



**SACRAMENTO STATE
ATHLETICS COMPLIANCE
OFFICE**

COMPLIANCE MANUAL

2006-07

SACRAMENTO STATE ATHLETICS COMPLIANCE OFFICE

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INTRODUCTION

NCAA Mission

Sacramento State, as an NCAA-member institution, adheres to NCAA mission and philosophy while tailoring one specific to Sacramento State staff. The NCAA provides a comprehensive ideology, purpose and values including:

Core Ideology

The NCAA's core ideology consists of two notions: core purpose – the organization's reason for being – and core values – essential and enduring principles that guide an organization.

Core Purpose

Our purpose is to govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

Core Values

The Association – through its member institutions, conference and national office staff – shares a belief in and commitment to:

- The collegiate model of athletics in which students participate as an avocation, balancing their academic, social and athletics experiences.
- The highest levels of integrity and sportsmanship.
- The pursuit of excellence in both academics and athletics.
- The supporting role that intercollegiate athletics plays in the higher education mission and in enhancing the sense of community and strengthening the identity of member institutions.
- An inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.
- Respect for institutional autonomy and philosophical differences.
- Presidential leadership of intercollegiate athletics at the campus, conference and national levels.

Sacramento State Athletics Mission

The Department of Intercollegiate Athletics recognizes its mission to serve student-athletes, the University and the broader community. Its major effort is to provide an opportunity for student-athletes to achieve their maximum potential both athletically and educationally. It is the department's belief that many of the most important learning experiences in a college education take place outside the traditional classroom. Intercollegiate athletic competition provides students with the opportunity to test themselves against the best in their sport. Through participation in training and competitive activities, the department hopes to teach several values: an appreciation for the benefits of hard work, motivation, and perseverance in both winning and losing situations; a sense of group loyalty and the ability to work as a team; a feeling of pride in accomplishment through fair and honest means; an appreciation for cultural diversity, human development and continuous learning; and a sense of good sportsmanship and a high level of personal integrity and ethical conduct.

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Sacramento State Athletics Mission (Continued)

In order to accomplish these objectives, the department will seek individuals who demonstrate interest and/or ability to work with a diverse student population for administrative, coaching and support positions while supporting an equitable opportunity for all students and staff.

The department will strive to operate its programs at the highest competitive levels in intercollegiate athletics while simultaneously providing student-athletes with a stimulating program and sound support services. These services are responsible for protecting the health of and providing a safe environment for each of its participating student-athletes.

The department also serves to benefit non-participants. The department believes that strong intercollegiate athletics program enhances the college experience for all students, as well as faculty and staff. It also facilitates alumni interest in the University, while bringing positive recognition at local, regional, and national levels, resulting in much needed support for the University at every critical level.

Student-Athlete Resource Center (SARC)

Mission: The Student-Athlete Resource Center (SARC) provides student-athletes with the support to develop as independent and successful young adults and the skills to achieve their academic goals, to persist towards graduation, and to meet all NCAA eligibility requirements. SARC offers academic advising, tutoring and mentoring, NCAA rules compliance and eligibility education, financial services support, and life skills programming for all student-athletes of Sacramento State's Division I Intercollegiate Athletics program. SARC's services and programming are provided in an assortment of ways, including; individual advising, orientations, group and team meetings, coaches' compliance and rules education sessions, freshmen seminar classes, and a variety of student development and academic workshops.

Rationale: SARC staff helps student-athletes navigate through many of the campuses' academic procedures and policies, understand NCAA rules compliance and eligibility requirements, and provide services that place student welfare and the development of the whole student as a top priority. In addition, the SARC assists athletic coaches, staff, faculty, and administration in achieving overall integrity and success within our Division I athletics program.

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Sacramento State Office of Athletics Compliance Mission

Implement ~ Educate ~ Monitor

As a part of the Student-Athlete Resource Center, the Office of Athletics Compliance is committed to uphold the rules and regulations of the National Collegiate Athletic Association (NCAA), Big Sky Conference and Sacramento State; to monitor the processes and activities associated with such rules and regulations; and to educate institutional staff members, student-athletes and external constituents regarding such rules, regulations, processes and activities.

The Office of Athletics Compliance has a three part mission which outlines its commitment to each of its constituencies:

- 1) *Implement:* Responsible for the development and implementation of programs to assist all individuals within the SARC, Athletics Department, Sacramento State community, boosters and alumni. These programs allow all individuals the opportunity to become involved in the success of Sacramento State athletics while functioning within the rules and regulations of the University, NCAA and appropriate conference.
- 2) *Educate:* The Office of Athletics Compliance is dedicated to providing educational opportunities to all campus constituencies. Educational opportunities include interpretive support, documentation, publication, brochures, presentations and other methods which can best help individuals create and maintain a culture of compliance.
- 3) *Monitor:* Designed to monitor all aspects of the athletic program to ensure compliance, the Office of Athletics Compliance identifies and reports all instances in which compliance has not been achieved and affirms that appropriate corrective actions are taken.

It is the responsibility of every individual within the Athletics Department to maintain competency in the knowledge of rules, to act within his or her realm of responsibility in full compliance with the rules and to report any violations of the rules. It is the responsibility of the Office of Athletics Compliance to provide educational programs to ensure that all members of the Department have the tools necessary to remain committed. While it is the responsibility of all individuals to stay up-to-date on all rules and regulations, the Office of Athletics Compliance reminds everyone to **ask before you act.**

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WHO TO CALL GUIDE

TOPIC AREA

ATHLETICS COMPLIANCE LIASION

ELIGIBILITY

Admissions.....	Josh Collins
Affirmation of Eligibility.....	Katherine Zedonis
ARS/NCAA Waivers.....	Katherine Zedonis
Continuing Eligibility/Satisfactory Progress.....	Paul Edwards; Laurie Dahlberg
Initial Eligibility/NCAA Clearinghouse.....	Josh Collins; Katherine Zedonis
Initial/Transfer Evaluations.....	Josh Collins
Medical Hardship Waivers.....	Katherine Zedonis
NCAA/Big Sky Conference (BSC) Waivers/Appeals..	Katherine Zedonis
NCAA Squad List.....	Katherine Zedonis
Outside Competition.....	Katherine Zedonis
Student-Athlete Statement & Drug Testing Consent.....	Katherine Zedonis
Transfers/International Recruits.....	Katherine Zedonis
Walk-On Student-Athletes.....	Katherine Zedonis

RECRUITING

Complimentary Tickets.....	Katherine Zedonis; T. Sims
Contacts, Evaluations, Phone Calls, Letters.....	Katherine Zedonis
GSR, APR & Federal Graduation Rates Report.....	Paul Edwards
One Time Transfer Releases.....	Tina Westerhold
Off-Campus Recruiting Policies.....	Katherine Zedonis
Official/Unofficial Visits.....	Tina Westerhold; Josh Collins
Permission to Contact.....	Tina Westerhold
Recruiting Calendar (s).....	Katherine Zedonis
Recruiting Logs.....	Katherine Zedonis

FINANCIAL AID

Accountability of Non-Athletics Aid.....	Katherine Zedonis; Theresa Barajas
Book Scholarships.....	Katherine Zedonis
Cancellation/Reduction of Scholarships.....	Katherine Zedonis
Fifth Year/Sixth Year/Summer School.....	Laurie Dahlberg; Mark McGushin
Initiating Scholarships/Renewing Scholarships.....	Katherine Zedonis; Tina Westerhold
National Letter of Intent.....	Katherine Zedonis; Tina Westerhold
NCAA Special Assistance Fund.....	Mark McGushin
NCAA Student-Athlete Opportunity Fund.....	Mark McGushin
NCAA Team Aid Limit.....	Katherine Zedonis
Outside Scholarships.....	Katherine Zedonis; Theresa Barajas
Student-Athlete Billing or Disbursement.....	Nichole Baldasare; Theresa Barajas
Student-Athlete Employment.....	Katherine Zedonis
Student-Athlete Housing/Dining Services.....	Katherine Zedonis

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PLAYING/PRACTICE SEASONS

CARA Log.....	Katherine Zedonis
Declaration of Playing/Practice Season.....	Katherine Zedonis
Playing/Practice Season Schedule Changes.....	Katherine Zedonis
Practice Logs.....	Katherine Zedonis

MISCELLANEOUS

Academic Performance Rates (APR).....	Paul Edwards; Katherine Zedonis
Booster Education.....	Katherine Zedonis
Brochures.....	Katherine Zedonis
Camps & Clinics.....	Katherine Zedonis; Lois Mattice; Rose Welch
Compliance Website.....	Katherine Zedonis
Declaration of Countable Coaches Form.....	Katherine Zedonis
Educational Programs.....	Katherine Zedonis
Gambling Education.....	Katherine Zedonis
Gender Equity.....	Lois Mattice; Terry Wanless
Outside Income.....	Katherine Zedonis
Promotional Activities.....	Katherine Zedonis; Terry Wanless
Reporting Potential Rules Violations.....	Katherine Zedonis; Dave Raske
Rules Interpretations.....	Katherine Zedonis
SACC/Life Skills.....	Mark McGushin
Staff Complimentary Tickets.....	Steve McLaughlin; Terry Wanless
Student-Athlete Handbook.....	Mark McGushin; Tina Westerhold
Student-Athlete Complimentary Tickets.....	T. Sims; Katherine Zedonis
Student-Athlete Orientation.....	Paul Edwards
Team Travel Forms.....	Travel Coordinator - TBD
Travel/Cash Advance Authorization Form.....	Travel Coordinator - TBD
Tutoring/Mentoring.....	Mark McGushin

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INSTITUTIONAL CONTROL

The Principal of Institutional Control and Responsibility

(NCAA Bylaw 2.1.1, 2.1.2)

Responsibility for Control. It is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the Association. The institution's president or chancellor is responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures.

Scope of Responsibility. The institution's responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of the institution.

Institutional Control Defined

(NCAA Bylaw 6.01.1)

The control and responsibility for the conduct of intercollegiate athletics shall be exercised by the institution itself and by the conference(s), if any, of which it is a member. Administrative control or faculty control, or a combination of the two, shall constitute institutional control.

Role of the President

The president is charged with the ultimate authority and direct responsibility for the athletics department.

Role of the Faculty Athletics Representative

The Faculty Athletic Representative (FAR) serves as the principal faculty spokesperson in conveying, representing, and protecting the academic mission, values and goals of Sacramento State as reflected in the office in intercollegiate athletics. The FAR is charged with keeping the president and/or executive vice president informed of issues related to the academic progress of student-athletes, possible infractions of NCAA or conference rules and any other matter that might reflect the health and vitality of the University and the office of intercollegiate athletics.

The FAR represents the University at NCAA and conference meetings involving Faculty Athletics Representatives at other universities, and is expected to work closely with the director of athletics, president and/or executive vice president and other administrative personnel as appropriate and necessary to ensure that NCAA principles of institutional control, student-athlete welfare, gender equity, rules compliance, academic integrity, sportsmanship and ethical conduct are observed at all times.

Role of Director of Athletics

The president of the University has designated the director of athletics as the individual responsible for the institution's rules compliance. The president articulates the responsibility for rules compliance to all athletics department staff members as well as those outside the department with compliance related responsibilities, including the FAR.

The director of athletics has ultimate authority and responsibility for NCAA rules compliance. The director works with the president and/or executive vice president, the FAR, the Director of the Student- Athlete Resource Center, and the Athletic Compliance and Financial Services Director to ensure the department's compliance program is effectively functioning.

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Role of Athletic Compliance & Financial Services Director

The compliance & athletic financial services director is responsible for the daily management of the athletics compliance program. The director reports directly to the Director of the Student-Athlete Resource Center within Student Affairs. This position is also a member of the Student-Athlete Resource Center (SARC).

Role of Athletics Compliance Staff

Athletics compliance staff report to the compliance director and assist in the management of the compliance program.

Role of Instrumental Campus Staff Members

Outside the department are key University staff who individually, and collectively ensure the documentation and monitoring of compliance. Certification of academic eligibility takes place within the office of admissions/records and athletic academic advising housed within the SARC. The office of financial aid reviews scholarships to ensure compliance with NCAA regulations. The office of admissions/records reviews and assists with certifying the eligibility of all new student athletes in accordance with NCAA regulations. Personnel both inside and outside the Athletics department who have compliance responsibilities are notified that strict adherence to all rules and policies is a condition for employment.

