University of Minnesota, Crookston
Intercollegiate Athletics
Mission Statement

The University of Minnesota, Crookston Intercollegiate Athletic program is centered around the well being of the student-athlete. Intercollegiate Athletics provides an opportunity for educational growth, personal growth and development for student-athletes. This is evident through the endless commitment to academic support, quality coaching, sports science and by also providing competitive opportunities and outstanding facilities to achieve success.

UMC’s athletic program creates an environment in which students can succeed in their academic work as well as their athletic competition. Personal skills and values are developed through dedication, perseverance, responsibility, team effort, cooperation, discipline, self-confidence and other attributes of human development and citizenship. Career opportunities are developed for the student-athlete when integrated with a sound educational program.

While student-athlete centered, the UMC athletic program enhances the University experience of all students and embraces its role in building a sense of community and pride on campus among alumni, friends and the community at large. The UMC athletic program continually supports and honors the traditions, values and missions of the University.

University of Minnesota, Crookston
Intercollegiate Athletics
Mission Statement and Philosophy

To ensure that its intercollegiate athletic program is operated in conformance with the University's overall mission, the University issues this Mission and Philosophy on Intercollegiate Athletics. Intercollegiate Athletics for men and women is an integral part of the University of Minnesota. Athletic programs serve the well being of student participants and benefit the broader University community. The Intercollegiate Athletic program at the UMC campus can and will be operated to serve the following purposes:

- Intercollegiate athletics provides an opportunity for educational and personal growth and development for participating men and women students. The foremost criterion of success for the University of Minnesota, Crookston athletic program is the well being of its student participants.
- A successful athletic program creates an environment in which students can succeed in their academic work as well as in their athletic competition. An intercollegiate athletic program best serves the mission of the University and the well being of the students when it encourages and helps participants to develop a sound academic plan leading towards graduation.
• Intercollegiate athletics, like other extracurricular activities sponsored by the University, offers participants opportunities to enjoy themselves and to experience and develop personal skills and values such as dedication, perseverance, responsibility, team effort and cooperation, discipline, self-confidence, leadership, and other attributes of human development and citizenship. By providing participants with the opportunities to develop these values, athletic programs can and should serve the broad educational and developmental purposes of a University education.
• An effective athletic program, when integrated with a sound educational program, helps develop career opportunities, both in and outside athletics, which are personally fulfilling.
• The athletic program at the UMC campus offers the skilled student-athlete the opportunity to compete at the NCAA Division II level. Student-athletes have the opportunity to continue their education and their athletic career at other colleges.
• Intercollegiate athletics enhances the University experience of all students, participants and non-participants alike by developing school spirit and creating a sense of community. Athletics thus serves the University's mission of enhancing the quality of the student experience.
• Intercollegiate athletics provides spectator entertainment to the University community. In this way, athletics contributes to the outreach mission of the University.
• Intercollegiate athletics fosters a positive identification with and goodwill for the State and UMC graduates, citizens of the State, and individuals across the country. This goodwill and public support and identification help the University serve its varied missions in all of its activities.
• UMC strives for excellence in its intercollegiate athletics program as it does in its academic programs. Excellence in intercollegiate athletics, however, means more than just competitive success, and includes academic and personal accomplishments of student-athletes, quality of personnel and effectiveness of administration.

Operating Principles for Intercollegiate Athletics

UMC adopts the following operating principles to govern the operation of its intercollegiate athletic programs.

• Commitment to Student Participants
  Since the overriding purpose of UMC's Intercollegiate Athletic program is to serve the well-being of students, UMC will provide to student participants academic counseling, encouragement and opportunities to develop a sound academic program and attain a degree, personal guidance and counseling to help participants develop as responsible and healthy individuals, realistic career planning, conditions during practice and competition which minimize the risk of injuries, and the best facilities, training, coaching and administration feasible.
• Academic Standards
  Students who participate in intercollegiate competition must meet all appropriate academic standards for admission to UMC and for continued progress within an academic program. A student's academic work takes precedence over athletic activity. The University will not allow participation in intercollegiate athletics to interfere unreasonably with a student's academic program or progress towards a degree.
may not participate in intercollegiate athletics unless he or she is continuously making reasonable progress.

- **Personal Conduct**
  Student participants in intercollegiate athletics carry a special responsibility as representatives for UMC. For the privilege of participating in intercollegiate athletics, UMC expects its student athletes to adhere to exemplary standards of personal behavior.

- **Institutional Integrity and Responsibility**
  The University will operate its intercollegiate athletic program in conformance with its own institutional rules as well as the rules of the NCAA and the Northern Sun Intercollegiate Conference.

- **Equal Opportunity**
  The University is committed to providing equal opportunities for all students, including women and minorities, to participate in its intercollegiate athletic programs.

- **Recruiting**
  UMC is committed to honest and responsible recruiting of student athletes who can benefit from a University of Minnesota education, are a tribute to UMC as members of its academic and athletic programs, and can contribute to the success of the teams.

- **University Control**
  Intercollegiate athletic programs are an integral part of UMC and are the responsibility of the University. Administration, the athletic director and the coaches will thus administer all aspects of the programs with direct oversight by the Intercollegiate Athletic Committee. Support and involvement by alumni, booster groups and others are necessary and welcome and help serve the outreach mission of intercollegiate athletics, but all activities by such groups and individuals affecting intercollegiate athletics must be undertaken in conformance with applicable regulations and under the strict control of appropriate University personnel.

**Statement Of Operating Principles For Intercollegiate Athletics**

Preamble: The University adopts the following operating principles to govern the operation of its intercollegiate athletic programs.

1. **Academic Standards:**

   Students who participate in intercollegiate competition must meet all academic standards for admission to the University and for continued progress after beginning an academic program. A student’s academic work takes precedence over athletic activity. The University will not allow participation in intercollegiate athletics to interfere unreasonably with a student’s academic program or progress towards a degree. A student may not participate in intercollegiate athletics unless he or she is making continuously responsible progress towards
obtaining a degree. Our goal is to have student-athletes graduating at a rate that is better than that of the general student population.

2. Student-Athlete Responsibility:

Student participants in intercollegiate athletics carry a special responsibility as representatives of the University. For the privilege of participating in intercollegiate athletics and, in many cases, receiving an athletic grant-in-aid, the University expects its student-athletes to adhere to team, departmental, campus and University rules, and to reflect exemplary standards of academic and personal behavior, including the principles of sportsmanship and conduct.

3. Recruiting and Athletic Grants-in-Aid:

The University is committed to honest and responsible recruiting of student-athletes who can benefit from a University of Minnesota, Crookston education and who can contribute to the University as members of its academic and athletic programs. Consistent with budgeting limitations and program priorities, athletic grants-in-aid may be offered to attract such students to the University.

4. Level of Competition:

The intercollegiate athletic teams on the Crookston campus will participate at the NCAA Division II level in all sports except for men’s ice hockey (beginning Fall 1999) will participate at the Division III level.
5. Institutional Integrity and Responsibility:

The University will operate its intercollegiate athletic program in conformance with its own institutional rules as well as the rules of the NCAA, NSIC, MCHA, and other appropriate governing bodies.

6. Institutional Cooperation:

In all matters, including academic, research and service functions, the intercollegiate athletic programs shall cooperate to the fullest extent with all departments of the University to promote the best interests of the athletic programs to the community.

7. University Control:

The educational values, practices, and mission of the University of Minnesota, Crookston determine the standards by which the intercollegiate athletic programs will be conducted. Intercollegiate athletics programs are an integral part of the University and are the responsibility of the University within the principles of academic and financial integrity; regular outside independent certification; and the Chancellor’s responsibility, control, and oversight. Support and involvement by alumni, booster groups, and others is necessary and welcome, helping to serve the outreach mission of intercollegiate athletics. However, all activities by such groups and individuals affecting intercollegiate athletics must be undertaken in conformance with applicable regulations and under the strict control of appropriate University personnel.
Mission in Compliance

The University recognizes the importance of, and places great emphasis on, compliance with the rules governing the institution as set forth by the NCAA, NSIC, and MCHA. In order to establish and then maintain a certifiable compliance program, it is necessary to educate and then monitor in an effective, comprehensive, organized, and understandable manner all affected persons and programs. In short, institutional control must be maintained.

There shall be a total commitment by the University, its Chancellor, its Athletic Department, and all internal and external influences of the University of Minnesota, Crookston to compliance and institutional control. There shall be a determined commitment to both the letter and the spirit of all NCAA, NSIC, MCHA, and University regulations. At the same time, the University shall do all things necessary to ensure its commitment to the principles of fair play by all of its personnel, student-athletes, alumni, fans, and boosters.

The following general policies are the principles around which the University of Minnesota, Crookston compliance program shall be established:

1. A system of education shall be established that will provide a basis for the understanding of NCAA, NSIC, MCHA, and University of Minnesota, Crookston rules and regulations. There will also be a system to monitor and enforce those rules and regulations.

2. There shall be strict control and administration by the University of Minnesota, Crookston Athletic Department of all revenues generated by and through the intercollegiate athletic programs. All funds received and expended by the department will be processed using procedures consistent with both University and NCAA regulations.

3. The compliance program herein established shall be coordinated through a single Compliance Coordinator. The Compliance Coordinator shall act as liaison between the University’s Athletic Department and both the NCAA and the Conference offices and shall work closely with the Athletic Director, the Registrar’s Office, the Office of Financial Aid, and the Faculty Athletic Representative.

4. The conduct of all coaches, athletes, administrators, and institutional personnel shall be in strict compliance with all NCAA, NSIC, MCHA, and University of Minnesota, Crookston rules.

5. All coaches, administrators, athletes, or institutional representatives are required to report any NCAA, NSIC, or MCHA rules violations of which they are aware. Failure to report such violations shall be deemed as serious as if the violation had been committed by the person failing to report.
6. Any coach, administrator, or other athletic department or University employee found to have violated NCAA rules or to have failed to report NCAA rule violations shall be subject to disciplinary action, including the possibility of dismissal.

7. Each coach, trainer, administrator and staff member shall execute and sign on an annual basis the Certification of Compliance for Staff Members of the Athletics Department (Form 1) affirming adherence to NCAA rules and regulations. This form will accompany the Certificate of Compliance for Institutions which shall be signed by the Chancellor certifying that the institution is in compliance with NCAA rules and regulations (Form 1a).

8. There shall be written records kept in areas of rules emphasis such as recruiting, financial aid, eligibility, extra benefits, practice and playing seasons, athletically related income and benefits from sources outside the University (Forms 2 & 3), and others, as determined by the NCAA and University rules and regulations.

