their guests

during an official visit if inclement weather conditions develop. The clothing or gear must be retrieved by the sport staff at the end of the visit.

Procedure:

- General: UGA Equipment staff orders all institutionally-issued apparel (including gloves and shoes) for student-athletes, coaches, and staff members.
- UGA Equipment inventories all apparel received in the Teamworks Inventory Management system.
- Equipment staff issue apparel to student-athletes, coaches, and other institutional staff members consistent with institutional policy.
- Equipment staff log the issuance of all such apparel into Teamworks Inventory Management.
- The UGAAA Compliance Office runs periodic reports in Teamworks Inventory Management to monitor the issuance of apparel to student-athletes and staff for red flags.
- If any red flags are discovered, the UGAAA Compliance Office will consult with the Equipment staff to reconcile any issues.
- Audit: An outside entity (as hired by the UGAAA Business Office) performs at least a bi-annual (every two years) physical audit of the Football and Olympic Sport equipment rooms to monitor inventory contained in Front Rush Equipment against actual physical inventory.
- If any significant differences or red flags are discovered by the physical audit, the UGAAA Compliance Office will consult with the respective equipment staff to reconcile and determine if additional explanation is warranted.
- Inclement Weather: During an official visit, in the event of inclement weather and with compliance approval, a sport staff may issue apparel to prospects and/or their guests on an issuance and retrieval basis.
- The sport staff documents the issuance and retrieval of inclement weather clothing or gear on the PSA Issuance Request Form, indicating the name of the prospect, the apparel issued, and the date of issuance.
- The sport staff member, equipment staff member, and the prospect will all sign the form upon issuance.
- At the conclusion of the visit, the sport staff member will return the apparel to the equipment room, and the equipment staff member will initial the form to signify all apparel issued was returned.
- The completed form is returned to the UGAAA Compliance Office, which will spot check the form.
- Note: In some instances, the UGAAA Compliance Office may directly administer and document the issuance and retrieval of the apparel.

### 13.19 On-Campus Evaluations

The sports of men's basketball and women's basketball may only conduct on-campus evaluations of prospective student-athletes as defined by and in accordance with NCAA rules, if approved by the UGAAA Compliance Office.

Procedure:

- The men's basketball or women's basketball sport staff submits the On-Campus Evaluation Approval Form and the On-Campus Evaluation Liability Waiver/Release.
- The UGAAA Compliance Office reviews the forms and provides approval to the sport staff if all required conditions are met.
- The sport staff completes the On-Campus Evaluation – Post-Evaluation Form at the conclusion of the visit.
- The UGAAA Compliance Office maintains records of each submission.

Form(s):

- On-Campus Evaluation Approval Form
- On-Campus Evaluation Liability Waiver/Release
- On-Campus Evaluation – Post-Evaluation Form

### 13.20 Coach Foundation Monitoring

Coaches and sport-specific staff may only operate their own charity or non-profit foundation if approved by the University and UGAAA Compliance Office. Any such charity or foundation must submit requested information to the UGAAA Compliance Office for review.

Procedure:

- The UGAAA Compliance Office periodically receives donation requests from the foundation up until the foundation's donation request deadline.
- The UGAAA Compliance Office keeps a spreadsheet of all organizations that request funding from the foundation.
- The UGAAA Compliance Office will research each organization using the information provided by the organization to confirm that it is permissible for the foundation to donate to the organization.
- If the UGAAA Compliance Office determines that the organization is one that the foundation can donate to, the UGAAA Compliance Staff will then evaluate the specific donation request to confirm that the request meets NCAA rules.
- Once the UGAAA Compliance Office has evaluated all donation requests received from the foundation, the UGAAA Compliance Office will update the spreadsheet to note whether the request is approved or denied, and then notify the foundation.
- The UGAAA Compliance Office annually receives a list of the foundation's officers and directors.
- The UGAAA Compliance Office annually receives a list of the foundation's donors and the amount provided by each donor.
- The UGAAA Compliance Office annually receives a list of the foundation's contributions from the previous year.

BYLAW 14

# Academic Eligibility



## 14.1 Admissions

The University of Georgia maintains a competitive admissions process, based on a holistic review of each applicant's demonstrated academic achievement, public service, school activities, and the ability to benefit from and contribute to a culturally and intellectually diverse community of scholar-citizens as well as a variety of other factors. (www.admissions.uga.edu/prospective-students/first-year).

Procedure:

*Regular Admissions Process*

- Prospective student-athletes complete the University of Georgia admissions application and submit required documentation. (Note: Test scores must be sent directly to the University by the testing agency).
- The UGAAA Compliance Office codes prospective student-athletes in the admissions system.
- The Admissions Office reviews the applicants' admissions file (*e.g.*, application, academic credentials, etc.)
- The initial phase of the regular admissions process focuses on demonstrated academic achievement and, more specifically, the applicants' predictive GPAs. Some students are admitted based on their predictive GPAs, while others move on to the next phase of the holistic review which includes a "read" phase as well as a consideration of other factors (*e.g.*, home school education, special talents, etc.).

- During the next phase of the holistic review, the Admissions Office considers student-athlete's special talents in conjunction with their predicted GPAs.
- Scholarship student-athletes who meet a sliding predictive GPA are admitted through the regular admissions process.
- A number of "Preferred Walk-Ons" who meet a sliding predictive GPA are also admitted through the regular admissions process.
- The Admissions Office either admits or denies student-athletes for regular admission to the University of Georgia.
- Scholarship student-athletes who are not admitted through the regular admissions process move into the appeal/special admission process.

*Special Admissions Process*

- Presidents of USG institutions may grant exceptions to the USG admissions standards (and ultimately UGAs regular admissions standards for the year) for a limited number of students. https://www.usg.edu/policymanual/section4/C328.
- For student-athletes who were not admitted through the regular admissions process, the Faculty Admissions Committee (a University Standing Committee) makes a recommendation to the President to admit or deny the student-athlete. https://apps.reg.uga.edu/UniversityCouncil/committees.
- The President reviews the admissions materials and decides whether to admit the student-athlete as a Board of Regents Presidential Exception.
    - Every effort should be made to schedule the President's review at least three business days prior to any preferred reporting date.
    - All records relevant to the President's review must be submitted in advance of the scheduled review.
- No prospective student-athlete may begin travel to campus for enrollment or reporting until he or she is officially admitted to the University.

***Note:** The above process applies to undergraduate admissions. The graduate admissions process is administered by each graduate program independently.

**14.2 Preferred Walk-on Process**

The UGAAA Compliance Office will monitor the number of preferred walk-ons for each sport admitted to UGA to ensure compliance with institutional policies.

Procedure:

- The sport staff notifies the UGAAA Compliance Office if a recruited prospect will go through the admissions process as a preferred walk-on.
- The UGAAA Compliance Office documents the preferred walk-on status in the admissions file for the identified prospects.
- The head coach and recruiting coach signs preferred walk-on form.

- The UGAAA Compliance maintains records of each student-athlete who is admitted as a preferred walk-on.
- The UGAAA Compliance Office monitors each sport's limitations on the total number of preferred walk-on student-athletes in accordance with institutional policies.
- The head coach provides notice to the UGAAA Compliance Office if any preferred walk-on does not remain on the team at least one season (through status change form).
- The UGAAA Compliance office provides a preferred walk-on (and minimal aid) report to the President at the conclusion of each academic year.

### 14.3 Initial Eligibility

Prior to participating in competition, practice, or receiving athletically related financial aid, each incoming freshman student-athlete must be certified as a "Qualifier" (or "Academic Redshirt" for practice and athletics aid) by the NCAA Eligibility Center (EC). The UGAAA Compliance Office will monitor the EC accounts of prospective student-athletes (PSAs) identified by each sport staff and provide guidance to the PSAs regarding completion of tasks required by the EC. The UGAAA Compliance Office may temporarily certify an incoming student-athlete who is an "obvious qualifier" for practice in rare circumstances pursuant to NCAA requirements.

Procedure:

- Each sport staff identifies PSAs to the UGAAA Compliance Office for tracking and review.
- The UGAAA Compliance Office adds PSAs to the Institutional Request List (IRL) on the EC.
- The UGAAA Compliance Office checks the EC to see if NCAA staff completed a core course workup.
- If the EC staff have not completed a core course workup, the UGAAA Compliance Office reviews the PSA's transcripts and conducts a preliminary evaluation.
- The UGAAA Compliance Office identifies any automatic triggers for NCAA review or SEC 9A related to validity of academic credentials.
- If any red flags are identified, the UGAAA Compliance Office researches the PSA's case.
- If any transcript information is missing or does not match the approved core course list in the EC, the UGAAA Compliance Office reaches out to the HS primary or secondary contact.
- The UGAAA Compliance Office monitors the IRL for updated task assignments and notifies the sport staff and PSAs if necessary.
- The UGAAA Compliance Office monitors the IRL for PSAs' final academic certification and final amateurism certification.
- Once a final academic certification and final amateurism certification status is present on a PSA's EC account (or a temporary certification is deemed necessary and appropriate), the UGAAA Compliance Office notifies the sport staff. The UGAAA Compliance Office also communicates with the Admissions Office to initiate its tracking processes in Banner.
- The Admissions Office logs a copy of the Certification Status Report (48-C) for each incoming SA in Banner.

- The Admissions Office logs the final EC high school core GPA calculation and official ACT/SAT test score report in Banner.
- The Admissions Office marks the final EC academic certification status for each incoming SA in Banner.
- The UGAAA Compliance Office and Registrar's Office maintain access to each incoming SA's file on Banner for review during the eligibility certification process.

**14.4 Transfer Eligibility**

The UGAAA Compliance Office will conduct a preliminary review of all eligibility requirements for incoming transfer student-athletes. The UGAAA Compliance Office will also verify information with each student-athlete's previous institution. The Registrar's Office must ultimately certify the eligibility status of incoming transfer student-athletes with guidance from the UGAAA Compliance Office pertaining to NCAA and SEC transfer rules.

Procedure:

- The UGAAA Compliance Office sends an eligibility tracer to the previous institution(s) of a transfer student-athlete.
- Once the eligibility tracer is complete, the UGAAA Compliance Office reviews the form and notes the impact on all relevant NCAA and SEC transfer eligibility rules.
- The Registrar's Office reviews the transfer student-athlete's official academic records and determines whether the student-athlete meets eligibility standards under progress-toward-degree rules.
- The UGAAA Compliance Office discusses the eligibility tracer information with the Registrar's Office and notifies the Registrar if the student-athlete meets transfer eligibility exceptions to the required academic year in residence.
- The Registrar's Office considers all of the eligibility information and determines the eligibility certification status of the student-athlete. The Registrar's Office records the certification status in Banner.

**14.5 Validity of Academic Credentials**

The University of Georgia Admissions Office and/or the UGAAA Compliance Office will review each incoming student-athlete's academic credentials in accordance with UGA and SEC requirements to determine if any of the credentials supplied by the incoming student-athlete to the NCAA Eligibility Center (EC) for initial eligibility purposes are valid and accurate. The UGAAA Compliance Office also monitors and verifies that incoming student-athletes submit the required documents and complete all tasks assigned by the EC and the Admissions Office.

Procedure:

- The University of Georgia Admissions Office and UGAAA Compliance Office review the academic credentials of all incoming student-athletes for "Validity Triggers" that necessitate an additional review under UGA, SEC, or NCAA requirements.
- The Admissions Office reviews the official transcripts and test scores (and other required

documents) used in the determination of the admissions status of all incoming student-athletes and determine if any additional review is necessary under UGA and SEC policy.

- The UGAAA Compliance Office reviews the transcripts and test scores of all incoming student-athletes and determine if any additional review is necessary under UGA and SEC policy.
- If an additional review of an incoming student-athletes test score is necessary, the Admissions Office initiates and monitors any test score inquiries and communicates any status changes to the UGAAA Compliance Office.
- If an additional review of an incoming student-athletes' transcripts are necessary, the Admissions Office and UGAAA Compliance Office compiles and reviews all documentation required to determine that the incoming student-athletes transcripts are valid.
- Upon completion of all additional reviews and a determination that such incoming student-athletes' academic credentials are valid, the UGAAA Compliance Office compiles all required documentation and completes a "Special Report" to the Southeastern Conference.
- The University President reviews and signs the final SEC Special Report, and the UGAAA Compliance Office forwards the Special Report and supporting documents to the SEC office.
- The UGAAA Compliance Office maintains a record of academic reviews and Special Reports to the Southeastern Conference.
- The UGAAA Compliance Office also reviews the academic certification statuses of all incoming SAs on the EC.
- The UGAAA Compliance Office also assists the EC staff in resolving PSA Review cases or discrepancies in academic records on high school transcripts
- The UGAAA Compliance Office maintains records of all final academic certification statuses and final transcripts in the EC and in Banner.

**14.6 Full-Time Enrollment**

The UGAAA Compliance Office performs daily reviews during the academic year to ensure that student-athletes meet full-time enrollment requirements (or NCAA legislated exceptions).

Procedure:

- The UGAAA Compliance Office downloads an enrollment status report for all student-athletes from ARGOS on a daily basis during the academic year.
- The daily enrollment status report displays all students in the athletics cohort who are enrolled in less than 12 hours. Graduate student-athletes and student-athletes who meet a final term or penultimate term exception appear in the cohort. The UGAAA Compliance Office is tracking for other student-athletes who do not meet exceptions for less than full-time enrollment.
- The UGAAA Compliance Office contacts the Rankin Smith Academic Counselor and/or student-athlete to get details related to dropped courses or changes in total hours of enrollment.
- If the student-athlete is dropping classes for the term or withdrawing from the institution, the UGAAA Compliance Office sends an email to the student-athlete, the sport staff, the

Sport Facilitator, and the Rankin Smith Academic Counselor notifying them of the student-athlete's enrollment status.
- If appropriate, the UGAAA Compliance Office notes the appropriate changes in Banner that show the student-athlete is no longer eligible for practice and athletically related activities.