Role of Coaches

Coaches are responsible with assisting the compliance office in maintaining the integrity of the compliance program. All coaches are required to pass a coaches' certification exam for the purpose of off-campus recruiting. Monthly meetings are held with all coaching staff members to remain current on NCAA topics and to assist with questions. The compliance office also provides interpretation of NCAA rules to coaching staff members. Coaches are evaluated annually relative to compliance related issues.

Reporting lines for head coaches of all sports programs:

Supervisor	Sports
Director of Athletics	Football, Men's & Women's Golf
Associate Director for Internal Affairs/ Senior Woman Administrator (SWA)	Men's & Women's Soccer, Gymnastics, Rowing, Softball
Associate Director for Administration	Baseball, Men's & Women's Basketball, Volleyball
Associate Director for Marketing	Men's & Women's Tennis, Men's & Women's Track & Field/XC

Role of Athletics Department Staff

The compliance office is responsible for providing education, interpretations, documents, and monitoring the compliance activities for the following staff members: athletics academic services, development, equipment, marketing, media relations, sports medicine, strength & conditioning, ticket operations, and business operations. In addition it is the responsibility of these individuals to assist the compliance office in maintaining the integrity of the compliance programs.

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PERSONNEL

Conduct and Ethics for Athletics Personnel and Student-Athletes

The Sacramento State Department of Athletics adheres to the rules and principles for conduct of intercollegiate athletics delineated by the National Collegiate Athletic Association (NCAA). All athletics department staff members are responsible for complying with all rules and regulations as outlined by the NCAA, Big Sky Conference and Sacramento State University.

Unethical Conduct

(NCAA Manual)

Unethical conduct by a prospective or enrolled student-athlete, or a current or former Sacramento State staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer) 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 the individual's institution;
- (b) Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an 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 the NCAA or the individual's institution false or misleading information concerning the 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;
- (g) Failure to provide complete and accurate information to the NCAA or institution'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; or
- (i) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive.

As a provision of employment, the institution shall require athletics department staff members to give full cooperation in any investigation by the institution, conference or NCAA. Athletics department staff members are subject to all penalties within NCAA Bylaw 19.5 if staff members are

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found to be involved in deliberate or serious violation of NCAA regulations, and that staff members will cooperate fully with Sacramento State, the conference and the NCAA in any investigation.

Policies and Procedures

Tobacco Policy

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

Gambling Policy

(NCAA Manual)

Members of the Sacramento State athletics department and student-athletes shall not knowingly:

- a. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- b. Solicit a bet on any intercollegiate team;
- c. Accept a bet on any team representing the institution;
- d. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- e. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

Drug & Alcohol Policy

The NCAA drug-testing program was created to protect the health and safety of student-athletes and to ensure that no one participant might have an artificially induced advantage or be pressured to use chemical substances. In addition to the NCAA program Sacramento State also administers a random drug testing program annually. Please refer to Appendix 1 for the policy.

Sexual Harassment

Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment of any kind will not be tolerated by the athletics department. Report any issues to your direct supervisor or to the director of athletics. Coaches and staff may also contact the office of human resources to file a complaint at 278-6078.

If a coach and/or staff becomes aware of a situation concerning a student-athlete, report any issues to your direct supervisor or the director of athletics. In addition please direct the student-athlete to Women's Resource Center on campus and the student-athlete should ask for Jessica Heskin, advocate/educator.

Women's Resource Center	278-7388
WEAVE's 24 hour crisis line	920-2952
Sexual Assault & Domestic Violence Center Yolo	(530) 662-1133
County Crisis Line	
University Police	278-6851
Psychological Services	278-6416
Housing & Residential Life	278-6655
Student Health Center	278-6461

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Standards of Honesty and Sportsmanship

(NCAA Manual)

Individuals employed by (or associated with) Sacramento State to administer, conduct or coach intercollegiate athletics and all participating student-athletes, shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, Sacramento State, and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Responsibility for Violations of NCAA Regulations

(NCAA Manual)

Sacramento State staff members found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

Responsibility of Head Coach

(NCAA Manual)

It shall be the responsibility of a Sacramento State head coach to promote an atmosphere for compliance within the program supervised by the coach and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach.

Use of Association Name or Affiliation

(NCAA Manual)

Sacramento State staff members and others serving on the Association's committees or acting as consultants shall not use, directly or by implication, the Association's name or their affiliation with the Association in the endorsement of products or services.

Representing Individuals in Marketing Athletics Ability/Reputation

(NCAA Manual)

Staff members of the Sacramento State Athletics Department shall not represent, directly or indirectly, any individual in the marketing of athletics ability or reputation to an agent, a professional sports team or a professional sports organization, including receiving compensation for arranging commercial endorsements or personal appearances for former student-athletes, except as specified in NCAA Bylaw 11.1.4.1, and shall not receive compensation or gratuities of any kind, directly or indirectly, for such services.

Stipulation That NCAA Enforcement Provisions Apply

(NCAA Manual)

Contractual agreements or appointments between a coach and Sacramento State shall include the stipulation that a coach who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay or termination of employment for significant or repetitive violations.

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Athletically Related Income

(NCAA Manual)

Contractual agreements, including letters of appointment, between a full-time or part-time athletics department staff member (excluding secretarial or clerical personnel) and Sacramento State shall include the stipulation that the staff member is required to provide a written detailed account annually to the chief executive officer for all athletically related income and benefits from sources outside the institution. In addition, the approval of all athletically related income and benefits shall be consistent with Sacramento State's policy related to outside income and benefits applicable to all full-time or part-time employees.

Sources of such income shall include, but are not limited to, the following:

- a. Income from annuities;
- b. Sports camps;
- c. Housing benefits (including preferential housing arrangements);
- d. Country club memberships;
- e. Complimentary ticket sales;
- f. Television and radio programs; and
- g. Endorsement or consultation contracts with athletic shoe, apparel or equipment manufacturers.

Procedure for Coaches:

1. Complete **Outside Athletically Related Income Form**
2. Return to the Compliance Director in **September** of each academic year

Procedure for Compliance Staff:

1. The compliance director issues the **Outside Athletically Related Income Form** to each staff member in early **September**.
2. The compliance director collects and keeps these forms on file.

Non-institutional Publications That Report on Athletics Program

(NCAA Manual)

Sacramento State athletics department staff members shall not endorse (either orally or in writing) any non-institutional publication dedicated primarily to reporting on an institution's athletics activities, except as provided in this section, and shall not write for such publications.

Recruiting Service Consultants

(NCAA Manual)

Sacramento State athletics department staff members may not endorse, serve as consultants or participate on advisory panels for any recruiting or scouting service involving prospects.

Quotations and Pictures Used to Promote a Camp

(NCAA Manual)

Sacramento State coaching staff members may not promote non-institutional camps or clinics by permitting the use of quotations and/or pictures in the camp or clinic brochure, unless such coaching staff members are employed by the camp.

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Limitations on the Number and Duties of Coaches

(NCAA Manual)

Athletics department staff members must count against coaching limits as soon as the individual participates (in any manner) in the coaching of the intercollegiate team in practice, games, or organized activities directly related to that sport, including any organized staff activity directly related to that sport. Note: each sport has specific limitations on the number of coaches who may be on staff. Please refer to the NCAA Manual for coaching limitations under Bylaw 11 Personnel.

Procedure for Coaches:

1. Complete the **Coaches Designation Form** before the first day of classes of each academic year and return to the Compliance Office.

Procedure for Compliance Staff:

1. Coaches are required to complete and return the **Coaches Designation Form** to the compliance director at the beginning of each academic year.
2. The compliance director reviews this form to ensure compliance with NCAA Bylaw 11.7.

Position Descriptions for Compliance Staff

Compliance Director

Responsible for developing, monitoring and enforcing a compliance program that ensures the integrity of the institution within the guidelines of the NCAA, Big Sky Conference and the University. This position reports to the Director of Student-Athlete Services and is a member of the Student-Athlete Resource Center (SARC).

Primary Responsibilities

1. Provides leadership to the athletic department and SARC relative to education, monitoring, enforcement and maintenance of an NCAA compliant department culture;
2. Develops and administers the department's compliance program and recommends appropriate actions to ensure compliance throughout the department is consistent with NCAA and conference regulations;
3. Monitors coaches, boosters, student-athletes, prospective student-athletes and staff employed in the athletics department for rules compliance;
4. Maintains a thorough knowledge of NCAA rules compliance (i.e. recruiting, financial aid, eligibility, extra benefits, etc.) as well as legislative and academic initiatives;
5. Conducts all rules compliance education for student-athletes, coaches, athletic department staff, boosters, and the campus community. Provides interpretations of rules and guidance regarding rules to the athletics department and SARC;
6. Monitors all eligibility and compliance procedures including but not limited to recruiting activities, countable athletic activities, extra benefits, student-athlete employment, scholarship allocations, compliance reports and squad lists;
7. Serves as liaison between coaches and university admissions and financial aid offices. Manage the process of grant-in-aid requests, revisions, renewals and cancellations. Approve each new grant-in-aid request and monitor team and individual limits in compliance with institutional, NCAA and Big Sky Conference regulations;
8. Prepares reports for the Director of Athletics and Director of the Student-Athlete Resource Center as appropriate;

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9. Conducts investigations and processes all violations reports, medical hardship and NCAA and conference waivers;
10. Monitors compliance budget in addition to assigning, directing and effectively supervises staff as applicable.

Compliance Assistant(s)

The Compliance Assistant(s) is responsible for the following compliance areas:

1. Trouble-shooting financial aid questions by coaches and student-athletes; interacting with Financial Aid Office and the Student Financial Services Center to resolve financial aid issues.
2. Review and approve all official visits (includes preparing form letter to prospect, checking transcripts, entering name in Clearinghouse database and making numerous photocopies).
3. Review all athletic scholarships.
4. Revise financial aid agreements.
5. Process various documents related to transfer student-athletes (one-time transfer requests, permission to contact requests, two-year college tracers, etc.)
6. Review and organize numerous forms signed by student-athletes in every sport (e.g., Student-Athlete Statement, Drug-Testing Consent, Code of Conduct, Big Sky Historical Questionnaire)
7. Prepare various reports required by the NCAA and Big Sky Conference office regarding eligibility, recruiting and financial aid.
8. Collect and review paperwork from coaches used to monitor practice hours and recruiting contacts.
9. Assist with various tasks assigned by the Compliance Director

Faculty Athletics Representative (FAR)

The faculty athletics representative is a member of an institution's faculty or administrative staff who is designated by the institution's chief executive officer or other appropriate entity to represent the institution and its faculty in the institution's relationships with the NCAA and its conference.

A member institution shall designate an individual to serve as faculty athletics representative. An individual so designated after January 12, 1989, shall be a member of the institution's faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the athletics department.

The Faculty Athletics Representative shall be Sacramento State's representative to the Big Sky Conference and be the appointed delegate to conventions and other activities of the NCAA. The Faculty Athletics Representative shall serve as a member of the Intercollegiate Athletics Advisory Committee at Sacramento State.

1. Certify eligibility for all student-athletes for conference and NCAA competition, practice and financial aid in cooperation with the Compliance Director.
2. Assist in preparing petitions for student-athletes to the Big Sky Conference.
3. Preparing appropriate legislation for conference and NCAA meetings in cooperation with the Athletics Director.
4. Representing Sacramento State at all meetings of the Big Sky Conference and at all NCAA conventions. The Faculty Athletics Representative also will represent Sacramento State on appropriate committees of the conference and the NCAA. Normally, the Faculty Athletics

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Representative will cast the vote for Sacramento State at NCAA conventions, as designated by the President.

5. Promoting and communicating to staff and student-athletes all rules and regulations of the Conference and the NCAA and administering such forms or documents as may be required to certify adherence to these rules.
6. Advising the President of Sacramento State, the Director of Athletics and the faculty and students of Sacramento State of the general status of intercollegiate athletics, and keeping these persons and parties informed of appropriate matters involving intercollegiate athletics.
7. Reporting through the President's office, to the NCAA (and, if required, to the Conference) academic data pertaining to student-athletes, such as admissions and initial eligibility, satisfactory progress, declaration of major and degree, etc. This must be done in an accurate and timely manner
8. Participate in the investigation of possible infractions of NCAA or Conference rules relating to Sacramento State Athletics.

