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COMPLIANCE OFFICE RESPONSIBILITIES

Main Office Telephone 785.864.4200

Office Fax 785.864.5289

Theresa Becker, Associate Athletic Director

(O) 785.864.7995 (C) 785.840.8235 tbecker1@ku.edu

Coordinates and oversees all day-to-day matters pertaining to the monitoring, interpretation, documenting and investigation of all NCAA, Big 12, and university rules and regulations. Represents the University of Kansas on any institutional, conference, or national compliance issues.

Kristine Kuhr Fowler, Assistant Athletic Director

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Assists with the coordination and oversight of all day-to-day matters pertaining to the monitoring, interpretation, documenting and investigation of all NCAA, Big 12, and university rules and regulations. Administers the overall compliance education plan.

Dino Bell, Director of Initial & Continuing Eligibility

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Coordinates all aspects of compliance with Bylaw 14: Eligibility. Liaison to the Kansas Athletics Drug Testing Committee. Handles issues regarding initial or continuing eligibility, transfer issues, or international student-athlete eligibility.

Randy Krahulik, Compliance Coordinator

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Coordinates all aspects of compliance with Bylaw 11: Personnel, Bylaw 13: Recruiting, Bylaw 16: Awards and Benefits, and Bylaw 17: Playing & Practice Seasons.

Responsible Sports: Football, Men's & Women's Basketball, Men's & Women's Track & Field & Cross Country, and Softball.

Angie Riffey, Compliance Coordinator

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Coordinates all aspects of compliance with Bylaw 11: Personnel, Bylaw 13: Recruiting, Bylaw 16: Awards and Benefits, and Bylaw 17: Playing & Practice Seasons.

Responsible Sports: Baseball, Men's & Women's Golf, Women's Tennis, Rowing, Women's Soccer, Women's Swimming & Diving, and Volleyball

UNPARALLELED EXCELLENCE

Kansas Athletics is inextricably linked to The University of Kansas as we both share a single unifying goal: **Unparalleled Excellence.**

In the classroom, in our athletic competition and within our community of collegiate sports, Kansas Athletics will be a national leader - never a follower - in setting the highest standards for competitive excellence, ethical behavior and fiscal integrity.

We will create a stimulating, multi-cultural environment that nurtures the human potential, the mental well-being and spirit of every student-athlete and athletics staff member, while enhancing the University of Kansas' commitment to disciplined inquiry, intellectual diversity and uncompromising integrity.

Through our success in these endeavors, Kansas Athletics will be recognized within the decade as the national model for collegiate athletics, unparalleled in excellence and the standard against which all other collegiate athletic programs are compared.

CORE VALUES

The University of Kansas considers intercollegiate athletics to be an integral part of the University, as its existence provides students, faculty, alumni and friends an opportunity to share in the life of the collegiate community.

As part of our mission, we will advance the University's role, ensuring athletics will be conducted in harmony and conformity with the University's educational mission, while continuing the proud heritage of athletic success that stimulates pride among our constituents and supporters.

These are the core values of Kansas Athletics. They are an intrinsic part of our history. They guide our conduct today and ingrain in us the values of Kansas Jayhawks for tomorrow.

Accountability. Kansas Athletics will hold itself to the **highest standards of accountability** in executing against its strategic plan. We expect all of our constituencies to do the same. We will move aggressively to take positive and forward-looking action, with a strategic focus on achieving our goals in both the short and long term.

Compliance. We play by the rules. We will follow both the spirit and the letter of the law regarding our athletic endeavors and our dealings with University officials, the Big 12 Conference, the NCAA and governmental bodies. We expect everyone who engages in the Kansas Athletics experience in any way to do the same.

Culture of Equality. We will **embrace diversity** throughout our organization. We will hire and recruit without regard to age, ancestry, disability, gender, marital or parental status, national origin, race, religion, sexual orientation or veteran status.

Culture of Quality. We will provide for our student-athletes **outstanding** coaches, mentors, facilities, equipment and opportunities.

Integrity. We are honest in our relationships with student-athletes and their families, coaches, staff, opponents and fans. We will engage only in behavior that reflects the highest levels of integrity and sportsmanship.

Leadership. Kansas Athletics will **lead and nurture leadership** in its student-athletes, staff, coaches and administrators.

Respect for our history and traditions. The legacy of Kansas Athletics is proud and strong, filled with historical victories and compelling examples of excellence. We will **respect and honor our outstanding tradition.**

Unparalleled excellence. **We are committed to winning.**

Academically, we will excel in the classroom.

Athletically, we will compete and win with a watchful eye on the well-being of both our student-athletes and our institution.

Ethically, we will play by the rules. Period.

Fiscally, we will acquire the resources necessary to enable our student-athletes and coaches to compete at the highest level and to achieve unparalleled excellence.

Socially, we will provide our fans with an unsurpassed customer-service ethic and the best game-day experience in collegiate athletics.

KANSAS ATHLETICS RECRUITING PHILOSOPHY

The Athletics Department seeks talented student-athletes to represent the university playing on its intercollegiate sports teams. The talent shall have been demonstrated in the realms of character development, academic achievement, and athletic performance. The prospective student-athlete is expected to be able to meet the university's standards in the classroom and on the field.

Intercollegiate sports are highly valued by the university and the community. It is recognized that participation in Division I athletics affords student-athletes a wonderful opportunity to realize the ideals of sports. The aspirations include such noble aims as: pursuing excellence, being competitive, setting goals, working hard, cultivating talent, developing stamina, finding courage, gaining maturity, building character, learning self-discipline, playing fair, appreciating teamwork, becoming selfless, respecting others, demonstrating sportsmanship, and exhibiting leadership as well as winning magnanimously and losing graciously.

