

CLEMSON'S COMMITMENT

Clemson University is committed to maintaining an outstanding athletics program as an integral part of the overall educational experience provided by the university. Partnering with the academic philosophy of the University, the athletics program provides meaningful components of a student's educational development by sponsoring athletic events. Also the athletics department's coaches and staff provide constructive learning experiences for student-athletes by offering quality athletics programs.

Excellence in intercollegiate athletics at Clemson includes compliance to all applicable rules and regulations, including, but not limited to, those of the National Collegiate Athletic Association (NCAA), Atlantic Coast Conference (ACC) and university. It is imperative that athletics department staff members become thoroughly familiar with the rules that affect their areas of responsibility.

This compliance procedure manual has been developed to educate coaches, administrators and staff members about NCAA, ACC and university compliance requirements, and to establish basic procedures for all administrative functions involving rules compliance. As stated in NCAA Constitution 6.01.1, a university and the conference of which it is a member are charged with the "control and responsibility for the conduct of intercollegiate athletics." To meet this requirement, Clemson is committed to conducting its overall athletics program in accordance with NCAA and ACC legislation. This compliance manual is to be used as an immediate reference for questions concerning compliance procedures. It is designed for general everyday use by athletics department coaches, administration, and staff members. The forms are available in compliance services and on-line at clemsontigers.com.

It is not possible within the context of this manual to answer every question related to NCAA, ACC and university rules and regulations. This handbook is only meant to supplement the NCAA, ACC and university procedures manual. Please refer to them or for specific questions, contact compliance services.

NCAA AND ACC COMMITMENTS

Clemson, as a member of the NCAA and the ACC, is committed to abiding by regulations and standards of these organizations while maintaining the university's educational objectives. The athletics department will conduct its program in compliance with the highest recognized standards of its governing authorities.

UNIVERSITY MISSION STATEMENT

The mission of Clemson is to fulfill the covenant between its founder, Thomas Green Clemson, and the people of South Carolina to establish a “high seminary of learning” through its land-grant responsibilities of teaching, research and extended public service.

Clemson is a selective, public, land-grant university in a college-town setting along a dynamic southeastern corridor. The University is committed to world-class teaching, research and public service in the context of general education, student development and continuing education. Clemson’s desire is to attract a capable, dedicated and diverse student body of approximately 12,000 to 14,000 undergraduates and 4,000 to 5,000 graduate students, with priority to students from South Carolina.

Clemson offers a wide array of high quality baccalaureate programs built around a distinctive core curriculum. Graduate and continuing education offerings respond to the professions, while doctoral and research programs contribute to the economic future of the state, nation and world. The University emphasizes agriculture, architecture, business, education, engineering, natural resources, science and technology. The University also promotes excellence in education and scholarship in selected areas of the creative arts, health, human development, the humanities and social sciences. In all areas, the goal is to develop students’ communication and critical-thinking skills, ethical judgment, global awareness, and scientific and technological knowledge. Students remain the primary focus of the University.

Just as Clemson values its students, the University also values its faculty and staff who have committed their talents and careers to advance its mission. Clemson pledges to support their work, to encourage their professional development, to evaluate their professional performance and to compensate them at nationally competitive levels.

ATHLETICS MISSION STATEMENT

The Department of Athletics offers nationally prominent athletic programs. Through a dedicated commitment to educational interests, a competitive athletic program, and integrity in all areas, the student-athletes, coaches, and staff strive to bring credit and recognition to Clemson University.

The mission of the Athletic Department is to sponsor a broad-based athletic program that provides educational and athletic opportunities for young men and women to grow, develop and serve the interests of Clemson University by complementing and enhancing its diversity and quality of life.

Furthermore, the Athletic Department seeks to be a source of pride for the citizens of the State of South Carolina and to be recognized as a nationally prominent program, through consistently high levels of performance and accomplishment in athletic competitions.

The Athletic Department strives to develop student-athletes academically and athletically with the total commitment of aiding their efforts to graduate from Clemson University and advance to careers that will enable them to be productive members of society.

The Athletic Department will act in an ethical and honest manner, dedicated to compliance with all Federal, State, NCAA, Conference, and University rules and regulations.

The nine objectives are:

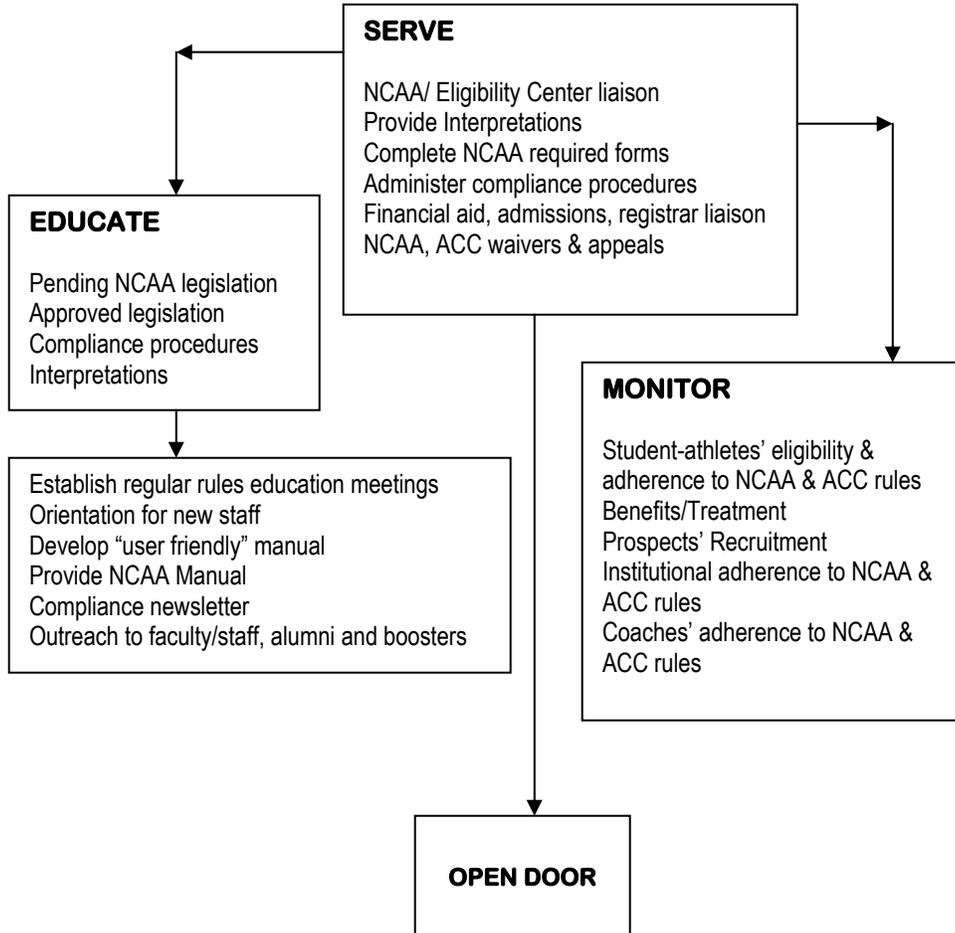
1. To provide support in all areas of student-athlete welfare, including academics, personal growth, wellness, career, and community service.
2. To recruit student-athletes who possess reasonable expectations of academic, athletic, and social success.
3. To provide facilities, equipment, training and healthcare to ensure that student-athletes have the opportunity to excel.
4. To maintain a sound financial base through adequate funding and appropriate management of funds.
5. To operate in compliance with all rules of the university, Atlantic Coast Conference, and NCAA.
6. To encourage student-athletes, coaches, and staff to participate in appropriate community service activities, consistent with university, conference, and NCAA rules and regulations.
7. To employ coaches and staff, consistent with university and Athletics Department philosophy and standards of integrity and moral conduct.
8. To support equitable opportunities for all student-athletes, administrators, and staff including women and minorities.
9. To support equitable opportunities for all coaches and staff in areas such as advancement, benefit increases, and continuing education.

COMPLIANCE SERVICES MISSION STATEMENT

Compliance services will assist Clemson staff, students and fans understand and abide by the rules and regulations of the NCAA, ACC, and university.