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RULES EDUCATION PROGRAM

The Sacramento State compliance office has established a rules education program to comply with NCAA, conference and institutional rules and regulations. This program includes:

- Assistance in preparation for coaches' certification exam
- Annual Compliance Meetings for Student-Athletes
The compliance office conducts an annual compliance education meeting for student-athletes. A compliance orientation meeting is held at the beginning of the academic year for each sport program. All student-athletes and at least one coaching staff member are required to attend these meetings. All required NCAA, Big Sky Conference and Sacramento State compliance forms and documentation are completed during these meetings. (The BSC Historical Report Form and Sacramento State Student-Athlete Agreement Form, Code of Conduct, in addition to NCAA forms are secured at this meeting.) Data from these forms are input into Compliance Assistant Internet (CAi) website.
- Monthly Compliance Meetings
The compliance office conducts a monthly compliance meeting for the department's coaches and staff members. **Attendance at this meeting by all coaches of sports programs is required.**
- Annual NCAA Rules Seminar
Selected members of the athletics department staff attend the annual NCAA Rules Seminar.

Rules Interpretation Procedures

Procedure for Coaches and Staff:

1. Coaches and/or staff should review the NCAA manual **first** for the applicable Bylaw and initial interpretation.
2. If the coach and/or staff is unable to locate the correct NCAA bylaw or is unsure of the interpretation of the bylaw, the coach/staff should then e-mail or see the compliance director. The compliance office strongly encourages interpretation requests to be submitted via email. It is difficult to document verbal interpretations for future reference. However, verbal interpretations will be given in urgent or time sensitive situations.

Procedure for Compliance Staff:

1. The compliance office conducts the appropriate research to determine a correct answer. This may include reference to the NCAA Manual, NCAA Legislative Services Database (LSDBI), the BSC bylaws, discussion with other compliance staff members at other institutions, or an email or telephone call to the NCAA or BSC.
2. The compliance director will return via e-mail to the requesting coach/staff member with the compliance office's interpretation of the bylaw.

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RULES INFRACTIONS

RULES VIOLATIONS REPORTING PROCEDURES

Sacramento State is committed to complying with all NCAA and conference rules and regulations. The compliance officer will educate student-athletes, coaches, staff, alumni and friends of the athletic department, so that violations are minimized. To reach and maintain those standards, a compliance program is being instituted which will focus on three areas:

- The training and education of coaches, staff, student-athletes and representatives of athletics interests;
- The review of athletic department and university procedures to monitor compliance of these rules;
- Prompt institutional response when violations occur.

The rules education and monitoring procedures are designed to avoid rules violations. Please be aware that it is a violation not to report a violation. All coaches and staff members are obligated to report any violations or potential violations to the compliance office. Additionally, athletics staff must sign a statement each academic year stating they are unaware of any violations in the past year.

Reporting a Violation

1. Any individual (e.g., athletics department staff member, student-athlete, University employee, representative of the University's athletics interests, member of the community) may report an alleged, rumored, or suspected violation.
2. The individual may report the alleged, rumored, or suspected violation verbally or in writing. He/she may also report an alleged violation anonymously.

To Whom Shall an Alleged Violation be Reported

1. If an alleged or rumored violation is communicated to any athletics department staff member, the staff member has an obligation to notify the compliance office of the violation in a timely manner.
2. Individuals other than athletic department staff members may report an alleged violation to any or all of the following persons:
 - a. The director of athletics compliance, the compliance assistant, or the SWA.
 - b. The director of athletics, or an associate director of athletics.
 - c. The faculty athletics representative.

Conducting an Investigation of an Alleged Violation

1. The compliance office will immediately inform the FAR, head coach (in the event an assistant coach was involved in the alleged violation), and the sports program supervisor of the suspected violation. In the event of a major violation, the director of athletics and the VP of student affairs shall also be informed of the suspected violation.
2. An immediate investigation will be conducted by the compliance director and may be assisted by any of the following individuals:
 - a. Other athletics administrators;
 - b. Faculty athletic representative; or
 - c. Other outside sources (conference, NCAA).

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Finding a Violation Occurred

Actual rule violations will be reported to the NCAA with copies to the president (chief executive officer), the director of compliance at the Big Sky Conference, the director of athletics, faculty athletic representative, and the VP of student affairs.

Information to be Included in the University's Self-Report

A self report of a violation shall include:

1. The date and location of the violation.
2. The identities of involved student-athletes, prospective student-athletes, coaches, staff members and any other individuals involved in the violation.
3. The means by which the institution became aware of this information.
4. The cause of the violation (e.g. lack of knowledge, human error, etc.), an explanation of the circumstances surrounding the violation and any mitigating circumstances that may exist.
5. A list of corrective and/or punitive actions taken by the institution in response to the violation.
6. The institution's position regarding the violation and surrounding circumstance. The institution will indicate whether it believes a violation occurred and the specific legislation it believes has been violated.

Alleged Violations Involving Other NCAA Institutions

1. If an individual has knowledge of an alleged violation that involves another NCAA member institution and impacts the University, he/she shall report the alleged violation(s) to the compliance director, their supervising associate director of athletics, and/or director of athletics.
2. The compliance director will discuss the violation and desired plan of action to address the situation with the director of athletics and the appropriate coaching staff members who have lodged the accusation. The compliance office may then contact the compliance administrator or the athletics director at the accused member institution to request that the alleged violation be investigated. The compliance director may then contact the Big Sky conference or the NCAA staff and request that the conference office or NCAA staff contact the accused institution or that institution's conference.

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RECRUITING

The Sacramento State athletics department is committed to conducting its recruiting activities according to all state and federal laws and all applicable institutional, conference, and NCAA regulations. Furthermore, we are committed to the highest standards of behavior in all aspects of the recruiting process. In order to guide our department staff, coaches and student-athletes, the Sacramento State athletics department has established this policy signed off by the director of athletics and the University president which is located in Appendix 2.

Coaches that have been designated and certified to recruit off-campus coordinate the recruitment of prospective student-athletes. The compliance director oversees recruiting activities to ensure compliance with NCAA, conference and University rules and regulations.

Once a coach successfully passes the NCAA coaches certification exam, they are eligible to recruit off-campus.

Prospective Student-Athlete Official Visit

Official Visits

(NCAA Manual)

An official visit is defined by the NCAA as a visit to Sacramento State by a prospective student-athlete that is financed by the institution, in part or entirely. All official recruiting visits are restricted in number, activities, and expenditures by NCAA rules and regulations. A prospective student-athlete must present Sacramento State with a score from a SAT, PSAT or ACT test, taken on a national testing date under national testing conditions, and a transcript reflecting all high school and/or collegiate course work completed.

Procedure for Coaches:

1. Official visits begin with coaches reviewing the “**Official Visit Check List**” and submitting the “**Official Visit Pre-Approval Form**” (located on the compliance website) along with copies of the prospective student-athletes transcript, test scores and evaluation done by Admissions.
2. After approval, make all necessary travel arrangements with the travel coordinator, filling out the appropriate prospective student-athlete **Official Visit Form** (Travel Form).
3. Select a student host for prospective student-athlete
4. Have prospect and student host sign the Student Host form located on the compliance website.
5. Make sure prospective student-athlete’s name is on the complimentary ticket pass list, located on the compliance website, if attending any Sacramento State athletic events during the visit. These forms require signatures.
6. After the visit, submit **Student Host Form** along with “**Official Visit Post Summary Report Coaches Reimbursement**” form and receipts to the compliance director for approval.

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Procedure for Compliance Staff:

1. After confirming the dates of the visit, and all appropriate documentation has been reviewed, a member of the compliance staff will approve the visit.
2. The form, with approval signature, is copied and the original, along with a copy of the five-visit limitation letter is returned to the appropriate head coach. A copy is filed in the compliance office.
3. The compliance assistant will send out the five-visit limitation letter along with the graduation rate report, the NCAA Banned Substance List and Academic Performance Rate information sheet.
4. After completion of the visit, the compliance office will review and approve the Student Host Form, keep a copy on file and send the Reimbursement forms to the business manager, who will keep the form and copy of receipts on file after processing.

Permissible Recruiting Materials

(NCAA Manual)

In sports other than men's basketball, Sacramento State may not provide recruiting materials to a prospect (including general correspondence related to athletics) until September 1 at the beginning of the prospect's junior year in high school. In men's basketball, Sacramento State may not provide recruiting materials to a prospect (including general correspondence related to athletics) until June 15 at the conclusion of the prospect's sophomore year in high school.

The following is a list of printed materials which may be provided to a prospective student-athlete. If it is not listed here it MAY NOT be provided to a prospective student-athlete:

(a) General Correspondence. General correspondence, including letters and postcards issued by the U.S. postal service (i.e., blank cards) and institutional note cards may be sent to a prospect only by mail. Attachments to general correspondence may include materials printed on plain white paper with black ink. In football, the content of all general recruiting correspondence to prospects (or prospects' parents or legal guardians) must be prepared by the head coach or one of the full-time assistant coaches. It is not permissible for an institution's chief executive officer or director of athletics to prepare general correspondence to football prospects.

(b) Business Cards.

(c) Camp Brochures. Camp brochures may be provided to a prospect. Brochures are not restricted by content or design, but are restricted to a single two-sided sheet, not to exceed 17" X 22" when opened in full. (Note: These brochures may be provided to a prospect prior to September 1 at the beginning of the prospect's junior year in high school.) (See also NCAA Bylaw 12.5.1.7)

(d) Questionnaires. Sacramento State may provide questionnaires to a prospect prior to September 1 at the beginning of the prospect's junior year in high school.

(e) Non-athletics Institutional Publications. Sacramento State may provide non-athletics

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institutional publications available to all students at any time (e.g., official academic, admissions and student-services publications published by the institution and available to all students).

(f) NCAA educational material published by the NCAA (e.g., NCAA Guide for the College-Bound Student-Athlete). (Note: This information may be provided to a prospect prior to September 1 at the beginning of the prospect's junior year in high school.)

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

(h) Game Programs. Game programs (which may not include posters) may be provided to prospects only during official and unofficial recruiting visits and may not be mailed.

Contacts, Evaluations, and Telephone Calls

Each respective athletics team is restricted in the number and occasion of contacts, evaluations, and telephone calls as outlined in NCAA bylaws. All coaches are responsible for determining if a high school prospect may be contacted, evaluated, or called according to NCAA bylaws.

Procedure for Coaches:

1. Coaches must complete monthly the **Recruiting Log** and submit to the compliance director by the fifth day of the following month.
2. Whether recruiting activities took place that month or not, a **Recruiting Log** must be turned in to the compliance director.

Procedure for Compliance Staff:

1. The office of athletics compliance collects and reviews to ensure the frequency and timing of contacts, evaluations, and telephone calls meet the applicable recruiting restrictions as established with NCAA bylaws.

National Letter of Intent

By signing a National Letter of Intent with Sacramento State, a prospective student-athlete agrees to attend Sacramento State for one academic year. Pursuant to the terms of the National Letter of Intent program, Sacramento State agrees to provide athletics financial aid for one academic year to the student-athlete, provided he/she is admitted to Sacramento and is eligible for financial aid under NCAA rules. An important provision of the National Letter of Intent program is a recruiting prohibition applied after a prospective student-athlete signs a Letter of Intent. This prohibition requires participating institutions cease recruitment of a prospective student-athlete once a National Letter of Intent is signed with another institution.

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Procedure for Coaches:

1. Coaches must submit the Initial Grant-in-Aid agreement to the compliance director for approval.
2. Coaches must then review materials returned by the compliance office for accuracy.
3. Coaches must then disseminate two copies of the NLI and Grant-in-Aid agreement to the prospective student-athlete.