All policies and procedures set forth in the following pages are established as a commitment toward the implementation of these general policies. With adherence to the guidelines set forth in this manual, the University of Minnesota, Crookston will advance its reputation and record as being serious about its rules compliance.
Rule Violations Reporting Policy

The University of Minnesota, Crookston is committed to operating its athletic programs in a manner which is consistent with the letter and the spirit of NCAA, NSIC, MCHA and University rules and regulations. Toward that end, we have instituted a compliance program which will combine the training and education of coaches, staff, and students; the review and modification of Athletic Department and University operating procedures to ensure compliance with those rules; and prompt institutional response when rule violations do occur.

Besides educating coaches, staff, and students in their responsibilities under the rules, operating systems will be developed within the Athletic Department and the University which guide staff in their efforts to work within the rules, and to respond to each rule violation so that we can correct the situation which led to the violation.

We affirm that staff members and student-athletes of the University of Minnesota, Crookston Athletic Department have an obligation to report any violations or potential violations of NCAA, NSIC or MCHA rules of which they are aware. The information will be forwarded to the Compliance Coordinator who will examine the situation and communicate with the Athletic Director. Actual rule violations will be reported to the appropriate athletic governing body with copies to the Athletic Director, the Committee on Infractions (Faculty Representative and the Senior Women’s Administrator), the Vice Chancellor for Finance and Operations, and the commissioner of the appropriate conference.

No violation is so minor that it need not be reported. In responding to rule violations, such factors as whether the violation is intentional, whether any advantage is gained (e.g., recruiting, competitive, or for the student-athlete involved), whether an athlete’s eligibility is affected, and whether violations are recurring will be considered. Our goals in responding will be to encourage communication, to seek consistency and accountability, and above all, to send a strong message that the University of Minnesota, Crookston is serious about rules compliance.
Procedure for Processing NCAA Violations

1) Compliance Coordinator is informed of, or learns of, a possible violation.

2) The Compliance Coordinator obtains as much information as possible regarding the violation including the situation which may have caused the violation, the persons involved, and the bylaws in question.

3) Compliance Coordinator will discuss the possible violation with the NCAA or the respective commissioner to ascertain if a violation occurred.

4) The Compliance Coordinator, Athletic Director and person or persons involved in the violation will meet to discuss the findings, and file a report with the NCAA which will include any actions or procedures that will be taken to prevent a reoccurrence of the violation, and any possible disciplinary actions taken.

5) Compliance Coordinator will inform the Athletic Director and the Committee on Infractions of the violation and the procedure that has been taken. The Compliance Coordinator will also request any other information deemed necessary by the Committee.

6) Compliance Coordinator informs the NCAA of the violation, the procedure the athletic department will take to prevent the violation from occurring in the future, and any disciplinary actions which may be called for as a result of the violation.
Administering the Program

Purpose Statement

The University of Minnesota, Crookston, pursuant to current NCAA, NSIC and MCHA guidelines on compliance, has chosen a proactive role in the critical area of NCAA rules adherence. In that regard, the educating and monitoring of coaches, administrators, staff, enrolled and prospective student-athletes, faculty, donors, boosters, and alumni is essential.

All coaches at the University of Minnesota, Crookston will be continually educated and monitored in the areas of rules and rules compliance. Regular meetings will be department-wide and, if necessary, sport specific. In this manner, educating and monitoring can be accomplished at the same time that a general rules education of all coaches takes place.

University of Minnesota, Crookston administrators will be educated about and expected to understand and abide by the NCAA, NSIC, and MCHA rules affecting them, both in relation to student-athletes and to the University’s constituency.

Enrolled student-athletes will receive constant monitoring so as to ensure that they understand and abide by the rules that affect them, including but not limited to, rules on extra benefits, recruiting, and practice, and academic eligibility.

Prospective student-athletes, their parents, coaches, and school administrators are of considerable concern. The coaches and administrators at the University of Minnesota, Crookston must attempt to educate each such student who becomes a “recruited athlete” per NCAA definition, as well as his or her parents, coach, and school officials, as to the NCAA rules pertaining to the recruiting process and initial eligibility.

The University of Minnesota, Crookston will continue to educate alumni, donors, boosters, the media, and the public through various means such as newsletters, direct mail, personal contacts, seminars, and other appropriate forums.
General Policies

Through its compliance program, the University of Minnesota, Crookston will attempt the following:

1. Educate and monitor University personnel, including student-athletes and representatives of our athletics interests in the field of NCAA rules of compliance.

2. Provide information and interpretations to its staff and others promptly and efficiently.

3. Establish procedures for all matters associated with compliance, including eligibility and certification, recruiting, playing and practice seasons, and other appropriate matters.

4. Provide a regular and continuing forum for coaches to be educated on NCAA, NSIC, and MCHA rules and regulations.

5. Ensure that the compliance coordinator is available on a regular basis as a resource for rules compliance questions and interpretations.
Assignment of Responsibilities

1. Coaches and Administrators:

   Coaches and administrative staff will be educated and monitored in the following manner:

   A. Recruiting Test:

      Each year, all coaches and athletic administrators are required to pass an NCAA recruiting test before they can recruit off campus. The test will cover the basic recruiting rules and will be administered under rules established by the NCAA.

   B. Rule Interpretation Questions:

      At any point during the year, if specific questions or problems arise regarding the NCAA, NSIC, or MCHA rules, the coach or administrator should contact the Compliance Coordinator for the correct rule interpretation. A Rule Interpretation Request Form (Form 4) may be used. However, other formats are acceptable, as long as all background information is given and a specific question is asked.

   C. Certification of Compliance for Staff Members of Athletic Departments:

      Each year, all coaches, trainers, and staff of the athletic department will be required to sign the NCAA Certification of Compliance for Staff Members of Athletic Departments (Form 1) certifying that they have reported to the chief executive officer, the Athletic Director, or Compliance Coordinator any knowledge that they might have of violations of NCAA legislation involving the institution.

2. Enrolled Student-Athletes:

   Each student-athlete will be provided a Student-Athlete Handbook which will contain information on the University of Minnesota, Crookston and its policies on NCAA rules and regulations pertinent to the enrolled student-athlete and on athletic eligibility. In addition to the Handbook, there will be a rules seminar with each sport's athletes at the beginning of each sport season to discuss NCAA eligibility rules and regulations and to certify adherence to the rules through both the NCAA Student-Athlete Statement and Drug Testing Consent Form. (Forms 5 & 6)
3. Faculty Athletics Representative:

The Faculty Athletics Representative is one of the key persons in ensuring overall institutional compliance. The Faculty Representative will be kept up to date on all NCAA, NSIC, and MCHA rules and regulations. In addition, the Compliance Coordinator will inform the Faculty Representative of all suspected rules violations and investigations and any subsequent reports. The Faculty Representative will be involved in any NCAA inquiries or periodic audits of the Athletics Department and in the coach’s recruiting certification program. Overall, the Faculty Representative should serve as an additional level of participation in all aspects of the student-athlete’s experience at the University of Minnesota, Crookston, including education, monitoring, and enforcement.

4. Alumni, Donors, and Boosters:

Education of alumni, donors, boosters, and media is of critical importance. With the great interest in the University of Minnesota, Crookston athletics by its constituents, it becomes increasingly important to let people know the responsibilities of their roles. The University of Minnesota, Crookston will educate its constituents through various tools of outreach. The conduct of our constituents shall be monitored by all departmental personnel and any irregularities, violations or possible problems must be reported to the Compliance Coordinator.
Recruiting

Purpose Statement

The University of Minnesota, Crookston recognizes the critical importance of recruiting as it is an area of great concentration for our coaches. It is the intent of the University of Minnesota, Crookston to establish and enforce specific guidelines related to the conduct of our coaches and administrators in all aspects of recruiting, including the following:

1. The conduct of all coaches, administrators, and institutional personnel shall be in strict compliance with all NCAA rules.

2. Coaches will identify and maintain complete recruiting records on all recruiting activities.

3. All funds allocated to coaches and staff for recruiting will be accounted for, and no monies will be advanced for future recruiting until there is a complete written report filed and all monies accounted for from the previous recruiting trip.

4. All coaches who recruit will be responsible for having a working knowledge of calendars reflecting the appropriate evaluation, contact, and signing periods designated by the NCAA.

5. Coaches will be required to notify each prospective student-athlete of the basic NCAA rules regarding recruitment.

6. All visits, whether official or unofficial, phone calls and evaluations of a prospective student-athlete will be logged, and such documentation shall be kept on file and will be provided to the compliance coordinator on a weekly basis. The Compliance Coordinator will forward all new names to the Financial Aid and Admissions Offices for tracking.

7. No official visits will be provided to a prospect until such time as the prospect has had his/her academic status evaluated by the Compliance Coordinator for the purpose of determining possible eligibility. In addition, ACT or SAT test scores that are received prior to any official visit must be recorded on an official high school transcript or presented via the ACT/SAT assessment report.

8. The Compliance Coordinator will review and approve all recruiting materials prior to their being used by a recruiter.
Defining “Recruiting”

A “prospective student-athlete” or “recruit” is one who has started classes for the ninth grade.

A prospect is determined to be “recruited” if any of the following three things occurs:

1. The prospect comes on an official visit, or
2. An off-campus “contact” is made with the prospect or the prospect’s parent(s) or guardians, or
3. More than one telephone call is made to the prospect for the purpose of recruitment.

Permissible Recruiting Material
Division II or III institutions may not provide recruiting material to a prospect, including general correspondence related to athletes until September 1 at the beginning of the prospect's junior year in high school. Coaches, other representatives of the athletic department or representatives of the athletic interests are permitted to provide only the printed material listed below to prospects, coaches of prospects, or any individual responsible for teaching or directing an activity in which a prospect is involved.

a) General correspondence, including letters and post cards issued by the U.S. Postal Service (i.e. blank cards) and institutional note cards may be sent to a prospect only by mail;

b) Business cards;

c) Camp brochures;

d) Facsimiles and electronic mail;

e) NCAA educational information (e.g. Guide for the College Bound Student Athlete);

f) Newspaper clippings - Division II only. These cannot be assembled in any form of scrapbook;

g) Pre-enrollment information;

h) Game programs - may be provided to prospects only during official and unofficial visits and may not be mailed;

i) Either a recruiting brochure or media guide, (but not both);

j) Non-athletic publications: Official academic admission and student-services publications published by the institution and available to all students;

k) Questionnaires;

l) Schedule cards - one wallet size per sport;

m) Student-Athlete Handbook: Provided only during official or unofficial visit, but can be mailed after the prospect has signed a National Letter of Intent or been accepted for admission.
**Important Recruiting Terms**

Contacts and evaluations of a prospect are limited to certain periods during the year. Quiet and dead periods further restrict these contacts and evaluations.

