

The University of Virginia

Department of Athletics

Office of Compliance
Policy and Procedures Manual

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UVA COMPLIANCE OFFICE POLICY AND PROCEDURE MANUAL

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INSTITUTIONAL CONTROL

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INSTITUTIONAL CONTROL

CONTROL IS DEFINED IN COMMON-SENSE TERMS

In determining whether there has been a lack of institutional control when a violation of NCAA rules has been found it is necessary to ascertain what formal institutional policies and procedures were in place at the time the violation of NCAA rules occurred and whether those policies and procedures, if adequate, were being monitored and enforced. It is important that policies and procedures be established so as to deter violation and not merely to discover their existence after they have taken place. In a case where proper procedures exist and are appropriately enforced, especially when they result in the prompt detection, investigation and reporting of the violations in question, there may be no lack of institutional control although the individual or individuals directly involved may be held responsible.

In a situation in which adequate institutional procedures exist, at least on paper, a practical, common—sense approach is appropriate in determining whether they are adequately monitored and enforced by a person in “control.” Obviously, general institutional control is exercised by the chief executive officer of a member institution. However, it is rare that chief executive officer will make decisions specifically affecting the operations of the institution’s athletics program. Instead, the day-to-day duties of the operation, including compliance with NCAA rules, will have been delegated to subordinates either by specific action or by the creation of appropriate job descriptions. Moreover, it is usually left to senior subordinates, such as the director of athletics, further to delegate various duties regarding compliance with NCAA rules.

In most institutions, especially those with large and varied athletics programs, such delegations are made to a number of individuals who are expected to exercise control over compliance with regard to specific aspects of the program. The specific obligations of such individuals should be in writing, and not merely an understanding among the senior officials of the university and the athletics department. Not only the director of athletics, but other officials in the athletics department, the faculty athletics representative, the head coaches and the other institutional administrators outside of the athletics department responsible for such matters as the certification of athletes for financial aid, practice and competition, are expected to assume a primary role in ensuring compliance. Even though specific action has been taken to place responsibility elsewhere, these individuals will be assumed to be operating on behalf of the institution with respect to those responsibilities that are logically within the scope of their positions. Their failure to control those matters so as to prevent violations of NCAA rules will be considered the result of a lack of institutional control.

INVESTIGATION PROCESS

The Compliance Office will be the central office for investigating and reporting violations of NCAA rules.

Responsibilities

Staff Member/Student-Athlete

1. Notify the compliance office of allegation or issue

Compliance

Upon receipt of information the compliance office will take the following steps:

1. Notify the following individuals regarding the potential violation and provide a time frame for the conduction of the investigation and production of the self-report if necessary:
 - a. President
 - b. Executive Vice President/Chief Operating Officer
 - b. Faculty Athletics Representative
 - c. Athletics Director
 - d. Executive Associate Athletics Director for Administration
2. Enter allegation/violation in the summary spreadsheet
3. Conduct investigation
4. Draft self report (if violation occurred) – Consult penalty schedule and enforcement database for determination of appropriate sanctions
5. Review self-imposed sanctions with Athletics Director or Executive Associate Athletics Director for Administration
6. Distribute draft to above named group for approval
7. Upon approval, file the report with the appropriate governing agency (NCAA and/or ACC)
8. Execute self-imposed sanctions
9. Update summary spreadsheet indicating date reported to governing agency
10. Upon receipt of notification from governing agency update summary spreadsheet indicating case is closed.
11. Review the spreadsheet with the Executive Vice President and Athletics Director or Executive Associate Athletic Director for Administration during each quarterly meeting.

MAJOR VIOLATION

The University of Virginia Athletic Department is committed and obligated to the principle of institutional control in operating its athletics program in a manner that is consistent with the letter and the spirit of NCAA, Conference, and University rules and regulations. Each individual involved in intercollegiate athletics is obligated to maintain competency in knowledge of the rules; to act within his or her realm of responsibility in full compliance with the governing legislation; and to report any violation of NCAA, conference, and /or institutional rules of which he or she is aware.

The commitment and obligation to operate the Athletic Department while adhering to the principle of institutional control is both institutional and individual. The department's commitment is to maintain the control of the athletics programs through:

- **Employment and hiring of responsible administrators, coaches, and support staff personnel.**
- **Education of coaches, staff, student-athletes, and other individuals involved with the Athletic Department in their institutional responsibilities under the rules.**
- **Development of monitoring and operating systems within the department and the University, which provide guidance in how to work within the rules.**
- **Providing effective lines of communication between all affected constituencies.**
- **Discovering and reporting any violations of rules that occur.**

In responding to rule violations, the department will look into factors such as whether the violation is intentional, whether an advantage is gained (e.g., recruiting, competitive, or for the student-athlete involved), whether a student-athlete's eligibility is affected and whether violations are recurring. The department's goals in responding will be to encourage communication, seek consistency and accountability and, above all, send a strong message that the department is unequivocally committed to rules compliance.

RESPONDING TO POTENTIAL INFRACTIONS:
Investigating and Self-Reporting of Rules Violations

1. Sound and thorough investigative procedures are crucial to the success of a compliance program. Communication between the President, Executive Vice President, Athletics Director (AD), Faculty Athletics Representative (FAR), and the Compliance Office (Associate Athletics Director for Compliance-AADC) serves as the foundation for the program's ultimate success.
2. The University's position on infractions is clear - prevent them by applying a comprehensive education and monitoring program. However, if an infraction does occur, athletic staff members, including coaches and student-athletes, have a responsibility to report all known and suspected infractions to the AADC, AD, or FAR. Each year, all coaches and designated staff members are required to review and sign the NCAA Certification of Compliance form. In signing the statement, athletic staff members represent to the University president that they have reported any and all violations of NCAA legislation (that they are aware of).
3. All institutional or contracted employees of the institution shall be mindful of staff members and student-athlete's right to due process when conducting investigations. Staff members and student-athletes shall be made aware of NCAA Bylaw 10.1, "Unethical Conduct," and its application to both in light of employment and eligibility.
4. Any staff member, who knowingly violates an NCAA rule that ultimately is categorized as "major", or who is involved in an unusually high number of secondary violations, shall be subject to the termination of their employment.
5. Any student-athlete found to be involved in an infraction will immediately be declared ineligible. After consulting with the ACC, Executive Vice President, FAR, and AD, the university may appeal to the NCAA for restoration of the student-athlete's eligibility. If a student-athlete knowingly violates an NCAA rule and a "major" infraction occurs as a result of their involvement, the student-athlete shall be declared ineligible and no restoration of eligibility will be sought.
6. If an individual defined by the NCAA as a representative of the University's athletics interests knowingly violates any NCAA rule, that individual shall be officially disassociated with the University for a period of time determined by the Athletic Director after consulting with the President, ACC, and NCAA.
7. The AADC serves as the initial contact point for all matters involving potential infractions. The AADC will be responsible for conducting investigations relating to potential infractions categorized as "secondary". Accordingly, the AADC, after receiving initial information regarding a potential infraction, shall notify the Executive Vice President, AD, FAR, Executive Associate Athletics Director and appropriate

Sport Administrator. After conducting a preliminary review of the matter and assessing the AADC's findings, a decision will be made to determine what additional actions are warranted. The Executive Vice President, AD and/or FAR will inform the President of the inquiry and decisions for additional actions.

If the information is self-discovered or is provided by a source other than the ACC or NCAA, the following action shall be taken:

- A. The AADC will inform the AD, Executive Associate Athletics Director, Sport Administrator of the potential infraction. If appropriate, the AADC shall initiate a preliminary inquiry into the matter.
- B. The AADC will investigate the matter.
- C. The AADC shall provide the results of his inquiry to the Executive Vice President, AD, FAR, Executive Associate Athletics Director, and Sport Administrator. In the report, he will cite the potential bylaw infraction, a summary of the case, his opinion as to whether a violation occurred, and whether the potential infraction should be categorized as secondary (Level I or II) or major.
- D. If the potential infraction is considered more severe, the AD shall confer with the Executive Vice President, FAR, Executive Associate Athletics Director, University Counsel and AADC, and assess the need for further investigation. The need to include the use of outside counsel in the matter will also be assessed.
- E. The Executive Vice President, AD, FAR, Executive Associate Athletics Director, University Counsel and AADC shall inform the President of their recommendations and plans for additional investigation.
- F. If outside counsel is obtained, the AADC and outside counsel will investigate the possible infraction and will provide a report to the AD, President, Executive Vice President, FAR, Executive Associate Athletics Director, University Counsel and Sport Administrator of the findings, an opinion regarding whether a violation occurred, and any self-imposed penalties as a result of the matter.

If the information is received from the Atlantic Coast Conference or the NCAA, the following action shall be taken:

- A. The AADC will inform the AD, Executive Associate Athletics Director, Sport Administrator and FAR of the potential infraction.
- B. The AADC will conduct a preliminary review and will provide a report of initial findings to the AD, Executive Vice President, FAR, Executive Associate Athletics Director and Sport Administrator.

- C. After assessing and discussing the initial findings, the AD, Executive Associate Athletics Director, AADC, Executive Vice President, FAR, University Counsel and President shall determine whether any additional investigation is warranted and whether outside counsel shall be used. If outside counsel is obtained, the AADC and outside counsel will investigate the possible infraction and will provide a report to the AD, President, Executive Vice President, FAR, Executive Associate Athletics Director, University Counsel and Sport Administrator.

- D. Based on the outcome from the outside counsel, the institution shall provide a written report to the ACC and/or NCAA indicating findings and/or opinions on whether an infraction occurred and any self-imposed penalties.

BYLAW 10 – ETHICAL CONDUCT

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UNETHICAL CONDUCT

All student-athletes and institutional staff members involved with the UVA Department of Athletics are required to conduct themselves in an ethical manner. If a staff member or student-athlete knowingly violates a NCAA, ACC or UVA regulations, it will be considered unethical conduct.

NCAA Bylaw 10.1 defines ethical conduct:

10.1 UNETHICAL CONDUCT

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following:

- (a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;**
- (b) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;**
- (c) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;**
- (e) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");**
- (f) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;**

(g) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or

(j) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

Responsibilities:

Institutional Staff Members/Student-Athletes:

1. Institutional Staff Members/Student-Athletes must conduct themselves in an ethical manner. All violations of NCAA rules must be reported to the UVA Athletics Compliance Office in a timely manner.

Compliance:

1. It is the responsibility of the UVA Athletics Compliance Office to investigate all potential violations. If it is determined that a violation has occurred, the UVA Athletics Compliance Office is required to submit a violation report to the appropriate authority (ACC, NCAA).
2. If it is found that a staff member or a student-athlete has conducted himself or herself in an unethical manner, the UVA Athletics Compliance Office will report that individual to the appropriate authority.

SPORT WAGERING ACTIVITIES

NCAA Bylaw 10.3 prohibits athletics department staff, nonathletics department staff members who have responsibilities within or over the athletics department and student-athletes from participating in sports wagering activities concerning intercollegiate, amateur or professional athletics competition.

10.3 SPORTS WAGERING ACTIVITIES

The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

(Adopted: 4/26/07 effective 8/1/07)

(a) Staff members of an institution's athletics department;

(b) Nonathletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);

(c) Staff members of a conference office; and

(d) Student-athletes.

Responsibilities

Institutional Staff Members/Student-Athletes

1. It is the responsibility of institutional staff members and student-athletes to understand that they are not permitted to participate in sports wagering activities concerning intercollegiate, amateur or professional athletics competition.

Compliance Office

1. Educate institutional staff members and student-athletes that they may not participate in sports wagering activities concerning intercollegiate, amateur or professional athletics competition.
2. Report violations of NCAA Bylaw 10.3 when they exist.

BYLAW 11 – PERSONNEL

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DECLARATION OF COACHES AND NON-COACHING STAFF

Every year, the head coaches of each sport are required to submit a Declaration of Coaches and Non-Coaching Staff Form. This form requires the sport to designate each individual who works directly with the sport into specific categories (i.e. head coach, assistant coach, volunteer assistant coach, student assistant coach, administrative assistant). These categories are defined in NCAA Bylaw 11.01. In addition, each sport is required to have no more than the maximum number of coach in each category as listed in NCAA Bylaw 11.7.4.

Responsibilities

Head Coach

1. Submit a Declaration of Coaches and Non-Coaching Staff Form to the Compliance Office by August 15 or prior to the beginning of practice (whichever is earlier).
2. Submit a Declaration of Coaches Form when any changes are made to the coaching staff.
3. Submit the Volunteer Agreement form to Compliance for any volunteer coaching staff member.

Compliance

1. Distribute the Declaration of Coaches and Non-Coaching Staff Form to all head coaches by the beginning of August each year.
2. Verify that each sport is within their coaching limitations prior to the beginning of the academic year.
3. Record the date received for the Volunteer Coach Agreement form into CAi.
4. Distribute for appropriate signatures and file with Declaration of Coaches form.

Revised 12/1/06

CERTIFICATION TO RECRUIT

NCAA Bylaw 11.5.1 requires each coach to be certified to recruit by August 1st in order to recruit off-campus for the academic year. The Recruiting Certification Test will be administered on-grounds in the Spring/Summer by the Atlantic Coast Conference (ACC) or the Faculty Athletics Representative (FAR) or Compliance Office Staff.

Responsibilities

All Coaches

1. All coaches who are involved in recruiting are required to take and pass the test prior to any off-grounds recruiting activities.
2. If a coach does not pass the Recruiting Certification Test, it is the responsibility of the coaches to schedule another test after a 30-day period.

Compliance

1. Provide educational opportunities throughout the academic year to assist all coaches in preparing to take the Recruiting Certification Test.
2. Work with the FAR to schedule the Recruiting Certification Test.
3. Administer the Recruiting Certification Test if FAR is unavailable.

Faculty Athletics Representative

1. Administer the Recruiting Certification Test to any coach.
2. Designate the Compliance Office a permissible administrator for the NCAA Recruiting Certification Test when unavailable.

NONCOACHING ACTIVITIES

Institutional staff members identified such as a Director of Operations, Administrative Assistant or other noncoaching position must be identified on the Non-Coaching Staff Declaration form submitted by the head coach annually.

Responsibilities

Head Coach

1. Submit the Non-Coaching Staff Declaration form to compliance annually upon request identifying any noncoaching staff member during the academic year.
2. Provide updates to compliance during the academic year as necessary.

Compliance

1. Distribute the Non-Coaching Staff Declaration form to the head coaches during the month of June.
2. Provide the ACC Functions of Non-Coaching Staff Members document to staff members identified on the Coaches Declaration form as a noncoaching staff member (e.g.; Director of Operations, Administrative Assistant).

UTILIZATION OF OUTSIDE PERSONNEL FOR UVA STUDENT-ATHLETES

The goal of the Athletics Department is to provide state-of-the-art sports medicine and strength and conditioning services to the varsity athletic teams. Efforts are made to utilize expert professionals to provide thorough care for the athlete. Occasionally a team may solicit additional outside resources to provide a team or team member an additional service to enhance performance (e.g. massage therapist, chiropractor, fitness trainer, yoga instructor, sports psychologist, etc.). If a coach chooses to utilize any outside professional resource for their team training or conditioning, the protocol set forth below must be followed.

Responsibilities

Coaching Staff

1. Have budgetary allocation for this service in place.
2. Submit outside athletics personnel form to sport supervisor prior to making any contractual arrangement.
3. Upon receiving an approval notification from Compliance, issue the Outside Personnel Education Memorandum to the new staff member.

Sports Supervisor (Programs Office)

1. If request is approved, sign the Outside Athletics Personnel Request Form and forward to the appropriate support office for approval.
2. If request is denied, inform the coaching staff.

Sports Medicine

1. Meet with the individual(s) to clarify role of the individual and how to direct issues that may exceed role.
2. If approved, sign the Outside Athletics Personnel Request Form and forward to the Compliance Office.
3. If denied, inform the coaching staff.

Compliance Office

1. Review the form for appropriate signatures;
2. Review the request to ensure compliance with NCAA rules;
3. If approved, email the coach of approval and attach an Outside Personnel Education Memorandum.
4. Forward approved Outside Athletics Personnel Request Form to the business office for payment.

Business Office

1. Process payment upon receipt of Outside Athletics Personnel Request Form approval.

NEW COACHING STAFF ORIENTATION

All new coaching staff members are required to complete an online orientation with a follow-up face-to-face meeting with Athletics Compliance.

Coaching Staff

1. Complete the online New Staff Orientation.
2. Meet with an Athletics Compliance representative

Compliance

1. Contact the new coach once the name and email appear on the Athletics Staff Directory informing them to complete the online orientation.
2. Schedule a face-to-face meeting once the online orientation is completed covering the following items:

COACH ORIENTATION

Athletics Staff website “Online Forms” <https://webserver.athletic.virginia.edu/staff/>

PERSONNEL

1. Staff Declaration
2. NonCoaching Staff
3. Student Managers/Student Coaches
4. Outside Personnel (e.g., massage therapist, strength/conditioning, etc) - online
5. Volunteer Coach - online

AMATEURISM

1. Promotional Activity - online
2. Merchandise Request - online

RECRUITING

1. Recruiting Service – online
2. Permission to Contact for 4-4 transfer psa (e.g.; former institution, etc)
3. Complimentary Admissions - online
4. Official Visit (see checklist) - online
5. Unofficial Visit - online
6. Contact/Evaluation (attach to reimbursement) - online
7. Phone Log - online
8. Camp/Clinic (see checklist) – online
9. NLI - online

ELIGIBILITY

1. Status Change (Daily Eligibility Report) - online
2. NCAA Eligibility Center IRL (Final Certifications)
3. Squad List – Compliance Assistant

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1. Voluntary Withdrawal - online

2. Relinquishment/Cancellation– online
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AWARDS AND BENEFITS

1. Occasional Meals – online
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BYLAW 12 – AMATEURISM

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STUDENT-ATHLETE AMATEURISM

A student-athlete must maintain amateur status in order to compete in intercollegiate competition. NCAA Bylaw 12.1.1 outlines amateur status and a student-athlete may not be allowed to compete if any provisions of this bylaw are triggered.

Responsibilities

Coaches

1. Required to understand the provisions of amateur status
2. Are not allowed to include a student-athlete on the sport's squad list who has compromised his or her amateur status in that sport.
3. Talk to recruited prospective student-athletes who are involved in possible actions that may affect their amateur status

Student-Athletes

1. Required to understand the provisions of amateur status subsequent to full-time collegiate enrollment and report any concerns on their amateur status to the Compliance Office.

Compliance

1. Educate the coaches and student-athlete on issues surrounding amateurism (agent issues, professional tryouts, promotional activities).
2. Research the status of incoming student-athletes in sports where participation in events prior to college may have compromised their amateur status.

PROMOTIONAL ACTIVITIES

A student-athlete may engage in promotional activities if NCAA regulations regarding promotional activities are followed. NCAA Bylaw 12.5.1 (Institutional, Charitable, Educational and Nonprofit Promotions) contains the guidelines for permissible promotional activities.

Responsibilities

Student-Athlete, Coach and/or Department Head

1. The student-athlete, coach and or department head shall be responsible for completing a Promotional Activities Request for PRIOR to the promotional event.

Compliance

1. Review each request to determine if all guidelines for NCAA Bylaw 12.5.1 are met.
2. Verify there are not any time demand issues within Teamworks.

STUDENT-ATHLETE EMPLOYMENT

A student-athlete may receive compensation at any time of the year. Such compensation may only be for work actually performed and at a rate commensurate with the going rate in that locality for similar services. All documentation must be on file in the department of athletics.

Responsibilities

Student-Athlete

1. Complete the ACC Summer Employment Form prior to the start of the academic year.
2. Submit to compliance a completed Employment Form for work performed during the academic year.

Compliance

1. Maintain documentation and monitor ACC Summer Employment Form and Student-Athlete Employment Form for preferential treatment issues.

FEE-FOR-LESSON INSTRUCTION

NCAA Bylaw 12.4.2.1 permits student-athletes to receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis provided:

- (a) Institutional facilities are not used;
- (b) Playing lessons shall not be permitted;
- (c) The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year; and
- (d) The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity.
- (e) Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time.
- (f) The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

Responsibilities

Student-Athlete

1. Read and submit a Fee-for-Lessons Form to the Compliance Office prior to beginning the lessons.

Head Coach

1. Review the guidelines of administering lessons with the student-athlete.
2. Sign Fee-for-Lesson Form and submit the form to the Compliance Office

Compliance

1. Review the Fee-for-Lesson Form after it has been signed by the student-athlete and head coach.
2. If approved, return the approved Fee-for-Lesson Form to the head coach and student-athlete. If not approved, notify both the head coach and student-athlete of the reasons why it was not approved.

INVOLVEMENT WITH PROFESSIONAL TEAMS

Student-athlete involvement with professional teams encompasses five areas of interest. They are: Tryouts, Practice without Competition, Competition, Draft and Inquiry and Contracts and Compensation.

The student-athlete's declaration of intent to enter a professional league draft shall be in writing to the director of athletics for applicable sports regarding professional league drafts and inquiries. All documentation must be on file in the department of athletics.

Responsibilities

Student-athlete

1. Professional M-Basketball Draft: An enrolled student-athlete may enter a professional league's draft each year during his collegiate career without jeopardizing eligibility in that sport, provided;
 - (a) The Student-athlete requests that his name be removed from the draft list and declares his intent to resume intercollegiate participation not later than 10 days after the conclusion of the professional league's draft combine. If the professional league does not conduct a draft combine, the student-athlete must request that his name be removed from the draft list not later than the end of the day before the first day of the spring NLI signing period for the applicable year;
 - (b) The student-athlete's declaration of intent is submitted in writing to the institution's director of athletics; and
 - (c) The student-athlete is not drafted.

2. Professional Football Draft: In football, an enrolled student-athlete (as opposed to a PSA) may enter the National Football League draft one time during his collegiate career without jeopardizing eligibility in that sport, provided the student-athlete is not drafted by any team in that league and the student-athlete declares his intention to resume intercollegiate participation within 72 hours following the National Football League draft declaration date. The student-athlete's declaration of intent shall be in writing to the institution's director of athletics.

3. Professional W-Basketball Draft: In women's basketball, an enrolled student-athlete may enter a professional league's draft one time during her collegiate career without jeopardizing eligibility in that sport, provided the student-athlete is not drafted by any team in that league and the student-athlete declares her intention to resume intercollegiate participation within 30 days after the draft. The student-athlete's declaration of intent shall be in writing to the institution's director of athletics.

4. Exception -- Sports Other Than Basketball and Football. An enrolled student-athlete in a sport other than basketball or football may enter a professional league's draft one time during his or her collegiate career without jeopardizing his or her eligibility in the applicable sport, provided the student-athlete is not drafted and within 72 hours following the draft he or she declares his or her intention to resume participation in intercollegiate athletics. The student-athlete's declaration of intent shall be in writing to the institution's director of athletics.

Coach

1. Inform compliance of student-athlete tryout and draft participation with professional teams.

Compliance

Professional Basketball Draft: Verify if the student-athlete was selected/not selected in the draft and verify the Declaration of Intent submitted by the student-athlete was within 30-days of the draft.

Professional Football Draft: Verify the student-athlete was selected/not selected in the draft and verify the Declaration of Intent submitted by the student-athlete was within 30-days of the draft.

