

2004-2005 IPFW COMPLIANCE MANUAL

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INTRODUCTION

This manual is intended to serve as a guide to IPFW athletics staff members involved in the recruitment of prospective student-athletes. Included within this manual are IPFW's compliance policies, procedures and related documentation that must be completed at critical junctures throughout the recruitment process by coaches, staff, and enrolled student-athletes. Highlighted through the manual are key legislation and interpretations as they relate to specific areas of the recruitment process and compliance with NCAA regulations.

The manual is intended as a supplement to the *NCAA Manual*, not as a replacement for it. As always, the *NCAA Manual* is the official source of all rules and regulations as they relate to the operation of IPFW's athletics program and the conduct of its personnel.

Should you have any questions regarding the information contained in this manual or any questions related to NCAA regulations and/or their interpretations, please contact Abbie Renaker in the Athletics Compliance Office.

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IPFW DEPARTMENT OF ATHLETICS PHILOSOPHY

IPFW is committed to balancing academics and athletics. The entire Department's efforts are directed toward assisting student-athletes achieving success in both areas.

The academic advisors promote work habits that encourage student athletes to be responsible for their academic pursuits. They provide services to enhance the student-athlete's education in areas such as tutorials, study skills/strategies, self-development and transition to college life. In turn, this will elevate the intellectual and social development of the student-athletes, thereby leading to the successful completion of their education at IPFW.

The academic advisors assist with providing a structured atmosphere for student-athletes to study. The disciplines of studying, time management, and organization are three elements for academic success. We foster the development of responsible and effective habits in our student-athletes. These habits can be applied beyond college, helping IPFW graduates to be productive in society and successful in all areas of their lives.

IPFW ATHLETICS COMPLIANCE POLICY STATEMENT

Indiana University-Purdue University Fort Wayne is committed and obligated to the principle of institutional control in operating its athletics programs in a manner that is consistent with NCAA and institutional rules and regulations.

The commitment and obligation to operate the intercollegiate athletics program in adherence to the principle of institutional control is both institutional and individual. IPFW's commitment is to maintain control of its athletics programs through responsible administrators, staff, coaches, and student-athletes; to educate coaches, staff, student-athletes, and other individuals involved with the athletics program in their institutional responsibilities under the rules; to develop operating systems within the athletics department and IPFW that provide guidance in how to work within the rules; and to discover and report any violations of the rules that may occur. Each individual involved in intercollegiate athletics is obligated to maintain competency in knowledge of the rules; to act within his/her realm of responsibility in full compliance with the governing legislation; and to report any violation of NCAA and/or institutional rules of which he/she is aware.

It is Indiana University-Purdue University's policy that no violation is so minor that it need not be reported. In responding to rule violations, IPFW will look at such factors as whether the violation is intentional, whether any advantage is gained (e.g., recruiting, competitive or for the student-athlete involved), whether a student-athlete's eligibility is affected and whether violations are recurring. IPFW's goals in responding will be to encourage communication, to seek consistency and accountability and, above all, to send a strong message that IPFW is unequivocally committed to rules compliance.

Information concerning violations will be forwarded to the Compliance Coordinator or Directors of Intercollegiate Athletics. When it is determined by the Director of Intercollegiate Athletics and the Compliance Coordinator that a violation of the rules has occurred, IPFW will report the violation and correct the situation that led to the problem. Rule violations will be reported to the appropriate athletics governing body with copies to the Chancellor, Director of Intercollegiate Athletics, Purdue Internal Audit Department, Faculty Athletics Representative, and any involved staff members.

RECRUITED – DEFINED

A prospective student-athlete who enters a collegiate institution shall be considered recruited if IPFW:

1. Pays transportation costs during a visit,
2. Pays for lodging or meal costs during a visit,
3. Provides special on-campus parking privileges while attending a campus athletic event during a visit,
4. Provides a student host and/or any entertainment other than complimentary admissions to a campus athletic event during a visit,
5. Has an arranged, in-person, off-campus encounter with the prospect or his/her parent(s) or guardian(s), or
6. Initiates or arranges for more than one phone call between an IPFW Coach or Athletics Representative and the prospect or his/her parent(s) or guardian(s).

A member of an institution's athletics staff or a representative of its athletics interests shall not recruit a prospect except as permitted by the NCAA and IPFW.

In-person, off-campus recruiting in Division I is limited to authorized intercollegiate athletics staff members, and limitations are placed on the number of staff members who are permitted to recruit off-campus.

Representatives of an institution's athletics interests are prohibited from making in-person, on-or off-campus recruiting contacts, or written or telephonic communications with a prospect or the prospect's relatives or legal guardians.

PROVIDING RECRUITING MATERIALS

Coaches are not permitted to send prospects or prospect's coaches recruiting materials (including general correspondence related to athletics) prior to September 1 of the prospect's junior year in high school. In the sport of Men's Basketball recruiting materials may not be provided until the conclusion of the prospect's sophomore year.

Permissible recruiting materials are limited to the following:

1. General correspondence (that must be mailed), including letters, postcards issued by the U.S. Postal Service (attachments to general correspondence may **only** include materials copied on plain white paper with black ink);
2. Business Cards;
3. Electronic Transmissions
4. Schedule Cards;
5. Game programs (which may not include posters) may be provided to prospects on official or unofficial visits to campus, but may not be mailed;
6. One athletics media guide;
7. One student-athlete handbook may be provided to prospects on official or unofficial visits to campus but may not be mailed;
8. Educational information published by the NCAA;
9. Official academic, admissions, and student-services publications published by the institution that are available to all students;
10. Pre-enrollment information;
11. Questionnaires; and
12. Camp Brochures.

Note: Educational information published by the NCAA, a questionnaire and a camp brochure may be provided to a prospect prior to September 1 of the prospect's junior year in high school

Printed recruiting materials subsequent to National Letter of Intent signing:

* Any necessary pre-enrollment information regarding orientation, conditioning, academics, and practice activities may be sent to a prospect provided the prospect has signed a National Letter of Intent or has been officially accepted for enrollment by the member institution.

OFF-CAMPUS RECRUITMENT

Guidelines for prospects in high school, two-year colleges and four-year colleges

- High school prospects and their parent(s) and/or guardian(s) may be contacted during the permissible contact periods on or after July 1 following the prospect's completion of their junior year in high school. In men's basketball, one in-person, off-campus contact in April of prospect's junior year in high school is permitted.
- Two-year college prospects enrolled in their first year who were NCAA qualifiers may be contacted for recruiting purposes. If they were non-qualifiers, they must have competed their first year at the two-year college before being contacted.
- Four-year college prospects (transfer students) cannot be contacted until written permission has been granted by the Director of Intercollegiate Athletics at the student-athlete's current institution. (See recruiting transfer student-athletes)

Guidelines for Contact

- In sports other than Basketball, you are limited to seven recruiting opportunities (contacts and evaluations combined) per prospect and not more than three of the seven opportunities may be contacts.
- In Men's Basketball you are limited to five recruiting opportunities (contacts and evaluations combined) per prospect, which include not more than one contact on the high-school campus during the April contact period of the prospect's junior year in high school and not more than three during the prospect's senior year.
- In Women's Basketball you are limited to five recruiting opportunities (contacts and evaluations combined) per prospect and not more than three of the five opportunities may be contacts.
- Any number of contacts you make during the same day (defined as 12:01 a.m. to midnight) count as one contact.
- Any in-person, off-campus contact made with a prospect regarding the signing of a letter of intent or other commitment to attend your institution is prohibited.
- After a prospect signs a NLI, there is no limit on the number of contacts by the institution with which the prospect has signed. However, the restrictions regarding contact during school, competition, and practice continue to apply.
- You cannot contact prospects before any athletics competition at any site on the days that the prospects are participants, even if the prospect is on an official or unofficial visit. This contact includes the passing of notes to a prospect by a third party on behalf of an institutional staff member. This prohibition extends from the time the prospect reports on

call at the coach's discretion and becomes involved in competition-related activity until the end of the competition (including multi-day events). You can contact prospects after their **final** competition once they have been released by the appropriate institutional authority and leave the dressing and meeting facilities. In basketball all communication with a prospect, prospect relatives, or any individual associated with the prospect because of basketball is prohibited during a summer certified event.

Guidelines of Evaluations

- In all sports, visits to a prospect's school during the academic year (the time period when classes are being conducted for all students) must receive approval from a school administrator of the prospect's high school.
- In all sports other than Basketball, you are limited to seven recruiting opportunities (contacts and evaluations combined) per prospect and not more than three of the seven opportunities may be contacts.
- In Men's Basketball you are limited to five recruiting opportunities (contacts and evaluations combined) per prospect, which include not more than one contact on the high-school campus during the April contact period of the prospect's junior year in high school and not more than three contacts during the prospect's senior year. Evaluations at sites other than the prospect's educational institution are prohibited during the September contact period.
- In Women's Basketball, you are limited to five recruiting opportunities (contacts and evaluations combined) per prospect and not more than three of the five opportunities may be contacts.
- In Basketball a coach may not visit a prospect's school on more than one occasion during a week. During the contact period in Football any visit to a prospect's school is considered a contact.
- A visit to a prospect's school (without contact) counts as an evaluation for all prospects in that sport at the school, unless the coach is only observing competition between prospects who do not attend that school.
- A prospect being earnestly recruited by an institution in more than one sport may be evaluated on the permissible number of occasions in each of the sports. Evaluations are counted against the sport of the coach making the evaluation.
- Any number of evaluations or observations made during the same calendar day (defined as 12:01 a.m. to midnight) shall count as one evaluation.
- In team sports, an institution shall utilize an evaluation for each prospect participating in a contest observed by the institution's coach.

- In individual sports, an institution's coach who is attending a competition in an individual sport on a specific day shall utilize an evaluation only for those participants that the coach observes engaging in practice or competition.
- Observing a **contest** or **practice** during the academic year shall count as one evaluation for each prospect in the contest or practice, even if contact is made during the same day.
- In all sports, the evaluation of each contest in a tournament held during the academic year shall count as a separate evaluation except:
 - A) Evaluation of multiple contests in a tournament that occurs on consecutive days shall count as a single evaluation; and
 - B) Evaluation of multiple contests in a single tier of tournament (e.g., sectional, district, regional) shall count as a single observation.

In Basketball an institution is limited to 40 evaluation days during the academic year. All evaluations during the academic year shall be limited to high school and two year college contests, practices, pick-up games and open gym conducted by the high school or two year college coach.

CONTACT/EVALUATION

Responsibility for Completion:

- Any coaching staff member who engages in on- or of-campus activities which would constitute a contact or an evaluation as per NCAA regulations.