- OBJECTIVES
 - Coordinate the university's compliance program.
 - Conduct monthly NCAA rules education programs for coaching staff members.
 - Conduct NCAA rules education programs for enrolled student-athletes, athletics department personnel, IPTAY members, and university personnel outside athletics with compliance responsibilities.
 - Monitor coaching staff members' recruiting activities.
 - Process reports to the NCAA and the ACC when university personnel do not apply NCAA or ACC legislation properly.
 - Monitor student-athletes' initial and continuing eligibility.
 - Monitor team and individual NCAA financial aid limits.
 - Apply for waivers to the application of NCAA legislation on behalf of prospective and enrolled student-athletes and university personnel.
 - Stay abreast of recent secondary and major rules violations and ensure that Clemson's compliance procedures would sufficiently detect and deter such activity.
 - Monitor student-athletes' receipt of benefits.
- VALUES
 - We believe that each person who accesses compliance services should be treated with respect and courtesy.
 - We believe that the compliance services staff is a team of professionals that provide Clemson with a valuable service. Because of the nature of the work within compliance services, our team members are committed to professional conduct with the highest degree of integrity and good faith, conducting their work within the strictest confidence and conscious of due process for those they serve.
 - We believe that our service should be provided in an efficient manner and without delay.

CLEMSON UNIVERSITY
COMPLIANCE SERVICES
OBJECTIVES



INSTITUTIONAL CONTROL

Compliance services' functions are necessary to help maintain institutional control of the athletics operation.

REPORTING LINES: NCAA membership requires the president to have ultimate responsibility and final authority for the conduct of the athletics program. The athletics director reports directly to the president. Compliance services reports jointly to the president and athletics director with a dotted line to the board of trustees' executive and audit committee.

ETHICAL CONDUCT

Because of the direct and vital impact our staff has on the behavior, personal development and quality of life for student-athletes, our conduct should be above reproach.

o NCAA BYLAW 10.1 ETHICAL CONDUCT

It is unethical to engage in any of the following practices:

- Providing misleading information or refusing to cooperate with an investigation of NCAA, ACC or university rules violations;
- Creating or knowingly accepting false academic credentials for a prospective or enrolled student-athlete;
- Offering an improper benefit or inducement to an enrolled or prospective student-athlete;
- Disregarding university procedures related to student-athletes' use of banned drugs;
- Participating in any manner in organized gambling or bribery activities involving intercollegiate or professional athletics, or
- Receiving any benefit for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor, or representative of an agent or advisor (e.g. "runner").
- Failure to provide complete and accurate information to the NCAA, NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

ETHICAL CONDUCT AND PROFESSIONAL RESPONSIBILITIES

○ RECRUITING

All athletics department staff members must adhere to the recruiting guidelines set forth in this handbook, the NCAA manual, the ACC manual and the athletics department policies and procedures manual. Staff members are not permitted to recruit student-athletes under false or misleading pretenses or by offering inducements that contradict the rules or policies of the NCAA, ACC or Clemson.

○ ACADEMIC INTEGRITY

The primary objective of the university is to educate its students. Providing academic support to student-athletes is the responsibility of the Student-Athlete Enrichment Program (SAEP) located in Vickery Hall. SAEP helps maintain the university's and the student-athletes' academic integrity by monitoring all student-athlete educational support systems.

○ TEAM RULES

Team rules must be consistent with the university's, athletics department, NCAA and ACC rules. Coaches will formulate rules for team training that are reasonably attainable and that are based upon the combined professional expertise of the head coaches and their staffs. Team rules must be approved by the sport supervisor prior to distribution.

○ ACC SPORTSMANSHIP CODE

Coaches and other athletics department staff members are expected to serve as positive role models for student-athletes by demonstrating good sportsmanship. The university, as well as the ACC, may take disciplinary action against coaches who display unsportsmanlike behaviors, which can include, but is not limited to, the following:

- Abusing an official, coach, student-athlete, opponent or spectator;
- Inciting participants or spectators to violent or inappropriate actions;
- Using obscene gestures or inappropriate language toward officials, opponents or spectators;
- Making derogatory or false public statements about officials or opposing university's, and
- Engaging in negative recruiting.

Bylaw 10.3 GAMBLING ACTIVITIES

Athletics staff members may not gamble on intercollegiate sports or professional sports in which the NCAA sponsors a national championship. Failure to adhere to Bylaw 10.3 will result in serious consequences for staff members, which may include dismissal.

To strengthen Clemson's and the NCAA's zero-tolerance for gambling, athletic staff members, including coaches and Vickery Hall staff members, should:

- Advise student-athletes and prospective student-athletes that it is a violation of NCAA rules to participate in any gambling activities that involve intercollegiate, amateur or professional athletics.
- Counsel student-athletes about the seriousness of gambling. This can be accomplished in individual or team meetings by reviewing applicable NCAA, federal, state, and local laws and by disseminating informative literature.
- Inform student-athletes of their responsibilities to report an incident involving any form of solicitation to become a party to sports bribery or gambling activities. Student-athletes also should be made aware that failure to report knowledge of gambling activities could result in expulsion from the university.
- Educate squad members about the pervasive nature of gambling and bribery in intercollegiate athletics. An excellent method for describing this problem is to relate real-life situations of student-athletes who have been involved in gambling and bribery activities.
- Implement security measures, whenever possible, to prevent those connected with gambling and bribery from contacting student-athletes on campus, especially prior to significant competitions.

○ SPORTS BRIBERY

Sports bribery is a federal offense which, when proven, carries severe fines and penalties. Therefore, it is extremely important that staff members are not involved themselves, in any manner, with gambling activities, which may include, but are not limited to, the following:

- Accepting money or gifts from a "fan" for a well-coached game.
- Discussing the mental or physical condition of student-athletes with anyone other than athletics department staff members.
- Discussing point spreads for intercollegiate athletics contests with anyone.

SPECIFIC COMPLIANCE RESPONSIBILITIES

- ATHLETICS DIRECTOR
 - Ensures and stresses compliance by all athletics staff members, particularly coaches, with the rules and regulations governing the athletics department's program operations.
 - Specific supervisory responsibilities to ensure the following individuals conduct their programs in compliance with NCAA, ACC and university rules:
 - Head football and head men's basketball coaches
 - Senior athletics department administrators
- SENIOR ASSOCIATE ATHLETICS DIRECTORS (INTERNAL & EXTERNAL)
 - Administrative oversight to ensure the units they supervise conduct their programs consistent with the NCAA, ACC and university rules.
- FACULTY ATHLETICS REPRESENTATIVE
 - Affirms the importance of academic integrity both internally and externally within the university community. Operates autonomously to provide an essential element in the system of checks and balances to ensure a model I-A athletic program.
 - Provides regular reports to the athletics council and provides faculty information regarding NCAA legislation, academic integrity, rules violations, academic preparation and performance of student-athletes and any other matters pertaining to intercollegiate athletics.
 - Acts as a voting institutional representative to the conference and NCAA.
- SPORTS SUPERVISORS
 - Provide administrative oversight to ensure that assigned coaches conduct their programs in compliance with NCAA, ACC and university rules.
 - Specific supervisory responsibilities to ensure that ACC and NCAA championship events, camps & clinics and the National Letter of Intent program are administered consistent with policy.
- ASSOCIATE ATHLETICS DIRECTOR FOR ACADEMIC SERVICES
 - Provides leadership and support to the Athletic Aid Review Committee (AARC).
 - Oversees the administration of athletic academic support.
 - Administers the NCAA Special Assistance Fund and the NCAA Student-Athlete Opportunity Fund.
- COMPLIANCE SERVICES
 - Coordinates the university's rules compliance program. Responsible for analyzing, interpreting, applying and teaching NCAA and ACC legislation.

- Monitors the university's compliance with NCAA and ACC rules and completes all NCAA and ACC required reporting forms.
- COMPLIANCE RESPONSIBILITIES: BY UNIT
Compliance with NCAA and ACC rules is a shared responsibility among all athletics department staff members. The obligation for monitoring compliance rests with each staff member in the discharge of his or her daily job function. *Appendix No. 1* identifies those areas, by unit within the athletics department, which share responsibility for compliance with NCAA and ACC rules.

REPORTING RULES VIOLATIONS

Clemson is committed to conducting its athletics program within the rules and regulations of the ACC and the NCAA. Maintaining rules compliance is a significant responsibility that the NCAA assigns to its member institutions.

Clemson recognizes its responsibility to report instances where compliance with NCAA regulations has not been achieved. As an extension of this commitment, all personnel with compliance responsibilities have, as a function of their job, an obligation to report to the athletics director or to compliance services instances where NCAA or ACC rules compliance has not been achieved. All such reports will be handled with the strictest confidence and disclosed on a need to know basis.

PROCEDURES FOR REPORTING A VIOLATION OF NCAA RULES

- RECOGNIZE: If you believe that your actions or actions of another Clemson staff member, or student or student-athlete may be inconsistent with ACC or NCAA regulations, contact compliance services or your sport supervisor, who will contact compliance services on your behalf.
- REVIEW: Compliance reviews the situation and applicable legislation along with the faculty athletics representative, gathers information and determines whether compliance with an ACC or NCAA rule has not been achieved. Compliance informs the athletics director of findings.

