2006-07
COMPLIANCE MONTH BY MONTH HIGHLIGHTS
AUGUST

1. **Sports Squad List Completed**
   - **Compliance** office will have the Squad Lists completed prior to first contest.
   - Squad Lists will be distributed to coaches who will verify the accuracy of the information contained therein.
   - Compliance office will submit Squad Lists and Eligibility Reports to the C-USA office prior to first practice/competition.
   - Coaches must sign off on C-USA Eligibility and NCAA lists subsequent to review with Compliance Office.

2. **Certify Non-Counter Exemption**
   - Forms located in the Eligibility section.
   - Per Bylaw 15.5, **Compliance** will complete forms to Financial Aid verifying non-counters who receive institutional non-athletics aid by August 31st.

3. **Team Meetings**
   - Team Meeting will be held prior to 1st practice.
   - NCAA forms (provided by Compliance) will be completed by student-athletes prior to the 1st practice.
   - At least one coach from each team is required to attend.

4. **14/45 Day Waiver/ Freshman Walk-on Practices**
   - Form located in the Eligibility section.
   - **Compliance** will certify recruited freshman walk-on’s eligibility to practice for 14 days without a final NCAA clearinghouse decision.
   - **Compliance** will certify non-recruited freshman walk-on’s eligibility to practice for 45 days without a final NCAA clearinghouse decision.
   - **Compliance** will supply head coach with temporary certification form.

5. **Promotional Activities**
   - Forms are located in the Promotional Activities section.
   - Individual or entity will complete the Promotional Activities Request form or the Donation Request form. These forms are available on Herdzone.com or in the Compliance Office.
     a. The Promotional Activities Request should only be used when a student-athlete or coach needs to attend an event or activity.
b. The Donations Request form should be used for all autograph and memorabilia requests.

- **Compliance** will review the form and either approve or deny the request.
- Denials will be returned from **Compliance** to the requesting individual or entity along with the reason for denial.
- Approvals will be forwarded from **Compliance** to the appropriate staff member for fulfillment of the request.
- The following types of requests will be coordinated by the following individuals:
  a. Signatures/Autographs/Memorabilia:
     i. Football - Director of Football Operations
     ii. Men’s Basketball - Administrative Secretary
     iii. All other sports and general requests: Sports Marketing
  b. Student-Athlete Personal Appearances - Associate AD/Olympic Sports.
  c. Tickets - Director of Ticketing

**Notes:**

1. “Spur of the moment” autograph requests from fans do not have to go through this process. This process applies to organized charitable, educational and promotional events.

2. All student-athletes will sign a form at the start of the year authorizing the use of their names, pictures and appearances for permissible promotional activities.

3. It is policy at Marshall University that the items to be autographed need to be provided by the one requesting the autographs.

6. **Declaration of Coaches**
   - **Coaches** must have this form, located in the Personnel section, completed and returned to the Compliance Office by **July 15th**.
   - **Coaches** must continually update information and provide an updated form to **Compliance**.

7. **New Coaches**
   - Must meet with Compliance to review the New Employee Compliance Manual.
   - Will receive a NCAA, C-USA, & Marshall Compliance Manual.
   - Must set up a time to take the Recruiting test.
8. **Countable Athletically Related Activity Tracking**
   - Forms located in the Playing and Practice Season section
   - Coaches will complete the CARA form each week and return it to Compliance.
   - In sports other than Football, 4 student-athletes at a time may be given individual skill instruction. Their sessions must be recorded on the CARA form.
   - For sports that permit individual instruction during the summer, this form must also be used prior to commencing individual workouts.

9. **Coaches Encourage All Student Athletes to Apply for Federal Financial Aid (FAFSA)**

10. **Declaration of Season**
    - Form located in the Playing and Practice Season section.
    - Coaches will turn in schedules, “Declaration of Season”, and “Number of Contests/Dates of Competition” forms to compliance for approval by July 15th.
    - Coaches must declare the entire season (including championship and non-championship segments) by completing the Declaration of Season Form.
    - Copies are forwarded to the Conference Office.