Student-Athletes and prospective student-athletes are expected to act in a manner that places them in the best possible light, to refrain from committing offensive acts, and to avoid responding to the offensive behavior of others. The University of Kansas expects student-athletes and prospective student-athletes to adhere to all state and federal laws related to alcohol and drug use. Further, during a hosted event, under no circumstances should a student-host or prospective student-athlete engage in drinking alcoholic beverages regardless of whether he or she is of legal age. This includes any student-athlete who transports recruits. In addition, "adult entertainment" and gambling venues are off-limits during recruiting visits. This extends to arranging adult entertainment or gambling activities on campus. It is critical student-athletes and prospective student-athletes avoid any situation where risky behavior may occur.

The University of Kansas believes that the conduct of its student-athletes who wear the Kansas uniform reflects upon the entire University community, on and off the fields of play. Furthermore, wearing the Kansas uniform is a privilege and not a right. Consequently, the involvement of student-athletes or prospective student-athletes in incidents which are contrary to this philosophy may result in a decision by the University to decline to admit or grant financial aid to a prospective student-athlete and may result in dismissal from a team for current student-athletes. Furthermore, such conduct could also result in proceedings being commenced by other authorities.

The powerful effect of sports on student-athletes and the substantial influence of athletic role models on others should never be underestimated. Therefore, the Athletic Department seeks prospective student-athletes who are dedicated to achieving these sports ideals and to taking full advantage of the privilege afforded them by the university.

KANSAS ATHLETICS EMERGENCY MANAGEMENT & COMMUNICATION PLAN

General Overview and Purpose

By their very nature, emergency situations are unexpected, inconvenient, disruptive and often matters of public interest. There is always the possibility that a crisis situation or serious emergency that may adversely affect Kansas Athletics, the University of Kansas or the community at large may develop at a Kansas Athletics event or involve someone connected with Kansas Athletics. These situations could include, but are not limited to:

- Severe injury/death of a student-athlete, coach, staff member, volunteer or fan;
- Situation such as an arrest, filing of a lawsuit, violent activity or a criminal investigation involving someone in the Kansas Athletics family;
- Media probes beyond normal inquiries; and
- A natural disaster, fire or terrorist threat or action at a facility, either before, during or after an event.

It is often the correct actions, taken swiftly and decisively moments after such an event that determine the outcome. In moments of trauma, stress or great confusion, the actions of people in positions of responsibility can have far-reaching effects – handling the situation thoughtfully and quickly goes a long way to securing the safety, health and credibility of all parties involved.

This Emergency Management & Communications Plan is an essential tactic to ensure Kansas Athletics' ability:

- To swiftly identify, confront and resolve an emergency situation;
- To restore equilibrium during the crisis; and
- To support appropriate contingencies and adaptive responses.

The Emergency Management & Communications Plan is also structured to ensure speed in supplying timely, accurate information to appropriate internal and external audiences during a crisis or emergency situation.

This plan is NOT designed to provide a set of hard and fast rules that must be followed to the letter. By their very nature, crises create an unstable state of affairs and no two may be alike. The ability to recognize a crisis in the making and the ability to react to pressure in a cohesive, responsible and caring way often determines its positive outcome. This plan provides guidelines and reminders to those responsible for managing various aspects of a crisis situation.

An appropriate emergency management and communication protocol will be activated whenever a critical situation arises. **This is not an option.** Everyone associated with Kansas Athletics is expected to use good judgment in evaluating situations and their potential to become critical.

Kansas Athletics Emergency & Crisis Protocol

In the event of an emergency, the Kansas Athletics senior staff, led by the Athletics Director, will be responsible for all decision-making as the Emergency Response Team. The Emergency Response Team's primary role is to facilitate the proper handling of a situation on a broad scale. The ERT will not, for instance, make specific medical decisions; however, it will allocate needed resources and guidance. In the event that senior staff is unavailable/not on the scene immediately, that responsibility falls to the event manager and/or head coach as appropriate.

The Emergency Response Team will include:

- **Lew Perkins**, *Athletics Director*
- **Larry Keating**, *Senior Associate Athletics Director*
- **Debbie Van Saun**, *Senior Woman Administrator*
- **Jim Marchiony**, *Associate AD External Affairs – Media contact*
- **Larry Magee**, *Head Team Physician*
- **Sean Lester**, *Associate AD Internal Affairs*
- **Brandon Macneill**, *Associate AD - Administration*
- **Judy Pottorff**, *Kansas Athletics Corporate Counsel*

Responsibilities

When a crisis or emergency situation presents itself, it is essential that everyone involved knows his/her initial responsibilities. These tasks can change according to the situation and at the discretion/direction of the Emergency Response Team, led by the Athletics Director.

When a situation occurs, it is essential that the Athletics Director, the Senior Associate Athletics Director and the Senior Woman Administrator be notified immediately.

Athletics Director

The most important duty of the Athletics Director in a crisis or emergency situation is to act as the final decision maker and to lead the Emergency Response Team.

At the onset of a situation, the Athletics Director is responsible for notifying – or designating someone to notify – the University Chancellor, University Relations/Public Relations, the Dean of Students and the University's General Counsel.

The Athletics Director will work proactively with the appropriate law enforcement and medical officials as the situation warrants. He or his designee will aide communications with student-athletes, their families, the Big 12 Conference, the NCAA, the University as a whole, the media and the general public.

Senior Associate Athletics Director and Senior Woman Administrator

In the event of a crisis or emergency, the first priority of the Senior Associate Athletics Director and the Senior Woman Administrator is to ensure that the Athletics Director is informed and briefed on the situation.

Once the situation is identified, the Senior Associate Athletics Director and Senior Woman Administrator are responsible for convening the Emergency Response Team, notifying the Associate Athletics Director for Compliance and assisting the Athletics Director.

Associate Athletics Director – External Affairs

The Associate Athletics Director - External Affairs is the designated spokesperson for Kansas Athletics regarding any crisis or emergency situation. He will coordinate any release of information to the public with the Athletics Director and the Emergency Response Team.

