



University of
Pittsburgh | Johnstown



Athletics Department Compliance Manual

2019-20

FOREWORD

This 2019-2020 University of Pittsburgh at Johnstown Athletics Department Procedure/Compliance Manual has been developed to serve as a resource guide for staff members. The procedures and policies regarding our compliance with NCAA and institutional regulations are outlined. The forms required for our compliance with the regulations are included within this manual. These forms should be detached and copied as needed. This manual has been completed under the guidance and supervision of Dr. Ray Wrabley (Faculty Athletics Representative) and Ms. Abby Gearhart (Assistant Athletic Director/SWA). This manual does not supersede the NCAA Division II Manual. It should serve as an extension of our compliance efforts. This manual should provide necessary information to help maintain our high standards of compliance with NCAA and institutional regulations.

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Athletics Department Philosophy

The University of Pittsburgh at Johnstown's Intercollegiate Athletics Program is an integral part of the institution's total educational mission. Fifteen men's and women's sports are offered, providing diverse opportunities to accommodate students' needs and varying interests (women's volleyball, men's and women's soccer, men's golf, men's and women's basketball, wrestling, women's and men's indoor and outdoor track and field, men's and women's cross country, baseball, and softball). The college is a Division II member of the National Collegiate Athletic Association (NCAA), as well as a member of the Pennsylvania State Athletic Conference (PSAC). Athletics-related aid is available to a limited number of participants who qualify.

The philosophy of Pitt-Johnstown Athletics embraces the concepts of the "student-athlete" being a "student" first, as well as the principles of ethnic diversity, gender equity and requirements of Title IX, and nondiscrimination based on sexual orientation. The physical and mental welfare of the student-athlete is of the highest importance. Fair play and sportsmanship are emphasized along with strict compliance with the rules and regulations of the NCAA.

Athletics Mission Statement

To offer a high-quality athletic experience while balancing the educational experience. To promote the development of the student-athlete into a leader for the real world.

Athletics Department Goals

1. To operate an efficient and broad-based intercollegiate athletics program that provides equitable competitive opportunities for both male and female students.
2. To operate an athletics program consistent with the vision and mission of the institution.
3. To operate an athletics program that subscribes to and complies with the rules and regulations of the University of Pittsburgh at Johnstown and the NCAA.
4. To operate an athletics program that promotes student-athlete welfare.
5. To encourage the student-athletes not only to be active members in the Pitt-Johnstown community, but also in the entire Johnstown community, through community service and community engagement projects.

Compliance Statement

As a member of the NCAA, the University of Pittsburgh at Johnstown is committed to complying with all rules and regulations of the NCAA in the conduct of its intercollegiate athletics department. The institution is responsible for monitoring all aspects of its athletics programs to ensure compliance and to identify and report to the NCAA any areas in which we may have failed to maintain compliance with NCAA rules and regulations. In such cases, Pitt Johnstown must fully cooperate with the NCAA and take the appropriate corrective measures, if necessary. This responsibility is a collective endeavor that is shared by athletics department staff, student-athletes, other appropriate institutional personnel, and individuals and groups representing the athletics interests of the institution.

It is each individual's responsibility to ask questions, make no assumptions, and follow through on all compliance procedures and guidelines. Compliance with University and NCAA rules can only be obtained

when every individual presents a positive, practical, and ethical attitude toward compliance. By acknowledging our role in institutional compliance, accepting responsibility for the integrity of our program, and making ourselves aware of the legislation, compliance with the University and NCAA rules is assured.

The main responsibility of the Compliance Coordinator is to ensure that members of the University of Pittsburgh at Johnstown and the Athletics Department understand and follow NCAA rules and regulations in an effort to prevent rules violations. This is accomplished through rules education, interpretation, and the thorough monitoring of procedures. Self-reporting of violations is highly recommended and encouraged and will aid the institution in reporting such violations to the NCAA.

Sportsmanship Statement

The NCAA and University of Pittsburgh at Johnstown promote positive sports behavior by student-athletes, coaches, and spectators at all athletics events. We request cooperation by supporting the participants and officials at all contests in a positive manner. Profanity, racial, sexist, or other abusive comments or actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and will be grounds for removal from the athletics site.

2019-2020 Compliance Committee and Related Responsibilities

Compliance Committee:

The Compliance Committee ensures that the University of Pittsburgh at Johnstown is in compliance with NCAA and institutional rules and regulations. This group meets to discuss, interpret and recommend policies and procedures. There are five members of this committee. The members and their individual responsibilities are:

Lisa Hunter, Registrar

- Oversees the production of grade reports used to monitor continuing eligibility and progress toward degree for all student-athletes
- Oversees evaluations of the academic record of transfer students
- Oversees certification of final semester exceptions
- Signs off on athletics certification of teams

Jennifer Kist, Director of Scholarships and High School Outreach Programs

- Oversees the awarding of all athletics aid
- Monitors all athletics aid, institutional aid, and outside aid awarded
- Determines the institution's cost-of-attendance
- Assists the Compliance Coordinator in monitoring compliance with NCAA rules equivalency financial aid limits
- Assists the coaches and Compliance Coordinator in processing the initial and annual renewal/non-renewal of athletics grant-in-aid
- Awards all financial aid for the institution, including athletics grant-in-aid, institutional grants, and all other aid
- Assists coaches with packaging financial aid for prospective student-athletes and transfer student-athletes. Completes financial aid estimated packages upon request of Compliance Coordinator.
- Assists the Compliance Coordinator with the monitoring of NCAA Bylaws 15.02.3.
- Signs off on non-counters for NCAA squad lists
- Signs off on athletics certification of teams
- Supervises the Assistant Director of Financial Aid in:
 - Inputting all financial data into Compliance Assistant Internet (CAI)
 - Determining countable financial aid per NCAA regulations
 - Providing financial information to the Compliance Coordinator for the NCAA squad lists

Dr. Ray Wrabley, Faculty Athletics Representative (FAR)

- Serves as a liaison between the athletics department, the faculty and administration, and the president of the university
- Oversees compliance with NCAA and institutional athletics regulations
- Deals with issues involving the student-athlete experience
- Conducts institutional compliance audits
- Oversees certification of student-athletes' eligibility
- Administers NCAA Recruiting Certification test to coaches
- Signs off on non-counters for NCAA squad lists
- Signs off on athletics certification of teams
- Conducts investigations of potential violations of NCAA or institutional athletics regulations
- Declares student-athletes who violate NCAA rules ineligible
- Coordinates all conference and NCAA appeals with Compliance Coordinator
- Prepares and signs all waiver requests
- With the Compliance Coordinator, submits institutional appeals to the Student-Athlete Reinstatement Committee, NCAA Bylaw 14.12
- With the Compliance Coordinator, interprets NCAA rules for coaches and staff

- Assists in the education for athletics for student-athletes, coaches, and staff.

Ms. Abby Gearhart, Assistant Athletic Director/SWA

- Responsible for the overall development, implementation, and review of the Pitt-Johnstown Compliance Program
- Coordinates all necessary paperwork with all coaches for athletics files
- Conducts teams orientation before each sport's playing season
- Review of all student-athlete NCAA compliance forms (Drug Testing Consent Form and Student Athlete Statement)
- Works transfer eligibility and transfer release requests
- Coordinates NCAA freshman eligibility through the NCAA Eligibility Center
- Acts as the department liaison with the NCAA Eligibility Center
- Completes the Eligibility Checklist and the Squad List
- Oversees full-time enrollment status of student-athletes
- Oversees student-athlete initial and continuing eligibility and communicates status to coaches
- Assists in the processing of athletics financial aid
- Coordinates the education of student-athletes, coaches, and college personnel with regard to NCAA, conference, and institutional rules
- With the Faculty Athletics Representative, interprets NCAA rules for coaches and staff
- Reviews and audits off-campus contact and evaluation requests
- Monitors permissible recruiting material with Bylaw 13.4.1
- Reviews academic transcripts and test scores to approve official visits provided in all sports
- Secures release for potential transfer students and facilitates release of student-athletes seeking a transfer (in consultation with Head Coach and Director of Athletics)
- Reviews and files monthly practice/competition logs and recruiting phone logs
- Maintains participation records and determines seasons of competition utilized by student-athletes
- Identifies potential rules violations and reports them to the Director of Athletics and the FAR
- With the FAR, investigates potential rules violations and signs and submits rules violation reports to the conference and/or NCAA
- Coordinates the National Letter of Intent program for athletes
- Coordinates the release of National Letter of Intent signees (with Sports Information Director, Financial Aid Director, Admissions, and the WVIAC)
- Coordinates all conference and NCAA appeals with FAR
- Ensures compliance with all NCAA regulations
- Participates in student-athlete exit interviews with the Director of Athletics and the FAR
- Acts as department liaison with Admissions, Financial Aid, and Registrar
- Maintains ongoing evaluations, along with Director of Athletics, of staff members' commitments to compliance
- Serve as an advisor to the Student-Athlete Advisory Committee
- Responsible for submitting all required NCAA reports and forms

Mr. Pat Pecora, Director of Athletics (AD)

- Oversees work of all coaches
- Provides leadership and advice to coaches regarding NCAA procedures and regulations
- Establishes commitment to rules compliance
- Ensures compliance with NCAA regulations
- Explains Certification of Compliance Form at full staff meeting in the fall
- Selects administrators and coaches with integrity and history of rules compliance
- Approves use of institution's logo
- Facilitates prior approval of outside athletically-related income
- Demonstrates commitment to student-athletes
- Establishes organizational lines of authority with oversight and accountability

- Maintains ongoing evaluations, along with Compliance Coordinator, of staff members' commitments to compliance
- Supports a comprehensive rules education program
- Arranges for periodic self studies of Athletics Department

Ms. Therese Grimes, Director of Admissions and Recruiting

- Oversees the application and admission of all first year student-athletes
- Oversees the application and admissions of transfer student-athletes
- Signs off on athletics certification of teams

Compliance Responsibilities for Other Staff:

Sports Medicine/Athletics Training – These individuals are responsible for awareness of the NCAA drug testing program and medical rehabilitation services, as well as contributing to educating student-athletes in these areas.