11. **Employment**
    - Forms located in the Employment Section.
    - **Student-athletes** who hold jobs at any time during the year must notify the Compliance Office prior to beginning employment.
    - **Student-Athletes** MUST complete employment paperwork and return these forms to Compliance.
    - The **Compliance office** will follow up with employers to ensure compliance with the NCAA rules.
    - **Compliance** will inquire with coaches and student-athletes throughout the year as to student-athletes’ employment status.

**Ongoing**
- Initial and Continuing Eligibility Certification Meeting-see July
- Eligibility Waivers
- Squad List Declaration Updates-see May
- Rules Education-end of the month- REQUIRED
- Transfer Requests/Releases
- Summer League Approval-see May
- Vacation Period Competition/Camp Approval-see May
2006-07
COMPLIANCE MONTH BY MONTH HIGHLIGHTS
September

1. **Clearinghouse Information**
   - **Coaches** should instruct Prospective Student-Athletes (PSA’s) to register with Clearinghouse on the first contact.
   - **Coaches** will enter PSA’s information into the Clearinghouse website for those PSA’s that they are recruiting located at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)
   - **Coaches** will obtain the following pertinent information from prospect at first contact:
     1) Full name
     2) Address
     3) Social Security number
     4) Date of birth
     5) High School name
     6) Graduation date
   - **Coaches** will delete PSA’s from the Clearinghouse website when the PSA is no longer being recruited by the institution (i.e.- has decided to attend another university, decided not to participate in intercollegiate athletics, etc.).
   - **Coaches** must place International PSA’s on the “Institutional Request List” (IRL) form on the website.
   - **Only Compliance** may contact the Clearinghouse directly.
   - **Note:** When placing information into the Clearinghouse, be sure to have the correct recruiting cycle and sport highlighted so to ensure proper tracking of your prospect.

2. **Recruiting Records**
   - **Coaches** must keep complete records of their contact with PSA’s. This includes phone calls as well as contacts and evaluations and campus visits.
   - **Coaches** may use whatever format they choose as long as they are up to date and complete. Coaches are encouraged to use the NCAA Compliance Assistance Internet Program for tracking recruiting activity.
   - **Coaches** whose records that are not up to date or incomplete will be required to complete weekly logs to turn into the Compliance office.
   - **Compliance** will review recruiting records on a random basis.
3. **Official Visits**
   - **Forms are located in the Campus Visit Section**
   - **MU coach** preliminarily arranges the official visit with the prospective student-athlete.
   - **Coach** obtains prospect’s high school transcript and ACT/SAT scores.
   - **JC prospects must provide only an academic transcript.**
   - **Coach** completes the Official Visit Request Form **no later than 4 working days prior to the visit** and turns it into the Compliance office.
   - The Compliance Office will review the request and approve or deny the visit.
   - **After the visit is approved, the coach** finalizes travel plans for the prospect.
   - The 48 hour limit begins as soon as the PSA arrives on campus or when the PSA sits with a coach at a meal or is entertained by the coach or host.
   - The Coach must provide Student-Athletes acting as hosts to prospects the student-host form and the student-host brochure **PRIOR to the visit**. Student-athlete hosts must sign the form prior to the visit and it must be turned into the compliance office after the visit.
   - **Prospects** must sign the official visit declaration form after the visit. Turn this form in with the official visit expense report.
   - After the official visit, the coach must turn in receipts to the Athletics Business office along with the Official visit Summary Report. The Athletics Business Office will submit the form to the Compliance Office for review and approval.
   - Compliance will track the number of Official Visits to ensure compliance with NCAA Bylaw 13.