### 14.7 Underloads

Student-athletes may obtain approval to underload – enroll in a course schedule below full-time status – if they meet NCAA legislated exceptions for their final term or penultimate term of enrollment. The UGAAA Compliance Office ensures all necessary documentation is obtained from the Registrar before allowing student-athletes to underload their course schedule.

Procedure:

- The UGAAA Compliance generates the daily enrollment status report indicating which student-athletes are registered for a course load below full-time status.
- If a student-athlete might utilize the final term or penultimate term exceptions to the full-time enrollment rules, the UGAAA Compliance Office initiates a review process by the Dean in the student-athlete's program of studies, as well as the Registrar's Office.
- The UGAAA Compliance Office double-checks the student-athlete's degree audit to determine eligibility for using the final term or penultimate term underload exceptions.
- The UGAAA Compliance Office sends a form to the Dean's Office to confirm the hours required for completion of the student-athlete's degree program.
- The Dean's Office signs and returns the form to the UGAAA Compliance Office.
- The UGAAA Compliance Office obtains the student-athlete's signature and the coach's signature on the underload form. All parties acknowledge the future eligibility penalties for failure to graduate after a specific term of enrollment.
- The UGAAA Compliance Office sends the form to the Registrar's Office and the Registrar (or designee) signs off and retains the forms for APR purposes.

### 14.8 Certification for Competition/Progress-Toward-Degree (PTD)

The Registrar's Office must certify that student-athletes meet all NCAA and SEC eligibility standards prior to the first competition in each sport's season in the fall term and spring term. The Registrar's Office also certifies any eligibility status changes that occur thereafter. The UGAAA Compliance Office assists in the eligibility certification process by providing guidance on all relevant NCAA and SEC eligibility rules.

Procedure:

- The UGAAA Compliance Office ensures that all parties follow the steps outlined in the NCAA Eligibility and APR Procedures document.
- The Registrar's Office serves as the ultimate authority on certifying all student-athletes for eligibility for competition.
- The UGAAA Compliance Office engages with the Registrar's Office and seeks

interpretations from the SEC and NCAA on complex eligibility cases.
- The UGAAA Compliance Office pursues progress-toward-degree waivers through the NCAA if necessary.

### 14.9 Grade/Eligibility Reports

The Registrar's Office and the UGAAA Compliance Office monitor grade/eligibility reports for all student-athletes at the conclusion of each semester. The UGAAA Compliance Office uses the data in these reports to identify potential progress-toward-degree deficiencies. Information from these reports is shared with student-athletes, coaches, and the Rankin Smith Academic Counselors.

Procedure:

- The Registrar's office generates an end-of-semester report, sorted by team, of all student-athlete grades in each course.
- The UGAAA Compliance Office eligibility staff use this document to indicate the degree-applicability of each course based on a review of Degree Works audits.
- Graduate school departments certify the degree-applicability of courses for graduate students. The UGAAA Compliance Office communicates with graduate school departments (the department chair or his/her designee) during the term to determine degree-applicability.
- The UGAAA Compliance Office enters a total number of eligibility hours for each student-athlete and indicates whether they meet eligibility requirements for the next term.
- The Registrar's Office reviews each student-athlete concurrently. The Registrar's Office records a certification code for each student-athlete in Banner.
- The UGAAA Compliance Office provides a preliminary "look ahead" (*i.e.*, projection and identification of potential issues) to the Rankin Smith Academic Counselor for each student-athlete based on these reports. The projection and identification of potential issues includes factors such as future course enrollment and forecasting whether each student-athlete is on track for eligibility at the end of the next term
- The UGAAA Compliance Office shares the reports with the sport staff, Sport Facilitator, and the Rankin Smith Academic Counselor.
- The UGAAA Compliance Office contacts student-athletes with academic deficiencies directly to notify them of eligibility standards and potential corrective measures.

### 14.10 Postseason Eligibility

The Registrar's Office must certify that student-athletes meet all NCAA and SEC eligibility standards for postseason competition. The UGAAA Compliance Office assists in the certification process by providing guidance on all relevant NCAA and SEC eligibility rules.

Procedure:

- The UGAAA Compliance Office provides a schedule to the Registrar's office reflecting the teams that might qualify for the postseason and dates of competition in order to determine the deadlines for certifying postseason eligibility. The schedule includes the

date a team would need to leave campus to travel to postseason competition.

- The UGAAA Compliance Office and Registrar's office develop a plan to download the Degree Works audits as quickly as possible, depending on the dates of competition.
- The Registrar's Office notes Y or N (Yes or No) for each SA on a roster to indicate whether the student-athletes satisfy all SEC/NCAA eligibility rules for postseason eligibility (e.g., the 6-hour rule and good academic standing, SEC rule on use of Physical Education course credits for postseason certification, etc…).
- The UGAAA Compliance Office engages with the Registrar's Office and seeks interpretations from the SEC and NCAA on complex eligibility cases.
- The UGAAA Compliance Office pursues waivers through the NCAA if necessary.
- The UGAAA Compliance Office notifies the sport staff, the Rankin Smith Academic Counselors, and Sport Facilitators.
- The UGAAA Compliance Office maintains a record of the postseason eligibility report.
- If a sport is competing in an SEC championship event, the UGAAA Compliance Office submits an SEC Championship Eligibility List to the SEC office.

### 14.11 Academic Misconduct – Auditing SA Cases

The UGA Office of Academic Honesty is responsible for ensuring that all academic honesty cases involving student-athletes are processed consistent with institutional policies and NCAA rules. The UGAAA Compliance Office, the Rankin Smith Academic Center, and the Faculty Athletics Representative (FAR) will review all academic honesty cases involving student-athletes processed through the UGA Office of Academic Honesty's adjudication process for potential violations of NCAA academic misconduct rules.

Procedure:

- The UGA Office of Academic Honesty notifies the Rankin Smith Academic Center, the UGAAA Compliance Office, and the FAR when allegations of academic misconduct involve a student-athlete. The notification process occurs through email and includes a case summary.
- The UGAAA Compliance Office documents the initiation of an academic honesty matter in a spreadsheet in Dropbox.
- If the allegation raises "red flags" for potential NCAA academic misconduct or impermissible academic assistance, the UGAAA Compliance Office immediately initiates an investigation (if appropriate) while continuing to monitor the campus adjudication process. If the allegation does not raise such red flags, the Rankin Smith Academic Center, the UGAAA Compliance Office, and the FAR monitor the campus adjudication process.
- Once adjudication of a case is complete (*e.g.*, Facilitated Discussion, Continued Discussion, etc.), the UGA Office of Academic Honesty sends a copy of the final case summary and disposition to the UGAAA Compliance Office and certifies that the case was processed in a manner consistent with all institutional policies and procedures related to academic integrity.
- The UGAAA Compliance Office reviews the case summaries and dispositions involving student-athletes to assess the following items:

    - Did the UGA Office of Academic Honesty confirm that established institutional policies and procedures were followed?
    - Did any institutional academic misconduct allegations constitute violations of NCAA academic misconduct rules?
    - Did any institutional academic misconduct allegations constitute violations of NCAA impermissible academic assistance rules?
- After the UGAAA Compliance Office reviews the cases, the FAR completes an additional audit to assess the same items as above.
- Once the multilevel case review is completed, the UGAAA Compliance Office documents the results of the review process in the Dropbox spreadsheet.
- The UGAAA Compliance Office reviews the results of the academic misconduct case audits at the end of each academic year and also maintains records of that annual review in Dropbox.
- If the review of any academic misconduct case raises a red flag, the UGAAA Compliance Office initiates an investigation (if appropriate) of potential NCAA academic misconduct or impermissible academic assistance rules.

**14.12 Academic Progress Rate (APR)**

Academic Progress Rate (APR) data must be submitted annually by the UGAAA Compliance Office. The deadline for submission is eight weeks after the beginning of the fall term. The Registrar's Office determines who is awarded eligibility and retention points for APR calculations.

Procedure:

- The UGAAA Compliance Office ensures that all parties follow the steps outlined in the NCAA Eligibility and APR Procedures document.
- The Registrar's Office reviews degree audits at the end of each term and notes on the spreadsheet who earned points for Eligibility. The Registrar's Office later goes back and determines who returned for the following term and awards Retention points after the census date passes. The Registrar's Office forwards the completed spreadsheet to the UGAAA Compliance Office.
- The UGAAA Compliance Office reviews the APR data and discusses any potential discrepancies.
- The UGAAA Compliance Office enters all APR data in to the NCAA Academic Portal in the fall prior to the deadline.
- The UGAAA Compliance Office documents all relevant adjustment points and pursues waivers if necessary.
- The UGAAA Compliance Office submits the final APR data prior to the deadline.

**14.13 Graduation Success Rate (GSR)**

Graduation Success Rate (GSR) data must be submitted annually by the UGAAA Compliance Office. The deadline for submission is June 1. The Registrar's Office will assist the UGAAA Compliance Office in compiling all required information for the report.

Procedure:

- The UGAAA Compliance Office and Registrar's Office pull ARGOS reports from Banner in March to identify the cohort and compile data from regular student populations.
- The Registrar's Office determines the graduation rate for regular students in consultation with the Office of Institutional Research (OIR) who compiles the IPEDS data.
- The Registrar's Office compiles all required enrollment data for regular students and athletes.
- The UGAAA Compliance Office reviews the cohort against squad lists to be sure all student-athletes are in the population. The UGAAA Compliance Office compares the outcomes recorded in Banner and contemporaneous grade/eligibility reports.
- The UGAAA Compliance Office enters the GSR data in the NCAA Academic Portal.
- The Registrar's Office submits the information to the OIR and the President's Office for review prior to giving the UGAAA Compliance Office final authorization to submit.
- The UGAAA Compliance Office submits the final GSR report in the NCAA Academic Portal.

**14.14 Medical Absence Waivers**

The UGAAA Compliance Office can pursue medical absence waivers through the SEC office if a student-athlete could not complete the term for medical reasons. All medical documentation is compiled by the Sports Medicine staff.

Procedure:

- The sport staff or Sports Medicine staff notifies the UGAAA Compliance Office that a student-athlete might need a medical absence waiver.
- The UGAAA Compliance Office requests that the Sports Medicine staff obtains all relevant medical documentation from the student-athlete's treating physician stating that he/she could not complete the term for medical reasons.
- The UGAAA Compliance Office sends the medical absence waiver request to the SEC for review.
- The SEC office notifies the UGAAA Compliance Office if the medical absence waiver is approved or denied.
- The UGAAA Compliance Office notifies the sport staff, Sport Facilitator, and Sports Medicine staff of the outcome.
- The UGAAA Compliance Office maintains records of all medical absence waiver requests and notes any eligibility adjustments in the sport's eligibility spreadsheet.

**14.15 Graduate Transfer Exceptions**

Any transfer student-athletes with less than two years of eligibility remaining who are seeking to utilize the graduate transfer exceptions under SEC regulations must be reviewed by the UGAAA

Compliance Office.

Procedure:

- The sport staff notifies the UGAAA Compliance Office of prospective graduate transfers that may need to use a graduate exception under SEC policies.
- The UGAAA Compliance Office reviews the prospective student-athlete's file and ensures that SEC requirements are satisfied and compiles all the necessary documentation.
- The UGAAA Compliance Office notifies the sport staff and Sport Facilitator if the student-athlete may use a graduate student exception in accordance with SEC regulations and documents this exception in the student-athlete's file.
- The UGAAA Compliance Office also informs the sport staff of the requirements (and penalties) associated with earning all APR points.
- The UGAAA Compliance Office monitors satisfaction of SEC APR requirements and any potential penalties.

**14.16 Serious Misconduct and NCAA Sexual Violence Policy**

Each sport staff must conduct due diligence to ensure that all prospective and current student-athletes satisfy SEC serious misconduct rules and the NCAA's Sexual Violence Policy. The UGAAA Compliance Office and Sport Facilitator will also obtain and review relevant documentation and ensure that any incidents involving prospective and current student-athletes do not disqualify them for athletic aid or participation under the SEC serious misconduct rule or NCAA Sexual Violence Policy.

Procedure:

- The sport staff conducts a detailed review during the recruiting process to determine (and confirms with the previous institution) whether:
    - The prospective student-athlete has ever been charged, arrested, or convicted of a crime, or has criminal charges pending;
    - The prospective student-athlete has been convicted of, pled guilty to, or pled no contest to any crime involving acts of a violent or sexual nature, possession or use of a firearm, dating violence, stalking, or any other felony crime;
    - The prospective student-athlete has been charged, disciplined, suspended or placed on probation for any reason (e.g., Title IX, Student-Conduct, violation of team rules, etc.) by a current or former educational institution; and
    - The prospective student-athlete, upon leaving their previous institution, is subject to any pending proceedings of any sort that could have resulted in disciplinary measure, suspension, expulsion or probation, or if the prospective student-athlete is currently the subject of this kind of proceeding at their current institution.
- The sport staff submits a completed Character Reference Form for each prospective student-athlete who receives a financial aid agreement (or a preferred walk-on) to their Sport Facilitator.