- Monitoring compliance with Bylaw 14.2.5 regarding documentation for medical hardship waivers
- Student-Athlete and coaches' rules education regarding use of banned substances and drug testing
- Student-Athlete and coaches' rules education regarding NCAA and institutional insurance programs
- Supervising and monitoring ineligibility for the use of banned drugs with Bylaw 31.2.3-31.2.3.5
- Assisting in compliance with Bylaw 17.1.6.1 and 17.1.6.2 regarding daily and weekly hour limitations
- Reporting any revisions, additions, or cancellations of practices and/or games
- Required medical profession and will find a designated team physician
- Head trainer: Elissa Till
- Trainer: Richard Mae

Designated Team Physician 3.3.4.18

- Physician will serve all teams
- Must be a doctor of medicine (MD) or doctor of osteopathic medicine with a current license in good standing in the state of Pennsylvania
- Authorized to oversee the medical services for injuries and illnesses incidental to student-athlete's participation in intercollegiate activities
- Dr. Don Lowry with Western Pennsylvania Orthopedic and Sports Medicine

Head/Assistant Coaches – These individuals are responsible for knowledge and implementation of NCAA rules and regulations, in the areas of amateurism, eligibility, recruiting, financial aid, playing and practice seasons, and awards and benefits. Coaches are expected to fully cooperate and participate in compliance-related policies and procedures, within University and NCAA guidelines.

- Attend and participate in monthly education meetings
- Review NCAA rules with student-athletes when necessary and reinforce the importance of compliance
- Facilitate the provision of all information necessary to determine prospective student-athlete eligibility
- Provide complete off-campus contact and evaluation forms
- Monitor the permissible number of contacts utilized
- Provide complete and accurate expense reports
- Provide complete and accurate required information for all official visits
- Declare playing and practice season to the Compliance Coordinator for review and approval
- Ensure sport's compliance with NCAA rules related to playing and practice seasons including monthly athletic related activity and recruiting logs
- Responsible for the actions of all assistant coaches and staff and the sport's compliance with NCAA rules
- In cooperation with the Director of Athletics, monitor the scheduling process, verifying that the schedule meets NCAA and conference scheduling requirements
- Annually pass the NCAA Recruiting Exam

- Initiate the renewal and non-renewal of athletically-related financial aid process
- Annually declare and receive approval from the Director of Athletics for athletically related income
- Ensure compliance with Bylaw 12.5.4 regarding uniform logos
- Ensure compliance with Bylaw 13.6.6, 13.7.2.5 and 16.2 regarding complimentary tickets
- Ensure compliance with Bylaw 13.12.2 regarding summer camps
- Head Coaches: Pat Pecora, wrestling; Todd Williams, baseball; Eric Kinsey, men's soccer; Vito Addalli, women's soccer, Niki Cognigni, softball; Mike Drahos, women's basketball; Cody Trabert, men's golf; Nick Ramirez, men's and women's cross country; Joanna Haupt, women's volleyball, Bob Rukavina, men's basketball; Carl Keifer, men's and women's track and field

Strength and Conditioning Personnel (11.1.7) Any individual designated as a strength and conditioning coach by the institution must be certified through a nationally recognized strength and conditioning program.

- Designated strength and conditioning coach: Nick Ramirez: CSCS

Rules Education

Rules education is a critical part of the compliance program at Pitt Johnstown. Education and knowledge of university and NCAA rules is the first step in maintaining compliance and upholding the integrity of the university. Although coaches and staff are not expected to know every NCAA rule, they are expected to know the basic rules, to use the NCAA Manual or LSDBi as a reference point, and to ask for interpretations before acting when the rules or situation seems unclear. The rules education program is intended to prepare coaches and staff to identify areas where compliance problems may exist and to identify infractions, should they occur.

The rules education program is also intended inform coaches and staff of proposals and changes to NCAA rules throughout the legislative process. In addition, the Compliance Coordinator will seek input from coaches and staff regarding legislation throughout the process that related to their specific sport or area.

Head Coaches and Full-Time Assistant Coaches

- The Compliance Coordinator has the primary responsibility for educating coaches
- The Compliance Coordinator will schedule and conduct rules education throughout the year as follows:
 - A group compliance meeting will be held at the beginning of the academic year to cover new legislation and procedures for the upcoming year.
 - Monthly department meetings will be held to discuss important information relevant to the time of year, as well as new information or rules interpretations that have just developed.
 - During the academic year, the Compliance Coordinator will conduct monthly rules education sessions. **All coaches or their designee are required to attend the meetings.** Absences will only be due to approved off-campus recruiting prior to the scheduled meeting and emergency situations. If unable to attend, the coach is responsible for scheduling a review with the Compliance Coordinator.
 - Interpretations of legislation and “hot topics” as defined by the NCAA will be distributed via email to coaches, as necessary.
 - The following documents will be available on Athletics Department website:
 - Pitt-Johnstown Compliance Manual;
 - NCAA Compliance Manual;
 - Pitt-Johnstown Student-Athlete Handbook

Other Coaches

- Head Coaches are responsible for the education of their staff.
- The Compliance Coordinator is responsible for providing written educational materials, as needed.
- All coaches and support staff are required to attend the monthly coaches’ meetings to keep updated on rules education.
- All assistant coaches will be provided with a Pitt-Johnstown Compliance Manual and NCAA Compliance Manual, as appropriate.

Staff Members

- The Compliance Coordinator is primarily responsible for the education of staff members with compliance responsibilities.

- The Compliance Coordinator is primarily responsible for the education of new staff with compliance responsibilities as soon as an individual has accepted a position at Pitt-Johnstown even though the person may not “officially” start work immediately. This will ensure the new employee does not engage in activities that are not permissible.

PLEASE NOTE: Once an individual accepts employment, that person becomes an agent of the institution.

- Staff members with compliance responsibilities are required to attend the departmental compliance meeting to be scheduled at the beginning of each academic year. This meeting will review appropriate legislation and newly adopted legislation for the upcoming academic year.
- The Compliance Coordinator is responsible for distributing educational materials to staff members with compliance responsibilities, as needed.
- The Compliance Coordinator will provide a UPJ Compliance Manual and an NCAA Compliance Manual to all staff members with compliance responsibilities, as appropriate.

Compliance Committee

- The Faculty Athletics Representative and Compliance Coordinator are responsible for educating the members of the Compliance Committee.
- The Compliance Committee will meet to discuss NCAA rules and compliance policies and procedures at Pitt-Johnstown.

Student-Athletes

- The Faculty Athletics Representative and Compliance Coordinator are responsible for educating student-athletes.
- The Compliance Coordinator and the Faculty Athletics Representative will conduct a rules education meeting at the beginning of each semester with each team. This meeting will review important NCAA and Pitt-Johnstown regulations, including the summary of NCAA Regulations, Academic Eligibility Rules, Financial Aid, Code of Conduct, Amateurism Guidelines, and Playing and Practice Seasons.
- The Compliance Coordinator and the Faculty Athletics Representative will also conduct a separate meeting with each team to cover the administration of NCAA and Pitt-Johnstown Eligibility paperwork, NCAA Drug Consent Forms, HIPAA Forms, and the Student-Athlete Statement.
- The Compliance Coordinator serves as an advisor to the Student-Athlete Advisory Committee and will attend each meeting, scheduled for at least once a month. The Compliance Coordinator is responsible for providing a rules education segment for each meeting to be distributed to each team by the SAAC members.
- The Head Coach and Compliance Coordinator are responsible for providing student-athletes with written materials regarding relevant rules and interpretations.

Ethical Conduct and Conduct of Athletics Personnel

Honesty and Sportsmanship

Under NCAA Bylaw 10.01.1 and 11.1.1, individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Sports Wagering

Under 10.3, Athletic department staff members may not engage in sport wagering activities of any type on a sport (amateur, collegiate or professional) in which the NCAA offers a championship. This prohibition includes use of a bookmaker or parlay card, Internet sports wagering, and fantasy leagues. By definition a wager requires placing something at risk (money wagered or entry fee) and an opportunity to win a prize.

Cooperative Principle

NCAA rules require staff members to cooperate by furnishing relevant information to an investigation of a possible violation of NCAA regulation when requested to do so by the NCAA or individual's institution.

Use of Tobacco Products

The use of tobacco products is prohibited by all game personnel in all sports during practice and competition. (11.1.5)

AED/CPR Requirement

All head coaches and all full time coaches must have current certification in first aid, CPR and AED use. (11.1.6)

Recruiting

Certification Test

All Head Coaches and Assistant Coaches are required to follow all NCAA Bylaw 13 pertaining to recruiting. Each year, all coaches must pass the NCAA Recruiting Certification Test. The certification test will be administered in June or July by the Faculty Athletics Representative. A coach must have a passing score before he/she can recruit off-campus.

Contact Periods

Head Coaches and Assistant Coaches are required to follow all Contact, Evaluation, Dead, and Quiet Periods that pertain to their sports. These are listed in the NCAA Manual and are included on the main page of the Compliance Assistant Internet site.

Compliance Assistant Software (CAi)

All recruited and non-recruited prospective student-athletes must be entered into the Compliance Assistant Internet Software (CAi). If a coach intends to have in-person contact or has more than one telephone contact with a prospective student-athlete (PSA), the coach must enter the appropriate recruiting information into the CAi database.

Coaches must use the Compliance Assistant Software to record recruiting information for PSAs. All in-person contacts and phone calls must be recorded in CAi. Three off-campus contacts are permissible. Also, one phone call per week is permissible after June 15 immediately preceding the prospect's senior year in high school.

Official Visits

Visits by prospective student-athletes are carefully monitored. In accordance with NCAA rules, Pitt-Johnstown will provide only one official visit to a prospective student-athlete. Additional visits by a prospective student-athlete must be made at his or her own expense. Official visits may not exceed 48 hours. NCAA bylaws changed in August 2011 and removed the official visit limit on prospective student-athletes. PSA may make unlimited official visits (but remain limited to one official visit per institution). NCAA bylaws changed in June 2014 and allow prospective student-athletes to take an official visit starting June 15 immediately preceding the PSA's junior year in high school. All questions about official visit rules should be directed to the Pitt-Johnstown Compliance Coordinator. PSAs must present the institution with an official or unofficial transcript before the start of the start of the official visit. All PSAs must be in the IRL before the start of the official visit.

- Official Visit Triggers
An official visit is triggered whenever Pitt-Johnstown provides a visit expense to a prospective student-athlete. Typical examples of visit expenses include the following:
 - Transportation expenses (transportation to view practice and competition facility is permitted on unofficial visit)
 - Entertainment expenses
 - Meals (one on campus meal is permitted on unofficial visit)
- Official Visit Prerequisites
 - The prospective student-athlete must present a current transcript (official or unofficial) prior to an official visit.
 - The prospective student-athlete must be registered with the NCAA Eligibility Center.
 - The prospective student-athlete must be placed on the Pitt-Johnstown IRL with the Eligibility Center.
- Official Visit Procedures
 - Coach submits **Official Visit Request Form** to the Compliance Coordinator.
 - Compliance Coordinator confirms that Official Visit Prerequisites are met then adds recruit to institutional IRL.
 - Coach provides Official Visit Itinerary to prospective student-athlete and a copy to the Compliance Coordinator.