4. **Unofficial Visits**
   - Form located in the Campus Visit section
   - Coaches will complete the “Unofficial Visit Record” Form and keep on file.
   - Use this for all “arranged” unofficial visits

5. **Walk-on Additions**
   - Form located in the Eligibility section
   - **Coaches** will begin the “Walk-on Certification” form for any student who wishes to walk-on to their team.
   - **Coach** will send the student to the athletic trainer to be cleared and to show proof of insurance.
Compliance will verify that the student is eligible to practice with the team and notify the coach that the student has 7 days to practice.

Compliance will check with Financial Aid to verify that no athletically related outside aid has been given to the student.

Walk-ons must complete required NCAA paperwork prior to any participation.

Coach will submit a “Change of Status” form within 7 days if the student will remain with the team. Compliance will then initiate the Eligibility Certification process.

Failure to complete a “Change of Status” form will result in the student being declared ineligible for practice and competition.

6. Change of Status

- Form located in the Eligibility section
- Coaches complete “Change of Status” form when a Student-Athlete is added to the team, deleted from the team or has a change in financial aid.
- Coaches will submit the COS form to Compliance and Compliance will distribute the form electronically to appropriate individuals on campus (Financial Aid, Business Office, Buck Harless Student-Athlete Program, Registrar and the sport Coach.)

7. Special Assistance Fund

- Form located in the Financial Aid section.
- Student-Athletes wishing to apply for the Special Assistance Fund may complete this form and return it to Compliance or Carol Gale.
- Encourage SA’s to complete a FAFSA at the start of each academic year.

8. Transfer Requests

- Forms located in the Recruiting section
- Coaches must have a completed transfer request form prior to speaking with student-athletes from other institutions.
- Compliance will not release a current Marshall Student-Athlete without providing notice to the head coach.
- Only Compliance may send transfer forms to other institution.
- We do not issue “blanket” releases as standard practice.
Ongoing

- Rules Education
- Complementary Tickets
- Continuing and Initial Eligibility Certification—see July
- Squad List Updates—see August
- Promotions—see August
- New Coaches—see August
2006-07
COMPLIANCE MONTH BY MONTH HIGHLIGHTS
OCTOBER

1. **NLI - Early Spring Period**
   - Form located in the Recruiting section.
   - **Coaches** will complete and return “Request for NLI/Grant in Aid “ form and turn into Compliance 5 working days before mailing.
   - **Compliance** will send out Letters of Intent to prospect to be signed.
   - **Prospect** will return signed copies of Letters of Intent to Compliance within 14 days or the NLI is void.
   - **Compliance** will notify and copy Sports Information, Head Coaches and Admissions when the NLI has been returned.

2. **Camps and Clinics**
   - Forms located in the Camps and Clinics Section.
   - **Coaches** will complete all relevant paperwork at least 2 weeks prior to conducting or attending any camp or clinic.
   - **Coaches** will also include any brochure, flier or advertisement that will be used for approval with the form.
   - **Compliance** will review the form to ensure that NCAA regulations are met.
   - **Coach** will complete “Camp and Clinic Staff Salaries” form and submit to Compliance AFTER the camp or clinic is finished.

3. **Vacation Period Reminder**
   - a. Dorm closing...let us know...

4. **Bowl Game Preparation**
   - a. Meeting
   - b. 6 hour check/ certification
   - c. Gambling/ agent forms

**Ongoing**
- Official/Unofficial Visits-see September
- Rules Education
- Walk-ons-see-September
- Employment-see October
- Recruiting Records-see September
- Complementary Tickets
- Transfer Requests-see September
- Athletically Related Activities-see September
- Change of Status Forms-see September
• Promotions-see August
• New Coaches-see August

2006-07
COMPLIANCE MONTH-BY-MONTH HIGHLIGHTS
NOVEMBER

1. **Spring Financial Aid**
   • Form located in the Financial Aid section.
   • **Coaches** will update the form and turn in to compliance any new financial aid for the spring semester.
   • New Financial Aid is due by **December 1, 2006**.