Verification:

- Athletics Compliance Office

Administrative Time Frame:

- Registered into the Compliance Assistant internet recruiting database as soon as possible following a recruiting contact or evaluation.

NCAA and IPFW Reminders:

- **Contact**: Any face-to-face encounter between a PSA (or the PSA's parent or legal guardian) and a staff member during which any dialogue occurs in excess of an exchange of greeting.
- **Evaluation**: Any off-campus activity designed to assess the academic qualifications or athletics ability of a PSA including any visit to a PSA's educational institution (during which no contact occurs) or the observation of any practice or competition at any site at which the PSA participates.

- All Sports Other than Basketball: Permitted three contacts (during contact period) with a PSA beginning July 1 after the completion of the PSA's junior year of high school (July 15 in gymnastics). Permitted seven recruiting opportunities and not more than 3 of the seven opportunities may be contacts.
- Men's Basketball: Limited to five recruiting opportunities (contacts and evaluations combined) per prospect. May include not more than one contact on the high-school campus during the April contact period of the prospect's junior year in high school and not more than three contacts during the prospect's senior year. Institutions are limited to one visit per week to a PSA's high school or junior college during a contact period and specified evaluation periods.
- Women's Basketball: Limited to five recruiting opportunities (contacts and evaluations combined) per prospect and not more than three of the five opportunities may be contacts. Institutions are limited to one visit per week to a PSA's high school or junior college during a contact period and specified evaluation periods.

TELEPHONE CALLS

Telephone Log in CAi

Responsibility for Completion

- Any coaching staff member who engages in telephone contacts with a PSA and/or the PSA's parent or guardian

Verification

- Athletics Compliance Office

Administrative Time Frame

- Registered into the Compliance Assistant internet recruiting database as soon as possible following a recruiting telephone call. Please make it a point to keep up to date telephone logs in the CAi.

NCAA and IPFW Reminders:

- If contact is made and the PSA or the person wishing to be spoken to is unavailable, note the circumstances as well as when the person may be called again.
- In sports other than basketball, you may begin calling the PSA or the PSA's parent or legal guardian on a **once per week basis** commencing July 1 after the completion of the PSA's junior year in high school.
- In the sport of men's basketball, one telephone call to a PSA or PSA's parents or legal guardian during the month of March during the PSA's junior year in high school. One telephone call to a PSA or PSA's parent or legal guardian on or after June 21 after the completion of the PSA's junior year in high school. In addition, only three telephone calls during the month of July, with no more than one telephone call per week. Thereafter, you may begin calling PSAs or PSA's parent or legal guardian on a **once per week basis**.
- In the sport of women's basketball, one telephone call to a PSA or PSA's parent or legal guardian on or after June 21 after the completion of the PSA's junior year in high school. In addition, only three telephone calls during the month of July, with no more than one telephone call per week. Thereafter, you may begin calling PSAs or PSA's parent or legal guardian on a **once per week basis**.
- The exceptions to the one time per week basis are as follows:
 1. During the five days immediately prior to the PSA's official visit.
 2. During the initial date of signing the National Letter of Intent and during the two days immediately following the initial signing date in all sports.
 3. During the day of a permissible, in-person, off-campus contact.

4. In the sport of men's basketball, collect telephone calls placed by a PSA, provided the calls are not placed earlier than the conclusion of the PSA's sophomore classes in high school.
- Please note that for the purposed of defining a recruiting week, the NCAA utilizes a week that begins on Sunday and ends on Saturday.
 - In sports other than men's basketball, the NCAA allows schools to accept collect phone calls from a PSA after July 1 following the completion of the prospect's junior year in high school. In men's basketball, you may accept collect telephone calls from a PSA following the completion of the prospect's sophomore year in high school.

NCAA COMPLIANCE ASSISTANT *internet* (CAi)
HANDS-ON TRAINING

Inputting Recruiting Information
All Divisions

1. Click “**Recruiting**” under Account Links.
2. From the “**List**” tab perform the following steps:
 - a. Click the “**Search**” Button.
 - b. Notice that in the new box you can search by name, gender, sport or coach’s ranking. Select “**Football**” as the new sport and click the “**Search**” button.
 - c. Click on any e-mail address. An e-mail message to this address will be created on your e-mail server. If you would like to e-mail a group of prospects, you have two options:
 - Click the box next to the e-mail address that you would like to send a message to **OR**
 - Click on “**Check All**” button and then click on “**E-mail List**”. This will create a list of all e-mail addresses that you can copy and paste into an e-mail message.
 - d. Click the “**New PSA**” button on the List tab. The fields highlighted in yellow are required fields. They must be added in order to save the screen.
 - e. Enter the following information:
 - SSN
 - Your Name
 - Recruited – Yes
 - International – No
 - Recruit Type – High School
 - Class – Sophomore
 - f. Please note that the data field “Class” is a data field that is used by the program to determine conformity with the applicable recruiting legislation.
 - g. When you type the prospect’s e-mail address it will permit you to use the e-mail function from the “List” screen.
 - h. In the Eligibility Information section, you can enter high school or two-year college GPA, qualification status, test score and seasons used. This information will be automatically placed in the appropriate data fields once the student-

athlete has been transferred to a sport as a student-athlete.

- i. Click on the “**Test Scores**” button.
 - j. Click on “**Add New Score**”. Test date can be entered in the following manner: MM/YYYY or MM/DD/YYYY. Once you have entered all information, click “**Ok**” to save. The system will compute the highest SAT or ACT score.
 - k. Click the “**Save**” button.
3. Click on the “**Add Guardian**” button.
 - a. Enter a **name** in the “Parent/Guardia Name” field.
 - b. Enter an address and click the “**Save**” button.
 - c. Click the “**Add Guardian**” button to add a second parent or guardian and click the “**Save**” button.
 4. Click the “**Sports**” tab. Notice that the list of available sports is based upon the list of sponsored sports selected by the institution in the set-up screen.
 - a. Click on the applicable sport(s). Please select “**Football**” and “**M. Soccer**” and click the “**Save**” button.
 5. Click the “**School**” tab.
 - a. Click on the “**Add School**” button and type the name of a NCAA four-year institution. Please note the information and name for all NCAA institutions has been added.
 - b. Click on the “**Search**” button. Click on the appropriate institution and the accompanying information will be added to the list of school’s for the prospect.
 - c. To add a school not on the list (e.g. high school, two-year or four-year non-NCAA institution), click the “**Add School**” button, then click on the “**New School**” button. Notice that the data fields for Institution Code, School Type and Name are required fields. Add the following information:
 - Institution Code
 - Type – High School
 - Name
 - d. Click the “**List**” button
 - e. Type the name of insition you have just entered and click on the “**Search**” button. Click on the appropriate institution to add it to the list of institutions attended by the prospect.
 6. Click the “**Correspondence**” tab.

- a. Click the “**Add Correspondence**” button. The “Date” field can be entered by clicking on the calendar and selecting the correct date or by typing the information in the following manner, MM/DD/YYYY. In this field please enter the following date “**03/06/2004**”.
- b. In the “Type” field click on the drop down arrow. Please note that this field is tied to NCAA Legislation, if no class was entered in the “Detail” screen for this prospect or if the class was listed, as Freshman or Sophomore only Camp Brochures and Questionnaires will be available selections.
- c. Select **one** of the options listed in the “Type” field.

7. Click on the “**Telephone Log**” tab.

- a. Click the “**Add Call**” button. Date can be entered in the following manner MM/DD/YYYY, Time either HH:MM or HH:MM PM. Click the drop down arrow in the “Type” field to select the appropriate option. The “Sport” field will default to the sport assigned to the prospect.
- b. Add the following information:
 - Date – 03/06/2004
 - Time – 12:01
 - Type – To
 - To – Prospect
 - Sport – MFB
- c. Click the “**Save**” button. Notice that several boxes are now highlighted in red. This signals a potential problem exists. To discover what the problem is place your cursor over the red highlight to read this message. Please keep in mind that this error message is based upon the prospect’s class that was entered on the “Detail” screen
- d. Click the “**Detail**” tab and change the class field “**Senior**” and click the “**Save**” button.
- e. Repeat step “a” above to add telephone call using the same information in “a”. After entering the information click the “**Save**” button.

8. Click the “**Add Contact/Evaluation**” button.

- a. Enter the following information:
 - Date – 05/16/2004
 - Type – Contact
 - Sport – MSO

- b. If a problem existed with the information that was entered, part of the box would be highlighted in red after you save the information. To see what the problem is place your cursor over the red highlight and read the displayed message.
- c. Click the “**Save**” button.

CAi Recruiting Screen Shots

The screenshot shows the 'New PSA' page in the CAi Recruiting system. The interface includes a sidebar with navigation options like 'My Account', 'My Profile', and 'My Lists'. The main area displays a table of athlete profiles with the following columns: Name, School, Sports, Ranking, Email, and Make S-A.

Name	School	Sports	Ranking	Email	Make S-A
Abshire, Dennis		WB			
Adler, Matt		WB			
Alas, Stanislav		WB			
Anders, Ryan		WB	2008 in	val@caai.com	<input type="checkbox"/>
Babinas, Eduardo		WB	2005 MCHRG	ebabinas@caai.com	<input type="checkbox"/>
Bales, Adam		MT			
Banks, Dina		WB		d@caai.com	<input type="checkbox"/>
Barr, Ryan		WB			
Bartch, Amanda	WV	WB	D	abartch05@caai.com	<input type="checkbox"/>
Baxter, Erik		WB		ebaxter@caai.com	<input type="checkbox"/>
Belman, Shelby		WB			
Bennett, Tim		WB			
Birkenmeier, Danna		WB	Very High		
Bobena, Jonathan		WB			
Bobena, Jonathan		WB			
Bodden, Anthony		WB			
Bosma, Dana		WB			
Brasas, Casandra		WB			
Brown, Nichole		WB			
Burtas, Andy		WB			
Butcher, Blair		WB			
Brown, Andrea		WB			
Byers, Ashly		WB	08 Outside	val@caai.com	<input type="checkbox"/>
Byrd, Jordan		MT			
Chukweli, Kim		WB	2008 S	kimchukweli@caai.com	<input type="checkbox"/>

The screenshot shows the 'Profile' form for Brandon Long in the CAi Recruiting system. The form includes fields for personal information, contact details, and recruitment status.