- The Sport Facilitator reviews the Character Reference Form and signs the form prior to forwarding it to the UGAAA Compliance Office, if he/she approves.
- The UGAAA Compliance Office reviews the Character Reference Form after the Sport Facilitator approves it and conducts an internet search to determine if any serious misconduct occurred or if the prospective student-athlete engaged in any activities requiring review under the NCAA Sexual Violence Policy.
- If there are no issues, the UGAAA Compliance Office approves the form and generates the athletic aid agreement or NLI (or approves the preferred walk-on).
- For two-year and four-year transfer prospective student-athletes, the UGAAA Compliance Office sends a transfer information request to the prospective student-athlete's educational institution to determine whether:
    - The prospective student-athlete has been subject to official university of athletics department disciplinary action at any time during enrollment at any previous collegiate institution;
    - The prospective student-athlete has been convicted or pled guilty or no contest to a felony involving serious misconduct, or has been subject to official school disciplinary action at any time during enrollment at that institution or any previous educational institution due to serious misconduct;
    - The prospective student-athlete has ever been investigated, charged, convicted or disciplined for sexual, interpersonal, or other acts of violence (either by an educational institution or law enforcement);
    - The student has ever been investigated, charged, convicted or disciplined through a Title IX proceeding; and
    - A Title IX proceeding is incomplete at the time of transfer.
- The Admissions Office requires each prospective student to answer several questions related to serious misconduct and the NCAA Sexual Violence Policy during the application process.
- If there are potential issues involving SEC Serious Misconduct or the NCAA Sexual Violence Policy, the UGAAA Compliance Office will notify the Athletic Director and other institutional leadership, as appropriate.
- After all preliminary reviews are complete and a prospective student-athlete has gained admission, the UGAAA Compliance Office requires each incoming prospective student-athlete to complete an additional form (in the Beginning of Year SA Forms packet) that certifies he/she has not engaged in any activities that qualify as serious misconduct under SEC or institutional policies, or acts that require review under the NCAA Sexual Violence Policy ("NCAA and SEC Student-Athlete Misconduct Form").
- The UGAAA Compliance Office also requires each continuing student-athlete to complete this NCAA & SEC Student-Athlete Misconduct Form annually.
- The UGAAA Compliance Office maintains records of all Character Reference Forms and the NCAA and SEC Student-Athlete Misconduct Form for each student-athlete.

Form(s):

- Bylaw 14 Serious Misconduct Form (Character Reference Form)
- SA Information Form

- Transfer Information Request Forms (Two-Year and Four-Year)

### 14.17 Tryout Approval

Students may participate in team tryouts if approved by the sport staff and the UGAAA Compliance Office. The Sports Medicine staff must also approve students for a tryout after reviewing required physical exam documentation from a physician.

Procedure:

- The sport staff submits a list of students interested in trying out for the team on the Tryout Clearance Form.
- The UGAAA Compliance Office confirms each student's full-time enrollment status and eligibility within his/her five-year clock.
- The UGAAA Compliance Office notifies the sport staff and the Sports Medicine staff of the list of students who have preliminary clearance pending medical clearance.
- The Sports Medicine staff reviews the required physical exam documentation from each student and provides the sport staff and the UGAAA Compliance Office with a final list of students who are approved for the tryout.
- The UGAAA Compliance Office maintains records of the Tryout Clearance Form in Dropbox.
- If the sport staff decides to add any tryout participants to the roster, the sport staff submits the Student-Athlete Status Change Form.
- Once a tryout participant is added to the roster via the Student-Athlete Status Change Form, the UGAAA Compliance Office reviews his/her amateurism status and eligibility status (*see 14.3 and 14.8*).
- A student-athlete may not participate in a tryout process longer than the NCAA allotted time frame.

Form(s):

- Tryout Clearance Form
- Student-Athlete Status Change Form

BYLAW 15

# Financial Aid



## 15.1 Award of Initial Scholarship with Checklist/NLI/Character Reference

The UGAAA Compliance Office administers the issuance of initial athletic financial aid awards to prospective student-athletes in accordance with UGAAA, UGA, SEC and NCAA regulations.

Procedure:

- Each sport staff submits a completed Scholarship Checklist and Character Reference form for each potential signee to their Sport Facilitator.
- Once approved by the sport facilitator, the sport staff submits both forms to the UGAAA Compliance Office for approval and issuance.
- The UGAAA Compliance Office creates and issues the institutional athletic financial aid agreement and/or NLI to the sport staff for delivery to the prospective student-athlete.
- The prospective student-athlete signs and returns the agreement(s) to the sport staff.
- The sport staff provides the signed agreements to the UGAAA Compliance Office for validation.
- Once the UGAAA Compliance Office determines that the athletic financial aid agreement and/or NLI is valid, the UGAAA Compliance Office notifies appropriate UGAAA staff of the receipt of valid award documents and provides the award documents to the SEC office and/or the NCAA.
- The UGAAA Compliance Office maintains records of the award documents in the Shared Drive.

Form(s):

- Scholarship Checklist

## 15.2 Football Signing Limit

The UGAAA Compliance Office monitors the Football team's scholarship limits in accordance with NCAA rules related to the maximum number of athletic aid signees each year, the maximum number of student-athletes who trigger initial counter status each year, and the overall scholarship counter maximum on the roster at any given time.

Procedure:

- The UGAAA Compliance Office tracks the annual signing limit, initial counter list, and overall counter list in a comprehensive spreadsheet.
- The UGAAA Compliance Office shares updated copies of the spreadsheet with the Football staff throughout the year to assist in planning athletic aid offers to prospective student-athletes for future academic years.

## 15.3 Outside Aid Certification

Student-athletes may receive outside financial aid if approved by the UGAAA Compliance Office and UGA Financial Aid Office. The UGA Financial Aid Office reviews information from the outside sources and consults with the UGAAA Compliance Office before determining whether the outside aid may be awarded to the student-athlete under NCAA rules.

Procedure:

- Sources of outside aid awards – from any sources outside the institution or the UGA Athletics Association – for student-athletes send funds directly to the UGA Financial Aid Office.
- Each student-athlete also submits information about outside aid awards to the UGAAA Compliance Office on the SA Information Form which is reviewed annually prior to approval for practice and competition.
- The UGA Financial Aid Office places a hold on all outside aid award funds until they verify that the award is permissible under NCAA financial aid limitations.
- The UGA Financial Aid Office sends an Outside Aid Verification Form to the awarding agency.
- The awarding agency completes and returns the Outside Aid Verification Form to the UGA Financial Aid Office.
- The UGA Financial Aid Office and UGAAA Compliance Office complete a joint review of the outside aid to determine permissibility.
- The UGA Financial Aid Office loads the outside aid awards in Banner.

Form(s):

- SA Information Form
- Outside Aid Verification Form

## 15.4 Student Financial Aid Reports

The UGA Financial Aid Office and UGAAA Compliance Office monitors all student-athletes' financial aid awards throughout the academic year to ensure compliance with NCAA team and individual limitations.

Procedure:

- The UGAAA Compliance Office loads athletic scholarship information into Scholarship Universe (which communicates to Banner) and identifies the student as a student-athlete.
- The UGAAA Compliance Office also notifies the UGA Financial Aid Office of all non-scholarship student-athletes that should be identified as student-athletes in Banner.
- The UGA Financial Aid Office reviews all other financial aid awards (*e.g.*, outside, institutional, etc.), consults with the UGAAA Compliance Office, and determines whether the student-athlete may receive the award under NCAA rules (*e.g.*, permissible source, individual limit, and team limit) and federal financial aid guidelines.
- If permissible, the UGA Financial Aid Office loads the other financial aid award into Banner.
- The UGA Financial Aid Office generates reports sorted by each sport roster and provides that report to the UGAAA Compliance prior to the semester.
- The UGAAA Compliance Office reviews the information related to the financial aid awards for each student-athlete and each team to confirm compliance with NCAA rules (*e.g.*, permissible source, individual limit, and team limits).
- UGAAA Compliance Office receives a full report and change report of any financial aid changes throughout the academic year to ensure continued compliance with NCAA rules (*e.g.*, permissible source, individual limit, and team limits).
- The UGAAA Compliance Office maintains the reports on the Shared Drive.

## 15.5 Team Equivalency Computations

The UGAAA Compliance Office maintains a spreadsheet for each sport reflecting the team equivalency computation for total athletic scholarships. The UGAAA Compliance Office sends an official copy of the squad list for each sport to the SEC office to reflect the final team equivalency computation prior to July 1 each year.

Procedure:

- The UGAAA Compliance Office monitors the team equivalency computations for each sport on an athletic aid spreadsheet.
- The UGAAA Compliance Office enters the information in Compliance Assistant as an official record of the annual team equivalency figures.
- The UGAAA Compliance Office also shares updated copies of the team spreadsheet with each sport staff throughout the year to assist in planning athletic aid offers to prospective student-athletes for future academic years.
- The UGAAA Compliance Office sends the final Squad List for each sport to the SEC office prior to July 1.

### 15.6 Recruited Status Verification

The UGAAA Compliance Office tracks the recruited status of each student-athlete on all sport rosters to ensure that financial aid equivalencies and counter limits are accurate on official squad lists.

Procedure:

- Each incoming student-athlete completes a Recruited Status Form prior to gaining clearance for practice and competition.
- The UGAAA Compliance Office reviews the answers on each Recruited Status Forms for accuracy and any "red flags."
- The UGAAA Compliance Office determines whether each student-athlete meets the NCAA definition of a recruited student-athlete and documents that status in Compliance Assistant.
- If a recruited student-athlete is also receiving institutional financial aid, the UGAAA Compliance Office reviews NCAA rules regarding counter status and, if applicable, marks that student-athlete as a counter in Compliance Assistant.

Form(s):

- SA Information Form

### 15.7 Book Scholarships

The UGAAA Compliance Office and Rankin Smith Academic Counseling staff issue required textbooks to student-athletes who have valid athletic financial aid agreements that include a books scholarship. The UGAAA Compliance Office institutes a set of controls related to bookstore receipts and course enrollment lists to ensure that student-athletes do not receive impermissible course materials or additional funds from the UGA Bookstore.

Procedure:

- The UGAAA Compliance Office downloads the schedule of all book scholarship recipients.
- The UGAAA Compliance Office provides a list of all book scholarship recipients and their enrolled courses to the Rankin Smith Academic Counselors prior to each term.
- The Rankin Smith Academic Counselors review each student-athlete's course list to ensure accuracy.
- Upon confirmation, the UGAAA Compliance Office submits a list of all book scholarship recipients and their enrolled courses to the UGA Bookstore.
- The UGA Bookstore reviews the list, determines the required books for each course, and individually packages the course related books for the student-athlete based on courses submitted.
- The UGA Bookstore sends the individually packaged books to the Rankin Smith Academic Center.

- The Rankin Smith Academic Counselors review the student-athletes current course schedule, confirm that the books in the box are permissible course-related books, and distributes the books to the student-athlete.
- Upon receipt of their books, the student-athletes sign an affidavit indicating that have only received permissible course-related books.
- If a student-athlete purchases additional course-related books on their own and seeks reimbursement, the UGAAA Compliance Office reviews and approves the requests prior to reimbursement.
- The UGAAA Compliance Office reviews every invoice/receipt from the UGA Bookstore for any obvious "red flags" to determine if any impermissible items were inadvertently provided.
- The UGAAA Compliance Office monitors the course enrollment report for student-athlete withdrawals from courses. If a student-athlete withdraws from a course, the UGAAA Compliance Office determines if the student-athlete must return the book(s) for the course.
- The UGAAA Compliance Office only replaces books if a student-athlete shows a police report indicating the books were stolen (via SAF).

Form(s):

- Student-Athlete Book Receipt Affidavit

**15.8 Scholarship Direct Deposit**

Each student-athlete is required to set up a direct deposit bank account if he/she is receiving an athletics scholarship from the UGA Athletics Association. The UGAAA Compliance Office and UGAAA Business Office manage the athletics scholarship disbursement process.

Procedure:

- Each student-athlete sets up a direct deposit bank account in order to receive room, board, book reimbursements, and miscellaneous expense scholarship funds from the UGA Athletics Association.
- The UGAAA Business Office (with the assistance of the UGAAA Compliance Office) obtains the student-athletes' bank account information for disbursement.
- The UGAAA Compliance Office reviews the financial aid report and an internal scholarship spreadsheet, and determines the permissible amount of athletic scholarship disbursement (the portion of the awarded scholarship that is not being paid directly to UGA, such as tuition, or otherwise provided to the student-athlete, such as books) for each scholarship student-athlete.
- The UGAAA Compliance Office develops a "deposit list" specifying the names of individuals who should receive a scholarship deposit and the amount.
- The UGAAA Compliance Office provides the UGAAA Business Office with the "deposit list."
- The UGAAA Business Office disburses the permissible scholarship amount to the identified student-athletes account based on the team's disbursement schedule.
- The UGAAA Business Office provides a ledger of student-athlete scholarship

disbursements to the Compliance Office on a monthly basis for documentation.

### 15.9 Off-Campus Housing Review – Scholarship Amount

Student-athletes who do not live in institutional residence halls may request adjustments to their off-campus housing stipends. They must submit leases for their off-campus housing arrangements to the UGAAA Compliance Office. The UGAAA Compliance Office collects this information for review at the beginning of each academic year – and throughout the academic year if student-athletes sign a new lease.

Procedure:

- Each student-athlete completes the SA Information Form each academic year prior to gaining clearance for practice and competition.
- Each student-athlete who requests an adjustment for his/her housing scholarship due to living off-campus provides a copy of his/her lease to the UGAAA Compliance Office.
- The UGAAA Compliance Office reviews all housing records and ensures the housing stipend provided to student-athletes living off-campus does not exceed the institution's average cost of attendance figures for housing.
- The UGAAA Compliance Office also reviews the leases for issues related to impermissible housing benefits and discounts in the sports of football, men's basketball and women's basketball. [See Section 16.4 for details regarding review of off campus housing for impermissible benefit issues.]

Form(s):

- SA Information Form

### 15.10 Renewals

The UGAAA Compliance Office and UGA Financial Aid Office process all scholarship renewals annually prior to the July 1 deadline to notify student-athletes of their award.

Procedure:

- The UGAAA Compliance Office meets with each sport staff for a review of all student-athletes on athletic aid for the upcoming academic year.
- The UGAAA Compliance Office sends a spreadsheet to each sport staff and asks for confirmation on which student-athletes will be renewed for the following year.
- The UGAAA Compliance Office provides the athletic aid award information to the Financial Aid Office through the Scholarship Universe portal.
- The Financial Aid Office posts the athletic aid award on each student account and sends written notification to the student-athlete of the renewal prior to the July 1 NCAA deadline on an annual basis.
- The UGAAA Compliance Office communicates the details of the athletic aid award to each student-athlete.