2. **Spring Squad Lists**
   • Forms are located in the Eligibility section.
   • **Coaches** will prepare and submit their squad lists for the spring semester using the “Roster Declaration-List of Student-Athletes” and “Roster Declaration-List of Transfer Student-Athletes” forms. This is due by **November 15, 2006**.

3. **Mid-Year Eligibility Certification**
   • **Compliance** will begin mid-year certification through the BHSAP and the Registrar’s office for all student-athletes and all new and continuing student-athletes for the Spring Semester.

4. **Early Signing Period of NLI’s**
   • Form located in the Recruiting Section.
   • NLI’s shall be requested according to the procedures in the Recruiting Section.
   • All coaches will be provided the official NLI signing dates by compliance.

5. **End of Season Participation Reports**
   • Form located in the Playing and Practice Season Section.
   • Coaches will turn in “Student-Athlete Participation” form to Compliance Office at the end of competition season.

6. **Awards and Benefits**
   • Form located in the Award and Benefit Section.
• Coaches will gain approval from Compliance PRIOR to any awards being distributed to their team. Failure to gain prior approval for awards may cause an “over-award” and a violation of NCAA Bylaws.
• Coaches will complete the “Monetary Award Summary” form to ensure all awards are within limits.

Ongoing
• Official/Unofficial Visits-see Sept.
• Rules Education
• Camps and Clinics- see October
• Employment- see September
• Walk-ons- see September
• Comp. Tickets
• Transfer Requests- see September
• Promotions- see August
• Change of Status Forms- see September
• Athletically Related Activities-see September
• New Coaches-see August
1. **Process All Spring Semester Aid Awards**
   - **Compliance** will initiate the Grant-in-Aid process for the spring semester.

2. **Mid-Year Football NLI’s (JC Transfers Only)**
   - Form located in the Recruiting section.
   - NLIs shall be requested according to the procedures in October.

3. **New Student-athletes for Spring (Walk-ons, Transfers)**
   - All new student-athletes will be coordinated through the Compliance Office. Coaches must confirm with Compliance that all new student-athletes are on the Squad List and the financial aid for each is correct.

4. **Outline FB Discretionary Dates**
   a. **Aug preseason**

**Ongoing**
- Official/Unofficial Visits-see September
- Recruiting Records-see September
- Awards and Benefits-see November
- Walk-ons-see September
- Camps and Clinics-see October
- Comp. Tickets
- Employment-see September
- Transfer Requests-see September
- Promotions-see August
- Mid-Year Eligibility-see November
- Change of Status Forms-see September
- Athletically Related Activities-see September
- Sports Agents
• New Coaches-see August

2006-07
COMPLIANCE MONTH-BY-MONTH HIGHLIGHTS
JANUARY

1. **NLI’s for Soccer and Football**
   - Form located in the Recruiting Section.
   - NLI’s shall be requested according to the procedures in October.

2. **Update Squad Lists for Second Semester**
   - Coaches will review Squad Lists and C-USA Eligibility Lists with Compliance to ensure that they are accurate.

3. **Review Team Recruiting Records**
   - Review current list of recruits and signees with coaches.
   - Ensure that all recruits and signees are registered with the Clearinghouse.

4. **Coaches Encourage All Student Athletes to Apply for Federal Financial Aid (FAFSA)**

5. **Confirm Spring Seasons for Volleyball, Soccer and Football**

**Ongoing**
- Official/Unofficial-see September
- Rules Education
- Employment-see September
- Recruiting Records-see September
- Camps & Clinics-see October
- Transfer Requests-see September
- Walk-ons-see September
2006-07
COMPLIANCE MONTH-BY-MONTH HIGHLIGHTS
FEBRUARY

1. **NLI’s Sent to the Prospect for February signing dates**
   - Form located in the Recruiting section.
   - NLIs shall be requested according to the procedures in the Recruiting Section.