Profile: Brandon Long

Showing 114 of 126

Navigation: List, Detail, Statistics, School, Correspondence, Statistics, Contact, Evaluation, Official, Status, IU

Form Fields:

- Name: Brandon Long (Save, Coach Info)
- SSN: [Redacted]
- School Student ID: [Redacted] (Required only to make S-A)
- Gender: Male
- Recruited: Yes
- Class: SENIOR
- Recruit Type: HIGH SCHOOL
- Graduation Date: 2007/2008
- Email: [Redacted]
- Coach's Ranking: [Redacted]
- Cell Phone: (708) 752-6237
- Contact Permission: Granted
- Contact Permission Date: [Redacted]
- Coach: [Redacted]

NCAA Compliance Assistant - INDIANA U. PURDUE U.-FT. WAYNE - Microsoft Internet Explorer

Prospective Student Athlete

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[List](#)
[Detail](#)
[Guardian](#)
[Sports](#)
[School](#)
[Correspondence](#)
[Telephone Log](#)
[Contacts/Evaluations](#)
[Official Visit](#)
[Unofficial Visits](#)
[HLI](#)

New PSA Delete PSA

Women's Basketball	<input type="checkbox"/>	Baseball	<input type="checkbox"/>
Women's Cross Country	<input type="checkbox"/>	Men's Basketball	<input checked="" type="checkbox"/>
Women's Golf	<input type="checkbox"/>	Men's Cross Country	<input type="checkbox"/>
Women's Soccer	<input type="checkbox"/>	Men's Golf	<input type="checkbox"/>
Women's Softball	<input type="checkbox"/>	Men's Soccer	<input type="checkbox"/>
Women's Tennis	<input type="checkbox"/>	Men's Tennis	<input type="checkbox"/>
Women's Track, Indoor	<input type="checkbox"/>	Men's Volleyball	<input type="checkbox"/>
Women's Track, Outdoor	<input type="checkbox"/>		
Women's Volleyball	<input type="checkbox"/>		

Save

New PSA Delete PSA

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NCAA Compliance Assistant - INDIANA U. PURDUE U.-FT. WAYNE - Microsoft Internet Explorer

Prospective Student Athlete

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[Guardian](#)
[Sports](#)
[School](#)
[Correspondence](#)
[Telephone Log](#)
[Contacts/Evaluations](#)
[Official Visit](#)
[Unofficial Visits](#)
[HLI](#)

New PSA Delete PSA

School Name	Type	Address	City/State/Zip	Phone	
Thorton H S	HIGH SCHOOL	151 st & Broadway	Harvey, IL 60425		Create

Add School

New PSA Delete PSA

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CA
COMPLIANCE ASSISTANT

SELECT YEAR
YEAR: 2004-05

ACCOUNT LINKS
 Home
 My Account
 Administration
 Setup
 Student Athlete
 Recruits
 Recruits
 Athletics Personnel
 Parents/Students
 Tools
 Logout

Prospective Student Athlete

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List Detail Guardian Sports School Correspondence Telephone Log Contacts/Evaluations Official Visit Unofficial Visit

New PSA Delete PSA

Date	Time	Type	Mailed	Notes
09/02/2004	12:17 PM	Schedule Cards	Yes	
09/07/2004	12:17 PM	Correspondence		
09/13/2004	12:17 PM	Game Programs		
09/27/2004	12:17 PM	Correspondence		
09/28/2004	12:17 PM	Correspondence		
10/07/2004	12:17 PM	Graduation Rates Report		
10/11/2004	12:17 PM	Correspondence		
10/19/2004	12:17 PM	Correspondence		
10/26/2004	12:17 PM	Correspondence		

Add Correspondence
Save

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NCAA Compliance Assistant - INDIANA U.-PURDUE U.-PT. WAYNE - Microsoft Internet Explorer

CA
COMPLIANCE ASSISTANT

SELECT YEAR
YEAR: 2004-05

ACCOUNT LINKS
 Home
 My Account
 Administration
 Setup
 Student Athlete
 Recruits
 Recruits
 Athletics Personnel
 Parents/Students
 Tools
 Logout

Prospective Student Athlete

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List Detail Guardian Sports School Correspondence Telephone Log Contacts/Evaluations Official Visit Unofficial Visit

New PSA Delete PSA

Date	Time	Type	Complete?	Spot	To	From	Phone
09/02/2004	08:30 AM	TO	Yes	HEB	Prospect	Fred Andrews	
09/12/2004	08:00 AM	TO	Yes	HEB	Prospect	Fred Andrews	
09/16/2004	08:30 AM	TO	Yes	HEB	Prospect	Fred Andrews	
09/29/2004	07:30 AM	TO	Yes	HEB	Prospect	Fred Andrews	
10/11/2004	07:00 AM	TO	Yes	HEB	Prospect	Doug Hill	
10/26/2004	09:00 AM	TO	Yes	HEB	Prospect	Fred Andrews	


Add Call
Save

* Calls with a red background have an error. To view an error, move cursor over red background.

New PSA Delete PSA

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Prospective Student Athlete

Brandon Long

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- [Guardian](#)
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- [Correspondence](#)
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- [Lead](#)
- [Contacts/Evaluations](#)**
 - [Official Visit](#)
 - [Recruited Visits](#)

New PSA Delete PSA

Type	Date	Spot	Location	Educ. Inst. or Sanctioned Event	Notes	
Contact	8/23/2004	MEB	High School	Yes	Notes	Delete

Add Contact/Evaluation

Save

*Contacts with a red background have an error. To view an error, move cursor over red background.

New PSA Delete PSA

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SELECTOR

YEAR: 2004-05

RECENT LINKS

- Home
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- Setup
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- Recruiting
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Start

C:\Documents an... DPW Athletics - C... NCAA Visit Interv... 3 Internet Expl... Novel GroupWise...

3:52 PM

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE GRADUATION-RATES REPORT

Responsibility for Completion

- Any coaching staff member who engages in recruitment activities with a PSA or the PSA's parent or legal guardian.

Verification

- Coaching Staff
- Athletics Compliance Office

Administrative Time Frame

- Provided to all PSAs and their parents or legal guardians at the earliest opportunity after first arranged in person contact and at least **prior** to a PSA signing a **NATIONAL LETTER OF INTENT**

NCAA and IPFW Reminders

- An institution must provide the graduation-rates data as specified to a prospect, as well as the prospect's parents or guardians, at the earliest opportunity subsequent to the institution's first arranged in-person encounter with the prospect (or the prospect's parents or guardians), or the day prior to the prospect's signed acceptance of the **NATIONAL LETTER OF INTENT** or signed acceptance of the institution's written offer of admission and/or financial aid, whichever is earlier.
- It is permissible to an institution to utilize one envelope to provide the GRADUATION-RATES REPORT to the prospect and his/her parents or guardians
- The report cannot be altered in any way before distribution; coaches and/or staff members may not underline, highlight or enhance in any way the information contained in the report.
- Institutions may include a brief memo to distribute in conjunction with the GRADUATION-RATES REPORT; the memo cannot be attached by staple.
- Coaches may hand deliver the report to both the prospect and the parents or legal guardians, but the report cannot be given to the prospect to deliver to parents or legal guardians; coaches must make certain that all noted parented have received this information; as failure to do so can result in a voiding of the **NATIONAL LETTER OF INTENT**.

Information about the Graduation-Rates Report Division I

This information sheet and the 2004 NCAA Graduation-Rates Report have been prepared by the NCAA, based on data provided by the institution in compliance with NCAA Bylaw 30.1 and the Federal Student Right-to-Know and Campus Security Act. Each NCAA Division I college or university is required to distribute this sheet and the report to prospective student-athletes and parents, as specified in Bylaw 13.3.1.2.

The graduation-rates report provides information about two groups of students at the college or university identified at the top of the form: (1) all undergraduate students who were enrolled in a full-time program of studies for a degree, and (2) student-athletes who received athletics aid from the college or university for any period of time during their entering year. [Note: Athletics aid is a grant, scholarship, tuition waiver or other assistance from a college or university that is awarded on the basis of a student's athletics ability.]

The report gives graduation information about students and student-athletes entering in 1997. This is the most recent graduating class for which the required six years of information is available. The report provides information about student-athletes who received athletics aid in one or more of eight sports categories: football, men's basketball, baseball, men's track/cross country, men's other sports and mixed sports, women's basketball, women's track/cross country, and other women's sports. For each of those sports categories, it includes information in six self-reported racial or ethnic groups: American Indian or Alaska Native, Asian or Pacific Islander, Black, Hispanic, Non-Resident Alien, White, and Other (not included in one of the other six groups or not available) and the total (all seven groups combined).

A graduation rate (percent) is based on a comparison of the number (N) of students who entered a college or university and the number of those who graduated within six years. For example, if 100 students entered and 60 graduated within six years, the graduation rate is 60 percent. It is important to note that graduation rates are affected by a number of factors: some students may work part-time and need more than six years to graduate, some may leave school for a year or two to work or travel, some may transfer to another college or university, or some may be dismissed for academic deficiencies.

Three different measures of graduation rates are presented in this report: (1) freshman-cohort rate, (2) transfer-cohort rate and (3) exhausted-eligibility rate. The freshman-cohort rate indicates the percentage of freshmen who entered during a given academic year and graduated within six years. The transfer-cohort graduation rate is calculated only for those student-athletes who transferred to an institution, and indicates the percentage of transfer student-athletes who graduated within six years of the entering class to which they were assigned. The exhausted-eligibility rate indicates the percentage of student-athletes who used all of their athletics eligibility at this college or university and who graduated by August 2003.

1. Graduation-Rates Data. The box at the top of the graduation-rates report provides freshman-cohort graduation rates for all students and for student-athletes who received athletics aid at this college or university. [Note: Pursuant to the Student-Right-to-Know Act, anytime a cell containing cohort numbers includes only one or two students, the data in that cell and one other will be suppressed so that no individual can be identified.]