The majority of the duties of the Associate Athletics Director – External Affairs are covered in the Emergency Management Communications Plan.

Medical Team

The Head Team Physician, Director of Sports Medicine or Athletic Training Staff will often be one of the first responders to an emergency situation requiring medical attention. In each such case, aiding the injured party is the first priority. Concurrently, a member of the medical response team will alert the proper emergency medical assistance (ambulance, EMT, etc.) and work with the Operations & Events Manager/Facilities Manager to secure the area and insure the safety of the injured party and anyone else in the facility. A coordinated team effort between the Medical and Event Staffs is necessary to ensure the most cohesive emergency management possible. Strong communication between these parties is imperative, especially in the intermediary time before the Athletics Director and Emergency Response Team can be notified of the situation.

Immediately following the occurrence of an emergency situation, the Medical Team will work with the Emergency Response Team to file a full report for internal information purposes (including external communications releases) as well as any NCAA Insurance needs.

Events Manager

The Assistant Athletics Director – Operations & Events or the senior-most Events Staff member on site is responsible for overseeing and providing for the safety of all persons in the facility in case of an emergency situation until the Emergency Response Team is able to assume those responsibilities. The Events Manager must immediately assess the severity of the situation and plan the best course of action to provide for the safety of everyone at the event.

If the emergency situation is medical in nature, the Events Manager will need to work in conjunction with the Medical Team to plan and enact the best course of action until the Emergency Response Team can assume the crisis management responsibilities.

Coaches and Support Staff

The coaching and support staffs' primary responsibility is for the safety and concern of the student-athletes. Coaches and support staff will meet with student-athletes to brief them on the situation. They will instruct them on how to respond to media inquiries at the appropriate time, keep them updated and assist the Emergency Response Team as needed.

Associate Athletics Director – Internal Affairs

The Associate Athletics Director – Internal Affairs will coordinate any travel plans and housing for parents, staff, coaches or team as dictated by the situation. Associate AD – Internal Affairs will also contact the University's Insurance Specialist.

Associate Athletics Director – Administration

The Associate Athletics Director – Administration will coordinate with University officials for any on-campus services or needs and will contact a Big 12 Conference representative, if applicable.

Associate Athletics Director – Student Support

Should an emergency situation involve a student-athlete and require him/her to miss any period of class time, testing or other assigned school work, the Associate Athletics Director – Student Support will notify that student's professors and ascertain the impact on class/grades.

Associate Athletics Director – Compliance

In an emergency situation with a Kansas Athletics student-athlete or staff member, the involvement of the Associate Athletics Director – Compliance may become necessary. He/she will provide guidance regarding payment of incidental expenses and interpretive support relating to NCAA regulations. The Associate Athletics Director – Compliance will also notify the NCAA Catastrophic Insurance carrier that a situation has occurred.

Director of Human Resources

Should an emergency situation involve Athletics Department employees' work locations or hours, the Director of Human Resources, under the direction of the Director of Athletics, will be responsible for communicating with Athletics employees, as necessary, by activating established procedures for notification as outlined in Addendum #9.

PROCEDURES FOR REPORTING A RULES VIOLATION

Coaches and Kansas Athletics staff members are to uphold the principle of institutional control of, and responsibility for, all intercollegiate sports in conformity with applicable rules and regulations. Violations of University, Big 12 Conference, or NCAA rules and regulations can result in sanctions against individuals, as well as against the University. Therefore, every effort must be made to ensure adherence by the staff and student-athletes to all rules and regulations.

When faced with a question of concern regarding NCAA rules and regulations, **contact the Compliance Office immediately at 864-4200.**

Investigations of Violations

The goal of Kansas Athletics in responding to all alleged or potential violations of Conference or NCAA regulations will be to encourage communication, to seek consistency and accountability and, above all, to send a strong message that the University and Kansas Athletics are committed to rules compliance in the operation of its programs of intercollegiate athletics.

- It is the duty of every institutional staff member or student to immediately report to the Athletics Director, Associate Athletics Director for Compliance, or Faculty Athletic Representative any alleged or suspected violations of NCAA or Big 12 Conference rules.
- Kansas Athletics staff members, employees, and students are required to report the alleged violation to one of the individuals listed above (Athletics Director, Associate Athletics Director for Compliance, or Faculty Athletic Representative). It is not sufficient that they report an alleged violation to their supervisor, or in the case of assistant coaches, to their head coach.
- An individual may report an alleged, rumored, or suspected violation, verbally or in writing. He/she may report an alleged violation anonymously.
- Staff members having knowledge of any alleged violations of applicable governing rules or regulations are to cooperate with the proper authorities by furnishing factual information and assistance, as requested.
- During official hearings or inquiries, Kansas Athletics, the University, and the NCAA strive to protect the individual rights of an accused party. If investigative findings result in proposed disciplinary actions, the accused party has the right to appeal through the appropriate procedure as outlined in this Policy and Procedure Manual.
- Staff members or employees found in violation of Conference or NCAA rules shall be subject to disciplinary action as designated by the NCAA Infractions Committee and/or Kansas Athletics. The University additionally reserves the right to suspend or terminate the employment of involved individuals.
- In responding to reported rules violations involving a Kansas Athletics staff member or student-athlete, Kansas Athletics will look at such factors as whether the violation was intentional, whether any advantage was gained (e.g., recruiting, competitive or for the student-athlete involved), whether a student-athlete's eligibility was affected, and whether violations are recurring.
- All suspected or alleged violations of NCAA or Conference rules shall be investigated. Under ordinary circumstances, the Associate Athletics Director for Compliance will conduct the investigation. If the Associate Athletics Director for Compliance determines that a violation has indeed occurred, he/she will prepare a detailed written report to the appropriate NCAA national office and/or appropriate Conference officials.

