

# COMPLIANCE RESPONSIBILITIES

Person/Office	Responsibilities
<b>Compliance Coordinator</b>	<ul style="list-style-type: none"> <li>*Submit Institutional Request List (IRL) to NCAA Online</li> <li>*Check NCAA Clearinghouse for Certification Reports</li> <li>*Submit Official Certification Forms to Conference Office for required sports</li> <li>*Work in conjunction with Financial Aid to complete and submit Squad lists to Conference Office</li> <li>*Meet with teams to discuss rules education and sign NCAA required forms</li> <li>*File Student-Athlete Affirmation of eligibility forms prior to first day of competition</li> <li>*File international student-athlete forms</li> <li>*File student-athlete historical questionnaires</li> <li>*Monitor Official Visits</li> <li>*Monitor Unofficial Visits</li> <li>*Monitor Playing and Practice season activities</li> <li>*Monitor 20/8 hour rule</li> <li>*Administer Coaches Recruiting Exams</li> <li>*Conduct rules education with coaches</li> <li>*Conduct rules education with athletic staff</li> <li>*Conduct rules education with boosters</li> <li>*Conduct rules education with departments with compliance related duties</li> <li>*Conduct rules education with senior level administrators</li> <li>*Submit Special Assistance Fund to conference office</li> <li>*Coordinate/assist institutional research with the submission of the Academic Progress Rate and Academic Success Rate</li> <li>*Coordinate/assist institutional research with the submission of the Graduation Success Rate</li> <li>*Coordinate/assist institutional research with the submission of the EADA report</li> <li>*Monitor temporary certification periods of entering freshman</li> <li>*Monitor recruiting logs and telephone logs</li> <li>*Submit conference weekly participation rosters</li> <li>*Prepare National Letters of Intent (NLI) and submit to Conference Office</li> <li>*Submit Entry, Event Entry and Banquet forms for required sports for championships</li> <li>*Submit NCAA Sports Sponsorship, Grant-in-Aid Summary Forms and Squad Lists</li> <li>*Submit Student-Athlete Opportunity Fund Report to Conference Office</li> <li>*Submit Playing and Practice Season forms to Conference Office</li> <li>*Submit Financial Disclosure Form for Men's Basketball to NCAA</li> <li>*Update and Maintain Institutional Compliance Manual</li> <li>*Attend NCAA Compliance Regional Seminar and MEAC Compliance Workshop</li> <li>*Complete and submit waivers as necessary</li> <li>*Monitor team and individual award limits</li> <li>*Monitor coaches Camps and Clinics</li> <li>*Monitor Complimentary Admissions</li> <li>*Monitor Awards (Permissible and Non-Permissible Awards)</li> <li>*Monitor Benefits</li> <li>*Provide Rules Interpretations</li> <li>*Monitor promotions</li> </ul>

	<ul style="list-style-type: none"> <li>*Serve/coordinate Compliance Committee</li> <li>*Provide compliance related calendar to athletics department staff and those individual in other departments with compliance related responsibilities</li> <li>*Other duties as assigned by the Director of Athletics and Conference Office</li> <li>*Investigate possible violations</li> <li>*Submit secondary violations reports to NCAA and/or Conference Office</li> </ul>
<b>Director of Athletics</b>	<ul style="list-style-type: none"> <li>*Provide rules education with athletic department staff</li> <li>*Coordinate with compliance coordinator to provide rules education with coaches</li> <li>*Provide rules education with boosters</li> <li>*Review and monitor awarding of financial aid for student-athletes</li> <li>*Review and monitor minimum number of contests and minimum number of participants for meeting sports sponsorship requirements</li> <li>*Monitor permissible and non-permissible expenses for practice and competition</li> <li>*Monitor receipt of permissible and non-permissible benefits, gifts and services by student-athletes</li> <li>*Monitor camps and clinics</li> <li>*Review the effectiveness of the compliance program</li> <li>*Review and coordinate the reporting of rules violations for submission to conference/NCAA</li> <li>*Review and sign conference official certification forms</li> </ul>
<b>Assistant Director for Academic Support</b>	<ul style="list-style-type: none"> <li>*Identify and monitor satisfactory progress of student-athletes (percent of degree, 18/24, GPA)</li> <li>*Evaluate performance of athletic academic advisors annually</li> <li>*Monitor full time (12 hours) status of student-athletes on a weekly basis or until add/drop/withdrawal period has ended</li> <li>*Assist Compliance Coordinator in completing certification by providing satisfactory progress information</li> <li>*Update student-athletes' information using the Compliance Assistant Internet (CAi) in Eligibility Component to assist with APR</li> <li>*Flag/identify student-athletes in the university system –update each semester</li> <li>*Liaison for coaches to registrar for transcripts, grades, mid-terms (Coaches should have no contact with registrar's office)</li> <li>*Liaison for coaches to Admissions Office (Coaches should have no contact with admissions office)</li> <li>*Submit Commissioner All-Academic Award form to conference office</li> <li>*Monitor study-hall</li> <li>*Assist with registration of student-athletes</li> <li>*Attend NCAA Compliance Regional Seminar and MEAC Compliance Workshop on an annual basis</li> </ul>
<b>Registrar Office</b>	<ul style="list-style-type: none"> <li>*Certify student-athletes by verifying information on conference certification form</li> <li>*Need to make sure that transfer evaluations are inputted into the university system in a timely matter</li> <li>*Need to make sure that change of degree forms are processed and inputted into the university system in a timely manner</li> <li>*Update student-athletes' information using the Compliance Assistant Internet (CAi)</li> <li>*Attend NCAA Compliance Regional Seminar on an annual basis</li> </ul>
<b>Financial Aid Office</b>	<ul style="list-style-type: none"> <li>*Complete and update Squad Lists on regular basis using the NCAA Compliance Assistant Internet (CAi)</li> <li>*Monitor team and individual award limits</li> <li>*Notify athletic department of changes in student-athlete financial aid status</li> <li>*Hear appeals of non-renewals, cancellations or graduation of athletic aid pursuant to written policy and procedure</li> <li>*Monitor individual aid limitations and team limitations</li> <li>*Process and apply athletic scholarships</li> </ul>