- a. All students. This section provides the freshman-cohort graduation rates for all full-time, degree-seeking students by race or ethnic group. It shows the rate for men who entered as freshmen in 1997-98, and the four-class average, which includes those who entered as freshmen in 1994-95, 1995-96 and 1996-97. The same rates are provided for women. The total for 1997-98 is the rate for men and women combined, and the four-class average is for all students who entered in 1994-95, 1995-96, 1996-97 and 1997-98.
 - b. Student-athletes. This section provides the freshman-cohort graduation rates and also the transfer graduation rates for student-athletes in each race and ethnic group who received athletics aid. Information is provided for men and women separately and for all student-athletes. Transfer rates include student-athletes who, based on the number of credits accepted by the institution, were placed in the entering classes of 1994-95, 195-96, 1996-97 or 1997-98.
 - c. Student-athletes by Sports Categories. This section provides the identified graduation rates as in 1-b for each of the eight sports categories. (The small letters indicate the value of N.)
 - d. Graduation Rates of Those Exhausting Eligibility. This section provides the graduation rates of student-athletes who entered during the 1988-89 through 1997-98 academic years and exhausted their eligibility at the college or university. The rate indicates the percentage who had graduated by August 2003.
2. Undergraduate Enrollment Data
- a. All students. This section indicates the number of full-time, undergraduate, degree-seeking students enrolled for the 2002 fall term and the number of men and women in each racial or ethnic group.
 - b. Student-athletes. This section identifies how many student-athletes were enrolled for the 2002 fall term and the number of men and women in each racial or ethnic group.
 - c. Student-athletes by Sports Categories. This section provides the enrollment data as identified in 3-b for each of the eight sports categories.
3. Standards for Transfer Student-Athletes. These are standards an institution uses to determine placement of transfer student-athletes in the appropriate class. For purposes of this report, there are two sets of standards: (1) standards that are the same as NCAA minimums set forth in NCAA Bylaw 14.5, or (2) standards that exceed those specified minimums.

INDIANA UNIVERSITY-PURDUE UNIVERSITY, FORT WAYNE

 2. UNDERGRADUATE-ENROLLMENT DATA (All full-time students enrolled Fall 2002-03).

a. All Students

	MEN N	WOMEN N	TOTAL N
Am. Indian/AN	7	14	21
Asian/PI	59	62	121
Black	96	196	292
Hispanic	66	78	144
White	2380	3091	5471
N-R Alien	44	54	98
Other	0	0	0
Total	2649	3495	6144

b. Student-Athletes #

	MEN N	WOMEN N	TOTAL N
Am. Indian/AN	0	0	0
Asian/PI	1	0	1
Black	6	3	9
Hispanic	3	2	5
White	85	75	160
N-R Alien	5	4	9
Other	0	0	0
Total	100	84	184

c. Student-Athletes # by Sports Categories

MEN	-BASKETBALL-	-BASEBALL-	-CC/TRACK-	-FOOTBALL-	-OTHER-
Am. Indian/AN	0	0	0	0	0
Asian/PI	0	0	1	0	0
Black	6	0	0	0	0
Hispanic	0	0	0	0	3
White	6	26	27	0	26
N-R Alien	0	0	0	0	5
Other	0	0	0	0	0
Total	12	26	28	0	34

WOMEN	-BASKETBALL-	-CC/TRACK-	-OTHER-
Am. Indian/AN	0	0	0
Asian/PI	0	0	0
Black	3	0	0
Hispanic	0	1	1
White	11	22	42
N-R Alien	0	0	4
Other	0	0	0
Total	14	23	47

3. STANDARDS FOR TRANSFER STUDENT-ATHLETES #

This institution's standards are the same as the NCAA minimums.

Only student-athletes receiving athletics aid are included in this report.

RECRUITMENT OF TRANSFER STUDENT-ATHLETES

Responsibility for Completion

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

Verification

- Prior four year institution
- Athletics Compliance Office

Administrative Time Frame

- Permission must be obtained from the Athletics Department of the school in which the student-athlete is enrolled prior to any contact with that student-athlete regarding a transfer to another institution.

NCAA and IPFW Reminders

- A prospect who was not a qualifier and who is enrolled in the first year of a two-year college may not be contacted in person on or off an institution's campus for recruiting purposes.
- An athletics staff member may contact a student-athlete who has withdrawn official from a 4-year institution without obtaining permission only if at least one academic year has elapsed since the withdrawal.

IPFW Athletics Institutional Release Form

To: Mr. Dan Moore
Athletics Director
University
(111) 222-3333

From: Abbie Renaker
Compliance Coordinator

Date: June 1, 2004

Re: Transfer Release –

Sally Smith, a student-athlete who attended your institution, has expressed an interest in transferring to Indiana University-Purdue University Fort Wayne in the sport of **Women's Soccer**. Please answer the following questions regarding this student-athlete:

1. Relative to NCAA Bylaw 13.1.1.3, do we have permission to communicate with this student-athlete? Yes _____ No _____

2. What dates did this student-athlete attend your institution?

3. Did this student-athlete transfer from another institution to your institution? Yes _____ No _____

Name of Institution _____ 2 yr. _____ 4 yr. _____

4. Was this student-athlete in good academic standing? Yes _____ No _____

5. Has the student-athlete been subject to any disciplinary proceedings or sanctions, or been penalized or dismissed from your institution for disciplinary reasons related to student conduct or NCAA compliance issues?

Yes ___ No ___

If yes, please provide details.

6. Did this student-athlete participate in intercollegiate athletics at your institution?

Yes _____ No _____

7. Was this student-athlete recruited by your institution? Yes _____ No _____

8. Did this student-athlete sign a National Letter of Intent for your institution?
Yes _____ No _____
If yes, date _____

9. Did this student-athlete receive athletically related financial aid from your institution?
Yes _____ No _____

(If yes, Number of Years _____, would it be renewed? _____)

10. Has this student-athlete's sport been dropped from your program?
Yes _____ No _____

11. Does this student-athlete meet the satisfactory progress requirement for eligibility?
Yes _____ No _____

12. Per NCAA Bylaw 14.3, check the following which applies to this student-athlete.
qualifier _____ partial qualifier _____ non-qualifier _____

13. How many seasons of NCAA eligibility has this student-athlete used? _____

14. Was this student-athlete a participant in any other sport?
Yes _____ No _____
Sport _____ Number of seasons of eligibility used _____

15. Do you have any objection to this student-athlete being granted an exception to the transfer residency requirement?
Yes _____ No _____

Thank you for your assistance. If you have any questions or concerns regarding this matter, please contact the Athletics Compliance Office at (260) 481-6661. **You may return this form by fax at (260) 481-6002.**

Name & Title of Person Completing the Form

Date

Signature

Phone Number

DENIAL OF TRANSFER REQUEST

Responsibility for Completion

- Coaching staff members should contact the Athletics Compliance Office and submit in writing their reasons for denying a student-athlete permission to transfer to another institution.
- Denial of transfer request must be approved by the Athletic Director.
- The Athletics Compliance Office will generate a memorandum to send to the Athletic Director at the requested institution citing the reason or reasons for the denial of transfer request.
- The Athletics Compliance Office will then generate a memorandum to send to the student-athlete notifying them of the denial of transfer request, the reason for such denial, and the opportunity to request a hearing regarding the decision within 14 days of the memorandum.
- After student-athlete requests a hearing, the Compliance Coordinator alerts the Chairperson of SCOA who arranges an appeals committee of SCOA members and then notifies the AD of hearing decision.

Verification

- Athletics Compliance Office
- Director of Intercollegiate Athletics

Administrative Time Frame

- Denial of transfer request memorandums shall be sent to the requested institution and the student-athlete with copies provided to the Athletic Director as soon as possible after the decision to deny the transfer has been made. The student-athlete will have 14 days from the date of the memorandum to request a hearing.

NCAA and IPFW Reminders

- If IPFW decides to deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring, IPFW must inform the student-athlete in writing that he or she, upon request, shall be provided a hearing.
- The hearing shall be conducted by an institutional entity or committee outside of the athletics department.

MEMORANDUM

TO: Director of Athletics
Transferring University

FROM: Abbie Renaker, Compliance Coordinator

DATE: December 1, 2004

RE: Transfer Request

We have received a request from your institution for permission to contact (IPFW student-athlete) regarding a possible transfer to your institution to participate in the sport of _____. **This request has been denied because _____.**

In accordance with NCAA Bylaw 13.1.1.3.1, the student-athlete has been given written notice that he/she may request a hearing regarding this decision.

cc: Mark Pope, Director of Athletics

MEMORANDUM

TO: (IPFW Student-Athlete)
FROM: Abbie Renaker, Compliance Coordinator
DATE: December 1, 2004
RE: Transfer Request

We have received your request for permission to contact (institution) regarding a possible transfer to participate in the sport of _____. **This request has been denied for the following reason:**

1. ____ The institution requesting permission to contact you sponsors _____ in the _____ Conference.
2. ____ Other: _____

In accordance with NCAA Bylaw 13.1.1.3.1, this memorandum constitutes notice to you that you may request a hearing regarding this decision. If you desire to request such a hearing, please contact me in writing within 14 days of the date of this memorandum.

cc: Mark Pope, Director of Athletics

MEMORANDUM

TO: (IPFW Student-Athlete)
FROM: Abbie Renaker, Compliance Coordinator
DATE: December 1, 2004
RE: Release Request

This memorandum is in reference to your request for permission to contact other institutions regarding a possible transfer to participate in the sport of _____. **This request has been denied for the following reason:**

1. ____ The institution requesting permission to contact you sponsors _____ in the _____ Conference.
2. Other: (specify) _____

In accordance with NCAA Bylaw 13.1.1.3.1, this memorandum constitutes notice to you that you may request a hearing regarding this decision. If you desire to request such a hearing, please contact me in writing within 14 days of the date of this memorandum.

cc: Mark Pope, Director of Athletics

PRIOR APPROVAL FOR OFFICIAL VISIT

Responsibility for Completion

- Any coaching staff member who has invited a PSA to come to IPFW on an official paid visit.
- This document must be accompanied by appropriate academic credentials which must include verification of a PSAT, SAT, PACT, or an ACT test taken on a national testing date under national testing conditions. The score must be presented in writing through a high school transcript or testing agency document. A foreign or learning-disabled prospect may present a score upon approval from the NCAA.

Verification

- Athletics Compliance Office
- Athletics Business Office

Administrative Time Frame

- Submitted to the Athletic Compliance Office for approval no later than 48 hours **PRIOR** to the visit.

NCAA and IPFW Reminders

- IPFW may NOT provide an expense-paid visit to a PSA who has not presented IPFW with a score from a PSAT, SAT, PACT, or an ACT test taken on a national testing date under national testing conditions.
- IPFW may NOT provide an expense-paid visit to a PSA who has not presented the institution with a high school or college academic transcript.
- Request for approval should be submitted to the Athletic Compliance Office no later than 48 hours **PRIOR** to the visit.
- Must indicate in writing that the visit cannot exceed 48 hours.
- Please note that you may not reimburse a high school, prep school, AAU, or two-year college coach for mileage associated with transporting a PSA to the IPFW campus.
- Air transportation cost paid by IPFW to cover the actual round trip costs for a PSA's one official visit to the IPFW campus may not exceed coach class. Providing first class travel arrangement even if it is the only available seat remaining on a plane would be considered a violation of NCAA rules.
- A prospect may not be provided an expense-paid visit earlier than the opening day of classes of the prospect's senior year in high school.