If the legislation allows the action that was thought to be inconsistent with NCAA rules, the individual who brought the incident to attention is informed.

- REPORT: Compliance prepares a report of the rule violations findings and provides it to the athletics director and to the individual(s) involved with the incident for review and comment. Athletics director determines penalty for the violation and other corrective measures and directs compliance to prepare a report of the violation to the NCAA and ACC.

NOTE: These procedures will be followed for violations that are secondary. When allegations reveal issues that might result in an investigation of major rules violations, the athletics director and compliance services will contact the president and university legal counsel for assistance. Clemson retains the services of Bond, Schoeneck and King to assist with investigations of potentially major or sensitive violations.

If you discover another school may have violated NCAA rules, provide your head coach, sport supervisor and compliance services with supporting documentation. Compliance services will consult with the athletics director or sport supervisor, then alert the ACC office of possible violation.

SHARED COMPLIANCE

Administrators/Sport Supervisors

Gambling
Ethical conduct
Knowledge of drug use
Recruiting/recruiting calendars
Camp/clinics
Team/Individual Limits- Financial aid
Outside/Supplemental Income
Travel
Season limits
Weekly, daily limits
Sponsorship requirements
Championship requirements
Benefits: s/a, family
Publicity
Coaching limitations
HS/JC transcript validity
Official visits

Assistant Coaches

Gambling
Ethical conduct
Knowledge of drug use
Outside/supplemental income
Coaching limitations
Amateurism
Boosters
Recruiting/recruiting coaches
Validity of HS/JC transcripts
Publicity
Camp/Clinics
HS/JC/prep coaches
Tryouts
Transfers
Employment
Team/individual limits
Benefits: s/a, family
Travel
Season limits
Weekly, daily limits
Summer practice
Sponsorship requirements
Championship requirements
Official visits

Head Coach

Gambling
Ethical conduct
Knowledge of drug use
Outside/supplemental income
Coaching limitations
Amateurism
Boosters
Recruiting calendars
Validity of HS/JC transcripts
Publicity
Camp/Clinics
HS/JC/prep coaches
Tryouts
Transfers
Employment
Renewals/non-renewals
Team/individual limits
Benefits: s/a, family
Travel
Season limits
Weekly, daily limits
Summer practice
Schedule restrictions
Sponsorship requirements
Championship requirements
Official visits

Faculty Athletics Representative

General principles
Ethical conduct
Conduct and employment of
athletics personnel
Amateurism
Recruiting
Eligibility
Awards and benefits
Enforcement procedures
Administrative regulations
Executive regulations

Athletic/Associate Athletics Directors

General principles
Eligibility for NCAA membership
Institutional control
Ethical conduct
Gambling
Conduct and employment of athletics personnel
Amateurism
Recruiting
Eligibility
Financial aid
Awards and benefits
Playing and practice
Enforcement procedures
Division I membership requirements
Athletics certification
Administrative regulations
Executive regulations

Certification Team

Eligibility
Freshman academic requirements
Five-year rule
Satisfactory progress
Transfer regulations
Financial aid
Maximum individual/team limits
Outside grants
Renewals/non-renewals

President

General principles
Administrative regulations
Executive regulations

Board of Trustees

General principles
Executive regulations

Business – Support Staff

Permissible expenses for: our coaches, juco, high school, s/a, parents, and prospects
Recruiting calendars
Travel expenses for a s/a, parents (none)
Permissible number of coaches

Weight Room

Affirmation of eligibility
Knowledge of drug use
Gambling
Recruiting: official/unofficial visits
Season, daily, weekly limits
Supplements
Extra benefits
Summer practice
Ethical conduct
Team travel
Travel expenses

IPTAY

Supplemental income: boosters
Permissible expenses: travel
Benefits to parents
Recruiting: official/unofficial visits
Publicity
Athletically related outside income
Extra benefits to prospects
Gambling
Benefit to high school coaches
Ethical conduct

SHARED COMPLIANCE: SUPPORT STAFF

Administrative Assistant

Limits contact/evaluation
Limits season
Limits practice
Limits on coaching: \$, #
Publicity-recruits
Official visits
Boosters: w/prospects, coaches
Recruiting calendars
Team travel: departure limitations
Gambling
Ethical conduct

Vickery Hall

Season, daily, weekly limits
Official visits
Team travel: departure, return
Outside competition
Agents: \$, contact
Gambling
Knowledge of drug use
Boosters: \$, official visits
Summer practice
Sport sponsorship requirements
Extra benefits
Ethical conduct

Sports Information

Knowledge of drug use
Affirmation of eligibility
Sport Sponsorship
Agents: contact, presence
Gambling
Travel: departure, expenses
Extra benefits: s/a, family
Ethical conduct
Publicity

Trainers

Affirmation of eligibility
Knowledge of drug use
Camp/clinic
Sport sponsorship
Season, daily, weekly limits
Agents: \$, contact
Gambling
Extra benefits: s/a
Summer practice
Coaching limits
Boosters
Travel expenses: family, friends
Ethical conduct

Equipment Staff

Affirmation of eligibility
Knowledge of drug use
Sport sponsorship
Season, daily, weekly limits
Gambling
Extra benefits: s/a
Summer practice
Coaching limits
Boosters
Travel expenses: family, friends
Ethical conduct

Tickets

Gambling
Agents
Complimentary admissions
Recruiting: official/unofficial visits

**Clemson University
Coaches Monthly Compliance Calendar**

Coaches Monthly Activities

- Schedule rules education meeting
- Submit recruiting logs
- Submit squad list changes
- Submit playing and practice logs to sport supervisor

SUMMER TERM

June

- Provide list of student-athletes working summer camp
- Provide list of incoming student-athletes attending summer school
- Contact signees about admissions and clearinghouse status

July

- Contact signees about admissions and clearinghouse status
- Submit *Season Declaration* form – Fall Sports
- Review new NCAA legislation that becomes effective August 1st
- Review recruiting calendar for upcoming academic year
- Provide returning student-athletes financial aid awards for upcoming year

FALL TERM

August

- Submit coaching staff designation
- Submit master playing and practice calendar
- Review and update squad lists
- Contact compliance regarding walk on tryout policies

September

- Sign NCAA Certification of Compliance/Staff
- Complete walk-on forms and submit to compliance services
- Submit projected evaluation dates for FB, MBB, WBB
- Finalize student-athlete ACC paperwork including automobile forms, outside aid and summer employment
- Submit report of athletically related outside income/benefits to Pam Powell

October

- Review with compliance and sport supervisor about holiday room and board request
- Prepare for Fall NLI signing paperwork submission
- Student-athlete – gambling warning (World Series)

November

- Prepare list of all NLI signees for administrative assistant
- Provide copies of *Offer of Athletic Aid*, signed NLI and *Financial Aid Agreement* to compliance
- Reminder: dead period surrounding NLI signing
- Remind student-athletes of holiday meal policy
- Provide list of all mid-year enrollees

December

- Generate bowl affidavits, certification of eligibility & conduct agent meeting

- Football squad meeting to review/sign bowl affidavits
- Submit ACC participation documentation – Fall Sports
- Submit NLI information for Football junior colleges
- Football: Prepare list of all NLI signees for administrative assistant/compliance
- Football: Provide copies of *Offer of Athletic Aid*, signed NLI and *Financial Aid Agreement to compliance*
- Reminder: Football dead period surrounding NLI signing

SPRING TERM

January

- Schedule NCAA meetings for all newcomers
- Sign new initial signees required forms including ACC Auto/Summer /Employment
- Finalize squad list for Spring
- Student-athlete – gambling warning (Super Bowl)

February

- Prepare list of all NLI signees for administrative assistant/compliance
- Provide copies of *Offer of Athletic Aid*, signed NLI and *Financial Aid Agreement to compliance*
- Reminder: dead period surrounding NLI signing
- Provide list of new signees to compliance for admissions/eligibility status reports
- Review with compliance and sport supervisor about holiday room and board request
- Student-athletes - gambling warning (NCAA Final Four)
- Submit camp brochures for approval

March

- Submit ACC participation documentation
- Summer school financial aid application period
- Remind student-athletes about summer school requests

April

- Schedule student-athletes' year-end rules education/summer employment meeting
- Prepare list of all NLI signees for administrative assistant/compliance
- Provide copies of *Offer of Athletic Aid*, signed NLI and *Financial Aid Agreement to compliance*
- Reminder: dead period surrounding NLI signing
- Remind graduating student-athletes to schedule exit interviews with sport supervisors
- Submit ACC participation list
- Prepare for NCAA coaches certification test
- Sign student-athlete requests for summer school
- Submit information for ACC medical hardship requests

May

- Submit May evaluation dates and permissible recruiters (FB)
- Submit ACC participation list
- Take coaches certification exam
- Contact signees regarding admissions and clearinghouse status
- Provide compliance services with financial aid renewals and non-renewals for the upcoming year
- Review finalized squad list for academic year

COMPLIANCE STRATEGIES

Ensuring Institutional Control

The NCAA requires member schools to establish practices that will prevent inadvertent violations of NCAA rules and exert institutional control on its athletics department.