### 15.11 Cancellations/Reductions/Appeals

The UGAAA Compliance Office and UGA Financial Aid Office process all scholarship cancellations and reductions annually prior to the July 1 deadline (or throughout the academic year if a cancellation/reduction is immediate) to notify student-athletes of changes to their award. If a student-athlete's athletics scholarship is cancelled or reduced, he/she has the opportunity to appeal through a process outside of the UGA Athletics Association.

Procedure:

- The sport staff completes the SA Status Change Form if the sport staff plans to cancel or reduce a student-athlete's athletic aid award.
- The UGAAA Compliance Office processes all cancellations/reductions to athletic aid awards in accordance with UGAAA, UGA, SEC, and NCAA regulations. [See Office of Legal Affairs document on Student Appeals.]

Form(s):

- SA Status Change Form
- Voluntary Withdrawal Form

### 15.12 Voluntary Withdrawal

Student-athletes may forfeit his or her athletic scholarship by quitting a team or withdrawing entirely from courses at UGA. A withdrawal from the institution automatically triggers a cancellation of athletically-related financial aid. A withdrawal from the team (quitting) permits the UGA Athletics Association to cancel athletic aid for the remainder of the academic year or period of the award in accordance with the procedures above.

Procedure:

- A student-athlete completes the Voluntary Withdrawal Form (team) to indicate he/she plans to quit the sport and potentially forfeit his/her athletic scholarship for the remainder of the academic year or period of the award.
- The UGAAA Compliance Office processes the cancellations/reductions to athletic aid awards in accordance with the requirements above. [See Office of Legal Affairs document on Student Appeals.]
- A student-athlete completes the Voluntary Withdrawal Form (institution) to indicate he/she plans to withdraw from all courses and automatically forfeits his/her athletic scholarship.
- If required under NCAA rules, the UGAAA Compliance Office processes the cancellations/reductions to athletic aid awards in accordance with the requirements above. [See Office of Legal Affairs document on Student Appeals.]

Form(s):

- Voluntary Withdrawal Form (Quit)

- Voluntary Withdrawal Form (Institution)

### 15.13 Summer Financial Aid

The UGAAA Compliance Office monitors the issuance of summer athletic aid to ensure the institution follows all NCAA, SEC, UGA, and UGAAA policies.

Procedure:

- Each student-athlete submits the Summer Financial Aid Request Form to the UGAAA Compliance Office with copies automatically sent to the Head Coach and the Rankin Smith Academic Counselor.
- The Head Coach approves summer aid for each student-athlete before the UGAAA Compliance Office processes the award.
- The UGAAA Compliance Office reviews the summer aid requests for compliance with NCAA, SEC, UGA, and UGAAA policy.
- If approved, the UGAAA Compliance Office records all summer athletic aid awards on a spreadsheet with award amounts based on the number of course credits attempted and summer session(s) enrolled. There is an hourly tuition rate for summer courses.
- The UGAAA Compliance Office provides the summer athletic aid award information to the UGA Financial Aid Office through the Scholarship Universe portal.
- The UGA Financial Aid Office posts the summer athletic aid award information on the student's award letter in Athena.

Form(s):

- Summer Financial Aid Request Form

### 15.14 SEC COA Reporting

The UGA Financial Aid Office shares official institutional Cost of Attendance (COA) figures with the UGAAA Compliance Office annually for submission to the SEC. The UGA Financial Aid Office prepares a COA variance report each semester for submission to the SEC.

Procedure:

- The UGA Financial Aid Office provides official COA figures for the upcoming academic year to the UGAAA Compliance Office annually.
- The UGAAA Compliance Office populates the COA figures in Compliance Assistant to appropriately reflect the scholarship equivalency computation for each student-athlete who is receiving athletically-related financial aid.
- The UGA Financial Aid Office also provides the UGAAA Compliance Office with official COA figures on the SEC COA Transparency Report for submission to the SEC.
- The UGA Financial Aid Office also sends a COA Variance Report (e.g., housing adjustments) to the UGAAA Compliance Office at the end each semester for submission to the SEC.

- The UGAAA Compliance Office maintains records of the SEC COA Transparency Report and COA Variance Report for each academic year in Dropbox.

Form(s):

- SEC COA Form

BYLAW 16

# Awards, Benefits, and Expenses for Enrolled Student-Athletes



## 16.1 Awards Approval

Each sport may provide participation, championship and special achievement awards to student-athletes consistent with NCAA rules, if approved by the UGAAA Compliance office and Business office.

Procedure:

- Each sport staff submits the Award Approval Form, which requires information such as classification of the type of award, a description of the award, a price quote, and a list of the student-athletes receiving the award.
- The UGAAA Compliance Office reviews the form to make sure the award is permissible under NCAA rules and that it also complies with UGAAA Institutional Awards Policy.
- If the award complies with both NCAA rules and the UGAAA Institutional Awards policy, the UGAAA Compliance Office then sends an approval email to the sport staff, the sport facilitator, and the Business Office.
- The UGAAA Compliance Office documents award approvals on a spreadsheet for each sport on an annual basis. The spreadsheet contains the names of all student-athletes receiving the award, the type of award (participation, championship or special achievement), the form of the award (e.g., plaque, framed jersey, photo), and the cost of the award.
- The UGAAA Compliance Office maintains records of all Award Approval Forms in the sport's awards folder for the year in Dropbox.

Form(s):

- Award Approval Form

### 16.2 Complimentary Admissions – Football

Football student-athletes eligible for practice may be provided up to four complimentary admissions to all home football games. Football student-athletes designated as travel squad members are provided four complimentary admissions for away competitions. Football student-athletes not designated as travel squad members may receive one complimentary admission for "self-use only," upon request. Football student-athletes designated as travel squad members are provided six complimentary admissions for championship and postseason competitions.

Procedure:

- Prior to the season (and upon request thereafter), Football student-athletes submit and the UGAAA Compliance Office approves individuals who may receive student-athlete complimentary admissions for Football contests.
- The UGAAA Compliance Office staff calls new guests, student-athletes, and family members for the purpose of cross-referencing information and clearing new guests for the receipt of complimentary admissions.
- The UGAAA Compliance Office enters approved individuals into each student-athlete's Sidearm guest management book.
- The UGAAA Ticket Office initiates the season, inputs the schedule, and creates each event in the Sidearm system.
- The UGAAA Ticket Office imports student-athletes' names into the Sidearm roster.
- Prior to each competition, the UGAAA Compliance Office certifies that the student-athletes listed on the Sidearm roster are eligible.
- The UGAAA Compliance Office assigns each student-athlete login and password information.
- Each week prior to a game, the UGAAA Compliance Office activates four available complimentary admissions for each eligible student-athlete to assign to guests.
- Each student-athlete logs in to Sidearm using a unique identifier to assign complimentary admissions from his guest management book.
- Each student-athlete assigns complimentary admissions by a 11:59 p.m. deadline on the Thursday prior to the competition.
- The UGAAA Compliance Office monitors the assignments and must approve any changes after the deadline.
- The UGAAA Compliance Office creates a watch list in the Sidearm database for names of individuals who necessitate an additional level of review.
- The UGAAA Compliance Office receives an email notification if a guest is assigned a complimentary admission and his or her name resembles a name on the watch list.
- The UGAAA Compliance Office removes guests from the complimentary admission list if necessary.
- The UGAAA Compliance Office approves the finalized pass list on Friday morning.

- The UGAAA Ticket Office administers the finalized pass list at the player pass gate with oversight by a UGAAA Compliance Office staff member.
- Guests who are assigned complimentary admissions show picture ID at the player pass gate in order to gain access to the competition.
- After the competition concludes, the UGAAA Ticket Office logs in to Sidearm and designates which guests used the complimentary admissions.
- The UGAAA Ticket Office maintains a record of the actual player pass lists (with signatures).
- For championship events and high-demand competitions (*e.g.*, SEC Championship game, etc.), the UGAAA Compliance Office uses an additional complimentary admission vetting process via the SEC Championship Student-Athlete Ticket Review Form.
- The UGAAA Compliance Office reviews all forms to identify new guests that did not receive complimentary admissions during the regular season.
- At least two UGAAA Compliance Office staff members travel with the team to all away competitions for monitoring purposes.

Form(s):

- Football Player Guest Vetting Form
- SEC Championship Student-Athlete Ticket Review

**16.3 Complimentary Admissions – Other Sports**

All student-athletes who participate in sports with ticketed contests and are eligible for practice may be provided up to four complimentary admissions to all home games in their sport. Student-athletes designated as travel squad members may be provided up to four complimentary admissions for away competitions in their sport. Student-athletes designated as travel squad members may be provided up to six complimentary admissions for championship and postseason competitions.

Procedure:

- Each sport initiates their season, inputs their schedule, and creates each event in TeamWorks Hub. The UGAAA Compliance Office reviews the Complimentary Ticket Management system in TeamWorks Compliance + Recruiting to verify that the season for each sport has been properly replicated.
- The UGAAA Compliance Office reviews the roster for each sport to verify that all student-athletes have been replicated in TeamWorks Compliance + Recruiting from the active roster in TeamWorks Hub.
- Each student-athlete creates profiles for his or her potential guests in the guest management book located in the student-athlete's TeamWorks account. Each guest profile must include the guest's relationship, email address and telephone number.
- The UGAAA Compliance Office reviews the details for potential guests and approves the guests in the TeamWorks Compliance+Recruiting guestbook if there are not any red flags. If there are red flags, a member of the UGAAA Compliance Office follows up with the student-athlete and/or the potential guest to determine if the guest should be approved

or denied.

- The UGAAA Compliance Office activates up four available complimentary admissions for each eligible student-athlete to assign to guests for the season.
- Each student-athlete logs in to their TeamWorks account to assign complimentary admissions from his or her guest management book.
- UGAAA Ticket Office ensures that tickets cannot be transferred after they are disbursed through the ticketing system.
- Guests must be submitted prior to the specific ticket window closing for each contest. The ticket window will vary by sport.
- Using the guest contact information provided in TeamWorks, the UGAAA Ticket Office assigns each student-athlete guest a digital ticket to be downloaded via login to georgiadogs.com.
- The UGAAA Ticket Office monitors the assignments and the UGAAA Compliance Office must approve any changes after established deadlines.
- The UGAAA Compliance Office removes guests from the complimentary admission list if necessary.
- For home contests, the UGAAA Ticket Office, in consultation with the UGAAA Compliance Office, approves a finalized digital ticket list and provides the same for guest download. In men's basketball, the compliance liaison will disseminate digital tickets to approved guests before the game. A UGAAA Compliance Office staff member is present at home Men's Basketball games to monitor the complimentary admissions process.
- For away contests in Men's Basketball, the compliance liaison approves a finalized pass list and oversees the operations at the player pass gate depending on whether the away venue requires digital tickets or a pass list.
- For away contests in sports other than Men's Basketball, the UGAAA Ticket Office sends a finalized pass list to the home team ticket staff, the home team ticket staff administers the pass list in accordance with NCAA rules, and the home team ticket staff returns the completed player pass list to the UGAAA Ticket Office following the competition.
- The UGAAA Ticket Office maintains a record of the actual player pass lists (with signatures or evidence of digital ticket download).
- After the competition concludes, the UGAAA Ticket Office logs in to TeamWorks Compliance + Recruiting and designates which guests used the complimentary admissions.
- The compliance liaison for each ticketed sport will request the ticket "audit trail" from the UGAAA Ticket Office for 20% of each sport's home and away contests.
- The compliance liaison will ensure the approved guest in the system was the guest that used the ticket for each game.

### 16.4 Housing Review

Student-athletes may live off-campus after their freshman year. The UGAAA Compliance Office will review the housing arrangements for Football, Men's Basketball, and Women's Basketball student-athletes who live off campus for "red flags" related to potential impermissible benefits.

Procedure:

- The UGAAA Compliance Office requests leases from all Football, Men's Basketball, and Women's Basketball student-athletes who live off campus.
- The UGAAA Compliance Office reviews all leases to ensure all agreements are in line with the going rate for rent in that area for a similar size apartment/house.
- If there are red flags, a UGAAA Compliance Office staff member initiates rental searches to confirm rent prices.
- The UGAAA Compliance Office maintains copies of all leases for its records.

### 16.5 Pre-season Housing

UGAAA provides preseason housing expenses to student-athletes participating in preseason practice activities prior to the beginning of the fall term, in accordance with NCAA rules. The UGAAA Compliance Office reviews the housing arrangements for fall sports' pre-season camps to confirm that student-athletes are eligible to receive the benefits.

Procedure:

- The UGAAA Compliance Office receives the rosters and the student-athlete report dates from the sport staff in Men's and Women's Cross Country, Football, Women's Soccer, and Women's Volleyball.
- The UGAAA Compliance Office reviews the rosters to confirm that all student-athletes are eligible for housing benefits.
- The UGAAA Compliance Office cross-references the report date with each team's TMP to make sure the dates are within the team's practice period.
- Once the UGAAA Compliance Office approves the student-athletes to receive pre-season housing, the student-athletes move in to the designated accommodations (e.g., The Georgia Center, dormitories, hotel, etc.) during the preseason period.

### 16.6 Vacation Period Housing

UGAAA provides preseason housing expenses to student-athletes participating in vacation period practice activities, in accordance with NCAA rules. The UGAAA Compliance Office confirms student-athlete eligibility to receive housing-related expenses during vacation periods and postseason competition in accordance with the academic calendar and competition schedule.

Procedure:

- The sport staff provides a list to the UGAAA Compliance Office of all student-athletes who are required to participate in required activities during a vacation period.
- The UGAAA Compliance Office reviews the list and confirms they are eligible to receive temporary housing in a hotel.
- If the dates are permissible under NCAA rules, the UGAAA Compliance Office sends an approval email to the sport staff, the Sport Facilitator, and the Business Office.