IPFW
Intercollegiate Athletics Department
Prospect "Official Visit Record"

Submit this form to the Compliance Office prior to the prospect's "Official Visit".

Sport: _____ Semester: Fall ___ Spring ___ Year: 20___
Prospect Name: _____ Social Security # _____
Address: _____ City/State, Zip: _____
Home Number: _____ E-Mail _____
High School: _____
Address: _____ City/State, _____
Zip _____

Do you have a copy of prospect's transcript? ___ Yes ___ No.
If not, when will the transcript arrive on campus? _____. If yes, please attach.

Do you have a copy of prospect's ACT/SAT scores? ___ Yes ___ No.
If not, when will the document arrive on campus? _____. If yes, please attach.

Official Visit Date: _____ Arrival Date: _____ Departure Date: _____

Lodging during Visit: _____

Mode of Transportation: ___ Airline ___ Bus ___ Personal Auto ___
University Vehicle ___ Other, (specify) _____.

Will the parent(s)/guardian be accompanying the prospect? ___ Yes ___ No.
Parent/Guardian Name(s): _____.

Will you be providing complimentary admissions to athletic events? ___ Yes ___ No.
If Yes, Event Name: _____ Date: _____ # of Comps ___ 1 ___ 2 ___ 3.

My signature below certifies that I understand and will adhere to all NCAA and IPFW rules that govern an "Official Visit of Prospect".

Coach's Signature: _____ Date: _____

Note: Please attach a copy of the Prospect(s) Itinerary

**IPFW
ATHLETICS DEPARTMENT
OFFICIAL VISIT CHECKLIST**

Prospect Name : _____ **Sport:** _____ **Date:** _____

1. Have you provided the Prospect with the most recent Graduation Rate Disclosure Report?
____ Yes ____ No

2. Are you in receipt of the Prospect's Official High School Transcript?
____ Yes ____ No

3. Are you in receipt of the Prospect's ACT or SAT Test Score(s)?
____ Yes ____ No

4. Has a preliminary Core Curriculum of the prospect been completed?
If not, see the Compliance Officer immediately.
____ Yes ____ No

5. Have you informed the Prospect in writing of the Official Visit Limitations?
____ Yes ____ No

6. Have you selected an eligible Student Host?
____ Yes ____ No

If yes, Host's name: _____.

7. Have you arranged lodging and meals?
____ Yes ____ No

8. Have you arranged transportation for the Prospect?
____ Yes ____ No

9. Will the Prospect have anyone accompanying him/her to campus?
____ Parent ____ Relative ____ Spouse ____ Other(s)

10. Will you be providing complimentary admissions to IPFW athletic events?
____ Yes ____ No

My signature below certifies that all NCAA and IPFW regulations that govern an Official Visit for a prospect have been strictly adhered to.

Coach's Signature: _____ **Date:** _____

STUDENT-ATHLETE HOST INSTRUCTIONS

Responsibility for Completion

- Coaching staff and any currently enrolled student-athlete who is selected to serve as an official host for a PSA's official paid visit to campus.

Verification

- Coaching Staff
- Athletics Compliance Office
- Athletics Business Office
- Comptroller Office

Administrative Time Frame

- Administered by a coaching staff member prior to visit and/or upon distribution of entertainment money to the student host (if applicable). Completed student-athlete host instructions form must then be submitted to the Athletics Compliance Office.

NCAA and IPFW Reminders:

- Administered by a coaching staff member prior to visit upon receipt of entertainment money.

RECRUITING STUDENT HOST INSTRUCTIONS

Acting as a student host is an important service to the institution and the Department of Athletics.

Appropriate conduct is required of you by institutional, conference, and NCAA standards:

1. You must be enrolled at this institution. If you are a freshman student at a Division 1, you must have been a high school qualifier. (*NCAA BYLAW 13.02.5.2*)
2. Only you shall be provided money with which to entertain the Prospect, the Prospect's parents (legal guardians), spouse and yourself. Other students may assist with hosting the Prospect.
3. A maximum of **\$30.00 per day** may be provided to cover the entertainment expenses of both you and the Prospect. You may be provided with an additional \$15.00 per day for each additional Prospect entertained by you. (*NCAA BYLAW 13.7.5.5*)
4. No cash may be given to the visiting Prospect or anyone else.
5. You may not use entertainment funds to purchase, or otherwise provide the Prospect with gifts of value (e.g., souvenirs such as t-shirts or other institutional mementoes).
6. You may not use vehicles provided or arranged for by an institution staff member or booster of the athletics interest.
7. You may not transport the Prospect or anyone accompanying the Prospect more than thirty (30) miles from the campus.
8. You should not allow recruiting conversations to occur, on or off-campus in Division 1, between the Prospect and a booster of the athletics program. (If an unplanned meeting occurs, only an exchange of greetings is permissible.)
9. You may receive a complimentary admission (no hard tickets) when accompanying a Prospect to a campus athletic event.

IPFW
Athletics Department Student Host Funds Request Form
(Official Visit/Recruiting)

IPFW's _____
(Sport)
player _____ will be hosting _____
(designated/assigned host) (Prospective student-athlete)
from _____ thru _____
(Start date) (End date)

Pursuant to NCAA BYLAW 13.7.5.5 (Student Host), a maximum of \$30 will be allowed per day to cover all actual costs of entertaining the prospect and his/her parents, legal guardians or spouse., excluding the cost of meals and admission to campus athletics events. Please note, a student host is to be afforded \$15 for each additional prospect during the 48 hour period.

Requested by: _____ **Date:** _____
Coaches Signature

Approved by: _____ **Date:** _____
Compliance Coordinator

Approved by: _____ **Date:** _____
Athletics Business Mgr.

Fund Code to be charged: 211 7831-00____ (5-5984)

Amount to be Charged: \$ _____

Funds Available Approval: _____ **Date:** _____
Assistant Comptroller

I, _____, (Student Host) acknowledge receipt of \$ _____ to be
(Signature of host) (Amount received)
used for meals and/or entertainment for the above prospect(s) during the dates listed above. In addition, I understand that all unused funds are to be returned to the IPFW Athletics Business Manager Office 24 hours immediately following the prospect's departure from the campus.

Bursar keeps one copy and sends one copy back to athletics

COMPLIMENTARY ADMISSIONS

The following procedure will be used for all athletic events that charge admission for that contest:

- All arrangements for distribution of complimentary admissions to IPFW PSAs for home events where admission is charged will be administered through the IPFW Ticket Office upon completion of the Unofficial/Official Visit Request for Complimentary Admissions form.
- Complimentary admissions to prospects are prohibited during the period when it is not permissible to make official or unofficial visits. Athletic staff members are not permitted to make arrangements for additional admissions to be purchased by a PSA on an unofficial visit.
- As of this date, admission is charged for regular season home events for the following sports: men's basketball, women's basketball, men's volleyball, and women's volleyball.

Responsibility for Completion:

- IPFW coaches will be required to complete an Official/Unofficial Visit Request form the lists the name of the prospect and the number of tickets not to exceed three that the prospect may receive. Only the names on the Official/Unofficial Visit Request form will be entitled to receive complimentary admissions. This form is then forwarded to the Ticket Manager prior to each home event.
- Identification and signature are required to obtain admission tickets. Prospect admissions will be issued only at the Will Call Ticket gate that will be located immediately inside the door at the Gates Sports Center and adjacent to the turnstile at the Memorial Coliseum. Once receiving the admission pass, the recipient must proceed immediately into the venue.
- For events that sell only general admission, the Ticket Manager will be responsible for forwarding the Pass List to the head ticket taker at the gate. Since no reserved or advance ticket is sold, the eligible person shall be present him/herself at the gate and provide identification and signature for admittance. The Pass List will be returned to the Ticket Manager immediately upon the closing of the gate.



Indiana University Purdue University Fort Wayne
(IPFW)
Department of Athletics
Official Visit/Unofficial Visit Pass List
Vs.

Date of Event:

Listed below are persons designated as official or unofficial visits. Persons listed must show identification and provide signature authorization for the number of tickets received. NCAA bylaws permit up to three (3) complimentary admissions for either official or unofficial visits (13.8.2.1 -Unofficial and 13.7.5.2 - Official.)

Name	Official	Unofficial	Number of Tickets Rec'd
1. _____ _____ (Signature)	_____	_____	_____
2. _____ _____ (Signature)	_____	_____	_____
3. _____ _____ (Signature)	_____	_____	_____
4. _____ _____ (Signature)	_____	_____	_____
5. _____ _____ (Signature)	_____	_____	_____

STUDENT RELEASE FORM

Responsibility for Completion

- Any PSA who will be enrolled as a freshman in college and intends to participate in Division I intercollegiate athletics
- PSA's high school(s)

Verification

- NCAA Initial Eligibility Clearinghouse

Administrative Time Frame

- Forms can be obtained online at www.ncaaclearinghouse.net.
- Recommended that the PSA complete this form at the end of his/her junior year in high school
- PSA must be certified by the Clearinghouse within the temporary certification period (recruited 14 days; non-recruited 45 days)

NCAA and IPFW Reminders

- It is recommended that PSAs should arrange to have reports of all standardized test scores sent directly from the testing agency to the NCAA Clearinghouse as soon as possible
- Remind PSAs to request their final transcript to be sent immediately following graduation.

NCAA INITIAL ELIGIBILITY CLEARINGHOUSE

INSTITUTIONAL REQUEST LIST (IRL)

Responsibility for Completion

- Any coaching staff member recruiting a prospective student-athlete (PSA)

Verification

- Athletics Compliance Office
- NCAA Initial Eligibility Clearinghouse

Administrative Time Frame

- PSA's name and social security number must be submitted to the Athletics Compliance Office for review and approval; the information will be submitted to the NCAA Clearinghouse to be processed; those PSA's on the request list will then be added to that sport's status report.
- Submit information when prospects to be recruited are identified; for those PSA's not recruited, submit information, at the latest, once the student-athlete becomes a member of the team

NCAA and IPFW Reminders

- Have Pass register online at the end of their junior year in high school in order to begin the certification process as early as possible.
- The NCAA Clearinghouse must have all required documentation before the PSA's eligibility will be determined.