MONTHLY TELEPHONE LOGS

PROCEDURE

1. It is the responsibility of every KU coach/sport to provide the Compliance Office with all current telephone/contact numbers for all prospects being recruited by their sport.
2. Each month, the Compliance Office will provide each coach with a Telephone Report. The coach shall:
 - a. Review the report and sign as approval of information provided;
 - b. Provide information related to recruiting calls initiated from another telephone other than a KU office telephone or a Kansas Athletics issued cell phone;
 - c. Provide the Compliance Office with any "new" telephone numbers for prospects that have been added to your recruiting list; and
 - d. Copy for sport file and return the original report to the Compliance Office.

****It is not necessary to notify the Compliance Office when a prospect is no longer being called****

	JUNIOR YEAR	SENIOR YEAR	2-YEAR & 4-YEAR TRANSFERS
FOOTBALL 13.1.3.1.1	1 phone call from April 15 – May 31.	1 phone call per week after September 1. Unlimited phone calls during a Contact Period.	1 phone call per week.
MEN'S BASKETBALL 13.1.3.1.2	1 phone call per month from June 15 prior to the junior year through July 31 of the junior year.	2 phone calls per week starting August 1.	1 phone call per week.
WOMEN'S BASKETBALL 13.1.3.1.3	1 phone call during the months of ** April and May. **Must be after the Thursday following the conclusion of the Women's Final Four.	Prior to the Senior Year: 1 phone call from June 1-20. 1 phone call from June 21-30. No more than 3 phones calls during the month of July. 1 phone call per week thereafter.	1 phone call per week.
ALL OTHER SPORTS 13.1.3.1		1 phone call per week after July 1 prior to the senior year.	1 phone call per week.

EXCEPTIONS WHEN UNLIMITED CALLS ARE PERMISSIBLE:

- 5 days preceding an official visit.
- Initial signing date of the NLI and the two days following (i.e. WEDNESDAY through FRIDAY).
 - FOOTBALL – 48 hours prior & 48 hours following the initial signing date (i.e. MONDAY through FRIDAY).
- Any day that you will be engaging in an off-campus contact (i.e. home visit).

CONTACT & EVALUATION LOGS

FORMS AVAILABLE ONLINE:

www.kuathletics.com ~ Inside Athletics ~ Compliance ~ Jayhawk Coaches

Checklist for completing a Contact/Evaluation Form:

- 1. A coach has engaged in OFF-CAMPUS recruiting.
- 2. A coach has expenses to submit to the Business Office.
- 3. Coach shall attach a Contact/Evaluation form to the expense report indicating the number of contact or evaluation that occurred.
- 4. When local recruiting occurs and/or no expenses are incurred, the coach shall simply submit the Contact/Evaluation Log directly to the Compliance Office.

	CONTACTS	EVALUATIONS	RECRUITING DAYS
FOOTBALL	6 In-person off-campus contacts. You may not visit an educational institution on more than 1 time per week.	No more than 3 evaluations (1 during the fall and 2 during the spring). You may not visit an educational institution more than 2 times during the spring period.	Must designate 6 days in the Fall with no more than 7 coaches allowed off-campus.
MEN'S BASKETBALL	7 Total recruiting opportunities. No more than 3 can be off-campus contacts.	7 Total recruiting opportunities. No more than 3 can be off-campus contacts.	130 recruiting-person days during the academic year.
WOMEN'S BASKETBALL	5 Total recruiting opportunities. No more than 3 can be off-campus contacts.	5 Total recruiting opportunities. No more than 3 can be off-campus contacts.	100 recruiting-person days during the academic year.
OTHER SPORTS	7 Total recruiting opportunities. No more than 3 can be off-campus contacts.	7 Total recruiting opportunities. No more than 3 can be off-campus contacts.	Volleyball – 80 Evaluation days from August 1 through July 31. Softball – 50 evaluation days from August 1 through July 31.

REMINDERS:

- You must have permission from the Executive Office or designee to visit a PSA's educational institution when classes are in session.
- Evaluations during the summer are unlimited and do not count against limited recruiting opportunities. (Must occur during the PSA's summer vacation NOT KU's summer vacation.)
- Contacts always count against your recruiting opportunities regardless of when they occur.
- Any number of contacts or evaluations that occur on the same day count as one recruiting opportunity, (i.e., contact at the High School and a home-visit in the evening = 1 contact).
- Evaluations occurring at tournaments held on consecutive days count as one evaluation, (i.e., observing tournament competition on Friday, Saturday and Sunday = 1 evaluation).
- Evaluation of individuals prior to his/her 9th grade year must occur during a permissible contact or evaluation period.

PERMISSION TO CONTACT A TRANSFER PSA

Checklist for requesting permission to contact a prospective student-athlete at another NCAA or NAIA four-year collegiate institution:

WHEN A KU COACH REQUESTS PERMISSION TO CONTACT

- 1. Contact the Director of Initial and Continuing Eligibility (DICE) and request a Permission to Contact letter be provided to the prospect's institution.
- 2. Upon receiving approval/denial of the request, the Compliance Office will notify the respective KU coach and forward a copy of the permission to contact information to the coach.

OR

WHEN ANOTHER INSTITUTION GRANTS KU PERMISSION TO CONTACT

- 1. The Compliance Office will provide a copy of the permission to contact letter regarding a prospective transfer student directly to the sport specific office.

OR

WHEN A COACH RECEIVES A PERMISSION TO CONTACT LETTER DIRECTLY

- 1. Notify the Compliance Office; provide a copy of the letter to the compliance office prior to any contact with the prospective transfer student.

NOTE:

- Permission from a 2-year collegiate institution to contact a 2-year college prospect is not required.
- Permission to contact an international transfer student is not required.