2. **Register All Prospective Student-Athletes with the NCAA Clearinghouse**
   - **Coaches** will contact all PSAs and instruct them to register with the clearinghouse, following the procedures in the September section.

**Ongoing**
- Rules Education
- Official/Unofficial Visits-see September
- Transfer Requests-see September
- Employment-see September
- Recruiting Records-see September
- Camps and Clinics-see October
- Comp. Tickets
- Promotions-see August
- Change of Status Forms-see September
- Athletically Related Activities-see September
- Awards and Benefits-see November
- New Coaches-see August
2006-07
COMPLIANCE MONTH-BY-MONTH HIGHLIGHTS
MARCH

1. **NLI Request for April Signing Period**
   - Form located in the Recruiting section.
   - **Coaches** will request NLI s according to the procedures in October.

2. **Summer School Grant - in-Aid Lists**
   - **Coaches** will prepare a list of summer school GIAs and turn it into Compliance.
   - Forms and information will be distributed by the Business Office.
   - Procedures appear in the Financial Aid Section.

3. **Designate 20 Football Evaluation Days for April/May**
   - Form located in the Recruiting section.
   - Must be submitted to the Compliance Office no later than March 31st.

4. **NCAA Tournament Preparation**
   a. **Gambling/Agent forms**

**Ongoing**
- Rules Education
- Official/Unofficial Visits-see September
- Transfer Requests-see September
- Employment-see September
- Recruiting-see September
- Camps & Clinics-see October
- Comp. Tickets
- Promotions-see August
- Change of Status-see September
- Athletically Related Activities-see September
2006-07
COMPLIANCE MONTH-BY-MONTH HIGHLIGHTS
APRIL

1. **Team Exit Meetings-Summer Activity Tracking**  
   - Form located in the “Out of Season/Summer Tracking” section.  
   - Coaches will schedule a team meeting with compliance. This meeting will last approximately 30 minutes.  
   - Topics Covered: Employment, Summer Camps, Athletic Participation, Grants-In-Aid Information, All-Star Camps, and Rules Education.  
   - Student-Athletes will be given the summer employment post card.  
   - This meeting must be scheduled prior to the final day of classes.

2. **NLI’s Sent to Prospects for April & Late Signing Period**  
   - Form located in the Recruiting Section.  
   - Coaches will request NLI’s according to the procedures in October.

3. **Begin Confirmation of Clearinghouse Registration**

4. **Awards and Benefits**  
   - Form located in the Award and Benefits section.  
   - Coaches will gain approval from compliance PRIOR to any awards being distributed to their team. *Failure to gain prior approval may cause an “over-award” and a violation of NCAA Bylaws.*  
   - Coaches will complete the “Monetary Award Summary” form to ensure all awards are within limits.

5. **Summer Camps and Clinics**  
   - Forms are located in the Camps and Clinics Section.
Coaches will complete “Checklist for Coaches Sponsoring/Participating in Camps and Clinic” form to turn into the Compliance Office for approval no later than May 31st. This form will be completed for all camps and/or clinics that a coach is conducting or working in. If conducting a camp, any camp brochure or advertisement must be attached to the camp or clinic form for approval. Camp and Clinic Staff Salary form will be turned in at the end of the camp or clinic. All camp brochures must be approved by Compliance.

6. Summer League Approval
   - Forms located in the Out of Season/Summer Activity section.
   - Student-Athlete will complete the form and return to compliance 2 weeks prior to competing in summer league to ensure that the league is NCAA certified.
   - Summer Leagues requiring approval are M&W Basketball, M&W Soccer, Baseball and Softball.

7. Financial Aid
   - Begin compiling the non-renewal list for each sport.
   - Compliance will distribute a squad list and non-renewal form to the head coaches.
   - The form must be submitted with the list of grant-in-aids by May 15th.