Procedure for Compliance Staff:

1. The compliance office generates two copies of the NLI and Grant-in-Aid agreement.
2. The compliance office obtains appropriate signatures from athletic director and the financial aid office.
3. The compliance staff must account for each NLI and Grant-in-Aid agreement disseminated to the coaching staffs.
4. After the NLI and Grant-in-Aid agreement have been signed by the prospective student-athlete during the signing period and we have received back via email or mail both forms, the compliance staff notifies media relations thus granting permission for media release.
5. Finally, the compliance staff faxes copies of all signed NLIs and Grant-in-Aid agreements to the Big Sky Conference.

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ELIGIBILITY

Sacramento State shall not permit a student-athlete to participate in intercollegiate athletics competition unless the student-athlete meets all applicable eligibility requirements, and Sacramento State has certified the student-athlete's eligibility.

To be eligible to represent Sacramento State in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program. Also, a student may represent Sacramento State while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at Sacramento State. Additionally, a student-athlete must be in compliance with all applicable eligibility requirements as outlined by NCAA Bylaw 14.

Admissions Process

All materials are to be submitted to the designated admissions counselor/initial eligibility coordinator

1. When submitting documents for a Student-Athlete for review of admissions, please provide the following information:
 - The full name of the student-athlete
 - Social Security Number (SSN) of the student-athlete
 - School(s) from which they are coming
 - Semester for which student-athlete is being recruited
 - Sport for which student-athlete is being recruited
2. An admissions/NCAA eligibility worksheet will be completed by the admissions counselor and mailed back to the coach. NOTE: It is recommended that you wait for the results of the admissions review, before you began the NLI process.
3. This information will be maintained by the admissions counselor in spreadsheet format for all student-athlete in each sport and disseminated to the coaches as a working document.
4. The coaches should contact the admissions counselor with any updates regarding specific student-athlete or the whole roster (e.g. no longer being recruited, signed NLI elsewhere, updated grades/test scores, etc.), in order to maintain accuracy and efficiency.
5. Once the SA has decided to attend, make sure a CSU application is filled out, application fee is paid and then submitted to the admissions counselor. If done online, make sure to let the admissions counselor know, so as to earmark the application for expedited handling.
6. The admissions counselor will then make an admissions decision and update on the spreadsheet so as to notify the coach. If updated grades and /or test scores are needed to make a decision, the coach and/or SA will be notified. NOTE: All CSU admissions requirements pertain.

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7. It is mandatory of all incoming students to complete and/or be exempted from the CSU mandated English and math placement tests (EPT/ELM), in order to register for classes. It is advised that students take these tests as soon as possible. Otherwise the student-athlete will miss priority registration and he/she may be forced to late register or possibly not be able to register at all. To find out about possible exemptions, contact the Admissions Counselor.
8. It is the responsibility of the SA to provide all necessary, official, final documents to the Admissions Counselor in order to complete their file for admissions and eligibility.

Student-Athlete Special Action Review Committee

The Student-Athlete Special Action (SASA) Committee will be convened at the request of the admissions/athletic eligibility counselor. The SASA Committee's purpose is to review, on a case-by-case basis at the request of the admissions/athletic equity counselor, student-athlete applicants to Sacramento State who do not meet university admission standards and/or NCAA eligibility requirements. The SASA Committee will consider whether an applicant should be granted special admission to the university. The primary information to be reviewed will be the applicant's overall academic performance as demonstrated by grade point average and/or SAT/ACT scores. Additional educational evidence may also be considered (e.g., at-risk issues, family background, disability).

The SASA Committee will be comprised of the following individuals approved by the Athletics Advisory Board:

- Faculty Athletic Representative (Chair)
- Faculty Member
- Faculty Member (Learning Skills)
- Member of the Athletics Academic Advising staff
- Life Skills Coordinator
- Coaching Staff Member not affiliated with the student-athlete's sport (Appointed by AD)

The following process will be used in the review of each case:

1. If an athlete does not meet admission standards or is denied admission to the University because he/she has demonstrated a lack of academic preparedness to succeed in college, the coach may request that the admissions/athletic eligibility counselor schedule a meeting with the SASA Committee to review the admission status of the student-athlete and determine whether the granting of a special admission is warranted.
2. The student-athlete, coach and/or athletic director may also forward or present any relevant information to the SASA Committee for its review and consideration.
3. The admission decision recommended by the SASA Committee for each applicant will be forwarded in writing to the director of admission.
4. Admission conditions will be stipulated in a written contract for all approved applicants with the admissions/athletic equity counselor.

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Initial Eligibility - Freshman

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

Procedure for Prospect:

1. Both domestic and international prospects must register with the Clearinghouse by submitting a **Student Release Form** online. The form can be submitted online and the registration fee is \$50 for domestic and \$75 for international prospects.
2. The prospect's guidance office must forward a copy of the prospect's official transcript. A final transcript must be submitted to the Clearinghouse at the end of the year to confirm the prospect graduated. A photo copy or a fax is not accepted.
3. The prospect must also have his/her SAT or ACT test scores sent directly from the testing agency to the Clearinghouse. They can do this by indicating the Clearinghouse as one of the selected choices when taking the test or by submitting an additional score report form to the testing agency at a later date. The code for the Clearinghouse is 9999.
4. In addition the prospect must also answer the amateurism questions on the Clearinghouse website prior to arriving on campus.

Procedure for Coaches:

1. Inform all prospects to register with the Clearinghouse. They should register as soon as possible after the completion of their junior year.
2. You can log into the Clearinghouse website and add prospective student-athletes to your team's web report. Please see the compliance office for instructions and institutional access codes. Coaches are responsible for contacting any prospect who needs to submit documents or test scores.

Procedure for Compliance Staff

1. The compliance office will periodically review and monitor web status reports weekly as soon as student-athletes are admitted and/or during the months leading up to the next academic year.
2. The compliance office will process any waivers.

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

Note: Non-recruited student-athletes may practice for a maximum of 45 days without Clearinghouse certification provided he/she is enrolled full-time and admitted to the University. Recruited student-athletes may practice for a maximum of two weeks without Clearinghouse certification. Please see Bylaw 14 for more information. In addition please keep in mind that financial aid holds will be placed on student-athletes until they have cleared their eligibility. See the Financial Aid section for more details.

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Transfers

A coach may not contact a student-athlete, directly or indirectly, at another NCAA institution without first obtaining written permission from the first institution's athletics director, regardless of who makes the initial contact. The compliance office must receive/send permission to contact letters to obtain permission from another institution to make contact with a prospect. Coaches should contact the compliance assistant for permission to contact letters to be sent. All permission to contact letters from other institutions should be sent to the compliance office.

If a student-athlete at Sacramento State wishes to transfer to another institution, please follow these steps:

1. Prior to obtaining permission to contact another institution the head coach must contact the compliance office and advise them that they have granted the student-athlete permission to contact other institutions.
2. If the student-athlete decides to transfer they need to complete an exit interview with either the compliance office or the respective Administrator supervising that team. The head coach must prepare a revised GIA form if applicable.

4 – Year Eligibility of Transfers:

1. Must apply to the university and be admitted. A one time transfer release needs to be returned to the compliance office from the previous institution.
2. Each transfer student-athlete must meet the 25/50/75 or 40/60/80 course requirements in a specific degree program.
3. Each transfer student-athlete must designate a specific degree path at the certifying institution if in their third year or beyond.
4. Each transfer student-athlete must meet all credit hour requirements set forth by the NCAA and meet Big Sky GPA requirements.

Prospective student-athletes that do not meet these requirements, or are not granted a release by their previous institution, will have to serve a year of residence (2 full-time semesters of attendance) prior to being eligible for competition. Student-athletes serving a year of residence cannot travel with the team to away contests or compete in open competitions wearing team apparel.

2-Year College Transfers

All prospective student-athletes who wish to compete for a Division I institution must either be certified by the Clearinghouse as a qualifier out of high school or receive a degree from the two-year college and meet the following provisions:

1. High School Qualifier- Must complete an average of 12 transferable degree credits for each full-time semester of attendance with a 2.00 grade point average.
2. Non-qualifier- must receive a degree from the two-year college, must spend at least 3 full-time semesters or 4 full-time quarters at the 2-year college (excluding Summer), must pass 48 transferable-degree credits and have at least a 2.00 GPA (a HS qualifier may also use this option). If you attended a 4-year college prior to attending your 2-year college, then you must receive a degree from the 2-year college.

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3. In addition they must now also finalize their Amateurism status with the Clearinghouse before transfer.
4. In addition, all two-year college transfers will have to meet the applicable 40/60/80 degree completion requirements to be eligible for competition.

Prospective student-athletes that do not meet these requirements will have to serve a year of residence (2 full-time semesters of attendance) prior to being eligible for competition. Additionally, non-qualifiers that do not meet these requirements will not be permitted to practice or receive institutional financial aid during the year of residence. Student-athletes serving a year of residence cannot travel with the team to away contests or compete in open competitions wearing team apparel.

Walk-on Procedures

Before a potential walk-on student-athlete can participate on any team, the student must receive the Walk-on Procedures package and the head coach must receive an e-mail from the compliance office confirming the package was completed by the walk-on. Please see Appendix 3 for the Walk-on Procedures package with detailed instructions.

Continuing Eligibility

Eligibility will be certified prior to the fall and spring semester by athletic academic advising and the compliance office. The compliance office will communicate the eligibility of your student-athletes.

Please review the Student-Athlete Handbook made available by the athletic academic advisors annually regarding NCAA continuing academic eligibility regulations. In addition you can always refer to the NCAA Manual Bylaw 14.

Squad Lists

Each coach must complete a roster and submit it to the compliance office as soon as possible prior to the first practice and competition. All student-athletes who will compete must be included on the roster. The squad list shall be maintained by the compliance office by utilizing the NCAA compliance software program (Compliance Assistant, CAi). The compliance office will forward the information to the Big Sky Conference and any other appropriate Conferences prior to the sports first competition. The compliance office will check and compare squad lists with team travel rosters for accuracy, and monitor eligibility and financial aid through the respective departments and the NCAA CAi.

Every coach must update the compliance office as their rosters change. In this event, the coach must submit an “**Official Roster Change Form**” to the compliance office. The compliance office will then update the squad list through the NCAA CAi and communicate these changes to media relations, academic advising, equipment/issue rooms and athletic training.

Squad lists will be distributed to coaches, the faculty athletic representative and the financial aid office at the beginning of each academic year for checks and balances and signatures. A copy of the squad list shall be retained in the compliance office.

Procedure for Coaches:

1. Coaches must submit an “**Official Roster Change Form**” to the office of compliance. The Form is available online.

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Procedure for Compliance:

1. Update squad lists and eligibility lists.
2. E-mail roster changes. CC: media relations, athletic training; equipment room.

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FINANCIAL AID AND SCHOLARSHIPS

NCAA rules and regulations pertaining to the awarding of financial aid, including athletic grant-in-aid (GIA), can be found under Bylaw 15 of the NCAA Manual. Please review your recent NCAA Manual for any information not covered in this section.

It is important to remember that a coach initially has the authority to make a recommendation on the awarding, cancellation or reduction of athletic GIA, but the final decision rests with the director of athletics and the director of financial aid.

An athletic GIA contract is neither valid nor binding without the signature of the director of financial aid. Athletic GIA can cover only the following elements:

Scholarship Offer	FALL	SPRING
Registration Fees	12 or more units	12 or more units
Out of State Tuition	Up to 15 units	Up to 15 units
Book Allotment	\$250 per term	\$250 per term
Room	Dictated by University	Dictated by University
Board	Dictated by University	Dictated by University

An athletic GIA is renewable each year and must be signed no later than **July 1st** of each year by the student-athlete, athletic director and financial aid officer.

It is every coach's responsibility to review for accuracy the scholarship spreadsheets upon distribution. This is especially important at the beginning of the year. Please review all Athletic Grant-In-Aid agreements for all requirements and restrictions with regard to awarding athletic GIA.

Those sports that are classified as equivalency sports must be mindful of staying below the maximum equivalency. The equivalency value for each student-athlete is the combination of athletics aid and countable financial aid (e.g. State University Grants (SUG), Community Scholarships and the EOP program on campus). Be sure to consult with the Compliance Assistant if you have any concerns at any point with your equivalencies for your sport.