- Coach reviews **Overnight Visit Host Agreement** with student host who then signs form.
- Documentation for all official visits is on file in the Compliance Office.
- The Eligibility Center will provide recruit with Institutional Graduation Rates and NCAA Banned Substances List.
- Official Visit Student Host Policies
 - The student-athlete must be enrolled full-time and be a Qualifier or Partial Qualifier, per NCAA regulations.
 - Only one student host may be provided a free meal if attending a restaurant.
 - The student host shall only receive money to entertain the prospect, the prospect's parents or spouse and the student host, or any staff member accompanying the prospect.
 - A maximum of \$30.00 per day will be provided to cover all entertainment expenses. An additional \$15.00 per day may be provided for each additional prospect being hosted by one student-athlete.
 - A student host may not purchase alcoholic beverages regardless of whether the host or the prospects are of legal drinking age.
 - **The student host and PSA will not drink or use any illegal substance during the official visit. Any student host or PSA found drinking/using an illegal substance during the visit will result in a loss of all official visits for the coach and team for the remainder of the academic year. The student host will received a suspension from both practice and competition for a designated date determined by the Athletic Director.**
 - No cash may be given to the visiting prospect.
 - A student host may not use entertainment funds to purchase gifts for the prospect.
 - A student host may not use transportation provided or arranged by a Pitt Johnstown staff member or booster of the athletics program
 - A student host may not transport the prospect or friends/family more than **10 miles** from campus.
 - A student host should not allow recruiting conversations to occur, on or off campus, between a prospect and a booster.
 - A student host will be responsible for turning in any and all receipts the day after the visit.

Correspondence and Telephone Calls

Coaches may begin to send athletically related recruiting materials and electronic media, email, and any form of electronic transmission (text message, instant message) to prospects beginning on June 15 immediately preceding the PSA junior year in high school. Coaches may begin to make telephone calls to prospects on June 15, immediately preceding the PSA's junior year in high school. Institutional staff members may make unlimited telephone calls to a PSA (or PSA's relatives or legal guardians).

Social Media Platforms and Recruiting

Social Media is a growing recruiting and communication tool with prospective student-athletes. Social media examples include Facebook, Twitter, Instagram, Pinterest, Tumblr, Google+, and LinkedIn. Social media is consistently and so are the NCAA rules and regulations. Pitt-Johnstown encourages the use of social media. Any questions or concerns about the use of social media should be directed to the Compliance Office.

- Social Media Guidelines
 - NCAA Division II member institutions are reminded that an athletics department staff member's personal website or social media profile or personal page on any site may include information related to the institution's athletics
 - A personal site may contain information pertaining to the institution's athletics program (e.g., game scores, season updates, facility updates, information regarding the coaching staff or current or former student-athletes)
 - It is not permissible to include information about or directed toward a specific prospective student-athlete
 - Institutions should note there are no limits on the mode of electronically transmitted correspondence (e.g., email, facsimile, instant message, text message, SnapChat, etc.) that may be sent to a prospective student-athlete once an institution is permitted to send such correspondence,

provided the correspondence is sent directly to the prospective student-athlete (or his or her parents or legal guardians) and is private between the sender and recipient.

- Once a prospective student-athlete signs a NLI or an institution's written offer of admission and/or financial aid, the institution may communicate publicly with that prospective student-athlete.
- A coach or other institutional staff member and a prospective student-athlete may connect via social media prior to the first permissible date of providing recruiting materials.
 - Once connected, all limitations governing recruiting correspondence, electronic communication and publicity remain in effect until the prospective student-athlete has signed a NLI or the institution's written offer of admission and/or financial aid.
- A coach or other athletics department staff member may not communicate publicly with a prospective student-athlete until the prospective student-athlete has signed a NLI or the institution's written offer of admission and/or financial aid.

Unofficial Visits

An **unofficial visit** to a member institution by a prospective student-athlete is a **visit** made at the prospective student-athlete's own expense.

- An institution may provide a prospective student-athlete (and the prospective student-athlete's relatives or legal guardians) with one meal on or off campus in the locale of the institution during an unofficial visit.
- During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions to a campus athletics event in which the institution's intercollegiate team practices or competes.
- A prospective student-athlete on an unofficial visit may stay in an enrolled student-athlete's dormitory room only if the prospective student-athlete pays the regular institutional rate for such lodging.
- During any unofficial recruiting visit, the institution may provide the prospective student-athlete with transportation to view practice and competition sites in the prospective student-athlete's sport, other institutional facilities and to attend an institution's home athletics contest (on or off campus). An institutional staff member must accompany the prospective student-athlete during such a trip. Payment of any other transportation expenses is not permissible.



Sport _____

Prospect's Name _____

Address _____

Telephone _____

Use circle to mark answer

- High School/Two-year college
- High School Transcript Yes No
- Student Host Instructions/Receipts Form Attached Yes No
- Tentative Itinerary Attached Yes No
- Travel Lodging Provided? Yes No
- Transportation Provided? Auto Air Bus Train Coach/Auto
- Complimentary Admissions Provided? (max 3) Yes No

(Official visits may not exceed 48 hours.)

Date/Time Start of visit _____

Date/Time End of visit _____

Estimated Cost of Official Visit _____

Parent/Legal Guardian making Visit _____

Student Host/Money Provided _____

To Be Completed by Compliance Coordinator

Eligibility Center Number/IRL Date _____

Approval Compliance Coordinator _____ Date: _____



OVERNIGHT VISIT HOST AGREEMENT

Sport _____

Host Name: _____

Room/Building: _____

Dates: _____

The University of Pittsburgh at Johnstown prides itself on providing prospective students with the opportunities to experience life as a Pitt-Johnstown student. Participants will take a tour of campus, enjoy evening student activities, spend the night in a residence hall with a current Pitt- Johnstown student host, attend a class, and meet with other staff members as requested.

Overnight Program Rules:

1. While hosting a student, I will not participate in any campus activities that violate university policies or the laws of the Commonwealth of Pennsylvania.
2. I will not take prospective students to any off-campus destination more than 10 miles away from campus. I may not use an automobile provided by the University or a Booster.
3. I will conduct myself in a safe and prudent manner while participating in this program and representing Pitt-Johnstown.
4. I will not provide the prospect with material gifts (e.g. souvenirs or clothing items) or purchase them with entertainment money.
5. I have received _____ dollars to host the prospect. The money may be used for the actual costs of entertainment. I will remit receipts and any unused balance of money.

I understand that if I don't comply with the rules stated above or otherwise conduct myself in an irresponsible manner, the University will impose disciplinary action.

I have read and understand the above provisions and agree to abide by them, as indicated by my signature below.

Signatures Required

Student Host _____ Date: _____



University of
Pittsburgh | Johnstown



“SAMPLE ITINERARY”

Official Visit for
John Doe
November 4-5, 2011

Friday, November 4, 2019

- 2:00 p.m. Arrival at Pitt-Johnstown Campus, meet with Admissions Staff
- 3:00 p.m. Watch team practice
- 6:00 p.m. Dinner with team members in campus dining hall
- Evening with host student-athlete, NAME

Saturday, November 5, 2019

- 8:00 a.m. Breakfast at Pitt-Johnstown Dining Hall
- 9:00 a.m. Tour of campus by host student-athlete, NAME
- 10:00 a.m. Meet with Coach
- 12:00 p.m. Depart Campus

Tryouts

Conditions for Conducting Tryout for Prospective Student-Athletes

- Only one tryout per prospect.
- Tryouts are limited to two hours except for enrolled students
- The tryout may be conducted for high school juniors and seniors and maybe conducted at any time outside of the PSA's high school traditional season in the sport. In the case of a four-year transfer, written permission must be granted from the Director of Athletics of his or her school before he/she can be contacted.
- Competition against current team members is permissible if it occurs during the academic year and is considered a countable athletics activity, i.e. the session must appear on the team's activity log.
- Prospective student-athlete must present proof of medical insurance, sickle cell solubility test (SST) or waiver and have had a physical evaluation within the preceding six months.
- The institution may issue equipment or clothing, but must retrieve it at the conclusion of the tryout.
- A member institution may conduct a tryout of a full-time student currently enrolled at the institution only on its campus or at a site at which the institution normally conducts practice or competition during the regular academic year.
 - Not more than one tryout per student per sport shall be permitted during any academic year
 - The time of the tryout activities (other than the physical examination) shall be limited to 14-consecutive calendar days from the first date the student engages in countable athletically related activities
 - During the 14-consecutive calendar-day period of a tryout, an enrolled student shall not exceed the daily and weekly hour limitations of the team's current season
 - Competition against the member institution's team (e.g., scrimmage) is permissible, provided such competition occurs during the academic year and is considered a countable athletically related activity
 - The institution may provide equipment and clothing on an issuance-and-retrieval basis to a student during the period of the tryout.

Tryout Procedures

- The head coach must complete a Tryout Request Form **and** a Tryout Waiver and turn in to Compliance Coordinator prior to tryout.
- The head coach must submit documentation of insurance, physical, and sickle cell solubility test (SST) or a written release declining the SST with all tryout forms.
- The Compliance Coordinator reviews the form for completeness and adherence with above rules and approves activity.



ON-CAMPUS TRYOUT REQUEST FORM

THIS FORM MUST BE SUBMITTED TO THE COMPLIANCE COORDINATOR PRIOR TO CONDUCTING A TRYOUT

Prospect Name: _____ Sport: _____

Date of Tryout: _____ Location of Tryout: _____

Time Tryout Begins: _____ Time Tryout Ends: _____

Check one: _____ High School Prospect _____ Two-Year College Prospect
_____ Four-Year College Prospect _____ Currently Enrolled Student

Physical on file (within six months)?* _____ Yes _____ No

Sickle Cell Solubility Test (SST)* _____ Yes _____ No _____ Written Release

*Please attach a copy

High School (Senior) Prospect

- Date high school sport season: _____
• If still eligible, is the student enrolled in a term other than the term in which the TRADITIONAL season is played? _____ Yes _____ No

Two-Year College Prospect

- Date prospect's sport season ended: _____

Four-Year College Prospect

- Date prospect's sport season ended: _____
• Written permission to contact prospect obtained from prospect's institution? _____ Yes _____ No

Currently Enrolled Student

- Tryout will occur prior to the beginning of playing season? Yes No
If yes, please complete the following:
1. Is this the first prospect's tryout conducted this academic year? Yes No
2. Was this student recruited? Yes No
3. Is the student in good academic standing? Yes No

Head Coach _____ Date: _____

Compliance Coordinator _____ Date: _____



SICKLE CELL TESTING FOR STUDENT-ATHLETES

Beginning in August, 2012, NCAA rules require that all student-athletes obtain a sickle cell solubility test (SST) before beginning practice or competition. A student-athlete can satisfy the NCAA rule by providing documented results of a prior test or obtaining the SST.