7. Send all PSA’s pertinent lists
   a. Banned Substances
   b. GSR
   c. APR

Ongoing
   - Official/Unofficial Visits-see September
   - Transfer Requests-see September
   - Employment-see September
   - Recruiting Records-see September
   - New Coaches-see August
   - Comp. Tickets
   - Promotions-see August
   - Change of Status Forms-see September
   - Athletically Related Activities-see September
2006-07
COMPLIANCE MONTH-BY-MONTH HIGHLIGHTS
MAY

1. **Grant-in-Aid Forms for 07-08 Academic Year**
   - Form located in the Financial Aid section. **Coaches** will complete “List of Students Receiving Grant-in-Aid” form and turn it in to Compliance for approval no later than **May 15th**.
     - Scholarship amounts will be distributed to coaches by the Compliance office. In the event that the financial aid numbers are not finalized in time, the due date will be adjusted accordingly.
   - **Coaches** will schedule a meeting with Compliance to review financial aid numbers. This is **mandatory**.
   - **All** student-athletes who received athletic financial aid the previous academic year must appear on this form so that the compliance office and the financial aid office can distribute notification letters to student-athletes who have had their financial aid reduced or not renewed per NCAA bylaws.

2. **Squad List Declaration for 07-08 Academic Year**
   - Forms located in the Eligibility Section.
   - **Coaches** will complete “Roster Declaration-List of Student-Athletes”, and “Roster Declaration-List of Transfer Student-Athletes” forms and turn into Compliance no later than **May 15th**.
     - All student-athletes must appear on the Squad List Declaration forms. Transfer student-athletes must also appear on the List of Transfer Student-Athletes form.
These forms will then be distributed to Financial Aid, Registrar, Buck Harless Student-Athlete program, Sports Information, Training Room and Equipment.

Student-Athletes not appearing on this list will not be given any assistance by the Athletic Department or other campus entities until they are officially added to the roster.

Proper and prompt completion of these forms ensures that the eligibility declaration process is completed in a timely fashion.

3. **Summer Grant-in-Aids**
   - Finalize Summer Grant-in-Aid List

4. **Clearinghouse**
   - **Coaches** will contact all incoming student-athletes reminding them to send in their final high school transcripts to the NCAA Clearinghouse.
   - **Compliance** will run checks of NLI’s signees to see who is registered.

5. **Admissions**
   - **Coaches** will contact all incoming student-athletes reminding them to apply to Marshall University.
   - **BHSAP** will begin monitoring admission status for newcomers.

6. **Squad Lists**
   - **Compliance** office sends in **final squad lists** to the conference office by May 31st.

7. **Start Eligibility Checklists & C-USA Reports for the Next Academic Year**
   - **Compliance** will begin Eligibility checklist documentation.
   - Student-Athlete Program will send out Continuing Eligibility forms to Associate Deans to complete and return to Registrar's office.
   - **Registrar’s Office** will complete the eligibility checklist.

8. **Vacation Period Competition/Camp Participation**
   - Form located in the Out of Season/Summer Activity Tracking Section.
   - **Student-Athlete** will complete the form 2 weeks prior to competition or working in the camp.
   - Unauthorized competition or work in an outside camp without prior approval may affect eligibility and/or loss of a season of competition.

9. **Coaches Certification Exam for Off-Campus Recruiting**
• Compliance will schedule multiple dates in library to take exams. Online testing is mandatory.
• Coaches will notify compliance if they are unable to take the exam at the scheduled time.

**Ongoing**
• Official/Unofficial Visits—see September
• Transfer Requests—see September
• Rules Education
• Employment—see September
• Recruiting Records—see September
• Camps and Clinics—see October
• Summer Activity Tracking—see April
• Promotions—see August
• Change of Status Forms—see September
• Athletically Related Activities—see September
• Summer Camps & Clinics—see April
• Summer League Approval—see April

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**2006-07**
**COMPLIANCE MONTH-BY-MONTH HIGHLIGHTS**

**JUNE**

1. **Finalization of Fall Grant-In-Aid Awards and Non-Renewals**
   - **Compliance** will confirm that all grant-in-aids and reduction/non-renewal letters have been sent by the Financial Aid office to returning student-athletes prior to **July 1st**.
   - **Compliance** will submit non-renewal list by **June 15th**.