The compliance office will work closely with financial aid to monitor countable aid during the academic year. Both financial aid and compliance will review system reports every weekly to audit countable aid disbursements. In addition, the athletic scholarship coordinator in the financial aid office, will also monitor additional disbursements on going through out the academic year and will notify the compliance office of any possible over award or countable aid disbursements.

Awarding an Athletic GIA to a Prospective Student-Athlete

Each coach is responsible for the following when offering a prospective student-athlete an athletic GIA agreement:

- (1) Fill out an initial GIA request form located within the compliance section of the departmental website and have it approved by the compliance office.

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- (2) Have two copies of the athletic GIA agreement and the National Letter of Intent prepared by the athletic department.
- (3) Have all appropriate signatures on all documents before they are sent to the prospective student-athlete. The athletic GIA agreement is NOT valid without the financial aid officers signature.
- (4) Instruct the prospective student-athlete to return one copy of the athletic scholarship contract and the National Letter of Intent to the department.
- (5) Dates on the Letter of Intent:
 - a. The NLI must be signed within 14 days of date of signature of the director of athletics.
 - b. A copy of the NLI must be sent to the Big Sky Conference office by athletic department contact within 21 days of signature.
- (6) Give both the GIA agreement and the NLI returned by the student-athlete to the department contact; until the copy of the letter of intent is sent to the conference office, the scholarship is not official. Please be sure to have those documents returned immediately after they are signed.
- (7) No media releases will be issued until the compliance office confirms the NLI is valid and will then release the information to media relations for media release.
- (8) Prior to the start of classes all prospective student-athletes whom we have not certified as eligible will have a hold placed on their athletic aid. This hold will only be removed once their eligibility is certified by the compliance office.

Book Scholarship Policy

Some student-athletes are awarded a book scholarship as part of their athletic GIA agreement. Please note that this procedure is subject to change per the University Bookstore and/or One Card Center.

- (1) The yearly value of the book scholarship award is \$500 per year or \$250 per semester. Any amount exceeding the semester award is the responsibility of the student-athlete.
- (2) The book award is for the purchase of required textbooks for the classes currently enrolled. These books may only be purchased at the University Bookstore on campus. The book award cannot be used for miscellaneous items, clothing or art supplies.
- (3) The book award is a separate card from the student ID card issued. This card will indicate the student-athlete's name and sport. A list is provided in advance of each term to the One Card Center by the athletic department. If an incoming student-athlete has not had their eligibility certified, this card will be placed on hold until they are certified eligible to receive athletic aid.

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- (4) Student-athletes are provided only one book card for the entire enrollment. If lost or stolen, the student-athlete will have to pay a replacement fee of \$10 to obtain a new card at the One Card Center.
- (5) Once the student-athlete is certified eligible and they pick up their book scholarship card, they can select the required textbooks he/she needs and wait in line at the book store. The student must present their book card before check out. **The book card will be turned off mid-semester (October 31st & March 31st).**
- (6) If the student-athlete wants to drop a class and return the books, they are subject to the return policies for all students issued by the book store.
- (7) Student-athletes are allowed to keep their books or return them to the bookstore at the end of the semester.

Renewal of Athletic GIA Agreements for Returning Student-Athletes

Each head coach is responsible to make sure the following procedure is completed by **May 15th** before the student-athletes leave campus. **The NCAA deadline for signatures is July 1st** however priority registration occurs in June for student-athletes and the athletic GIA's needs to be processed in order for student-athletes to register.

- (1) Once you have determined the value of the athletic GIA for the returning student-athlete, you will be required to document this amount on the annual athletic GIA spreadsheet that will be issued to you in **April**.
- (2) Once the department has received back the spreadsheet all athletic GIA forms will be generated for each team. A meeting will then be conducted with each head coach and the Compliance office to confirm renewals.
- (3) The two copies of the agreement will then be given to the coaches to obtain signatures from the student-athletes.
- (4) The student-athlete and the head coach signs both copies, give one copy to the student-athlete immediately and one copy to the department contact.
- (5) In accordance with NCAA rules, the renewal must be issued to the student-athlete by July 1st.

Changes in Athletic GIA Amount

If a student-athlete leaves school, voluntarily leaves the team, and/or does not attend Sacramento State the following must occur:

- Report to the compliance office.
- Fill out the Athletic GIA Revision form with comments on the reason and return to the compliance office for signature. If the student-athlete voluntarily withdraws from the team, please fill out the appropriate form located on the compliance section of the website (e.g. Voluntary Withdrawal Form).

Any request for increases in athletic GIA after the school year has started **must** be for non-athletically related reasons. Please submit an Athletic GIA Revision form to the compliance office with comments.

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GIA MAY NOT be reduced or terminated during the period of award:

1. Because of the recipient's athletic ability or his/her contribution to a team's success.
2. Because of an injury incurred during the season preventing the recipient from participating in athletics.

GIA MAY be reduced or terminated during the period of award:

1. If the recipient does not satisfy the stated institution academic requirements for the scholarship or aid. (Failure to complete 18 units from season to season, or to carry 12 units during a semester.)
2. If the recipient voluntarily releases or renders him/herself ineligible for intercollegiate athletic competition. (Voluntary drops from team, does not gain admission to the University, or does not try out for the team.)
3. If the recipient fraudulently misrepresents any information on his/her application or Letter of Intent.
4. If the recipient engages in serious misconduct warranting substantial disciplinary penalty by the appropriate institutional committee or agency. Serious misconduct includes manifest disobedience through violation of institutional regulations or established athletic department policies applicable to all student-athletes.
5. If the recipient fails to attend class on a regular basis.

Request for Non-renewal of an Athletic GIA Agreement

If you have a request for the non-renewal of an Athletic GIA Agreement currently being awarded to a student-athlete, **you must** verify in writing to the compliance office one of the following:

The student-athlete voluntarily withdraws from the team

- The student-athlete must sign off on the Voluntary Withdrawal Form and the head coach's signature is required. This along with a "Revision GIA" form must be submitted to the compliance office immediately.
- The student-athlete's athletic GIA will be withdrawn the next semester or will be withdrawn immediately if he or she has not taken part in the first competition of the season.

The head coach wishes not to renew the athletic scholarship

- An Athletic GIA is to be awarded for the academic year. Therefore, a head coach wishing to withdraw athletic aid from a student-athlete without disciplinary reasons or a violation of summary of principle terms and conditions of the GIA agreement are unable to do so. A Revision GIA form must be submitted to the compliance office immediately and the athletic director will be notified.
- Per the renewal procedures the head coach will indicate on their spreadsheet all non-renewals with comments. If you wish to inform the student-athlete that you are recommending non-renewal, you must inform them that this request will also be reviewed by the athletic director.
- The student-athlete has the right to request a hearing once notified by the director of financial aid that the scholarship will not be renewed.
 - If the student-athlete does request a hearing and wins his or her appeal, the scholarship will be awarded the next year. This scholarship cannot be made

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available to award to any other student-athlete until the appeals committee has made its decision.

- If the student-athlete does not request a hearing within four weeks of receiving the letter from the Director of Financial Aid, then, and only then, the head coach may consider that scholarship available to offer for the upcoming academic year.

Sacramento State Athletics Policy on Awarding 5th Year Athletic Grants After Eligibility is Expired

Philosophy: In realizing the difficulty Division I student-athletes may have in completing the requirements for a college degree within four years, the Department of Intercollegiate Athletics would like to offer additional athletic financial aid to its most deserving student-athletes. It is the Department's intent to reward those student-athletes who have exhibited outstanding academic and athletic performance, by providing the opportunity and motivation for student-athletes to complete their college degrees.

A limited number of 5th year scholarships will be available to student-athletes. **These scholarships will cover in-state registration fees.** In order to qualify for one of these scholarships, a student-athlete must meet the following criteria.

Criteria

The student-athlete:

- Must have been on athletic financial aid for at least the last two years
- Must be in their 5th year of collegiate enrollment
- Must have a recommendation from the head coach
- Must have applied for graduation
- Must be within two terms of graduation
- Must have exhausted their eligibility in their sport or have had a career ending injury
- Must have been a team member in good standing throughout the previous academic year
- Must pass a minimum of 12 credits with a 2.50 GPA in the first semester of their 5th year scholarship to be eligible to receive the scholarship the second semester
- Must serve as a volunteer in the Athletic Department (in some capacity) during the term(s) awarded
- **Must repay tuition money if courses are dropped (after the deadline) or failed**

***** Priority consideration will be given to students who have a minimum CSUS and overall GPA of 2.70**

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Student-athletes must submit an application which will be subject to review by the department scholarship committee. As the demand and popularity for these scholarships increase each year, there is a strong possibility not all applicants will be awarded. Awards will be based on the availability of funds and selection of award recipients will be prioritized by those student-athletes who exhibit the highest totals in each of the following criteria:

- GPA
- Number of years at Sacramento State
- Student-athletes who are within one term of graduation
- Student-athletes who are within two terms of graduation

Applications are due to the Student-Athlete Resource Center by May 1 (for the following academic year). Any questions can be directed to Laurie Dahlberg (278-5440).

NCAA Degree Completion Scholarship (Sixth Year Scholarship)

This scholarship is designed to assist student-athletes in their sixth year of undergraduate coursework. In other words, they have exhausted their five year clock. Applicants must have completed his/her eligibility at a Division I institution, must have received athletics related aid and must be within 30 credits of graduation. Applications for Fall funding are available March 1st and August 1st for Spring funding.

*Note: Since funding decisions are not determined until early to mid summer, students are responsible for paying registration fees to allow for early registration. After a decision of approval is made by the NCAA and checks are received by the Sacramento State Scholarship Office, students will be reimbursed by Student Financial Services.

NCAA Post-eligibility Scholarship Programs

Each year the NCAA awards more than \$1.4 million in scholarships to deserving students who have participated in college athletics or are pursuing an athletics-related career. One scholarship is at the undergraduate level; four scholarships are at the postgraduate level. Note: All scholarships are highly competitive. Please contact Academic Advising at (916) 278-5440 for more information on how to apply. The application deadlines are different for each scholarship therefore student-athletes are encouraged to inquire as soon as possible. Please note: These scholarships are not athletic grant-in-aid scholarships offered based on athletic participation; they are scholarships for student-athletes who have completed their athletic eligibility and competition.

NCAA Postgraduate Scholarships

The NCAA offers the following postgraduate scholarships:

- NCAA Postgraduate Scholarship**
- NCAA Women's Enhancement Scholarship**
- NCAA Ethnic Minority Scholarship**
- Byers Scholarship**

The above mentioned scholarships are extremely difficult to receive. GPA requirements are generally between a 3.00-3.50. To qualify, student-athletes must be within the top five

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percent of all student-athletes nationally – academically and athletically. (For instance, be a member of a championship team or awarded All-American status, etc.)

Sacramento State Athletics Summer School Program

A limited number of summer school scholarships are available to student-athletes. In order to qualify for one of these scholarships, you must have received athletic scholarship during the regular academic year. This summer scholarship is for classes taken at Sacramento State and covers up to 6 credits. Priority will be given to students who are upper classmen, students with good overall academic records and students who may be able to use summer credits to graduate sooner. If interested, please contact Athletic Advising (LSN 3004).

Summer School Aid

Summer aid is dictated by NCAA, Big Sky rules and available budget funds per program. Please contact the compliance office to find out if you are able to provide summer aid prior to June each summer.

Winter Term Aid

Winter session is offered on campus by Continuing Education and requests to sponsor a student-athlete for their course work must be directed to Compliance. Please contact the compliance office for the process of sponsorship.

Income Tax for International Student-Athletes & Fee Grant

It is essential that international student-athletes comply with the government regulations of their home country as well as with those of the United States. International students are required to register each semester for a full-time program of studies (minimum 12 semester units for undergraduates and 9 semester units for graduate students). In addition, these student need to be advised of the tax implications of their study within the United States and we advise they speak to Global Education and/or Auditing Services for further assistance because these regulations and rules change regularly.

The department is committed in the campus goals of recruiting and retaining talented international students whom are also committed to athletic excellence. The athletic department has a nomination process for non-resident international fee waiver grants for each academic year. The compliance office has the nomination form on file and can provide additional information upon request.