INTERNATIONAL RECRUITING

FORMS AVAILABLE ONLINE:

www.kuathletics.com ~ Inside Athletics ~ Compliance ~ Jayhawk Coaches

Checklist for administering the International Student-Athlete Questionnaire:

1. Upon initiating recruitment of an international student-athlete, a coach must obtain the International Student-Athlete Questionnaire from the Compliance Office.
2. Provide the questionnaire to the international student-athlete and request that the student complete the questionnaire.
3. Upon completion, return the questionnaire to the Compliance Office.
4. The Director of Initial and Continuing Eligibility (DICE) will review and verify information provided on the questionnaire.

WHO IS CONSIDERED AN INTERNATIONAL STUDENT?

- Someone who is born in a foreign country and raised in the U.S.;
- Someone who is born and raised in a foreign country; or
- Someone who is born in the U.S and raised in a foreign country.

REMINDERS:

- International student-athletes must take the SAT or the ACT.
- International student-athletes must register with the NCAA Eligibility Center.
- International student-athletes must meet the NCAA academic requirements for their respective country.

OFFICIAL VISIT APPROVAL FORM

FORMS AVAILABLE ONLINE:

www.kuathletics.com ~ Inside Athletics ~ Compliance ~ Jayhawk Coaches

Checklist for completing an Official Visit Approval Form:

- 1. Coach decides to bring a prospective student-athlete on-campus for an official visit.
- 2. Two weeks prior to an official visit, a coach must complete Part 1 of the Official Visit Approval form and submit the form to Student-Athlete Support Services (SASS). This process will also initiate the Prospective Student-Athlete (PSA) being placed on the KU Institutional Request List.
- 3. Upon review, a SASS counselor will complete Part 2 of the form indicating an approval or denial of the official visit. The counselor will return the form to the respective coach.
- 4. The coach shall maintain a copy of the Official Visit Approval form in the prospective student-athlete's file.
- 5. The coach must provide the original Official Visit Approval form to the Compliance Office.

	HIGH SCHOOL PROSPECT	TWO-YEAR TRANSFER	FOUR-YEAR TRANSFER
REQUIREMENTS PRIOR TO OFFICIAL VISIT	<p>A PSAT, PLAN, SAT, or ACT test score taken on a national testing day under national testing conditions.</p> <p>Unofficial or official academic transcript.</p> <p>Must register with the NCAA Eligibility Center.</p> <p>Must be placed on KU's institutional request list w/ the NCAA Eligibility Center.</p>	<p>Unofficial or official academic transcript.</p> <p>NCAA Eligibility Center Web Status Report confirming qualifier status.</p>	<p>Unofficial or official academic transcript.</p> <p>Documentation indicating permission to contact granted by previous institution.</p>

REMINDERS:

- The total number of official visits that may be provided on an annual basis (August 1 through July 31) in each sport shall be limited to the following:

Football	56
Men's Basketball	12
Women's Basketball	12
Baseball	25
All Other Sports	No Limit

- The one-visit limitation and the limitations on total official visits apply separately to the following periods:
 - Opening day of class senior year until October 14 following the senior year.
 - October 15 following the prospective student-athlete's completion of high school.
- KU may finance one official visit for each prospective student-athlete.
- A prospective student-athlete deemed a non-qualifier at a two year college may not take an official visit until completion of one academic year.
- In women's basketball, an institution may not provide an expense-paid visit to a prospective student-athlete during the July evaluation periods.

OFFICIAL VISIT LETTER

Checklist for completing an Official Visit Letter:

1. Coach decides to bring a prospective student-athlete on-campus for an official visit.
2. Coach must provide the Official Visit Notification Letter. This may be done by:
 - E-mailing the letter;
 - Providing a hard copy of the letter through the mail; or
 - Providing the letter when the prospect arrives on campus for their official visit.
3. Coach must inform the prospect (either in the body of the letter or by including enclosures/attachments) that NCAA rules require each of the following be provided to the prospect:
 - Federal Graduation Rates (Bylaw 13.3.1)
 - NCAA Graduation Success Rates (Bylaw 13.3.1)
 - NCAA Academic Progress Rates (Bylaw 13.3.1)
 - NCAA Banned Drug List (Bylaw 13.3.2)
 - NCAA Initial-Eligibility Standards (Bylaw 13.3.3)
4. Coach must maintain a copy of the Official Visit Letter in the prospective student-athlete's file.
5. Coach must attach a copy of the Official Visit Letter with the Official Visit Expense Report.

REMINDERS:

- The NCAA requires that the above documents be provided at the earliest opportunity after KU begins the recruiting process with a prospect.
- You may provide hard copies of the documents or the website address to access the information.
- Hard copies of each document along with website addresses are available in the Compliance Office.

OFFICIAL VISIT REPORT

FORMS AVAILABLE ONLINE:

www.kuathletics.com ~ Inside Athletics ~ Compliance ~ Jayhawk Coaches

Checklist for completing an Official Visit Report Form:

- 1. KU has provided expenses to a prospective student-athlete during an official visit.
- 2. A coach must complete the Official Visit Report Form.
- 3. Coach shall maintain copy of the Official Visit Report in the prospective student-athlete's file.
- 4. Coach must attach the original Official Visit Report Form to the Official Visit Expense Report providing complete and accurate information.
- 5. If an official visit is cancelled or exceeds 48 hours due to extenuating circumstances, you must notify the Compliance Office.

REMINDERS:

- An official visit shall not exceed 48 hours.
- The 48-hour period begins at the time that the prospect arrives on campus or receives a benefit other than transportation.
- Lodging and meals (up to 3 per day and a snack) may be provided within a 30-mile radius of KU's main campus to the following:
 - Prospective student-athlete;
 - Prospective student-athlete's parent(s) or legal guardian(s); and
 - Prospective student-athlete's Spouse and/or Child.
- Additional persons may stay in the same room of those listed above provided the following:
 - KU may not pay any additional cost resulting from the additional occupant; and
 - The additional occupant may not be a prospective student-athlete being recruited by KU.
- Lodging may not include special accessories (e.g., jacuzzis, suites) that are not available to all guests.
- Entertainment (from the \$30 a day Host Money allowance) for the following individuals may be provided within a 30-mile radius KU's main campus:
 - Prospective student-athlete and/or their Spouse; and
 - Prospective student-athlete's parent(s) or legal guardian(s).
- Contact by a booster during the official visit is ALWAYS PROHIBITED.
- A luncheon, dinner or brunch on one occasion at the home of an institutional staff member is permissible.
- You may not arrange miscellaneous, personalized recruiting aids during the visit.
- You may not permit a prospective student-athlete to engage in any game-day simulations.