Form(s):

- Postseason Vacation Period Form
- Vacation Period Meal and Incidental Request

### 16.7 Meals in Conjunction with Home Competition

Each sport staff must submit all invoices and expense reports for meals that are provided within the approved time period prior to and after home competitions. The UGAAA Compliance Office reviews these expenses to ensure they meet NCAA rules and institutional policies.

Procedure:

- The sport staff submits invoices and expense reports for every pre-game and post-game meal provided to student-athletes in conjunction with home competitions.
- The UGAAA Compliance Office reviews these expenses to ensure they meet NCAA rules and institutional policies related to the timing of the meal – beginning with the evening before competition and continuing until they are released by institutional personnel after a home competition.

### 16.8 Team Travel Expenses (including Meals in Conjunction with Away Competition)

Team travel expenses are reviewed by the UGAAA Compliance Office after away competitions to ensure there are no impermissible benefits provided to student-athletes.

Procedure:

- Prior to a team's departure for away competition, the sport staff submits a trip plan electronically, which includes the travel party, departure date and time, return date and time, an itinerary, etc.
- For teams who will provide meal per diem to student-athletes, the sport staff also submits a cash advance request prior to the team's departure for away competition.
- The UGAAA Compliance Office, Sport Facilitator, and Business Office review trip plans and cash advance requests prior to the team's departure.
- Upon return from away competition, the UGAAA Compliance Office, Sport Facilitator, and Business review all remaining team travel expenses, including but not limited to, transportation, meal and hotel costs associated with away competitions.
- If there are any questions with purchases made during travel to away competitions, the UGAAA Compliance Office, Sport Facilitator, or Business Office follows up with sport staff to gather more information.
- The UGAAA Compliance Office confirms that all expenses are permissible under NCAA rules.
- The UGAAA Compliance Office notifies the Business Office and the Sport Facilitator that the expenses have compliance approval.

### 16.9 Meals Incidental to Participation

UGAAA may provide student-athletes one meal incidental to participation per day (generally) and snacks at any time. The UGAAA Compliance Office reviews these meals and snacks to ensure they meet NCAA rules and institutional policies.

Procedure:

- In sports other than Football, the sport staff submits the Meals Incidental to Participation Form with information related to the meal and the provider. In Football, the Nutrition staff submits a calendar of proposed meals incidental to participation (MIPs).
- The UGAAA Compliance Office reviews the MIP form (or calendar) and saves a copy in the sport's MIP folder in Dropbox.
- The UGAAA Compliance Office grants access in the BioStar System and/or RedCard System to eligible student-athletes depending on the manner in which the meal will be provided. In Football, the UGAAA Compliance Office notifies the Nutrition staff of the student-athletes eligible to receive MIPs.
- A UGAAA Compliance Office staff member monitors each meal and snack at the Georgia Center and/or Stegeman to ensure only eligible student-athletes receive the benefits.
- A UGAAA Compliance Office staff member electronically monitors each meal and snack provided via the RedCard system.
- Football is provided MIPs at Butts-Mehre Heritage Hall and the meals are monitored by the Nutrition staff.
- The UGAAA Compliance Office reviews all invoices to ensure compliance with NCAA rules and maintains a record for monitoring purposes.

Form(s):

- Meals Incidental to Participation

### 16.10 Occasional Meals

Coaches, administrators, and representatives of UGA's athletics interests may provide occasional meals to student-athletes in accordance with NCAA rules, if approved by the UGAAA Compliance Office.

Procedure:

- The sport staff submits the Occasional Meal Approval Request Form to note the individuals who will be present at the meal.
- The UGAAA Compliance Office reviews the request to ensure the occasional meal meets all NCAA requirements.
- The UGAAA Compliance Office approves the request provided it is in accordance with NCAA rules and the sport has not exceeded institutional guidelines for the permissible frequency of occasional meals.

- The UGAAA Compliance Office sends the approval email to sport staff and the Sport Facilitator. If a request is denied, the UGAAA Compliance Office sends a denial email to the sport staff and the Sport Facilitator with an explanation for the denial.
- The UGAAA Compliance Office maintains records of each Occasional Meal Approval Request Form in the sport's Occasional Meal folder in Dropbox.

Form(s):

- Occasional Meal Approval Request

**16.11 Football Team Dress List**

The Football staff is required to send a copy of the team dress list to the UGAAA Compliance Office at the beginning of the week prior to each competition.

Procedure:

- The Director of Football Operations submits a preliminary dress list on the Monday prior to competition
- The UGAAA Compliance Office reviews the names to confirm student-athlete eligibility.
- The Director of Football Operations submits the final dress list on Thursday.
- The UGAAA Compliance Office reviews all changes and confirms student-athlete eligibility again.

**16.12 Team Entertainment and Team Building Approval**

Each sport is permitted to provide team entertainment or team building opportunities to their student-athletes on an occasional basis. Requests for such team activities must be approved by the UGAAA Compliance Office.

Procedure:

- The sport staff submits the Team Building/Team Entertainment/Leadership Training Request Form.
- The UGAAA Compliance Office reviews the information and ensures that the activity meets institutional standards for "reasonable" entertainment and does not violate the TMP policy.
- If the activity is classified as "Team Building" or "Leadership Training," the UGAAA Director of Student Services reviews the request and provides approval before the UGAAA Compliance Office initiates its review.
- The UGAAA Compliance Office reviews the request and provides approval to the sport staff and the Sport Facilitator.
- If the activity does not meet NCAA or institutional standards, the UGAAA Compliance Office sends a denial email to the sport staff and the Sport Facilitator with an explanation for the denial.

- The UGAAA Compliance Office maintains records of each Team Building/Team Entertainment/Leadership Training Request Form.

Form(s):

- Team Building/Team Entertainment/Leadership Training Request Form

**16.13 Outside Competition Expenses**

Student-athletes are permitted to receive expenses from the institution for specific types of outside competition throughout the year. The UGAAA Compliance Office reviews all requests from the sport staff made on behalf of student-athletes seeking this benefit.

Procedure:

- The sport staff submits the Outside Competition – Institution Providing Expenses Form.
- The UGAAA Compliance Office reviews the form to ensure the request meets NCAA rules for permissible student-athlete expenses. If the request does not meet NCAA rules, the UGAAA Compliance Office sends a denial email to the sport staff and the Sport Facilitator with an explanation for the denial.
- The UGAAA Compliance Office notifies the sport staff, the Rankin Smith Academic Counselor, and the sport facilitator if a student-athlete has compliance approval for the outside competition.
- The Sport Facilitator approves or denies the request.
- The UGAAA Compliance Office maintains a record of each Outside Competition – Institution Providing Expenses Request Form.

Form(s):

- Outside Competition – Institution Providing Expenses

**16.14 Initial Vehicle Review and Parking**

The UGAAA Compliance Office reviews the state vehicle registration form for student-athletes in Football, Men's Basketball, and Women's Basketball for any "red flags" related to potential extra benefits. The UGAAA Compliance Office requires each student-athlete in these sports to submit his or her vehicle registration prior to gaining clearance for practice or to receive gear at the beginning of the year. Additionally, student-athletes in all sports must complete an annual compliance Vehicle Registration form with details pertaining to any vehicle to which they will have access. The UGAAA Compliance Office facilitates parking passes for eligible student-athletes who practice outside Butts-Mehre, at Stegeman Coliseum, and the tennis courts.

Procedure:

*Stegeman Coliseum Sports Parking (MBA, MBB, MTE, MTK, WBB, WGY, WTE, WTK)*

- The UGA Athletics Association arranges no more than 100 parking spots per semester at the Carlton Street Parking Deck with UGA Parking Services.
- The UGAAA Compliance Office facilitates a process to distribute the Carlton Street Parking Deck passes to student-athletes who have practice in the afternoons in either Stegeman Coliseum or the tennis courts. These passes allow student-athletes to park in the Carlton Street Parking Deck during the Fall and Spring semesters from 12:30 p.m. – 7:30 p.m. Student-athletes are eligible to receive a Carlton Street parking decal if they meet the following criteria:
    - 1) The student-athlete must have purchased a UGA parking permit for any on-campus parking lot for the semester;
    - 2) The student-athlete must have completed the Vehicle Registration form in Teamworks.
    - *MBB & WBB student-athletes only:
        - Must provide a copy of their state vehicle registration form.
- Once the UGAAA Compliance Office has determined a student-athlete has met the requirements and is eligible to receive a parking permit, they assign each student-athlete a decal number on a spreadsheet, send the spreadsheet to the sports staff, and then deliver the decals to the sport.

*Football Parking*

- Football student-athletes park at a church across from Butts-Mehre. Before they are eligible to receive a parking decal from the UGAAA Compliance Office, they must meet the following criteria:
    - 1) The student-athlete must have completed the Vehicle Registration Form in Teamworks.
    - 2) The student-athlete must provide a copy of their state vehicle registration form.

**16.15 Vehicle Registration Reviews for Football, Men's Basketball, and Women's Basketball**

The UGAAA Compliance Office collects the state vehicle registration form and an internal Vehicle Registration Form from Teamworks for all Football, Men's Basketball, and Women's Basketball student-athletes who have vehicles on campus.

Procedure:

- The UGAAA Compliance Office staff members who serve as sport contacts for Football, Men's Basketball, and Women's Basketball collect copies of the student-athletes' state vehicle registration forms and save them in Dropbox.
- The UGAAA Compliance Office runs the VIN number for a random 20% of the roster (as determined by the sport contact) in each sport through the CLEAR system to confirm ownership details.
- The UGAAA Compliance Office maintains records of each state vehicle registration form in Dropbox and adds the information to the Vehicle Registration Review spreadsheet for each sport.

### 16.16 External Booster Club Documentation and Financials Review

The UGAAA Compliance Office meets with each sport's Outside Booster Club annually to provide rules education and contact information to club members. The Outside Booster Clubs are also required to submit financial documentation to the UGAAA Compliance Office annually.

Procedure:

- The UGAAA Compliance Office provides annual rules education to each sport's Outside Booster Club.
- The UGAAA Compliance Office collects the following documentation from each sport's Outside Booster Club on an annual basis:
    - Tax-exempt status
    - A list of the officers and governing board members from the Outside Booster Club
    - A list of the names and addresses of the Outside Booster Club's donors.
- The UGAAA Compliance Office prepares these forms to assist in an annual financial audit of each sport's Outside Booster Club.
- The UGAAA Compliance Office obtains and reviews the financial audits (or other available financial obligations) for any potential issues.

### 16.17 Medical Expenses for Non-Student-Athletes

The UGAAA Sports Medicine staff documents all medical expenses which they provide to any designated non-student-athletes.

Procedure:

- The Senior Associate Athletic Director or Associate Athletic Director for Sports Medicine submits a Sports Medicine Expense Form – Non-Student-Athlete when they provide medical expenses to designated non-student-athletes.
- The Sports Medicine staff submits the form prior to providing the benefits unless there is an emergency situation requiring immediate attention. If it is an emergency situation, the Sports Medicine staff submits the form after the event to notify the UGAAA Compliance office.
- The UGAAA Compliance staff reviews all submitted forms to ensure no impermissible extra benefits are provided to student-athletes or their family members.

Form(s):

- Sports Medicine Expense Form – Non-Student-Athlete

BYLAW 17

# Playing and Practice Seasons



## 17.1 Playing and Practice Seasons Declarations

Each sport must submit a playing and practice season declaration annually to the UGAAA Compliance Office to ensure that the number of countable days in its playing season satisfies NCAA regulations.

Procedure:

- A designated sport staff member meets with the UGAAA Compliance Office prior to the first day of preseason practice or the first day of class for the fall semester (whichever is earlier) to discuss NCAA playing and practice season rules and potential playing and practice season scenarios.
- The sport staff (other than Football and Basketball) submits the Playing and Practice Season Declaration Form.
- The sport staff in Men's Basketball, Women's Basketball, and Football submits relevant playing and practice season dates for review and approval.
- The UGAAA Compliance Office reviews the Playing and Practice Season Declaration (and relevant dates in Football and Basketball) for each sport.
- The UGAAA Compliance Office contacts the sport staff and Sport Facilitator if the declaration form (or proposed dates) does not meet NCAA, SEC, and institutional requirements.
- The UGAAA Compliance Office updates Teamworks with information for each sport from the Playing and Practice Season Declaration Form. The information will be listed in Teamworks in the time management section for each sport.
- The UGAAA Compliance office completes and submits any playing and practice season forms required by the SEC.
- The UGAAA Compliance office maintains documentation of each sport's declared playing and practice season.

Form(s):

- Playing and Practice Season Declaration Form

### 17.2 Schedule Approvals

Each sport must submit a copy of its outside competition schedule annually to the UGAAA Compliance Office to ensure that the number and dates of regular-season contests in its season meet NCAA, SEC, and institutional regulations.

Procedure:

- The sport staff submits the Competition Schedule Approval Form to the UGAAA Compliance Office.
- The UGAAA Compliance Office reviews the Competition Schedule for each sport.
- The UGAAA Compliance Office sends an approval email to the Head Coach, Sport Facilitator, and Sports Communications if the competition schedule meets NCAA, SEC and institutional requirements. If changes to the schedule are required, the UGAAA Compliance Office discusses with the sport staff, and the sport staff resubmits the form for approval.
- The UGAAA Compliance Office updates Teamworks with information for each sport from the Competition Schedule Approval Form. The information will be listed in Teamworks in the time management section for each sport.
- The UGAAA Compliance Office maintains documentation of each sport's approved competition schedule.

Form(s):

- Competition Schedule Approval Form

### 17.3 Time Management Plan and Annual Review – Policy and Process

The UGAAA time management plan (TMP) requires the following:

- At minimum, by the Friday prior to the upcoming week, the head coach (or his/her designee) must input the team's weekly schedule, including all required athletically related activities, in Teamworks.

- The sport staff must notify each student-athlete with changes to the weekly schedule at least 24 hours in advance. These changes must be sent to student-athletes via Teamworks. No schedule changes are permitted within 24 hours, except in instances outside of the coaching staff's control.