A **contact** is defined as:

any face-to-face encounter between a prospect or the prospect’s parent or legal guardian and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect’s educational institution or at the site of organized competition or practice involving the prospect or the prospect’s high school, preparatory school, two-year college, or all-star team shall be considered a contact, regardless of the conversation that occurs.

An **evaluation** is defined as:

any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect. However, if a coach does not observe a particular prospect practice or compete, the activity is not a charged evaluation of that particular prospect. In other words, the coach is charged with evaluating only the prospects he/she actually sees practice or compete.

A **quiet period** is defined as:

that period of time when it is permissible to make in-person recruiting contacts only on the institution’s campus. No in-person, off-campus evaluations or contacts are allowed.

A **dead period** is defined as:

that period of time when it is not permissible to make any in-person contacts or evaluations on or off the institution’s campus, or to permit any official or unofficial visits.

An **official visit** is defined as:

a visit that is financed in whole or in part by the institution including when a prospective student-athlete stays with a current student-athlete.

An **unofficial visit** is defined as:

a visit which is made at the prospect’s own expense. Any expense other than a complimentary admission, transportation to view off-campus practice facilities or an on-campus meal for the prospect shall require the visit to become official.
Assignment of Responsibilities

1. Compliance Coordinator:

   The Compliance Coordinator is responsible for developing the program of education and for monitoring the recruiting process. The Coordinator, or a designee, will educate and monitor the activities of all persons with recruiting responsibilities.

   The Compliance Coordinator will ensure that there is documentation of all recruited athletes at the University of Minnesota, Crookston in the area of contacts, evaluations, official or unofficial visits, etc. The Compliance Coordinator must ensure that each recruiter maintains a complete recruiting file on prospective student-athletes, and will periodically monitor each coach’s recruiting records to assure compliance with all rules.

   The Compliance Coordinator will provide all coaches with a calendar of the recruiting year which will be specific to each sport. The calendar will be provided to the coaching staff at the beginning of each school year and will contain information related to recruiting, including contact periods, quiet periods, and dead periods.

2. Coaches:

   Each sport at the University of Minnesota, Crookston has specific individuals who have been certified by the NCAA to recruit. Each of those coaches is charged with the responsibility to be familiar with and practice the NCAA and NSIC or MCHA rules related to recruiting.

   All questions regarding NCAA recruiting rules should eventually be posed to the Compliance Coordinator. No coach is permitted to make direct contact with the NSIC, MCHA, or the NCAA office regarding rules interpretations without first obtaining permission to do so from the Compliance Coordinator.

   At the conclusion of each recruiting season, each recruiting coach will sign a Coach’s Declaration Form (Form 7) which will signify his/her adherence to NCAA recruiting legislation and rules. The declaration form will be kept on file in the office of the Athletic Director for a minimum of five (5) years.

   At the time a student-athlete becomes a “prospect” per the NCAA definition, it will be incumbent upon the coach doing the recruiting to inform the prospect of the basic NCAA rules regarding recruiting.
Prior to a recruit making an official visit to the University of Minnesota, Crookston, an official letter notifying the student-athlete of his/her visit limitations will be sent by the head coach. A copy of the letter along with a high school transcript will be maintained by the Compliance Coordinator.

3. Athletics Director:

The Athletics Director shall work closely with the coaches and the Compliance Coordinator to ensure compliance in the area of recruiting.

4. Student-Athletes:

Student-athletes at the University of Minnesota, Crookston are to be knowledgeable of and adhere to all NCAA rules regarding recruiting, especially in the area of student hosts. Any willful violation of NCAA rules is cause for disciplinary measures which may include athletic suspension and/or ineligibility of the enrolled student-athlete as well as the recruit.

5. Donors, Alumni, and Boosters:

The constituents of our University and Athletics Department must not only have the knowledge of the “do’s” and “don’t’s”, but also must adhere strictly to the stringent and limited guidelines that apply to their involvement in the recruiting process. In Division II, there can be no in-person, off-campus contacts with a recruit. On-campus contact is permitted, as are written and telephonic communications. In Division III, there can be no phone, fax, letter or in-person contact with a recruited student-athlete on or off-campus.

6. Faculty Athletic Representative:

The Faculty Athletics Representative shall take a general supervisory role in the monitoring of recruiting and shall administer all recruiting certification tests required by the NCAA.
Maintaining A Record Of A Prospective Student-Athlete

A file on each high school or two-year junior college athlete who becomes a prospective student-athlete will be maintained by each sport's coaching staff (Form 8). The Compliance Coordinator will have access to that file at all times. This file should contain the following:

1. Contact, School Visit, or Evaluation Record:

   Each coach will keep up-to-date contact, school visit, and evaluation records documenting any contact with or evaluation of any prospective student-athlete, or any contact with his/her family, high school administrator, or anyone else pertaining to the recruitment of the prospective student-athlete. It is required that a coach log all off-campus visits and evaluations, and any other contact of any type regarding a recruit.

2. Official Visit:

   When a prospective student-athlete officially visits the University of Minnesota, Crookston, such visits must be recorded on the Form 8. All information regarding test scores, official visit letters, and date of the official visit approval must also be included.

3. Official Visit Letter and Affirmation:

   When a prospect agrees to make an official visit to the University campus, an official visit notification letter outlining the pertinent NCAA rules must be sent to the prospect (Form 9). Prior to the official visit, a letter explaining the rules regarding the official visit will be sent to the motel/hotel where the recruit will be lodged (Form 10). Copies of both will be supplied to the Compliance Coordinator.

4. Unofficial Visits:

   On any occasion when a prospective student-athlete will be making an unofficial visit to the University of Minnesota, Crookston through arrangement by athletic department staff, it must be recorded.

5. Recruiting Telephone Log:

   All telephone calls, whether placed or received, must be logged.
6. Additional Required Recruiting Forms:

1) Complimentary Admission Request Forms (Forms 11 & 12)
   To be completed and signed by a coach in order to receive complimentary tickets for prospective students on either official or unofficial visits.

2) Graduation Rate Disclosure Form (Form 13)
   This form shall be provided to prospects and prospect’s parents at the earliest opportunity after the institution’s first arranged in-person encounter or upon request, but in no event later than the day prior to the prospect’s signed acceptance of the National Letter of Intent.

3) Student-Athlete Host Instructions (Form 14)
   If a student has been assigned as a host to a prospective student-athlete, it is imperative that the host is knowledgeable of the “do’s and don’t’s” of his/her role. This form is to be completed by the host and filed with the Compliance Coordinator prior to the host assuming his/her duties.

4) Meal Authorization (Form 15)
   This form is to be used anytime a meal is to be provided in an on-campus dining facility. The form must contain the names of all persons for whom a meal will be purchased, the sport’s CUFS number, and the necessary signatures.
Initial Eligibility

Purpose Statement

The University of Minnesota, Crookston recognizes the importance of emphasizing the priority of a student-athlete’s academic experience. This concept is promoted by fully affirming that a student-athlete shall not represent the University in intercollegiate athletics competition unless the student has been admitted as a regularly enrolled, degree seeking student according to the published entrance requirements of the University as well as adhering to the guidelines dealing with the NCAA initial eligibility requirements.

The goal of the University is to educate its students, and this best occurs when the student is prepared for college learning and for the rigors of being a student-athlete. Adhering to the University of Minnesota, Crookston and NCAA rules on initial eligibility will provide a system where education is truly the primary purpose of attending the University.

Overall, the administration of these rules should support the ideal of preparedness. The Athletic Department will seek to recruit student-athletes who are likely to graduate, as our goal is success in the classroom as well as on the playing field. Our first and foremost obligation is to provide a quality education to our athletes.
General Policies

General guidelines to be followed in the system are as follows:

1. The University of Minnesota, Crookston Office of Admissions shall have the final say in the admission of all students. The Athletic Department shall have no authority to make final decisions concerning the admission of any student-athlete.

2. The NCAA Initial-Eligibility Clearinghouse shall determine the status of a student-athlete’s initial eligibility. The Athletic Department shall have no authority to make final decisions concerning the initial-eligibility or ineligibility of any student-athlete.

3. The system established herein for the determination of initial eligibility shall be followed by all coaches, administrators, and University personnel.

4. All questions or problems related to initial eligibility shall be funneled through the office of the Compliance Coordinator. Contacts with the NCAA Initial-Eligibility Clearinghouse should be made only by the Compliance Coordinator or his/her designee.

5. The Compliance Coordinator shall monitor, on a regular basis, the status of prospective student-athletes in the NCAA Clearinghouse and periodically provide progress reports to the head coaches.
The Certification Process

What follows is a brief outline of the freshman initial-eligibility certification process. The process is centralized at a national level through the NCAA Initial-Eligibility Clearinghouse.

1. Initiating Clearinghouse Tracking:

   The first step is for each coach to submit a list of names of the prospective student-athletes that he/she would like tracked within the Clearinghouse. The list should include any prospect that the coach is serious enough about to recruit actively and must be submitted with all pertinent information to the Compliance Coordinator who in turn will forward the information to the Clearinghouse.

2. Clearinghouse Updates:

   Periodically, each head coach will receive an update from the Compliance Coordinator showing the eligibility status of each prospect being tracked by the University of Minnesota, Crookston. This update will list documentation that is missing at the Clearinghouse as well as any eligibility problems that exist for each prospect.

3. Final Certification:

   Final certification decisions will be issued by the Clearinghouse after receiving an official transcript from the prospect’s high school noting graduation. Final certification decisions may be received by phone or modem but will always be followed by written documentation.
NCAA Initial-Eligibility Clearinghouse

There are five documents that are central to initial-eligibility certification within the Clearinghouse. They are as follows:

1. Student Release Form:

   Student Release Forms are available in the high school counselor’s office of each prospective student-athlete. The student must complete the form, attach payment, and forward one copy to the Clearinghouse and the remaining copies to his/her high school counselor. (Form 15)

2. High School Transcript:

   The high school counselor must forward to the Clearinghouse a copy of the Student Release Form with an official copy of the student’s transcript including all test scores. A final transcript noting graduation from the school must be received by the Clearinghouse before final certification can be completed. Transcripts must be sent to the Clearinghouse by mail and only by the high school.

3. Form 48-H:

   The high school must make sure that the school has an up-to-date Form 48-H on file with the Clearinghouse and ensure all core courses on the form are correctly reflected on the student’s transcript.