What is the Sickle Cell Trait and Why Is It Important to Athletes

Sickle Cell Trait is an inherited blood disorder that affects the red blood cells that carry oxygen throughout the body. During intense exercise, these red blood cells can change from a round shape into a “sickle” or quarter moon shape. The changed shape can block normal blood flow and oxygen delivery to organs and muscle tissue throughout the body. The results of “sickling” during intense exercise can be catastrophic and include collapse, organ failure and even death.

Athletes with Sickle Cell Trait will not be excluded from participation. Student-athletes with the sickle cell trait will receive training protocols that included paced progressions and rest/recovery periods. In addition, student-athletes will receive information about how to recognize the onset of symptoms.

All student-athletes should review the NCAA Fact Sheet for Student-Athletes regarding the Sickle Cell Trait for more information a list of resources.

Providing Documented Results of Prior Test

Check with your family physician to see if you a record of a prior test. Most students were tested at birth. Even though most states require the test, most athletes with the sickle cell trait don’t know that they have it.

Obtaining the SST

The SST is a simple blood test. Ask your doctor or medical care provider for the SST or “a sickle cell test” during the preseason physical.

Declining the Test

Every student-athlete has the right to decline the test, however, the Pitt-Johnstown Athletic Department strongly advises that student know their sickle cell status. Student-athletes who choose to decline the test must attend an educational session regarding the risks associated with sickle cell trait and sign a written release or waiver. A parent or guardian must also sign the waiver for a student-athlete who is not age 18 or older.

Contact the Pitt-Johnstown Athletic Training Room with any questions about Sickle Cell Trait and testing.



SICKLE CELL TESTING INFORMED CONSENT AND WAIVER

About Sickle Cell Trait-

- Sickle cell trait is an inherited condition of the oxygen-carrying protein, hemoglobin, in the red blood cells.
- Sickle cell trait is a common condition (> three million Americans)
- Although Sickle cell trait is most predominant in African-Americans and those of Mediterranean, Middle Eastern, Indian, Caribbean, and South and Central American ancestry, persons of all races and ancestry may test positive for sickle cell trait.
- Sickle cell trait is usually benign, but during intense, sustained exercise, hypoxia (lack of oxygen) in the muscles may cause sickling of red blood cells (red blood cells changing from a normal disc shape to a crescent or “sickle” shape), which can accumulate in the bloodstream and “logjam” blood vessels, leading to collapse from the rapid breakdown of muscles starved of blood.

Sickle Cell Trait Testing-

The **NCAA** mandates that all NCAA student-athletes have knowledge of their sickle cell trait status before the student-athlete participates in any intercollegiate athletics event, including strength and conditioning sessions, practices, competitions, etc.

SICKLE CELL TRAIT TESTING WAIVER

I, _____, understand and acknowledge that the NCAA and the University of Pittsburgh at Johnstown Athletics Department mandate that all student-athletes have knowledge of their sickle cell trait status. Additionally, I have read and fully understand the aforementioned facts about sickle cell trait and sickle cell trait testing.

Recognizing that my true physical condition is dependent upon an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries, ailments, and/or disabilities experienced, I hereby affirm that I have fully disclosed in writing any prior medical history and/or knowledge of sickle cell trait status to Pitt-Johnstown Sports Medicine personnel. I do not wish to undergo sickle cell trait testing as part of my pre-participation physical examination and I voluntarily agree to release, discharge, indemnify and hold harmless the State of Pennsylvania, the University, its officers, employees and agents from any and all costs, liabilities, expenses, claims, demands, or causes of action on account of any loss or personal injury that might result from my non-compliance with the mandate of the NCAA and Pitt-Johnstown Athletics Department.

I have read and signed this document with full knowledge of its significance. I further state that I am at least 18 years of age and competent to sign this waiver.

Student-Athlete Signature

Date

Student ID Number

Parent/Guardian Signature (if under 18 years of age) Date

Parent/Guardian Print Name

Witness

ATHLETICS PARTICIPATION WAIVER

WAIVER OF LIABILITY, COVENANT NOT TO SUE, ASSUMPTION OF RISK

I, the undersigned, hereby acknowledge that participation in athletics activities involves an inherent risk of physical injury. The undersigned hereby agrees that for the sole consideration of The University of Pittsburgh at Johnstown allowing the undersigned to participate in athletics activities for which or in connection with which the college sponsored or made available any equipment, facilities, grounds, or personnel for such activities or to the undersigned while participating in any such programs or activities, the undersigned does hereby release and forever discharge The University of Pittsburgh at Johnstown, its members officially and individually, and its officers, agents, and employees of any and all claims, demands, rights, and causes of action of whatever kind or nature, arising from any injuries, damage to property, and the consequences thereof, including death, resulting from my participation in any way connected with such athletics activities.

NOTICE TO ALL PERSONS PARTICIPATING IN ATHLETICS ACTIVITIES

Many athletics activities involve substantial risks of bodily injury, property damage, and other dangers associated with participation. Dangers peculiar to such activities include, but are not limited to: hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, heart attack, and heat exhaustion. Each participant in such activities should realize that there are risks, hazards, and dangers inherent in such activities and in the training, preparation for, and travel to and from such activities. It is the responsibility of each participant to participate only in those activities for which they have the prerequisite skills, qualifications, preparations, and training.

I fully understand all of the above. I accept and assume all risk involved in any such activities in which I participate as either part of a voluntary or involuntary intercollegiate activity. I assume all medical expense responsibility for any injuries sustained in either voluntary or involuntary intercollegiate activity.

Student-Athlete	_____	Date: _____
Parent or Guardian	_____	Date: _____
Insurance Provider	_____	Number: _____

NCAA Eligibility Center - Initial Eligibility for Freshmen

Procedure for Determining Eligibility Status

There is a four-step process in determining the eligibility status of freshmen through the NCAA Eligibility Center.

1. Register for the NCAA Eligibility Center – The PSA can log onto the Eligibility Center website (www.eligibilitycenter.com). The prospective student-athlete should complete the online SRF at the end of his/her junior year of high school. The prospective student-athlete must have his/her high school mail a copy of his/her transcript to the Eligibility Center. The prospective student-athlete must also make sure his/her ACT/SAT scores are sent to the Eligibility Center directly from the testing agency. **Test scores will no longer be accepted on high school transcripts.** The PSA can enter the Eligibility Center's code on his/her SAT or ACT registration form. The code is 9-9-9-9. If the PSA has already taken the SAT and/or ACT test, he/she can call the Educational Testing Service at 866-756-7346 to have his/her test scores sent to the Eligibility Center.
 2. NCAA Amateurism Certification Process – As part of the Amateurism Certification Process, each prospect will be asked to answer several questions regarding his or her sports participation history. Amateurism certification will not cover all areas of NCAA Bylaw 12. The Compliance Coordinator and the Faculty Athletics Representative will be responsible for determining the amateur status of prospective student-athletes for the areas of the amateurism bylaws not covered by the amateurism certification process. In addition, the Compliance Coordinator and the Faculty Athletics Representative will be responsible for certifying compliance for all amateurism bylaws during the time period between the student-athlete's request for final amateurism certification and his or her initial enrollment at Pitt Johnstown. Prospective student-athletes may go to the following website for a step-by-step process on requesting final amateurism certification:
<http://www1.ncaa.org/membership/ach/finalizeprospects.pdf>.
- Please Note: All transfer student-athletes who first enrolled in an NCAA Division I or II institution after August 1, 2007, must be certified through the NCAA Eligibility Center for Amateurism and provide a proof of graduation. He/she does not have to complete the academic component.**
3. Institutional Request List (IRL) - The head coach must submit the name and city, state of each prospective student-athlete to the Compliance Coordinator via email. The Compliance Coordinator will then attempt to add the prospective student athletes to an Institutional Request List (IRL) by entering them into the Eligibility Center internet web page. The Compliance Coordinator will then notify the head coach as to whether or not the prospective student-athletes have a record filed with the Eligibility Center. If no record is filed with the Eligibility Center for a particular prospective student-athlete, then the head coach will need to notify the prospective student-athlete and resubmit the prospective student-athlete's name and city, state to the Compliance Coordinator at a later date when the head coach believes that the prospective student-athlete will have a record filed with the Eligibility Center. The Initial Eligibility Certificate (formerly Form 48-C) will be sent to the Compliance Coordinator and to the prospective student-athlete by the Eligibility Center. These certificates will notify the college of the final eligibility status of the student-athlete.
 4. An Eligibility Center web status report will be given to the Head Coach once the student athlete's eligibility status has been received via the computer. This report will come from the Compliance Coordinator and will notify the coach of the latest eligibility status for each student-athlete submitted.

(During the spring and summer months, the Compliance Coordinator will distribute updated Eligibility Center web status reports every week or two to head coaches.)

There is no exception to this procedure. All freshmen (and transfers who require amateurism certification) must be certified through the Eligibility Center before they can compete. A student-athlete can practice (but not compete) for 45 days pending final certification from the Eligibility Center. If the student-athlete is not certified within the 45 day period, then he/she must stop practicing until he/she is certified. Competition is not permissible until the student-athlete is certified through the Eligibility Center and has complied with all other institutional and NCAA certification requirements.

NCAA Division II Freshmen Eligibility Standards

All incoming freshmen student-athletes must register with the NCAA Eligibility Center.

QUALIFIER Can practice, compete, and receive athletics scholarship as a freshman. May serve as a student host for prospective student-athletes on official visits. Can receive four complimentary admissions tickets for home or away contests in the student-athlete's sport.

Requirements: High School Core Course Requirements (graduates 2019 and earlier)

- Graduate from high school
- Have a GPA of 2.00 in 16 core courses
- Achieve a 68 ACT sum score or an 820 SAT (the highest test scores on individual tests can be combined to achieve the required score)
- At least 3 years of English
- At least 2 years of math
- At least 2 years of natural science or physical science (including 1 lab if offered by the high school)
- At least 3 years of additional courses in English, mathematics, natural science, or physical science
- At least 2 years of social science
- At least 4 additional courses in any above area, or foreign language, philosophy or non-doctrinal religion

Requirements: High School Core Course Requirements (graduates 2018 and later)

- Graduate from high school
- Minimum cumulative grade-point average as specified by 14.3.1.1.3 in a successfully completed core curriculum of at least 16 academic courses
 - English 3 years
 - Mathematics 2 years
 - Natural or physical science (including one laboratory course if offered by the high school) 2 years
 - Additional courses in English, mathematics or natural/physical science 3 years
 - Social science 2 years
 - Additional academic courses (any of the above areas, foreign language, philosophy, or non-doctrinal religion) 4 years
- A minimum combined score on the SAT verbal/critical reasoning and math sections or a minimum sum score on the ACT as specified by 14.1.1.3
- 14.1.1.3 can be found in the NCAA Manual

PARTIAL QUALIFIER Can practice on campus, but cannot travel or compete. Will have four years of eligibility remaining during college career. Can receive institutional financial aid, including athletics aid. May serve as a student host for prospective student-athlete on official visits and can receive four complimentary admissions tickets for home or away contests in the student-athlete's sport.