- The following circumstances are generally considered outside of the control of the institution:

    - Inclement weather
    - Emergencies involving the health and wellness of student-athletes, coaching staff members, athletics administrators, general student body and the local campus community, and

- Other circumstances approved by the athletics director/sport facilitator (described and included in annual review).

Procedure:

***Beginning of the Academic Year***

- A designated staff member from each sport staff meets with the UGAAA Compliance Office to declare the sport's playing season for the academic year.
- Once the Playing and Practice Season Declaration process is complete, the Head Coach (or his/her designee) from each sport discusses the declaration and TMP policies and procedures with designated student-athlete(s) and the Head Coach signs the TMP.
- The student-athlete(s) signs the TMP after any questions are answered by the Head Coach and/or the UGAAA Compliance Office.
- The UGAAA Compliance Office forwards the TMP to the Sport Facilitator for review.
- The Sport Facilitator approves the TMP and returns a signed TMP to the UGAAA Compliance Office.
- The UGAAA Compliance office maintains documentation of each sport's signed TMP.

***During the Academic Year***

- The UGAAA Compliance Office monitors TMP issues according to NCAA, SEC, and institutional policies throughout the academic year.

*Monitoring Weekly Schedule Submission Deadline*

- Each sport staff submits its weekly schedule in Teamworks by the Friday prior to the upcoming week.
- The UGAAA Compliance Office reviews Teamworks the following week and confirms that each sport submitted a weekly schedule by the previous Friday.
- If a sport failed to meet the deadline for submitting their weekly schedule in Teamworks, the UGAAA Compliance Office alerts the Head Coach and Sport Facilitator. In addition, the UGAAA Compliance Office records such failures to meet the scheduling deadline in the TMP tracking report.

*Monitoring Changes within 24 Hours*

- The coaching staff notifies each student-athlete of changes to the declared weekly schedule (of required athletically related activities) via Teamworks at least 24 hours in advance.
    - These changes must be sent to student-athletes via Teamworks.
    - Any changes within 24 hours must be updated in Teamworks using web-based software on a computer (as opposed to mobile application) with a description of the reason for the change.
- Compliance + Recruiting sends an automatic conflict notification to UGAAA Compliance Office when any changes are made to the student-athletes' schedule within 24 hours of a scheduled event.

- If the change does not meet an established exception to the TMP policies (*i.e*., the change is within the coaching staff's control), the Sport Facilitator is notified and reviews the change and comments on approval or disapproval of the sport staff's rationale for the schedule change.
- The UGAAA Compliance Office maintains records of all schedule changes within 24 hours in each sport on a TMP tracking report that will be provided to the Sport Facilitator at specific intervals throughout the academic year. The number of changes that do not meet an established exception (*i.e.,* the change is within the control of the coaching staff) is included in the annual review report.
- The UGAAA Compliance Office sends reports to the Sport Facilitator in compliance with TMP requirements at established intervals.

***End of the Academic Year***

- The UGAAA Compliance office initiates the required TMP annual review at the end of each regular academic year.
- The review focuses on the following topics:
    - The extent to which the coaching staff adhered to the policies related to adequate notice of required activities and changes to such activities, and
    - The extent to which student-athletes received days off and eight-hour overnight periods free from any required activities.
- The UGAAA Compliance Office provides each Sport Facilitator with TMP execution information for their review as well as:
    - Time Management Plan Annual Review – Coach and SA Interview Form;
    - Time Management Plan Annual Review – Final TMP Report Form; and
    - Time Management Plan Annual Review – Process Schedule
    - End of Year – SA Survey Results
- The Sport Facilitator interviews at least one student-athlete on each team to discuss adherence to TMP policies and procedures and completes the relevant portion of the Coach and SA Interview Form.
- After interviewing the student-athlete(s), the Sport Facilitator meets with each Head Coach to discuss adherence to TMP policies and procedures and completes the relevant portion of the Coach and SA Interview Form.
- After all interviews have been conducted, the Sport Facilitator summarizes his or her findings on the Time Management Plan Annual Review – Final TMP Report Form and submits all TMP documentation to the UGAAA Compliance Office.
- The UGAAA Compliance Office reviews the TMP documentation from the Sport Facilitator and prepares a draft Annual Review Findings Report.
- The UGAAA Compliance Office provides the draft Annual Review Findings Report to the AD and FAR for their review and approval.
- The AD and FAR review the documentation provided and ask the Sport Facilitator any questions they may have regarding the execution of the UGAAA TMP.
- The UGAAA Compliance Office makes any changes to the Annual Review Findings Report requested by the AD and FAR.
- The UGAAA Compliance Office sends the report to the University President for review.

- The University President reviews the TMP.
- The UGAAA Compliance Office maintains records of all TMP documentation from each academic year.
- UGAAA implements any recommended changes to the TMP for the following academic year.

Form(s):

- Time Management Plan (TMP) Form
- TMP - Tracking Spreadsheet
- TMP Annual Review – Coach and SA Interview Form
- TMP Annual Review – Final TMP Report Form
- TMP Annual Review – Process Schedule
- End of Year – SA Survey Results

### 17.4 CARA and RARA Monitoring

Each sport must enter all required athletically related activities (RARA) in the Teamworks system. Each sport must submit logs of all countable athletically-related activities (CARA) to the UGAAA Compliance Office to ensure compliance with NCAA CARA time limitations during in-season, out-of-season, and vacation periods (when applicable). Compliance + Recruiting software is used for tracking CARA Logs and student-athlete approvals.

Procedure:

- Each sport staff enters all required athletically related activities (RARA) in the Teamworks system consistent with the UGAAA Time Management Plan.
- RARA events entered in the Teamworks system are automatically generated in the Compliance + Recruiting system.
- Each sport staff submits logs detailing previous CARA activity for their student-athletes on a weekly basis in Compliance + Recruiting.
- The UGAAA Compliance Office reviews the CARA information and approves the log consistent with NCAA rules.
- Compliance + Recruiting distributes the CARA activities log to all student-athletes in each sport for review.
- Student-athletes (at least two) respond to the CARA log to indicate approval that the information is correct or to indicate disapproval with added commentary related to the disputed record.
- If student-athletes indicate disapproval of the CARA log, the UGAAA Compliance Office interviews the student-athletes to determine if the student-athlete's dispute is credible and accurate.
- If the student-athletes dispute appears to be credible and accurate, the UGAAA Compliance Office determines next steps in order to verify the accuracy of the dispute, correct the record in Compliance + Recruiting, and determine whether an NCAA or TMP violation occurred. (*e.g.*, interview the sport staff, provide sport staff an opportunity to change the

CARA logs and resubmit for student-athlete review, etc.).
- If student-athletes approve the CARA log, the UGAAA Compliance Office records final approval in Compliance + Recruiting and the CARA logs are saved in the Compliance + Recruiting system.

### 17.5 Foreign Tour Approval

A sport may request to participate in outside competition on a foreign tour once every four years, if approved by the UGAAA Compliance office, Sport Facilitator, and the AD.

Procedure:

- The sport staff obtains tentative approval from the Sport Facilitator and AD.
- The sport staff completes the Foreign Tour Approval Form.
- The UGAAA Compliance Office reviews the form to ensure the foreign tour meets all NCAA rules.
- The UGAAA Compliance Office notifies the Head Coach and Sport Facilitator if the foreign tour is approved.
- The Sport Facilitator provides final approval.
- The sport staff submits the Foreign Tour Practice Declaration form in advance of the practice period preceding the departure date for the trip.
- The sport staff submits a Trip Plan to the UGAAA Compliance Office with an itinerary for the foreign tour.
- The UGAAA Compliance Office checks the eligibility status of each student-athlete on the roster and sends a Trip Plan approval to the sport staff.
- The UGAAA Compliance Office maintains a record of the Trip Plan and the Foreign Tour Practice Declaration.

Form(s):

- Foreign Tour Approval Form
- Foreign Tour Practice Declaration
- Trip Plan

### 17.6 Summer Access Declarations and Monitoring

The sport staff in Men's Basketball, Women's Basketball, and Football must submit their planned schedule for required summer activities for approval by the UGAAA Compliance Office.

Procedure:

- The sport staff in Men's Basketball and Women's Basketball submit the Basketball Summer Required CARA Declaration form prior to the beginning of summer required athletic activities.
- The sport staff in Football submits a Spring and Summer Declaration Form prior to the spring term.

- The UGAAA Compliance Office reviews the summer athletic activity periods in Men's Basketball, Women's Basketball, and Football to ensure that the declarations meet all NCAA rules.
- The UGAAA Compliance Office notifies the sport staff and Sport Facilitator if the summer activities declarations are approved.
- Each sport submits logs detailing all CARA for their student-athletes for each summer athletic activity week in Teamworks.
- The UGAAA Compliance Office reviews and approves CARA logs for the summer athletic activity period in Men's Basketball, Women's Basketball, and Football in the same manner as described in the CARA/RARA Monitoring procedures above [see 17.5].

Form(s):

- Basketball Summer Required CARA Declaration
- Football – Spring and Summer Declaration Form (included in Playing and Practice Season Declaration)

**17.7 Summer Access Participation Approval (for Returners)**

All Men's Basketball, Women's Basketball, and Football student-athletes must be approved by the UGAAA Compliance Office for participation in required summer athletic activities.

Procedure:

- The UGAAA Compliance Office reviews the roster of student-athletes in Men's Basketball, Women's Basketball, and Football prior to the beginning of the eight-week required summer athletic activity period.
- The UGAAA Compliance Office confirms that all student-athletes meet the enrollment requirements or academic exceptions under NCAA rules that allow for participation.
- The UGAAA Compliance Office sends a spreadsheet for Summer Athletic Activity Approval which indicates the student-athletes who are approved for participation. The UGAAA Compliance Office emails the spreadsheet to the sport staff, the Sport Facilitator, the Sports Medicine staff, and the Strength Coach.
- The UGAAA Compliance Office maintains a record of the spreadsheet approvals and sends updates if necessary.
- See SA Participation Approval (12.2) for incoming student-athlete approval process.

BYLAW 22

# Name, Image, and Likeness Activities



### 22.1 Student-Athlete Disclosures

Student-athletes must submit a disclosure form for each Name, Image, and Likeness deal that they enter into through the INFLCR app.

Procedure:

- Student-athletes log into their INFLCR app on their phone and enter all required information for an NIL deal.

### 22.2 Disclosure Tracking and Monitoring

The UGAAA Compliance Office reviews and tracks all Name, Image, and likeness deals that student-athletes disclose through the below sources in order to disclose all deals to the NCAA through the INFLCR application biannually.

| **Source** | **Type of NIL Disclosure** |
|---|---|
| INFLCR | Classic City Collective & all student-athlete disclosures, Brandr payments* |
| Backside of the website | Agent disclosures |
| Athliance | The Players' Lounge disclosures |
| OpenDorse | |
| Compass | Disclosures with Fanatics, Prosphere, and other apparel disclosures |

*Brandr opt-ins can be found at the following link, but the payments from TBG will appear on INFLCR - https://airtable.com/appmnn5YnMopH6xaQ/shr8ZTpzL0TR9Qe8j/tblwc6nYw3oH6ebJk

Procedure:

- The Compliance Office checks all of the above locations regularly to find disclosures and contracts from student-athletes or their NIL agent.
- The Compliance Office reviews each disclosure and contract to ensure that it meets NCAA requirements, including the following:

    - It includes a quid pro quo;
    - Not contingent upon initial or continued enrollment at a particular institution;
    - Not in return for athletics participation or achievement; &
    - Each disclosure is complete and includes all of the information required by NCAA legislation.
- If there are any questions or issues regarding a deal, the Compliance Office works with the NIL Office to clarify a deal.
- After review of the contract and disclosure, both documents are saved and the Master Spreadsheet is updated.

Form(s):

NIL Disclosure Form

**22.3 Disclosure Upload to NCAA**

The UGAAA Compliance Office must submit their student-athlete NIL disclosures biannually to the NCAA through INFCLR. Submissions will be completed in February and June.

Procedure:

- The compliance office downloads the CSV file format from INFLCR, adds the UGA disclosures since the previous upload, and uploads the file.
- After the upload is completed, a copy is saved in the Name, Image, Likeness folder.

# Appendix I – UGAAA Compliance Staff Duties Distribution



## I. UGAAA Compliance – Staff Duties Distribution

The UGA Compliance Office operates on a combined bylaw-based and sport-specific responsibility approach. This organizational structure is designed to provide department-wide consistency in procedural matters, a streamlined method of communication for coaches, support staff and administrators, and the opportunity for each Compliance Office staff member to work within all areas of NCAA legislation and with all UGA sports.

Ultimately, UGA coaches, support staff and administrative staff members are afforded direct and efficient lines of communication buoyed by legislative and procedural expertise, and Compliance Office staff members are positioned to grow in a diverse and meaningful manner.

### BYLAW PRACTITIONER

Bylaw Practitioner responsibilities pertain to subject matter procedural and monitoring requirements for all sports. For example, the Compliance Office staff member who is the Bylaw Practitioner for Playing and Practice Seasons is charged with directing, coordinating, monitoring and documenting compliance of the legislative requirements within NCAA Bylaw 17 for all sports, including:

1) Playing and practice season declarations;
2) Countable athletically related activities (CARA) logs;
3) Student-athlete outside competition documentation; and
4) Time Management Plan requirements.

### SPORT/ADMINISTRATIVE LIAISON

Sport/Administrative Liaison responsibilities apply to as-needed requests, inquiries and issues related to the Compliance Office staff member's assigned sports and administrative units. For example, the Compliance Office staff member who is the Sport Liaison for Softball is charged with directing and coordinating the compliance efforts for the Sport of softball as well as completing the following tasks for Softball, regardless of his/her Bylaw Practitioner duties:

1) Responding to directly-received interpretive inquiries and directing coaching staff and administrative staff in the appropriate course of action;
2) Preparing and submitting waiver requests; and
3) Investigating and filing Level III and IV violations.