NCAA INITIAL ELIGIBILITY CLEARINGHOUSE

INTERNATIONAL STUDENT-ATHLETE

Responsibility for Completion

- International PSAs who plan on attending college and who intend on participating in Division I Intercollegiate Athletics

Verification

- NCAA Initial Eligibility Clearinghouse

Administrative Time Frame

- Recommended that the international PSA complete this form online at www.naaclearinghouse.net by the end of his/her junior year in high school

NCAA and IPFW Reminders

- After international PSAs complete the online form, copies of the original academic records (accompanied by certified, literal English translations of records), as well as scores from standardized placement tests must be submitted.
- The NCAA Clearinghouse will not determine eligibility status for an international PSA until all required documentation has been submitted.

GENERAL ELIGIBILITY FORM FOR INTERNATIONAL PROSPECTIVE STUDENT-ATHLETES

Responsibility for Completion

- Any coaching staff member who engages in recruiting activities of an international prospective student-athlete (PSA) as defined below.

Verification

- Director of Intercollegiate Athletics
- Athletics Compliance Office

Administrative Time Frame

- Submitted to the Athletics Compliance Office as soon as possible, but **NO LATER THAN** the signing of the National Letter of Intent or prior to participation as a walk-on

NCAA and IPFW Reminders

- The questionnaire must be complete for every PSA who falls into one or more of the following categories:
 1. A PSA born in a foreign country, raised in the United States
 2. A PSA born and raised in a foreign country.
 3. A PSA born in the United States and raised in a foreign country
 4. A PSA who has participated in foreign athletics activities or was associated as an athlete with a foreign athletics organization.
- Student-Athletes will not be permitted to participate in intercollegiate competition if a completed form is not on file in the Athletics Compliance Office
- The Athletics Compliance Office and the Director of Intercollegiate Athletics will determine the eligibility of the PSA based on the information submitted on the questionnaire as well as information provided to the Office of Admissions & Records and Financial Aid.



Form 04-10a

Academic Year 2004-05

General Amateurism and Eligibility Form for International and Select Student-Athletes - Division I

For:	NCAA Division I institutions.
Action:	Complete for each international student-athlete and file at your institution with other eligibility documents.
Due date:	The student-athlete's first day of practice or outside competition.
Required by:	NCAA Bylaw 14.5.1.
Purpose:	To qualify international student-athletes for intercollegiate practice or competition and assess compliance with NCAA general amateurism and eligibility rules.

Part I: Institutional Guidelines.

To be eligible to represent an institution in intercollegiate athletics practice or competition, an international/select student-athlete shall be certified as eligible using this form. An international/select student-athlete is a 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 student-athlete who is participating for the first time in intercollegiate athletics at the certifying institution should be given this form to complete and to sign. The form should be completed in the presence of the institution's eligibility-certification official. It may be necessary for an institutional administrator to assist the student-athlete in understanding terms and to ensure that the student-athlete responds to all items. Subsequent to the student-athlete completing the form, the institution's eligibility official is responsible for investigating any answers that may result in ineligibility. Further, the statement must be signed by the institution's eligibility official and the student-athlete's head coach prior to the student-athlete engaging in competition. The completed form shall be maintained on file at the institution with other eligibility documents. (See Bylaw 14.5.1.)

Please be aware that your institution is responsible for:

- Reviewing Bylaw 10.1 with the student-athlete to ensure that all information is provided truthfully and that the student-athlete is aware that further eligibility consequences could result if false and misleading information is provided.
- Verifying the validity of the information provided by the student-athlete.
- Analyzing the information submitted by the student-athlete and applying general amateurism and eligibility rules, particularly those related to amateurism, to determine the student-athlete's general eligibility. (NCAA Division I Manual citations are included after each item to assist in this effort.)

- Contacting the NCAA membership services staff for assistance in determining the correct application of NCAA rules.
- Advising the student-athlete that the information being provided through this form can affect the individual's eligibility.

[Note: International/Select student-athletes also must sign the NCAA student-athlete statement, NCAA affirmation of eligibility and NCAA drug-testing consent form.]

Part II – International/Select Student-Athlete Information

[Please note that this section is to be completed by the student-athlete.]

To be eligible for intercollegiate athletics practice and competition, every student-athlete must meet all applicable NCAA eligibility requirements. As an international/select student-athlete, you are required to complete this form so that your institution may determine your eligibility under NCAA rules. You must fully disclose all information relative to the questions asked in order to determine your eligibility.

This questionnaire does not relate to your admission to the school – the admissions office of your institution will handle that process separately.

You must respond to each item below and sign the form to compete in intercollegiate athletics at an NCAA institution. (Use "N/A" if the question does not apply to you.) Ask an administrator at your institution for help if you do not understand an item. (References to NCAA Bylaws that follow each item are for your institution's use.) The institution's eligibility-certification official and your head coach also must sign the completed form and keep it on file at the institution with other eligibility documents.

Please note that the information you provide on this form will be used to certify your eligibility and thus may impact your eligibility to compete at an NCAA institution. In addition, under NCAA legislation you are required to provide accurate information. If you knowingly provide false and misleading information on this form it may result in additional consequences to your NCAA eligibility.

[Note: In completing the following items, please use the back of the pages if you need additional space.]

A. General Information

Full Name: _____ Sport(s): _____

Other possible spellings
of your name: _____

2. Did you attend any classes beyond high school?
 (Please circle) **YES NO I DON'T KNOW**
 If yes, please provide the name of the school(s) and the years attended. [Bylaw 14.2.1]

<u>SCHOOL</u>	<u>YEARS ATTENDED</u>
_____	_____
_____	_____
_____	_____

C. Participation in Athletics.

1. Date of birth: _____ Age: _____

Please list all athletics activities that you have participated in after your 21st birthday. [Bylaw 14.2.3.5]

<u>ACTIVITY</u>	<u>DATES OF PARTICIPATION</u>
_____	_____
_____	_____
_____	_____
_____	_____

2. To be completed by tennis student-athletes only.

Date of High-School Graduation: _____

Please list all tennis tournaments you competed in after graduating from high-school. [Bylaw 14.2.3.2]

<u>TOURNAMENT/EVENT</u>	<u>YEAR</u>
_____	_____
_____	_____
_____	_____

a. Did you get paid for your participation on any of the teams mentioned in Section No. 3? [Bylaw 12.1.1] **YES NO**

b. Were any members of your team paid (e.g. salary)? [Bylaw 12.2.3.2] **YES NO IDON'T KNOW**

If yes please indicate which team paid its members.

c. Did you sign any type of agreement to participate on any of the teams mentioned in Section No. 3? [Bylaw 12.1.1] **YES NO**

If yes, for which team and please provide a copy of the agreement signed.

d. Did any of the teams you participated on call themselves a professional team? [Bylaw 12.02.4] **YES NO IDON'T KNOW**

If yes, which ones.

4. Additional issues.

a. Have you ever accepted any prize money for your participation in athletics: [Bylaws 12.1.1.1.5 and 12.1.1.4]

If yes, how much prize money did you receive? _____

If yes, what were your actual and necessary expenses directly related to the competition? _____

b. Have you accepted any other items not listed on this form from individuals other than your parents or legal guardians? [Bylaw 12.1.1.1.6] **YES NO IDON'T KNOW**

c. Have you ever been involved in an advertisement or promotional activity? [Bylaws 12.1.1 and 12.5.1] **YES NO IDON'T KNOW**

If yes, please list the activities.

- d. Have you ever accepted any money or items of any kind for your participation in an advertisement or promotional activity? [Bylaws 12.1.1 and 12.5.1] **YES NO**
- e. Did you or someone on your behalf ever pay a recruiting service or another individual to assist you in finding an institution or obtaining an athletics scholarship? [Bylaw 12.3.3.1] **YES NO IDON'T KNOW**
- f. Who paid for your transportation to the United States?

- g. When did you first arrive in the United States?

- h. Where did you live once you arrived in the United States?

- i. Did you ever have any contact with an agent or anyone associated with an agent? [Bylaw 12.3.1] **YES NO**
- Did you sign any kind of agreement with the agent? **YES NO**
- Did you accept any benefits from an agent or anyone associated with an agent? **YES NO**
- j. Please list all official visits taken.

Part III – International/Select Student-Athlete Information

Part III of this form is to be completed by your institution's eligibility-certification officer based on the above responses.

PLEASE PROCEED TO THE LAST PAGE AND COMPLETE THE INTERNATIONAL/SELECT STUDENT-ATHLETE AFFIRMATION AND RETURN THIS FORM TO THE APPROPRIATE ATHLETICS DEPARTMENT OFFICIALS.

Part III – International/Select Student-Athlete Information

The purpose of the information below is to ascertain whether the individual previously has been involved with a team that is considered a professional team, or received prohibited forms of pay pursuant to NCAA rules. An individual loses amateur status if he or she competes on any professional athletics team, or receives benefits not authorized by the NCAA. Please note if the student-athlete did not know an answer to any of the above questions, it is the institution's responsibility to further investigate the information.

The following questions will enable the NCAA institution to better determine the individual's eligibility status.

Part A: High School Graduation Information

1. Student-athlete's high school graduation date as determined by the NCAA Initial-Eligibility Clearinghouse: _____
2. Graduation date of the student-athlete's high school class (as determined by the first year of high school enrollment, or the international equivalent, as specified in the NCAA Guide to International Academic Standards for Athletics Eligibility): _____

Part B: Professional Team Issues.

Has the individual competed on any organized team that:

- | Yes | No | |
|-------|-------|---|
| _____ | _____ | 1. Declares itself as a professional team; |
| _____ | _____ | 2. Has any athlete on the team received for his or her participation any kind of payment, directly or indirectly, above actual and necessary expenses from a professional team or professional sports organization. |

Part C: Additional Amateurism Issues.

Has the individual:

- | Yes | No | |
|-------|-------|--|
| _____ | _____ | 1. Accepted any direct or indirect salary, gratuity or comparable compensation for the individual's participation on a team; |

- _____ 2. Received prize money or payment based on the individual's performance in competition that exceeds actual and necessary expenses from the sponsor of the event;
- _____ 3. Received prize money or payment based on the individual's performance in competition, including actual and necessary expenses, from an individual or entity other than the sponsor of the event;
- _____ 4. Received prize money or payment based on the individual's performance in competition, including actual and necessary expenses, in an event other than an open athletics event;
- _____ 5. Received preferential treatment, benefits or services because of the individual's athletics reputation or skill other than expressly authorized by NCAA rules;
- _____ 6. Received expenses to participate in a competition from the outside professional team that the individual is representing in the event.
- _____ 7. Entered into an oral or written agreement with an agent.
- _____ 8. Signed a contract or entered into an oral or written commitment of any kind for participation in professional athletics.