- Partial qualifier completed either the core course requirement or the high school test scores (ACT or SAT).

- Beginning 8/1/18 Initial Eligibility Index for Partial Qualifiers can be found in Bylaw 14.3.1.2.1

NON-QUALIFIER During freshman year, cannot practice, compete, travel, or participate in the conditioning or the weight-training program with the team. Will have four years of eligibility remaining during college career. May not receive athletics aid during freshman year, but can receive regular need based financial aid if the school certifies that the aid was granted without regard to athletics ability. Cannot serve as a student host for prospective-student athletes on official visits and cannot receive the four complimentary admissions tickets for contests in the student-athlete's sport.

- A nonqualifier is a student who has not graduated from high school or who, at the time specific in the regulations, did not satisfy the requirements of initial eligibility for qualifier or partial qualifier.

Transfers

1. Once a coach is notified of a possible transfer to Pitt Johnstown, he/she must immediately provide the Compliance Coordinator with the transfer student-athlete's name and the previous or current school's name. The proper transfer form will be sent to the school requesting information. In the case of a transfer from a four-year school, permission must be granted from the other school before a coach can make contact with the student-athlete or discuss the possibility of transferring to Pitt-Johnstown. The Compliance Coordinator will notify the coach once permission has been granted.
2. A transcript must be sent to the Registrar's Office in order to have a transfer evaluation completed. This will determine the academic eligibility of the transfer. The Registrar only deals with academic evaluations. All questions regarding NCAA transfer regulations should be directed to the Compliance Coordinator.
3. The Compliance Coordinator will add the transfer to the NCAA Eligibility Center Institutional Request List to determine their initial eligibility status of qualifier, partial qualifier or non qualifier and confirm initial amateurism certification.
6. All transfers are required to fill out and sign the Pitt Johnstown Transfer History Form. This form is kept on file in the office of the Compliance Coordinator.
7. After all forms are returned, the Compliance Coordinator, under the supervision of the Faculty Athletics Representative, will determine athletics eligibility.
8. Any student-athlete who has a **'missed term'** in his/her enrollment history will need to submit a **'missed term letter'** to the Compliance Coordinator before the student-athlete can be certified for competition. A 'missing term' is any term (e.g., fall or spring) after high school graduation in which the student-athlete was not enrolled in college. The **'missed term letter'** is a letter from the student-athlete's parent, legal guardian, or former employer that explains what the student-athlete was doing during the student-athletes 'missing term(s)'. In the **'missed term letter,'** the parent, legal guardian, or former employer must state that during the missing term(s), that the student-athlete did not attend any other colleges or universities, and did not compete in intercollegiate athletics in any way.

Athletics Certification & Eligibility

1. In May, all head coaches will be provided a current squad list/roster by the Compliance Coordinator. All head coaches must make any additions or deletions, write in the date of first competition, sign, and return the roster to the Compliance Coordinator as soon as possible, but no later than the first day of classes in the Fall Term or two weeks before the first date of practice, whichever is earlier. The squad list/roster will be maintained by the Compliance Coordinator in the CAi database. Non-counter forms will also be completed by the Financial Aid Director and signed by the head coach, FAR, and the Director of Admissions (if the student-athlete was not recruited). The non-counter forms will be filed in the Director of Athletics' office. Any student-athlete participating on the team must have met all institutional and NCAA requirements and must be on the squad list. Any changes to the squad list (additions or deletions, change of status, etc.) must be communicated to the Compliance Coordinator to assure accuracy. Updated squad lists will be can be found in the Compliance Coordinator's office. The Eligibility Checklist form is the official NCAA eligibility confirmation sheet (beginning 2014-2015). Eligibility Checklist must be dated and signed by coaches and Compliance Committee before the first day of classes each semester.
2. It is the Head Coach's responsibility to make additions and deletions to the squad list/roster through the Compliance Coordinator. All changes in roster must be sent to the Compliance Coordinator via email.
3. There will be a mandatory student-athlete meeting (by individual sport or all student athletes as a whole) at the beginning of the fall term. All necessary NCAA paperwork will be completed during this meeting. All student-athletes must attend this meeting in order to be certified for the academic year. It is the Head Coach's responsibility to make sure that all of his/her student-athletes attend the meeting.

All Head Coaches will be notified of the time and place of the meeting. The following information will be distributed during the meeting:

- The NCAA Student-Athlete Statement, which must be signed by the student-athlete and kept on file in the Director of Athletics' Office.
 - The student-athlete Affirmation of Eligibility, which must be signed by the student-athlete and kept on file in the Director of Athletics' Office.
 - The NCAA Drug Testing Consent Form, which must be signed by the student-athlete and kept on file in the Director of Athletics' Office.
 - The NCAA Summary of Regulations.
 - The NCAA list of banned drugs and supplements.
 - The Pitt-Johnstown Student-Athlete Amateurism Questionnaire (for students who have an enrollment gap).
 - The Pitt-Johnstown Transfer History Form (if not already completed), for all transfer student-athletes in their first term of enrollment.
 - The NCAA Eligibility Form for International Student-Athletes, signed by international student-athletes competing for the first time, and kept on file in the Director of Athletics' Office.
 - Health Insurance Portability and Accountability Act Form (HIPAA).
 - Insurance information.
4. Two times a year – middle of August for fall eligibility and December after fall grades are finalized for spring eligibility– the Compliance Committee will meet to verify the eligibility of student-athletes by reviewing the below forms:
 - The NCAA Eligibility Checklist. This form is the official eligibility form required by the NCAA; it lists the current status of all student-athletes. Only student-athletes listed on this form are eligible to compete and **it is the Head Coach's responsibility to place into competition only those student athletes who appear on this form.**

- The NCAA Eligibility Checklist. This form is signed by the Director of Athletics and Head Coach. It is kept on file in the Director of Athletics' Office. This form lists all student-athletes in a particular sport who have signed a Student-Athlete Statement and a Drug-Testing Consent Form.
 - NCAA Freshman Initial-Eligibility Certificates. These are produced by the NCAA Eligibility Center and list the eligibility status of each freshman. All freshmen must have their eligibility certified by the NCAA Eligibility Center. **It is the Head Coach's responsibility to make sure that all freshman student-athletes participating in practice are either qualifiers or partial-qualifiers certified through the NCAA Eligibility Center.**
 - NCAA Transfer Waiver Forms, Transfer Releases, and Missed Term documentation. All transfer students (or students who have previously transferred to Pitt-Johnstown) competing for the first time must have these forms completed.
4. The Compliance Coordinator will do a preliminary Fall Eligibility Evaluation for all returning student-athletes at the completion of the spring term. A list of student-athletes who do not appear to be eligible will be sent to each Head Coach, the Athletic Director, and the Faculty Athletics Representative.
 5. **Continuing Eligibility.** All returning students will maintain NCAA and Pitt-Johnstown continuing eligibility requirements. Students must be enrolled full-time. All student-athletes must maintain a 2.0 GPA, pass a minimum of 9 credits in the fall and the spring terms, pass a minimum of 18 credits total for the fall and spring, and 24 for the academic year.
 6. **Summer Classes.** Any student-athlete desiring to take summer classes at Pitt-Johnstown, any other University of Pittsburgh campus, or any other college or university, must fill out a Summer Course Request Form which is to be signed by the head coach and Compliance Coordinator and submitted to the Registrar's Office. This is in addition to the approval by the Associate Vice-President for Academic Affairs required to take courses outside the University of Pittsburgh system.
 7. **Declaration of Major.** All student-athletes must declare a major by the beginning of their fifth full-time term of collegiate enrollment. This includes terms enrolled at other institutions. In May, the Registrar will update the majors of all student-athletes in CAi. The Compliance Coordinator will note of any student-athletes who have not declared a major and will be entering their fourth or fifth terms of enrollment the following fall. The Compliance Coordinator will then notify the student-athlete and the student-athlete's coach that the student-athlete must declare a major by the beginning of his or her fifth term. In August and December, the Compliance Coordinator will check those student-athletes to ensure that they have declared majors.
 8. **Verification of Full-Time Enrollment.** All student-athletes must be enrolled in at least 12 credit hours in order to practice or compete, except for those student-athletes granted an exception during their final semester of enrollment under NCAA Bylaw 14.1.7.1.7.3. Each day in which a squad is competing, and at least weekly, the Compliance Coordinator shall do a PeopleSoft run of credits hours enrolled for all student-athletes. The Faculty Athletics Representative shall confirm full time status of student-athletes weekly.

NCAA Forms

NCAA forms are available on the NCAA web page:

- Student-Athlete Statement
- Drug Testing Consent Form
- Student-Athlete Affirmation of Eligibility
- General Amateurism and Eligibility Form for International Student-Athletes
- HIPAA/Buckley Amendment Waiver/Consent form



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STUDENT-ATHLETE AMATEURISM QUESTIONNAIRE

THIS FORM MUST BE COMPLETED BY STUDENT-ATHLETES WHO HAVE A GAP BETWEEN THEIR ELIGIBILITY CENTER AMATEURISM CERTIFICATION AND ENROLLMENT AT PITT-JOHNSTOWN. (E.G. TRANSFERS AND STUDENTS WHO MISSED A TERM)

Student-Athlete Name: _____ Sport: _____

1. Date of High School Graduation: _____

2. Before graduation, did you ever discontinue high school enrollment and then return?

YES NO

3. Have you ever attended another college or university as a full-time student?

YES NO

If yes, what dates were you enrolled? ____/____/____ to ____/____/____

4. Have you ever signed a contract or statement of intent to contract with any professional team, league, or sports agent/agency?

YES NO

5. Have you verbally agreed to sign a contract in the future with any professional team, league, or sports agent/agency?

YES NO

6. Have you been paid or promised the payment of money or a benefit of any kind by a professional team, league, sports agent/agency, or athletics booster?

YES NO

7. Have you participated in any team competition or training where you or any of the participants were provided compensation (i.e., salary, prize money, travel expenses, meals, housing, equipment, uniforms, etc.)?

YES NO

8. Have you participated in any competition funded by a professional sports organization?

YES

NO

9. Have you practiced with a professional athletics team (excluding a 48-hour tryout)?

YES

NO

10. Have you ever agreed (orally or in writing, including email) to be represented by an agent or entered into an agreement with an agent for representation in future professional sports organizations?

YES

NO

11. Have you, your relatives or friends ever accepted transportation or other benefits from an agent?

YES

NO

12. Have you ever given anyone your consent to negotiate on your behalf with any professional team or league?

YES

NO

13. Has any member of your family been paid money, borrowed money, or received any other benefit of any kind from a professional team, league, sports agent/agency, or athletics booster?