Before realizing personal gain, it is essential for staff members to consider first their obligations as athletics department and university employees. The following policies provide general guidance for staff members in areas that inherently create vulnerabilities for NCAA violations that are major in nature. Those vulnerabilities are reduced when these policies are followed.

EMPLOYMENT

The university will not knowingly employ staff members who have been involved in deliberate and serious violations of NCAA, ACC or university rules. The athletics director will request that compliance services conduct a background check on potential employees with the NCAA enforcement staff.

NCAA Bylaw 11.2.1 requires that all contractual agreements or appointments between a coach and an institution include stipulation that a coach who is found in violation of NCAA regulations shall be subject to disciplinary or corrective actions as set forth in the provisions of the NCAA enforcement procedures. Those actions taken by Clemson could include disciplinary action, suspension or termination of employment.

HEAD COACH AND ASSISTANT COACH RESPONSIBILITIES FOR INSTITUTIONAL CONTROL

The head coach must be committed to directing a program that meets NCAA, ACC, and university requirements. This commitment is included in all employment contracts, and an inability to meet this contractual requirement could result in dismissal. As part of that commitment, the head coach must ensure that assistant coaches, team members and prospects understand NCAA and ACC rules that affect their actions. The head coach must promote an atmosphere for compliance and monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach (bylaw 11.1.2.1 Responsibility of Head Coach).

Assistant coaches are obligated to comply with NCAA, ACC, and university rules in the conduct of their job. This commitment is included in employment contracts and an

inability to meet this contractual requirement can result in dismissal. Educating prospects with ACC and NCAA rules is the responsibility of those coaches who recruit. The *NCAA Guide to College-Bound Student-Athletes* is available on the web at ncaa.org

All questions about rules compliance are subject to the current interpretation of rules and regulations set forth in the NCAA manual, ACC manual, and various memorandums provided by the NCAA, ACC and university.

Even with all these written resources (or possibly because of them) coaches may want a specific interpretation. For interpretations, please contact:

- Compliance services: Stephanie Ellison – saellis@clemson.edu
Office (656-7163) Cell (903-9774)

Brad Woody – cbwoody@clemson.edu
Office (656-6582) Cell (903-9775)

Courtney Vinson – cvinson@clemson.edu
Office (656- 3901) Cell (637-9423)
- Faculty Athletics Representative: Dr.Larry Laforge – rllafig@clemson.edu
Office (656- 3758)

ORIENTATION PROGRAM

When a new coach (head, assistant, volunteer, graduate assistant) or a noncoaching staff member with sport specific responsibilities is hired by the athletics department, they will participate in a mandatory training program from compliance services regarding NCAA and ACC rules that are relevant to their positions.

RULES EDUCATION

Understanding NCAA rules can be difficult. As an athletics department employee, you must have comprehensive knowledge about NCAA and ACC rules that regulate your area of responsibility. Clemson dedicates considerable resources to educating the staff about NCAA rules because of the accountability the NCAA enforcement staff assigns to volunteers, part-time and full-time employees.

Each year a rules education calendar is developed that identifies how and when rules education is provided to the Clemson athletic community. The plan is approved by the athletics director and administered by the compliance staff. The following tools augment this plan:

- COMPLIANCE NEWSLETTER

A monthly publication produced by compliance staff and distributed to all athletics department personnel and other institutional personnel with compliance responsibilities. It is also posted on the athletics department website.

- INTERPRETATIONS

Understanding and applying NCAA legislation is the responsibility of every person involved in the Clemson athletics operation. When a rule is not clear, request clarification from the compliance staff. The compliance staff will consult with the ACC or NCAA and provide a written response within 24-hours.

- NCAA MANUAL

Every full-time staff member is provided a NCAA Manual. It is an important tool for the successful operation of the athletic program.

- NCAA NEWS

It is available on-line at ncaa.org.

- COMPLIANCE WEBSITE

Compliance services maintains a website that provides important rules education information, compliance forms and outreach material for prospects and boosters. Go to clemsontigers.com to find the compliance link on the left side.

ATHLETICALLY RELATED OUTSIDE INCOME

All full-time and part-time athletics department staff members are required to report all athletically related outside income or benefits on an annual basis to the president. A form for reporting athletically related outside income will be provided in October of each year to the athletics director.

Determining what is acceptable outside income is often difficult. Remember, with regard to all such activities, prior approval from the athletics director or his designee is required. Approval ensures that a conflict of interest does not exist, confirms the suitability of the product or endeavor and assists you in obtaining maximum benefit for the athletics department. In addition to routine sources of outside athletically related income, be mindful to receive prior approval for the following:

- Use of the NCAA's name or logo in endorsing a products or service.
- Use of Clemson's or the ACC's name or logo without prior written permission.
- Receipt of regular supplemental pay from an outside source for an unspecified achievement.
- Use of student-athletes' pictures or names on any commercial product.

SPORT CAMPS AND CLINICS

Clemson is accountable for NCAA rules compliance in camps and clinics conducted on its campus or elsewhere by Clemson coaches. A separate manual that describes all camp and clinic policies is provided each year. The designated sport supervisor, who must approve all requests for sports camps or clinics, administers the program. Additionally, any athletics department personal working for another institution or agency conducting camp must have prior approval.

SPEAKING ENGAGEMENTS

Coaching staff members must maintain a record of speaking engagements, noting those events that are attended by prospective student-athletes. Coaches also keep an accounting of fees, income earned at each event and report it as athletically related outside income. Coaches may NOT accept any off-campus speaking engagements during a dead period without prior approval from compliance services.

AUTOGRAPH AND DONATION REQUESTS

Clemson athletics department receive requests regularly for coaches' signatures and sport equipment signed by our coaches. Requests must be forwarded to Tim Match, 864-656-2911 or mtimoth@clemsn.edu. An *AUTOGRAPH REQUEST FORM* must be completed by individual(s) requesting autograph. All requests will be reviewed for compliance with Clemson University, ACC, and NCAA regulations. Only after the request has been approved by Compliance, will it be considered for a donation from Clemson University Athletics. The Marketing Office will call the person/organization and inform them if their request has been approved or denied.

BOOSTERS “REPRESENTATIVES OF ATHLETICS INTEREST”

The NCAA definition of a “representative of athletics interest” generally encompasses most individuals who regularly attend Clemson sporting events. Reminder: Once a Representative -Always a Representative!

Specifically a booster or “representative of athletics interests” is any individual, independent agency, corporate entity or other organization that is presently or has ever:

- Participated in promoting the institution's athletic program (such as buying season tickets to sporting events)
- Attended Clemson University
- Participated in or been a member of IPTAY
- Contributed to the Department of Athletics or IPTAY
- Assisted or have been requested by the Department of Athletics Staff to assist in the recruitment of prospective student-athletes
- Assisted in providing benefits (such as summer employment) to enrolled student-athletes
- Have been otherwise involved in the Clemson University Athletics Program

Once an individual is identified as a booster, the identity is retained indefinitely. With that in mind, a former player is a booster, as are former university employees and graduate students. Clemson is responsible for the actions of its boosters. It is important that our boosters follow NCAA rules, and our staff can help meet that goal.

IMPORTANT REMINDERS:

- Our staff must understand and appreciate that boosters may not provide benefits to prospects or enrolled student-athletes that are not permissible for staff to provide. As an example, NCAA rules will not allow us to give a loan to an enrolled student-athlete or a prospect, so our staff cannot ask a booster to make a loan either. Further, if a booster makes a loan unknown to Clemson’s staff, Clemson will be penalized and the student-athlete will be ineligible until the loan amount is repaid.
- Clemson would not avoid institutional responsibility for a MAJOR rules violation if a staff member instructed a booster to help a prospect or a student-athlete in a manner that is not allowed by NCAA rules.
- Clemson will be held responsible for any and all actions taken by a booster. Concerns about the involvement of boosters in our program, alert the athletics director and compliance services.
- Coaches may not solicit financial assistance from a booster for their program unless the athletics director first approves it.