		<ul style="list-style-type: none"> <li>*Attend NCAA Compliance Regional Seminar on an annual basis</li> <li>*Process Special Assistance Funds</li> </ul>
<b>Admissions Office</b>		<ul style="list-style-type: none"> <li>*Provide information to the athletics department regarding prospective student-athletes application for admissions (missing information) once provided with a list</li> <li>*Attend NCAA Compliance Regional Seminar on an annual basis</li> <li>*Obtain and verify the history of prior attendance and participation of freshman student-athletes</li> <li>*Verify and approve academic degree program for two-year transfers</li> <li>*Attend NCAA Compliance Regional Seminar on an annual basis</li> </ul>
<b>Faculty Athletics Representative</b>		<ul style="list-style-type: none"> <li>*Participate or chair investigative committee to investigate violations if consistent with institutional investigative policy</li> <li>*Perform exit interviews with graduating student-athletes to determine whether coaching staff members abide by transfer regulations and other NCAA regulations</li> <li>*Perform exit interviews with transfer student-athletes to determine whether coaching staff members abide by transfer regulations and other NCAA regulations</li> <li>*Communicate faculty concerns to athletic department administration</li> <li>*Communicate student-athlete issues to the faculty</li> <li>*Serve as a bridge between the athletic department and faculty on campus</li> <li>*Assist athletics department with transfer evaluations</li> <li>*Review and sign conference certification forms for student-athletes eligibility</li> <li>*Monitor recruiting activities by meeting with prospective student-athletes</li> <li>*Spot check student-athletes continuing eligibility folders</li> <li>*Provide rules education to faculty through coordination with compliance coordinator</li> <li>*Provide rules education to coaches</li> <li>*Provide rules education to student-athletes</li> <li>*Evaluate performance of athletic academic advisors annually</li> <li>*Evaluate the effectiveness of the Athletic Academic Advisors</li> <li>*Attend NCAA Compliance Regional Seminar on an annual basis</li> <li>*Monitor student-athlete welfare</li> </ul>
<b>Athletic Academic Advisors</b>		<ul style="list-style-type: none"> <li>*Provide advisement to student-athletes for registration</li> <li>*Provide advisement to student-athletes for pre-registration</li> <li>*Monitor academic performance of student-athletes</li> <li>*Monitor progress towards degree requirements based on vertical curriculums of each school</li> <li>*Inform Assistant Director of Academic Support and Coaches of student-athletes' absenteeism and tardiness</li> <li>*Meet with At-Risk Student-Athletes</li> <li>*Attend NCAA Compliance Regional Seminar on an annual basis</li> </ul>
<b>Athletic Academic Advisor Coordinator</b>		<ul style="list-style-type: none"> <li>*Monitor Athletic Academic Advisors</li> <li>*Evaluate Athletic Academic Advisors</li> <li>*Evaluate the effectiveness of the program</li> <li>*Coordinate CHAMPS/LifeSkills Program</li> <li>*Provide Assistant Athletic Director for Academics reports regarding student-athletes satisfactory progress after each semester</li> <li>*Meet with At-Risk Student-Athletes</li> <li>*Ensure student-athletes are registered for classes</li> <li>*Attend NCAA Compliance Regional Seminar on an annual basis</li> </ul>

<p style="text-align: center;"><b>Head Coach</b></p>	<ul style="list-style-type: none"> <li>*Monitor squad lists for team limitations</li> <li>*Provide rules education to assistant coaches, student-athletes, prospective student-athletes and boosters Pursuant to NCAA Bylaw 11.1.2.1</li> <li>*Provide renewal, non-renewal of scholarship information</li> <li>*Monitor day to day recruiting activities</li> <li>*Complete recruitment logs (travel request/expense vouchers, contact logs, official-visit itineraries, etc.)</li> <li>*Monitor official and unofficial-visit activities</li> <li>*Monitor extra benefits</li> <li>*Monitor permissible and impermissible awards</li> <li>*Educate and monitor student-athlete's involvement with agents and professional organizations</li> <li>*Declare playing and practice season including determining the first date of practice and competition, maximum number of contests and contests exemptions.</li> <li>*Monitor daily/weekly hour limitations and required days off for team</li> <li>*Monitor summer workout activities of student-athletes</li> <li>*Monitor tobacco products use</li> <li>*Provide information for National Letters of Intent (NLI)</li> <li>*Attend department rules education programs</li> <li>*Take NCAA coaches recruitment exam</li> <li>*Complete conference entry, event entry and banquet forms for championships</li> </ul>
<p style="text-align: center;"><b>Compliance Committee</b></p>	<ul style="list-style-type: none"> <li>*Review the effectiveness of the compliance program</li> <li>*Review and update compliance procedures</li> </ul>