Other Sports: Verify if the student-athlete was selected/not selected in the draft and verify the Declaration of Intent submitted by the student-athlete was within 72-hours of the draft.

AGENT PROGRAM

The purpose of the Agent Program at the University of Virginia is to educate our student-athletes on decisions involving professional representation, as well as, introducing them to a myriad of issues surrounding their participation in professional athletics, all the while controlling the environment to insure compliance to amateurism guidelines established by the NCAA.

Responsibilities

Coach

1. Be knowledgeable of NCAA guidelines pertaining to athlete-agents
2. Educate your student-athletes about issues regarding athlete-agents
3. Check with the Compliance Office to see if an athlete-agent has registered with the school to contact the student-athletes
4. Report to the Compliance Office any potential situation that may compromise a student-athletes' amateur status

Student-Athletes

1. Be knowledgeable of NCAA guidelines pertaining to athlete-agents
2. Report any contact by an athlete-agent to your coach and/or Compliance Office
3. Report immediately to your coach and the Compliance Office any agreement (verbal or written) with an athlete-agent

Compliance

1. Educate Coaches and Student-Athletes of NCAA Athlete-Agent regulations
2. Require any athlete-agent who wants to contact a student-athlete to register with the Compliance Office
3. When an athlete-agent registers, the Compliance Office will notify the coach and/or student-athlete of the registering athlete-agent
4. Require the athlete-agent to send informational material to the Compliance Office to be forwarded to the student-athlete

UVa Sports Medicine Drug-Testing List

Sports Medicine will be provided a list of student-athletes upon request from compliance with a random sampling of student-athletes.

Responsibilities

Sports Medicine

1. Request from compliance via email a randomly selected list of student-athletes for a future drug test.

Compliance

1. In CAi, run the Ad Hoc Report titled “Art – UVa Drug Testing List” as a CSV file.
2. Save this file as an excel spread sheet and format as needed.
3. Go to <http://www.random.org/> on the internet and select under “How?” the “Randomized Sequences”.
4. Enter in the “Largest Value” the total number of S-As on the excel spreadsheet.
5. Beginning at the top of the randomized number list, select those student-athletes with a corresponding number on the spread sheet.
6. Submit the final list with only those who have been selected for the drug test.
7. Save the report in the compliance folder titled “Sports Medicine”.

BYLAW 13 – RECRUITING

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CONTACTS AND EVALUATIONS

Compliance will conduct monitoring of applicable legislation when processing travel vouchers related to recruiting involving contacts and evaluations. Contact and evaluation forms will be submitted for review by coaches of all sports.

Responsibilities

Coach

1. Complete the Contact and Evaluation Monitoring Form.
2. Submit to compliance a completed signed and dated contact/evaluation summary form attached to a travel voucher.
3. If reimbursement of expenses associated with the contact or evaluation is being requested, attach receipts to the Travel Reimbursement Request form and submit to the sport secretary.
4. Check Compliance Assistant internet (CAi) for total number of recruiting opportunities used including total number of contacts.

Sport Secretary

1. Complete a travel voucher for signature by the coach.
2. Submit the signed/dated travel voucher and receipts with the contact/evaluation summary form through online Business Office Reimbursement system.

Compliance

1. Enter all contacts and evaluations in CAi.
2. Verify the coach is certified to be a permissible recruiter.
3. Verify that the total number of coaches out recruiting each day is within the legislative limits.
4. Verify the contacts and evaluations listed took place during the appropriate contact and evaluation period for that sport.
5. Count the number of recruiting opportunities for each prospect.
6. Notify the coach via email when there is one more contact or one more evaluation remaining.
7. Notify the coach via email when there are no remaining contacts or evaluations.
8. Update the spreadsheet for evaluation days and contact days for applicable sports located in the compliance folder titled "Monitoring" on the Wahoo server.
9. Sign and date. File a photocopy of the travel voucher and contact/evaluation monitoring form in the applicable sport folder.

10. Forward the approved recruiting travel voucher with a copy of the contact/evaluation summary through online Business Office Reimbursement system.

Programs Office

1. Check for compliance approval.
2. Review and submit through online Business Office Reimbursement system.

Business Office

1. Process the travel voucher for reimbursement of expenses to the coach through online Business Office Reimbursement system.

TELEPHONE CONTACT

Coaches are required to monitor and document telephone calls to prospective student-athletes (prospect) to ensure compliance with NCAA regulations. NCAA Bylaw 13.1.3 details the guidelines for making phone calls. Compliance will conduct Quarterly Monitoring of Text/Voice.

Responsibilities

Coaches

1. Monitor and record all information related to contacting prospect over the phone. The information should include name of prospect contacted, phone number of prospect, time and date of contact, where call originated, and any additional information.
2. Maintain up to date information in sport specific recruiting database.
3. Telephone logs are to be turned in to the Compliance Office on a monthly basis unless access to sport specific recruiting database has been provided to Compliance.

Compliance

1. Educate coaches on issues surrounding telephone contacts.
2. Provide updated telephone log forms to coaches for their use.
3. Monitor the submission of telephone logs by coaches who have not provided database access. If a telephone log has not been submitted for a coach or coaches, the Compliance Office will send the respective coach(es) a reminder to submit a telephone log.
4. Update the Compliance Phone Log database monthly with both Verizon Text/Voice data and Sport recruiting information from sport specific recruiting databases.
5. Monitor telephone logs and Compliance phone log database Quarterly to ensure adherence to all NCAA rules.

EMPLOYMENT OF PROSPECTS

The University of Virginia Department of Athletics, in accordance with NCAA rules, will not employ prospects unless permitted by NCAA Bylaw 13.2.4.

Prior to the Completion of Senior Year – Non-Athletic Award Winner

The Department of Athletics may employ a prospective student-athlete who is not an athletics award winner and is not recruited by the institution, provided the employment was arranged through normal institutional employment procedures.

Prior to the Completion of Senior Year – Athletic Award Winner

The institution (not the Department of Athletics) may employ a prospective student-athlete who is an athletics award winner provided the employment was arranged through normal institutional employment procedures and without intervention of any member of the coaching staff.

Subsequent to Completion of Senior Year

The institution shall be permitted to arrange employment or employ any prospective student-athlete, provided the employment does not begin prior to the completion of the prospect's senior year in high school.

Responsibilities

Prospective Student-Athlete/Department Head

1. The prospective student-athlete or department head is responsible for completing the Prospective Student Employment Form and submitting the form to the Compliance Office PRIOR to the commencement of employment.

Compliance

1. The Compliance Office will review all information provided on the Prospective Student-Athlete Employment Form to ensure all vital information is submitted and correct.
2. If a representative of athletics interest is providing employment for a prospective student-athlete, the Compliance Office will reiterate the rules regarding employment and emphasize the issues surrounding extra benefits.

PERMISSIBLE EXPENSES

The UVA Athletics Department or a coaching staff member is permitted to pay for costs related only to legislated expenses in bylaw 13.15.2. 1-800 Telephone numbers will be established by the Athletics Department for sport use.

Responsibilities

Coach

Request, through compliance, permission to pay for permissible expenses.
Submit a reimbursement request for payment.

Compliance

Process reimbursement requests of permissible expenses.

OFFICIAL VISIT PROCEDURES

Responsibilities - Pre-Official Visit

Coach

1. Send the prospect an Official Visit Letter regarding institution policies pertaining to visits to Uva.
2. Submit to compliance:
 - a) Official Visit Pre-Approval Form prior to 24-hours of prospect arrival on-grounds.
 - b) Official Visit Letter sent to the prospect regarding institution policies pertaining to Uva visits (dates of visit may be included).
 - c) A copy of the prospect's high school transcript.
 - d) A Student-Host Entertainment Fund Request Form.
 - e) A Complimentary Admissions Request Form.
 - f) An Athletics Meal Ticket form for meals at on-grounds dining halls.
 - g) ACC Cancelled Official Visit form for cancelled visits within 5-days of begin date for the visit.
3. Verify with compliance that the prospect is approved for on-grounds arrival for an Official Visit by receipt of approved Official Visit Pre-Approval form.

Compliance

1. Key data into CAi from letter, transcript and test score documents.
2. Key data into CAi from Student-Host Entertainment Fund Request, Complimentary Admissions Request, and Meal Ticket forms.
3. Key data into CAi for a cancelled official visit.
4. Submit PSA to be on the NCAA Clearinghouse sport IRL prior to the official visit.
5. Notify the coach of Official Visit status by returning a signed copy of the Official Visit Pre-Approval form.

Business Office

1. Process Student-Host Entertainment Fund request once approved by compliance.

Responsibilities - Post-Official Visit

Coach

1. Submit to compliance:
 - a) Meal Reimbursement Request with itemized receipts.
 - b) Return unused Meal Tickets
 - c) Prospect Declaration form
 - d) Student-Host Guideline Form
 - e) Transportation and Lodging receipts
 - f) ACC Cancelled Official Visit form if visit cancelled within 5-days of start of visit

Compliance

1. Key into CAi the date received Prospect Declaration and Student-Host Guideline Forms.
2. Key into CAi transportation and lodging information.
3. Key into CAi meal information.
4. Monitor Official Visits per NCAA legislation and Institutional Policy.

Programs

1. Review Meal Reimbursements

Business Office

1. Process meal reimbursements approved by compliance and programs.

Revised 9/7/17

**UNIVERSITY OF VIRGINIA
DEPARTMENT OF ATHLETICS
OFFICIAL VISIT POLICY
NCAA BYLAW 13.7.1**

A statement of the institution's recruiting philosophy.

The University of Virginia is committed to attracting elite prospective student-athletes that have demonstrated the ability to be successful at the University. The department of athletics will accomplish their recruiting goals by employing practices that are consistent with the university's broader recruitment strategies that focus on the institution's unique traditions and character. Ultimately the goal of recruitment practices is to provide an accurate representation that promotes student life at the university.

A description of method used to develop the policies.

Review institution's mission statement regarding recruitment of students and expectations for its student body. Focus groups have been assembled that have included currently enrolled student-athletes, head and assistant coaches. Discussions have begun with student organizations (University Guides) that are currently engaged in recruitment activities for the university with the idea that some students might provide expertise to the recruitment of prospective student-athletes. Finally, surveys have been conducted with peer institutions to assess 'best practices' in recruiting.

A description of the educational component (e.g., meeting with advisors, review of academic expectations, etc.).

Each visit a prospective student-athlete makes to the University of Virginia will consist of a review of the academic expectations for all students and student-athletes, which may include but not limited to the following:

- Meet with an athletic academic coordinator
- Meet with a faculty member or dean
- Attend a class session

A statement of the responsibilities of hosts.

The student host has the responsibility to promote the institution in a way that is representative of the actual experience on grounds. The sport program, the department of athletics, and the University must be highlighted to the prospective student-athlete and his/her parents if available during the visit. The host has the responsibility to ensure that he/she is knowledgeable of the NCAA and institutional rules associated with serving as a student host and has the responsibility to report any illegal or irregular conduct, and any violation of NCAA or institutional policy regarding visits to the institution to the athletics director and the head coach. (See Attachment #1 – STUDENT HOST AGREEMENT)

Precommunication with prospects and parents (legal guardian).

The coaching staff has the responsibility to communicate with all prospective student-athletes and his/her parents regarding the institutional policies pertaining to visits to the institution. Specifically, expectations on compliance with NCAA regulations and prohibited activities (illegal activities, alcohol and other drugs) must be covered. ‘Key contact’ information for the family must also be provided. (See attachment #2 – OFFICIAL VISIT LETTER)

Forms and receipt policies used for prospects and student hosts

Prior to the student host receiving the appropriate student host allowance, he/she is required to sign a form agreeing to abide by NCAA and institutional policy regarding visits to the institution and acknowledges his/her obligation to report any concerns that he/she may have regarding potential inappropriate behavior to the athletics director. Further the prospect will be required to sign a form indicating that he or she did not violate any of the mentioned regulations (See Attachment # 3 – PROSPECT DECLARATION FORM)

Participation of head coaches to communicate standards and policies.

It is the responsibility of the head coach in every sport to communicate the NCAA, institutional, and departmental policies and expectations to his/her student-athletes and prospective student-athletes.

No underage use of alcohol.

The use of alcohol is strictly prohibited during campus visits by either the student host and/or the prospective student-athlete.

No use of drugs or sex as a recruiting device.

Any possession, distribution or use of drugs, sexual acts, or sexually suggestive activities are strictly prohibited during campus visits by either the student host and/or the prospective student-athlete.

No activity that violates criminal law.

Any activity that violates criminal law (including hazing) by any student-athlete (at any time) or a prospective student-athlete during the visit to the institution will be subject to the appropriate criminal and university judiciary proceedings.

No gambling/gaming activities.

Any gambling/gaming activities by any student-athlete (at any time) or the prospective student-athlete during his/her visit will be subject to the appropriate NCAA penalty and if applicable, criminal proceedings.

No use of strippers/use of gentlemen's club or an equivalent.

The use of strippers, attendance at a gentlemen's club or equivalent, is strictly prohibited during a campus visit, on or off grounds.

Curfew, if any, and unstructured time

The University of Virginia has not imposed a curfew during the conduct of campus visits. The host and the prospective student-athlete are reminded that the prospective student-athlete's attention in getting the most out of the visit can be adversely impacted as time during the conduct of the visit is filled with meetings, interviews, and touring the university's facilities.

Entertainment, on and off-campus.

During the conduct of a campus visit, student-athletes and prospective student-athletes are required to adhere to the entertainment restrictions set forth in the NCAA manual and other applicable entertainment restrictions that may be set forth by the institution.

Applicable sanctions, including a provision for an annual report of violations to the conference office

The University of Virginia will administer appropriate sanctions to current student-athletes or prospective student-athletes for violations of any of these rules, which may include, but not limited to:

- Limited recruitment of psa
- Cease recruitment of prospective student-athlete
- Prohibit psa from attending university of virginia
- Refer currently enrolled sa to dean of students office
- Require student-athlete to participate in required community service projects
- Prohibit student-athlete from serving as student host in future
- Placing student-athlete on probation
- Withhold student-athlete from competition
- Cancel student-athlete grant-in-aid
- Sanctions against coaching or administrative staffs including required professional development training, fines, suspension of annual cost of living/performance adjustments, suspension from coaching related duties, or the limitation during on or off-campus recruitment activities.

<Date>

<Prospect Name>

<Address>
<City>, <State> <Zip>

Dear <prospect's name>:

Congratulations on your upcoming official visit to the University of Virginia! This visit will be a great opportunity for you to get to know the University and the athletic department. The purpose of this letter is to inform you of the expectations we have for all prospective student-athletes who come to visit and all student-athletes who are a part of the University of Virginia.

As a prospective student-athlete visiting, you will be required to abide by the same rules and code of conduct as the students who are already here. During your visit a member of our coaching staff will supervise you and you may have a student-athlete as your host. More specifically, the following expectations will be placed upon you and your student-athlete host during your visit:

- No use of alcohol or drugs.
- No activity that violates criminal law.
- No gambling/gaming activities.
- Do not attend an activity or event at any location that may cause a perception of impropriety.
- All entertainment arranged for you by our staff during your visit will meet the University's expectations of appropriate activities and NCAA rules; you and/or your student-athlete host should always follow the staff's directions for activities during your visit.

Additionally, attached you will find the most recent graduations rates report for the University of Virginia. The University and the Athletics Department is extremely proud of its tradition of combining academic and athletic success. You can read about every school's graduation rates at: <http://www.ncaa.org/govfrontF.html>

The players, coaches, staff and others look forward to seeing you while you are on your official visit. Please let your recruiting coach or me know if you have any problems or questions about your visit. You can reach any of us at the following phone number:
<sport phone number>.

Sincerely,
<head coach's name>

UNOFFICIAL VISIT PROCEDURES

Responsibilities

Coach

1. Submit to compliance
 - a) Unofficial Visit Record Form
 - b) Unofficial Visit Complimentary Admission request form prior to a Uva athletics event.
 - c) Meal reimbursement request form for staff meal.

Compliance

1. Key into CA the Unofficial Visit with ticket requests and meal reimbursements.
2. Monitor meal reimbursements for location and who received benefit of the meal.

Programs

1. Review meal reimbursements.

Business Office

2. Process meal reimbursements once approved by compliance and programs

Voluntary Summer Conditioning – All Sports

A prospective student-athlete is permitted to engage in voluntary summer workouts conducted in a UVa Athletics facility provided NCAA and UVa Athletics requirements have been met. The PSA may receive workout apparel (on an issuance and retrieval basis) after the following requirements are met. The Compliance Office will notify the equipment room and strength staff once all requirements are met.

NCAA Requirement

1. Mandatory Medical Examination prior to participation as a first time participant.

NCAA Guidelines (must meet one of the following):

2. PSA has signed a National Letter of Intent with UVa; or
3. A four-year college transfer has signed a written offer of financial aid or offer of admission; or
4. PSA has officially registers, enrolls and attends classes during the summer prior to initial full-time enrollment.

UVa Athletics Requirements (meet all of the following)

1. Mandatory Medical Examination;
2. Meet with Compliance Personnel; and
3. Sign the Voluntary Summer Conditioning Form

COMPLIMENTARY ADMISSIONS – PROSPECTIVE STUDENT-ATHLETES

UVA adheres to NCAA and ACC complimentary ticket regulations. Official and Unofficial visiting prospective student-athletes are limited to three (3) admissions per event with one of those admissions for the prospective student-athlete. Complimentary admissions are administered through a pass list provided by Compliance for each ticketed event.

Responsibilities:

Coaching Staff:

1. Request complimentary tickets at least 24 hours prior to the contest. Complete complimentary admission form with the number of tickets requested and the name of the event and return to Compliance.

Compliance Office:

1. Input data on the complimentary admission form filled out by coaches into the Official/Unofficial Visit database at least 24 hours prior to the event.

Ticket Office:

1. Print copy of complimentary admission report from the Official/Unofficial Visit database and take to the event.
2. At the event, have recruit sign for admission prior to letting them enter facility. For football, the recruits are given a stubbed ticket before entering.

Prospective Student-Athlete:

1. Show photo ID at the Will Call gate.
2. Sign for complimentary admission for entry into the event.

BYLAW 14 – ELIGIBILITY

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STUDENT-ATHLETE STATEMENT

Prior to participation in intercollegiate competition each academic year, a student-athlete must sign the prescribed NCAA Student-Athlete Statement related to student-athlete eligibility, recruitment, financial aid, amateur status, previous positive drug tests administered by any other athletics organization and involvement in organized gambling.

Responsibilities

Student-Athlete

1. Attend the compliance meeting to review the Summary of Regulations regarding student-athlete eligibility.
2. Sign and date the NCAA Student-Athlete Statement.

Compliance

1. Review the Summary of Regulations with the student-athlete providing an opportunity for questions.
2. Process in CAi and file in the student-athlete folder the signed NCAA Student-Athlete Statement.

The eligibility of an international student-athlete shall be certified by the NCAA Eligibility Center. This form should be maintained on file in the student-athlete's folder with other Eligibility Center documents.

Responsibilities

Student-Athlete

1. Provide compliance and the NCAA Eligibility Center with the necessary documentation for eligibility certification.

Compliance

1. Process in CA and file in the student-athlete folder the NCAA Eligibility Center final certification.

Prior to participation each academic year, a student-athlete may voluntarily sign the prescribed NCAA HIPAA and Buckley Amendment Consent Form. The Buckley Amendment form is administered by the Compliance Office.

Responsibilities

Student-Athlete

Attend the compliance meeting to review the Buckley Amendment Consent Form.
Sign and date the Buckley Amendment Consent Form (Voluntary).

Compliance

Review the Buckley Amendment Consent Form with the student-athlete.
Process in CAi and file in the student-athlete folder the signed NCAA Buckley Amendment Consent Form.

ADMISSION AND ENROLLMENT

A student-athlete shall not represent an institution in intercollegiate athletics competition unless the student has been admitted as a regularly enrolled, degree-seeking student in accordance with the regular, published entrance requirements of the University of Virginia.

All contact with the Admissions Office must go through the Athletics Department Admissions Coordinators, the Senior Associate Athletics Director for Programs and the Director of Academic Affairs.

Responsibilities

Coach

Submit all required documents for pre-application process for each prospective student-athlete following the Athletics Department Policies/Procedures Manual/Handbook for admissions.

Athletics Department Admissions Coordinators

1. Submit all required documents for pre-application process for each prospective student-athlete following the Athletics Department Policies/Procedures Manual/Handbook for admissions.

Compliance

1. Verify through the University Registrar that each student-athlete is enrolled in a full-time program of studies prior to certifying competition and practice.
2. Update the Daily Eligibility Report.

FULL-TIME ENROLLMENT

Each student-athlete at the University of Virginia must be enrolled at full-time status (enrolled in 12 hours of credit) in order to be eligible to practice or compete against outside competition. NCAA rules (Bylaw 14.8.1) permit some exceptions to this regulation. If a student-athlete meets an exception to this rule, the Registrar of the University must certify the student-athlete eligible.

Responsibilities

Student-Athlete

1. Understand the NCAA regulations regarding full-time enrollment.
2. Notify the respective academic coordinator of the sport prior to dropping or adding a class.

Coach

1. Understand the NCAA regulations regarding full-time enrollment.
2. If notified of a student-athlete dropping below full-time status, a coach must pull the student-athlete immediately out of practice or competition.

Academic Coordinator

1. When notified, ensure that class changes that are made by student-athletes will not drop them below full-time status at any time.

Compliance

1. Provide education to the coaches, student-athletes and academic coordinators about issues surrounding full-time enrollment.
2. Monitor daily report detailing full-time status of student-athletes
3. Notify coach and academic coordinator of any student-athlete who drops below full-time status

The NCAA allows student athletes who are in their final semester to take fewer than 12 credits if they plan to graduate in a degree-seeking program in that same semester. Students who need fewer than 12 credits to graduate, or who have eligibility remaining and would like to take a 9th part-time semester, must complete the following steps.

The approval process begins at the END of the last full-time semester once all grades are posted.

1. Students must send an e-mail message to Rachel Most (rm5f@virginia.edu) with the following information:
 - a) Name, e-mail address and University ID number
 - b) A list of the exact courses the student plans to take
 - c) Whether the student plans to (1) enroll as a full time student and pay full time tuition but carry fewer than 12 credits, or (2) enroll as a part-time student and carry no more than 2 courses/8 credits (in this case tuition is billed per credit).
2. International students will also need to request permission for part-time status from the International Studies Office. They can pick up the appropriate papers from Minor Hall.
3. Rachel Most will confirm what the student needs to take with the College Registrar, contact the AEC in UREG for confirmation, and inform the student via e-mail that permission has been granted or denied.

Note: In this email, the exact courses that the student wishes to take must be listed along with verbiage indicating that the listed courses will complete all remaining requirements for graduation. The student MUST also be currently registered for the listed classes. If the e-mail from the College meets these criteria, the AEC replies with approval.

4. If the student is enrolled in more credits than needed, Rachel Most will drop the courses the student no longer wants.