The individual may have jeopardized his or her amateur status and may not be eligible for intercollegiate competition in a particular sport if the answer to any of the questions in Part C is "YES." Therefore, it is incumbent on the institution to further investigate the individual's amateur status.

INTERNATIONAL/SELECT STUDENT-ATHLETE'S AFFIRMATION

By signing below, I, _____, affirm that I have

(Student-Athlete's Name)

discussed the information I provided on this form with the eligibility-certification official

at _____ to determine my eligibility for participation

(Name of Your NCAA Institution)

in intercollegiate athletics. I have completed and reviewed the responses to the questionnaire above and agree that the information is correct. The eligibility-certification official has reviewed NCAA Bylaw 10.1 with me and I understand that if

I knowingly have given false or misleading answers to these questions, I will jeopardize my eligibility for participation in intercollegiate athletics at NCAA institutions.

Student-Athlete's Signature

Date

[Note: You may wish to keep a copy of this form should you enroll at or transfer to another NCAA institution.]

ELIGIBILITY-CERTIFICATION OFFICIAL'S AFFIRMATION

By signing below, I, _____, affirm that I have

(Eligibility-Certification Official's Name)

reviewed the responses to the questionnaire above as well as other information and agree

that _____ has met all academic-eligibility re

(Student-Athlete's Name)

quirements (including certification by the NCAA Initial-Eligibility Clearinghouse, if a freshman) and other general-eligibility requirements and, therefore, is eligible for participation in intercollegiate athletics.

Eligibility-Certification Official's Signature

Date

Head Coach's Affirmation

By signing below, I, _____, affirm that I have read and understand the application of NCAA Bylaw 10.1, and the information provided by the student-athlete is accurate and complete to the best of my knowledge.

Head Coach's Signature

Date

NATIONAL LETTER OF INTENT/GRANT-IN-AID

REQUEST FOR SCHOLARSHIP LETTER

Responsibility for Completion:

- Head coach or selected staff member who is intending on signing a PSA to a National Letter of Intent.

Verification

- Director of Intercollegiate Athletics
- Athletics Compliance Office

Administrative Time Frame

- Submitted PRIOR to the mailing of the National Letter of Intent/Grant-in-Aid.

NCAA and IPFW Reminders

- Coaches should submit grant-in-aid forms to the Athletics Compliance Office who will verify the aid award and sign/copy the grant-in-aid forms.
- One grant-in-aid must be returned to the Athletics Compliance Office as soon as possible but NO LATER THAN the end of the signing period.
- There is a DEAD PERIOD surrounding two days before and after the signing date. No in-person on- or off-campus contact may be made during this period with recruits in your sport.
- Unlimited phone calls may be made to PSAs on the initial signing date and the two days following that date.
- Prior to signing the National Letter of Intent, the PSA and his/her parent or legal guardian MUST have received a copy of IPFW's Graduation Rates Report.

PUBLICITY INVOLVING PROSPECTIVE STUDENT-ATHLETES

COMMENTS PRIOR TO SIGNING

- Prior to the signing of a prospect to a National Letter of Intent or written offer of admission, a IPFW staff member may comment publicly only to the extent of confirming the institution's recruitment of the prospect. An IPFW staff member may not comment generally about the prospect's ability or the contribution the prospect might make to the institution's team. Additionally, an IPFW staff member may not comment in any manner about the likelihood of the prospect signing with IPFW.
- We may not publicize or arrange publicly prospect's visit to IPFW's campus.

ANNOUNCEMENT OF SIGNING

- Publicity released by IPFW concerning a prospect's commitment to attend may occur only after the prospect's signed acceptance of the NLI or offer of admission. Such communication is limited to the media outlets normally used by the institution.
- An institution may make an announcement on the institution's campus for the sole purpose of presenting at one time to the media the names of all prospects who have signed National Letters of Intent in a particular sport, but no prospects (or their relative or friends) may be in attendance.
- It is not permissible for an institution to make a general introduction of a prospect at a function (e.g., athletic contest, team banquet that is attended by media representatives or open to the general public.

RECRUITING REGULATIONS SUBSEQUENT TO SIGNING NLI

- IPFW Department of Intercollegiate Athletics staff members are reminded that specific NCAA recruiting regulations remain in effect subsequent to a prospective student-athlete's signing of a National Letter of Intent. In accordance with NCAA legislation, a prospective student-athlete remains a prospect until the first day of classes or the first day of practice, whichever occurs first. The following is a partial summary of regulations that apply to a prospect subsequent to the National Letter of Intent signing:

1). **Contacts subsequent to National Letter of Intent signing.** Subsequent to the calendar day on which a prospect signs a National Letter of Intent, there shall be no limit on the number of contacts by the institution with which the prospect has signed. However, in accordance with NCAA regulation, the following conditions apply to contacts with a prospect who has signed a letter of intent:

- a). Any contact at the prospect's educational institution in Division I basketball shall be confined to the permissible contact period and shall not exceed one visit per week;
- b). No in-person, on- or off-campus contact may be made during a "dead period" in the applicable sports;
- c). No in-person, on- or off-campus contact may be made with a non-qualifier enrolled in the first year of two-year college by a Division I member;
- d). No on- or off-campus contact (including correspondence and telephone calls) may be made by a representative of the institution's athletics interests in Division I except those involving permissible pre-enrollment activities (e.g., a discussion of summer employment arrangements);
- e). Contact at the site of a prospect's competition shall continue to be governed by the provisions of NCAA regulations, except that contact with the prospect's relative or legal guardian at the site of the prospect's competition shall be permitted.

2). **Printed recruiting materials subsequent to National Letter of Intent signing.**

According to NCAA regulations, it is permissible for a member institution to provide a signed prospect weightlifting program information, and a copy of material related solely to the institution's strength and conditioning program.

3). **Employment of prospects.** According to NCAA regulations, an institution's arrangement of employment for a prospect shall be permitted, provided the employment does not begin prior to the completion of the prospect's senior year in high school.

4). **Weight-lifting activities subsequent to National Letter of Intent signing.** The Interpretations Committee has determined that the tryout regulations would not prohibit a prospective student-athlete who has signed a National Letter of Intent form participating in weight-lifting activities on the institution's campus in the presence of a member institution's strength and conditioning coach, provided such activities are not prearranged, and the strength and conditioning coach is performing normal duties and responsibilities in the supervision of the weight room and does not work directly with the prospective student-athlete. However, the oversight responsibilities of the strength and conditioning coach may involve supervision of appropriate lifting techniques by the prospective student-athlete. Since only voluntary participation in such a program is permissible, the coach would be prohibited from prearranging or monitoring the prospect's lifting schedule.

5). **Employment and participation in institutional summer camps.** NCAA regulations provide that a member institution's sports camp or clinic shall be open to any and all entrants (limited only by number and age). According to the provisions, institutions are precluded from employing and/or giving free or reduced-admission privileges to a high school, preparatory school or two-year college athletics award winner, or to any individual who has started classes for the ninth grade.

6). **Summer housing for prospects.** According to NCAA regulations, an institution may rent dormitory space to a prospect during the summer months at the regular institutional rate, provided it is the institution's policy to make such dormitory space available on the same basis to all prospective students.

7). **Academic support services/use of training-room facilities.** According to NCAA regulations, a prospect who has signed a National Letter of Intent and is enrolled in the institution's summer term prior to the student's initial, full-time collegiate enrollment may be provided academic support services by the institution and may also utilize the institution's training-room facilities.

8). **Pre-college expenses.** According to the NCAA regulations, an institution or a representative of its athletics interests shall not offer, provide or arrange financial assistance, directly or indirectly, to pay (in whole or in part) the cost of the prospect's education or their expenses of any period prior to his or her enrollment, even for those prospects who have signed a National Letter of Intent, or an institutional offer of admission or written tender of financial assistance.

9.) **Awards and benefits-student orientation expenses.** According to the NCAA regulations, an institution may pay on-campus expenses (e.g., meals, lodging) for prospective student-athletes to attend institutional orientation sessions conducted for all students.

10.) **Summer financial aid prior to initial, full-time collegiate enrollment.** The following conditions apply to the awarding of financial aid to a student-athlete to attend an institution in the summer prior to the student's initial, full-time collegiate enrollment:

- a. The recipient shall be admitted to the awarding member institution in accordance with regular, published entrance requirements;
- b. The recipient, if recruited, is subject to NCAA transfer provisions pursuant to regulations;
- c. During the summer term or orientation period, the recipient shall not engage in any organized athletics practice activities;
- d. The awarding institution certifies in writing that the student's financial aid was granted without regard to athletics ability. The written certification shall be on file in the office of the director of athletics and shall be signed by the faculty athletics representative and the director of financial aid.

14.) **Activities with currently enrolled student-athletes.** A currently enrolled student-athlete cannot provide any material assistance (e.g., a place to stay, rides, meals, etc.) to any prospective student-athletes, even if the prospective student-athlete has signed the National Letter of Intent to attend the University. These student-athletes are all considered to be prospects by the NCAA until the first day of fall classes or the first day of fall practice, whichever comes first.

PROHIBITED TRYOUT ACTIVITIES

- NCAA members are reminded that tryouts for prospective student-athletes are prohibited. Specifically, NCAA regulations prohibit a member institution, on its campus or elsewhere, from conducting (or having conducted on its behalf) any physical activity (e.g., practice session or test/tryout) at which one or more prospects reveal, demonstrate or display the athletics ability in any sport.

Please be aware that NCAA regulations provide:

Definition of “Prospect” for Tryout Rule Purposes. For purposes of the tryout rules, the phrase “prospective student-athlete” or “prospect” shall include any individual who has started class for the ninth grade and is not enrolled in the member institution at the time of the practice or test therein described.

BOOSTER INVOLVEMENT IN RECRUITING

NCAA REGULATIONS

Indiana University-Purdue University Fort Wayne is responsible for insuring that its various constituencies (e.g., University staff and faculty, student-athletes, alumni, and friends) abide by NCAA rules and regulations. Under those rules, all alumni and friends of the University are categorized as “representatives of IPFW’s athletics interests”

NCAA Bylaw regulation states:

“In Division I, representatives of an institution’s athletics interests) are prohibited from making in person, on- or off-campus recruiting contacts, or written or telephonic communications with a prospect or the prospect’s relatives or legal guardians.”

BASIC POINTS YOU SHOULD KNOW

- A representative of an NCAA Division I institution is prohibited from making in-person on- or off-campus recruiting contact with a prospective student-athlete (i.e., prospect) and his or her parents and/or legal guardians.