4. ACT or SAT Test Score Report:

   The student’s ACT or SAT test score(s) must be sent to the Clearinghouse. The report can be sent directly from the testing agency to the Clearinghouse (code 9999) or noted on an official transcript sent (not faxed) by the high school.

5. Institutional Request List:

   After receiving the names and pertinent information from the coaches, the Compliance Coordinator to complete an Institutional Request List reflecting the names to be tracked for initial-eligibility certification in each sport and will submit it electronically to the Clearinghouse. (Form 17)
Assignment of Responsibilities

Responsibilities in regard to initial eligibility shall be as follows:

1. Compliance Coordinator:

   To serve as liaison between the NCAA Clearinghouse, the Office of Admissions and the University and to communicate regularly with the individual coaches to provide information on the process of initial eligibility and the admission status of each recruit.

2. Office of Admissions:

   To have and retain final say on the admission status of all prospective student-athletes. Also, the Admissions Office, in cooperation with the Compliance Coordinator and Faculty Athletic Representative, shall verify that all student-athletes certified to compete against outside competition were admitted according to the normal, published entrance requirements of the University.

3. Coach:

   To supply the Compliance Coordinator with a list of recruited athletes and all necessary information to register the recruit with the NCAA Initial Eligibility Clearinghouse and the Office of Admissions.

Definition of Qualifiers, Partial Qualifiers, and Non-Qualifiers for Division III
There are three types of initial eligibility. Those three are defined as follows:

1. **Qualifier:**

   A. A high school graduate.
   
   B. Successful completion of a required high school core curriculum with a minimum 2.00 GPA.
   
   C. The following GPA in 13 core courses with the corresponding ACT or SAT score achieved under national testing conditions on a national testing date. A minimum ACT/SAT score and corresponding GPA as follows:

<table>
<thead>
<tr>
<th>Core GPA</th>
<th>SAT*</th>
<th>SAT Recentered**</th>
<th>SUM ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.500 &amp; above</td>
<td>700</td>
<td>820</td>
<td>68</td>
</tr>
<tr>
<td>2.475</td>
<td>710</td>
<td>830</td>
<td>69</td>
</tr>
<tr>
<td>2.450</td>
<td>720</td>
<td>840-850</td>
<td>70</td>
</tr>
<tr>
<td>2.425</td>
<td>730</td>
<td>860</td>
<td>70</td>
</tr>
<tr>
<td>2.400</td>
<td>740</td>
<td>860</td>
<td>71</td>
</tr>
<tr>
<td>2.375</td>
<td>750</td>
<td>870</td>
<td>72</td>
</tr>
<tr>
<td>2.350</td>
<td>760</td>
<td>880</td>
<td>73</td>
</tr>
<tr>
<td>2.325</td>
<td>770</td>
<td>890</td>
<td>74</td>
</tr>
<tr>
<td>2.300</td>
<td>780</td>
<td>900</td>
<td>75</td>
</tr>
<tr>
<td>2.275</td>
<td>790</td>
<td>910</td>
<td>76</td>
</tr>
<tr>
<td>2.250</td>
<td>800</td>
<td>920</td>
<td>77</td>
</tr>
<tr>
<td>2.225</td>
<td>810</td>
<td>930</td>
<td>78</td>
</tr>
<tr>
<td>2.200</td>
<td>820</td>
<td>940</td>
<td>79</td>
</tr>
<tr>
<td>2.175</td>
<td>830</td>
<td>950</td>
<td>80</td>
</tr>
<tr>
<td>2.150</td>
<td>840</td>
<td>960</td>
<td>80</td>
</tr>
<tr>
<td>2.125</td>
<td>850</td>
<td>960</td>
<td>81</td>
</tr>
<tr>
<td>2.100</td>
<td>860</td>
<td>970</td>
<td>82</td>
</tr>
<tr>
<td>2.075</td>
<td>870</td>
<td>980</td>
<td>83</td>
</tr>
<tr>
<td>2.050</td>
<td>880</td>
<td>990</td>
<td>84</td>
</tr>
<tr>
<td>2.025</td>
<td>890</td>
<td>100085</td>
<td></td>
</tr>
<tr>
<td>2.000</td>
<td>900</td>
<td>1000</td>
<td>86</td>
</tr>
</tbody>
</table>

   *if taken prior April 1, 1995
   **if taken on or subsequent to April 1, 1995

2. **Partial Qualifier:**

   A. A high school graduate.
B. The following core GPA in 13 core courses with the corresponding ACT or SAT score achieved under national testing conditions on a national testing date:

<table>
<thead>
<tr>
<th>Core GPA</th>
<th>SAT*</th>
<th>SAT Recentered**</th>
<th>SUM ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.750 &amp; above</td>
<td>600</td>
<td>720</td>
<td>59</td>
</tr>
<tr>
<td>2.725</td>
<td>610</td>
<td>730</td>
<td>59</td>
</tr>
<tr>
<td>2.700</td>
<td>620</td>
<td>730</td>
<td>60</td>
</tr>
<tr>
<td>2.675</td>
<td>630</td>
<td>740-750</td>
<td>61</td>
</tr>
<tr>
<td>2.650</td>
<td>640</td>
<td>760</td>
<td>62</td>
</tr>
<tr>
<td>2.625</td>
<td>650</td>
<td>770</td>
<td>63</td>
</tr>
<tr>
<td>2.600</td>
<td>660</td>
<td>780</td>
<td>64</td>
</tr>
<tr>
<td>2.575</td>
<td>670</td>
<td>790</td>
<td>65</td>
</tr>
<tr>
<td>2.550</td>
<td>680</td>
<td>800</td>
<td>66</td>
</tr>
<tr>
<td>2.525</td>
<td>690</td>
<td>810</td>
<td>67</td>
</tr>
</tbody>
</table>

*if taken after April 1, 1995
**if taken on or subsequent to April 1, 1995

Eligibility for Aid, Practice and Competition:

An entering freshman with no previous college attendance who enrolls in a Division III institution and who is a partial qualifier may receive institutional financial aid, may practice only on campus but may not compete during the first academic year.

3. Nonqualifier:

A nonqualifier is a student who has not graduated from high school or who presented neither the core-curriculum GPA nor the SAT/ACT score required for a qualifier.

Eligibility for Aid, Practice and Competition:

An entering freshman with no previous college attendance who was a nonqualifier at the time of enrollment in a Division III institution shall not be eligible for regular season competition, practice or attendance at a practice during the first academic year in residence. Such a student shall be eligible for nonathletic institutional aid that is not from an athletic source and is based on financial need only.

If the athlete is a partial or nonqualifier, he/she may not:

A. Participate in competition in his/her sport in any institutional club or outside team;
B. Compete or travel with the team;
C. Serve as a student host for recruits.

Also, the student-athlete may receive only one complimentary admission for regular season home athletic contests.

**Definition of Qualifiers, Partial Qualifiers and Non-Qualifiers for Division III**

1. **Qualifier:**
   
   A) A high school graduate.
   
   B) Successful completion of a required core curriculum as defined by the NCAA with a minimum GPA of 2.0.
   
   C) A minimum combined score on the SAT verbal and math sections of 820 (if taken after April 1, 1995) or a combined ACT score of at least 68. The required score must be achieved under national testing conditions on a national testing date.

2. **Partial Qualifier:**
   
   A) Partial qualifier is a student who does not meet the requirements for a qualifier but who, at the time of graduation from high school, presents:
      
      i) successful completion of a required core curriculum consisting of a minimum number of courses and a specified minimum GPA in the course curriculum or,
      
      ii) specific minimum SAT (820) or ACT (68) score.

3. **Eligibility for Aid, Practice and Competition:**

   An entering freshman with no previous college attendance shall not be eligible for regular season competition during the first academic year of residence. Such a student may receive institutional financial aid based on institutional and conference regulations, and may practice on campus.

**Nonqualifier:**

A nonqualifier is a student who has not graduated from high school or who, at the time specified by the NCAA, presented neither the core-curriculum grade-point average nor the SAT/ACT score required for a qualifier.
Eligibility for Aid, Practice and Competition:

An entering freshman with no previous college attendance who is a nonqualifier shall not be eligible for competition or practice during the first academic year in residence. Such a student may receive financial aid granted without regard to athletic ability.
Transfer Eligibility

Purpose Statement

No transfer student will be eligible for competition unless he/she is eligible under the rules of the NCAA. Adherence to those rules by the University of Minnesota, Crookston administrative and coaching staff, as well as the Admissions Office, is mandatory. General guidelines are as follows:

1. The Office of Admissions will have the final say as to the admission eligibility of each prospective transfer student-athlete.

2. The Compliance Coordinator shall serve as liaison between the coaching staff and the Office of Admissions on all transfer students. Questions concerning transfer eligibility status shall be made through those offices.

3. All coaches will follow strict NCAA protocol when contacted by a student regarding transfer to the University of Minnesota, Crookston (see page 5.2).

4. The Compliance Coordinator shall obtain from the Admissions Office the academic records of all potential transfer students.
Rules On Two-Year College Transfers

Division I

1. Initial Qualifier:

In order to be eligible at the University of Minnesota, Crookston, the two-year college transfer who was an initial qualifier must meet the following criteria to be eligible for competition during the first academic year:

A. Spend at least two semesters or three quarters in residence at the two-year college, present a minimum of twenty-four (24) semester or thirty-six (36) quarter hours with a minimum cumulative grade point average of 2.00 and satisfactorily complete an average of at least twelve (12) semester or quarter hours of transferable credit toward any baccalaureate degree program at the University of Minnesota, Crookston, for each academic term of attendance at the junior college or,

B. Graduate from the two-year college with a minimum of forty-eight (48) semester or seventy-two (72) quarter hours of degree credit acceptable toward any baccalaureate degree program at UMC. If the student first enrolled in the two-year college after August 1, 1988, he/she must also have a minimum cumulative grade point average of 2.00.

2. Partial or Nonqualifier:

In order to be eligible for competition at the University of Minnesota, Crookston during the first year of academic residence, the two-year college transfer who was not an initial qualifier must meet the following criterion to be eligible:

Graduation from the junior college with a minimum of forty-eight (48) semester or seventy-two (72) quarter hours of transferable credit toward any baccalaureate degree program at the University of Minnesota, Crookston and has attended a two-year college as a full time student for at least three semesters or four quarters. In addition, the transfer student must have a minimum cumulative grade point average of 2.00 for all semester or quarter hours.