- Our staff may not accept financial assistance or material benefits (e.g. use of vacation home, free or reduced cost services) for personal benefits from a booster without prior approval by the athletics director.
- Our staff must remember in all dealings with boosters that accepting benefits from those individuals creates a relationship that makes Clemson responsible for any action that booster may take with a recruit or an enrolled student-athlete.
- Boosters may never be introduced during prospects' official or unofficial visits, but they can help arrange summer employment for a prospect that has signed a National Letter of Intent. Compliance services must approve the arrangement before employment begins.
- Boosters may not provide transportation for prospects on an official or unofficial visit.
- Any benefit that a staff member receives from a booster must be reported annually to the university president and athletics director on the outside income form.

COMPLIANCE SERVICES CALL GUIDE

TOPIC AREA	COMPLIANCE SERVICES LIASION
FINANCIAL AID	
Financial Aid Liaison	Stephanie Ellison, Brad Woody, Courtney Vinson
Student Receivables Liaison	Stephanie Ellison, Brad Woody, Courtney Vinson
NCAA Special Assistance Fund	Becky Bowman
NCAA Student-Athlete Opportunity Fund	Becky Bowman
Student-Athlete Billing or Disbursement	Stephanie Ellison, Brad Woody, Courtney Vinson
Student-Athlete Scholarships Lists	Stephanie Ellison, Brad Woody, Courtney Vinson
International Student-Athlete Billing	Stephanie Ellison, Brad Woody, Courtney Vinson
National Letter of Intent	Phil Grayson
Accountability of Non-Athletics Aid	Stephanie Ellison, Brad Woody, Courtney Vinson
Cancellations/Reduction of Scholarships	Stephanie Ellison, Brad Woody, Courtney Vinson
Initiating Scholarships/Renewing Scholarships	Stephanie Ellison, Brad Woody, Courtney Vinson
Outside Scholarships	Stephanie Ellison, Brad Woody, Courtney Vinson
Student-Athlete Employment	Brad Woody
Student-Athlete Housing/Dining Services	Roberta Balliet
Financial Aid Interpretations	Stephanie Ellison, Brad Woody, Courtney Vinson
ELIGIBILITY	
Registrars Office Liaison	Stephanie Ellison, Brad Woody, Courtney Vinson
Admissions Liaison	Stephanie Ellison, Brad Woody, Courtney Vinson
Initial Evaluations	Stephanie Ellison, Brad Woody, Courtney Vinson
Transfer Evaluations	Bobby Douglas
ACC Medical Hardship Waivers	Brad Woody
NCAA Waivers/ Appeals	Stephanie Ellison
NCAA Progress Toward Degree Waiver	Stephanie Ellison

Student-Athlete Files
Enrollment Status
Initial Eligibility/ NCAA Eligibility Center
Continuing Eligibility/ Satisfactory Progress
NCAA/ ACC Squad List
Transfers/ International Recruits
Walk-on Recruits
Outside Competition
Eligibility Packets
Eligibility Interpretations

Kellie Williams
Vickery Hall Assigned Sport Counselor
Courtney Vinson
Vickery Hall Assigned Sport Counselor
Stephanie Ellison, Brad Woody, Courtney Vinson
Kellie Williams
Stephanie Ellison, Brad Woody, Courtney Vinson

RECRUITING

Off Campus Recruiting Policies
Graduation Rates/ APR Report
Contacts, Evaluations, Phone Calls, Letters
Recruiting/ Phone Logs
Recruiting Calendar
Complimentary Tickets – PSA's
Official/ Unofficial Visits
Recruiting Interpretations

Stephanie Ellison, Brad Woody, Courtney Vinson
Larry Laforge
Stephanie Ellison, Brad Woody, Courtney Vinson
Sport Supervisor
Stephanie Ellison, Brad Woody, Courtney Vinson
Stephanie Ellison, Brad Woody, Courtney Vinson
Stephanie Ellison, Brad Woody, Courtney Vinson
Stephanie Ellison, Brad Woody, Courtney Vinson

PLAYING/ PRACTICE SEASONS

Practice Logs
Declaration of Playing/ Practice Season
Playing/Practice Season Interpretations

Sport Supervisor
Stephanie Ellison, Brad Woody, Courtney Vinson
Stephanie Ellison, Brad Woody, Courtney Vinson

MISCELLANEOUS

Coaching Staff Numerical Limitations
Student-Athlete Awards
Student-Athlete Complimentary Tickets
Student-Athlete Promotional Activities
Brochures/ Educational Materials
Camps & Clinics
Local Sports Clubs
Outside Income Reporting
Reporting Potential Rules Violations
Coaches & Staff Monthly Newsletter
Institutional Memorabilia/ Signatures
Student-Athlete Summer League Permission
Annual Coaches Certification Test
Booster Education
Coaches/Staff Educational Programs
Compliance Website
Compliance Manuals
Student-Athlete Parent Education
Professional Sports Counseling Panel
Agent Education Program
Gambling Education
Student-Athlete Vehicle Registration
All Other Rules Interpretations

Stephanie Ellison, Brad Woody, Courtney Vinson
Sport Supervisors, Alphonso Smith
Stephanie Ellison, Brad Woody, Courtney Vinson
Linda White
Stephanie Ellison, Brad Woody, Courtney Vinson
Kyle Young
Kyle Young
Pam Powell, Katie Hill
Sport Supervisor, Stephanie Ellison
Brad Woody
Tim Match
Stephanie Ellison, Brad Woody, Courtney Vinson
Brad Woody
Brad Woody
Stephanie Ellison, Brad Woody, Courtney Vinson
Stephanie Ellison, Brad Woody, Courtney Vinson
Courtney Vinson
Stephanie Ellison, Brad Woody, Courtney Vinson
Stephanie Ellison, Jeff Davis
Stephanie Ellison, Jeff Davis
Stephanie Ellison, Brad Woody, Courtney Vinson
Kellie Williams
Stephanie Ellison, Brad Woody, Courtney Vinson

RECRUITING PROCEDURES

Compliance services aims to keep coaches' documentation requirements to a minimum. The following requirements are mandatory to ensure institutional control of the recruiting process.

PROSPECTS

- Active recruits: any high school junior and senior and four-year or junior-college transfers that a coach intends to enroll at Clemson. For these individuals, the following records must exist:
 - telephone calls: if it is permissible to telephone, a record of the call must be made when telephoning the prospect or parent(s).
 - off-campus evaluation: the date, time, location and type of evaluation (academic or athletic).
 - off-campus contact: the date, time, and location of the contact.
 - unofficial visits
 - official visit.
 - four-year transfer: permission to contact form.
- All other recruits: for all other prospects that may receive initial review by a coach, a record must exist. Upon request, the coach can provide an accounting of all recruiting activity.

EVALUATING ACADEMIC CREDENTIALS

- Evaluating Academic Credentials: because of rising admission requirements, you may want to forecast prospects' academic credentials before spending money and time in the recruitment process. Consult with compliance services for an academic evaluation and admission index.

DOCUMENTATION REQUIREMENTS:

- Recruiting folder: Folder is maintained for all active recruits, and it reflects all recruiting activity for an active recruit. Folder is kept up to date and is subject to routine audit by the sport supervisor and compliance services staff.
- Contact/evaluation form: available in compliance services, business services or on-line. The form is completed for all off-campus contacts and/or evaluations. Includes the date, time, and location for activity. Attached to the travel voucher

upon return to campus. The form provides a complete recap of off-campus recruiting activities.

[Note: every prospect evaluated or contacted must be listed on the form. For those times that a coach is evaluating multiple prospects, it is permissible to attach a game program to the form.]

- Telephone log: available in compliance services or on-line. The telephone log is used most heavily in March and again in July for the “buckshot approach” of first contact with eligible prospects. Once a prospect moves into an active classification, all telephone contacts are recorded in the recruiting folder. For dropped calls beyond the control of the prospective student-athlete and coach, documentation must be provided that the additional call was a continuation of the original call.

For routine telephone audits, sport supervisor will provide copies of telephone logs.

- Unofficial visit form: available in compliance services or on-line. The form doubles as the ticket request form. Any time a coach initiates an unofficial visit, or when an active recruit visits, an unofficial visit form must be provided to compliance services immediately following the visit. It is essential that the prospect provide details of their transportation to campus, and lodging arrangements, if any.

Ticket request: for prospects on an unofficial visit, requests for complimentary tickets must be made 24-hours prior to game-time. Request will be reconciled after the contest.