Limited Exception: A *representative* may have contact with a prospective student-athlete in regard to permissible pre-enrollment activities such as summer employment arrangement, provided the prospect has already signed a NATIONAL LETTER OF INTENT and the institution is aware that they are making these contacts in regard to employment.

- An NCAA Division I representative is prohibited from writing or telephoning a prospect and his or her parents and/or legal guardians.

Limited Exception: A *representative* may have a telephone conversation with a prospect ONLY if the prospect initiates the call. The telephone call may not be pre-arranged by an institutional staff member and the representative is not permitted to have a recruiting conversation but may exhibit normal civility. The representative must refer any questions about the University’s athletics program to an appropriate athletics department staff member.

- A representative is prohibited from contacting a prospect’s coach, principal, or counselor in an attempt to recruit or evaluate the prospect.

Limited Exception: NCAA rules do not preclude a *representative* from viewing a prospect’s contest on his/her own initiative, subject to the understanding that the representative may not contact the prospect.

EXTENDING OFFERS AND INDUCEMENTS

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

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

PROCEDURES FOR REPORTING A VIOLATION

In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA rules, whether they are secondary or major, shall be investigated. At no time shall any rules violation (secondary or major) go unreported to the athletics compliance office. If the assistant athletics director for compliance (in conjunction with the director of athletics, faculty athletics representative, and the Chancellor) determines that a violation has occurred, the violation (or possible violation) will be reported to the NCAA national office and/or appropriate conference officials.

What is the definition of a secondary or major violation?

- A **secondary violation** is one that provides only a limited recruiting or competitive advantage and is isolated or inadvertent in nature.
- A **major violation** is any other violation, specifically those that provide an extensive recruiting or competitive advantage. **NOTE: A repeated secondary violation by a member institution may be identified as a major violation.**

Reporting A Violation

- Any individual (e.g., athletic department staff member, student-athlete, university employee, representative of the University's athletics interests, and member of the community) may report an alleged, rumored, or suspected violation.
- The individual may report the alleged, rumored, or suspected violation verbally or in writing. This individual may report an alleged violation anonymously.

To Whom Shall An Alleged Violation Be Reported

- If an alleged or rumored violation is communicated to any athletic department staff member, the staff member has an obligation to notify the Athletics Compliance Office of the violation in a timely manner. All staff members are expected to be committed to this policy and are to immediately report any alleged or suspected situation or activities that may represent violations of any NCAA, conference, or institutional rules to the athletics compliance office.

Alleged Violations Involving Other NCAA Institutions

If an individual (i.e., athletic department staff member, student-athlete, university employee, representative of IPFW's athletics interests, member of the community) has knowledge of an alleged violation(s) that involves another NCAA member institution and impacts IPFW, this individual shall report the alleged violation(s) to the Compliance Coordinator, Director of Athletics, and/or the Faculty Athletics Representative.

The Compliance Coordinator will discuss the violation and desired plan of action to address the situation with the Director of Athletics and/or the Faculty Athletics Representative. The Compliance Coordinator may then contact the appropriate conference commissioner and/or NCAA to request that the alleged violation be investigated.

If the alleged violation does not affect IPFW, the individual has two options:

- Contact the parties involved at the other institution in an attempt to persuade the parties to refrain from further wrongdoing;
- Contact the IPFW Director of Athletics or the Compliance Coordinator requesting to contact the appropriate commissioner and/or the NCAA to request that the alleged violation be investigated.

10.6 INFRACTIONS

10.6.1 Coaches and administrators shall refrain from making public statements and accusations with regard to infractions or alleged infractions concerning member institutions and their personnel. Should the media ask questions concerning published reports of infractions, appropriate responses should state that such matters, if valid, are reported and investigated in compliance with established Conference and NCAA procedures.

INFORMATION TO BE INCLUDED IN THE UNIVERSITY'S SELF-REPORT

The NCAA Enforcement staff recommends that the following information be included in an institution's report of a violation:

1. The date and location of the violation.
2. The identities of involved 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. Note: If a newspaper article alerted the institution, a copy of the article shall be included.
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.

PROCEDURES FOR REQUESTING A RULES INTERPRETATION

REQUESTING A RULES INTERPRETATION

- Any individual (e.g., athletic department staff member, student-athlete, university employee, representative of the University's athletics interests, and member of the community) may request a rules interpretation.
- The individual may request the interpretation verbally or in writing.

TO WHOM SHALL A RULES INTERPRETATION BE REQUESTED

- The Compliance Coordinator handles all requests for interpretations of NCAA regulations.

PROTOCOL FOR INITIAL ELIGIBILITY, CONTINUING ELIGIBILITY, AND SQUAD LIST INFORMATION

Initial Eligibility

Including domestic and foreign prospects as well as transfers students

1. Starting the previous fiscal year, Coaches submit recruiting IRL to the Compliance Coordinator.
2. Compliance Coordinator inputs Prospect List into the NCAA Clearinghouse database.
3. Compliance Coordinator checks the status of Prospects daily.
4. Once the prospective student-athlete receives final NCAA Clearinghouse ruling, Compliance Coordinator signs and submits a copy to the Admissions Office for verification.
5. Once verified by the Compliance Coordinator and the Office of Admissions, the Athletic Business Manager and coaches are notified of the prospective student-athlete's eligibility status for athletic participation and financial aid.
6. Once final NCAA Clearinghouse 48C document is received by the Compliance Coordinator, the document is placed on file in the Athletics Compliance Office.

Before Semester Begins

7. Once final grades are submitted each semester, Academic Counselor obtains official transcripts for each student-athlete.
8. Academic Counselor first checks for satisfactory progress of each student-athlete.
9. Academic Counselor verifies GPA compliance with SCOA and NCAA requirements.
10. Academic Counselor records grades on degree plans and computes percentage of degree completion.
11. Students not meeting satisfactory progress, GPA or percentage of degree requirements are sent a letter detailing the areas in which they fail to meet eligibility requirements with recommendations for maintaining eligibility.
12. All coaches submit preliminary squad list information to the Athletic Business Manager.

13. Athletic Business Manager submits potential athletic award recipients to the Compliance Coordinator for verification.
14. The Compliance Coordinator then flags each student-athlete as an athlete in the Banner system.
15. Academic Counselor creates eligibility worksheet detailing the academic status of each student-athlete for all sports teams.
16. Once completed, eligibility worksheet is submitted to the Registrar's Office for verification of data.
17. Upon verification from Registrar, the Compliance Coordinator signs eligibility worksheet, notifies the coach of any ineligible student-athletes, and submits approved athletic award recipients to the Athletic Business Manager.
18. Copies of eligibility worksheets are kept on file in the offices of the Academic Counselor, Registrar, and Compliance Coordinator.
19. Athletic Business Manager submits approved athletic award lists to the Assistant Financial Aid Officer.
20. Assistant Financial Aid Officer compiles all financial aid from the financial aid system.
21. Assistant Financial Aid Officer inputs all athletic awards and compiled financial aid into the CAi.
22. Athletic Business Manager verifies the Assistant Financial Aid Officer information in the CAi for accuracy.
23. The Compliance Coordinator, Athletic Business Manager and the FAR will compare squad lists from the CAi with team members generated by Banner; if there is any variance, it will be accounted for and reconciled.
24. The squad list is produced using the CAi and is signed by the Athletic Business Manger before date of first competition.
25. Squad Lists from CAi will be taken to the Academic Advisor for Athletes in ACCS where the Academic Advisor will check each athlete's academic eligibility using the eligibility worksheet that has been generated for this purpose to assure proper academic progress of each student athlete.
26. The Academic Advisor will then take the academic lists to the Assistant Registrar to further check academic eligibility and the Assistant Registrar will sign the CAi squad list.

27. Once the Assistant Registrar accepts and signs the CAi squad list, it will be taken to the Financial Aid Office where it will be scrutinized for accurate Financial Aid disclosure, and the Financial Aid Officer will sign the form.
28. The signed form will then be returned to the Compliance Office where it will be filed with a copy sent to Athletic Business Managers office.

During Semester

29. The Assistant Financial Aid Officer checks for weekly charges in student-athlete financial aid.
30. The FAR checks student-athlete enrollment information on a weekly basis.

End of Semester

31. The creation of the squad list is repeated at the beginning of the Spring semester and at the end of the academic year.

PROTOCOL FOR STUDENT-ATHLETE REGISTRATION HOLDS

1. Each semester, during the registration period for the upcoming semester, the FAR will submit a weekly report showing the registration status of each student-athlete to the Academic Counselor.
2. As student-athletes register for their classes, the Academic Counselor will place a registration hold on student-athlete academic records to preclude them from dropping and adding classes, unless approved by the Academic Counselor. Student-athletes affected will be all Freshmen, Sophomores, and Juniors who have below a 2.5 GPA or whose percentage of degree completion is marginal. (Seniors will be exempt from this procedure.)
3. Student-athletes must meet with the Academic Counselor to have the hold removed if they desire to drop or add any classes.
4. Once a student-athlete's new classes are approved, the hold will be released and the Academic Counselor will enroll the student-athlete in the approved classes.
5. Upon registration, the hold will once again be placed on the student-athlete's record.

IPFW SPORTS CAMPS AND CLINICS COMPLIANCE CHECKLIST

SPORT:
CAMP ADMINISTRATOR:
PHONE:

Please answer the following questions for all camps in the Fall, Spring, and Summer of the year 2004-2005.

Title of Camp _____

Date(s) _____

Purpose of Camp _____

Location of Camp: Town & Site _____

Facilities utilized in camp _____

Housing of Campers _____

Housing of Employees _____

Is this camp restricted or limited in any manner regarding campers (i.e., age, class, size)?

Please list _____

List the items the campers will receive as part of their camp payments (i.e., t-shirt, bag, team photo, etc). _____

List any awards they may be eligible for at this camp.

List your methods of solicitation for your camps and provide an actual copy of each (i.e., brochure, advertisements, letters of invite). _____

Name specific individuals and/or organizations that you have partnership agreements with that are not associated with IPFW. _____

For any student-athlete employed by your camp, describe their responsibilities/duties or attach established information. _____

Have you attached a copy of your camp schedule(s)? _____

BASKETBALL ONLY: Please contact the Compliance Office to schedule a time during each camp involving those of prospect age for the educational session as required by NCAA regulations.

By signing this form, I am indicating that to the best of my knowledge, our camp is in compliance with NCAA regulations *and that subsequent to this date, I will notify the Compliance Office of any potential problems that may arise regarding any of these camps and NCAA rules and regulations.*

CAMP ADMINISTRATOR'S SIGNATURE

DATE

COMPLIANCE SIGNATURE

DATE