Notes:

- Part-time study is only allowed for students who will be graduating in the semester in which they are part-time.
- For students outside the College, a statement must be submitted on departmental letterhead or by e-mail (from the student's advisor or academic dean) to the AEC indicating the exact courses that the student wishes to take along with verbiage indicating that the listed courses will complete all remaining requirements for graduation. The student MUST also be currently registered for the listed classes in order to be approved. The student must file for graduation on time with their school's registrar. If the student is enrolled in any additional courses not needed

for graduation, the student should work with his/her school to make sure that these courses are dropped in a timely fashion.

GRADUATE STUDENT – POST BACCALAUREATE PARTICIPATION

A student-athlete who is enrolled in graduate school of the same institution from which he or she previously received a baccalaureate degree, a student-athlete who is enrolled and seeking a second baccalaureate at the same institution, or a student-athlete who has graduated and is continuing as a full-time student at the same institution while taking course work that would lead to the equivalent major or degree, may participate in intercollegiate athletics, provided the student has eligibility remaining. (NCAA Bylaw 14.1.9)

Responsibilities

Student-Athlete

1. Prior to graduating, the student-athlete needs to communicate with his/her coach and the respective academic coordinator for the sport that he/she will be returning for another year of competition.
2. Enroll in graduate school or designate appropriate degree field to seek second baccalaureate.

Coach

1. Notify the academic coordinator about the possibility of the student-athlete competing subsequent to graduating

Academic Coordinator

1. Make sure that the student-athlete take the right step in applying to graduate school or designating a second degree field

Compliance

1. Communicate with the Registrar's Office of the student-athlete's situation and update in Compliance Assistant.

VI-G

FIVE-YEAR RULE

In Division I, a student-athlete has the ability to compete in four seasons of intercollegiate competition in one sport within five years of initial full-time enrollment at a collegiate institution.

Responsibilities

Compliance

1. Input the student-athlete's first term of full-time enrollment at a collegiate institution into Compliance Assistant when the student-athlete first enrolls at the institution.
2. Double-check all student-athlete eligibility worksheet at the beginning of each semester.

Registrar

1. When certifying eligibility each semester, the registrar must check that the student-athlete is within 5 years of initial full-time enrollment at a collegiate institution.

In tennis, a student-athlete who does not enroll in a collegiate institution as a full-time student in a regular academic term within six months (or the first opportunity to enroll after six months have elapsed) after his or her high school graduation date or the graduation date of his or her 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 and based on the prescribed educational path in the student-athlete's country),

(a) The student-athlete shall be charged with a season of intercollegiate eligibility for each calendar year after the six-month period has elapsed (or the next opportunity to enroll) and prior to full-time collegiate enrollment during which the student-athlete has participated in organized competition per Bylaw 12.02.8.

(b) After the six-month period, if the student-athlete has engaged in organized competition per Bylaw 12.02.8, on matriculation at the certifying institution, the student-athlete must fulfill an academic year in residence before being eligible to represent the institution in intercollegiate competition.

Responsibilities

Coaches

1. Have knowledge of this regulation and understand how it applies to your prospective student-athletes.

Compliance

1. Verify that incoming student-athletes in tennis are not in violation of this rule prior to first competition at UVA.

A student-athlete may be granted an additional year of competition by the conference for reasons of "hardship." Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

(a) The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institutions or occurs after the first day of classes in the student-athlete's senior year in high school;

(b) The injury or illness occurs prior to the first competition of the second half of the playing season that concludes with the NCAA championship in that sport (see Bylaw 12.8.4.3.4) and results in incapacity to compete for the remainder of that playing season;

(c) In team sports, the injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition (whichever is applicable to that sport) or 30 percent (whichever number is greater) of the institution's scheduled or completed contests or dates of competition in his or her sport. Only scheduled or completed competition against outside participants during the playing season that concludes with the NCAA championship, or, if so designated, during the official NCAA championship playing season in that sport (e.g., spring baseball, fall soccer), shall be countable under this limitation in calculating both the number of contests or dates of competition in which the student-athlete has participated and the number of scheduled or completed contests or dates of competition during that season in the sport. Dates of competition that are exempted (e.g., alumni contests, foreign team in the United States) from the maximum permissible number of contests or dates of competition shall count toward the number of contests or dates in which the student-athlete has participated and the number of scheduled or completed contests or dates of competition in the season, except for scrimmages and exhibition contests that are specifically identified as such in the sport's Bylaw 17 playing and practice season regulations. Scrimmages and exhibition contests that are not exempted from the maximum permissible number of contests or dates of competition may be excluded from the calculation only if they are identified as such in the sport's Bylaw 17 playing and practice season regulations; and

(d) In individual sports, the injury or illness occurs when the student-athlete has not participated in more than three dates of competition or 30 percent (whichever number is greater) of the maximum permissible number of dates of competition as set forth in Bylaw 17 plus one date for a conference championship (e.g., gymnastics: $13+1=14$, wrestling: $16+1=17$), regardless of whether the team participates in the conference championship, provided the institution is a member of a conference and the conference holds a championship event in the applicable sport. Dates of competition that are exempted per Bylaw 17 (e.g., alumni contests, foreign team in the United States) from the maximum permissible number of dates of competition do not count toward the number of dates in which the student-athlete has participated.

Responsibilities

Coach

1. Designate on the yearly participation report of all of the student-athletes who are eligible for a hardship waiver
2. Submit a Status Change Form requesting the hardship waiver

Sports Medicine

1. Collect all medical documentation and rehabilitation notes regarding the student-athletes injury
2. The medical documentation needs to clearly state when the injury occurred and when the student-athlete returned/or was expected to return to competition.

Compliance

1. Collect participation information of the student-athlete to include in the waiver.
2. Complete the hardship waiver
3. Submit the hardship waiver to the ACC
4. Notify the coach and the student-athlete of the result to the hardship waiver
5. Update Compliance Assistant if the hardship waiver is approved

A student-athlete who transfers to the University of Virginia from any collegiate institution (Two-Year or Four-Year) is required to meet all NCAA and institutional transfer regulations.

Responsibilities

Coach

1. Receive a hard copy of a permission to contact prior to making contact with a student-athlete of any four-year member institution.
2. Submit Pre-application for those transfers intending to enroll.
3. Submit a Status Change form to ADD a transfer student-athlete to a team Squad List.

Compliance

1. Distribute to head coach a hard copy of a permission to contact for each student-athlete transfer once received from any institution.
2. Create a prospective student-athlete record in CAi.
3. Send the prospect's institution the Uva Transfer Information form.
4. Enter information into CAi once the Uva transfer form is received from the prospect's institution.
5. June 1st: Distribute Ad Hoc report listing names of possible incoming transfers to each head coach requesting verification of enrollment for the Fall Semester through the submission of a Status Change form.
6. Upon notification of a Status Change from the coach to ADD the transfer student-athlete to the Squad List, complete the appropriate two-year or four-year transfer form.
7. Submit all ADDs to be on the Uva clearinghouse Institutional Request List.
8. Move the prospect record to the student-athlete records in CAi.
9. Distribute the transfer form to the registrar once completed by compliance.
10. Enter information into CAi once the registrar returns the transfer form and Academic Eligibility Worksheet.

Registrar

1. Complete the Academic Eligibility Worksheet once a Status Change and Transfer forms are received from compliance.

APPEAL of DECISION NOT TO RELEASE STUDENT-ATHLETE OR RECEIVE THE ONE-TIME TRANSFER EXCEPTION

The University of Virginia has an independent committee composed of faculty members and administrators charged with hearing appeals of a student-athlete being denied permission to contact another institution or being denied the one-time transfer exception. No members of the Athletic Department are on this Appeals Committee. It is important to note that this process is not a legal proceeding so attorneys or other legal counsel for either side shall not be present.

The purpose of the appeal hearing is not a forum for each side to ask questions of the other, but rather for the Committee to solicit information from both parties and render an informed decision. Each party will have an opportunity to state his or her case, however the presentation should be limited to relevant material and to a reasonable amount of time. The committee may request additional information from either party prior to and/or after the hearing.

Please note that NCAA Bylaw 13.1.1.3.1 specifies that if a student-athlete appeals a decision of being denied contact with another school or the one-time transfer exception, the hearing and decision must occur within 15-business days of the student-athletes written request. The Committee will inform both parties of its decision within the NCAA legislated 15-business day timeframe. This decision is final as there is no further appeal beyond this Committee.

**** Note: Dependent on when the appeals committee members can hold the appeals hearing, the below timeline days may be expedited to ensure receipt of the requested documentation from each responsible party.**

Responsibilities of the Student-Athlete

To appeal the decision to not allow a student-athlete permission to contact another institution or receive the one-time transfer exception to the University's Appeal Committee, the student-athlete should:

1. Notify the Associate Athletics Director for Compliance in writing within ten (10) days of receipt of the written notice of Athletic Department's decision that you wish to appeal. The Associate Athletics Director for Compliance will notify all parties of the date arranged for the appeal hearing.
2. Submit to the Associate Athletics Director for Compliance at least five (5) days before the hearing date a statement detailing the reasons for the appeal. You may include any letters or supporting documentation germane to the appeal.
3. Plan to attend the hearing in person, accompanied by parent, guardian, or other advocate. Student-athletes may have an advocate appointed for them as arranged through the Vice President for Student Affairs (including the Office of the Dean of Students, Office of African-American Affairs, etc). Student-athletes should submit to the Associate Athletics Director for Compliance a list of their attendees at least five (5) days prior to the hearing.

Responsibilities of the Athletics Department

To respond to an appeal to the University's Appeal Committee, the Athletics Department should:

1. Submit to the Associate Athletics Director for Compliance at least five (5) days before the hearing date all documentation to be presented at the hearing detailing the reasons for the decision.
2. Submit to the Associate Athletics Director for Compliance at least five (5) days before the hearing date a list of all their attendees.

Responsibilities of the Associate Athletics Director for Compliance

1. Notify all parties of the date arranged for the hearing
2. Provide committee members list of names of those who will be attending the hearing from each party and the written documents from each party
3. Provide assistance to the committee members as it pertains to understanding NCAA rules and regulations as appropriate
4. Ensure the hearing process is in adherence to NCAA rules and regulations

Responsibilities of the Committee

1. Enforce the established guidelines to ensure the process is fair and equitable to both parties.
2. Render a decision that the committee decides is fair and equitable

The Hearing Process

Each side will have the opportunity to present its case to the Committee. Both parties will be given the opportunity for rebuttal by adhering to the following guidelines:

1. Student-athlete presents his/her argument (5-minute maximum)
2. Athletics Department presents its argument (5-minute maximum)
3. Student-athlete presents his/her rebuttal (10-minute maximum)
4. Athletics Department presents its rebuttal (10-minute maximum)
5. Student-athlete presents his/her closing argument (5-minute maximum)
6. Athletics Department presents its closing argument (5-minute maximum)

Upon conclusion of the hearing, the Committee will deliberate and communicate the decision of the hearing in writing. Notification will be e-mailed to the student-athlete's e-mail addresses as found in the student information system (SIS). Student-athletes are encouraged to verify their address information prior to the hearing date.

OUTSIDE COMPETITION

Outside competition is athletics competition against any other athletics team (including an alumni team) that does not represent the intercollegiate athletics program of the same institution.

Once a student-athlete enrolls full-time at an institution, the eligibility of a student-athlete could be affected when they compete in an organized competition outside of varsity collegiate athletics. NCAA Bylaw 17.31 covers outside competition and outlines the effects of outside competition as well as exceptions to the outside competition guidelines.

Responsibilities

Coaches

1. Understand and educate the student-athlete on outside competition guidelines
2. Help student-athletes report any possible participation prior to the competition

Student-Athletes

1. Understand all outside competition guidelines
2. Report possible participation to the Compliance Office prior to the competition

Compliance

1. Monitor any request for outside competition to ensure compliance with all outside competition guidelines

CERTIFICATION OF ELIGIBILITY

Compliance will coordinate the eligibility certification for financial aid, practice and competition of all student-athletes. Squad Lists will be maintained and updated by the compliance office for all sports.

Responsibilities

Coach

1. Submit changes in eligibility to the compliance office through the use of the Status Change Form.
2. Review the Squad List for accuracy prior to signing before the first competition of each playing season.
3. Sign Squad Lists during a playing season as necessary.

Compliance

1. Verify through the use of CAi the certification of financial aid.
2. Maintain all sport Squad Lists for entire academic year.
3. Certify eligibility for practice and competition by verifying the following items:
 - a) Full-time enrollment in CAi.
 - b) Medical clearance approval.
 - c) Sports medicine documents on file.
 - d) Compliance documents on file.
 - e) ACC documents on file.
 - f) NCAA documents on file (e.g.; S-A Statement and Drug-Testing Consent).
 - g) Sport code entered in ISIS for current term record.
 - h) UREG deems student-athlete Academically Eligible as noted in CAi and on Eligibility Worksheet.

University Registrar

1. Verify full-time enrollment in CAi.
2. Complete the student-athlete eligibility worksheet.
3. Key in data to CAi - Deg. Progress "Academically Eligible".

Student Financial Services

1. Verify financial aid in CAi – Financial Aid.
2. Key in the date of financial aid certification into the CAi – General screen.

SQUAD LIST FORM

The University uses Compliance Assistant internet (CAi) software to create the Squad List form. Student-athletes for all sports are listed on the Squad List indicating the status of each member in the designated categories.

Responsibilities

Coach

1. Submit a Status Change Form to compliance with any changes in participation and financial aid eligibility for any individual student-athlete.
2. Review and sign the squad list prior to the first competition of each playing season.
3. Review and sign updated squad lists prior to competition within each playing season.

Compliance

1. Update each sport squad list as Status Change forms are received from a coach.
2. Maintain ISIS sport codes for student-athlete current and future term records.
3. Contact coaches for signature of squad list prior to first competition, updates of eligibility and end of the academic year.
4. Associate Director of Athletics for Compliance, Director of Compliance and Assistant Director of Compliance sign all squad lists.
5. File all sport squad lists for future review.

Student Financial Services

1. Update financial aid information for all student-athletes in CAi.
2. Reviews and signs the squad list to ensure the scholarship information is correct.

University Registrar

1. Update CAi – Deg. Progress, including the “Academically Eligible” field, once a student-athlete meets all academic requirements for eligibility and participation.
2. Upon notification of the Compliance Office, athletics eligibility coordinator produces squad list, signs squad list to ensure the eligibility information is correct and forwards the squad list to Student Financial Services.

Athletics Director

1. Sign squad list. The Athletics Director’s signature is the final signature on the squad list.

DRUG-TESTING CONSENT FORM

Prior to practice and competition in all intercollegiate sports each academic year, a student-athlete must sign the prescribed NCAA Drug-Testing Consent Form.

Responsibilities

Student-Athlete

1. Attend the compliance meeting to review the NCAA Drug-Testing Policy and Procedures.
2. Sign and date the NCAA Drug-Testing Consent Form.

Compliance

1. Contact all incoming student-athletes under 18-years old for parental signature during July.
 - a. Fax the NCAA Drug-Testing Consent Form to parents in July for parental signature.
2. Review the NCAA Drug-Testing Policy and Procedures with each student-athlete the annual year start-up compliance meeting.
3. Process in CAi and file in the student-athlete folder the signed NCAA Drug-Testing Consent Form.

INITIAL ELIGIBILITY

Compliance will submit all prospective student-athletes to the NCAA Eligibility Center Institutional Request List who have signed a National Letter of Intent (NLI), Financial Aid Agreement or the University of Virginia admission office “I Will” attend notification. In addition, all student-athletes submitted through the Status Change form as an ADD to the team or Tryout will be submitted to the Eligibility Center IRL.

Responsibilities

Coach

1. Submit a NLI request form to compliance for those prospective student-athletes the coach would like to sign a NLI.
2. Submit a Status Change form of ADD to compliance for recruited walk-on prospective student-athletes that have signed an I Will attend notification with the admissions office.
3. Submit a Status Change form to compliance for those student-athletes that are an ADD to the Squad List or a Tryout.
4. Inform coaches and student-athletes of NCAA Eligibility Center issues.

Compliance

1. Eligibility Center log-in.
 - a) Log on the clearinghouse website of https://web1.ncaa.org/eligibilitycenter/college/index_college.html
 - b) Click on Member Institution
 - c) Enter Institution code and pin
 - d) Click Submit.
2. Submit to the NCAA Eligibility Center all those prospective student-athletes and enrolled student-athletes joining UVA intercollegiate teams.
 - a) Activate PSAs by clicking on “IRL Activation”. Select the sport of the PSA or S-A and enter the social security number.
 - b) Click Submit.
 - c) Update the Initial screen in CAi with pertinent registration information.
3. Communicate with the Eligibility Center regarding all initial-eligibility issues.
4. Check the EC website each morning prior to 9am for those student-athletes with a final certification.
5. Distribute a PDF copy via email of each sport IRL on a monthly basis beginning the first Monday after the November early signing period.
6. Save the IRL on the server in the Compliance folder.
7. Distribute the IRL again on a weekly basis beginning June 1st.
8. Beginning July 15th distribute the IRL every Monday and Wednesday until September 15th.
9. Distribute the IRL every Monday from September 16th thru the November early signing period should there be outstanding issues.

When there is a final certification:

1. Save one PDF of 48-C and redact the SSN.
2. Print one 48-C.
3. Enter in the Initial tab of CAi all academic information.
4. Enter in the Detail tab of CAi the date of high school graduation as listed on the 48-C.
5. Distribute the PDF version of the 48-C via email to the coach, registrar, academic advising and compliance (CC sport secretary). Make a note on the bottom of the 48-C hard copy with the date of distribution.
6. File 48-C hard copy in student-athlete folder.

Registrar

1. Uses the information on the 48-C with other relevant academic information to determine a student-athlete's eligibility for practice and competition certification.

Student Financial Services

1. Activate athletic-related aid when the student-athlete's initial-eligibility is a Qualifier along with other relevant requirements.

Revised 12/11/07

University of Virginia Athletics Department Try Out Process

Students enrolled at the University of Virginia may engage in one of two types of tryouts, Limited or General. This document will explain both types of tryouts and the procedures coaches, students, sports medicine and administrative support personnel need to go through in order to have the students participate in tryouts for intercollegiate teams at UVA.

Limited Tryout Policy

A Limited Tryout may be conducted for a period no longer than fourteen (14) consecutive calendar days. NCAA legislation requires a student-athlete to be placed on a Squad List after 14 days from the first date the student-athlete engages in countable athletically related activities or before the student-athlete participates in a competition, whichever comes first. No later than the fourteenth consecutive calendar day of a tryout period, the coach is required to submit an on-line Status Change form identifying if the S-A has is to be an “ADD” (made the team) or “CUT/DISMISSED” from the tryout process. Any variation with the time limit regarding the tryout process must be pre-approved by the Compliance Office. Participation may occur only among other Limited Tryout participants.

Limited Tryout Procedures

Responsibilities

Student-Athlete

Prior to participation, all prospective student-athletes must submit the following documents to the coach or sport secretary:

The completed “Tryout Guideline and Understanding” form;

A photocopy of both sides of the personal health insurance card;

A note from their personal physician on the physician’s stationary stating the prospective student-athlete is medically cleared to participate in athletic activities;

Coach

1. Prior to the tryout begin date, submit to compliance a Status Change form indicating an ADD as a Limited Tryout.
2. Submit to Sports Medicine:
 - Completed Tryout Guideline and Understanding form;
 - Photocopy of the prospective student-athlete’s health insurance card; and
 - Note from the family physician.

NOTE: Should the S-A be unable to receive an acceptable note from a family physician, the S-A should be referred to Student Health with a note from the coach requesting a medical examination be scheduled for a Limited Tryout. Documents should not be sent to Sports Medicine until all of the documentation has been obtained.

3. Upon notification of compliance approval, inform both Compliance and the student-athlete of the limited tryout starting date.
4. Submit to Compliance a Status Change Form no later than the fifteenth (15th) consecutive day of the Limited Tryout indicating the student-athlete's Status as an ADD (Made the team) or CUT.
5. If ADD (made the team), schedule a compliance meeting for the student-athlete to complete all UVa, ACC and NCAA documents. **NOTE:** The S-A is **INELIGIBLE** to begin practice with the team until approval is received from Compliance.

Sport Secretary

1. Provide administrative support to the coach and student-athlete by assisting in furnishing Sports Medicine with:
 - Completed Tryout Guideline and Understanding form;
 - Photocopy of the prospective student-athlete's health insurance card; and
 - Note from the family physician.

NOTE: Should the S-A be unable to receive an acceptable note from a family physician, the S-A should be referred to Student Health with a note from the coach requesting a medical examination be scheduled for a Limited Tryout. Documents should not be sent to Sports Medicine until all of the documentation has been obtained.

Compliance

1. Create a new student-athlete record in CAi if one does not already exist once an on-line Status Change form is received from a coach.
 - a) Update CAi General Screen.
 - b) Update CAi Guardian Screen
 - c) Key in tryout type and "To be determined" in Sport Screen.
 - d) Activate record on Clearinghouse IRL and enter info on Initial screen of CAi.
 - e) Code the student-athlete in ISIS as a student-athlete.
 - f) Update Eligibility screen of CAi with "No" for Squad List.
 - g) Key CAi Eligibility screen user defined fields (i.e.; "Active")
 - h) Check F-T button on Eligibility screen once verified in ISIS.
2. Distribute the Status Change form to those on the distribution list.
3. Once sports medicine approvals are posted in CAi, a Limited Tryout approval email is sent to the coach requesting the first date of participation in the tryout.
4. Upon the coach's reply of the first date of participation, update CAi General screen with DER Comment (i.e.; Tryout date 9/2-9/6) and applicable DER Column number.
5. Enter in CAi Sport screen the tryout dates for tracking the fourteen (14) consecutive calendar days for the tryout.
6. Enter in CAi Initial screen temporary certification dates. Begin tracking the I-E temporary certification dates in CAi if the S-A is not final certified.
7. Upon expiration of the tryout period, request the coach to submit a Status Change Form for each student-athlete indicating ADD (made the team) or CUT if a Status Change has not been previously submitted.

8. If there is a Status Change of Cut or Quit within 14-days of the start of the tryout, delete the Sport in CAi after the next day's distribution of the DER.
9. Compliance Office will provide participation eligibility to the coach via the DER.

Sports Medicine

1. Upon receipt of a Status Change to ADD as a Limited Tryout, and receipt of all documents from coach/sport secretary, process the following documents:
 - Tryout Guideline and Understanding form is completed, signed and dated;
 - Photocopy of medical insurance card front & back; and
 - A doctor on the Dr.'s stationary has signed the document. **NOTE:** In the case of a repeated tryout during the same academic year, refer the S-A to sports medicine for verification of a medical clearance.
1. Key appropriate data entries into the General Eligibility screen of CAi for "Medical Clearance" and "Sports med docs received".

General Tryout Policy

A General Tryout may participate for a period no longer than fourteen (14) consecutive calendar days. NCAA legislation requires a student-athlete to be placed on a Squad List after 14 consecutive calendar days from the first date the student-athlete engages in countable athletically related activities or before the student-athlete participates in a competition, whichever comes first. The compliance office will provide participation eligibility to the coach via the Daily Eligibility Report.

No later than the fourteenth (14th) consecutive calendar day of a tryout period, the coach is required to submit an on-line Status Change form identifying if the S-A has is to be an "ADD" (made the team) or "CUT/DISMISSED" from the tryout process. Any variation with the time limit regarding the tryout process must be pre-approved by the Compliance Office. Participation may occur among S-As on the squad list.