- Official visit documentation: available in compliance services or on-line. Prior to extending an offer for an official visit, the coach must provide the following to compliance services:
 - Official visit checklist.
 - Proof of Registration with NCAA Eligibility Center.
 - High school transcript complete through 11th grade. For junior college or four-year transfers, transcript for all post-secondary work, historical data form and copy of college catalogue.
 - Official visit itinerary.
 - Letter to prospective student-athlete: includes copy of the itinerary, student-athlete code of conduct, NCAA Graduation Rates, NCAA Academic Progress Rates, NCAA Initial Eligibility Reference Sheet, list of NCAA banned drugs and NCAA rules for official visits.

- Travel request form: attach tentative airline arrangements. Airline tickets may not be purchased until visit is approved. Business services will notify coach to purchase ticket once the visit is approved.
- Ticket request form (if applicable).
- Forms for visit: “Welcome to Clemson”, Official Visit Form and Host Entertainment. “Welcome to Clemson” must be provided to prospect upon arrival.

Once compliance services approve the visit, an academic profile, copy of the itinerary and travel request form will be forwarded to the sport supervisor. The Vickery Hall sport advisor will receive an academic profile and itinerary.

COMPLIANCE PROCEDURES – RECRUITING

General

- Meals: whether off-campus recruiting or hosting prospects on an official visit, coaches must provide an itemized receipt for each meal when submitting the travel voucher.
- Travel: when off-campus recruiting, coaches must comply with NCAA Bylaws 11.7.4.3 Off-Campus Recruiting – At Any One Time. Once the off-campus recruiting activity is complete before another coach may begin any off-campus recruiting activity, The coach being replaced may not engage in any additional recruiting activities until he or she returned to campus.
- Travel Vouchers: coaches are encouraged to submit travel vouchers for off-campus recruiting or official visits within 72 hours after the trip or visit. Head coaches are required to sign vouchers for assistant coaches prior to submitting the voucher to the sport supervisor. The travel voucher provides a complete record of the coach’s activities while away from campus. Remember:
 - Travel vouchers for official visits must include:
 - Prospective student-athlete official visit form, including name of student host.
 - If someone other than parents or legal guardian accompanied prospect, an explanation of how those individuals were housed and fed.
 - Itemized receipts for meals taken at area restaurants.
 - Official visit host entertainment form.

Travel vouchers for off-campus travel must include:

- Contact/evaluation form.
 - Detailed accounting for time away from campus.
 - Itemized receipts for meals.
- Group requests for complimentary admissions: when groups that include prospects request complimentary tickets to an event, provide a written request to compliance services. Identify the prospect-aged individual with an asterisk (*). Compliance will forward request to the athletics director for approval.

Evaluating Transfers' Academic Credentials

For four-year or two-year college prospects, submit a catalogue, proof of qualifier status, transcript and historical data form to compliance services. Include the four-year's permission to contact form. Compliance forwards information to Vickery Hall staff member, who forwards to admissions for evaluation, and the certification team will forecast eligibility for the prospect. Compliance will return transcript requests back to the coaches that are incomplete.

Unofficial Visits

- Record: provide compliance services with unofficial visit form prior to the prospect's visit to campus. In the event of an unannounced visit, please provide form once the prospect has left campus.
- Housing: occasionally, prospects on an unofficial visit will want to stay overnight. Coaches should inform the prospect of the \$15.00 on-campus charge per night. Upon arrival, the prospect can pay compliance services or Roberta Balliet, who will provide receipt and forward the payment to the housing office.

NCAA rules do not allow institutions to provide housing free-of-charge for prospects on an unofficial visit. Prospects who may chose to stay with a team member in an off-campus apartment will be charged the same rate and follow the same procedures as those staying on-campus. The \$15.00 charge goes towards the university's benevolence fund.

- Meals: Prospects who have not entered their senior year may not eat off-campus with any athletics department staff member. Since Season's at the Martin Inn is an on-campus facility, it would be permissible to eat with the prospect, provided the prospect pays for their meal. If coaches eat off-campus with a senior prospect, it is considered a contact and coach submits contact/evaluation form along with travel voucher.

- IPTAY members and unofficial visits: particularly during football season, IPTAY members and other boosters may offer to drive prospects to Clemson for an unofficial visit. NCAA rules do not allow this arrangement. It is not permissible for Clemson boosters to provide a benefit to a prospect. For exceptions, consult with compliance services prior to the game.

Official Visits

- Length of visit: NCAA rules specify that official visits may last 48 hours. An exception exists for a prospect that flies to Greenville or Atlanta who is unable to arrive on campus prior to 7:00 p.m. In these instances, the coach may start the official visit the next morning provided:
 - The prospect is transported directly to the hotel. If the prospect needs to eat dinner, it may not be provided in a restaurant. A drive-thru or eating at the hotel without the coach both are permissible without triggering the 48-hour clock.
 - The recruiting activities begin the following morning. It would not be permissible for the prospect to meet with other coaches, tour facilities, meet team members or engage in any other recruiting activity until the following morning when the 48-hours begin.
 - Meals: NCAA rules allow the prospect and their parents or legal guardians to have three meals provided each day of the visit. Meals may not be provided to any other individuals that may accompany the prospect. It is not permissible to leave a snack in the prospect's hotel room. Only one student-athlete may receive a meal with the prospect.

If siblings or other individuals accompany the prospect on an official visit, attach an explanation of how they ate on the visit to the travel voucher.

- Prospect's relatives or other guests: when people other than the parents or legal guardian accompany the prospect on an official visit, extra documentation is required to verify compliance with bylaw 13.6.8:
 - Record name(s) and relationship of individual to the prospect on the prospective student-athlete official visit form.
 - Provide an explanation of how the additional guests lodged and ate during the visit.
 - If guests ate at an ARAMARK function (on-campus banquet or catered meal), attach receipts to the travel voucher.
- Entertainment: NCAA rules restrict entertainment to a 30-mile radius of the campus. Entertainment may not be excessive in nature, and coaches must take

care to protect the prospect and parent from boosters while on an official visit. It is not permissible to introduce prospects to individuals who are not employed by the university, except for spouses of institutional personnel.

Coaches who escort prospects to on-campus events attended by boosters must take extra care to create a “bubble” around the prospect to ensure that boosters do not engage the prospects.

- Complimentary tickets: coaches submit request for complimentary tickets when seeking approval for an official visit. If the coach wants the student host to sit with the prospect, include the host's name and CUID on the form. NCAA rules allow for three complimentary tickets.
- Student hosts: a student may agree to serve as host on an official visit. The host may be provided \$30 a day. NCAA rules specify that the money must be used to defer costs for the visit, and may not be given to the prospect or used to buy the prospect anything of material value. At the end of the visit, the host must meet with the head coach to review visit and complete student host form.
- Permissible meals: In a 24-hour period the prospect and their parents may receive three meals and a snack at a coach's home (only once) while on an official visit.
- Hotel rooms: NCAA rules do not allow an institution to decorate a prospect's (or their parents or legal guardian's) hotel room. To avoid compliance issues, coaches are not allowed access to the prospect's room prior to an official visit.
- Recruiting “Props”: NCAA rules do not allow an institution to make name plates, attach names to jerseys or take any other measures to connect a prospect's name or picture with Clemson for the official visit. It is permissible to take the prospect's picture during the visit, and the prospect may be in a jersey or other Clemson gear. The picture may be used only to publicize the prospect's agreement to attend Clemson.

It is not permissible to loan a prospect Clemson gear during the official visit. If an emergency arises during the official visit that would warrant loaning gear, contact compliance services before proceeding.

- Tryouts: NCAA rules do not allow prospects to participate in any physical activity that may be construed as a tryout. The prospect's itinerary may not include a time for participating in activities that could be reported to the coach as an indication of athletic ability.

- Caution - Alcohol, Drug Use/Sexual Conduct/Illegal Activities: Coaches must remind student hosts not to engage or expose the prospect to impermissible activities. Compliance services will educate student hosts at the start of the year, but coaches are encouraged to reinforce the training prior to the onset of official visits.

Exposing the prospect to sexual activity, and using alcohol or drugs during an official visit is not permissible. Further, the prospect should not be exposed to any activities that are illegal. At the end of the official visit, coaches are required to interview the prospect and the student host to ensure the official visit was conducted consistent with NCAA rules. If the coach discovers that a NCAA or institutional rule was not honored, the sport supervisor and compliance services should be informed.

Student hosts unable to conduct official visits consistent with NCAA rules and institutional policies should not be allowed to serve as hosts in the future.

RECRUITING CALENDARS

- Dead Periods – all sports: coaches are not allowed to participate in on- or off-campus recruiting activities during the dead period.
- Quiet Periods: coaches are not allowed to participate in off-campus recruiting activities during the quiet period.
- Contact Periods: coaches are allowed to have off-campus face-to-face encounters with a prospective student-athlete or the prospective student-athlete's parents, relatives, or legal guardians.
- Evaluation Periods: coaches are allowed to conduct off-campus activities designed to assess the academic qualifications and playing ability of prospective student-athletes. No in-person contact or prearranged encounter (i.e. coach positions himself/herself in a location where contact is possible) may occur during the evaluation period.