Note: Those two-year college transfer students who were partial or non-qualifiers and do not meet the requirements set forth herein will not only be ineligible for competition, but also will be ineligible for athletically related financial aid and practice for the first year of residency.
Division II

1. Initial Qualifier:

   A. Graduate from the two-year college or,

   B. Presented a minimum of 24 semester or 36 quarter hours of transferable degree credits with a minimum cumulative grade point average of 2.00 and, for those first entering a two-year college on or after August 1, 1996, satisfactorily complete an average of at least 12 semester or quarter hours of degree transferable credits accepted towards any baccalaureate degree program for each academic term of full-time attendance.

2. Partial or Nonqualifier:

   A transfer student from a two-year college who was not a qualifier is eligible during the first academic year in residence only if the student has attended a two-year college as a full time student for at least two semesters or three quarters and has:

   A) graduated from the two year college, or

   B) presented a minimum 24 semester or 36 quarter hours of degree transferable credit with a cumulative GPA of at least a 2.00, and for those student-athletes first entering a two-year institution on or after August 1, 1996, satisfactorily completed an average of at least 12 semester or quarter hours of transferrable degree credit acceptable toward any baccalaureate degree program at the certifying institution for each academic term of full-time attendance.
Rules on Four-Year College Transfer

In the event a student contacts a coach or administrator regarding transfer to UMC from another four-year institution, the following must be adhered to:

1. The person contacted by the potential transfer student-athlete must inform the potential transfer immediately that he/she is unable to talk to that athlete concerning transferring until a written release is obtained from that student-athlete’s present institution. The potential transfer student may be told that UMC will take that next step to obtain permission to talk with him/her. No other communication can be made.

2. The coach or administrator who was contacted by the potential transfer student must contact the Compliance Coordinator immediately so as to inform him/her of the contact and ask that written permission to speak with the potential transfer student be obtained.

3. The Compliance Coordinator will obtain a release form from the potential transfer student’s current institution before any further contact can be made with that student-athlete.

4. Upon receipt of the written permission, and only then, can the coach or administrator contact the potential athlete to discuss transferring to UMC.

5. As a general rule, a transfer from another four-year institution must complete a year of residency before that athlete can be eligible for practice and competition. However, there are several exceptions to the one-year residency requirements:

   A) Educational Exchange
   B) Exchange Student
   C) Discontinued Academic Program
   D) Foreign Student
   E) Military Service or Church Mission
   F) Discontinued/Non-sponsored Sport
   G) Two-Year Nonparticipation
   H) Return to Original Institution without Participation
   I) Non-recruited Student at the Original Institution
   J) One-Time Transfer

   If UMC desires to apply to the NCAA for a waiver of the one-year residency requirement or any reason, the request must be made through the Compliance Coordinator.
Rules on the One-Year Residency Requirement

In all cases where an athlete is required to sit out one year prior to becoming eligible to practice and/or compete, the student-athlete shall be required to do the following:

1. Complete two full semesters or three full quarters (excluding summer school) and 36 degree credits. If one does not have passing grades in the minimum thirty-six (36) hours of credit, those credits can be made up in summer school to meet the hour requirement. However, in no event can more than 9 credits be used from summer school to meet the 36 credits.

2. If the athlete is a partial or non-qualifier, he/she must also abide by the following:
   a. No participation in competition in his/her sport in any institutional club or outside team.
   b. No practice (Division 1 only), competition, or travel with the team.
   c. No serving as a student host for recruits.
Certification Process

The certification process to be followed for transfer student-athletes is as follows:

1) One-Time Transfer Exception:

   For those student-athletes using the one-time transfer exception the following items are needed for certification of eligibility:

   A) A complete, official college transcript from previous institution must be on file with the Admission Office; and
   B) A Transfer Release Form must be completed by the previous college’s registrar and/or athletic director, and returned to the Compliance Coordinator.
Assignment of Responsibilities

Responsibilities regarding transfer eligibility shall be assigned as follows:

1. **Coaches:**

   If contacted by a potential transfer student from a four-year institution, the coach must follow NCAA mandated protocol by contacting the Compliance Coordinator. Only after written permission is received from the previous institution may the coach engage in communication with the student regarding transfer.

   The coach shall assist, if requested, in contacting the prospective transfer student regarding any and all documentation requested by either the Office of Admissions or the Compliance Coordinator after written permission is received from the previous institution.

2. **Compliance Coordinator:**

   To serve as liaison between all coaches and the Office of Admissions and to provide interpretations of rules in this area to coaches, the Office of Admissions, and any others so requesting. Also, to contact the potential transfer student’s institution regarding permission to contact the student and to obtain the necessary academic and athletic information using the Request for Waiver of Transfer Residency Requirement Form (Form 18).

3. **Office of Admissions:**

   To make the final admission decision as to the transfer eligibility of each potential transfer student. It shall receive and process information and documentation on each potential transfer as quickly and efficiently as possible and shall keep the affected person and department informed on the progress of the transfer eligibility process.
International Student Eligibility

Purpose Statement

Admission of international students is becoming an increasingly important aspect of UMC, both within athletics and the overall student population. Procedures for admissions and eligibility should be followed as they would be for any other applicant with the only exception being the required comparison of the student’s international course work with the NCAA guidelines on athletic eligibility and the completion by the student-athlete of the NCAA International Student-Athlete Amateurism/Eligibility Questionnaire and Statement (Form 19). It is the policy of UMC to follow all United States laws and Immigration and Naturalization Services guidelines when admitting international students, as well as any special requirements imposed by the NCAA.
Procedures for Admission

Before an international student will be admitted, the following procedures must be followed:

1. The student must submit:
   A) An application form
   B) The application fee
   C) An official high school or college transcript
   D) ACT or SAT test scores if required

2. The application will then be processed according to normal admissions procedures. The NCAA Initial-Eligibility Clearinghouse will have final authority in determining the international student’s initial eligibility, and it will follow the established criteria for that country in the most recent NCAA Guide to International Academic Standards for Athletic Eligibility.

3. Official admissions decisions will occur when all the necessary forms, fees, transcripts, and test scores have been received by the University. The Office of Admissions has and will retain final say on the admission status of all international students. An international student must be admitted according to the normal published entrance requirements in order to be eligible for intercollegiate competition.
Continuing Eligibility

Purpose Statement

The University of Minnesota, Crookston has an obligation to ensure progress toward the goal of graduation for all its students, including varsity athletes. With an eye toward that goal, the NCAA has established three (3) areas to be monitored throughout the student-athlete’s academic studies:

1) Full-time enrollment in a program of studies
2) Maintenance of good academic standing
3) Progress towards a degree

In accordance with these NCAA guidelines, UMC is committed to the goal of ensuring the student-athlete’s academic growth and requires strict adherence to the rules established for continuing eligibility.

It is important to remember that these rules impact upon the eligibility of student-athletes, which could impact the student-athlete’s future. Changes in eligibility status take place frequently and sometimes unexpectedly. It is especially important within this area that the coaches, staff, and the student-athletes all have a complete understanding of the rules and know how to handle changes in eligibility status.

Rules Overview:
Overall, the NCAA requires that:

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree.

1) Full-Time Enrollment:

At the time of practice and competition, the student-athlete must be enrolled in at least twelve (12) semester or quarter hours to be eligible. Correspondence courses may not be counted towards meeting this full-time requirement. Neither correspondence courses nor repeated course in which a passing grade was previously received may be used to meet the 12 hour rule.

2) Good Academic Standing and Satisfactory Progress:

Whether or not a student-athlete is in good academic standing and is maintaining satisfactory progress shall be determined by meeting the numerous qualifications set forth by the student’s individual college, the NCAA or both.

It is also important to note that in some cases the satisfactory progress rules of the NCAA and UMC may not be the same. When there is conflict between the two sets of guidelines, the more strict rules will prevail. Examples are as follows:

1) To be eligible, a student-athlete must be in good academic standing in his/her college;

2) To remain eligible after the student-athlete’s first term of the freshman year, the student-athlete must maintain the following minimum grade-point average:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Grade-Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>39 (26 semester)</td>
<td>1.80</td>
</tr>
<tr>
<td>40 (27 semester)</td>
<td>2.00</td>
</tr>
</tbody>
</table>

3) Percent of Degree Requirements (Division I)

For student-athletes first entering college after August 1, 1992, certain minimal levels of progress towards a degree shall be required each year:

<table>
<thead>
<tr>
<th>Year of collegiate enrollment</th>
<th>% of completed course required in degree program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third (3)</td>
<td>25%</td>
</tr>
<tr>
<td>Fourth (4)</td>
<td>50%</td>
</tr>
<tr>
<td>Fifth (5)</td>
<td>75%</td>
</tr>
</tbody>
</table>

3) Credit Requirements
a) 36 degree credits during the previous academic year including summer school, of which 75% must be during the normal academic year; or

b) an average of 12 credits during each term of full-time enrollment in the past academic year; or

c) 36 degree credits since the last season of competition; or

d) an average of 12 degree credits for each term the student athlete has been in full-time attendance.
Assignment of Responsibilities

1. Registrar:

The Registrar shall have final say on all continuing eligibility issues. The Registrar shall check the records regularly to determine if each student-athlete is meeting the satisfactory progress requirements of his/her degree program.

2. Coach:

The coach is responsible for his/her team abiding by the eligibility requirements. Once notified by the Registrar or Compliance Coordinator that a student-athlete has fallen short of any requirements, the coach shall share the responsibility for ensuring that these requirements are met.

3. Compliance Coordinator:

The Compliance Coordinator is the liaison between the Athletic Department, the Faculty Athletic Representative, the Registrar’s Office, and the Office of Admissions, and will keep each office informed on applicable NCAA and Conference rules in this area. The Compliance Coordinator will also be responsible for creating and obtaining the necessary signatures on the individual sport Official Eligibility Statement, acting as the liaison between the Registrar and the Faculty Athletic Representative, and keeping everyone informed on NCAA and Conference rules that apply in this area. The Compliance Coordinator will also conduct individual team eligibility meetings to review all pertinent eligibility rules with the student-athletes.

4. Student-Athlete:

The student-athlete is ultimately responsible for his/her own academic success. He/She must accept the academic responsibilities that come with being a student-athlete at UMC. To aid the student-athletes in being knowledgeable about their responsibilities, the Compliance Coordinator will issue to each athlete the Statement on Individual Eligibility outlining the basic individual eligibility rules. (Form 20)

5. Faculty Athletics Representative:

The Faculty Representative is the final certifier of continuing eligibility and signs the Official Eligibility Certificate (Form 21 & 22). The Faculty Representative also works with the Compliance Office, the Admissions Office, and the Athletic Department in continually monitoring systems and procedures relative to continuing eligibility.
Awards and Benefits

Purpose Statement

The area of awards and benefits or “extra benefits” as it is also known, is an area of major emphasis and concern with the NCAA. It is the intent of UMC to adhere strictly to the limitations placed upon the benefits which may be afforded the student-athlete, while at the same time providing to the student-athlete the maximum benefits allowed.