OFFICIAL VISIT HOST INSTRUCTIONS

FORMS AVAILABLE ONLINE:

www.kuathletics.com ~ Inside Athletics ~ Compliance ~ Jayhawk Coaches

Checklist for completing an Official Visit Host Instructions Form:

- 1. Prior to the official visit, designate a current student-athlete as a host.
- 2. Review the Official Visit Host Instructions Form and provide host money.
- 3. You must indicate the amount of host money provided:
 - \$30 a day (Maximum of \$60 for a 48 hour visit)
 - An additional \$15 for each additional prospect hosted
- 4. Keep a copy of the Official Visit Host Instructions in the prospective student-athlete's file.
- 5. You must attach the completed original Official Visit Host Instructions Form to the Official Visit Expense Report.

REMINDERS:

- Cash may never be provided to a prospect on his or her official visit.
- The entertainment allowance may not be used for the purchase of tangible items.
- A student host must be one of the following:
 - A current student-athlete; or
 - A student designated in a manner consistent with the institution's policy for providing campus visits or tours to all prospective students.
- The \$30 for each day of the visit may be provided to cover actual costs of entertaining the following individuals:
 - Student host(s);
 - Prospective student-athlete;
 - Prospective student-athlete's parent(s) or legal guardian(s); and
 - Spouse.
- If an athletics department staff member serves as a host, then his or her entertainment costs must be included in the entertainment allowance.
- A complimentary meal may be provided to the student host who accompanies the prospective student-athlete during the official visit.
- Complimentary admission to a campus athletics event may be provided to a host if the ticket is utilized to accompany a prospective student-athlete to that event during the official visit.
- KU or a booster shall not provide an automobile for use during an official visit.

COMPLIMENTARY TICKET REQUEST

FORMS AVAILABLE ONLINE:

www.kuathletics.com ~ Inside Athletics ~ Compliance ~ Jayhawk Coaches

Checklist for completing a Complimentary Ticket Request Form:

1. During an official visit, a coach decides to provide complimentary tickets to a home KU athletic event for the purpose of entertaining a prospect.
2. Complete the Complimentary Ticket Request Form and submit to the Ticket Office.
3. Keep a copy of the Complimentary Ticket Request Form in the prospective student-athlete's file.
4. Attach a completed copy of the Complimentary Ticket Request Form to the Official Visit Expense Report.

REMINDERS:

- A maximum of three complimentary admissions may be provided.
- The contest must take place within a 30-mile radius of the institution's main campus.
- The complimentary admissions are for the exclusive use of the following individuals
 - Prospective student-athlete; and
 - Any person(s) accompanying the prospective student-athlete.
- The complimentary admissions must be issued through a pass list on an individual-game basis.
- Seating may only be provided in the general seating area of the facility.
- You may not provide complimentary admissions to a pre-season tournament, postseason conference tournament, NCAA Championship event or any other postseason contest.
- You may reserve additional tickets for the use of immediate family members accompanying a prospective student-athlete.
 - Additional reserved tickets must be purchased at face value.

PROSPECT MILEAGE REIMBURSEMENT

FORMS AVAILABLE ONLINE:

www.kuathletics.com ~ Inside Athletics ~ Compliance ~ Jayhawk Coaches

Checklist for completing a Prospect Mileage Reimbursement Form:

- 1. Coach decides to provide reimbursement for travel expenses that a prospect incurred traveling during an official visit.
- 2. To calculate the reimbursement, input the exact addresses (i.e., prospect's home to the KU campus) into www.mapquest.com to determine the distance of which to provide mileage reimbursement.
- 3. Coach shall submit the completed Reimbursement Form and Mapquest printout with a Cash Advance/Check Request Form to the Business Office.
- 4. Upon providing the reimbursement (cash/check) to the prospective student-athlete, the coach must obtain the signature of the prospect on the Prospect Mileage Reimbursement Form indicating the amount received.
- 5. Coach shall maintain a copy of the Prospect Mileage Reimbursement Form in the prospective student athlete's file.
- 6. Coach shall attach the original Prospect Mileage Reimbursement Form and the mapquest printout to the Official Visit Expense Report.

REMINDERS:

- A member institution may pay actual round-trip transportation costs involving the following scenarios during an official visit:
 - From any location to campus and back to the original point of departure;
 - From any location to campus and back to a different location provided the cost does not exceed round-trip expenses from the original point of departure; or
 - From any location to/from any airport, train or bus station.
- Use of a limousine or helicopter for transporting a prospective student-athlete is prohibited.
- A prospective student-athlete may receive round-trip expenses at the same mileage rate allowed for KU personnel.
- KU may not pay, provide or arrange for the payment of transportation costs incurred by the following:
 - Relatives;
 - Friends;
 - Legal guardian(s); or
 - A coach of the prospective student-athlete.
- KU may reimburse mileage cost to a prospective student-athlete if accompanied by additional persons for an official visit.

OFFICIAL VISIT EXPENSE REPORT

Checklist for completing an Official Visit Expense Report:

The following page is an Audit Form that the Compliance Office utilizes to review every Official Visit Expense Report. It may serve as a valuable resource when submitting your Official Visit Expense Report. If you submit an incomplete Expense Report it may cause a delay in receiving reimbursement from the Business Office.