ADMISSIONS PROCEDURES

APPLICATION PROCESS FOR PROSPECTS

- Orange Tiger Paw Application (OTP): an OTP application is issued once the administrative assistant provides compliance services with a copy of the Financial Aid Agreement (FAA).

In some cases in which the prospect has made a verbal commitment and is in the upper half of the high school class or has been cleared by the Director of Admissions or Athletic Admissions Review Committee, the recruiting coach provides a written request to compliance services to send an application (with no tiger paw). Once returned from the prospect, compliance services will hold the application until receiving a copy of the FAA.

The OTP application waives the application fee for student-athletes.

- Black Tiger Application: this application is provided to prospects when coaches are not certain of athletic financial aid. The prospect must pay the application fee. Black Tiger applicants that meet Clemson admission standards will be admitted, but those who might not meet admissions standards will have the decision delayed until April 15. At that time, the coach must decide about athletic financial aid. If the prospect is provided aid, the coach follows procedures for issuing a NLI. If the coach decides against offering aid, the prospect is subject to regular admission standards. A coach can request a Black Tiger application at any time.

In most instances, a student-athlete must be certified by the NCAA Eligibility Center prior to a final admission decision.

EXTENDING WRITTEN OFFERS OF AID (FAA) AND NATIONAL LETTER OF INTENT (NLI) PROCEDURES

All athlete files must be reviewed by the Director of Admissions prior to issuing the NLI or FAA (for those prospects not eligible for a NLI).

In addition the head coach provides the following to the NLI administrator:

- High school:
 - Copy of the *Academic Profile* from compliance services, including an admission index.
 - Completed *Character Form* and *Offer of Athletics Aid*.

- Four-year or junior college transfers:
 - Release from current institution (four-year only),
 - *Academic Profile* from compliance services.
Completed *Character Form* and *Offer of Athletics Aid*.
 - Transfers may be issued a NLI or FAA without an evaluation of eligibility for the upcoming year.

FORMS NEEDED:

- *Character Form*: completed by head coach attesting to the prospect's character.
- *Athletics Aid Form*: completed by recruiting coach and signed by sport supervisor. Authorizes the provision of NLI and financial aid to a prospect.
- *Academic Profile*: completed by compliance services.

PROCEDURES FOR VALIDATING NLI AND FAA

- Within 14 days of date of issuance, the prospect must sign the NLI and FAA and return two of the three copies to the head coach. Administrative assistant copies NLI and FAA and provides a copy to compliance services.
- Administrative assistant provides two copies of NLI and FAA to the athletics director's administrative assistant who files a copy and forwards a copy to the ACC office.

Failure to provide NLI to the ACC within 21 days of its issue makes the offer null and void. Prospect is informed of error. If error occurred during the early signing period, another NLI may be issued during the April signing date. If error occurred in the February or April signing date, another NLI may be issued immediately, including another FAA.

NLI PENALTY: Student-athletes who sign a NLI and decide to leave Clemson after one semester will be penalized unless a mutual release is provided.

[Note: Prospects that enter at mid-year (except football junior college graduates) may not sign a NLI, but may sign a FAA. The FAA is not binding and they could transfer after one semester. The FAA does bind Clemson to the prospect for the period of award.]

A prospect that signs only a FAA is not bound to Clemson.

ATHLETICS ADMISSIONS REVIEW COMMITTEE (AARC)

Files that are questionable after review by the Director of Admissions are sent to the Athletic Admissions Review Committee (AARC). The AARC reviews selected prospect's academic credentials to ensure that there is a reasonable expectation of graduation from Clemson. Members of the AARC:

- Faculty Athletics Representative (chair)
- Registrar (or designee)
- Athletics Council chair
- At-large member appointed by the Provost
- Director of Vickery Hall
- Director of Admissions (or designee) – non voting ex-officio member
- Athletic representative – non voting ex-officio member

If the AARC denies admission, head coaches may request that the athletics director appeal the decision to the provost.

The recruiting coach will present the prospect's case to the AARC by completing the following tasks:

- Obtain admissions index (predicted grade-point-average) through compliance services.
- Complete *Request for Admissions Review* (available through compliance services or on-line) and return to director of SAEP.
- Provide *Evaluation of Prospective Student-Athlete* to the prospect's most recent or current English and Math teachers and to as many other external references as necessary to provide proof that prospect will have a reasonable chance to earn a Clemson degree. Provide a return envelope addressed to SAEP director for each evaluation form.
- Request a hearing with the AARC. At the hearing, present prospect's case, and provide any additional supporting information.

STUDENT-ATHLETES

Compliance procedures described in this section highlight NCAA rules that affect the eligibility of our student-athletes. Also included in this section are specific tasks for readying our teams for the first date of competition and keeping team members eligible.

ELIGIBILITY

- NCAA AND CLEMSON RULES
 - Full-time enrollment: Clemson and NCAA rules require that all student-athletes maintain a full-time load of 12 hours. In those cases that a senior needs less than 12 hours to graduate, exceptions to this rule may be sought through the director of student-athlete enrichment program.
 - Six-hour rule: student-athletes must pass six hours to be eligible for competition in the next semester.
 - Competition between terms: student-athletes competing on teams whose championship season transcends both semesters, and those teams that compete for championships after the semester ends, the six-hour rule is in effect. As an example, a student-athlete who does not pass six hours in the spring will not be able to compete in the NCAA track championship, or a student-athlete who does not pass six hours will not be eligible for a bowl played during the Christmas holiday. For student-athletes in their final semester who are enrolled in less than full-time enrollment:
 - If the student-athlete was enrolled in at least 6 hours, he or she shall have satisfactory completed semester hours of academic credit; or
 - If the student-athlete was enrolled in less than 6 credit hours, he or she shall have satisfactory completed the number of semester hours of academic credit in which he or she was enrolled.
- PROCEDURES FOR CERTIFYING ELIGIBILITY:
 - Head coaches: four-six weeks prior to the first contest, compliance services will provide the head coach with a preliminary NCAA squad list. Coach will make sure that all potential team members are listed and that the athletic aid is accurate.

- Compliance services: ACC eligibility lists will be prepared from the NCAA squad list. The ACC lists and NCAA squad list will be forwarded to the office of undergraduate studies. Lists are distributed to members of the certification team in the admissions, registrar's and financial aid offices.
- Financial aid, admissions, and registrar: each office will perform certification checks and return lists to the provost's office. The faculty athletics representative will verify accuracy of eligibility checks. Lists will be returned to compliance services.
- Compliance services will provide the head coach, Vickery staff member, institutional research, and sport supervisor with a copy of the team's NCAA squad list that will verify the eligibility of team members.

Reminder: only those student-athletes certified to compete may receive travel expenses and dress for contests. It is not permissible to designate an ineligible player as a manager so that they may travel.

- Changes to the squad list: When a student-athlete on scholarship leaves the team, the coach completes a *SCHOLARSHIP STUDENT-ATHLETE CHANGE IN STATUS FORM* with the athlete and forwards to the sport supervisor. If a non-scholarship athlete leaves the team, coach completes *WALKON/ SCOUT TEAM SQUAD LIST CHANGE FORM* and forwards to the sport supervisor. Sport supervisor forwards form to compliance services. Compliance services notify support areas of the change.

When the team gains a new member, coach completes *WALKON/ SCOUT TEAM Squad List Change Form* and forwards to the sport supervisor. Sport supervisor forwards form to compliance services, which notifies support areas of the change.

Walk-ons: prior to allowing a student to tryout for the team, coach must have the student sign the *NCAA Drug-Testing Consent Form*. Tryouts will last no longer than one week. If the student makes the squad, coach should contact compliance services to arrange registration session.

- GENERAL ELIGIBILITY REQUIREMENTS

Part of the eligibility requirements include a verification that the student-athlete has complied with ACC and NCAA rules about amateurism, extra benefits, recruiting, financial aid and eligibility. Compliance services accomplish this verification with a team meeting prior to starting practice.

- ACC PARTICIPATION LISTS

At the end of the championship season, the head coach provides the sport supervisor with a list of student-athletes who used a year of eligibility. The sport supervisor approves and forwards to compliance services.

- MEDICAL HARDSHIP WAIVERS

At the end of the championship season, the head coach provides compliance services with a request to file a medical hardship with the Atlantic Coast Conference. Compliance services will work with the sports medicine staff to secure medical documentation.