General Tryout Procedures

Responsibilities

Student-Athlete

1. Contact the coach requesting a tryout for the team.
2. Report to Sports Medicine for the scheduled medical examination and complete all Sports Medicine documents.
3. Complete the UVA Drug Test administered by sports medicine.
4. Complete CRI testing if appropriate.
5. Participate in the General Tryout for a period no longer than fourteen (14) consecutive calendar days.

Coach

1. Prior to the tryout begin date, submit to compliance a Status Change form indicating an ADD as a General Tryout.
2. Schedule a compliance meeting for the student-athlete.
3. Inform the student athlete the following items must be completed prior to the start of a tryout:
 - Compliance meeting;
 - Medical examination; and
 - Completion of all sports medicine documents.
4. Inform the S-A of the General Tryout starting date, upon notification of compliance approval for the General Tryout.
NOTE: The S-A is INELIGIBLE to begin the tryout until final approval is received from Compliance.
5. Submit to Compliance a Status Change Form no later than the fifteenth (15th) consecutive day of the General Tryout indicating the student-athlete's Status as an ADD (Made the team) or CUT.

Sport Secretary

1. Provide administrative support to the coach and student-athlete.

Compliance

Compliance

1. Create a new student-athlete record in CAi if one does not already exist once an on-line Status Change form is received from a coach.
 - a) Update CAi General Screen.
 - b) Update CAi Guardian Screen
 - c) Key in tryout type and "To be determined" in Sport Screen.
 - d) Activate record on Clearinghouse IRL and enter info on Initial screen of CAi.
 - e) Code the student-athlete in ISIS as a student-athlete.
 - f) Update Eligibility screen of CAi with "No" for Squad List.
 - g) Key CAi Eligibility screen user defined fields (i.e.; "Active")
 - h) Check F-T button on Eligibility screen once verified in ISIS.
2. Distribute the Status Change form to those on the distribution list.
3. Once sports medicine approvals are posted in CAi, a Limited Tryout approval email is sent to the coach requesting the first date of participation in the tryout.
4. Upon the coach's reply of the first date of participation, update CAi General screen with DER Comment (i.e.; Tryout date 9/2-9/6) and applicable DER Column number.
5. Enter in CAi Sport screen the tryout dates for tracking the fourteen (14) consecutive calendar days for the tryout.
6. Enter in CAi Initial screen temporary certification dates. Begin tracking the I-E temporary certification dates in CAi if the S-A is not final certified.
7. Upon expiration of the tryout period, request the coach to submit a Status Change Form for each student-athlete indicating ADD (made the team) or CUT if a Status Change has not been previously submitted.

8. If there is a Status Change of Cut or Quit within 14-days of the start of the tryout, delete the Sport in CAi after the next day's distribution of the DER.
9. Compliance Office will provide participation eligibility to the coach via the DER.

Status Change of "CUT" to the team:

1. Compliance removes ISIS sport code.
2. Remove "Active" from Tryout user defined field in Eligibility screen in CAi.
3. Add the word "Cut" at the end of type of tryout in Tryout Status field in Sport screen of CAi.
4. Compliance distributes a copy of the Status Change to the Registrar, Student Financial Services, Sports Medicine, Academic Affairs, Equipment Manager and Strength and Conditioning.
5. Compliance Office will provide participation eligibility to the coach via the DER.

Status Change of "ADD" (once S-A makes the team):

1. Remove "Active" from Tryout user defined field in Eligibility screen in CAi.
2. Add the words "Made team" at the end of type of tryout in Tryout Status field in Sport screen of CAi.
3. Compliance distributes a copy of the Status Change to the Registrar, Student Financial Services, Sports Medicine, Academic Affairs, Equipment Manager and Strength and Conditioning.
4. Compliance Office will provide participation eligibility to the coach via the DER.

Sports Medicine

Once notified of a General Tryout:

1. Student-athlete completes the "New Athlete Health History Form" (obtained from Sports Medicine) and all sports medicine documents.
2. Schedule a medical examination once notified by the coach. An athletic department physician staff will perform medical examination during office hours. Student Health is an alternative if athletic department physicians are not available.
3. Administer the UVA Drug Test.
4. Complete CRI testing if appropriate.
5. Key appropriate data entries into the General Eligibility screen of CAi for "Medical Clearance" and "Sports med docs received".

DAILY ELIGIBILITY REPORT

The purpose of the daily eligibility report is to provide up to date eligibility information to coaches regarding eligibility for practice, competition and financial aid. The information furnished on this report is compiled from ISIS and Compliance Assistant internet (CAi). A hard copy of each sport report is distributed daily by 11am to each sport. Each report is to be signed and returned to compliance on the day received prior to practice or a home competition.

DER Procedures

- 8-830am compliance runs:
 - Block Report on DER folder on compliance server and updates the DER comments field in the General Eligibility screen of CAi.
 - Block Report
 - If Blocks are updated prior to run of Degree Progress perform the following:
 - Export from CAi “Student-Athlete General”.
 - Save As – “C:\CAi\derinput\sageneral.xml”.
 - Open Excel - Tools – Macro
 - Double click on “XML Convert”.
 - Save and close excel.
 - Open SAS work folder that is on the desktop.
 - Run Block SAS Program “CAi14 – Athletics Registration Blocks Mass Email.sas” by clicking on the Running Man icon.
 - Close SAS when it is finished running.
 - Open the compliance folder on the wahoo server.
 - Click on “block.xls” to open.
 - In Excel – Click on cell left of Column A and above Row 1 to format the spreadsheet.
 - Click on Format – Column – Auto Fit Selection

Cross check this report against the last run block report for additions or deletions.
Update CAi – General Eligibility DER Comments.

- 830-900am, Compliance runs the Ad Hoc report titled “Compliance – UREG/DER Comparison” to check for updates for academic eligibility by the Registrar. Look for the word “yes” in the “Academically Eligible” column. Should the check occur after 9am, look for today’s date. Make appropriate eligibility updates in CAi.
- Prior to 9am University Registrar updates Academic Eligibility in CAi – Deg. Progress with “yes”.
- 9:00am, Run the degrees progress upload from ISIS to CAi, which overwrites the registrar’s earlier manual update of “yes” with a date (see instructions below).

Degree Progress Import Instructions

INPUT:

"C:\CAi\der input\SAGeneral.xls"

"C:\CAi\der input\progress.xls"

"C:\CAi\der input\sport.xls"

Information Warehouse - Student Information

INSTRUCTIONS:

Download CAi files.

1. Open Internet Explorer
2. Log in to CAi.
3. Download Student Athlete General Information
 - Click on "Tools".
 - Click on "Export Data"
 - Download Student Athlete Degree Progress Information
 - Select "Student-Athlete Degree Progress" from the "Category" drop down box.
 - Click on "Export Category" button. (Note - A second window will open that has the data that you are exporting. It will be in xml format.)
 - In the xml window click on "File" and then "Save As".
 - Save the file in the "C:\CAi\der input" directory with a file name of "progress.xml"
 - After saving the file you may close the xml window.
 - Download Student Athlete General Information
 - Select "Student-Athlete General" from the "Category" drop down box.
 - Click on "Export Category" button. (Note - A second window will open that has the data that you are exporting. It will be in xml format.)
 - In the xml window click on "File" and then "Save As".
 - Save the file in the "C:\CAi\der input" directory with a file name of "SAGeneral.xml"
 - After saving the file you may close the xml window.
 - Download Student Athlete Eligibility Information
 - Select "Student-Athlete General Eligibility" from the "Category" drop down box.
 - Click on "Export Category" button. (Note - A second window will open that has the data that you are exporting. It will be in xml format.)
 - In the xml window click on "File" and then "Save As".
 - Save the file in the "C:\CAi\der input" directory with a file name of "SAeligibility.xml"
 - After saving the file you may close the xml window.
 - Download Student Athlete Sport Information
 - Select "Student-Athlete Sports" from the "Category" drop down box.

- Click on “Export Category” button. (Note - A second window will open that has the data that you are exporting. It will be in xml format).
- In the xml window click on “File” and then “Save As”.
- Save the file in the “C:\CAi\der input” directory with a file name of “sports.xml”
- After saving the file you may close the xml window.
- You have finished with CAi so you may close the browser.

Open XML files, format them to be read by SAS, save as XLS files.

4. Open Microsoft Excel
5. Click on “Tools” , “Macro”, “Macros...”.
6. Double-click on XMLConvert”. (Note - This will format the input files so that they can be read by the SAS program.)
7. Close the spreadsheet.

Run SAS Program

- On desktop double-click on “CAi08 - Create Degree Progress File for Import into CAi.sas”.
- 8. Click on the Running Man Icon to run the SAS program
- When the program has finished running close the SAS session.

Merge Microsoft Access Degree Progress files (created by SAS program) into XML document, save as XML files.

9. Open Microsoft Word
10. Click on “Tools” , “Macro”, “Macros...”.
11. Click on “degreeprogressmerge”. This saves the shell document. You can click on “Yes” or “No” when prompted to save.
12. Merge term 042 data into xml document.
 - Double-click on “degreeprogress042”. (Note - This will merge the data from the degree progress Access file into the XML using Microsoft Mail Merge. It saves the file as an xml document.)
 - Close degreeprogress042.doc. When you close the file you may be prompted to save the file. If this happens click on “No”.
13. Merge term 043 data into xml document.
 - Double-click on “degreeprogress043”. (Note - This will merge the data from the degree progress Access file into the XML using Microsoft Mail Merge. It saves the file as an xml document.)
 - Close degreeprogress043.doc. When you close the file you may be prompted to save the file. If this happens click on “No”.
 - Double-click on “degreeprogress043a”. (Note - This will merge the data from the degree progress Access file into the XML using Microsoft Mail Merge. It saves the file as an xml document.)
 - Close degreeprogress043a.doc. When you close the file you may be prompted to save the file. If this happens click on “No”.
14. Merge term 051 data into xml document.
 - Double-click on “degreeprogress051”. (Note - This will merge the data from the degree progress Access file into the XML using Microsoft Mail Merge. It saves the file as an xml document.)

- Close degreeprogress051.doc. When you close the file you may be prompted to save the file. If this happens click on “No”.
 - Double-click on “degreeprogress051a”. (Note - This will merge the data from the degree progress Access file into the XML using Microsoft Mail Merge. It saves the file as an xml document.)
 - Close degreeprogress051a.doc. When you close the file you may be prompted to save the file. If this happens click on “No”.
15. Merge term 052 data into xml document.
- Double-click on “degreeprogress052”. (Note - This will merge the data from the degree progress Access file into the XML using Microsoft Mail Merge. It saves the file as an xml document.)
 - Close degreeprogress052.doc. When you close the file you may be prompted to save the file. If this happens click on “No”.
16. Merge athletes with no ISIS record into xml document.
- Double-click on “degreeprogressNoIsisRecord”. (Note - This will merge the data from the degree progress Access file into the XML using Microsoft Mail Merge. It saves the file as an xml document.)
 - If you get a run time error then click on “End”. This means there were no athletes in the document to be imported.
 - Close degreeprogressNoIsisRecord.doc. When you close the file you may be prompted to save the file. If this happens click on “No”.

Copy Header and Footer to XML files.

- Open SAS folder.
- Open “degreeprogressmerge” folder.

17. Double-click on “progress.bat” icon.

Open “Note Tab Light” (text editor on desktop).

Remove the special character (rectangle) at the end of the xml files and save them. (The special character was added by the batch file).

18. If no files are open, Click on “File”, “Open”, Select “C:\CAi\degreeprogressmerge\ degreeprogress042.xml”.

If files are open do the following:

- Do a control-end keystroke.
- Remove “□” from the end of the file.
- Do a control tab keystroke.
- Click on “File”, “Save”.

19. If no files are open, Click on “File”, “Open”, Select “C:\CAi\degreeprogressmerge\ degreeprogress043.xml”.

If files are open do the following:

- Do a control-end keystroke.
- Remove “□” from the end of the file.
- Do a control tab keystroke.
- Click on “File”, “Save”.

20. If no files are open, Click on “File”, “Open”, Select “C:\CAi\degreeprogressmerge\ degreeprogress043a.xml”.

If files are open do the following:

- Do a control-end keystroke.

- Remove “□” from the end of the file.
 - Do a control tab keystroke.
 - Click on “File”, “Save”.
21. If no files are open, Click on “File”, “Open”, Select “C:\CAi\degreeprogressmerge\ degreeprogress051.xml”.
- If files are open do the following:
- Do a control-end keystroke.
 - Remove “□” from the end of the file.
 - Do a control tab keystroke.
 - Click on “File”, “Save”.
22. If no files are open, Click on “File”, “Open”, Select “C:\CAi\degreeprogressmerge\ degreeprogress051a.xml”.
- If files are open do the following:
- Do a control-end keystroke.
 - Remove “□” from the end of the file.
 - Do a control tab keystroke.
 - Click on “File”, “Save”.
23. If no files are open, Click on “File”, “Open”, Select “C:\CAi\degreeprogressmerge\ degreeprogress052.xml”.
- If files are open do the following:
- Do a control-end keystroke.
 - Remove “□” from the end of the file.
 - Do a control tab keystroke.
 - Click on “File”, “Save”.
24. Click on “File”.
25. Click on “Save All”.
26. Close NoteTab Light

Upload XML files into CAi.

27. Open Internet Explorer
28. Log in to CAi.
29. Upload Term 042.
- Click on “Tools”.
 - Click on “Import Data”
 - Click on “Browse”
 - Double Click on “Z:\sas work folder\degreeproressmerge\degreeprogress042.xml”
 - Click on “Submit”
 - Wait until you see the import log on your screen before proceeding (this could take several minutes).
30. Upload Term 043.
- Click on “Tools”.
 - Click on “Import Data”
 - Click on “Browse”
 - Double Click on “Z:\sas work folder\degreeproressmerge\degreeprogress043.xml”

- Click on “Submit”
 - Wait until you see the import log on your screen before proceeding (this could take several minutes).
- Click on “Import Data”
- Click on “Browse”
- Double Click on “Z:\sas work folder\degreeproressmerge\degreeprogress043.xml”
- Click on “Submit”
 - Wait until you see the import log on your screen before proceeding (this could take several minutes).

31. Upload Term 043a.

- Click on “Tools”.
- Click on “Import Data”
- Click on “Browse”
- Double Click on “Z:\sas work folder\degreeproressmerge\degreeprogress043a.xml”
- Click on “Submit”
 - Wait until you see the import log on your screen before proceeding (this could take several minutes).
- Click on “Import Data”
- Click on “Browse”
- Double Click on “Z:\sas work folder\degreeproressmerge\degreeprogress043.xml”
- Click on “Submit”
 - Wait until you see the import log on your screen before proceeding (this could take several minutes).

Upload Term 051.

- Click on “Tools”.
- Click on “Import Data”
- Click on “Browse”
- Double Click on “Z:\sas work folder\degreeproressmerge\degreeprogress051.xml”
- Click on “Submit”
 - Wait until you see the import log on your screen before proceeding (this could take several minutes).
- Click on “Import Data”
- Click on “Browse”
- Select “C:\CAi\degreeprogressmerge\degreeprogress051.xml”
- Click on “Submit”
 - Wait until you see the import log on your screen before proceeding (this could take several minutes).

Upload Term 051a.

- Click on “Tools”.
- Click on “Import Data”
- Click on “Browse”

- Double Click on “Z:\sas work folder\degreeproessmerge\degreeprogress051a.xml”
- Click on “Submit”
 - Wait until you see the import log on your screen before proceeding (this could take several minutes).
- Click on “Import Data”
- Click on “Browse”
- Select “C:\CAi\degreeprogressmerge\degreeprogress051.xml
- Click on “Submit”
 - Wait until you see the import log on your screen before proceeding (this could take several minutes).

32. Upload Term 052.

- Click on “Tools”.
- Click on “Import Data”
- Click on “Browse”
- Double Click on “Z:\sas work folder\degreeproessmerge\degreeprogress052.xml”
- Click on “Submit”
 - Wait until you see the import log on your screen before proceeding (this could take several minutes).

33. If there were any athletes with no ISIS records then do the following

- Click on “Tools”.
- Click on “Import Data”
- Click on “Browse”
- Select “C:\CAi\degreeprogressmerge\noisisrecord.xml
- Click on “Submit”
 - Wait until you see the import log on your screen before proceeding (this could take several minutes).

34. You have finished with CAi so you may close the browser.

- 9:30-9:45 Medical clearance information is updated by sports medicine in the general tab of CAi.
- 9:45-10:00 Compliance runs the Ad Hoc report titled “Compliance-DER Morning Update”. Check for updates to sports medicine. Make appropriate eligibility updates in CAi.
- 10:00, Run the Exception reports and the DER (see instructions below).

Daily Eligibility Report Instructions

INPUT:

```
"U:\LMD8X\SAS Development Library\CAi programs\daily elig
rpt\derYDATE.xls"
"C:\CAi\der input\SAGeneral.xls"
"C:\CAi\der input\SAeligibility.xls"
"C:\CAi\der input\progress.xls"
"C:\CAi\der input\sport.xls"
Information Warehouse - Student Information
```

OUTPUT:

"U:\LMD8X\SAS Development Library\CAi programs\daily elig
rpt\derTDATE.xls"
"C:\CAi\der ouput\DER-Exception-Reports.xls"

Download CAi files.

1. Open Internet Explorer
2. Log in to CAi.
3. Download Student Athlete General Information
 - Click on “Tools”.
 - Click on “Export Data”
 - Download Student Athlete Degree Progress Information
 - Select “Student-Athlete Degree Progress” from the “Category” drop down box.
 - Click on “Export Category” button. (Note - A second window will open that has the data that you are exporting. It will be in xml format.)
 - In the xml window click on “File” and then “Save As”.
 - Save the file in the “C:\CAi\der input” directory with a file name of “progress.xml”
 - After saving the file you may close the xml window.
 - Download Student Athlete General Information
 - Select “Student-Athlete General” from the “Category” drop down box.
 - Click on “Export Category” button. (Note - A second window will open that has the data that you are exporting. It will be in xml format.)
 - In the xml window click on “File” and then “Save As”.
 - Save the file in the “C:\CAi\der input” directory with a file name of “SAgeneral.xml”
 - After saving the file you may close the xml window.
 - Download Student Athlete Eligibility Information
 - Select “Student-Athlete General Eligibility” from the “Category” drop down box.
 - Click on “Export Category” button. (Note - A second window will open that has the data that you are exporting. It will be in xml format.)
 - In the xml window click on “File” and then “Save As”.
 - Save the file in the “C:\CAi\der input” directory with a file name of “SAeligibility.xml”
 - After saving the file you may close the xml window.
 - Download Student Athlete Sport Information
 - Select “Student-Athlete Sports” from the “Category” drop down box.
 - Click on “Export Category” button. (Note - A second window will open that has the data that you are exporting. It will be in xml format.)
 - In the xml window click on “File” and then “Save As”.
 - Save the file in the “C:\CAi\der input” directory with a file name of “sports.xml”
 - After saving the file you may close the xml window.

- You have finished with CAi so you may close the browser.

Open XML files, format them to be read by SAS, save as XLS files.

4. Open Microsoft Excel
5. Click on “Tools”, “Macro”, “Macros...”.
6. Double-click on “XMLConvert”. (Note - This will format the input files so that they can be read by the SAS program.)
7. Click “Yes” to Replace It.
8. Click “End” when Runtime error message comes up
9. Close the spreadsheet.

Run SAS Program

1. On desktop double-click on “CAi03 - Daily Eligibility Report compare hrs.sas”.
2. Enter Parms (parameters)

Replacing the date value that follows the SAS comment of “TODAY’S DATE:” with the date of the last DER that was created prior to this run (Needs to compare today’s DER against the previous DER).

NOTE: Look for the most recent DER file in the SAS folder on the desktop (daily elig rpt).

It is essential the following steps must be used from this point forward.

Replacing today’s date values.

- Highlight the date after the SAS comment of “Today’s Date”.
- Click on “Edit”, “Replace”.
- In the “Find text” field the highlighted date of “derMMDDYY” will appear (MMDDYY Yesterday’s date or the last date the DER was created).
- In the “Replace with” field enter “derMMDDYY” (MMDDYY= Today’s date).
- Click on “Replace All”.

Replacing previous report date values that follows the SAS comment of “Previous Report Date”.

- Highlight the date after the SAS comment of “Previous Report Date”.
- Click on “Edit”, “Replace”.
- In the “Find text” field the highlighted date of “derMMDDYY” will appear.
- In the “Replace with” field enter “derMMDDYY” (MMDDYY Yesterday’s date or the last date the DER was created).
 - **MMDDYY** = 2 character month day and year of the previous DER. (Example: If you are running the daily eligibility report on Monday, August 16, 2004 then the “Replace with” field should contain “der081304”. If you are running the daily eligibility report on Tuesday, August 17, 2004 then the “Replace with” field should contain “der081604”).
- Click on “Replace All”.
- Click on “Submit” button (Man running Icon).

3. When the program has finished running close the SAS session.
Format Output for Exception Report.

1. On the Athletics server open the DER folder then the Exception Report folder.
2. Double-click on “DER-Exception-ReportsMMDDYY.xls” (MMDDYY should be the current date).
3. Press Ctrl-Alt-R. (This will execute a macro that formats the exception report.)
4. Save and close.
5. On the Athletics server go to “\SAS work folder\daily elig rpt” and double-click on “derMMDDYY.xls” (MMDDYY should be the current date).
6. Press Ctrl-F (This will execute a macro that formats the Daily Eligibility Report. This macro automatically saves the formatted DER in the following location: “Z:\der.xls”).
7. Close the DER.

Copy DER to Athletics Server

1. Go to the Compliance server and rename the file der.xls on the athletics server to “derMMDDYY.xls” (MMDDYY should be the current date).
 2. Drag the new DER to the appropriate folder location on the Athletics server.
- You have completed the running of the Daily Eligibility Report.

Open today’s Daily Eligibility Report folder on the Athletics Server.

- Compliance checks today’s Exception Report for Credit Changes and ADDED To DER. Note those S-As below 12 to highlight on the DER. Note those S-As that have been ADDED to the DER.
- Open today’s DER.
- Manually move S-As name to the appropriate eligibility column for those that dropped below 12 credit hours.
- Go to the S-A record in CAi and make the appropriate column number and DER comment changes.
- Go to the sport DER and you will find the newly added S-A on the first row of the DER
 - Highlight the top row/s of newly added student-athletes.
 - Once each sport has been manually updated check the “Change” column for each sport on the DER [asterisk (*) in the Change column].
 - Highlight the row for student-athletes with an asterisk.
- Save the spreadsheet (i.e. DER 090104.xls);
- Save the spreadsheet as a separate workbook for Swimming adding “SW” to the file name (i.e.; DER 090104_SW.xls).
- Delete all sheets in the Swimming workbook with the exception of M & W Swimming.
- Go to the Main DER with all sport sheets.
 - a) Print out those sports where one or more S-As are in a column other than column 4.
 - b) Do not print out a DER for distribution if the previous day’s signed DER has all student-athletes in Column 4.
- Email the all sport DER to the “DER Distribution List.”
- Email the swimming DER to the swimming distribution list.