The Sport/Administrative Liaison is also responsible for designing, directing/conducting and documenting rules education meetings with his/her sports and administrative units. Rules education topics will be coordinated by the Bylaw Practitioner for Rules Education Initiatives.

## INTERNAL PROCESSES AND PROCEDURES

In order to optimize the benefits of this organizational structure, open and frequent communication among Compliance Office staff members is imperative, and staff members must adhere to internal processes and procedures as it relates to the specific duties charged to the Bylaw Practitioner and Sport/Administrative Liaison roles.

Bylaw Practitioner duties – front-end procedural documentation and monitoring within a specific legislative area for all teams – shall only extend to the Sport/Administrative Liaison if the Bylaw Practitioner requests the assistance of the Sport/Administrative Liaison in soliciting completion of an unfulfilled/delinquent task. In such a case, the Bylaw Practitioner shall exhaust all reasonable avenues for completion of the task prior to requesting the Sport/Administrative Liaison's involvement.

The Bylaw Practitioner is responsible for directing, coordinating, monitoring and documenting compliance of the legislative requirements within his/her legislative area(s) including, **but not limited to**:

***Conduct and Employment of Athletics Personnel (Bylaw 11)***

- Coaches Certification Tests
- Coaching/non-coaching staff declarations and limitations
- New coach NCAA infractions checks
- Personnel approvals (non-coaching sport-specific staff and volunteer assistant coaches)
- Outside athletically related income documentation

***Amateurism and Athletics Eligibility (Bylaw 12)***

- Amateurism certification
- Assignment and verification of Beginning of the Year (BOY) student-athlete paperwork
- Student-athlete employment/fee-for-lesson documentation
- Participation reports

***Recruiting***

- Camps and clinics
- Local sports clubs
- Notification of valid National Letter of Intent (NLI), SEC Financial Aid Agreement (SECFAA) and/or Institutional Financial Aid Agreement (IFAA)
- Prospective student-athlete complimentary admissions
- Recruiting calendars
- Recruiting contacts and evaluations
- Recruiting materials
- Recruiting phone logs
- Recruiting staff travel requisitions
- Recruiting visits (official and unofficial)
- Recruiting visit requisitions
- Recruiting/scouting services

***Eligibility: Academic and General Requirements (Bylaw 14)***

- Initial, continuing and transfer student-athlete eligibility certification
- Prospective student-athlete transcript evaluations and status reports
- Roster management
- Squad lists
- Permission to contact and transfer release requests
- Walk-on/tryout certification

***Financial Aid (Bylaw 15)***

- Athletically related financial aid
- Outside grant/scholarship certification
- Preparation and validation of NLI, SECFAA and/or IFAA
- Scholarship check disbursement
- Scholarship renewals/non-renewals/reductions
- Student Assistance Fund (SAF)

***Awards, Benefits and Expenses for Enrolled Student-Athletes (Bylaw 16)***

- Student-athlete complimentary admissions
- Student-athlete awards
- Student-athlete meals and per diem
- Team travel requisitions
- Vacation period expenses

***Playing and Practice Seasons (Bylaw 17)***

- Countable athletically related activities (CARA) logs
- Playing and practice season declarations
- Student-athlete outside competition documentation
- Time Management Plan requirements.

The Sport/Administrative Liaison is charged with directing and coordinating the compliance efforts for his or her assigned coaching and administrative staff members. The purpose of the Sport/Administrative Liaison is to provide coaches and administrative staff members a consistent and dependable entry point into the varying areas of expertise within the Compliance Office, and to allow Compliance Office staff members the opportunity to gain meaningful experience in all areas of legislation. Accordingly, Sport/Administrative Liaison responsibilities – as-needed requests, inquiries and issues related to assigned sports and administrative units – shall operate under the following principles:

***Interpretations***

1) The Compliance Office staff member who receives the inquiry is responsible for responding to the inquiry (or ensuring that the sport/administrative liaison responds). See Section (4) below.
2) If the Sport/Administrative Liaison receives an interpretive request from his/her sport or administrative unit, he/she shall not provide an interpretation without first discussing the issue with the applicable Bylaw Practitioner (and other staff, as needed) unless the Sport/Administrative Liaison is 100 percent sure of an accurate interpretation.

3) If the Bylaw Practitioner receives an interpretive request from a sport or administrative unit outside of his/her Sport/Administrative Liaison assignment(s), he/she shall not provide an interpretative without first discussing the issue with the applicable Sport/Administrative Liaison (and other staff, as needed) unless the Bylaw Practitioner is 100 percent sure of an accurate interpretation.
4) If a Compliance Office staff member receives an interpretive request outside of his/her Bylaw Practitioner and Sport/Administrative Liaison assignment(s), he/she shall forward the request to the applicable Sport/Administrative Liaison who shall then follow the procedure outlined in section (2) above. The staff member who received the interpretive request shall notify the inquiring party that his/her request will be processed by the Sport/Administrative Liaison.
5) Any interpretive requests to the SEC or NCAA should be discussed with the Deputy Athletic Director for Compliance before making the request. The staff member should cc the Deputy Athletic Director for Compliance on any email requests.
6) To the best of the staff's ability and any time a complex interpretation is issued, interpretations should be issued in writing, cc'd or bcc'd to all relevant compliance staff (including at least the Deputy Athletic Director for Compliance, and should be saved to the Interpretations Drive. Phone interpretations may be issued to file for documentation purposes.

***Waiver Requests***

1) The Sport/Administrative Liaison is generally responsible for submitting all waiver requests related to his/her sports and administrative units.
2) The Sport/Administrative Liaison is encouraged to seek input/guidance – as needed – from the Bylaw Practitioner in the applicable legislative area (or any other Compliance Office staff member) in preparing the waiver request.
3) In the case of Initial Eligibility Waivers, the Bylaw Practitioner is responsible for submitting the waiver request. However, the Bylaw Practitioner should communicate and collaborate with (and when appropriate, delegate to) the Sport Liaison in preparing the waiver request.
4) In the case of Progress Towards Degree Waivers, the Bylaw Practitioner is responsible for submitting the waiver request. However, the Bylaw Practitioner should communicate and collaborate with the Sport Liaison when preparing the waiver request.
5) Any waiver request should be discussed with the Deputy Athletic Director for Compliance before making the request.

***Level III and IV Violations***

1) The Sport/Administrative Liaison is responsible for processing all Level III and IV violations related to his/her sports and administrative units.
2) These duties include, but are not limited:
    a. Maintaining the investigation file and documentation.
    b. Completing the Level III and IV Report.
    c. Submitting the Level III and IV Report.
    d. Communication with the appropriate staff members and the SEC/NCAA (<u>unless otherwise directed by the Deputy Director of Athletics</u>).

e. Updating and ensuring the accuracy of the violation tracking summary.
f. Ensuring that all penalties are imposed and documented.

3) The Sport/Administrative Liaison is encouraged to seek input/guidance – as needed – from the Bylaw Practitioner in the applicable legislative area (or any other Compliance Office staff member) in investigating and filing the violation.
4) The Sport/Administrative Liaison shall discuss all violations with the Deputy Athletics Director of Athletics prior to each step of processing.

| BYLAW PRACTITIONER ASSIGNMENTS | |
|---|---|
| *Procedural documentation and monitoring for all sports/administrative units* | |
| **10: Ethical Conduct** | Jeff |
| **11: Athletics Personnel** | Steve |
| **12: Amateurism and Athletics Eligibility*** | Pre – Kelsey<br>SA Forms – Kelsey<br>Post – See Bylaw Duties |
| **13: Recruiting** | Nick |
| **14: Eligibility*** | Glada/Rhonda (FB) /Kelsey<br>Nick – Academic Misconduct |
| **15: Financial Aid*** | Glada/Rhonda (FB) /Kelsey |
| **16: Awards, Benefits And Expenses** | Kelsey/Rhonda |
| **17: Playing And Practice Seasons** | Rebekah |
| **22: Name, Image, and Likeness** | Jeff/Mary Kate |
| **Rules Education Program** | Steve/Team-Adm Liaison |
| **New Coach/Staff Orientation Program (SEC and UGA)** | Steve |
| **Policies and Procedures Manual** | Jeff /Bylaw Practitioner |
| **Elite Student-Athlete Program** | Rebekah /Team Liaison |
| **Investigations and Enforcement** | Jeff/Team Liaison/Brooke |
| **Governance** | Jeff |

| SPORT LIAISON ASSIGNMENTS | |
|---|---|
| *As-needed requests, inquiries and issues (Education / Rules Interpretations / Violations / Amateurism CCR / Waivers)* | |
| Baseball | Nick* |
| Men's Basketball | Steve* |
| Women's Basketball | Rebekah* |
| Equestrian | Steve* |
| Football | Rebekah* |
| Men's Golf | Kelsey* |
| Women's Golf | Kelsey* |
| Gymnastics | Kelsey* |
| Soccer | Steve* |
| Softball | Kelsey* |
| Swimming & Diving | Nick* |
| Men's Tennis | Nick* |
| Women's Tennis | Nick* |
| Track & Field / Cross Country | Steve* |
| Volleyball | Kelsey* |

| ADMINISTRATIVE LIAISON ASSIGNMENTS | |
|---|---|
| *As-needed requests, inquiries and issues (Education / Rules Interpretations / Violations / Waivers)* | |
| Academic Center | Kelsey/Glada/Rhonda |
| Georgia Way/DEI | Rebekah |
| Student-Athlete Advisory Committee | Mary Kate |
| Admissions | Glada |
| Athletics Director | Will/Jeff |
| Athletics Board | Will |
| Bulldog Club and Other Development | Steve |
| Business Office | Nick |
| Communications/Media Relations | Nick |
| Creative/Social Media | Rebekah |
| Employment Opportunity Office | Jeff |
| Equipment | Nick/Rebekah (Football) |
| Event Management | Nick |
| Executive Staff | Jeff |
| Facilities/Grounds/Building Services | Nick |
| Faculty Athletics Representative | Jeff |
| Financial Aid / Bursar | Glada/Rhonda |
| Housing | Glada Rhonda |
| Human Resources/DEI | Steve |
| Information Technology | Nick |
| Lettermen Program | Rebekah |
| Marketing, Licensing, and Promotions | Rebekah/Mary Kate |
| Multimedia and Network (GBSM Sales and Marketing) | Mary Kate |
| Production and Digital | Nick/Rebekah (Football) |
| Nutrition / Dining Services | Rhonda |
| President and General Counsel | Will |
| Provost | Jeff |
| Registrar | Glada |
| Spirit Squad | Mary Kate |
| Sports Medicine/Behavioral Medicine | Steve |
| Sport Facilitators Group | Jeff |
| Strength & Conditioning | Steve (Olympic)/Rebekah (Football) |
| Sports Clubs (Closely Affiliated) | Nick |
| Ticket Office | Nick |
| Colonnade Group | Steve |
| Student Conduct | Rhonda |

# Appendix II – UGAAA Compliance Bylaw Duties



## II. UGAAA Compliance – Bylaw Duties

**Bylaw 10 (and miscellaneous bylaws)**

1. Attestation of Compliance (Mary Kate)
2. SEC Code of Ethics (Mary Kate)
3. Investigation of Possible Violation of NCAA Rules (Jeff/Sport Liaison)
4. Drug Testing (Sports Medicine)
5. Sport Sponsorship & Demographic Form (Kelsey)

**Bylaw 11**

1. New Hire Approval Process (Steve)
2. SEC Due Diligence (Steve)
3. IAWP Screening Process (Steve)
4. Coach/Staff Declaration (Steve)
5. Graduate Student Approval (Steve/Glada)
6. Non-Coaching Staff Agreement (Steve)
7. Strength Coach Agreement (Steve)
8. Student Manager Agreement (Steve/Glada)
9. UGAAA New Coaches Orientation (Steve)
10. SEC New Coaches Orientation (Steve)
11. Head Coach Responsibility (Steve)
12. Outside Consultant Agreement (Steve)
13. Outside Income Annual Report (Steve)
14. Practice Spot Checks (Steve/Sport Liaison)

**Bylaw 12**

1. Amateurism Certification (Kelsey)
2. SA Form Completion (Kelsey/Sport Liaison)
3. SA Participation Approval (Kelsey)
4. SA Participation/Seasons of Competition (Glada/Kelsey)
5. SA Clearance to Campus/Triggering SA Status (Kelsey)
6. Squad List Maintenance and Submission (Glada/Rhonda/Kelsey)
7. Medical Hardship Waivers (Kelsey)
8. Outside Competition and Expense Reimbursement/Payment from Outside Organizations (Rebekah)
9. Agents (Rebekah/Mary Kate)
10. Disability Insurance (Rebekah)
11. SA Employment (Leigh administers; Rebekah oversees and monitors)
12. Pre-Existing Relationship (Sport Liaison)

**Bylaw 13**

1. Phone Calls and Texts (Nick and Interns)
2. Contacts and Evaluations (Nick)
3. Speaking Engagements (Nick)
4. Recruiting Materials (Nick)
5. Official Visits (Nick)
6. Unofficial Visits (Nick)
7. Complimentary Tickets (Nick)
8. IAWP Screening Process (Nick)
9. FAA Issuances and Releases (Rhonda)
10. Local Sports Clubs (Nick)
11. Private Lessons (Nick)
12. Facility Usage (Nick)
13. Camps (Nick)
14. SEC Football Camp Report (Rebekah)
15. Coaching Clinics (Nick)
16. Non-Institutional Camps (Nick)
17. Recruiting Services (Nick)
18. Recruiting Calendar (Nick)
19. Prospect Housing (Nick)
20. Coach Hard Tickets Agreement, Declaration, and Spot Check (Nick)

21. Fundraising for Prospects/Donation Requests (Nick)
22. Equipment Issuance Spot Check and Annual Audit (Nick)
23. Credential Issuance (Nick)
24. On-Campus Evaluations (Nick/Steve)
25. Coach Foundation Monitoring (Nick)
26. Commitments on Campus Prior to Enrollment (Nick)
27. PSA Medical Treatment in Athens Approval (Nick)