YES

NO

I certify, upon penalty of ineligibility for intercollegiate athletics, that the above statements are complete and accurate. I also understand my responsibility to comply with NCAA and institutional requirements.

Student-Athlete

Date: _____

Athletics Financial Aid Award Requests

All awards, cancellations, reductions, renewals, and non renewals of athletics financial aid are made by the coach and Director of Athletics and processed and sent out through the Financial Aid Office and at the direction of the Director of Financial Aid. All head coaches desiring to request an athletics financial aid award must follow the following procedures.

Procedure for Awarding Financial Aid to Incoming Freshmen:

Use this procedure to award athletics financial aid to incoming Pitt-Johnstown student athletes. The Awarding Procedure is as follows:

1. Head Coach completes the National Letter of Intent (NLI) Grant-in-Aid Submittal Form, signs it and submits it to the Compliance Coordinator.
2. The Compliance Coordinator ensures that the PSA is registered with the Eligibility Center and is on Pitt Johnstown's Institutional Request List (IRL) and that the PSA's h.s. transcripts and test scores are on file.
3. The Compliance Coordinator then checks with the Admissions Office to see if PSA has applied for admission and meets the minimum requirements for admission to Pitt-Johnstown.
4. The Compliance Coordinator obtains the authorization signature of the Director of Athletics on the National Letter of Intent (NLI) Grant-in-Aid Submittal Form.
5. The Compliance Coordinator or the Department Secretary produces three copies of the Athletics Grant-in-Aid Award, 2 copies of the National Letter of Intent (NLI) and delivers them to the Director of Financial Aid.
6. The Athletics Grant-in-Aid Award and all information are checked for accuracy by the Director of Financial Aid. The Athletics Grant-in-Aid Award is signed by the Director of Financial Aid and delivered to the student-athlete.
7. The student-athlete has 7 days to sign and 14 days to return two copies of the Athletics Grant-in-Aid Form and 1 copy of the NLI to the Athletics Department.
8. After receiving the signed Athletics Grant- in-Aid-Forms and NLI from the student-athlete, the Compliance Coordinator delivers one copy to the Director of Financial Aid who then enters the athletics aid award into the Compliance Assistant Software and credits it towards the prospective student-athlete's account. The other copy is filed in the Compliance Office.

Please keep in mind...

- Athletics Financial Aid can only be guaranteed for one year. However, the award can be renewed based upon the recommendation of the head coach and approval of the Director of Athletics.
- Initial athletics award offers to student-athletes must be mailed or faxed through the Financial Aid Office or picked up only for an on-campus signing (no media coverage). They cannot be hand delivered off-campus.
- All head coaches must follow all regulations set forth in NCAA Bylaw 15 and are responsible for ensuring that all individual and team limits are not exceeded.

- During the period of an athletics scholarship, the award cannot be increased, reduced, or cancelled on the basis of athletics ability, performance, or contribution to the team's success, because of injury or illness that prevents the student-athlete from participating, or for any other athletics reason.
- Initial offer athletic aid will not be released until the student-athlete is a final qualifier or partial qualifier determined by the NCAA Eligibility Center.
- Athletics Scholarships may be immediately reduced or cancelled during the term of an award if the student-athlete:
 - Becomes ineligible for intercollegiate competition,
 - Gives false or misleading information on his/her application, NLI, or financial aid agreement,
 - Engages in serious misconduct that brings disciplinary action from the institution, or
 - Voluntarily withdraws from the team.
 - If the head coach decides to cancel a student-athlete's athletic scholarship during the term of the award due to the SA voluntarily withdrawing from the team, the head coach, student-athlete, and compliance coordinator must complete and sign the official Quit Letter form. An official email from the student-athlete stating his/her decision to quit the team will also be accepted. The student-athlete's athletics aid will not be cancelled without proper, written documentation from the student-athlete stating that he/she has decided to voluntarily withdraw from the team.
- Athletic aid will be changing for the 2018-2019 academic year.

Procedure for Renewing, Non-Renewing, or Adjusting Aid for Returning Student-Athletes:

Any student-athlete receiving athletics financial aid during the academic year with eligibility remaining must be notified prior to July 1 of the next academic year whether his/her athletics aid will be renewed, not renewed, or adjusted. This also includes those individuals who may no longer be a member of the team.

A letter of cancellation does not need to be sent to any student-athletes that have graduated, transferred out of Pitt-Johnstown, or have withdrawn from the institution.

1. The head coach must complete the Returning Student-Athlete Grant-in-Aid Submittal Form for each returning student-athlete and must state if the student-athlete's aid will be renewed, not renewed, or adjusted. This form should also be used at any time during the academic year when athletics aid is being changed.
2. The head coach will meet with the Compliance Coordinator at the end of the academic year to review the forms. Due to processing time, all forms for returning student-athletes must be completed and turned in to the Director of Athletics prior to June 15.
3. In certain situations, a student-athlete may receive a one-time scholarship award. If the coach wishes to award a scholarship on a one-time basis, a One-Time, Non-Renewable Aid Letter must be completed. The student-athlete must sign this to insure that he/she understands the one-time stipulation. A Non-Renewal, Reduction, or Cancellation of Athletics Aid Form must also be completed and sent to the Director of Athletics at the conclusion of the academic year. The student-athlete is required to be notified in writing by July 1 that it will not be renewed.
4. If the Athletics Department does not renew or reduces athletics aid, the Director of Financial Aid shall notify the student-athlete in writing or by electronic communication (e.g., email) of the right to appeal. The notification shall include a copy of the policies and procedures for the appeal, which may be provided in hard copy, as an email attachment, or hyperlink. A copy of the policies and procedures may be obtained from the Compliance Coordinator or FAR.



NATIONAL LETTER OF INTENT GRANT-IN-AID SUBMITTAL FORM

Sport: _____ Coach: _____ Academic Year: _____

PSA Full Name: _____
Last Middle Initial First

PSA email: _____ Parent/Guardian email: _____

Home Address: _____
Street City State Zip Code

NCAA Eligibility No.: _____ Date of Birth: _____

Circle one: Freshman / 2-year transfer/ 4-year transfer

Circle one: In-State Out-of-State

GRANT-IN-AID AWARD

Please check box to indicate type of aid and amount of aid to be awarded:

Tuition: Full or \$ _____

Room / Housing Scholarship [On Campus Only]:
 Full or \$ _____

Board: Full or \$ _____

Other \$ _____ (Specify amount)

Full Academic Year _____ Fall Semester _____ Spring Semester _____

***Submitted by: _____
Head Coach's Signature Date

FOR COMPLIANCE COORDINATOR USE ONLY:

Registered with NCAA Eligibility Center?	YES	NO	EC#: _____
On institution's IRL?	YES	NO	
Transcripts on file & reviewed?	YES	NO	

Director of Athletics _____ Date _____
Compliance Coordinator _____ Date _____
Compliance Coordinator _Date ____



University of Pittsburgh at Johnstown
450 Schoolhouse Road
Sports Center
Johnstown, PA 15904

Date:

To Whom It May Concern:

_____ (student name) is no longer going to participate in the sport of _____ (sport).

He/she has voluntarily left the team for the following reason(s):

*By signing below, I understand that by voluntarily withdrawing from the baseball team, I am at jeopardy of losing my athletics scholarship.

Student-Athlete	_____	Date: _____
Coach Signature	_____	Date: _____
Compliance Signature	_____	Date: _____

Please be sure that reasons are listed and all signatures secured prior to submittal to the compliance office



University of
Pittsburgh | Johnstown



ATHLETICS DEPARTMENT ATHLETICS AID
ONE-TIME, NON-RENEWABLE AID LETTER

I, _____, have been informed that I will be receiving athletics financial aid for the _____ term(s) of the 2011-2012 academic year. I will be receiving this award as a member of the team. I understand this is a one-time, non-renewable award and I will receive it only for the term(s) designated above.

Student-Athlete _____ Date: _____

Coach Signature: _____ Date: _____

Athletic Director: _____ Date: _____
Pat Pecora

Financial Aid Representative: _____ Date: _____

Complimentary Admissions

Policy

Complimentary Admissions (if appropriate) to Pitt-Johnstown Athletics Events shall be monitored by the Compliance Coordinator and Faculty Athletics Representative.

Documentation

- **Student-Athletes** – Enrolled student-athletes in sports which charge admissions are eligible for a maximum of **four complimentary admissions** to a home athletics event through a pass list only (16.2.1.1). The head coach is responsible for submitting the complimentary pass list to the Compliance Coordinator at least 24 hours prior to the athletics event. Individuals receiving a complimentary admission to an athletic event are required to sign the pass list in order to receive admission to the event. The Pass List will be submitted to the Compliance Coordinator for review post-event.
- **Prospective Student-Athletes** – Per Bylaws 13.6.6.2 and 13.7.2.1, prospective student-athletes on an official or unofficial visit may receive a maximum of **three complimentary admissions** to a home athletics event through a pass list only. Complimentary Admissions are only permissible for the prospective student-athlete and those persons accompanying the prospect on the official/unofficial visit on a single game basis. It is the responsibility of the head coach or designee to indicate on the Official/Unofficial Request Form the number of complimentary admissions. The head coach or designee is also responsible for informing the Compliance Coordinator of the complimentary admissions to be included on the pass list. The prospective student-athlete and those accompanying the prospect are required to sign the pass list to receive admission to the event. The pass list will be submitted to the Compliance Coordinator for review post-event.
- **High School, Preparatory School and Two-Year College Coaches** – Per Bylaw 13.8.1 high school, preparatory school and two-year college coaches may receive a maximum of **two complimentary admissions** to a home athletics event through a pass list only. Additional tickets may not be reserved for the purpose of purchase by the high school, preparatory school or two-year college coach (13.8.1.2). The head coach or designee is responsible for informing the Compliance Coordinator of the complimentary admissions to be included on the pass list. The coach is required to sign the pass list to receive admission to the event. The pass list will be submitted to the Compliance Coordinator for review post-event.

Medical Hardship Waiver (Medical Redshirt) Requests 14.2.5

The Head Coach may request a Medical Hardship Waiver (Medical Redshirt) for a student-athlete to be granted an additional year of competition for an incapacity resulting from an injury or illness that occurred under all of the following conditions:

- The injury or illness occurred in one of the four seasons of competition at a collegiate institution;
- The injury or illness resulted in incapacity to compete for the remainder of that playing season;
- The injury or illness occurs prior to the first competition of the second half of the playing season that concludes with the NCAA championship
- The injury or illness occurred when the student-athlete had not participated in more than three contests or 30% (whichever number is greater) of the scheduled or completed contests (excluding scrimmages and exhibitions) in the student-athlete's sport.