- 11am distribute hard copies of DER to all sports mail box.
- By 5pm daily, collect all DERs.
 - a) Stamp the date received on each sheet.
 - b) Check off the sport on the DER checklist sheet.
 - c) Enter “NA” on the checklist sheet for a sport that has returned a signed DER with all S-As in column 4.
 - d) Email a coach for missing DERs of two days in a row (except for days of competition). File the email in the DER binder until the DER is on file.
- File the signed DER in the appropriate sports binder. Note any handwritten comments by the coach.

Graduation Success Rate
Policy and Procedure
Institutional Assessment and Studies

1. Each year, in June, Institutional Assessment and Studies (IAS) gets a list, from Athletics, of all student athletes who were on the roster of each sport during the previous year. The list contains information indicating which students received athletics aid and which were NCAA counters. IAS maintains a roster database of those students from each year.
2. IAS merges that information with information from the student information system (SIS) to confirm which students were entering 1st-year students vs. entering transfer students vs. returning students.
3. Also in June of each year, IAS selects the list of NCAA counters who received Athletics aid and who were UVa entering 1st-year students 6 years prior or were UVa entering transfer students who started at a different institution 6 years prior. IAS builds a separate spreadsheet of those athletes.
4. IAS uses a SAS computer program to merge those students' information with SIS information to determine which students had graduated from UVa by the end of the summer term following their 6th year. I manually check for accuracy each student that is flagged as not graduating by the computer program.
5. IAS logs into the NCAA GSR system and pulls forward the students from the APP system. IAS enters the graduation information from the previously mentioned spreadsheet.
6. If IAS finds a student who comes forward from the APP that is not in IAS' roster, or vice versa, IAS contacts Art Markos to reconcile the situation. IAS then either adds the student to the GSR system or deletes the student from GSR, depending on the results of the reconciliation with Art.
7. For those students who did not graduate, IAS looks up their record manually in SIS to determine whether or not they were academically eligible to return to UVa when they left the institution and IAS shares those results with Art. If he has information on a student's academic eligibility that is different than IAS, we reconcile the difference. IAS also confirms with Art, which students exhausted eligibility before they left. The final information is entered into the GSR system.
8. IAS uses a similar SAS computer program to track non-athletes through the SIS to determine the 6-year graduation rate of the entire entering class from 6 years ago.

BYLAW 15 – FINANCIAL AID

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FINANCIAL AID NOT ADMINISTERED BY THE INSTITUTION

A student-athlete may receive financial aid through an established and continuing program to aid students, provided: (*Adopted: 1/15/11 effective 8/1/11, Revised: 4/23/14*)

- (a) The recipient's choice of institutions is not restricted by the donor of the aid;
- (b) There is no direct connection between the donor and the student-athlete's institution; and
- (c) The financial aid is not provided by an outside sports team or organization that conducts a competitive sports program to an individual who is or has been a member of that team or organization.

Responsibilities

Student-Athlete

1. Report to the Compliance Office and/or the Financial Aid Office any financial aid received from sources outside of the institution (other than parents).

Compliance

1. Categorize the financial aid award.

Financial Aid

1. Categorize the financial aid award.
2. Notify the student-athlete if the award is permissible to keep.
3. Process the financial aid reward.

MAXIMUM LIMIT ON FINANCIAL AID -- INDIVIDUAL

The maximum amount of financial aid an individual student athlete may receive is cost of attendance as defined in NCAA Bylaw 15.02.2. A student-athlete may only receive institutional financial aid based on athletics ability (NCAA Bylaw 15.02.4.1), outside financial aid for which athletics participation not is a major criterion (NCAA Bylaw 15.2.6.2) and educational expenses awarded per NCAA Bylaw 15.2.6.5 up to the value of full grant-in-aid. A student-athlete may receive any other financial aid unrelated to athletics ability up to the cost of attendance.

The only exception to this rule involves the Pell Grant. A student-athlete who receives a Pell Grant (in combination with other financial aid) may receive financial aid equivalent to the cost of attendance or the value of a full grant-in-aid plus the Pell Grant, whichever is greater.

The types of financial aid included in the cost of attendance calculation are (NCAA Bylaw 15.1.2):

1. Government Grants
2. Institutional and Outside Scholarships (Non-athletically related)
3. Gifts
4. Professional Sports Stipend
5. Athletics Participation Compensation
6. Loans

Responsibilities

Student-Athletes

1. Understand how much and what type of financial aid they are able to receive

Coach

1. Understand and educate the student-athlete on financial aid regulations that affect the individual student-athletes

Compliance

1. Educate the student-athletes and coaches about financial aid regulations
2. Assist the Financial Aid Office in monitoring financial aid limits of the student-athletes

Financial Aid

1. Monitor all financial aid being received by student-athletes

ACTIVATING ATHLETIC-RELATED AID

SFS and Compliance will coordinate efforts to insure all those student-athletes receiving athletic-related aid are final certified by the NCAA Initial-Eligibility Clearinghouse prior to SFS activating the aid.

An Ad Hoc Report in CAi lists all Student-Athletes by sport receiving Athletic-Related Aid and indicating their Initial-Eligibility Qualification Status.

Procedures for Activating Athletic-Related Aid

Responsibilities

Compliance

1. Compliance will perform a daily update of Initial-Eligibility in CAi for all initial enrollees to UVA prior to 9am.
2. Periodic checks will be performed during the afternoon.
3. The default Qualification Status in CAi on the Initial Screen for each S-A will remain “Unknown/Pending” until the clearinghouse final certifies the S-A.

Student Financial Services

F-A will perform initial eligibility checks for those listed on the Ad Hoc report.

1. July 1: SFS runs first Ad Hoc Report. Activate financial aid for all those S-As receiving athletic-related aid with an Initial-Eligibility Qualification Status of “Qualifier” or “Partial-Qualifier”. These S-As need to be activated for financial aid prior to bills being printed in July.
2. Those S-As receiving athletic-related aid with an I-E Qualification Status of “Unknown/Pending” or “NonQualifier” will receive a bill from SFS.
3. SFS will send a letter to those S-As not final certified by the clearinghouse informing them of the S-As financial responsibility should they begin class without a final certification from the NCAA Initial-Eligibility Clearinghouse of “Qualifier” or “Partial-Qualifier”.
4. SFS will run the Ad Hoc report weekly prior to the first day of class for the fall semester.
5. SFS will conduct a final check on the day prior to the start of class for each semester.
6. Beginning with the first day of class each semester, SFS will run the Ad Hoc Report until all S-As receiving athletic-related aid are certified by the NCAA Initial-Eligibility Clearinghouse as a “Qualifier” or “NonQualifier”.

DETERMINATION OF OFF-CAMPUS ROOM COSTS

The University must use the average of the room cost for all students living on grounds (based on a weighted average for all students who reside in on-grounds facilities) when several official on-grounds room rates are listed in the University catalog.

Responsibilities

Compliance

1. Annually, check the University's catalog for the listing of room rates.
2. Verify with Student Financial Services of the correct room rate used in calculating off-grounds stipends.
3. Provide rules education and oversight on NCAA legislation and interpretations to all constituents.

Student Financial Services

1. Annually, check the University's catalog for the listing of room rates.
2. Verify with Compliance of the correct room rate used in calculating off-grounds stipends.

OFF-CAMPUS ROOM AND BOARD STIPEND

If a student-athlete lives and eats in noninstitutional facilities, the University may pay a student-athlete an amount equal to the University's official on-grounds room allowance as listed in its catalog, or the average of the room costs of all of its students living on-grounds. The University also may pay the student-athlete an amount that is equivalent to an on-grounds 7-day or 21-meal board plan, excluding those meals provided as part of the training table. Meals provided on the training table shall be deducted at the regular cost figure from the student-athlete's board allowance. All full GIAs must at minimum be on an athletics 80-meal plan.

Responsibilities

Coach

1. Submit to Student Financial Services a list of student athletes living off-grounds.
2. Submit to Student Financial Services a list of student athletes eating meals on-grounds or off-grounds. [Ask Sharlene if she gets this from the coaches]
3. To change on-grounds or off-grounds housing for a student-athlete during the academic year, submit a Status Change Form to compliance.
4. To change from a meal plan to a stipend or from a stipend to a meal plan for a student-athlete during the academic year, submit a Status Change Form to compliance.
5. Submit to Student Financial Services all student-athletes who will be provided meals on a training table at least one week prior to the start of the training table [ask Sharlene about timing]. What about changes during the year? Should coach deal directly with SFS or should status change form be used?
6. Submit to compliance the names of student-athletes receiving meals as part of official or unofficial visits for prospective student-athletes.
7. Submit to compliance the names of student-athletes receiving occasional meals provided by a coach, department staff member or athletic representative on the Occasional Meal Request form.

Student Financial Services

1. Request from each sport coach a list of student-athletes to receive financial aid for room and board (deadline April 15th) noting on-grounds or off-grounds housing and meal plans or meal allowance.
2. Provide compliance a final copy of financial aid requests, including room and board (identifying stipend recipients), no later than April 30th.
3. Process any Status Change requesting a change to room and board for the current academic year of a student-athlete.
4. Maintain a Sports Meal spreadsheet detailing information for each student-athlete of meals deducted from stipends or meal plans.
5. Make necessary deductions from meal stipends based on information provided by compliance (i.e.; non-occasional meals, non-training table meals, etc).
6. Contact Dining Services of meal deductions from meal plans.

7. Issue room and meal stipends to student-athletes.
 - a) Stipend Issue during the academic year: **XXXXXXXXXX**
 - b) Stipend Issue during the summer: Bi-weekly

Compliance

1. Contact Student Financial Services of all non-occasional meals and non-training table meals for student-athletes to be deducted from meal plans and stipends.
2. Forward all Status Change forms to Student Financial Services and the Coach.
3. Provide rules education and oversight on NCAA legislation and interpretations to all constituents.

Dining Services

1. Make the necessary deductions to meal plans once contacted by Student Financial Services.

ROOM AND BOARD

A student-athlete may be provided financial aid that includes the cost of room and board. The room and board allowance must be based on the official allowance for room and board as listed in an official publication issued by the University of Virginia (e.g.; catalog). The board allowance shall consist of three meals per day, even if the University's maximum permissible award allowance for all students represents a lesser cost figure.

Responsibilities

Coach

1. Submit to Student Financial Services requests to award room and board for the next academic year no later than April 15th.
2. To change room and board for a student-athlete during the academic year, submit a Status Change Form to compliance.

Student Financial Services

1. Request from each sport coach a list of student-athletes to receive financial aid for room and board (deadline April 15th) noting on-grounds or off-grounds housing and meal plans or meal allowance..
2. Provide compliance a final copy of financial aid requests, including room and board, no later than April 30th.
3. Process any Status Change requesting a change to room and board for the current academic year of a student-athlete.

Compliance

1. Use the list of returning student-athletes on financial aid for room and board to assist in determining which student-athletes to pull forward to the next academic year in Compliance Assistance internet.
2. Forward all Status Change forms received and processed during the academic year to Student Financial Services and the Coach.
3. Provide rules education and oversight on NCAA legislation and interpretations to all constituents.

BOOKS

Academic Books/Materials Procurement

Student-athletes receiving between 100% and 95% athletic grant-in-aid are eligible to receive all textbooks, course packets, and course materials needed as defined by the NCAA. The Department of Athletics Compliance Office, University Financial Aid, and Athletics Academic Affairs are responsible for monitoring and auditing this process to ensure only eligible student-athletes receive academic materials for courses in which they are enrolled. Student-athletes who drop a course and do not return academic materials to the University Bookstore within two (2) days of the official Drop deadline will be charged the “Original Charge” to their student account. Materials that cannot be returned to the University Bookstore must be returned to your Athletics Academic Coordinator. Academic materials must be returned at each semester’s end to Athletics Academic Affairs. Charges for all textbooks not returned within two (2) business days of the end of the final examination period will be submitted for posting to the student-athlete’s account at the “Fair Market Value.”

Responsibilities

Student Financial Services

1. One week prior to the first day of each semester and summer session, confirm initial list of student-athletes that are eligible for books/materials.
 - Include student-athletes that receive 95% scholarship.
2. Submit list of student-athletes eligible for books/materials to compliance for confirmation.
3. During the add/drop period, submit any changes (additions/deletions) to compliance for confirmation.

Athletics Compliance

1. Confirm list of student-athletes eligible for books that is sent from Student Financial Services.
2. If there is a student-athlete that is on the list that is not eligible for books/materials, communicate with Student Financial Services regarding the discrepancy.
3. Send confirmed list of student-athletes eligible for books/materials to Athletics Academic Affairs and University Bookstore contact.
4. During the add/drop period, cross-check the list of student-athletes eligible for books against the student-athletes whom have received books.

Administrative Assistant for Academic Affairs

1. One week prior to the first day of each semester, submit the following documents to be uploaded:
 - Book listing provided by the University Bookstore
 - Semester course schedule
 - List of eligible student-athletes who receive books (per Compliance Office).

2. During the add/drop period, submit excel documents to Information Systems daily that include:
 - All courses in which student-athletes are currently enrolled.
 - Required Booklist provided by the University Bookstore.
3. After the Add/Drop deadline, cross-check Books/Material forms against current class schedule; mark dropped courses in order to verify that texts are returned if a course is dropped.
4. Maintain the scholarship Information spreadsheet for tracking and monitoring all University Bookstore and NK Print & Design charges.
5. Upon billing, post all “current charges/credits” on Scholarship Information spreadsheet.
 - If a student-athlete has purchased materials and failed to return which s/he dropped, email/Teamworks text the student-athlete within two (2) weeks of the drop date stating the potential charge. Provide a date as to when the charge will be submitted for posting to their student account.
 - Charges for books not returned within two (2) days after the Drop deadline will be posted to the student’s account at the “Original Charge.” If a student-athlete can prove with a return receipt that s/he returned the textbook(s)/packet by the deadline, no charge will be posted to the account.
6. Verify that all textbooks have been returned at the end of the semester.
 - Compile notebooks for McCue and JPJ Academic Centers for documentation of returns.
 - Verify returns against the Scholarship Information spreadsheet showing all charges.
 - Email student-athletes who failed to return all textbooks/packets within three (3) weeks from the last day of the final examination period stating the names of the outstanding books, the “Original Charge,” the “Fair Market Value” which they will be charged, and the date the charge will be posted.
 - Submit charges for posting to the student-athletes’ account at the “Fair Market Value” due to failure to return textbooks.

Student-Athlete

1. Request books/materials only if on 95%-100% athletics grant-in-aid.
2. On the U.Va. Collab/Academic Affairs page, under the Book/Materials Form tab, follow the link to the online book/materials form.
3. Read the Materials Request Policy and agree to the terms and conditions by checking the box.
 - Review materials/book page and confirm enrollment in all courses.
 - Select/deselect all books needed for course (s). Print one copy.
 - Take the copy of the form, which serve as payment, to the University Bookstore to receive required books/materials.
4. If course materials are required by an instructor, but do not appear on the website:

- Student may purchase material (s) from another source (e.g. online, alternate bookstore, etc.)
 - Provide the course syllabus and original receipt; on the receipt, include name, sport, University ID number, and email address.
 - Syllabus and receipt will be submitted to the Administrative Assistant for Academic Affairs.
 - Reimbursement of funds will be deposited to student-athlete's bank account via direct deposit.
5. If a packet is required, use the Packet Request form link. Complete form and print one copy.
 - Take the copy of the Request forms, which serve as payment, to the NK Print & Design to receive required packets.
 6. Retain copies of all receipts for your records.
 7. Return all textbooks for dropped courses to the University Bookstore within two (2) days after the University's Drop deadline.
 - If a student-athlete drops a course which required a packet, textbooks, or materials purchased outside of the University Bookstore, s/he should return those materials to the Academic Coordinator within two (2) days after the University's Drop deadline.
 8. Return all textbooks to Athletics Academic Affairs within two (2) business days of the end of the final examination period to avoid any charges for late returns. Materials that cannot be returned to the University Bookstore must be returned to your Athletics Academic Coordinator.

COMPLIANCE | Textbook/Package Procurement continued

Academic Coordinator

1. Inform student-athletes eligible for books/materials of the process of procuring books/materials for the semester.
2. Inform Administrative Assistant if a student-athlete cannot access the book/materials website.
3. At the end of each semester, collect and document returned textbooks from the student-athlete.

Information Systems

1. After each semester, deny access to the book list to all student-athletes.
2. One week prior to the first day of each semester, import the following documents, provided by Athletics Academic Affairs, to the database:
 - a. Book listing provided by the University Bookstore
 - b. Semester course schedule
 - c. List of eligible student-athletes who receive books (per Compliance Office).
3. During the add/drop period, import daily information provided by Athletics Academic Affairs to ensure the most up to date student course and book list information is correct.

SUMMER FINANCIAL AID

The Associate Director of Athletics for Academics for Student Services will coordinate the summer session grant-in-aid process making recommendations for improvement as necessary. University policy governs payment of partial summer grant-in-aid, which is payment in full prior to being allowed to register for any classes.

Responsibilities

Coach

1. Submit appropriate summer session financial aid approval form to academic affairs.
2. Provide updated summer session financial aid information through the use of the on-line Status Change form.

Academic Affairs

1. Review previous coursework with student-athlete in planning the summer schedule.
2. Process all required forms to be considered for a summer grant-in-aid.
3. Director of Academic Affairs sends a notification letter of summer grant-in-aid once approved by the Director.
4. Director of Academic Affairs sends a notification letter of summer grant-in-aid once not approved by the Director.
 - a) Student-athlete should be encouraged to apply for financial aid from Student Financial Services.
5. Develop and submit the Summer Session Information spreadsheet of all student-athletes attending summer session to the Registrar and Student Financial Services.
6. Notify the Registrar and Student Financial Services of all course changes for all student-athletes throughout the summer session.
7. Assist upon request in getting financial aid agreement forms signed by student-athletes and returned to Student Financial Services.

Student Financial Services

1. Create a Summer Cost spreadsheet using information from the Summer Session Information spreadsheet (where is this Sharlene?).
2. The Summer Cost spreadsheet will show detail charges for the summer session and the amount of summer grant-in-aid total.
3. Mail summer financial aid award letters and summer financial aid agreements to student-athletes eligible for summer grant-in-aid.
4. Enter into ISIS summer grant-in-aid awards and monitor the award throughout the summer making adjustments as changes occur.
5. Coordinate with the Housing Office to ensure payment of rent charges for student-athletes living on-grounds.

6. Partial Grant-In-Aid recipients will be notified of the amount of any balance owed before they will be enrolled in the class(s).
 - a) The difference may be paid by the normal credit card process.
 - b) Once payment for outstanding charges is made, the Assistant Director of SFS will notify the registrar that the student-athlete may be registered in the class.
7. The Fiscal Technician will process stipends on a bi-weekly basis throughout the summer.
 - a) Adjustments will be made as changes occur and notification is received from Academic Affairs.
 - b) The Fiscal Technician will monitor accounts to prevent overpayment and if necessary, makes account adjustments to recoup overpayment.
8. Update the Summer Cost spreadsheet daily during peak periods and twice a week from April to September with a complete reconciliation by the end of September.

University Registrar

1. Enter into ISIS each approved summer course for all student-athletes on a full summer grant-in-aid, including adds, drops and withdrawals throughout the summer session.
2. Student-athletes on partial summer grant-in-aid are held from entering summer school courses into ISIS until notified by Student Financial Services of approval.

Compliance

1. Provide oversight and guidance in unique cases that warrant special attention.
2. Provide rules education and oversight on NCAA legislation and interpretations to all constituents.

TERMS AND CONDITIONS OF AWARDING INSTITUTIONAL FINANCIAL AID

Institutional financial aid may be awarded for any term during which a student-athlete is in regular attendance as:

1. An undergraduate with eligibility remaining under NCAA Bylaw 12.8 or
2. As a graduate student with eligibility remaining under NCAA Bylaw 14.6.

Responsibilities

Compliance

1. Monitor all student-athletes on Compliance Assistant to ensure student-athletes are able to receive institutional financial aid.

Financial Aid

1. Monitor all student-athletes on Compliance Assistant to ensure student-athletes are able to receive institutional financial aid.

REDUCTION AND CANCELLATION OF AID DURING PERIOD OF AWARD

Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of award if the recipient:

1. Renders himself or herself ineligible for intercollegiate competition
2. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement.
3. Engages in serious misconduct that warrants substantial disciplinary penalty or
4. Voluntary withdraws from a sport at any time.

Responsibilities

Coaches

1. Submit a Status Change Form to the Compliance Office with financial aid information section completed
2. Submit a Voluntary Withdrawal Form to the Compliance Office with all signatures if the student is voluntarily withdrawing from the team

Compliance

1. Confirm that the reduction or cancellation of the award is permissible
2. Forward the Status Change Form to Financial Aid

Financial Aid

1. After receiving the Status Change Form, send the student-athlete a cancellation/reduction letter with the appeal policy and procedures
2. Make the necessary changes on Compliance Assistant

APPEAL of NON-RENEWAL or REDUCTION of ATHLETIC GRANT-IN-AID

Approved by the University Financial Aid Committee

May, 2016

The University of Virginia has an independent Grant-in-aid Appeal Committee composed of members of the University Financial Aid Committee, which serves as the institution's financial aid authority. No members of the Athletic Department sit on this Appeals Committee as voting members. The Appeal Committee's charge is limited to appeals concerning athletic grant-in-aid status. It is important to note that this process is not a legal proceeding so attorneys or other legal counsel for either side shall not be present. Student-athletes will be provided with an advocate to assist in the navigation of the appeal.

The purpose of the appeal hearing is not a forum for each side to ask questions of the other, but rather for the Committee to solicit information from both parties and render an informed decision. Documentation, statements and rebuttals should be limited to material relevant to the non-renewal and to a reasonable amount of time. The committee may request additional information from either party prior to the hearing or seek additional information after the hearing and in order to render a decision.

The Committee will inform both parties of its decision in writing within ten (10) business days of the hearing to the local and permanent addresses (student-athletes). This decision is final as there is no further appeal beyond this Committee.

Responsibilities of the Grant-in-Aid Appeal Committee

The Appeals Committee shall review all information provided by the student-athlete and the Athletic Department and shall determine if the reduction or non-renewal of the athletic grant-in-aid is a fair, equitable and reasonable action and that process has been conducted in accordance with the guidelines set forth in the University of Virginia Student Athlete Handbook and in accordance with NCAA guidelines and requirements found here:

15.3.2.3 Hearing Opportunity. *[A] The institution's regular financial aid authority shall notify the student-athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is to be reduced or canceled during the period of the award, or is reduced or not renewed for the following academic year or multiple academic years within the student-athlete's five-year period of eligibility. The institution shall have established reasonable procedures for promptly hearing such a request and shall not delegate the responsibility for conducting the hearing to the university's athletics department or its faculty athletics committee. The written notification of the opportunity for a hearing shall include a copy of the institution's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing. (Revised: 1/9/06 effective 8/1/06, 4/3/07, 4/23/08, 8/7/14)*

Composition of the Committee:

The Chair of the University Financial Aid Committee will appoint at least three and not more than five members of the University Financial Aid Committee to the Appeals Committee.