The following guidelines will be followed in the area of awards and benefits:

1. All student-athletes, coaches, administrators, and other University personnel will be required to adhere strictly to NCAA rules concerning athletics eligibility and extra benefits.

2. UMC, through its Compliance Coordinator, will educate student-athletes, coaches, administrators, faculty, donors, boosters, and alumni regarding “extra benefits” rules. There will be continual updates to all affected people regarding new NCAA legislation and interpretations related to “extra benefits.”

3. There will be a continuing review and monitoring of the activities of all student-athletes, coaches, administrators, faculty, donors, boosters, and alumni in regard to these rules.

4. Student-athletes, coaches, administrators, faculty, other University personnel, donors, boosters, and alumni will receive information and answers to questions concerning “extra benefit” rules and will report questionable activities concerning those rules to the coach, Athletic Director, or the Compliance Coordinator.

5. Records will be kept on awards, academic support, housing and meals, complimentary admissions, benefits, gifts, and services.
Definitions

An extra benefit is defined by the NCAA as:

“Any special arrangement by an institutional employee or a representative of the institution’s athletic interests to provide a student-athlete or a student-athlete’s relative or friends a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution’s students or their relatives or friends.”

“Extra benefits” can be any of the following things:

1. A unique payment schedule, flexible down-payments, or balloon payments on a loan if those are not regularly made to University of Minnesota, Crookston students or their relatives and friends.

2. A meal paid for by a coach, donor, or booster that is not related to either practice or competition, unless that free meal is available to all the institution’s students. An occasional in-home meal is allowed, but only on infrequent occasions (once a term).

3. A free car, plane, or train ride provided by a coach, donor, or booster that is not related to either practice or competition, unless the trip is available to all University of Minnesota, Crookston students.

4. Discounts, payment arrangements or credit on a purchase or a service from the University of Minnesota, Crookston or representatives of University of Minnesota, Crookston’s athletics interests.

This is an area of great concern for all coaches, administrators, faculty and alumni. Errors of omission are as prevalent as those of commission, with the ineligibility of student-athletes the end result.

Effect on Eligibility of a Violation

If a student-athlete receives an award, benefit or expense not authorized by NCAA legislation, the student-athlete becomes immediately ineligible for athletics competition in the sport for which the improper award, benefit, or expense was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation or an improper award or expense in conjunction with competition that involves the use of overall athletic skills (e.g. “superstars” competition) the individual is ineligible in all sports.
Assignment of Responsibilities

Responsibilities regarding Extra Benefits shall be assigned as follows:

1. Coaches:

   To continually educate and monitor their student-athletes in the area of “extra benefits.” They will report to the Compliance Coordinator and/or the Athletic Director on all matters regarding “extra benefits” and shall also report any questionable activities in this area. They have the duty to guard against “extra benefits” being received by their student-athletes and are responsible for knowledge of all rules concerning “extra benefits.” Any knowledge of an extra benefit that is not reported is a violation of NCAA bylaws and can lead to disciplinary action.

2. Compliance Coordinator:

   To be the central “educator” and “monitor” of all activities concerning “extra benefits.” Education will be directed not only to student-athletes, but to coaches, administrators, faculty, donors, boosters, and alumni. The Compliance Coordinator will be responsible for monitoring records of loans, awards, complimentary admissions, and foreign athlete records. The compliance coordinator will further act as liaison to the NCAA relative to issues concerning “extra benefits”.

   The Compliance Coordinator will meet with all student-athletes at least once per year to discuss NCAA rules and regulations concerning “extra benefits.”

3. Student-Athletes:

   To know and abide by those NCAA rules and regulations pertaining to “extra benefits” set forth in the student-athlete handbook and/or given to them by coaches, the Compliance Coordinator, or any other authorized UMC representative. Each athlete must agree to the principles set forth in the Extra Benefits Agreement (Form 23) before he/she will be allowed to participate in his/her sport.

4. Administrators:

   To know and abide by all NCAA rules in this area and to monitor the activities of student-athletes and others. All questions or reports of violations should be directed to the Compliance Coordinator.

5. Faculty:

   To know and abide by all NCAA rules in this area and to monitor the activities of student-athletes and others. All questions or reports of violations should be directed to the Compliance Coordinator.
6. Donors, Boosters, and Alumni:

To adhere to NCAA rules and any others given to them by UMC or NCAA officials in the area of “extra benefits.” Each member of a UMC booster group must sign and adhere to the stipulations in the Member Certification of Compliance (Form 24) as part of his/her membership.

Any outside organizations wishing to provide an award to a student-athlete must submit a proposal in writing describing the purpose, criteria and cost of the award, the location and setting in which the award will be presented, the mode of transportation and travel expenses for the recipient and/or the recipient’s spouse, parents or other relatives.

With more and more teams becoming involved in fund raising, the Athletic Department must be alerted to athletes receiving possible extra benefits for their fund raising activities. For this reason, prior to any Athletic Department personnel taking part in any fund raising activity, a Fund Raising Activity Request Form (Form 25) must be submitted and approved by both the Athletic Director and the Compliance Coordinator.
Record Keeping

1. NCAA Eligibility Forms:

   Each year, every student-athlete must sign a Student-Athlete Statement after having read or been read a summary of NCAA regulations.

   A record of the signed statements will be made and the Student-Athlete Affirmation of Eligibility form (Form 26) will be signed by the head coach and the Athletic Director or his designee attesting to the student’s eligibility.

2. Additional Records Kept:

   A. Individual files on all student-athletes and their financial aid packages will be kept by the Financial Aid Office.

   B. Complete records of all off-campus practice and competition will be kept by each head coach and monitored by the Compliance Coordinator.

   C. Records of all awards presented to all student-athletes, including participation and honorary awards will be kept by the Athletic Director or his/her designee.

   D. Records of all loans and other financial arrangements of all student-athletes. These may be kept in the student-athlete’s file by the Office of Financial Aid.

   E. Complete records of all complimentary admissions and other ticket benefits to all student athletes will be kept by the Athletic Ticket Office.
Financial Aid

Purpose Statement

Financial aid goes hand in hand with Extra Benefits and Athletics Eligibility. Adherence to the limitations of the NCAA rules is as important as providing the most aid for each of the student-athletes who attends UMC. The following guidelines will be followed in regard to the providing of financial aid to student-athletes at UMC:

1. There shall be a constant and on-going monitoring of financial aid and the different elements of financial aid that are administered to the student-athlete.

2. There will be assurance that individual maximum financial aid limitations of the NCAA will not be exceeded.

3. There will be assurance that team totals are within institutional/departmental budgetary limits as well as NCAA and institutional maximum limits.

4. All prospective and returning student-athletes will be evaluated and determinations made regarding athletics grants-in-aid to be awarded to them each year.
Rules Overview

1. Tuition and Fees
   A. UMC may provide a student-athlete the actual cost of tuition and the required student service fees.
   B. UMC may not waive, pay in advance, or guarantee payment of the following expenses for a student-athlete, unless such payment is afforded to other prospective students at the University of Minnesota, Crookston:
      a. The application fee for admission.
      b. Orientation-counseling fee required of incoming freshman.
      c. Pre-admission academic testing fee.
      d. Advance tuition payment or room deposit.
      e. Damage deposit for dormitory rooms.
      f. Any other pre-enrollment fees required of students or prospective students.
   C. UMC may not pay any course-related fees for any student athlete. All of the above fees may be rebated at a time after the prospect enrolls and is awarded financial aid.

2. Room and Board
   A. On-Campus
      UMC may provide the student-athlete the cost of room and board based on the official allowance for room and board for that particular facility.
   B. Off-Campus
      Room and board will be determined as an amount equal to the “weighted average” of on-campus room and board.

3. Books
   UMC may provide to a student-athlete financial aid covering the actual cost of required course-related books. There is no dollar limit for books a student-athlete may receive, provided that each book is required for the course in which the student-athlete is enrolled.
4. Financial Aid from Outside Sources

A student-athlete may receive financial aid from the following outside sources and not have it count against individual or team limits:

A. Parents and legal guardians.
B. An award having no relationship to athletic ability. (This type of aid is not counted against team limits, but may be counted against individual limits if the student-athlete is receiving athletic aid or was recruited and receiving institutional non-athletic aid.)
C. An award through an established and continuing program to aid students, provided that the following conditions are met:
   i) the award is based on the recipient’s past performance and overall record measured by established criteria, and athletics participation cannot be one of the major criteria;
   ii) disbursement will be through UMC for the recipient’s educational expenses while attending the University; and,
   iii) the recipient’s choice of institutions cannot be restricted by the donor of the aid.
D. An award with athletics participation as a minor criterion and the recipient’s choice of schools is not restricted to a particular school or conference.

IMPORTANT: Whenever a student-athlete does receive outside aid, the student-athlete must disclose the amount and donor to the Financial Aid Office. The Compliance Coordinator will be responsible for contacting the source of the aid to determine if it will count against individual and/or team limits (Form 27).

5. Summer School

A student-athlete may not receive athletically-related aid to attend summer school unless a student-athlete received such athletics aid during the previous academic year (Division III only), and even then, the award of summer school aid can only be in proportion to the athletic aid received by the student-athlete during the previous academic year. In other words, if a student-athlete received a 50% scholarship, an institution can pay for only 50% of his/her summer school costs.

Incoming student-athletes attending summer school prior to their initial full-time enrollment at UMC are bound, however, by the following rules:

1. the student-athlete must be admitted to UMC in accordance with regular, published entrance requirements;
2. the student-athlete, if recruited, is subject to NCAA transfer provisions;
3. the student may not engage in any organized athletic practice during the summer term or orientation period;
4. the award of the aid must be completely without regard to athletic ability, and written certification of such must be on file in the office of the athletic director.
Rules on Individual Maximum Limits

1. General Rule

The general rule is that a student-athlete will not be eligible if he/she receives financial aid in excess of a full grant-in-aid (tuition and fees, room, board, and $400 towards course-related books). However, a student-athlete may receive PELL Grant money over and above a full grant-in-aid.