DOCUMENTATION	COMPLIANCE FORMS
<input type="checkbox"/> Updated Official Visit Itinerary	<input type="checkbox"/> <u>Original</u> Official Visit Report Form
<input type="checkbox"/> Airline Itinerary (If applicable)	<input type="checkbox"/> <u>Copy</u> of the Official Visit Letter (see reminder below)
<input type="checkbox"/> Hotel bill (If applicable)	<input type="checkbox"/> <u>Original</u> Prospect Mileage Reimbursement Form (If applicable)
<input type="checkbox"/> All itemized meal receipts	<input type="checkbox"/> <u>Original</u> Official Visit Host Instructions (If applicable)
	<input type="checkbox"/> <u>Copy</u> of the completed Complimentary Ticket Request Form (If applicable)

REMINDERS:

- The Official Visit letter must indicate that all of the following were provided to the Prospective Student-Athlete:
 - NCAA Graduation Success Rates
 - Federal Graduation Rates
 - NCAA Academic Performance Rates
 - NCAA Banned Substance List
 - NCAA Initial-Eligibility Standards
 This can be indicated in the body of the letter or in the enclosures.
- Keep a copy of the ENTIRE Official Visit Expense Report in the prospective student-athlete's file.

COMPLIMENTARY TICKET REQUEST

FORMS AVAILABLE ONLINE:

www.kuathletics.com ~ Inside Athletics ~ Compliance ~ Jayhawk Coaches

Checklist for completing a Complimentary Ticket Request Form:

1. During an unofficial visit, you plan to provide complimentary tickets to a home KU athletic event for the purpose of entertaining a prospect.
2. You must complete the Complimentary Ticket Request Form and submit to the Ticket Office.
3. Keep a copy of the Complimentary Ticket Request Form with your Unofficial Visit documentation.

REMINDERS:

- You may provide a maximum of three complimentary admissions.
- The contest must take place within a 30-mile radius of the institution's main campus.
- The complimentary admissions are for the exclusive use of the following individuals:
 - Prospective student-athlete; and
 - Any person(s) accompanying the prospective student-athlete.
- Admissions must be issued through a pass list on an individual-game basis.
- Seating may only be provided in the general seating area of the facility.
- You may not provide complimentary admissions to a pre-season tournament, postseason conference tournament, or NCAA Championship event or any postseason contest.
- You may reserve additional tickets for the use of immediate family members accompanying a prospective student-athlete.
 - Additional reserved tickets must be purchased at face value.

UNOFFICIAL VISIT LOG

FORMS AVAILABLE ONLINE:

www.kuathletics.com ~ Inside Athletics ~ Compliance ~ Jayhawk Coaches

Checklist for completing an Unofficial Visit Log:

- 1. When a prospect visits KU unofficially, you must document the visit on the Unofficial Visit Log.
- 2. You must document all activities that the prospective student-athlete engages in while on their unofficial visit.
- 3. You must submit the Unofficial Visit Log to the Compliance Office on a semester basis.

****NOTE:** If an entire team consisting of prospective student-athlete's visits unofficially, list the name of the school or team and attach a roster to the Unofficial Visit Log.

REMINDERS:

- An unofficial visit may occur an unlimited number of times.
- Unofficial visits may occur prior to a prospective student-athlete's senior year in high school.
- A maximum of three complimentary admissions may be provided during an unofficial visit.
- A prospective student-athlete on an unofficial visit to an institution may:
 - Pay the actual cost of meals to eat on-campus; and
 - Stay in a dormitory room if he/she pays the regular KU rate for such lodging.
- You may not arrange miscellaneous, personalized recruiting aids.
- You may not permit a prospective student-athlete to engage in any game-day simulations.
- In Men's Basketball, unofficial visits may not occur during the month of July.
- In Women's Basketball, unofficial visits may not occur during the July evaluation periods.

TRANSFER WORKSHEET

FORMS AVAILABLE ONLINE:

www.kuathletics.com ~ Inside Athletics ~ Compliance ~ Jayhawk Coaches

Checklist for completing a Transfer Worksheet Form:

On the following page, the Transfer Worksheet is being provided as a resource to you. It will assist your Academic & Career Counselor in determining the requirements/deficiencies that the potential transfer student-athlete will need to meet in order to be eligible at the KU.

1. Upon initiating recruitment of a transfer student-athlete (i.e. 2-4, 4-2-4, 4-4) request a Transfer Worksheet from the Compliance Office.
2. Complete the top portion of the Transfer Worksheet.
3. Give the Transfer Worksheet and a copy of all transcripts to your respective Academic and Career Counselor in order to have them perform a term-by-term evaluation of the transfer student-athlete.
4. Consult with your respective Academic and Career Counselor in order to determine whether or not the transfer student-athlete meets all applicable transfer requirements.

TRYOUT CLEARANCE FORM

FORMS AVAILABLE ONLINE:

www.kuathletics.com ~ Inside Athletics ~ Compliance ~ Jayhawk Coaches

If a currently enrolled student at KU is interested in trying out for an athletic team, they must complete the Tryout Clearance Form.

This form allows a coach 14 days to determine whether they want to officially add that individual to the team roster.

Checklist for completing a Tryout Clearance Form:

1. Provide the Tryout Clearance Form to KU student wishing to tryout
2. Have the student complete the top section of the Tryout Clearance Form.
3. A coach must sign Step 1 on the Tryout Clearance Form.
4. An Academic and Career Counselor in Student-Athlete Support Services must sign Step 2.
5. An Athletic Trainer must sign Step 3.
6. The Compliance Office (Director of Initial and Continuing Eligibility) must sign step 4.

REMINDERS:

- The student **MUST** complete the form in the designated order.
- A coach **CAN NOT** conduct a tryout until they receive the Tryout Clearance Form from the Compliance Office.

PRACTICE APPROVAL FORM

FORMS AVAILABLE ONLINE:

www.kuathletics.com ~ Inside Athletics ~ Compliance ~ Jayhawk Coaches

The Practice Approval Form is the backside of the Tryout Clearance Form.