- The Chair of the University Financial Aid Committee will Chair the Appeals Committee.
 - Non-voting members will include the Director of Financial Aid, and the Director of Compliance from the Athletics Department. These members will offer advice on financial aid compliance or NCAA compliance. Both members will be present during all presentations and subsequent discussions of the Appeals Committee in order to answer questions posed by the Committee.
- Revised, May 2016

Responsibilities of the Student-Athlete

To appeal the non-renewal or reduction of a grant-in-aid award to the Appeal Committee, the student-athlete should:

1. Notify the Director of Financial Aid in writing within ten (10) business days of receipt of the notice of non-renewal or reduction in the athletic grant-in-aid that you wish to appeal. The Director will contact you to set up a meeting to discuss the reason for your appeal, how the appeal process will work, and how your advocate will be selected.
2. The Director of Financial Aid will contact the Chair of the Financial Aid Committee, who will set the date and notify all parties of the date arranged for the appeal hearing.
3. Submit to the Chair at least five (5) business days before the hearing date a statement detailing the reasons for the appeal. You may include any letters or supporting documentation relevant to the appeal. Copies of these documents will be shared with the Athletics Department and the Appeals Committee.
4. Plan to attend the hearing in person, accompanied by your advocate and one other individual. Student-athletes will have an advocate appointed for them as arranged through the Vice President for Student Affairs to ensure the student-athlete is aware of all resources available to him or her. The student-athlete may bring one other individual with them to the hearing. Student-athletes should submit to the Chair a list of their attendees (advocate and one other person) at least five (5) business days prior to the hearing.
5. The student-athlete should prepare to present his or her case to the Committee. The student -athlete should take the lead, but he/she has the option to defer to an individual to speak on their behalf.

Responsibilities of the Athletics Department

In order to respond to a student-athlete's appeal to the Committee of non-renewal or reduction of a grant-in-aid award, the Athletics Department should:

1. Submit to the Chair at least five (5) business days before the hearing date all documentation to be presented at the hearing detailing the reasons for the non-renewal or reduction in the grant-in-aid. Copies of these documents will be shared with the student-athlete and the Appeals Committee.
2. Submit to the Chair at least five (5) business days before the hearing date a list of all their attendees. The head coach or his/her designate and two additional people may attend the hearing.

The Hearing Process

Each side will have the opportunity to present its case to the Committee. Both parties will be given the opportunity for rebuttal by adhering to the following guidelines:

1. Athletics Department presents their documentation and statements to the Committee (15 min)
2. Student athlete presents his/her documentation and statements to the Committee (15 min)
3. Break at the discretion of the Chair
4. Athletic Department rebuttal (10 min)
5. Student-athlete rebuttal (10 min)
6. Break at the discretion of the Chair
7. Athletic Department closing statement (10 min)
8. Student-athlete closing statement (10 min)

Upon conclusion of the hearing, the Committee will deliberate and communicate the decision in writing within ten (10) business days of the hearing. Notification will be mailed to the student-athlete's local and permanent addresses as found in the Student Information System (SIS) and to the Athletic Department.

COUNTER STATUS – FINANCIAL AID

A student-athlete will be a counter and included in maximum team limits if the student-athlete receives:

1. Athletics Aid
2. Educational Expenses from the Olympic Committee or the National Governing Body
3. Basketball Limitations – Academic Study Abroad Replacement. A student-athlete who is participating in a full-time study abroad program may be replaced as a counter for the term or terms of participation by a student who already has enrolled in the institution and is a member of the team.

Responsibilities

Coach

1. Monitor team maximum financial aid limits
2. Understand the regulations regarding counter status

Student-Athlete

1. Report any aid received outside of the institution
2. Understand the regulations regarding counter status

Compliance

1. Educate coaches and student-athletes on financial aid regulations
2. Monitor all team and individual financial aid limits

Financial Aid

1. Input all Financial Aid information into Compliance Assistant
2. Monitor all team and individual financial aid limits

COUNTER WHO BECOMES INJURED OR ILL

A counter who becomes injured or ill to the point that he or she apparently never again will be able to participate in intercollegiate athletics will not be considered a counter beginning with the academic year following the incapacitating injury or illness.

Exception: If the incapacitating injury takes place prior to the student-athlete's participation in any athletically related activities and results in the student-athlete inability to compete ever again, the student-athlete does not need to count for the current, as well as subsequent years.

Responsibilities

Coach

1. Submit a Status Change Form to the Compliance Office with medical exemption information

Athletic Training

1. Forward all medical documentation regarding this injury. The documentation must clearly state that the student-athlete is not expected to compete again at the institution

Compliance

1. Review all medical documentation to ensure proper medical documentation is on file for certifying the individual as a medical exemption.
2. Forward the Status Change Form to Financial Aid with medical exemption statement

Financial Aid

1. Update Compliance Assistant on the change of status for the student-athlete

SPORT SCHOLARSHIP LIMITATION - BASKETBALL

The University of Virginia is limited in any academic year to the total number of 13 counters in Men's Basketball and 15 counters in Women's Basketball.

Responsibilities

Coach

1. For prospective student-athletes, submit to compliance a National Letter of Intent and financial aid request.
2. For current student-athletes not receiving athletically related aid, submit a Status Change Form to compliance with financial aid information completed.
3. Provide a list of Student Financial Services no later than April 15th of returning student-athletes who are recommended for financial aid renewals for the next academic year.

Student-Athlete

1. A counter who voluntarily withdraws prior to the first day of class or before the first game of the season must sign the Financial Aid Relinquishment Letter and submit to compliance. [Check with Sharlene. Does not look like there is any legislation for Bball withdrawals and midyear replacements]
2. Sign the Financial Aid Agreement at Student Financial Services in order to activate eligibility for financial aid.

Compliance

1. Process National Letter of Intent and Financial Aid requests from coaches.
2. Update all student-athletes in Compliance Assistant internet who have graduated midyear in the sport tab (e.g., Status field).
3. Process Status Change forms from coaches and forward to Student Financial Services.
 - a) Verify the number of counters in the sport.
 - b) For Voluntary Withdrawals to be replaced, verify a Financial Aid Relinquishment Letter is on file in the student-athlete's folder.

Student Financial Services

1. Process all Financial Aid requests for National Letter of Intent.
2. Process all Status Changes for financial Aid.
3. Obtain a list from each head coach of all sports no later than April 15th of returning student-athletes who are recommended for financial aid renewals for the next academic year.
4. Obtain signed Financial Aid agreements from student-athletes prior to activating and certifying eligibility for financial aid.
 - a. Update Compliance Assistant internet certifying General Eligibility for financial aid (e.g., General Tab-Certification Financial Aid).

SPORT SCHOLARSHIP LIMITATION – EQUIVALENCY SPORTS

The University of Virginia is limited on the value (equivalency) of financial aid awards that may be provided in any academic year to counters both sports sponsored for men's and women's sports.

Responsibilities

Coach

1. For prospective student-athletes, submit to compliance a National Letter of Intent and financial aid request.
2. For current student-athletes not receiving athletically related aid, submit a Status Change Form to compliance with financial aid information completed.
3. Provide a list of Student Financial Services no later than April 15th of returning student-athletes who are recommended for financial aid renewals for the next academic year.

Student-Athlete

1. A counter who voluntarily withdraws prior to the first day of class or before the first game of the season must sign the Financial Aid Relinquishment Letter and submit to compliance. [Check with Sharlene]
2. Sign the Financial Aid Agreement at Student Financial Services in order to activate eligibility for financial aid.

Compliance

1. Process National Letter of Intent and Financial Aid requests from coaches.
2. Update all student-athletes in Compliance Assistant internet who have graduated midyear in the sport tab (e.g., Status field).
3. Process Status Change forms from coaches and forward to Student Financial Services.
 - c) Verify the number of counters in the sport.
 - d) For Voluntary Withdrawals to be replaced, verify a Financial Aid Relinquishment Letter is on file in the student-athlete's folder.

Student Financial Services

1. Process all Financial Aid requests for National Letter of Intents.
2. Process Status Change Forms for student-athlete financial aid.[see sharlene]
3. Obtain a list from each head coach of all sports no later than April 15th of returning student-athletes who are recommended for financial aid renewals for the next academic year.
4. Obtain signed Financial Aid agreements from student-athletes prior to activating and certifying eligibility for financial aid.
 - b. Update Compliance Assistant internet certifying General Eligibility for financial aid (e.g., General Tab-Certification Financial Aid).

SPORT SCHOLARSHIP LIMITATIONS –FOOTBALL VOLUNTARY WITHDRAWAL

Compliance and Student Financial Services will collaborate on verifications for voluntary withdrawals of counters in the sport of football.

Responsibilities

Coach

1. Submit a Status Change Form to compliance noting the voluntary withdrawal of a student-athlete adding any pertinent financial aid information.

Student-Athlete

1. A counter who voluntarily withdraws prior to the first day of class or before the first game of the season must sign and submit to compliance the Financial Aid Relinquishment Letter. [Check with Sharlene]

Compliance

1. Update all student-athletes in Compliance Assistant internet who have graduated midyear in the sport tab (e.g., Status field).
2. Process Status Change forms from coaches and forward to Student Financial Services.
 - e) Obtain from the student-athlete a signed Relinquishment of Aid Letter.
 - f) For Voluntary Withdrawals to be replaced, verify a Relinquishment of Financial Aid Letter is on file in the student-athlete's folder and the student-athlete withdrew prior to the first day of classes or before the first game of the season, whichever is earlier.

Student Financial Services

1. Process all Status Changes for financial Aid.
 - a) For Voluntary Withdrawals to be replaced, verify a Financial Aid Relinquishment of Aid Letter is on file in the student-athlete's folder and the student-athlete withdrew prior to the first day of classes or before the first game of the season, whichever is earlier.
 - b) Update Compliance Assistant internet

STUDENT ASSISTANCE FUND GUIDELINES

The Student Assistance Fund (SAF) is used to assist student-athletes meet financial needs that arise in conjunction with participation in intercollegiate athletics or institutional enrollment. SAF cannot be used to finance salaries and benefits; tuition and fees, room and board or course-related books during a regular term for student-athletes with remaining eligibility; capital improvements; stipends; competition-related travel expenses for student-athletes who are ineligible for competition; and outside athletics development opportunities (e.g., private sports-related instruction; greens fees, batting cage rentals) for current student-athletes with remaining eligibility

ACCESS

Access to the SAF is provided on a first-come, first-serve basis only. A student-athlete must complete the SAF form – which is located in the compliance office – and submit eligible receipts. All purchases must be after August 1st of the impending academic year.

If a student-athlete submitted a FAFSA, because the cost-of-attendance is used to award aid, and the cost-of-attendance incorporates clothing and course supplies, SFS requires that a student-athlete meet a minimum threshold for clothing and course supplies before accessing SAF. For clothing, a student-athlete must submit \$250 (\$125/semester) in receipts before he or she can access SAF. For course supplies, a student-athlete must submit \$470 (\$235/semester) in receipts before he or she can access SAF.

PERMISSIBLE USES & FUND LIMITS – ACADEMIC YEAR

1. Clothing. A student-athlete can be reimbursed for apparel, shoes, etc. but not for jewelry, watches accessories OR hats. The maximum a student-athlete can be reimbursed for clothing for the academic year is \$500 (\$250/semester).
2. Course Supplies. A student-athlete can be reimbursed for necessary course supplies but not for required books. The maximum a student-athlete can be reimbursed for course supplies for the academic year is \$250 (\$125/semester).
3. Medical. A student-athlete can be reimbursed for expenses not covered by insurance (e.g., co-pay, cost of contact or glasses not covered by insurance) but not premiums. The maximum a student-athlete can be reimbursed for the academic year is \$300 (\$150/semester).
4. Emergency Travel. A student-athlete may be reimbursed for costs associated with emergency travel. Each request is reviewed on a case-by-case basis, with financial need a determining factor.
5. International Taxes. A student-athlete can be reimbursed for international taxes that are removed from a disbursement/stipend. SAF can also pay for a foreign national tax fee that is charged to a student-athlete's account.
6. Parking Pass. A student-athlete can be reimbursed for the cost of a blue parking permit (or a pass that has access to the blue lots) for the academic year.

7. Insurance. SAF can be used to cover the cost of insurance for some student-athletes. The determination will be based on financial need, injury risk, acceptance of existing insurance (e.g., international insurance not accepted) or other factors. Sports medicine makes the ultimate determination.
8. Professional Program Testing. A student-athlete may be reimbursed for GRE, LSAT, MCAT or other professional testing fees.
9. Disability/Loss of Value Insurance. SAF may pay for disability or loss of value insurance premiums. Eligibility determinations can be found in the disability and loss of value insurance policy.
10. Other. The Compliance Office reserves the right determine additional use as necessary.

PERMISSIBLE USES & FUND LIMITS – SUMMER

Summer SAF is determined on a year-by-year basis. The remaining amount of SAF after the spring semester dictates whether there will be SAF access for the summer.

BYLAW 16 – AWARDS AND BENEFITS

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AWARDS

Awards given to individual student-athletes can only be given by the institution, the conference office or an NCAA approved agency and shall be limited in number and value. A chart is attached to outline the number and value limitations on each award.

The value placed on each award shall be the normal-retail value of the award. Normal-retail value is the cost to the institution that is based solely on volume and is available to all purchasers of a similar volume.

Awards received for athletics participation may not be sold, exchanged or assigned for another item of value.

See NCAA Charts Figure 16-1, 16-2 and 16-3.

Responsibilities

Coach

1. Have a working knowledge of number and value limitations placed on awards

Sport Program Director

1. Monitor the number and value of awards purchased by each sport coach

Compliance

1. Education Coaches and Staff of the NCAA regulation on awards
2. Monitor the number and value of awards purchased by each sport coach

ACADEMIC AND OTHER SUPPORT SERVICES

Member institutions shall make general academic counseling and tutoring services available to all student-athletes. Such counseling and tutoring services may be provided by the department of athletics or the institution's nonathletics student support services. In addition, an institution, conference, or the NCAA may finance other academic support, career counseling or personal development services that support the success of student-athletes.

Life Skills Programs: An institution shall be required to conduct a life skills program on its campus.

MEDICAL EXPENSES

An institution, conference or the NCAA may provide medical and related expenses and services to a student-athlete.

HOUSING AND MEALS

The same housing policies must be applied to student-athletes as they apply to the student body in general. During the academic year, athletic dormitories or athletic blocks within university housing facilities are not permitted for housing student-athletes. All full GIAs must at minimum be on an athletics 80-meal plan.

Responsibilities

Student-Athlete

1. Submit University housing applications for on-grounds housing.
2. Inform your coach of off-grounds housing prior to the next academic year. [see sharlene]
3. Inform your coach whether if you are going to be on a University meal plan.
4. Inform Student Financial Services of any changes to housing and meals.
5. If not on a university meal plan, a stipend will be disbursed Student Financial Services.

Coach

1. Submit to Student Financial Services a list of student-athletes identifying on-grounds or off-grounds housing.
2. Submit to Student Financial Services a list of student-athletes identifying who will be using a university meal plan.
3. Inform Student Financial Services of any changes to housing and meals.
4. Submit meal reimbursements for any meal, snack or supplement provided to a student-athlete.

Compliance

1. Identify meals incidental to participation when processing meal reimbursements provided student-athletes.
2. Inform Student Financial Services of meals to be deducted from meal plans and stipends.
3. Provide rules education and oversight on NCAA legislation and interpretations to all constituents.

Student Financial Services

1. Prepare and issue housing and meal stipends for student-athletes.
2. Create and maintain sport meal spreadsheets.
3. Make appropriate deductions to meal plans and stipends.

LIFE-THREATENING INJURY OR ILLNESS

The University may pay transportation, housing and meal expenses for parents (or legal guardians) and the spouse of a student-athlete in which student-athlete suffers a life-threatening injury or illness. In addition, expenses may be provided teammates to be present in situations where a student-athlete suffers a life-threatening injury, illness or death.

Responsibilities

Coach

1. Notify Compliance Office of student-athlete situation.

Student-Athlete (Parent, legal guardian, spouse or teammate/s)

1. Submit travel reimbursement request through the Athletic Department.

Sports Medicine

1. Verify to compliance, the medical status/condition of the student-athlete.

Compliance

1. Upon receipt of a travel reimbursement, confirm with Sports Medicine the medical status/condition of the student-athlete.
2. Process reimbursement for payment after reviewing documentation regarding medical status/condition of the student-athlete.

Business Office

1. Verify compliance has reviewed the reimbursement for approval of payment.

TEAM ENTERTAINMENT

Under specified NCAA legislation, the University may pay (but not provide cash) for reasonable entertainment to student-athletes, including professional sports tickets, movies and videotapes.

Responsibilities

Head Coach

1. Prior to the event, confirm the permissibility of providing team entertainment to student-athletes with sport administrator and compliance.
2. Submit the receipt/s through the department reimbursement process.

Compliance

1. Confirm to the coach of the permissibility of providing team entertainment to student-athletes.
2. Process the reimbursement request.

EXPENSES FOR PRACTICE

An institution, conference or the NCAA may provide actual and necessary expenses to a student-athlete to represent the institution in practice and competition (including expenses for activities/travel that are incidental to practice or competition). In order to receive competition related expenses, the student-athlete must be eligible for practice.

EXPENSES FOR COMPETITION

An institution, conference or the NCAA may provide actual and necessary expenses to a student-athlete to represent the institution in practice and competition (including expenses for activities/travel that are incidental to practice or competition). In order to receive competition related expenses, the student-athlete must be eligible for practice.

OCCASIONAL MEALS

Occasional Meal Policy

Occasional meals may be provided to student-athletes at any time during the year. Up to 8 occasional meals from institutional athletics staff members will be permitted from July 1st – December 31st and up to 8 occasional meals will be permitted from institutional athletics staff members will be permitted from January 1st – June 30th. In total, institutional athletics staff members may offer no more than 12 occasional meals during one calendar year from July 1st – June 30th. **In addition, occasional meals will not allowed within six (6) days of each other.**

An occasional meal provided by individuals outside of the athletics department will be approved on a case-by-case basis and is not included in the 12 occasional meal limit for institutional staff members.

Reimbursement will not be processed for occasional meals that are not pre-approved by the Compliance Office.

The proposed policy will allow more flexibility for athletics staff members to provide occasional meals for student-athletes.

The Compliance Office will still require pre-approval for all occasional meals.

Coach:

1. Submit occasional meal request through UVA Staff website at least seven (7) prior to the occasional meal.

Compliance:

1. Review request to verify policy is being followed.
2. Forward occasional meal request to sport administrator for review and approval/denial.
3. Reply to

Sport Administrator:

1. Review occasional meal request and reply to the compliance office if approved/denied.

DISABLING-INJURY INSURANCE

STUDENT-ATHLETE DISABILITY INSURANCE

NCAA legislation permits a student-athlete to borrow against his or her future earnings potential to purchase insurance against a disabling injury preventing the student-athlete from pursuing his or her chosen career provided certain criteria are met. The UVA Athletic Department has contracted with a consultant to assist student-athletes in determining their need for disability insurance and loss of value insurance. Student-athletes interested in this program should contact their coach and compliance office staff regarding disability insurance.

RETENTION OF ATHLETICS APPAREL AND EQUIPMENT

All athletic gear issued to student-athletes is NOT eligible for permanent use. Upon coach's approval, a student-athlete may retain athletics apparel items (not equipment) at the end of the individual's collegiate participation. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment.

Items not approved for permanent use by the coach of each individual sport must be returned to the Equipment Room at the completion of the academic year (or the end of the competitive season, whichever ends later).

Responsibilities

Student-Athlete

1. Return to the equipment room all items not approved for permanent use by your coach no later than the end of the academic year or the end of the competitive season, whichever ends later.
2. Submit payment to the equipment room for purchase of used equipment.

Coach

1. Submit to the equipment room, items approved for permanent use by student-athletes.
2. Once the Equipment Manager has contacted you regarding issued equipment and apparel that has not been returned by your student-athletes, contact the student-athletes to remind them of their obligation to turn in the appropriately designated gear.
3. Remind your student-athletes that in the event that they fail to return their gear, they will be held personally responsible. See Equipment Room Section, Student-Athlete Planner.

Equipment Room

1. At the completion of the season or summer vacation period, contact the Head Coach of each team with lists of issued equipment and apparel that have not been returned or purchased by their student-athletes.
2. Provide this list to the Business Office, Academic Affairs and Compliance Office no later than the first day of classes of the next academic year.

Compliance

1. Beginning each academic year, notify student-athletes (copy coach), who have not returned equipment from the previous academic year, of eligibility impact when using this equipment for competition outside the playing season during vacation periods.

Business Office

1. Contact Student Financial Services for administration of a block to be assessed against delinquent student-athletes.

SUMMER USE OF ATHLETIC EQUIPMENT

A student-athlete may retain and use institutional athletics equipment (per the institution's normal equipment policy) during a summer vacation period.

Responsibilities

Coach

1. Submit to the Equipment Room the names of student-athletes who are permitted to retain equipment during the summer vacation period.
2. Inform the student-athletes of their responsibility for returning or payment of equipment upon conclusion of the summer vacation period.

Student-Athlete

1. Return used equipment to the Equipment Room upon the conclusion of the summer vacation period.
2. Make payment to the Equipment Room for used equipment you wish to retain.

Equipment Room

1. At the completion of the season or summer vacation period, contact the Head Coach of each team with lists of issued equipment and apparel that have not been returned or purchased by their student-athletes.
2. Provide this list to the Business Office, Academic Affairs and Compliance Office no later than the first day of classes of the next academic year.

Compliance

1. Beginning each academic year, notify student-athletes (copy coach), who have not returned equipment from the previous academic year, of eligibility impact when using this equipment for competition outside the playing season during vacation periods.

Business Office

1. Contact Student Financial Services for administration of a block to be assessed against delinquent student-athletes.

UVA Compliance Office
Policy to Monitor Sport Sponsorship and NCAA Bylaw 16.8.1.2.1

In order to maintain compliance with NCAA Sport Sponsorship requirements and NCAA Bylaw 16.8.1.2.1 (Departure/Return Restrictions), the Compliance Office will require each sport to submit a travel itinerary to the Compliance Office prior to departure for an away-from-home competition.

The travel itinerary will include, time of competition, date and time of departure from UVA, date and time of return to UVA and travel roster. Compliance will review for departure/return restrictions and number of athletes competing in the event to ensure compliance with NCAA Bylaw 16.8.1.2.1 and Sport Sponsorship requirements.

Additionally, in individual sports (cross country, golf, swimming and diving, tennis, indoor track and field, outdoor track and field, wrestling), the Compliance Office will work with the Sports Media Department to track number of participants who participated in each contest. The Sports Media representative assigned to the respective sport will submit a detailed document confirming the names of student-athletes that competed in the contest within three business days after the competition. Compliance will verify the number of participants and track the number of contests met in a real time analysis.

If issues arise throughout the course of the season (i.e. the minimum number of participants does not meet the number of contests required for sport sponsorship), the Compliance Office will notify the Head Coach and Sport Administrator in order for the sport to add additional contests to the season to meet sport sponsorship requirements.

Coach

1. Submit Travel Authorization prior to competition.
2. Update roster spreadsheet with Compliance.
3. Submit end of year Participation list to Compliance.

Compliance

1. Maintain sport schedules.
2. Check Travel Authorization with Student-athlete list ensuring the minimum number of student-athletes are competing.