**Bylaw 14**

1. Admissions (Glada/Rhonda)
2. Preferred Walk-On Process (Glada/Rhonda)
3. Initial Eligibility (Glada/Rhonda)
4. Transfer Eligibility (Glada/Rhonda/Kelsey)
5. Validity of Academic Credentials (Rhonda)
6. Full-Time Enrollment (Glada/Rhonda)
7. Underloads (Rhonda)
8. Declaration of Majors (Glada/Rhonda)
9. Certification for Competition/PTD (Glada/Rhonda)
10. Grade/Eligibility Reports (Glada/Rhonda)
11. Mid-Year Enrollment and Mid-Year Certification (Glada/Rhonda)
12. Squad Lists (Glada/Kelsey)
13. Postseason Eligibility (Glada/Rhonda)
14. SEC Championship Eligibility Lists (Kelsey)
15. APR (Glada)
16. GSR (Glada)
17. Medical Absence Waivers (Kelsey)
18. Seasons of Competition (Kelsey)
19. Graduate Student Exceptions (Glada/Rhonda)
20. Serious Misconduct (Glada/Rhonda/Kelsey)
21. Participation Approval (Glada/Rhonda/Kelsey)
22. Tryout Approval (Glada/Rhonda/Kelsey)
23. Academic Misconduct Reviews (Kelsey)

**Bylaw 15**

1. Award of Initial Scholarship with Checklist/Character Reference (Rhonda)
2. Football Signing Limits (Rhonda)
3. Outside Aid Certification (Patrick/Glada)
4. OSFA Scholarship Workflow Entry (Glada/Rhonda)
5. OSFA Reports (Glada/Rhonda)
6. Team Equivalency Computation (Glada)
7. Recruited Status Verification (Kelsey)
8. Book Scholarship (Rhonda)
9. Direct Deposit/Bursar Payments (Glada/Rhonda)
10. Housing Adjustments (Glada/Rhonda/Patrick)
11. Training Table Meals (Rhonda)
12. Squad Lists (Glada/Kelsey)
13. Renewals (Glada/Rhonda)
14. Cancellations/Reductions/Appeals (Glada/Rhonda)
15. Voluntary Withdrawal (Glada/Rhonda/Kelsey)
16. Summer Financial Aid (Glada/Rhonda)
17. SEC COA Reporting (Patrick/Glada)

**Bylaw 16**

1. Awards Approval (Kelsey)
2. Complimentary Admissions – Football (Rhonda)
3. Complimentary Admissions – Other Sports (Rhonda/Sports Liaison)
4. Housing Review (Rhonda – MFB/Glada)
5. Preseason Housing – Football (Rhonda)
6. Vacation Period Housing – Other Sports (Glada)
7. Meals in Conjunction with Home Competitions (Rhonda)
8. Team Travel Expenses (Kelsey)
9. Meals Incidental to Participation (Rhonda)
10. Occasional Meals (Rhonda)

11. Football Team Dress List (Rhonda/Rebekah)
12. Team Entertainment and Team Building Approval (Kelsey/Sport Liaison)
13. Outside Competition Expenses (Rebekah)
14. Initial Vehicle Review and Parking (Kelsey)
15. Vehicle Registration Reviews for Football, Men's Basketball, and Women's Basketball (Rebekah/Steve/Kelsey)
16. Donations and Gifts-in-Kind (Kelsey)
17. Student Assistance Fund (Jeff)
18. External Booster Club Documentation and Financials Review (Nick)
19. Medical Expenses for Non-Student-Athletes (Rhonda)
20. Non-Team Member Access (Kelsey)

**Bylaw 17**

1. Playing and Practice Season Declarations (Rebekah)
2. Schedule Approvals (Rebekah)
3. Time Management Plan Policy and Process (Rebekah)
4. Time Management Plan Monitoring (Rebekah)
5. CARA/RARA Monitoring (Rebekah)
6. Foreign Tour Approval (Rebekah /Glada)
7. Summer Access Declaration and Monitoring (Rebekah/Steve)
8. Summer Access Participation Approval (Glada/Rhonda/Kelsey)
9. Outside Competition and Expense Reimbursement/Payment from Outside Organizations (Rebekah)

**Education Program**

1. Plan (Steve)
2. Organizing Content (Steve)
3. Tracking (Steve)
4. Database (Steve)

**Bylaw 22**

1. NIL Go (Jeff/Mary Kate)
2. Associated Entities (Jeff/Mary Kate)
3. Disclosures (Mary Kate)
4. CAPS Rosters (Rhonda/Kesley/Jeff)
5. CAPS Certification Dates (Mary Kate/Jeff)

**Elite Athlete Program**

1. Oversight (Rebekah)
2. Top Prospect Interviews (Sport Liaison)
3. Elite Athlete Education/Monitoring Meetings (Sport Liaison)
4. Pro-Transition Program
    a. Education Programming (Sport Liaison)
    b. SA Disability Insurance (Rebekah)
    c. Agents/Financial Advisors (Rebekah/Mary Kate)
    d. MBB Testing the Waters Process (Steve)

# Appendix III – UGAAA Compliance Education Overview



## III. UGAAA Compliance – Education Overview

1. **If in an NCAA Enforcement Staff interview, how would UGA Staff/SAs/Boosters answer these questions (and can we prove it)?**
   a. Tell me about how you were educated on NCAA rules?
   b. Who educated you?
   c. How often?
   d. What did they cover?
   e. How was it presented?
   f. If you had questions, what would you do?
   g. Describe your working relationship with compliance?
2. **Rules Education Plan, Implementation, Tracking and Database**
   a. Plan
   b. Content Generation
   c. Implementation
   d. Tracking
   e. Education Database
3. **Plan**
   a. Groups
      i. Sport-Specific Staff
      ii. Student-Athletes and Parents
      iii. Departmental Staff
      iv. Outside Parties
      v. Other - New Student-Orientation
      vi. Other - New Staff Orientation
   b. Sport Specific Staff Rules Education Topics
      i. All-Staff - BOY Meeting
      ii. Playing and Practice Season
      iii. Unofficial and Official Visits
      iv. Personnel and Duties
      v. Academic Misconduct (and Sports Wagering)
      vi. Inducements, Extra Benefits and Third Parties
      vii. Head Coach Control
      viii. Tryouts and Camps
      ix. Contacts/Evals/Telephone Calls
      x. All-Staff – New Rules

**4. Content**

a. PowerPoints and Meeting Materials
b. Quick Hits
c. Videos
d. Social Media
e. Website
f. Major Violations
g. Annual Letters

**5. Tracking**

**6. Education Database**

a. Make sure to save in sport specific or dept specific folder
b. Make sure to Identify Who is Present - Sign-In Sheets

# Appendix IV – UGA Office of Legal Affairs – Financial Aid Appeals



## IV. UGA Office of Legal Affairs – Financial Aid Appeals

**Office of Legal Affairs**

**University of Georgia Student-Athlete Grant-in-Aid Appeals Procedures**

These procedures are available to any student-athlete appealing the non-renewal, reduction, or cancellation of an athletic grant-in-aid. These procedures comply with hearing opportunity requirements established by NCAA guidelines and are included in the Student-Athlete Handbook distributed to all student-athletes.

A student-athlete's appeal of a grant-in-aid decision will involve the following steps:

a. Written notice to the student-athlete of non-renewal, reduction, or cancellation of financial aid and opportunity to appeal;
b. An informal discussion between the student-athlete and the respective coach;
c. A written request for reconsideration to the Athletic Director; and
d. A written appeal to the President through the University of Georgia Student-Athlete Appeals Committee ("Appeals Committee").

The student-athlete's initial request for reconsideration must be submitted in writing to the Athletic Director within 5 business days of receipt of the written decision impacting the student-athlete's grant-in-aid. The written request to the Athletic Director must include a copy of the letter impacting the grant-in-aid that is the subject of the request for reconsideration. The Athletic Director will promptly render a decision, in writing, to the student-athlete. If the 5-day period expires without the submission of a written request for reconsideration to the Athletic Director, the decision becomes final and is not subject to further review.

Within 10 business days of the date of the Athletic Director's decision, the student-athlete can appeal the decision, in writing, through the Appeals Committee to the President. The appeal must contain a copy of the letter impacting the grant-in-aid and a copy of the Athletic Director's decision, as well as any other documentation the student-athlete wishes to submit in support of the appeal. A student-athlete who wishes to address the Appeals Committee orally must make the request in the written appeal. The appeal should be emailed to legal@uga.edu to the attention of the **Student-Athlete Appeals Coordinator c/o General Counsel, University of Georgia Office of Legal Affairs.**

The Athletic Department has 5 business days from receipt of the appeal to submit a response, which may also include a request to address the Appeals Committee orally. If the 10-day period expires without submission of a written appeal to the President, the decision becomes final and is not subject to further review.

**Appeals Coordinator:**

An Appeals Coordinator is located in the Office of Legal Affairs and is responsible for helping to coordinate the expeditious and fair resolution of student-athlete grant-in-aid appeals. The role of the Appeals Coordinator is to administer these procedures and facilitate the appeals process.

**Oral Hearing:**

The purpose of an oral presentation is to provide an opportunity for individuals who may communicate more effectively orally than in writing to supplement their written appeal. The Athletic Department will be afforded the opportunity to attend the hearing and orally address the Appeals Committee.

When an oral hearing has been requested by either the student-athlete or the Athletic Department, the following rules will apply:

1. The student-athlete and the Athletic Department will be notified of the date, time, and place of the hearing;
2. The appeal will be heard by members of the Appeals Committee. This is a three-person committee of University faculty and/or staff appointed by the President; and
3. The student-athlete making the appeal shall appear first in the hearing. Other parties, including the Athletic Department representative, shall appear after the student-athlete. The Appeals Committee may invite witnesses identified by either party to participate by meeting with the Appeals Committee. If the witness prefers, they may respond in writing to the Appeals Committee's request for information.

**Hearing on the Record:**

If no oral presentation is requested, the review will be based upon the written record. Members of the Appeals Committee will hear the appeal. The Appeals Committee may request additional information from the parties and/or witnesses who may respond in writing.

**Report of the Appeals Committee:**

The Appeals Committee will determine whether or not the Athletic Department abused its discretion in denying the student-athlete's written request, either through a hearing on the record or in-person. The Appeals Committee shall determine the findings by a majority vote. The Appeals Committee will make a written recommendation to the President within 5 business days of the deliberation.

**Decision of the President:**

The President will promptly render a final decision.

# Appendix V – UGA Office of Legal Affairs – Transfer-Related Appeals



## V. UGA Office of Legal Affairs – Transfer-Related Appeals

**Office of Legal Affairs**

**University of Georgia Student-Athlete Transfer-Related Appeals Procedures**

These procedures are available to any student-athlete appealing a transfer-related decision. These procedures comply with hearing opportunity requirements established by NCAA guidelines and are included in the Student-Athlete Handbook distributed to all student-athletes.

A student-athlete's appeal of a transfer-related decision will involve the following steps:

a. An informal discussion between the student-athlete and the respective coach;
b. A written request to the Athletic Director; and
c. A written appeal to the President through the University of Georgia Student-Athlete Appeals Committee ("Appeals Committee").

The student-athlete's initial request must be submitted in writing to the Athletic Director. The Athletic Director will promptly render a decision, in writing, to the student-athlete no later than 7 business days following receipt of the written request.

Within 10 business days of the date of the Athletic Director's decision, the student-athlete can appeal the decision, in writing, through the Appeals Committee to the President. The appeal must contain a copy of the written request that is the subject of the appeal, a copy of the Athletic Director's decision, as well as any other documentation the student-athlete wishes to submit in support of the appeal. A student-athlete who wishes to address the Appeals Committee orally must make the request in the written appeal. The appeal should be emailed to legal@uga.edu to the attention of the **Student-Athlete Appeals Coordinator c/o General Counsel, University of Georgia Office of Legal Affairs.**

The Athletic Department will promptly submit a response, which may also include a request to address the Appeals Committee orally. If the 10-day period expires without submission of a written appeal to the President, the decision becomes final and is not subject to further review.

**Appeals Coordinator:**

An Appeals Coordinator is located in the Office of Legal Affairs and is responsible for helping to coordinate the expeditious and fair resolution of student-athlete transfer-related appeals. The role of the Appeals Coordinator is to administer these procedures and facilitate the appeals process.

**Oral Hearing:**

The purpose of an oral presentation is to provide an opportunity for individuals who may communicate more effectively orally than in writing to supplement their written appeal. The Athletic Department will be afforded the opportunity to attend the hearing and orally address the Appeals Committee.

When an oral hearing has been requested by either the student-athlete or the Athletic Department, the following rules will apply:

1. The student-athlete and the Athletic Department will be notified of the date, time, and place of the hearing;
2. The appeal will be heard by members of the Appeals Committee. This is a three-person committee of University faculty and/or staff appointed by the President; and
3. The student-athlete making the appeal shall appear first in the hearing. Other parties, including the Athletic Department representative, shall appear after the student-athlete. The Appeals Committee may invite witnesses identified by either party to participate by meeting with the Appeals Committee. If the witness prefers, they may respond in writing to the Appeals Committee's request for information.

**Hearing on the Record:**

If no oral presentation is requested, the review will be based upon the written record. Members of the Appeals Committee will hear the appeal. The Appeals Committee may request additional information from the parties and/or witnesses who may respond in writing.

**Report of the Appeals Committee:**

The Appeals Committee will determine whether or not the Athletic Department abused its discretion in denying the student-athlete's written request, either through a hearing on the record or in-person. The Appeals Committee shall determine the findings by a majority vote and will make a written recommendation to the President.

**Decision of the President:**

The President will promptly render a final decision in writing. If the President does not provide a final decision in writing to the student-athlete within 15 business days of receipt of the student-athlete's written appeal, the appeal is deemed granted.