Completing the Practice Approval Form

- 1. The Compliance Office (Director of Initial and Continuing Eligibility) will verify the “Begin Tryout Date” and the “End” Tryout Date in Part I of the Practice Approval Form.
- 2. The Compliance Office will provide the Tryout Clearance Form/Practice Approval Form to the head coach.
- 3. By the conclusion of the 14 day period a coach is **MUST** return the completed Tryout Clearance Form/Practice Approval Form to the Compliance Office indicating whether or not the student is going to be added to the team roster.
- 4. If the student is added to the team, the coach must complete an Addition form.

REMINDERS:

- If the student is added to the team roster they must complete all NCAA compliance paperwork and attend a Compliance Orientation.
- The 14 day tryout period must be 14 consecutive days.

INITIAL ELIGIBILITY

Initial Eligibility applies to all incoming student-athletes. Initial Eligibility consists of specific requirements defined by the NCAA and determines the eligibility of a student-athlete to receive athletics related financial aid, participation in practice and participation in intercollegiate competition during their first year of enrollment at KU.

Checklist for Prospective Student-Athletes achieving the requirements of Initial Eligibility:

- 1. Encourage all prospects to register with the NCAA Eligibility Center after the completion of their junior year in high school.
 - They **MUST** be registered prior to an Official Visit to KU.
- 2. Must complete 16 Core Courses in High School.
 - If a prospect graduates in the appropriate time (i.e., 4 years) they may take ONE core course within ONE year of their high school graduation.
- 3. The prospect must have the appropriate ACT/SAT score and Core Course GPA according to the NCAA Initial Eligibility Index.
- 4. The prospect must be determined a FINAL QUALIFIER (Academic Certification) and FINAL CERTIFIED (Amateurism Certification) to be eligible for practice, competition, and financial aid.

REMINDERS:

- Big 12 Conference rules require that all student-athletes who enroll at a member institution be final qualifiers regardless of whether they are full-time or part-time.
- If a prospect has a diagnosed learning disability, the prospect should register the disability with the NCAA.

CONTINUING ELIGIBILITY

Continuing Eligibility applies to all student-athletes. It consists of the requirements they must meet in order to be eligible for practice, competition every year they are at KU.

	FALL	SPRING
Freshman Year	Achieve a FINAL QUALIFIER (Academic Certification & FINAL CERTIFIED Amateurism Certification).	Complete a minimum of 6 credits the previous semester.
Sophomore Year	Complete 24 credits since the previous Fall. 18 credits must be from Fall & Spring. Complete a minimum of 6 credits the previous semester. Must have a cumulative GPA of 1.8.	Complete a minimum of 6 credits the previous semester. Must maintain a cumulative GPA of 1.8.
Junior Year	Declare a Major by the beginning of the Jr. Year. Have 40% of your degree requirement completed by the beginning of the Junior Year. Complete 18 credits from the previous Fall & Spring. Complete a minimum of 6 credits the previous semester. Must have a cumulative GPA of 1.9.	Complete a minimum of 6 credits the previous semester. Must maintain a cumulative GPA of 1.9.
Senior Year	Have 60% of your degree requirements completed by the beginning of the Sr. Year. Complete 18 credits from the previous Fall & Spring. Complete a minimum of 6 credits the previous semester. Must have a cumulative GPA of 2.0.	Complete a minimum of 6 credits the previous semester. Must maintain a cumulative GPA of 2.0.
5th Year	Have 80% of your degree requirements completed by the beginning of the 5th Year. Complete 18 credits from the previous Fall & Spring. Complete a minimum of 6 credits the previous semester. Must have a cumulative GPA of 2.0.	Complete a minimum of 6 credits the previous semester. Must maintain a cumulative GPA of 2.0. GRADUATE.

INITIAL & CONTINUING ELIGIBILITY WAIVERS

Over the course of a student-athlete's academic career there may be times when they fail to meet of the NCAA requirements for academic eligibility.

When these situations arise, KU may submit a waiver to the NCAA and request relief from the NCAA Bylaws.

In order for KU to submit a successful waiver there must be a strong argument to defend the deficiency of the NCAA Initial Eligibility and Continuing Eligibility standards.

Key points for to remember for Initial and Continuing Eligibility Waivers:

- 1. Requests for a waiver are typically based on extraordinary circumstances that cause a deficiency in eligibility requirements.**
- 2. Requests for waivers can take several weeks to research and prepare; litigation must be defined and supporting documentation must be gathered and verified.**
- 3. The Compliance Office and Student-Athlete Support Services work together on waivers.**
- 4. Waivers can take additional weeks to be reviewed and approved by the NCAA staff or the appropriate Division I Subcommittee.**

BIG 12 ELIGIBILITY FORM

The Big 12 Conference requires every institution to use a designated report to certify academic eligibility for each student-athlete.

This form must be filed with the Big 12 Conference office prior to the first competition for a specific team.

Checklist for completing the Big 12 Eligibility Form:

- 1. In accordance with NCAA rules, the University of Kansas Registrar will review, verify and determine the eligibility of a student-athlete to be placed on the Big 12 Eligibility Form.
- 2. The Registrar will forward the Eligibility Form to the Compliance Office for review of accuracy.
- 3. The Director of Initial and Continuing Eligibility will obtain the following signatures as required on the form:
 - Head Coach (Shall review and confirm accuracy of information)
 - Faculty Athletic Representative
 - Director of Athletics
 - University Registrar
- 4. The Director of Initial and Continuing Eligibility submits the completed Big 12 Eligibility Report to the Conference Office prior to the first competition.
- 5. A Copy of the completed Big 12 Eligibility Form is forwarded to:
 - Head Coach
 - Sport Supervisor
 - Director of Athletic Related Financial Aid
 - KU Registrar

REMINDERS:

- The head coach should keep a file for and copies of all Big 12 Eligibility forms.