Media Relations

1. Maintain sport participation.

LETTER AWARD SYSTEM

Each student-athlete is awarded a varsity letter award after the season given that the student-athlete meets the specified requirements set forth by the head coach of each sport.

Responsibilities

Head Coaches:

1. Prior to the season, set requirements for standards of lettering for student-athletes and submit for approval from the Senior Associate Athletic Director for Programs
2. At the end of the season, complete participation report and indicate which student-athletes satisfy the requirement to earn a varsity letter.
3. Return participation report to Compliance Office.
4. Inform team members to pick up their letter awards once the head coach is contacted by the sport secretary.

Compliance Office:

1. Distribute participation reports to head coaches within one week of the completion of the regular season.
2. Collect completed participation reports from coaches and key data into NCAA Compliance Assistant (CA) database.
3. Notify Equipment Room when lettering status information is available for each sport.

Equipment Room:

1. Once lettering information is available, prepare records in Letter Award Binder for each academic year by sport.
2. Notify sports secretary when student-athletes may begin picking up their letter awards.
3. Distribute gifts to student-athletes and require signature for each student-athlete. Student-athletes may only pick up their own gifts.
4. Track distribution of awards throughout the year.

Sport Secretary:

1. Once notified by Equipment Room, create an email distribution list using CA database for those student-athletes receiving a letter award. Email student-athletes and copy head coaches, asking student-athletes to pick up their letter awards at the Equipment Room.

Pregnancy of Student-Athletes

In the interest of the health and safety of both pregnant student-athletes and their unborn children:

o Pregnant student-athletes must transition formally to an Obstetrician for consistent prenatal care immediately upon diagnosis. The student-athlete will be referred to the UVA Department of Obstetrics for care. In the event the student-athlete chooses an outside Obstetrician, a consistent line of communication will be established between the treating Obstetrician and the Athletics Department Medical Director. The student-athlete must provide consent for disclosure of the information Athletics needs to make appropriate Athletics Department/team decisions to the Medical Director.

o Pregnant student-athletes will be provided the full breadth of UVA counseling and support services as they may need during the inherent stresses and transitions of pregnancy.

o In keeping with present activity guidelines for safety in pregnancy, all pregnant women will be removed from *competitive* activities after the 1st trimester, regardless of sport.

o To lessen the risk of injury to mother or fetus, all pregnant women in sports with high risk for abdominal trauma or falling will be removed from *competitive* activities at the time of diagnosis, regardless of fetal age.

o Activity goals will focus on maintenance of *basic fitness* levels without trying to reach peak fitness or train for athletic competition unless further restricted due to pregnancy.

o Pregnancy shall not otherwise jeopardize the student-athlete's academic or athletic scholarship / eligibility as dictated by institutional and NCAA regulation. The effect of a student-athlete's pregnancy on team standing will be considered on a case-by-case basis by the Head Coach in consultation with the Athletics Director.

o In keeping with present departmental policy, financial responsibility for non-athletic related medical conditions shall be the responsibility of the student-athlete.

o The Athletics Department Medical Director, in consultation with the treating Obstetrician, will establish the time frame for the student-athlete to resume participation with team activities.

o The above guidelines may be modified at the discretion of the Athletics Department Medical Director in consultation with the treating Obstetrician and the Director of Athletics.

COMPLIMENTARY ADMISSIONS AND TICKET BENEFITS – PERMISSIBLE PROCEDURES

The University may provide up to four complimentary admissions to a home or away intercollegiate athletics event to a student-athlete in the sport in which the individual participates. The Athletic Ticket Office provides management based on the Athletic Department Policies and Procedures Handbook.

Responsibilities

Ticket Office

1. Football & Basketball: Run reports prior to game-time and set up tickets for the players' guests to pick up at the Squad Guests Gate or Player Guest Will Call.
2. Other Sports: Once a player guest pass is submitted to the Ticket Office representative on-site for the event, administer tickets/admission at the Player Guest Will Call.

Compliance

1. Provide rules education and oversight on NCAA legislation and interpretations to all constituents.

COMPLIMENTARY TICKETS – SEASON HOME GAMES

Football

Two (2) complimentary season tickets are available for all staff (full-time, part-time, and graduate assistants). Complimentary tickets are also available for dependents that are claimed on the staff member's federal tax form. The Head Coach for Football as well as Assistant Coaches receive additional complimentary season tickets as stated in their contracts.

Responsibilities:

Senior Administrative Staff and Associate Director of Athletics for Intramural-Recreational Sports:

1. Review list of employees eligible for tickets for accuracy received from the Ticket Office.
2. Resubmit the corrected list to the Ticket Office (or to the Director of Ticket Operations).
3. Once the final list is corrected, an offer is sent from the Athletic Director's office to all eligible staff with a deadline to apply.

Director of Ticket Operations:

1. Generate and submit list of eligible staff to Senior Administrative Staff for review.
2. Once staff list is resubmitted and approved by the Senior Administrative Staff, work with the Athletic Director's administrative assistant to send offers out with a deadline to reply.
3. Assign tickets for complimentary ticket orders received directly from staff members.
4. Provide sales and complimentary ticket reports to the business office after the post-season game for settlement and tax reporting purposes

Ticket Office:

1. Prepare complimentary season tickets as well as any additional paid tickets to be picked up by staff on a pre-determined date prior to the season.

Eligible Staff Members:

1. Upon receiving an offer for complimentary season tickets, staff members must reply within the specified deadline directly to the Ticket office.

Men's Basketball:

Two complimentary season tickets are available for all administrators, head coaches, and department personnel with game responsibilities. All other full-time staff are offered reserved partial complimentary season packages. Part-time assistant coaches as well as graduate assistants are offered general admission packages in the Student Section. Complimentary tickets are not available for dependents. The Head Coach for Men's Basketball as well as Assistant Coaches receive additional complimentary season tickets as stated in their contracts.

Responsibilities:

Senior Administrative Staff and Associate Director of Athletics for Intramural-Recreational Sports:

1. Review list of employees eligible for tickets received from the Ticket Office for accuracy.
2. Resubmit the corrected list to the Ticket Office (or to the Director of Ticket Operations).
3. Direct the Athletic Director's administrative assistant to ensure an offer is sent from the Athletic Director's office to all eligible staff with a deadline to apply.

Director of Ticket Operations:

1. Submit list of eligible staff to Senior Administrative Staff for review.
2. Once staff list is resubmitted and approved by the Senior Administrative Staff, work with the Athletic Director's administrative assistant to send offers out with a deadline to reply.

3. Assign tickets for complimentary ticket orders received.
4. Provide sales and complimentary ticket reports to the business office after the post-season game for settlement and tax reporting purposes

Ticket Office:

1. Prepare complimentary season tickets as well as any additional paid tickets to be picked up by staff on a pre-determined date prior to the season.

Eligible Staff Members:

1. Upon receiving an offer for complimentary season tickets, staff members must reply within the specified deadline directly to the Ticket office.

All Other Sports:

An Athletic Staff Pass Card is issued to each athletic staff member at the beginning of each school year. This pass entitles the staff member as well as their immediate family or one guest admission to all ticketed regular season home athletic events (excluding football and men's basketball). The staff pass is not valid for any ACC or NCAA championships held at the University.

COMPLIMENTARY TICKETS – AWAY GAMES

Football:

The football office receives a predetermined number of tickets for each away game for the use of the football coaches and staff. The number of tickets that the football office receives is based on historical usage. The football office reconciles that number of tickets received and the number of tickets distributed. The football office returns any unused tickets to the ticket office prior to departing for the game.

For all other staff, two (2) complimentary tickets are available for full-time staff members for their personal use on a first-come, first-serve basis. The number of tickets set aside for staff depends on the opponent.

Responsibilities:

Ticket Office:

1. Distribute tickets to the football office and account for tickets used and returned by the office.
2. Prepare and distribute tickets for all other staff on requesting tickets on a first come, first-served basis and place in Will Call. The Ticket Office will maintain record of tickets issues for each game.

Football Office:

1. Receive and distribute tickets from the Ticket Office and return any unused tickets to the Ticket Office prior to departing for the game. The football office will send a report to the ticket office detailing who received the complimentary tickets.

Other Staff:

1. Request tickets from the Ticket Office by either e-mail or phone call. Staff is limited to two (2) tickets for their personal use and may pick up the tickets at Will Call. Tickets are available on a first-come, first-served basis.

All Other Sports:

Complimentary tickets for away games in all other sports, including men's basketball, are not provided to staff. Hard tickets are received for away men's basketball games and are distributed between the Athletics Foundation for use of donors and the men's basketball office for use of player and coaches' guests.

COMPLIMENTARY TICKETS – POST SEASON CHAMPIONSHIPS

Football:

Two (2) complimentary tickets are available for full-time staff members for their personal use to a post-season bowl to which the football team is invited. Depending on the bowl, there may be an opportunity to purchase additional tickets as well.

Responsibilities:

Administrative Staff:

1. Communicate ticket offering to all full-time staff once the bowl is announced, indicating deadline to reply.
2. After the deadline, the orders are then forwarded to the Ticket Office.

Director of Ticket Operations:

1. Assign tickets received from the master list provided by administration.
2. Provide sales and complimentary ticket reports to the business office after the post-season game for settlement and tax reporting purposes.

Ticket Office:

1. Prepare comp. tickets as well as any additionally paid tickets to be picked up by staff on a predetermined date.

Men's Basketball:

For conference tournaments, two (2) complimentary tickets are available for senior administrators and full-time support staff who are affiliated with the basketball team such as secretarial staff, strength trainer, and sports medicine staff. For NCAA tournament, availability of complimentary tickets is determined on a yearly basis dependent on location and venue of the various rounds of the Tournament.

Responsibilities:

Administrative Staff:

1. Communication sent from senior administration to all full-time staff who qualify for tickets.
2. The orders are then forwarded to the Ticket Office.

Director of Ticket Operations:

1. Assign tickets received from the master list provided by administration.
2. Provide sales and complimentary ticket reports to the business office after the post-season game for settlement and tax reporting purposes.

Ticket Office:

1. Prepare comp tickets as well as any additional paid tickets to be picked up by staff on a pre-determined date.

Women's Basketball:

Two (2) complimentary tickets are available for full-time staff members for their personal use to the conference tournament as well as NCAA Tournament games. Depending on the tournament, there may be an opportunity to purchase additional tickets as well.

Responsibilities:

Assistant Ticket Manager:

1. Communication sent from the ticket office to all full-time staff from offering tickets prior to the conference tournament or once the NCAA Tournament pairing is announced with a deadline to reply.
2. Assign tickets received from full-time staff.

Ticket Office:

1. Prepare comp tickets as well as any additional paid tickets to be picked up by staff on a pre-determined date.

All Other Sports:

No formal complimentary ticket policy for the department has been established. Normally, the procedure followed for women's basketball has been used.

COMPLIMENTARY ADMISSIONS – STUDENT-ATHLETE GUESTS – OWN SPORT

A student-athlete may designate up to four guests for complimentary admission to a home athletic contest. The number of guest that can designate for away contest is determined by the sport with the maximum being four (4) per NCAA regulations. Each guest must be designated separately, must show ID and sign at the Player Guest Will Call. The guest may or may not be given a stubbed ticket with a seat assignment depending on the sport.

Football:

Football players utilize the PlayerGues.com website to sign up their guests. They have until 9:00a.m. Friday preceding the Saturday game to designate their four guests. The Ticket Office will run reports after that time and set up tickets for the players' guests to pick up the Squad Guests Gate on the East Side.

Men's Basketball:

Men's Basketball players utilize the PlayerGuest.com website to sign up their guests. They have a few hours preceding the game to designate their four guests. The Ticket Office will run reports after that time and set up tickets for the players' guests to pick up at the Squad Guests Gate on the East Gate.

All Other Sports:

For all other sports, a player guest pass list is submitted to the Ticket Office representative on site for the event before the gates open. The player's guests will sign for their tickets/admission at the Player Guest Will Call.

Responsibilities:

Student-Athlete:

1. Designate four (4) recipients for comp admission for home events. The first and last name of the guest is required. The number designated for away events is determined by the sport with the maximum number of four.
2. Alert the person designated to receive admission that a photo ID will be required at Player Will Call.

Coaching Staff:

1. Provide student-athletes with Guest Sign-Up Sheet before each contest or series (Football and Men's Basketball do not use this process).
2. Submit completed Guest Sign-Up Sheet to the Ticket Office representative on site prior to the gates opening for an event.

Ticket Office:

1. Place Guest Sign-Up Sheet at the Player Will Call Gate. NO additions or changes after the gates have opened.

Student-Athlete Guest:

1. Present photo ID at Player Will Call and sign for receipt comp admission or a stubbed ticket.

COMPLIMENTARY ADMISSIONS – STUDENT-ATHLETE – OTHER SPORTS

General:

Registered, full-time student-athletes may attend any regular season intercollegiate athletic event held at the University by presenting their UVA ID at the admissions gates just as any other eligible UVA student does, including football. The only exception is for men's basketball due to the limited capacity in the student section.

Men's Basketball:

Student-athletes sign up via the web using the SHOTS system in the same manner that the general student population request men's basketball tickets. If the student-athlete is awarded a ticket, they bring their ticket and UVA student ID to the Student Gate to be scanned.

Responsibilities:

Student-Athlete:

1. Bring student ticket and valid UVA student ID to student gate.

Ticket Office:

1. Set up scanners as student gate so student tickets can be scanned as students are admitted to the facility.

COMPLIMENTARY ADMISSIONS – PROSPECTIVE STUDENT-ATHLETES

UVA adheres to NCAA and ACC complimentary ticket regulations. Official and Unofficial visiting prospective student-athletes are limited to three (3) admissions per event with one of those admissions for the prospective student-athlete. Complimentary admissions are administered through a pass list provided by Compliance for each ticketed event.

Responsibilities:

Coaching Staff:

1. Request complimentary tickets at least 24 hours prior to the contest. Complete complimentary admission form with the number of tickets requested and the name of the event and return to Compliance.

Compliance Office:

1. Input data on the complimentary admission form filled out by coaches into the Official/Unofficial Visit database at least 24 hours prior to the event.

Ticket Office:

1. Print copy of complimentary admission report from the Official/Unofficial Visit database and take to the event.
2. At the event, have recruit sign for admission prior to letting them enter facility. For football, the recruits are given a stubbed ticket before entering.

Prospective Student-Athlete:

1. Show photo ID at the Will Call gate.
2. Sign for complimentary admission for entry into the event.

COMPLIMENTARY TICKETS – HIGH SCHOOL COACHES/ADMINISTRATORS

Football:

High School Football coaches can request tickets for home football games over the internet starting the Sunday before the game. Each high school may submit three coaches/administrators names with a limit of 2 tickets per name. Only one submission is allowed for each school.

The site closes at 12 midnight on Thursday. A list of schools and coaches names submitted is generated and used at the West Gate of the Carl Smith Center where coaches pick up their tickets by showing their VHSL card and photo ID.

Responsibilities:

Athletic Information Services:

1. Update website on the Sunday prior to each home game so that current information pertaining to the game is shown.

Ticket Office:

1. Generate list of schools and names submitted over the website.
2. Prepare tickets for events and put in High School Coaches can.

High School Coach/Administrator:

1. Sign up over the internet using the above website starting Sunday thru Thursday during the week preceding the home football game. Limit of two (2) tickets per submitted name.
2. Bring VSHL ID and photo ID to West Gate to pick up tickets starting 2 hours prior to game time. The ticket is stubbed and the coach must enter at the time it is issued.

Men's Basketball:

High School Basketball coaches can request tickets for home basketball games by contacting the men's basketball office. Their office determines who receives tickets due to limited supply of seats. Tickets are not available for post-season events held on campus.

Responsibilities:

Men's Basketball Office:

1. Submit list of high school coaches to receive tickets prior to game time.

Ticket Office:

1. Receive list of high school coaches from men's basketball office prior to each game.
2. Prepare tickets for event and leave at Will Call at the East Gate of University Hall. The ticket is stubbed and the coach must enter at the time it is issued.

High School Coach/Administrator:

1. Contact men's basketball office to request tickets. Men's basketball office determines which coaches, if any, receive tickets due to limited supply of seats.
2. Bring photo ID to East Gate to pick up tickets starting 1 hour prior to game time and sign for tickets.

All Other Sports:

For all other sports for which admission is charged, the coach or administrator for the respective needs to contact the Ticket Office if they wish to have a High School coach admitted for a specific event. The Ticket Office will add the high coach's name to the complimentary ticket list for that event.

BYLAW 17– PLAYING SEASON

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PLAYING SEASON (Practice and Competition)

Declaration of Playing season and Hour-Limitation Records are required to be on file in the Athletics Department. The Declaration of Playing season is required to be on file in writing prior to the beginning of the applicable sport playing season. Weekly countable hours are required to be recorded on a daily basis for all student-athletes and be submitted no later than every two weeks.

Responsibilities

Head Coach

4. Submit a Declaration of Playing Season document to the Compliance Office prior to the beginning of practice or the first day of class (whichever is earlier).
5. Submit countable hours no later than every two weeks using the appropriate team or individual sport form.

Compliance: Playing Season

5. Distribute the Length of Playing Season Form with calendar one month prior to the sport season for pre-season sports or first day of classes for other sports to all head coaches.
6. Enter data in Compliance Assistant cross-checking with a Compliance Associate.
7. Notify the head coach of approval date.
8. Save Length of Playing Season with calendar in appropriate folder.

Compliance: Countable Hours

1. Prior to start of season, send to all coaches an educational email outlining Countable Hours policy and procedure.
2. Prior to start of season, educate student-athletes of NCAA hour limitations and their responsibility in the monitoring process.
3. Review a submitted document prior to entering data into Compliance Assistant.
4. Randomly select a student-athlete to email a submitted weekly countable hours document for their review.

Student-Athlete

1. Verify countable hour accuracy upon request by the Compliance Office via email reply.

PLAYING SEASON (Time Management Plan) Pre and During Academic Year

The Time Management Plan is required to be on file in Teamworks prior to the beginning of the applicable sport playing season.

Responsibilities

Head Coach

6. Submit Playing and Practice Season to Compliance.
7. Meet with Compliance and Student Athletes to discuss the Time Management Plan.
8. Final Draft due to Compliance two weeks prior report date/first date of classes.
9. Enter practice/competition dates, off days, additional 14 off days and any known RARA activities through Teamworks on a semester by semester basis.
10. Distribute detailed schedule with practice times, other RARA activities and days off to Student Athletes through Teamworks twice a month.
11. Submit any changes to Time Management Plan through Teamworks.

Compliance

9. Obtain nominations for three Student Athletes per team for participation in Time Management Plan process via Teamworks email.
10. Vet nominations of Student Athletes with Academic Coordinators and Sport Administrators.
11. Finalize Student Athlete selections and email selections to Coaching Staffs.
12. Meet with Head Coaches and Student Athletes to discuss Time Management Plan.
13. Approve and distribute TMP indicating practice/competition days, days off, and any additional days off distributed to student athletes through Teamworks one week prior to report date/ first date of classes.
14. Monitor and track changes to TMP through Teamworks.

Sports Administrator

5. Assist when necessary in the Time Management Plan process.

Student-Athlete

2. Student Athletes will nominate themselves and/or teammates to participate in the Time Management Process via email.
3. Student Athletes selected will be a part of the Time Management Plan process for the academic year.
4. Meet with Head Coach and Compliance to discuss the Time Management Plan.
5. Serve as point person for team to review CARA/RARA logs submitted to the Compliance Office.

**PLAYING SEASON (Time Management Plan Review)
Post Academic Year**

The Time Management Plan is required to be reviewed at the end of the academic year.

Responsibilities

Head Coach

1. Meet with Compliance, Student Athletes, and Sport Administrators to review Time Management Plan and any issues.

Compliance

1. Meet with Head Coaches, Student Athletes, and Sport Administrators to review Time Management Plan and any issues.

Sports Administrator

1. Meet with Head Coach, Student Athletes, and Compliance to review the Time Management Plan and any issues.

Student-Athlete

1. Meet with Head Coach, Compliance, and Sports Administrator to review Time Management Plan and any issues.
2. Meet with the Athletic Advisory Council to review Time Management process.

Athletic Director

1. Meet with President to review Time Management Plans.

President

1. Meet with the Athletic Director to review Time Management Plans.

Compliance Assistant internet User Manual for Student-Athletes Data Entry

CAi Details Screen Data Entry

Information pertaining to the student-athlete is keyed in to CAi from the Student-Athlete General Information Form by Compliance.

Click the “Save” button when data entry is initially completed and after updating the record.

Student ID

Key in the student-athlete’s social security number.

Name

Key in the student-athlete’s full name.

Address 1, Address 2, City, State and Postal Code

Key in the local address of the student-athlete. The local address being the address in Charlottesville during the academic year.

Phone

Key in the telephone number the student-athlete indicates on the compliance eligibility form. Use Cell Phone when both a land and cell phone are listed on the form.

Email

Key in the UVA email address of the student-athlete. If one is not provided on the general information form, complete a “Search” on the UVA home page for the student-athlete to find the email address.

Birth Date

Key in the birth date of the student-athlete.

Gender

Click on the drop down arrow and select the appropriate gender.

Ethnicity

Click on the drop down arrow and select the appropriate ethnic category.

Recruited

Click on the drop down arrow and select either “Yes” or “No”. Use 13.02.10.1 as a reference in determining the selection.

High School Graduation Date

Enter the date shown on the 48-C.

Initial Full-Time Enrollment

Any Institution Term

Click on the drop down arrow to select the correct term of enrollment using information provided on the student-athlete “General Information Form”. Note references made to transferring from another institution on the “General Information Form”. A permission to contact form will be needed from a previous institution to confirm this date.

Click on the drop down arrow to select the correct academic year.

University of Virginia Term

Click on the drop down arrow to select the correct term of enrollment using information provided on the student-athlete “General Information Form”.

Click on the drop down arrow to select the correct academic year.

On-campus Resident

Click on the drop down arrow and select “Yes” or “No” based on the local address provided by the student-athlete.

In-State Resident

Click on the drop down arrow and select “Yes” or “No” based on the information provided by the student-athlete. State residency may be confirmed through ISIS.

Transferred to Add

Click on “Add” once a Status Change is received from a coach approving the Permission to Contact for a student-athlete to transfer away from UVA.

Enter “Pending” into the search button for an institution.

Click on “Pending University”

Key in the date the coach approved another institution a Permission to Contact for the student-athlete to transfer away from UVa.

Comments

Key in a date followed by the comment. Key in your initials at the end of the comment.

Revised 050806

CAi Guardian Screen Data Entry

Information for student-athlete parent or guardian is keyed in to CAi from the Student-Athlete General Information form.

Click the “Save” button when data entry is initially completed and after updating the record.

Parent/Guardian Name

Two parents names listed: Key in “First name of father & First name of mother followed by the last name” (i.e.; Art & Nancy Markos). In the case of a single parent name, key in the first name of the parent or guardian followed by the last name.

- Add Guardian Button

In the case of two parents with different addresses, key in the name of the parent/guardian listed on the general information form in “Permanent Address”. Click “Add Guardian” for the second parent/guardian date entry.

Address 1-4

Key in the mailing street address.

City

Key in the city of the mailing address.

State

Key in the state of the mailing address.

Postal Code

Key in the zip code or international postal code of the mailing address.