Establishing California Resident Requirements – Out of State Student-Athletes

Under California law, each CSU campus must determine the residence status of all new and returning students. Nonresidents are required to pay nonresident tuition and meet other conditions.

Generally, to be eligible for resident classification, an adult applicant must have established and maintained permanent residence in California at least one year prior to the residence determination date. Residence determination of minors is based on the residence status of their parents. Minors are those applicants under the age of 19 on the applicable residence determination date. The head coach should make their non-resident student-athletes aware of California residency requirements upon their arrival to campus concerning this requirement. They can direct the student-athletes to the admissions office for how they begin the process or by visiting the admissions section of the Sacramento State website > Residence Information. (Not available for international students)

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PLAYING AND PRACTICE SEASONS

Overview

Sacramento State shall design its organized practice activities, the length of its playing seasons and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in noncollegiate-sponsored athletics activities, to minimize interference with the academic programs of its student-athletes and to adhere to NCAA Bylaw 17.

Declaration of Playing and Practice Season

The playing (i.e., practice and competition) season for a particular sport is the period of time between the date of Sacramento State's first officially recognized practice session and the date of Sacramento State's last practice session or date of competition, whichever occurs later. Sacramento State is permitted to conduct officially recognized practice and competition each academic year only during the playing season as regulated for each sport in accordance with the provisions of this bylaw.

Procedure for Coaches:

1. Complete the "Declaration of Playing and Practice Season Form."
2. Submit to the compliance director prior to the first day of classes.

Procedure for Compliance Staff:

1. The compliance director collects and reviews the Declaration of Playing and Practice Season Form.
2. The compliance director inputs data into CAi for confirmation that designated dates comply with NCAA legislation.

Countable Athletically-Related Activities (CARA) Log

In accordance with NCAA rules, a Countable Athletically-Related Activities (CARA) form must be completed reflecting the amount of hours the team or individual has spent during the week in activities. The form is to be **completed every month** in season and out of season, and **turned in by the fifth day of the following month**. Please remember the head coach must sign off on this form and submit it to the Compliance Office.

Procedure for Coaches:

1. Coaches must complete the **CARA form** on a monthly basis
2. Coaches must turn in the **CARA form** to the compliance office by the fifth day of the following month

Procedure for Compliance Staff:

1. The compliance director or assistant collects and reviews the CARA form on a monthly basis.

The following activities are considered athletically related, which must be counted toward daily and weekly time limitations. The activities have been grouped in five categories to simplify the recording process: (1) Competition; (2) Practice; (3) Weight Training/Conditioning; (4) Athletically-related Meetings; (5) Other (Specify);

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1. **Competition Activities:** All competition and any associated athletically-related activities on the day of competition shall count as three hours regardless of the actual duration of these activities. Practice may not be conducted following competition.
2. **Practice Activities:** Practice is any meeting, activity or instruction involving sports related information and having an athletic purpose. Practice occurs if one or more student-athletes and one or more coaches engage in any of the following activities: Field, floor or on-court activity; setting up offensive or defensive alignments (in practice or meetings); activities utilizing equipment relating to the sport.
3. **Weight Training/Conditioning Activities:** Required weight training and conditioning activities held at the direction of a supervised by an institutional staff member and individual workouts required by the coaching staff. A strength and conditioning coach who performs department-wide duties may design and conduct voluntary workout programs for student-athletes, only during the vacation period (e.g. summer), without such workouts being considered as countable athletically related activity.
4. **Meetings:** Chalk-talks; lectures or discussion on strategy of the sport; discussions of game films, motion pictures, or video tapes relating to the sport, and meetings initiated by coaches regarding athletic matters.
5. **Other Athletic Activities:** Required participation in camps, clinics or workshops; film or videotape reviews of athletic practices or contest required, supervised or monitored by the coaching staff; visits to the competition site in sport of golf; on-court or on-field activities called by any member of a team and confined primarily to members of that team that are considered as requisite for participation in that sport (e.g. captain's practice); and individual workouts required or supervised by a member of the coaching staff.

Team Schedules

Sacramento State shall limit its total playing schedule with outside competition according to maximum and minimum limitations set forth in NCAA Bylaw 17.

Procedure for Coaches:

1. Coaches must submit a completed team schedule to the compliance office prior to the start of school. The schedule should be attached to the **Playing/Practice Season Declaration Form**.
2. In addition the sports supervisor will work with each head coach to check for conflicts, discrepancies, etc.

Procedure for Compliance Staff:

1. The compliance director reviews the schedule for any NCAA and/or conference concerns.

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AWARDS AND BENEFITS

Overview

Student-athletes may never accept a cash award or a cash-equivalent award for athletics participation. Check with the compliance office before accepting any awards based on athletic ability. Generally receipt of a benefit by a student-athlete is not a violation if that benefit is available to all students at the institution.

Complimentary Admissions for Student-Athletes

Per NCAA Bylaws, complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. Hard tickets are not issued. Student-athletes may not receive payment for complimentary admissions nor exchange them for any item of value.

In accordance with NCAA regulations, each student-athlete may be provided with up to four (4) complimentary tickets for both home and away contests. It is the responsibility of the compliance director and the director of ticket operations to be certain that all regulations are followed in assigning and distributing complimentary tickets. The compliance director will review the policies for complimentary ticket distribution during the fall compliance meetings with each sport.

Home Games

Football: Player complimentary tickets, as allowable under NCAA regulations, will be assigned by the director of ticket operations and will be overseen on game day by either the compliance director or the compliance assistant.

Basketball: Player complimentary tickets, as allowable under NCAA regulations, will be assigned by the director of ticket operations who will supervise their distribution at all home games.

All other sports: It is the responsibility of each head coach to approve the pass list for each game. (The director of ticket operations will be responsible for coordinating and distributing tickets at the pass gate for all sports).

Complimentary Admissions for Prospective Student-Athletes

Per NCAA Bylaws, during the official visit, complimentary admissions to a campus athletics event may be provided only to the prospect and the prospect's parents (or legal guardians) or spouse. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event.

Procedure for Coaches:

1. To obtain complimentary admissions for a prospective student-athlete, a coach must obtain the **Official Visit Complimentary Pass List form** from the website.
2. The **Official Visit Complimentary Pass List** must be filled out completely and forwarded to the compliance director for approval before submitting to the director of ticket operations. Without the signature this list will be considered invalid and will not be accepted.
3. The **Official Visit Complimentary Pass List** must be submitted to the director of ticket operations no later than 12:00p.m. on the day prior to the event.

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Note: The list may be revised after it has been submitted. Football and men's basketball lists may be revised in name only, additional tickets cannot be requested after the deadline. All revisions must be completely filled out, typed and hand-delivered to the director of ticket operations. Revisions for football and men's basketball must be submitted at least 4 hours prior to the event. Revisions for all other sports must be submitted at least two hours prior to the event.

Procedure for Compliance Staff:

1. The compliance office reviews the pass lists prior to each contest to ensure compliance with NCAA regulations.

Team Travel

(NCAA Bylaw 16.8.1.2.1)

Sacramento State may provide actual and necessary travel expenses (e.g., transportation, lodging and meals) to a student-athlete for participation in athletics competition provided the student-athlete is representing Sacramento State (competes in the uniform of Sacramento State) and is eligible for collegiate competition. Furthermore, a student-athlete may not depart earlier than 48 hours prior to the start of the actual competition and may not remain more than 36 hours following the conclusion of the actual competition event if the student-athlete does not return with the team. (See Bylaw for exceptions).

Occasional Meals

A student-athlete or the entire team in a sport may receive an occasional meal, in the locale of Sacramento State on infrequent and special occasions from an institutional staff member (limited to two occasional meals per semester). An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals. A student-athlete may receive an occasional family home meal from a representative of athletics interests on infrequent and special occasions under the following conditions:

- (a) The meal must be provided in an individual's home (as opposed to a restaurant) and may be catered; and
- (b) A representative of Sacramento State's athletics interests may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative.

See compliance office with questions concerning occasional meals.

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Athletic Awards

Athletics awards given to individual student-athletes shall be limited to those approved or administered by the Big Sky Conference, Sacramento State, or an approved agency, and shall be limited in value and number as specified by the NCAA. Awards received for intercollegiate athletics participation may not be sold, exchanged or assigned for another item of value, even if the student-athlete's name or picture does not appear on the award.

Telephones and Credit Cards

It is not permissible to allow a student-athlete to use a telephone or credit card for personal reasons without charge or at a reduced cost.

***Exception:** Per Bylaw 16.12.1.11 (d), an institution may provide or arrange for a telephone call in emergency situations as approved by the director of athletics (or his or her designee).*

Other Prohibited Benefits

An institutional employee or representative of the institution's athletics interests may not provide a student-athlete with extra benefits or services, including, but not limited to:

- a. A loan of money;
- b. A guarantee of bond;
- c. The use of an automobile; or
- d. Signing or cosigning a note with an outside agency to arrange a loan.

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CAMPS AND CLINICS

A Sacramento State sports camp or clinic is one that:

- Places special emphasis on a particular sport or sports and provides specialized instruction, practice or competition;
- Involves activities designed to improve overall skills and general knowledge in the sport; or
- Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport (Bylaw 13.12.1.1.1).

NCAA Bylaws Surrounding Camps

13.12.1.1.2 Football and Basketball. An institution's football camp or clinic may be conducted only during two periods of 15 consecutive days in the months of June and July or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3), unless such activities meet the provisions regarding developmental clinics set forth in Bylaw 13.11.3.1. The dates of the two 15-day periods must be on file in the office of the athletics director. An institution's basketball camp or clinic may be conducted only during the months of June, July and August, or any calendar week (Sunday through Saturday) that includes days of those months unless such activities meet the provisions regarding developmental clinics set forth in Bylaw 13.11.3.1. Violations of this bylaw shall be considered institutional violations per Constitution 2.8.1; however, such violations shall not affect the prospective student-athlete's eligibility. *(Revised: 4/28/05, effective 8/1/05)*

13.12.1.2 Attendance Restriction. A member institution's sports camp or clinic shall be open to any and all entrants (limited only by number and age).

13.12.1.2.1 Exception – Football. In football, a “senior prospect” shall not be permitted to enroll, participate or be employed at any such sports camp or clinic. Senior prospects may enroll or participate, but may not be employed in those developmental clinics outlined in Bylaw 13.12.3.1.

Camps & Clinics Approval Process

Coaches of sports camps must meet with the compliance office to ensure that camps comply with NCAA rules. Before coaches' summer camp or clinic brochures are printed, they must provide the compliance office with a copy so that they are checked for adherence to applicable NCAA regulations.

Procedure for Coaches:

1. Fill out the **Camp/Clinic Request and Information Form**. (Compliance website>Internal Forms>Camp/Clinic Request and Information Form)
2. Camp director will also need to fill out and attach to this form for approval the **Proposed Camp/Clinic Budget and Expenses Form**.
3. Coach must also include a copy of any brochures or printed materials.
4. Turn in these forms to the compliance office for approval.
5. Two weeks prior to the beginning of the camp the **Camp/Clinic Declaration form** must be completed and submitted to the compliance office. The form is located on the compliance website.

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Procedure for Compliance Staff:

1. Obtain approval from compliance director and athletics director or designee (SWA).
2. Forward to business manager, who will keep forms on file.
3. The SWA will send out confirmation of the approved camp/clinic to coach with further instructions prior to that camps start date.

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AMATEURISM, MARKETING AND PROMOTIONAL ACTIVITIES

Amateurism

(NCAA Bylaw 12.01.1)

Only an amateur student-athlete is eligible for intercollegiate athletics participation in a particular sport.

Sacramento State's athletics programs are designed to be an integral part of the educational program. The student-athlete is considered an integral part of the student body, thus maintaining a clear line of demarcation between college athletics and professional sports.

NCAA amateur status may be lost as a result of activities prior to enrollment in college. If NCAA rules specify that an "individual" may or may not participate in certain activities, this term refers to a person prior to and subsequent to enrollment in a member institution.

Each student-athlete is responsible for complying with all NCAA legislation regarding amateurism.