- CAREER-ENDING INJURY

When a student-athlete is unable to compete further because of injury or illness, the head coach files a request for career-ending athletic scholarship with the sport supervisor and compliance services. The request must include documentation from the sports medicine staff. When granted, the athletic scholarship will not count toward team totals in the following year(s).

FINANCIAL AID

- FINANCIAL AID AWARDS

NCAA squad lists monitor student-athletes' and a team's financial aid limits. The head coach recommends financial aid, and the responsibility for ensuring NCAA limits are met rests with the head coach, compliance services and financial aid.

- KEY TASKS AWARDING FINANCIAL AID

- Regular term: head coach will provide compliance services with grant-in-aid forms in May. For equivalency sports, every effort should be made to offer

awards as an equivalency and not a dollar amount. The sport supervisor must approve exceptions to this policy.

- Summer term: Vickery Hall advisor, head coach and sport supervisor will provide compliance services with grant-in-aid forms for summer school in April. The summer school award may not exceed the aid provided in the academic year just completed. As an example, a student-athlete whose equivalency is .5 may receive .5 in the summer term(s).
- Renewal/Nonrenewal/Reduction: head coach will provide compliance services with a list of those student-athletes whose aid will not be renewed in May. Compliance services will provide the list to financial aid that will notify the student-athlete, consistent with NCAA Bylaw 15.3.5.1.
- Cancellation of Aid: head coach may recommend to the sport supervisor that a student-athlete's aid be cancelled during the term of its award consistent with NCAA Bylaw 15.3.4.1. Sport supervisor forwards recommendation to compliance services that will forward to the financial aid office.

Remember: Decisions to cancel or not renew athletic aid can be appealed by the student-athlete. Coaches must maintain documentation that supports the decision and that can be provided to an appeal committee consisting of faculty members and other nonathletic staff.

○ CHANGES IN THE SQUAD LIST

- Scholarship recipients: when a scholarship recipient leaves the team, the head coach and student-athlete complete a Scholarship Student-Athlete *Change in Status Form* and forward to the sport supervisor.
- Non-scholarship recipients: when a non-scholarship student-athlete leaves the team, the head coach provides a Walkon/Scout Team *Squad List Change Form* to the sport supervisor.
- Additions to the team: head coach provides sport supervisor with a *Squad List Change Form* when a student joins the team. Head coach ensures compliance services and sports medicine staff have cleared student-athlete prior to joining team.

PLAYING AND PRACTICE

NCAA rules allow coaches to designate segments of the year to train and compete for championships. During those segments, student-athletes and coaches are limited to 20 hours of interaction, with one day off every seven days. For the other segments of the year, interaction is limited to 8 hours per week, with two days off each week.

- REPORTING REQUIREMENTS.
 - Season Declaration Form: the head coach provides sport supervisor and compliance services with a plan for meeting team limits set forth in Bylaw 17 and for establishing the team's practice week (e.g. Monday – Sunday). . Season declaration form is due in July for fall sports and August for winter/spring sports for the upcoming academic year.
 - Practice Plan: the head coach provides sport supervisor with a practice and competition plan before beginning each segment.
 - Practice and Competition Report: at the end of each practice week, head coach provides the sport supervisor with an accounting of hours that team members practiced or competed. Coaches of individual sports attach a record of team members who competed during the week. Sport supervisor compares with the practice plan and approves. For multi-sport student-athletes, an individualized weekly practice plan for the student-athlete will be provided by both sports.

Compliance services will perform routine audits of practice reports.

- Outside Teams: Bylaw 17 specifies the conditions under which team members may participate on outside teams. If a team member wants to participate on an outside team, the head coach will submit the request in writing to the sport supervisor and compliance services for approval. Team member's participation must be approved prior to joining an outside team.
- Summer Practice: NCAA rules do not allow coaches and team members to practice during the summer. However, coaches of individual sports are allowed to work with student-athletes that request assistance. When individual sport team members request such assistance, Clemson may not pay rental fees or green fees when assistance occurs. A weekly log is submitted when individual sport coaches work with team members.

EXTRA BENEFITS

NCAA rules specify that student-athletes may receive cash, clothes, rent payments, cars, dry cleaning, IPODS® and all the rest of the “stuff” necessary for college life from one source – FAMILY! PARENTS OR LEGAL GUARDIANS – GRANDPARENTS OR IMMEDIATE FAMILY.

Coaches have the best opportunity to ensure that student-athletes are meeting the conditions of NCAA extra benefit legislation. If you suspect that a team member may be living beyond their means, you should inform your sport supervisor and compliance services immediately. Discreetly and confidentially, a review of circumstances will be conducted immediately to ensure benefits are consistent with NCAA rules.

Athletic representatives may not provide student-athletes with any material benefits. It is permissible for athletic representatives to employ student-athletes and prospects, but the employment arrangement must first be approved by compliance services.

Remember: If a coach or athletic department staff member arranges employment for a student-athlete or prospect, it must first be approved by compliance services. The employer will be provided rules education to ensure the student-athlete's eligibility is not jeopardized because rules were not followed.

Student-athletes may not receive any award, benefit or expense allowance that is not authorized by NCAA rules. NCAA BYLAW 16, details the extent of permissible benefits, should a student-athlete knowingly or unknowingly receive an extra benefit, they will be rendered ineligible until the NCAA student-athlete reinstatement staff reinstates. In most cases, the student-athlete must repay the benefit in order to regain eligibility. Coaches are key to helping student-athletes avoid extra benefits. Permissible benefits:

- Team Awards: all team awards are coordinated through the equipment room. NCAA rules limit the value of awards, and Clemson monitors compliance with these guidelines through the equipment staff. This includes awards for participation in NCAA championships.
- Apparel and Equipment: team members' apparel is inventoried and issued through the equipment room. Apparel must be necessary for competition and practice or it may not be provided to team members.
- Employment: NCAA rules permit student-athletes to work during the academic year. They must register employment with compliance services, which in turn educates the employer.

- Occasional meals: NCAA rules allow you to host your team for an occasional meal. The meal may be provided at your home or on-campus. Prior to hosting the meal, request approval from compliance services. Occasional meals are limited to two per semester.

AMATEURISM

Only amateur student-athletes are eligible for intercollegiate athletics. An individual can lose amateur status by receiving benefits for participation in athletics. Simply stated, a student-athlete may not be rewarded because of their status as an athlete except by an athletic scholarship and benefits afforded as a team member. See NCAA Bylaw 12 details amateurism principles. Coaches can help prevent the most common threats to a student-athlete's amateur status.

MEETING AMATEURISM REQUIREMENTS

- Promotional activities: NCAA rules allow participation in charitable, educational and not-for-profit activities. When team members are asked to participate, request the sponsor to complete the *Promotional Activity Request Form* and submit it to the director of community relations. Compliance will research the activity to ensure the student-athlete does not jeopardize eligibility.
- Fee for lesson: NCAA rules allow student-athletes to receive compensation for providing lessons on a fee basis. Prior to beginning, the student-athlete completes *Fee for Lesson Form* with compliance services.
- Sport Agents: NCAA rules do not allow student-athletes to arrange for an agent. Compliance services offer an in-depth education program for student-athletes. Coaches can help promote legitimate agent interaction by requesting compliance to provide educational session with team members.

Rarely will the NCAA reinstate a student-athlete who has received benefits from a sport agent. Coaches must be vigilant in helping student-athletes understand the price they and their teammates will pay for impermissible agent interaction.

- Employment: Student-athletes complete employment forms prior as soon as they are hired. NCAA rules education materials will be provided to identified employers.
- Summer Leagues: Student-athlete completes outside competition form prior to the end of spring semester to approve participation in summer leagues.

NCAA POST-SEASON ARRANGEMENTS DURING OFFICIAL VACATION

Post-season competition at Clemson:

- Practice: Student-athletes eat on-campus in dining facility designated by Aramark. If dining hall hours conflict with practice times or the facility is closed, athletes may redeem \$28.00 per diem, pending sport supervisor approval. [breakfast - \$6.00, lunch - \$8.00, dinner - \$14.00]
- NCAA competition begins: student-athletes, managers, trainers and volunteer coaches are eligible for \$28.00 per diem. Full-time employees do not receive per diem.

Post-season competition away from Clemson:

- Travel party limit set by NCAA.
- Per diem is \$32.00 for travel party. [breakfast - \$6.00, lunch - \$10.00, dinner - \$16.00]
- Travel party members allowed \$20 per day for entertainment.
- Transportation, lodging and per diem provided for coaching staff members' spouses.

For further information on information in this manual
contact compliance services
at (864) 656-1580 or access our website at
clemsontigers.com.