Head Coaches must make a request for a Medical Hardship Waiver in writing to the Compliance Coordinator. Email is preferred.

In addition to a written request, the Head Coach must submit a copy of the final individual performance statistics for the season in which the injury or occurred, the official team record for the season that includes a contest-by-contest breakdown with dates of competition. Submitted schedule must only include games actually played and include results. Preseason schedules are not acceptable.

The Compliance Coordinator will request the following documentation from the Certified Athletic Trainer:

- Date of onset of the injury or illness and date that the student-athlete could return to practice and competition. This should include the dates that the physician saw/treated the student-athlete, as well as the date of prognosis of unable to compete for the remainder of the season was made.
- A statement to be completed after the traditional playing segment, signed by the attending physician, indicating that the injury or illness resulted in the student athlete's incapacity to compete for the remainder of the traditional segment. Also, this information should clarify whether the student-athlete underwent any rehabilitation for the injury or illness.

The Compliance Coordinator will complete the Medical Hardship Waiver Request and attain the signature of the Athletics Director. The Compliance Coordinator will submit the Waiver Request and supporting documents to the PSAC Office which processes the request. An email copy of the Waiver Request will be sent to the Faculty Athletics Representative at the time it is submitted to the PSAC Office.

The PSAC will notify the Pitt-Johnstown Compliance Coordinator or the Faculty Athletics Representative whether or not the Medical Hardship Waiver is granted.

Playing and Practice Seasons

1. All Head Coaches must complete a Declaration of Playing Season Form prior to the beginning of their season, traditional or non-traditional. This form shall be given to the Compliance Coordinator. The Head Coach must list the first practice date and first competition date for both the spring and fall terms on this form. It is the Head Coach's responsibility to notify the Compliance Coordinator of any changes to the first date of competition. This is required so all necessary eligibility forms can be completed in a timely manner. **[Note: The first competition date is the first date on which student-athletes represent Pitt-Johnstown in ANY contest against outside competition, regardless of how the competition is classified (e.g., scrimmage, exhibition, or joint practice session with another institution's team).]**
2. The Head Coach must also attach a copy of the team's playing schedule to the Declaration of Playing Season Form. This is needed to check the number of scheduled contests to insure we are within the limits set forth by the NCAA. It is the Head Coach's responsibility to notify and provide changes to the Compliance Coordinator if the playing schedule changes.
3. Practice Calendar Forms will be collected at the appropriate times by the Compliance Coordinator. These calendars must include an accurate account of all athletics activities for the given time period. The Head Coach should record daily activities that take place for his/her team. Each Practice Calendar Form will provide a section to list all activities. These activities will be broken down into three categories, P – for practice, M – for meeting, and C – for competition. List the amount of hours spent for each activity. On the day of competition, 3 hours should be recorded, regardless of how many actual hours were used. On the day of a scrimmage, the actual duration of the activity should be recorded. The hours should be added up for each week. The calendars will be forwarded to the Compliance Coordinator to be kept on file in the Compliance Coordinator's office. The maximum hours of athletically related activity per week is 20 hours in-season, and 8 hours out-of-season. Practice time must be limited to 4 hours or less per day in-season, and 2 hours or less per day out-of-season. No practice is permitted after competition. The calendars shall be completed, signed, and given to the Compliance Coordinator at the end of each practice calendar period.
4. A member from each team will review and sign the Practice Calendar Form.
5. Head Coaches who coach multi-sport athletes must work with the multi-sport athlete's other sport coach(es) and the multi-sport athlete to ensure that the multi-sport athlete does not exceed 20 total hours of athletically related activities per week for all sports, regardless of the overlapping of sports seasons.
6. Countable athletically related activities (must be logged on practice calendars) include any meeting, activity, or instruction involving sports-related information and having an athletics purpose, held for student-athlete(s) at the direction of, or supervised by, any member of the coaching staff.
7. Outside of the playing season during the academic year, student-athletes are permitted participation in:
 - a. Weight-training
 - b. Conditioning
 - c. Individual skill instruction – maximum 2 hours per day

Outside of the playing season during the academic year, student-athletes may not participate in more than eight hours of countable athletically-related activities.

8. Outside of the playing season during an institutional vacation period (e.g., summer vacation, academic year vacation, etc.), student-athletes are not permitted participation in any countable athletically related activities.
9. In-season: Each team must have one calendar day off during each week (Sunday through Saturday). The day off should be marked with an X on the calendar. No scheduled athletics activity can take place during the day off.

Out-of-season: Each team must have two calendar days off during each week (Sunday through Saturday). The days off should be marked with an X on the calendar. No scheduled athletics activity can take place during the day off.



DECLARATION OF PLAYING SEASON - BASKETBALL

Sport: _____ Academic Year: _____

First Date of permissible practice for your sport:

First Date of permissible competition for your sport:

Basketball

Season is the period of time between the start of the preseason conditioning, at the beginning of the institutions academic year and the NCAA Division II National Championship game.

On the court basketball practice on October 15th

Preseason Practice Start date: _____

First Date of Intercollegiate Competition: _____

First Date of Team competition in your sport (spring or fall): _____

1. The minimum number of contest/dates of competition per By-law 20.10.3.5 is _____
2. The maximum number of contest/dates of competition per By-law 17 (17-1) is _____
3. The number of team contests or dates of competition for the 15/16 academic years is _____

By signing and dating this form, you attest that to the best of your knowledge, the above information is accurate and if any changes are made, the Compliance Coordinator shall be notified immediately

Coach's Signature _____ Date _____

Director of Athletics _____ Date _____

Compliance Coordinator _____ Date _____



DECLARATION OF PLAYING SEASON –ALL SPORTS EXCEPT BASKETBALL

Sport: _____ Academic Year: _____

First Date of permissible practice for your sport:

First Date of permissible competition for your sport:

TEAM SPORTS (except basketball): The length of the playing season will be specified by sport, per Bylaw 17, which may consist of two segments (each consisting of consecutive days) and which may exclude institution official vacation, holiday, and final examination periods during which no practice or competition occurs.

Championship Segment: From _____ to _____

Non-championship Segment: From _____ to _____

WOMEN’S INDOOR & OUTDOOR TRACK AND FIELD: The playing season will be 156 days in length, which may consist of two segments (each consisting of consecutive days) and which may exclude institution official vacation, holiday and final examination periods during which no practice or competition occurs.

Championship Segment: From _____ to _____

Non-championship Segment: From _____ to _____

First Date of Team competition in your sport (spring or fall): _____

The minimum number of contest/dates of competition per By-law 20.10.3.5 _____

The maximum number of contest/dates of competition per By-law 17 (17-1) _____

The number of team contests or dates of competition for the 15/16 academic year _____

Coach’s Signature _____ Date _____

Director of Athletics _____ Date _____

Compliance Coordinator _____ Date _____

Camps and Clinics

Camp Definitions

An institutional sport camp or clinic shall be any camp or clinic owned or operated by a member institution or by an employee of a member institution's athletics staff, either on or off campus. Ownership constitutes at least 51% of the camp or clinic.

An institutional sport camp must be open to the public, with the only constraints being on gender, number, and age. Coaches are precluded from participating in privately owned camps not open to the public, or that give free or reduced admission to athletics award winners (those receiving athletics aid to attend an institution).

Regulations Regarding Prospective Student-Athletes:

1. A member institution shall not employ or give free or reduced privileges to any individual who has started classes for the 9th grade
2. Group discounts for camps and clinics are permissible to coaches and athletes, if they are available to the public on an equal basis.
3. Camp invitations can be sent to prospective student-athletes, as long as the institution follows this same procedure in the advertising of the camp or clinic for all others.
4. Prospective student-athletes may not serve as volunteers for camps or clinics.
5. Recruiting presentations (i.e. highlight films) may not be made during a camp or clinic.

Regulations Regarding Student-Athletes:

1. They must perform duties that are of a general supervisory nature, in addition to any coaching or officiating assignments.
2. Compensation to student-athletes shall be commensurate with the going rate for all camp or clinic counselors.
3. A student-athlete may not receive compensation if he/she only lectures or demonstrates.
4. A student-athlete's compensation must be prorated if he/she does not work the entire camp or clinic.
5. Compensation must be from a camp or clinic account and not from the personal account of a coach.
6. Transportation may be provided to student-athletes by a coach to a camp as long as all employees are compensated for travel expenses.

Additional Regulations for Student-Athletes Employed at Institution's Own Camp:

1. The student-athlete shall not participate in organized practice activities at the camp.
2. Institution's Director of Athletics must give approval for student/athlete's participation.
3. There are no limitations on the number of student-athletes in a particular sport who maybe employed at a camp or clinic. However, student-athletes may not serve as campers.

Regulations Regarding High School, Preparatory and Two-Year College Coaches:

1. Compensation must be commensurate with the going rate for camp counselors or like teaching abilities and camp experience.
2. A coach cannot be paid based on his/her reputation or by the number of contacts he/she has with prospective student-athletes.
3. An institution may not compensate or reimburse a high school, preparatory school or two year college coach based on the number of campers that a coach sends to the camp.

Forms Needed for Institution Camps or Clinics (submitted to Compliance Coordinator)

1. Sports Camps and Clinics Compliance Checklist
2. Request to Employ Pitt-Johnstown Student Athlete
3. Camp Staff Biographical Sketch
4. Free or Reduced Admission Recipient Form (if appropriate)



CAMP CHECKLIST

CAMP ADMINISTRATOR: _____

SPORT: _____ PHONE: _____

Please answer the following questions for all camps:

Title of Camp _____

Proposed Date(s) _____

Purpose of Camp _____

Location of Camp: Town & Site: _____

Facilities utilized in camp _____

Housing for Campers _____ Housing for Employees _____

Is this camp restricted or limited in any manner regarding campers (i.e., age, class, size)?

Please list _____

List the items the campers will receive as part of their camp payments (t-shirt, bag, team photo, etc).

List any awards they may be eligible for at this camp.

List your methods of solicitation for your camps and provide an actual copy of each (i.e., brochure, advertisements, and letters of invitation).

Name specific individuals and/or organizations that you have partnership agreements with that are not associated with the University of Pittsburgh at Johnstown (an example would be if the baseball camp employed a hitting or pitching coach to work the camp who is not employed by Pitt-Johnstown).