NCAA General Amateurism and Eligibility Form for International and Select Student-Athletes must be completed prior to representing Sacramento State in intercollegiate athletics practice or competition, an international/select prospective student-athlete shall be certified as eligible. An international/select prospective student-athlete who either (a) is not a United States citizen, or (b) resides in an unincorporated or commonwealth territory of the United States, or (c) has participated in foreign athletics activities or was associated as an athlete with a foreign athletics organization.

Each international/select prospective student-athlete who will be participating for the first time in intercollegiate athletics at Sacramento State is given this form to complete and to sign. Subsequent to the prospective student-athlete completing this form, Sacramento State's compliance office is responsible for investigating any answers that may result in ineligibility. Further, the statement must be signed by the compliance director and the prospective student-athlete's head coach prior to the student-athlete being issued a financial aid contract.

Procedure for Coaches:

1. Send **NCAA Amateurism Questionnaire** to prospective international/select student-athletes.
2. Return completed form to compliance office.

Procedure for Compliance Staff:

1. Review the **NCAA Amateurism Questionnaire** prior to the arrival of the SA on campus. Ensure compliance of amateurism rules.
2. Issue General Amateurism and Eligibility Form for International and Select Prospective Student-Athletes to the student-athlete.
3. Collect and review forms from prospective student-athletes before issuing a national letter of intent or financial aid agreement.

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Promotional and Fund-raising Activities Request Form

(NCAA Manual)

Sacramento State, or a recognized entity thereof (e.g., fraternity, sorority, or student government organization), Big Sky Conference, or a non-institutional charitable, educational, or non-profit agency may use a student-athlete's name, picture, or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided certain conditions are met. Sacramento State monitors Promotional activities and ensures NCAA conditions are met through the **“Promotional & Fund Raising Activities Form”**.

Procedure for Coaches/Staff:

1. Complete **Promotional & Fund Raising Activities Form**.

1. Submit to the compliance office for approval.

Procedure for Compliance Staff:

1. Review submitted forms to ensure compliance with NCAA Bylaws 12.5 and 12.6 are followed.

2. If the request is for the appearance of a student-athlete, the form must also be signed by the director of athletics, marketing/development, and if necessary the organization's representative.

Student-Athlete Employment

All on and off campus employment earnings are exempt from institutional and individual financial aid squad list limits. Bylaws 12 and 18 continue to require a student-athlete who works be paid at a rate commensurate with the going rate for similar services.

Per NCAA Bylaw 12, a student-athlete may receive compensation for teaching and coaching sports skills or techniques in his or her sport on a fee-for-lesson basis, provided they have received prior approval from the compliance office.

Agents

A student-athlete will become ineligible for participation in their sport if that student agrees (orally or in writing) to be represented by an agent. In addition, if the student-athlete agrees to be represented in future professional sports negotiations that are to take place after the student graduates, he/she will become ineligible. A student-athlete will become ineligible if the student or the student's relatives or friends accept transportation or other benefits from any person wishing to represent the student-athlete.

A student-athlete may secure advice from a lawyer concerning a proposed professional sports contract, only if the lawyer is not representing the student in negotiations for such a contract. If an agent contacts one of your student-athletes, notify the compliance office and the director of athletics immediately.

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MISCELLANEOUS

Outside Competition

A student-athlete **MUST** receive permission from the compliance office **PRIOR** to participation.

Gambling

The NCAA opposes all forms of legal and illegal sports wagering. The NCAA adopted Bylaw 10.3 prohibiting staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events. NCAA Bylaw 10.3 stipulates that staff members of the athletics department of a member institution and student-athletes shall not knowingly:

- (a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- (b) Solicit a bet on any intercollegiate team;
- (c) Accept a bet on any team representing the institution;
- (d) Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- (e) Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

Athletics Assessment/Exit Interview

In order to improve the quality of our program, the Department of Athletics seeks constructive feedback from the student-athlete. The Athletic Assessment/Exit Interview questionnaire provides the department with information which may be useful to coaches and administrators in improving coaching techniques, behaviors, strategies or policies that impact the student-athlete.

student-athlete is asked to voluntarily fill out this questionnaire and provide their name. The responses to questions on this assessment will remain anonymous (coaches will see information in aggregate form only). The department will still consider feedback provided if the student-athlete chooses not to include their name.

The actual responses on the exit interviews will be kept confidential, to be read only by the director of athletics, associate AD, compliance director and the FAR. However, their identity is important should the director of athletics feel the need to follow-up on this questionnaire with an interview. The questionnaire is administered by the applicable sport supervisor at the conclusion of the championship segment of that team's season. The coach will only receive a summary of the responses to these questions provided by all student-athletes the team who return the form.

Data received from all exit interviews conducted during the academic year will be compiled by the compliance assistant and kept on file in the office of the athletics director. A sample "Coach Evaluation Form" and "Assistant Coach Evaluation Form" can be found in the Athletic Department Staff Manual.

Evaluations shall be completed by the following dates:

- | | |
|-----------------------------|---|
| December 31 st : | Football, men's and women's soccer and volleyball |
| March 31 st : | Men's and women's basketball |
| June 30 th : | All other sports plus administrative personnel |

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APPENDIX 1

SACRAMENTO STATE Intercollegiate Athletics Student-Athlete Substance Abuse Policy Updated: August 2005

A substance abuse policy is an essential element in protecting student-athletes both from the harmful effects of drugs and alcohol use, as well as the legal penalties associated with violation of the law. Using illegal drugs for recreation, to enhance performance or for any other purpose is inconsistent with the policies of Department of Intercollegiate Athletics and creates a danger to the health and safety of student-athletes.

Through urine drug testing the athletics department intends to identify and assist student-athletes who demonstrate recreational and/or chemical dependency problems.

PURPOSE OF THE SUBSTANCE ABUSE POLICY

- To adhere to NCAA, Big Sky Conference, Mountain Pacific Sports Federation, Western Intercollegiate Rowing Association, and Sacramento State rules and procedures regarding alcohol and drug use by student-athletes
- To educate student-athletes about problems associated with substance abuse
- To prevent illicit drug use and/or abuse by student-athletes
- To identify student-athletes who may be using illicit drugs or abusing alcohol
- To attempt to ensure that athletes are physically and mentally fit for the rigors of intercollegiate participation and to minimize the risks of serious injury to the athlete and/or his/her teammates.

EDUCATION AND COUNSELING PROGRAM

It is the intention of Sacramento State that all student-athletes, student athletic trainers, cheerleaders, dance team members, student team managers and student equipment managers (hereafter referred to as students or student-athletes) will participate in a substance abuse education program designed to acquaint the student-athlete with the risks and hazards associated with the use of street drugs, alcohol, and performance-enhancing drugs. Furthermore, the education program will identify campus and community resources available to assist the student-athletes who may experience symptoms resulting from drug or alcohol use/abuse. Attendance and participation in the educational programs will be a condition of continuing as a member the University athletic team.

If a student-athlete feels a need for counseling regarding substance use, the student-athlete should feel secure in knowing that the athletics department shares this concern and will try to help. Counseling services are available through the counseling department located in the Student Health Center (SHC 203). Professional outpatient therapy can be arranged for a student-athlete upon request. However, all outpatient expenses will be paid for by the student-athlete (unless the student-athlete qualifies for the Big Sky Special Assistance program and funds are available).

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IDENTIFICATION PROCEDURES

The decision to drug test a student-athlete, or a group or team of student-athletes, will be based on probable cause, reasonable suspicion or random sample.

A. Mandatory Student-Athlete Participation

A copy of this substance abuse policy will be given to each student-athlete. Each student-athlete will thereafter be asked to sign a consent form acknowledging receipt and understanding of the policy. Any student-athlete who does not wish to participate in the program forfeits the privilege of participation in intercollegiate athletics at Sacramento State.

B. Voluntary Student-Athlete Participation

If any student-athlete feels that he/she may have a problem with alcohol or other drugs and has not had a previous positive test, the student-athlete may request assistance through the athletics department. Such a request shall not be treated as a positive test and the student-athlete shall be counseled in a manner appropriate to the problem. A positive test occurring after such voluntary participation shall be treated as a first positive test.

C. Random Testing

The athletics department will conduct random drug-testing of student-athletes in all sports on a year-round basis. Such testing shall occur in all sports as often as practicable, but not less than once per semester. The selection of student-athletes to be randomly tested from each team shall be completely random and shall be based upon the then current roster for the team on file in the Compliance Coordinator's office. The Compliance Coordinator shall be responsible for selecting the names of student-athletes to be randomly tested, and the manner of selecting the names must ensure complete randomness (e.g., drawing names from a hat, using a computer program). At least one other athletics department administrator must be present whenever names are selected for random drug testing.

If a coach or athletics department administrator has a reasonable basis to suspect that a particular student-athlete or group of student-athletes may test positive, nothing in this policy shall preclude a coach from requiring such student-athlete(s) to be tested outside of the random testing process when there is cause to do so. For purposes of this section, "reasonable basis" and "cause" shall be defined as behavior, conduct or performance by the student-athlete, or information reported to the coach or the university, which leads to a conclusion that there is a likelihood that the student-athlete has taken or is under the influence of a banned substance. If the student-athlete refuses to submit to such a test, or it is deemed that the student-athlete purposely misses the drug test, he or she shall be suspended pending the taking of the test and may receive sanctions similar to those for a positive test or such other sanctions as may be deemed appropriate by the Director of Athletics.

To the extent that disclosures are necessary pursuant to the provisions of the program, the student authorizes the release of information under The Family Education and Privacy Act/20 U.S.C. Section 1232 (g), the physician-patient privilege, any state laws or University policies.

TESTING PROCEDURES

A student-athlete, or a group or team of student-athletes, may be selected for drug testing at any time. If a student-athlete interferes or fails to comply with any part of the drug testing program (e.g., falsifying signatures, manipulating or attempting to manipulate urine specimens, failing to

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appear for a scheduled drug test and/or not submitting a urine sample during specified times), the student-athlete will be deemed to have tested positive.

All urine samples for testing will be collected under direct supervision of authorized personnel. Containers and samples will remain under constant supervision of the substance abuse administrator until picked up for delivery to the laboratory. Identification signature sheets will remain under constant supervision of the substance abuse administrator.

Each urine sample shall be analyzed for the presence of prohibited substances by the substance abuse administrator on the Sacramento State campus. All tests will be sent to and confirmed by a qualified off-campus laboratory selected by Sacramento State. The testing lab shall report all test results to the substance abuse administrator as soon as possible.

The procedures for conducting a drug test will be as follows:

1. The student-athlete shall report to drug testing site wearing a t-shirt and shorts only.
2. Before providing a specimen, the student-athlete shall select a new collection cup and testing supplies.
3. In order to ensure the integrity of the specimen, an athletic trainer shall monitor the furnishing of specimen by observation.
4. The student-athlete shall provide a complete specimen (i.e., a minimum 45 ml and a maximum 60ml, at a temperature between 90° and 100°).
5. If the specimen is incomplete, the student-athlete must remain in the collection area under the observation of the certified athletic trainer until a complete sample is provided. During this period the student-athlete is responsible to keep the collection beaker controlled.
6. The student-athlete shall pour not less than 30 ml of the specimen into one container and shall pour the remaining portion of the specimen into a second container. The student-athlete shall place a cap on each container. The trainer then shall seal each container in the required manner in the presence of the student-athlete and shall seal each container in a plastic bag.
7. The student-athlete will fill out and sign chain of custody and control form, double check numbers on all containers and forms for a match, and receive a copy of the chain of custody form for his or personal records.
8. The specimens collected will be placed under lock by the trainer at all times. At no time shall the secured specimens be unlocked except to permit the transfer of the specimen to the laboratory carrier.

In the event that a violation of this substance abuse policy occurs or is suspected to have occurred during team travel, the following procedures shall be followed:

1. The head coach shall notify the Director of Athletics or other appropriate administrator in the Department of Athletics that a drug test needs to be conducted.
2. To the extent possible, the student-athlete(s) to be drug-tested shall remain under the control and supervision of his or her coach or a certified athletic trainer traveling with the team until the drug test has been conducted.
3. The athletic trainer, who shall be required to carry several drug-testing kits with the team during all team travel, shall administer the test to the student-athlete as soon as possible while the team is still on the away from the Sacramento State campus. All procedures for conducting the drug test set forth in the previous section (steps 1-8) shall be followed.
4. If for some reason it is not possible to conduct the test during team travel, the head coach or the trainer traveling with the team shall contact an alternate athletic trainer to assist with the drug testing upon return to the Sacramento State campus. If an alternate athletic trainer unavailable, an athletics administrator will assist with the drug testing.