2. The following types of Aid must be Included in the individual maximum limits:

   A. Employment if arranged by the athletic department or representative thereof.
   B. Government grants for education purposes except for:
      i) PELL Grants
      ii) GI Bill of Rights
      iii) Military Reserve Training Program
      iv) US entitlement programs
      v) Disabled Veteran awards
   C. Other scholarships or grants, except any honorary academic award or research grant as defined by the Office of Financial Aid.
   D. Gifts following completion of eligibility in appreciation of the student-athlete’s accomplishments.
   E. Any bonus or salary from a professional sports organization.
   F. Any other income from participation in an athletics event.
   G. All loans except those passed on a regular repayment schedule that are available to all students and administered on the same basis for all students.
Assignment of Responsibilities

Responsibilities regarding financial aid will be assigned as follows:

1. Coaches:

   To evaluate prospective and returning student-athletes and make initial determinations regarding athletic grants-in-aid to be awarded. Those initial determinations are to be forwarded to the Compliance Coordinator.

2. Athletic Director and Athletic Coordinators:

   To ensure that team and individual totals are within institutional and departmental budgetary limits, NCAA and institutional scholarship limits, and that any gradations or cancellations are specified and made in conformance with NCAA and institutional requirements.

3. Office of Financial Aid:

   To oversee all aspects of the financial aid process, including, but not limited to, initial offers, renewals, cancellations, individual and team limits, employment, outside aid, and the awarding of all aid. It is also the responsibility of the Office of Financial Aid to inform in writing each student-athlete of his/her athletic award. (Form 28)

4. Faculty Representative:

   To be involved in the aforementioned process, including, in an oversight capacity, the review of any paperwork or other aspects associated with the award process.

5. Compliance Coordinator:

   To be involved in oversight of all aspects associated with the process, to ensure compliance with NCAA and institutional regulations and scholarship limits and to act as liaison between the Office of Financial Aid and the Athletic Department. Also, the Compliance Coordinator, with assistance from the coaches, will compile and maintain a written list, by sport, of those student-athletes who are living off campus, the maintenance of which will be his responsibility.
Procedure for Awarding of Athletically Related Financial Aid

1. Coach:

The coach will make the preliminary evaluations and awards for athletes on his/her team. He/She will notify the Compliance Coordinator by June 15 of each year of those athletes who will have their aid renewed or not renewed for the subsequent academic year.

2. Compliance Coordinator:

The Compliance Coordinator will ensure that all awards recommended by each coach are within the established individual and team limits set by either the Department or the NCAA. The Compliance Coordinator will be responsible for compiling all Athletics Financial Aid Agreement and National Letters of Intent, and procuring the necessary signatures. (Form 30 & 31)

3. Financial Aid Office:

The liaison in the Financial Aid Office will be responsible for awarding all athletically related financial aid and will ensure that all awards meet University, NCAA and any other criteria. The liaison will immediately notify the Compliance Coordinator of any new financial aid awards the Athletic Department was not involved in awarding. The liaison will also audit the individual charges and the total charges to the Athletic Department and add the individual charges to the student's financial aid accounts.

4. The Bookstore:

The Compliance Coordinator will provide the UMC bookstore with a quarterly list showing the names of those athletes authorized to charge their course-required books to the Teambackers Fund. When purchasing books, each authorized person is required to present a current copy of his/her fee statement and the bookstore will be responsible for assuring that only the required books are charged to the Teambackers Fund. Verification will be made by comparing the cash register tape to the fee statement. The bookstore will also be responsible for issuing the necessary University documents to the Compliance Coordinator reflecting the total charges.
Procedure for Book Purchases:

1. Compliance Coordinator:

   To compile, from the Athletic’s Financial Aid Agreements, a list of all student-athletes who will have their books paid by the Teambackers Fund. This list will be sent on a quarterly basis to the bookstore as authorization for those on the list to charge the Teambackers Fund and to the liaison in the Financial Aid Office. The Compliance Coordinator will also forward a copy of the Journal Voucher reflecting the bookstore charges to the Financial Aid Office.

2. Bookstore:

   To charge the Teambackers Fund for course-related books for all student-athletes authorized to charge their books. Each quarter, the bookstore will also present the payment voucher to the Compliance Coordinator reflecting the total charges to the Teambackers Fund along with a copy of each authorized student’s fee statement and charge slips.

3. Financial Aid Office:

   To validate the charges from the bookstore to the Teambackers Fund, and to add the individual charges to the student athlete’s financial aid account.
Record Keeping

Records that pertain to financial aid will be kept and be available at all times:

1. A record containing information on all financial aid received by a student-athlete for each of his/her years of eligibility will be kept by the Office of Financial Aid.

2. Squad lists will be updated each time a change takes place in a student-athlete’s financial aid award. It will be the responsibility of the Compliance Coordinator to forward changes in squad status to the Office of Financial Aid as soon as the information is available.

3. The Financial Aid Office in cooperation with the Compliance Coordinator shall complete a non-recruited exempt form certifying that aid was given without regard to athletic ability in cases where appropriate. This form must be signed by the liaison in the Financial Aid Office and the Faculty Representative.
Procedure for Maintaining Squad Lists

Squad lists for each sport will be prepared and distributed by the Compliance Coordinator according to the rules set forth by the NCAA (Form 32). The squad lists are to be completed before the first competition in each sport. The lists are retained for a period of six years and be available for examination by NCAA authorities in the office of the Director of Athletics (or other designated area). The lists are to be revised to reflect additions and deletions to the squad, or whenever there is a change in financial aid status.

1. What is a squad list?

A squad list names all the student-athletes receiving coaching at UMC in a particular sport and provides the following information:

A. Identification and Status Information:
   i. Name of each student-athlete receiving coaching and any other student who does not receive coaching, but receives aid in the sport, must be counted (e.g. redshirts, transfers, medically unable to participate).
   ii. Term first enrolled at any institution.
   iii. Number of years received financial aid.
   iv. Number of seasons of eligibility used.
   v. Whether or not the student-athlete was recruited per NCAA bylaw.

B. Financial Aid Information:
   i. Period of award (not to exceed one academic year).
   ii. Amount of athletics aid.
   iii. Amount of other countable aid.
   iv. Total countable aid.
   v. Total cost of tuition and fees, room, board, and books so calculations can be made. This includes both the cost of in-state and out-of-state full grants-in-aid.
   vi. The equivalency amount as defined by the NCAA.

The form must be completed and on file in the Athletic Department by the first day of outside competition in each sport. A student-athlete’s name must be on the squad list prior to being allowed to practice or compete against outside competition in his or her sport. Anyone not listed who is allowed to practice or compete is in violation of NCAA bylaws, and subject to disciplinary action for not only the student-athlete, but also the coaching staff.
Playing and Practice Seasons

Purpose Statement

The following guidelines will be followed in regards to the area of playing and practice seasons:

1. All representatives of UMC will follow strict guidelines established by the NCAA for length of practice season, playing seasons, dates of initial practices and contests, and all other rules regarding playing and practice seasons.

2. The University will educate all coaches, staff, and other personnel regarding the restrictions of playing and practice seasons.

3. There will be a continual monitoring of the playing and practice seasons established by each of the sports and the adherence to these prescribed limits.
Rules Overview

The following rules apply to the determination of each sport’s playing and practice calendar:

1. A student-athlete’s participation in countable athletically related activities is limited to a maximum of four (4) hours per day.

2. A student-athlete’s participation in such activities is also limited to a maximum of 20 hours per week during the traditional playing season.

3. During the playing season, all countable athletically related activities are prohibited during at least one day per week.

4. Countable athletically related activities outside the traditional playing and practice season are limited to eight (8) hours per week.

5. Only two (2) hours of the eight (8) hours per week outside of the playing and practice season may be spent on individual skill workouts.

6. Individual skill instruction is permitted in sports other than football, provided no more than three (3) student-athlete’s from the same team are involved and the student-athletes request the instruction.

7. The head coach for each sport must submit a written declaration of the playing season to the Compliance Coordinator prior to the beginning of the season (Form 33).

8. All countable hours must be recorded daily for each student-athlete, and submitted on a weekly basis to the Compliance Coordinator (Form 34).
Definition of “Countable Athletically Related Activities”

There are several activities that must be “counted” according to NCAA Bylaw

1. Practice
2. Competition
3. Required weight-training or conditioning held under the direction of a staff member
4. Participation in a physical-fitness class conducted by a staff member unless class is a regular physical education class listed in the institution’s catalogue and open to all students as specified by NCAA bylaw
5. Film or videotape reviews required or supervised by staff members
6. Required participation in camps or clinics
7. Meetings initiated by coaches on athletically related matters
8. Individual workouts required or supervised by a coach
9. On-field activities called by team members, confined to team members, and as a requisite for participation on the team (captain practices)

Specific activities that do not have to be “counted” are as follows:

1. Training table meals
2. Physical rehabilitation
3. Dressing, showering, or taping
4. Study hall
5. Meetings with coaches on nonathletic matters
6. Travel to and from practice and competition
7. Medical exams or treatments
8. Fund-raising activities
9. Recruiting activities
10. Public relations activities
11. Participation in regular physical education classes
12. Voluntary individual workouts
13. Individual consultation with a coach
14. Use of an institution’s athletics facilities
Assignment of Responsibilities

1. Coaches:

The Coaches are primarily responsible for adherence to the limits on practice and competition.

Each head coach will submit to the Compliance Coordinator, a written statement of each playing or organized practice in any sport.

In addition, all coaches are responsible for adhering to the daily and weekly hour limitations established by NCAA rules.

Health insurance is required by the Board of Regents for all participants in intercollegiate athletics, and the insurance available through the University does not cover athletic injuries. Prior to allowing any practice or competition, each coach, in cooperation with the training room, will ensure that each participant is covered by medical insurance (Forms 35 & 36), and has had either a physical examination performed by a UMC Health Service physician or a health screening completed by a certified trainer.

2. Compliance Coordinator:

The Compliance Coordinator’s office will continually monitor playing and practice seasons, practice, competition, required out of season conditioning, etc., to ensure that there is strict adherence to the rules concerning practice and playing seasons and the time limitations on athletically related activities.

3. Administrators and Other University Personnel:

All administrators and other University personnel are obligated to inform the Compliance Coordinator of any activity suspected to be in violation of NCAA rules regarding practice and playing seasons.
Amateurism

Purpose Statement

Eligibility to compete in intercollegiate athletics is limited to amateur student-athletes. In this regard, no student-athlete should receive funds, awards, or benefits not permitted by NCAA guidelines for participating in intercollegiate athletics. Determining what is permitted, as well as what are considered funds, awards, or benefits, is difficult for all concerned. Areas such as professional teams, the draft, agents, and the actions of boosters are areas of specific concern in all sports.
Assignment of Responsibilities

1. Student-Athletes:

   The student-athlete is ultimately responsible for knowing and understanding the applicable rules regarding their amateur status and the areas that can cause endangerment of that amateur standing.