Province

Key in the province of the mailing address for international student-athletes.

Country

Key in the country of the mailing address for international student-athletes.

Home Phone

Key in the home phone of the parent or guardian.

Email

Key in the email of the parent or guardian

Permanent Residence

Click on the drop down arrow. Highlight “Yes” for the parent or guardian listed with the permanent address on the Student-Athlete General Information form.

Comment

Key in a date followed by the comment. Key in your initials at the end of the comment.

OK To Receive Mailings?

Key in the word “Yes” for the parent/s listed to receive mailing on the compliance eligibility form.

Revised 050806

CAi Sport Screen Data Entry

Information pertinent to participation in any and all sports for a student-athlete is keyed in to this screen by Compliance.

Click the “Save” button when data entry is initially completed and after updating the record.

Sport

Add Sport – Click on the “Add Sport” button to select any and all sports of participation for a student-athlete. Multi-sport athletes will have more than one sport entered on this screen.

Delete Sport – Deleting a sport of participation for a student-athlete will remove all participation and financial aid information during that academic year for the student-athlete. It will also remove a student-athlete off the Squad List. Do Not Delete a Sport without prior confirmation from both the Director of Compliance and Student Financial Services.

NOTE: A sport may be deleted for tryouts Cut within a two-week period of participation per NCAA interp. These individuals do not need to be on Squad Lists.

Years received aid

This field will increase by one for each year that the student-athlete received institutional financial aid and that aid was added to the Financial Aid screen. This field will be updated automatically by the program at the end of the academic year once the New Year Startup and Sport Startup are activated. The information in this field may also be manually adjusted.

Seasons Used

This field indicates the number of season of competition the student-athlete has used, up to the selected academic year. This field will be updated automatically by the program at the end of the academic year for those student-athletes participating once the New Year Startup and Sport Startup are activated. The information in this field may also be manually adjusted.

Note: To prevent the program from increasing the “Seasons used” field, one of the items in the “Special Status” area of the Sports screen would need to be checked.

Status Change

This field identifies the reason for a change in a student-athlete’s status during the academic year. Select the appropriate category once a signed “Status Change” form is received from the coach. Codes for the “Status Change” field will appear in the “Change in Status” column of the squad list report. The “Change in Status” column is on the squad list is used to identify the student-athletes that should not be tested when a sport is selected for NCAA drug-testing.

Status Change Date

Enter the date of the status change.

Special Status

Check on of the boxes that may apply to a student-athlete. These boxes allow the user to identify the reason that a student-athlete may not utilize a season of competition. By checking one of these boxes, the “Seasons used” field will not increase by one for the next academic year. The codes for Special Status appear in the “Change in Status” column of the squad list, but these codes are not used in the NCAA drug-testing process.

Participation Status

Participated in varsity contest: Check this box when the coach provides the end of year participation summary indicating the student-athlete competed. For Football and Basketball, checking this field will cause some types of financial aid to count in those sports.

Participated in subvarsity contest: Check this box when the coach provides the end of year participation summary indicating the student-athlete competed in a subvarsity event. For Football and Basketball, checking this field will cause some types of financial aid to count in those sports.

Medically unable to participate: Check this box when student-athletes had an illness or injury during the previous academic year which will prevent them from ever participating in athletics (Bylaw 15). The student-athlete will be exempt from counting towards the team's equivalency or head-count limit.

Exhausted Eligibility: Check this field for those student-athletes who have competed four years and are continuing their education during the fifth academic year at UVA.

Midyear replacement (Graduate): Applies only to Football, M-Basketball and Volleyball. Check this box for a student-athlete who receives the financial aid of a counter who graduates at midyear. This will exempt the replacement from becoming a counter for that academic year (Bylaw 15). For Football or M-Basketball the replacement will automatically count against the initial-counter limit for the following academic year.

Initial Counter (Football & M-Basketball only): Check this box to identify whether a student-athlete is an initial counter. This box needs to be checked so the program may accurately track whether the initial counter limits for football and m-basketball have been exceeded.

Noncounter certification on file

From the standard reports, run the "Student-athletes Needing Noncounter Certificaton: report. This report will list all those who requiring a noncounter certification form on file. Check "n/a" for all student-athletes not on this list. Check "Yes" or "No" to indicate whether a completed form is on file in the Compliance office.

Letter earned

Upon receipt of letter award winners from the equipment room, check the box for those student-athletes receiving a varsity letter. Email Equipment Room notifying them of the sport lettered has been checked.

User Defined Fields

Tryout Status (General/Limited): Enter the type of tryout.

Tryout Dates: Enter the beginning and end date for the tryout (i.e.; 9/1/04-9/7/04).

Practiced (Y/N): Enter a Y or N based on the participation information provided by the sport coach at the end of the academic year.

Pre-season Roster: Enter a date if the S-A will be participating during the August pre-season time period. Used for football to identify the 105 maximum.

Awards and Benefits

Using the charts in Bylaw 16, enter information into CAi when processing reimbursements from coaches or when the director of equipment provides award information.

Participation Award (175,325)
Participation Award ACC (325)
Partic Awd NCAA PostSeas(325)
Participation in Other (350)
Achievement Award (175)
NCAA Nat'l Championship (415)
ACC Champ Reg Season (325)
ACC Champ Post Season (325)

Comments

Key in a date followed by the comment. Key in your initials at the end of the comment.
Revised 6/15/06

CAi FINANCIAL AID

To complete the financial aid record for each student-athlete, the Fund Source and COA/GIA processes must be completed.

Grant-in-Aid (GIA) Code

Click on the drop-down box and select the appropriate GIA value.

GIA Amount

The dollar amount will be reflected automatically once the Grant-in-Aid Code shown (above) is selected.

Cost of Attendance (COA) Code

Click on the drop-down box and select the appropriate COA value.

COA Amount

The dollar amount will be reflected automatically once the Cost of Attendance Code shown (above) is selected, with the exception of Returning Non-Virginian student-athletes who completed a FAFSA application. In this case, key in the dollar amount using the budget field of the INAS screen in ISIS.

Rollover

Click this box if the financial aid award will be carried over to the next academic year. The amount and fund code must be exactly the same. The rollover is generally used for outside awards that are renewed each year. In most cases, the financial aid award should not be rolled over because financial aid must be determined each year and it often changes from year to year.

Fund Code

Select the specific fund code to reflect the financial aid awarded to the student-athlete. This should be done automatically with the import export feature of CAi beginning with the 2005-2006 academic year.

Award Date

The award date is always the first day of classes for the academic year or the semester if the award is a fall or spring only award.

Award Period

Select the award appropriate period, full year, interim, fall, spring, or summer.

Award Amount

Key in the award amount for each Fund Code. This should be done automatically with the import export feature of CAi beginning with the 2005-2006 academic year.

Individual, Team, Minimums

The award amount will automatically populate the individual, team and minimums if the financial aid award is countable aid.

Action

Click on Delete in the Action column to get rid of the fund code.

Student-Athlete Counter?

This field is automatically populated based on information from the student-athlete Detail screen.

Student-Athlete Equivalency

The equivalency is automatically populated based on the countable aid and full Grant-in-Aid value.

Team

The team limit is automatically populated based on the equivalency of the student-athlete.

User-Define GIA (Full, Partial, NA)

Key in “Full” or “Partial” based on the Grant-in-Aid award of the student-athlete. Key in “NA” if the student-athlete is not receiving any athletic scholarship.

User-Define Elig for Books

Key in “Yes” or “No” if the student-athlete is eligible for books. Note: Only full grant-in-aid student-athletes are eligible for books.

User-Defined FAFSA applicant

Key in “Yes” or “No” based on if the student-athlete completed a FAFSA application.

User-Defined Elig for Special Assistance Fund

Key in “Yes” or “No” based on if the student-athlete meets the criteria for the NCAA Special Assistance Fund.

User-Defined Elig for SA Opportunity Fund

Key in “Yes” or “No” based on if the student-athlete meets the criteria for the NCAA Student-Athlete Opportunity Fund.

Non-Counter Certification

Key in “Yes” or “NA” based on if a non-counter certification form has been printed from CAi, signed by the Director of Financial Aid, and forwarded to the Compliance Office.

Comments

Enter any comment that is unique to the student-athlete.

OA #1 – OA #10

Key in the amount and name of each approved outside award. Pending outside award certification forms should not be included until received and approved.

Click the saved button at the end of the screen when work is completed.

CAi Initial Screen Data Entry Procedures

Check the NCAA Initial-Eligibility Clearinghouse on a daily basis for the final certification status of all those on the UVA Institutional Request List (IRL). Once an individual prospect or student-athlete has a final certification status, print out the 48-C off the clearinghouse web-site and enter the data in CAi Initial Screen. Email a PDF to Coach and Academic Affairs. Hard copy to UREG and file in compliance student-athlete file folder.

Search CAi daily for student-athletes “Temp. Cert. Expires within”. Email both the coach and the student-athlete one-week before and the day of the temporary certification expiration. Provide assistance to the student-athlete as needed.

Click the “Save” button when data entry is initially completed and after updating the record.

Qualification Status

Click the down arrow and highlight the appropriate certification status.

Test Scores

Click Test Scores

Click “Add” on the appropriate test

Enter the test date of the test as listed on the 48-C

Enter the date the test scores are being entered in CAi

Enter the scores

Click “OK”

Date Clearinghouse Status Received

Enter the date the 48-C has been received in compliance.

High School

Core GPA

1. Enter the core gpa as listed on the 48-C

Overall GPA

2. Leave blank

Sum SAT & Sum ACT

These fields are automatically calculated when test scores are entered in the Test Scores field.

Initial-Eligibility Waiver Received

Leave this field blank if a waiver is not requested.

Highlight “No” if a Waiver is Requested.

Highlight “Yes” if a Waiver is Received.

Temporary Certification

From: Enter the beginning date of athletic participation of the student-athlete.

To: Tab to this field and a date is automatically calculated if the recruited field on the General Tab is either “Yes” or “No”. The date in this field is the expiration date. The student-athlete is NOT permitted to participate from this date forward.

Add a comment to the DER regarding the expiration of the temporary certification (i.e.; I-E temp cert expires 10/15/04).

International Student-Athlete

Check the box if a student-athlete spent any portion of high school in another country.

Completed NCAA general eligibility form for international student-athlete. Check the box when the form is signed and dated by the student-athlete, coach and compliance.

Country of Citizenship

Enter the name of the country for the student-athlete.

Comments

Key in a date followed by the comment. At the end of the comment, key in your initials.
Enter date 48-C emailed to coach and academic affairs.

Date submitted to CH

Enter the date the SSN of the prospect or student-athlete was submitted to the clearinghouse to be on the UVA IRL.

Date 48-C Sent to Registrar

Enter the date the 48-C is sent to the registrar.
Make 2 double-sided copies of the 48-C. On the bottom of the one copy, write the date they were sent with “To coach academic affairs” then file this copy of the 48-C in the student-athlete folder (i.e.; Date – Coach, AA).

Revised 06/24/05

CAi Transfer Data Entry

Compliance keys information in to this screen for both an in-coming transfer student-athlete. Information is used to track permission to contact, year in residence, exception/waiver, and eligible for practice, financial aid and/or competition, previous collegiate attendance information.

Click the “Save” button when data entry is initially completed and after updating the record.

Type of transfer student

Click the down arrow to select the correct type of transfer.

Permission granted by previous institution to contact student-athlete

Click the down arrow to select “Yes” when the form is received from a previous institution.

Residence Requirement Needed

Click the down arrow to select the “Yes” or “No” if a residence requirement is needed.

Year in Residence

Enter the data for a student-athlete that must meet the year in residence requirement.

Residence requirement exception or waiver granted

Click the down arrow to select the appropriate exception or waiver approved by the previous institution. This approval will be noted on the Permission to Contact form requested from the previous institution.

Eligible for Practice & Competiton

Click on the appropriate box if the previous institution verifies eligibility.

Eligible for Financial Aid

Click on the appropriate box if the previous institution verifies eligibility.

Satisfies applicable transfer rules

Click the down arrow to “Yes” when all applicable transfer rules are satisfied.

Notes

Key in a date followed by the comment. Key in your initials at the end of the comment.

Entering Info Requested UREG

Key in date when transfer info is sent to UREG academic certification.

Entering Info Recd from UREG

Key in date when transfer info is received from UREG.

Previous College Attendance

Enrollments

Enter the number of full or part-time enrollments at any previous institutions.

Name

Enter the name(s) of previous institution(s).

Dates of Attendance

Enter data from information provided by the previous institution. Information can be found on the “Permission to Contact” form.

Years received aid

Enter data from information provided by the previous institution. Information can be found on the “Permission to Contact” form.

Two-year College graduate

Check the box once it is verified the student-athlete graduated from a two-year college.

Graduation Date

Enter the date of graduation from the previous institution.

Hours taken

Enter the number of hours taken from the previous institution. This information may be obtained from the official transcript through admissions.

Transferable Credit Hours

Enter the number of transferable credit hours as verified by the admissions office or ISIS (RNC screen).

Transferable and apply to degree

Enter the number of transferable credit hours that apply toward the degree program of the student-athlete as verified by the admissions office or ISIS.

Transferable GPA

Enter the GPA as verified by the admissions office or ISIS.

Total Transfer Summer Hours

Enter the number of transferable summer term credit hours as verified by the admissions office.

Hours immediately before transfer

Enter the number of transferable credit hours taken by the student-athlete in the preceding term to enrollment at UVA as verified by the admissions office.

Revised 050806

CAi General Eligibility Screen Data Entry Procedures

The Registrar, SFS, Sports Medicine and Compliance key information, pertinent to student-athlete eligibility, into this screen. The General Screen tracks the general eligibility information for a particular student-athlete and includes full-time enrollment, forms completed, certification dates for practice, competition and financial aid, eligibility listed by sport and comments.

Click the “Save” button when data entry is initially completed and after updating the record.

Full-Time Enrollment

Compliance clicks this button to verify student-athlete is enrolled full-time. First verify by checking the Degree Progress screen after the daily degree progress import to CAi for the current term is completed.

Forms Completed

Refers to NCAA Student-Athlete Statement and NCAA Drug-testing Consent forms. Compliance checks each box after review of NCAA forms for signatures and dates.

- Student-Athlete Statement
- Drug-testing Consent

Click the “Save” button when data entry is completed.

Certification Dates

Practice – Compliance verifies on the General Tab the following items prior to entering a date. Compliance enters data in all fields with the exception Medical Clearance and Sports med docs Rec’d:

1. Full-time enrolled box checked by Compliance;
2. Medical Clearance field has a date or “REHAB ONLY” or “REHAB”(must be all caps). Entered by sports medicine only;
3. Sports med docs Rec’d field has a date. Entered by sports medicine only;
4. S-A General Information field has a date;
5. ACC Summer Empl/Auto Info field has a date;
6. Auto Registration Needed field has a “Yes” or “No”. A Full GIA requires “Yes”. Check the Financial Aid screen to confirm if the student-athlete is a full GIA. All other student-athletes are “No”;
7. Auto Registration Received field has a date or “No Auto” if Auto Registration Needed field is a “Yes”, otherwise leave blank;
8. Educational/Psychol Release field has a date.

Competition – Compliance verifies on the General Tab the following items prior to entering a date:

1. Items 1-8 above
2. Deg. Progress Tab – Academically Eligible is “Yes” or has a date.

Financial Aid – SFS enters the date for verification of activation of athletically related aid and need-based aid. Also, SFS will enter a date if a S-A is not receiving any financial aid so compliance will know a check has been performed by SFS of all financial aid.

Eligibility by Sport

Compliance highlights “Yes” on the drop down arrow when Certification Dates are in the Practice, Competition and Financial Aid fields. The Squad List pulls eligibility from this field.

Affirmation of Eligibility – checked when both S-A Statement and Drug-testing Consent forms are complete and reviewed.

Comment 1

This field is used by the UREG to indicate a student-athlete has been certified as academically eligible. The information is programmatically entered as part of the degree progress daily import into CAI.

Comment 2

This field is used by the UREG to indicate a student-athlete has been certified as academically mid-year certified. The information is programmatically entered as part of the degree progress daily import into CAI.

Notes

Anyone in compliance may enter notes pertaining to Quit, Occasional Meals and other categories without fields for data entry. Sports medicine may enter notes to further clarify medical clearance and sports medicine documents as necessary.

Key in a date followed by the comment. Place your initials at the end of the comment.

Sport Code in ISIS

Enter the date a S-A was coded in ISIS as an athlete followed by the academic session of the entry. Enter the date a S-A sport code was removed from ISIS followed by the academic session of the entry and the word "Removed" (i.e.; 2/12/04 Session 041 Removed). Remove the sport code from both the current academic session and the next session if ISIS has already performed a rollover of data to the next session.

Do not remove an ISIS sport code until after the most updated DER has been distributed showing the S-A in column "8". Once the ISIS sport code is removed then change the DER column number to "0" (Zero). Zero will remove the student-athlete from the next DER.

Medical Clearance

Sports medicine enters a date indicating the medical examination approval of a student-athlete. "REHAB" or "REHAB ONLY" for a student-athlete not yet cleared by sports medicine may also be entered in this field.

Compliance will enter the word "Update" before the date in this field for a student-athlete returning to a team in the same academic year (e.g.; quit and is returning to the team). Sports medicine will remove both the "Update" and "date" in this field with a new date once the student-athlete has a health history and/or medical examination update.

Sports med docs Rec'd

Date is entered by sports medicine when all health information and medical release documents are received.

S-A Eligibility & NCAA Health Form

Date is entered by compliance once the Details tab of CAi has been updated. A date in this field also indicates the NCAA Health Form is on file.

ACC Summer Empl/Auto Info

Date is entered by compliance after reviewing the form for completed information, signature and dates.

Auto Registration Needed

Compliance enters "Yes" if a S-A is a Full GIA. Check the Financial Aid screen to confirm if the student-athlete is a full GIA. Enter "No" if S-A is anything other than a Full GIA.

Auto Registration Received

For Full GIAs, compliance enters a date when the copy of the auto registration is received or enters "Does not have a car" if the box on the ACC Summer Employment/Auto Use Info form is checked "No" for "Will you have use of an automobile on campus this year". For all S-As not on Full GIA, leave this field blank.

Summer Apparel Approved

Compliance enters a date upon verification of completion for the following fields:

1. Medical Clearance date
2. Sports med docs Rec'd date
3. Summer approval for apparel may be recorded for first year Football and Basketball only [13.12.3.9.3 & 17.11.6 (2)(b)]. Enter a date.

Tryout - Active

Key the word "Active" into this field for any student-athlete participating in a tryout. Delete the "Active" once a student-athlete makes the team or change the word to "Inactive" if a Cut occurs.

For Future Use

DO NOT DELETE THIS FIELD. This field may be used for a future item.

DER Comments 1

Compliance enters in this field a note to further clarify to the coach the eligibility of a student-athlete. A check with the UREG or SFS for appropriate comments is recommended when a comment applies to Financial Aid or Academic Eligibility. Use DER Comments 2 if there is not enough space for the comment in this field.

DER Column #

Compliance enters the applicable column number on the DER for the S-A's name to appear. SFS may enter column #6 for certification of financial aid at the startup of the new academic year or for a new S-A added to a team.

If a Status Change is received of a category that would logically remove him/her from the team (i.e.; Cut/dismissed, Quit, etc), Enter "8" to place the S-A name in the column of Not eligible for practice, competition and financial aid. After the most updated DER has been distributed, key in "0" (Zero) to remove the student-athlete from future DERs after the ISIS sport code has been removed.

DER Comments 2

Due to the limited length of DER Comments 1 this field (DER Comments 2) is used as an extension for comments to DER Comments 1. Comments in this field will be added to the end of any comment in DER Comments 1. A check with the UREG or SFS for appropriate comments is recommended when a comment applies to Financial Aid or Academic Eligibility or SFS.

DER Column # Multi-Sport

This field is used to accommodate multi-sport athletes whose eligibility may differ from one sport to another sport (i.e.; cc & track seasons used). The first character in this field should be a column number followed by the CAi three character capitalized sport code of the second sport.

CAi Deg. Progress Screen Data Entry Procedures

The University Registrar keys information or has information imported from ISIS into this screen. The Deg. Progress Screen tracks continuing eligibility for each student-athlete. Information on this screen is used for the Academic Performance Program annual reporting.

Click the “Save” button when data entry is initially completed and after updating the record.

Credit Hours Chart

Information is imported from ISIS to CAi between 8-9am daily.

FT means Full-Time Enrollment. The UREG checks this box and updates daily based on the Less than 12 Exception report provided each morning.

Good Academic Standing

Data entry Unknown

Class year

Manually Populated.

Designated Degree Program

Programmatically entered from Degree Progress Import.

Date Degree Declared

Programmatically entered from Degree Progress Import.

Date BA/BS received

Programmatically entered from Degree Progress Import.

Academically ineligible

Entered by the University Registrar designee for athletics academic eligibility certification.

Ineligible due to violation

Data Entry Unknown

ISIS Status

Programmatically entered from Degree Progress Import.

See ISIS reference sheet.

Academically Eligible

Entered by the University Registrar designee for athletics academic eligibility certification.

Mid-Year Certified

Entered by the University Registrar designee for athletics academic eligibility certification.

Comments

Entered by the University Registrar designee for athletics academic eligibility certification.

Waivers/Deferrals

Entered by the University Registrar designee for athletics academic eligibility certification.

UVa Full-time Terms

Entered by the University Registrar designee for athletics academic eligibility certification.

Total Full-time Terms

Entered by the University Registrar designee for athletics academic eligibility certification.

Percentage of Degree and Percentage of GPA Chart

Total Hours Required

Entered by the University Registrar designee for athletics academic eligibility certification. Set to 120 for all majors within the College of A&S. Degree hour requirements vary by major outside the college. Key in appropriate total hours for the major indicated in CAi.

Cumulative Hours Earned Toward Degree

Programmatically entered from Degree Progress Import.

Rule Percent

If a S-A has been enrolled full-time during his or her career, CAi will determine what percentage the student-athlete is required to meet. UREG may need to manually set if a student-athlete is not full-time enrolled for one or more semesters from the previous academic year.

Overall Cumulative GPA for Graduation

Entered by the University Registrar designee for athletics academic eligibility certification. Set at 2.0

S-A's Cumulative GPA

Programmatically entered from Degree Progress Import.

Rule Percent

If a S-A has been enrolled full-time during his or her career, CAi will determine what percentage the student-athlete is required to meet. CAi will update with the proper percentage once a student-athlete is pulled forward to the next academic year.

FORMS DATA ENTRY

The Forms module in CAi is updated once a student-athlete completes the packet of forms at a Compliance meeting.

ACC Auto and Summer Employment

Enter a date and any comments in the Notes section once reviewed by Compliance.

Amateurism Gap Questionnaire

Enter a date and any comments in the Notes section once reviewed by Compliance.

Educational/Psychological Release

Enter a date and any comments in the Notes section once reviewed by Compliance.

Financial Aid (Outside Awards)

Enter a date and any comments in the Notes section once reviewed by Compliance.

S-A Eligibility (Compliance)

Enter a date and any comments in the Notes section once reviewed by Compliance.

UVa Employment (Academic Year)

Enter a date and any comments in the Notes section once reviewed by Compliance.