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Again, to the extent possible, the student-athlete(s) to be drug-tested shall remain under the control and supervision of his or her coach or a certified athletic trainer traveling with the team until the drug test has been conducted. Upon return to the CSUS campus, all other procedures for conducting the drug test set forth in the previous section (steps 1-8) shall be followed.

PROHIBITED SUBSTANCES

All substances contained on the NCAA's list of banned substances shall be considered banned substances under the Sacramento State Student-Athlete Substance Abuse Policy. This list is on file in the athletic training room and in the compliance office. The list also is available for viewing online at www.ncaa.org/sports_sciences/drugtesting. The use of any of the substances on this list is considered a violation of this policy as well as the Student-Athlete Code of Conduct.

SANCTIONS FOR SUBSTANCE ABUSE

A. First Positive Test: If a student-athlete tests positive for any banned substance or for a known "masking agent", the minimum penalties for a first offense shall be as follows:

- Mandatory suspension from competition for a minimum of ten percent (10%) of the team's regular season contests in the student-athlete's sport, beginning immediately after the positive test is confirmed by the laboratory. However, if the student-athlete appeals the positive test or the penalty imposed in accordance with this policy (see "Appeal Process"), the suspension shall be delayed pending the outcome of the appeal.
 - If the 10% calculation results in a fractional number, the fraction shall be rounded up or down to the nearest whole number (e.g., 10% of a 25-contest regular season = 2.5 contests, which shall be rounded up to 3 contests).
 - If the first offense occurs during the sport's nontraditional segment, the Director of Athletics, after consultation with the Head Coach, shall have the authority to also suspend the student-athlete from competition during that segment (in addition to the regular season suspension).
 - During any suspension imposed under this policy, the student-athlete shall be permitted to continue practicing with his or her team. However, the student-athlete shall be prohibited from sitting on the bench or wearing the team uniform during any contest.
- If warranted by the circumstances in a particular case, the Director of Athletics shall have the authority to impose a more severe penalty for a first offense (e.g., a longer suspension from competition, permanent removal from the team);
- Mandatory meeting with the head coach and the Director of Athletics;
- Possible cancellation/non-renewal of the student-athlete's athletics grant-in-aid, to be determined by the Director of Athletics and the head coach (subject to NCAA rules); and
- Re-testing up to a maximum of three (3) times within ninety (90) days from the date of the first positive test. A positive re-test during this time period shall be treated as a second positive test.

B. Second Positive Test: If a student-athlete who has previously tested positive for any banned substance receives a second positive test (either for the same banned substance or a different one), the minimum penalties shall be as follows:

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- Suspension from competition for one full calendar year; and
- Mandatory meeting with the head coach and the Director of Athletics;
- Automatic cancellation of the student-athlete's athletics grant-in-aid for up to one year (subject to NCAA rules).

C. Third Positive Test: If a student-athlete who has tested positive for any banned substance on two previous occasions (either for the same banned substance or a different one), the penalty shall be as follows:

- Permanent removal from the team; and
- Permanent cancellation of the student-athlete's athletics grant-in-aid (subject to NCAA rules).

REINSTATEMENT

After serving any suspension and completing any other sanctions imposed as a result of a positive drug test, the reinstatement of the student-athlete to team practice/competition shall require the approval of the Director of Athletics, the head coach, the athletic trainer and the substance abuse administrator. The Director of Athletics or the head coach, at their sole discretion, shall have the right to require that the student-athlete be re-tested and receive a negative test as a condition of reinstatement. The Department of Athletics shall pay the cost of any such re-test.

APPEAL PROCESS

If a student-athlete who tests positive for a banned substance wishes to challenge the results of the test, he or she must submit an appeal in writing to the substance abuse administrator within five (5) calendar days after first being notified of the positive test results. Upon receipt of such an appeal, the substance abuse administrator shall request the laboratory to re-test the specimen originally provided by the student-athlete [Note: The student-athlete shall not have the right to request a re-test based on a new specimen, even if the original specimen is not available for re-testing.]. The student-athlete shall be responsible for paying the cost of the re-test unless the laboratory determines through the re-testing that the original positive test result was erroneous.

If a student-athlete who tests positive for a banned substance wishes to appeal the penalty imposed by the Director of Athletics, the student-athlete must submit an appeal in writing to the Vice President for Student Affairs within three (3) days from the date that the student-athlete receives notice of the penalty. The decision of the Vice President for Student Affairs shall be final.

VIOLATIONS OF CRIMINAL LAW

Any student-athlete charged with violations of city, county, state or federal criminal statutes related to alcohol or illegal drug use shall be subject to disciplinary action as proscribed in the Student-Athlete Code of Conduct. A student-athlete charged with a misdemeanor violation shall be permitted to remain involved with the intercollegiate athletics program. However, if a student-athlete is charged with a felony, the Director of Athletics shall have the authority to suspend or permanently dismiss the student-athlete from his or her athletics team or impose other appropriate discipline.

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SACRAMENTO STATE

Student-Athlete Substance Abuse Policy

CONSENT TO DRUG TESTING

DRUG TESTING NOTIFICATION FORM

I have received, read and reviewed the SACRAMENTO STATE, Intercollegiate Athletics, Student-Athlete Substance Abuse Policy. I consent to such testing conducted as part of Sacramento State Intercollegiate Athletics Program and agree that I will not refuse to take any such test or otherwise dispute the University's rights to such tests. I understand that I may choose not to sign this form, thereby forgoing the privilege of participation in intercollegiate athletics at Sacramento State.

I hereby consent and understand that I may be asked to provide a sample of urine to be tested for the presence of certain drugs, at such times as urinalysis testing is mandated under the program during the academic year. I understand that any urine samples will be tested in-house and that any positive in-house test results will be sent to a qualified laboratory for confirmation before a violation of this policy will be deemed to have occurred.

I authorize the individual or organization designated by Sacramento State to collect urine samples and determine test results to make confidential release of the results to the appropriate individuals, including, but not limited to my parent(s), legal guardian(s), spouse, head coach, director of athletics, team physician(s) and athletic trainer(s) of Sacramento State.

I understand the Sacramento State Student Health Center counseling staff and other services are available to me should I have difficulty with drugs, alcohol, or with regards to any questions regarding this substance abuse policy.

I understand any sanctions brought against me for violation of this substance abuse policy will be maintained throughout my athletic career at Sacramento State.

To the extent that disclosures are necessary pursuant to the provisions of the Program, the student authorizes the release of information under The Family Education and Privacy Act/20 U.S.C. Section 1232(g), the physician-patient privilege, any state laws or University policies.

I hereby release the trustees of California State University, its officers, employees and agents from legal responsibility or liability for any action related to the implementation of the Intercollegiate Athletics Substance Abuse Policy or the release of such information and records as authorized by the terms of this form.

PRINT FULL NAME

SPORT

STUDENT-ATHLETE SIGNATURE

DATE

SIGNATURE OF LEGAL GUARDIAN IF NOT 18 YEARS OF AGE

PARENT SIGNATURE

DATE

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APPENDIX 2

Sacramento State Athletics Recruiting and Official Visit Policy

The Sacramento State Athletics Department is committed to conducting its recruiting activities according to all state and federal laws and all applicable institutional, Conference, and NCAA regulations. Furthermore, we are committed to the highest standards of behavior in all aspects of the recruiting process. In order to guide our departmental staff, coaches and student-athletes, the Sacramento State Athletics Department has established this policy document in order to clearly state:

- Appropriate standards of conduct surrounding the recruiting process.
- Our commitment to the education and training of our department staff, coaches and student-athletes in order to better adhere to these standards.
- Procedures that encourage department staff, coaches and student-athletes to come forward and report concerns or known infractions surrounding recruiting practices.
- Our intent to investigate and address reports of inappropriate recruiting activities swiftly and thoroughly.
- Our intent to impose appropriate sanctions against any individual who acts in violation of these policies.

Oversight

While primary control of the Athletics Department rests with the University President and the Athletics Director, others at the University have important roles to play in preventing and reporting recruiting abuses.

- The responsibilities of coaches are clearly stated below.
- Sport Administrators are responsible for communicating with coaches and student-athletes on the teams they supervise in order to ensure that the coach is fulfilling his/her responsibilities as noted above.
- Department staff, coaches and student-athletes will be informed that any concerns or known violations surrounding the recruiting process must be reported to the Associate Athletics Director for Compliance, who will in turn inform the Athletics Director so that swift and appropriate actions can be taken.

Education

In order for these guidelines to be effective, they must be well-understood and widely distributed.

- The Athletics Director and/or his designee will reinforce these policies periodically throughout the year at staff meetings, coaches meetings and on other occasions as appropriate. In addition, the Athletics Director may reinforce or further define these policies in periodic memos to all coaches and departmental staff.
- The Assistant Athletics Director for Compliance will arrange for annual recruiting policy review sessions for all coaches and for each team. All student-athletes must attend a recruiting policies education meeting, familiarize themselves with those policies and sign a document indicating that they will adhere to them.

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- The Athletics Department will continue to evaluate educational programming provided through the Athletics Life Skill Program and will consider the need for additional programming in numerous areas (e.g., alcohol abuse, sexual harassment, date rape, etc.) including programs related to recruiting.
- The contents of this policy document will be included in the annual NCAA rules review sessions for all coaches, the Student Athlete Handbook, and the forthcoming compliance section of the Athletics Departments web site.

Screening of Recruits

- Coaches have a responsibility to investigate and evaluate a recruit's character.
- If a coach finds that a recruit has a record of arrests, citations or other behavior that reflects poorly on a recruit's judgment of character, the coach is required to report these findings to the Athletic Director. The head coach may forward a recommendation to the Athletics Director that he/she be permitted to continue recruitment of the prospect. The Athletic Director shall review the facts of the case and determine whether recruitment shall continue.
- Before signing a recruit to a National Letter of Intent, coaches must inform the recruit of their expectations regarding appropriate student-athlete behavior.

Responsibilities during Official Visits

- Department staff and student-athletes are responsible for learning and understanding these rules and, most importantly, for inquiring into the rules if there is any question about the appropriateness of a particular action.
- Coaches are responsible for selecting student hosts who will follow defined recruiting policies and demonstrate good judgment in order to avoid inappropriate situations.
- Coaches are responsible for instructing student hosts about what types of behavior and activities are appropriate. While it is impossible to list all activities that may occur during a recruiting visit, the following are examples of inappropriate and impermissible activities:
 1. Attendance at adult entertainment establishments
 2. Provision of "adult entertainment" involving exotic dancers and the like
 3. Provision of alcohol to under-aged recruits
 4. Provision of excessive transportation, such as limousines
 5. Arrangement of escort services or any other sexual services
 6. Participation in any unethical or illegal activity, such as provisions of drugs, participation in gambling activities, etc.
- Coaches are responsible for asking in advance what activities student hosts have planned for the recruiting visit. Following the visit, coaches should ask student hosts what activities actually occurred.
- Coaches are responsible for informing student hosts that providing alcohol to minors is prohibited by California State laws and will not be tolerated.
- Coaches are not permitted to use students or student groups other than those student-athletes who are current members of their teams for planned activities with recruits without prior approval of the Athletic Director or their sport administrator.

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- Prior to providing a student host with host money, the coach is required to give the host a Student Host Form and make sure the student understands all of the rules and policies related to official visits and the entertainment of prospect. After the visit, the student host must sign and date the form to confirm that all applicable rules and policies were followed during the visit.
- Student hosts are required to submit receipts for all entertainment expenses incurred during the visit and return any unused host money following the official visit. If a receipt is lost, or if no receipt was available for a particular expenditure (e.g., vending machine), the host must provide a written accounting of such expenditures.
- Lodging for visiting prospects and their relatives must be standard lodging that does not include any special accessories (e.g., Jacuzzis, suites) that are not provided generally to all guests at the hotel. All meals provided during the visit must be comparable to those provided to student athletes during the academic year.