2. **Start Initial Eligibility Waiver Process**
   - **Compliance and Coaches** will begin strategizing for initial eligibility process.

3. **Begin to collect Final 48C’s from Clearinghouse**
   - **Coaches** will continue to encourage their prospects to submit all final documentation to the NCAA Clearinghouse.
   - **The Clearinghouse** will send Final 48C’s to the compliance office once all final documentation has been processed.

4. **Eligibility Meeting**
   - Compliance, BHSAP and the registrar will meet to discuss any potential initial and continuing eligibility concerns.
Ongoing
- Rules Education
- Official/Unofficial Visits-see September
- Transfer Requests-see September
- Recruiting Records-see September
- Employment-see September
- Camps and Clinics-see October
- Summer Activity Tracking Forms-see April
- Promotions-see August
- Squad List Declaration Updates-see May
- Change of Status Forms-see September
- Summer League Approval-see May
- Vacation Competition/Camp Approval-see May
- Men's Basketball-NCAA Financial Disclosure forms-see May

2006-07 COMPLIANCE MONTH-BY-MONTH HIGHLIGHTS
JULY

1. Renewals/ Non-renewals for GI A's Sent
   - Financial Aid office will send notification to student-athletes whose aid is being renewed, reduced or not renewed prior to July 1st.

2. Compliance Manual Revisions Complete
   - Compliance office will complete revisions to the compliance manual by July 15th.

3. Coaches Outside/ Additional Income Agreement Complete
   - Coaches will complete “Outside/Additional Income Agreement” form and turn into the Athletic Business office for approval by July 15th.
   - Athletic Business office will distribute form to all staff members.

4. Fall Practice Rosters Due
   - Coaches will have all updated rosters (Declaration of Roster Form-List of Student Athlete Form) of all student-athletes who will be
reporting to campus for the fall turned into the compliance office in preparation for fall academic certification meeting. These will be due by July 1st.

5. **Declaration of Staff**
   - Form located in the Recruiting Section.
   - Coaches will turn in “Declaration of Staff” form to the compliance office for approval by July 31st.
   - Only coaches who have passed the Recruiting Exam may recruit off-campus.
   - All individuals involved in coaching activities must be included (such as volunteers and graduate students.)
   - If a graduate or undergraduate student is receiving federal work-study and their clock has expired, the student counts as a paid coach.
   - Changes to the coaching staff after the declaration must be communicated to and approved by compliance.

6. **Prepare NCAA Student-Athlete Forms**
   - Compliance office will have NCAA forms prepared for student-athletes to complete at initial team meetings by July 31st.
   - The Compliance Administrative Assistant will schedule team meetings with the sport coaches. These meetings generally last between 45 minutes to an hour.

7. **Eligibility Certification Meeting**
   - Compliance, The Buck Harless student-Athlete Program, The Registrar and the FAR will conduct it’s eligibility meeting for all student-athletes and notify coaches of the following:
     a. Initial Eligibility
     b. Continued Eligibility
     c. Holds
     d. Academic Issues
   - Compliance, BHSAP, Registrar and the FAR will also ensure that transfer waiver requirements are met and documented with the following forms:
     a. 4-2-4 Waiver Form
     b. 4 year Waiver Form
     c. 2 year Waiver Form

**Ongoing**
• Rules Education
• Official/Unofficial Visits-see September
• Recruiting Records-see September
• Camps & Clinics-see October
• Transfer Requests-see September
• Summer Tracking Form-see April
• Promotions-see August
• Squad List Updates-see May
• Change of Status- see September
• Summer League Approval-see May
• Summer Competition/Camp Approval-see May
• New Coaches-see August