2. Coaches:

   Coaches are responsible for continually monitoring things such as contact with professional teams, contact with agents, contact with boosters and the student-athlete’s allowance of his/her name, picture, or appearance to promote private enterprise.

3. Compliance Coordinator:

   The Compliance Coordinator is charged with the responsibility to educate and monitor not only the student-athletes, coaches, and staff, but also the public, including any professional teams, agents, and the like, regarding the rules concerning amateurism. In addition, the Compliance Coordinator must monitor carefully the use of student-athletes' names, pictures, and appearances for promotional purposes.

4. Faculty Athletic Representative:

   The Faculty Athletic Representative shall take a general supervisory role and shall certify eligibility of student-athletes under the amateur provisions of the NCAA rules.
Rules Overview

1) Amateur Status:

A student-athlete is no longer considered an amateur if:

a) the student-athlete is paid for using his/her skill in that sport.
b) the student-athlete accepts a promise of pay.
d) the student-athlete receives any compensation for his/her athletic skill from a professional sports organization.
e) the student-athlete competes on any professional athletics team in which he/she wishes to compete as a student-athlete.
f) the student-athlete enters a draft or into an agreement with an agent to negotiate a professional contract.
g) the student-athlete is paid to participate in a “superstars” type competition.

2) Employment:

Compensation may be paid;

a) only for work actually done, and
b) at a rate commensurate with the going rate.

3) Promotional Activities:

UMC, the MCHA, the NSIC or a charitable, educational or nonprofit agency may use the student-athlete’s name, picture, or appearance to promote its activities as long as:

a) the student-athlete receives prior written approval from the Athletic Director;
b) the sponsoring company includes only:
   company emblem
   company name
   company address and telephone number
   registered trademark or logo;
c) the student-athlete does not miss class;
d) the student-athlete may accepts only legitimate and normal expenses;
e) the student-athlete and an authorized representative of the agency sign a release ensuring that the student-athlete’s name, image or appearance is used consistent with NCAA requirements.
Camps & Clinics

Purpose Statement

As coaches and staff members become more involved in institutional or privately owned camps and clinics, they must be increasingly aware of the governing rules. UMC does not limit the types and sizes of camps or clinics in which the coaches and staff members may be involved. The Athletic Department will educate the participants and monitor the camps and clinics in an attempt to insure that they meet all NCAA and University rules. Our focus is to provide the systems, procedures, and documentation to allow for successful and effective conduct of the camps and clinics within the parameters of the rules.
General Policies

UMC monitors all camps and clinics in a two-part process. First, there will be an initial check of the camp or clinic prior to its beginning for adherence to all NCAA and University regulations; second, a post-camp audit will be conducted by the business office and Compliance Coordinator to review employees, participants, fees, and other areas covered under NCAA bylaws.

Education of all University staff, coaches, and student-athletes in regards to camps and clinics is an on-going effort at UMC. Information regarding allowable activities will be provided to coaches, administrators, and student-athletes regarding permissible camp activities and participation.
Assignment of Responsibilities

1. Student-Athletes:

The student-athlete must make sure that all camp or clinic activities in which he/she participates are allowable under NCAA bylaws. Ultimately, the student-athlete should check with his/her coach and the Compliance Coordinator prior to any camp or clinic involvement.

2. Coaches:

Coaches are ultimately responsible for ensuring that any camp or clinic which they operate are within NCAA rules. Information pertaining to all student, staff, and outside coaches who will be working at the camp or clinic must be supplied to the Compliance Coordinator and Athletic Director two weeks prior to the camp (Form 37). In addition, coaches must be aware of allowable activities in regards to privately owned camps or clinics in which they participate. Coaches must make all camp records available to the Compliance Coordinator and business office following the conclusion of their camp.

3. Compliance Coordinator:

Ultimate responsibility to educate the coaches and monitor all institutional and private camps and clinics falls upon the Compliance Coordinator. The Compliance Coordinator will provide any and all assistance requested by the coach as needed and shall work with the Athletic Director and the Community and Youth Programs Unit in establishing systems and procedures that effectively implement the camps and clinics in a manner consistent with NCAA rules.

4. Community & Youth Programs Unit:

*Each camp shall be under the control and direction of the Community & Youth Programs Unit of the Athletic Department. This unit will have responsibility for support staffing, marketing and promoting, and coordinating with other service units on campus.*
Rules Overview

1. Definition:

It is an institutional sports camp or clinic if it is:
   a) owned by the institution or an employee
   b) operated by the institution or an employee
   (personally and directly responsible for the management of the camp or clinic. It does not matter whether the camp or clinic is held on or off the UMC campus.)

2. Timing:

For a football or basketball camp, the camp may take place only during the institution’s summer vacation period, unless the activities meet the provisions regarding developmental clinics.

3. Participants:

The camp or clinic must be generally open to the public on a first-come, first-served basis.

5. Free or Reduced Admissions:

Free or reduced admissions are not allowed for any participant that is a high school, preparatory school, or two-year college athletics award winner.

6. Employees:

A. Student-Athletes:
   i) Duties must be supervisory; coaching or officiating duties shall not be more than half of the total work time.
   ii) Compensation must be commensurate with the going rate for those with like ability and experience.
   iii) May receive travel expenses only if reimbursement is available to all camp employees.
   iv) Shall not participate in organized practice activities.
   v) The Director of Athletics or designee must give prior approval to the student-athlete’s employment arrangements.

B. High School or Two-Year College Coaches:
   i) May not be paid based on the number of participants the coach sends to the camp.
   ii) May be paid to speak or participate at the camp or clinic as long as commensurate with fees paid in similar situations.
C. Athletic Department Employees:
   i) May not be employed by a camp or clinic that provides recruiting or scouting services concerning prospects.
   ii) May not serve in any capacity in a privately owned camp, clinic or coaching school in which a high school, preparatory school or two-year letter award winner is employed.

D. High School Seniors:
   i) May work at an institutional camp or clinic only if they are non-letter winners.
Special Events/Fund Raising/Promotions

Purpose Statement

With the costs of maintaining the University of Minnesota, Crookston’s successful programs rising, more and more teams are conducting special events for added exposure or fund raising for additional revenue. In order for the individual sports, as well as the department, to succeed in these endeavors, they must be planned and approved well in advance. The goal of the department is to make each event as successful as possible. However, all events must adhere to NCAA, University and Athletic Department rules.
General Policies:

The following general policies must be followed when planning to hold a special event or fundraiser for your sport:

1) a written proposal explaining the event must be submitted at least two weeks prior to the event. (Form 24)

2) the proposal must include an explanation of the type of event, to whom the event will be open, if any special ticket prices are included, and how the proceeds will be used.

3) the event must be approved by the sport's Coordinator, the Compliance Coordinator, the Ticket Manager, the Athletic Director, and the game manager prior to any publicity.
Assignment of Responsibilities

1. Sport Coordinator:
   The sport coordinator is responsible for the operations of all sports, and thus must be knowledgeable of all special events or fund raising efforts.

2. Compliance Coordinator:
   The Compliance Coordinator will ensure that the special event or fund raising endeavor meets all NCAA, University and Athletic Department rules and regulations.

3. Ticket Manager:
   The Ticket Manager must know in advance if any special arrangements need to be made for tickets.

4. Athletic Director:
   The Athletic Director will have final authority to approve all special events/fund raising events or promotions.

5. Event Management and Promotions Unit:
   In order for the event to be successful, the Event Management and Promotions Unit staff need to know as much about the event as far in advance as possible. Close cooperation and planning between the sponsoring coach/team, and the Event Management and Promotions Unit is essential for a successful event.

6. Coach:
   The coach who would like to hold a special event/fund raising event or promotion needs to receive approval prior to holding the event and to discuss and plan the event with the Compliance Coordinator and the Event Management staff. The more details the coach can provide, the greater the chance of success for the event.
Purchasing

Purpose Statement

The University of Minnesota, Crookston has an obligation to supply all its athletes with the best possible equipment. However, it is also the responsibility of the University to make wise choices in purchasing equipment and to assure fiscal responsibility when doing so. For these reasons, all equipment purchases will be coordinated through a purchasing coordinator who will be responsible for assessing each team’s needs and assuring that budget controls are in place.
Equipment Return Policy

At the end of the sport season, all University equipment, including uniforms, warmups and practice clothing, must be turned into the equipment manager for inventory. It is against NCAA regulations for an athlete to keep any equipment or clothing, except for athletic shoes or skates, which has been purchased by the University. All University equipment and clothing must be accounted for, including an explanation as to the disposal of items that are not reflected on the inventory. An up-to-date inventory will be given to each head coach prior to any new purchases being made.
Areas of Purchasing

Major Purchases:

Major purchases are defined as one-time purchases that would cause an extra burden on a sport team’s budget and generally cost in excess of $1,000. Each sport will have an opportunity to submit request(s) on a yearly basis to a committee made up of the Athletic Director, the Senior Women’s Administrator, the Compliance Coordinator, and the Business Manager. Decisions will be made according to the needs of the sport and department.

Uniform Purchasing:

The athletic department has established a policy to treat each team fairly and consistently by establishing a schedule for the purchase of new uniforms (Form 38). This policy is based on the nature of the sport, the wear and tear on the uniforms, and the Department’s need to be better able to plan the remainder of its major purchases. It is the responsibility of each coach to maintain uniforms during the purchasing cycle. It is incumbent on each coach to properly maintain and, through working with the equipment manager, launder uniforms to ensure that they will last throughout the entire purchase cycle. Any deviation from this schedule can be made only with the approval of the Athletic Director, Senior Women’s Administrator, the Compliance Coordinator, and Business Manager.
General guidelines to be followed in purchasing are as follows:

1) Each head coach will supply the equipment manager with a list of all equipment needed for the upcoming season.

2) The equipment manager will request prices for each item from his/her suppliers. Upon receiving the prices, the list will be returned to the coach for review prior to any equipment being purchased.

3) If the total cost of all the items exceeds the amount budgeted to the sport, the coach must remove items from the list.

4) Under no circumstances will a coach be allowed to exceed the allotted budget for equipment or to purchase any equipment without the consent of the equipment manager.

5) At the end of each sport’s season of competition, the head coach is responsible for ensuring that all University equipment is returned, including uniforms, warmups and practice clothing, and for conducting an equipment inventory and providing a copy of it to the equipment manager.