Have you attached a copy of your camp schedule(s)? _____

By signing this form, I am indicating that to the best of my knowledge, our camp is in compliance with NCAA regulations **and that subsequent to this date, I will notify the Compliance Office of any potential problems that may arise regarding any of these camps and NCAA rules and regulations.**

Camp Administrator Signature _____ Date _____

Director of Athletics _____ Date _____

Compliance Coordinator _____ Date _____



REQUEST TO EMPLOY PITT-JOHNSTOWN STUDENT-ATHLETE AT CAMP/CLINIC

CAMP ADMINISTRATOR: _____ CAMP NAME: _____

SPORT: _____ CAMP DATE(S): _____

Note: In sports other than Division I football, an NCAA member institution may employ its student-athletes as counselors in camps or clinics, provided that:

- a) The student-athlete shall not participate in organized practice activities other than during the institution's playing and practice season for that sport, and,
- b) The member institution's Director of Athletics must give approval to the student-athlete's employment arrangement.

I request permission to employ the following student-athlete at the above-mentioned camp.

Student-Athlete Name _____

Address _____

Telephone _____

Number of years camp experience: _____ Method of payment: _____

Job Responsibilities: _____

I confirm that the above information is true and accurate and all summer camp employment of student-athletes complies with NCAA Bylaw 13.12.2.1

Head Coach _____ Date _____

Compliance Coordinator _____ Date _____



University of
Pittsburgh



BIOGRAPHICAL SKETCH OF CAMP/CLINIC STAFF

Staff Name _____

Address _____

Telephone _____

Camp Position/Responsibilities: _____

Current Occupation & Employer: _____

Number of years camp experience: _____ Method of payment: _____

Camp Salary: _____ Sex: _____ Age: _____

Use circle to mark answer

- High School Graduate Yes No
- Undergraduate Degree Yes No
- Graduate Degree Yes No

Camp Administrator _____ Date _____

Compliance Coordinator _____ Date _____



REQUEST FOR FREE OR REDUCED CAMP ADMISSIONS

Camp Administrator: _____ Camp Name: _____

Camper Name: _____ Free or Reduced Amount _____

Parent/Guardian Name (Must be Pitt-Johnstown Athletic Dept Staff Member) _____

Camper Grade in Fall _____

Use circle to mark answer

- Camper has won a varsity athletic letter? Yes No

NCAA POLICY STATEMENT

I am aware of all NCAA rules and regulations involving camp or clinic free or reduced admission privileges addressed by NCAA Bylaw 13.12.1.5. I certify that the camper named above falls into the category above.

References:

Bylaw 13.12.1.5 Employment of prospects / no free or reduced admission privileges

13.12.1.5.2 Payment of Expenses. “A representative of an institution’s athletics interests may not pay a prospect’s expenses to attend a member institution’s sports camp or clinic.”

Interpretation:

The membership services staff confirmed that it is permissible for an institution to have an institutional policy or athletics department policy that permits the children of institutional staff members or athletics department staff members to be employed or receive free or reduced admission to the institution’s camps or clinics regardless of whether the staff member’s child is a high-school, preparatory-school or two-year college athletics award winner. Further, the membership services staff confirmed that it is permissible for an institution to provide free or reduced admission to its camp or clinic to the child of a coach who is an instructor in the camp or clinic (who is not an athletics department staff member at the institution hosting the camp or clinic), provided the opportunity is available to children of all coaches instructing in the camp or clinic.

Interpretation:

Free or Reduced Admission Privileges: The legislative services staff confirmed that it is permissible for an institution to provide free or reduced admission to attend the institution's camp/clinic to individuals who are not high-school, prep-school or two-year college athletics awards winners and who are not being recruited by the institution to participate in its intercollegiate athletics program. The staff noted that the provision of reduced-admission privileges to selected individuals who are not athletics award winners is not considered an offer or inducement; however, such individuals, even those below the ninth grade, who receive such privileges, would be considered prospective student-athletes.

Camp Administrator _____ Date _____

Compliance Coordinator _____ Date _____

Athletics Department Fundraising

1. All fundraising and promotional activities must follow the regulations set forth in the NCAA Division II Operating Manual. These regulations are as follows:
 - A.) Student-athletes must have written permission from the Director or Athletics in order to participate.
 - B.) The project or activity does not involve co-sponsorship, advertisement or promotion by a commercial agency, other than a reproduction of a logo or trademark for posters, pictures or calendars. Personal names, slogans or messages are prohibited.
 - C.) The student-athlete does not miss class.
 - D.) All monies must be channeled through the Director of Athletics.
 - E.) The student-athlete may receive legitimate and normal expenses, as long as the activity occurs within Pennsylvania, or within 100 miles of the campus, if out of state.
 - F.) The student-athlete's name, picture or likeness may not be used to promote the commercial ventures.
 - G.) Any commercial items with the names and pictures of student-athletes may be sold only at outlets controlled by a charitable/non-profit agency or at the member institution at which the student-athlete is enrolled.
 - H.) The student-athlete and an authorized representative of a charitable/non-profit agency must sign a release statement insuring that the student-athlete's name and likeness will be used in a manner consistent with the requirements of this section.
2. An Athletics Department Fundraising Activity Proposal must be completed by the Head Coach and turned into the Director of Athletics. The Director of Athletics must approve the fundraising prior to the activity taking place. This approval also serves as permission to use student-athletes, if so desired, as long as the regulations are followed.



ATHLETICS DEPARTMENT FUND RAISING ACTIVITY PROPOSAL

Name: _____

Date Submitted: _____
(Please submit at least 30 days prior to activity)

Team/Group conducting activity: _____

Name of activity and brief description of event: _____

*It is the head coach's responsibility to ensure that all NCAA regulations are followed, including the use of student-athletes.

Person Responsible for Activity: _____

Proposed Use of Funds: _____

Fundraising Goal: _____

Estimated Cost _____

Date(s) of Activity: _____

Has Activity Occurred Before? _____

Please provide brief description of past results: _____

List the people/organizations to be solicited (please attach list if necessary):

Director of Athletics _____ Date _____

Procedures for NCAA Questions/Interpretations

The interpretation process is essential for compliance with NCAA legislation. In many cases, the NCAA manual does not provide a definitive answer to questions and an interpretation is required. It is the responsibility of all coaches and staff to seek an accurate interpretation before acting. The procedures for interpretation of NCAA rules are designed to provide accurate and timely answers to questions as they arise for all those involved with Pitt-Johnstown athletics.

1. All coaches and staff members must direct rule and interpretation questions to the Compliance Coordinator.
2. Coaches can submit their requests through a Rules Interpretation Request Form or via email. If a question is discussed verbally, the Compliance Coordinator will ask the coach/staff member to follow up the discussion with an email regarding the discussion.
3. **If the Compliance Coordinator or Faculty Athletics Representative cannot provide an accurate interpretation, the question will be forwarded to the PSAC and/or NCAA Membership Services staff.**
4. Once an official interpretation has been received, the Compliance Coordinator will contact the individual who requested the interpretation and/or send a written response. If relevant, the interpretation will be disseminated to all coaches and staff.
5. Coaches are prohibited from calling the NCAA. If a question regarding NCAA regulations arises, the Faculty Athletics Representative or the Compliance Coordinator need to be contacted. They are the only two individuals permitted to contact the NCAA for interpretations.

Boosters, Faculty, and Staff

1. A “Booster” or “Representative of Pitt-Johnstown Athletics Interests” is someone who meets any of the following:
 - is or has been a member of any organization promoting Pitt-Johnstown Athletics.
 - has ever made a donation to the Athletics Department, men’s or women’s athletics program, or any booster organization.
 - has ever helped to arrange or have provided employment to enrolled student athletes, prospects, or their parents and relatives.
 - Otherwise promoted the college’s athletics program.

2. Once someone becomes a “Booster” (or “Representative of Pitt-Johnstown Athletics Interests”), he/she retains this status forever.

3. BOOSTERS:
 - are prohibited from making in-person, off-campus recruiting contacts or telephone calls with a prospect or the prospect’s relatives or legal guardians.
 - may make on-campus contact and send written communications.
 - may not contact a prospect’s coach, principal, or counselor in an attempt to evaluate a prospect or visit the prospect’s institution to pick up films or transcripts pertaining to the evaluation of the prospect.
 - may attend events where the prospect is present on his or her own initiative, as long as the “Booster” does not contact prospect or the prospect’s parents or relatives.
 - may inform Pitt-Johnstown coaches of prospects in their area by contacting them and sending newspaper clippings with the names of particular prospects.
 - who have pre-established relationships with prospects, their parents and relatives may continue normal contacts as long as such contacts are not made for recruiting purposes and are not arranged by Pitt-Johnstown coaches.
 - may not make telephone calls to prospects.
 - may not provide benefits or special arrangements to an enrolled student-athlete, his or her parents, relatives, or friends.

4. FACULTY & STAFF are permitted to contact prospects only on-campus.

Pitt-Johnstown Policy for Reporting NCAA Violations

In accordance with NCAA regulations, all suspected NCAA violations shall be investigated.

Reporting Violations

1. Any individual (e.g., athletics department staff member, student-athlete, college employee, member of the community) may report an alleged, rumored, or suspected violation.
2. The individual may report the alleged, rumored, or suspected violation verbally or in writing.
3. If an alleged or rumored violation is conveyed to any athletics department staff member, the staff member is required by the NCAA regulations to notify the Faculty Athletics Representative, the Compliance Coordinator, or the Director of Athletics of the violation immediately.
4. Individuals other than athletics department staff members may report an alleged violation to the Faculty Athletics Representative, the Director of Athletics, or the Compliance Coordinator.

Conduct of Investigations of Violations

1. The Faculty Athletics Representative is responsible for the conduct of all investigations. The Faculty Athletics Representative will enlist the Compliance Coordinator and the Director of Athletics to assist in the conducting of an alleged violation.
2. If a violation is determined to have occurred, the Faculty Athletics Representative shall report the violation to the President and to the NCAA Director of Enforcement.
3. The Faculty Athletics Representative shall maintain a written record of all violations. The record shall consist of the following:
 - Date that the alleged violation was reported to the institution and by whom the violation was reported, if not by an anonymous source.
 - Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation.
 - Chronology of all actions taken by the Faculty Athletics Representative, Compliance Coordinator and the Director of Athletics, in the investigation of the alleged violation.
 - NCAA action, if applicable.
4. Students and staff members who are interviewed during a self investigation shall be provided the Investigation Statement form in which they acknowledge their responsibilities under NCAA Bylaw 10.



INVESTIGATION STATEMENT

Individual Giving Statement: _____

Role within Athletics Dept: _____

I, _____, have been advised of my responsibilities under NCAA Bylaw 10, Ethical Conduct. I understand that it is a violation to refuse to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution. I also understand that it is a violation to knowingly furnish or knowingly influence others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation.

I agree to provide truthful and complete answers to the investigator's questions. I understand that I am not permitted to share any information about my interview with other individuals on campus. Specifically, I may not divulge the questions asked, the nature of the investigation or my responses to student-athletes, coaches or other individuals involved in the investigation.

Signatures Required

Witness Name _____ Date: _____

Investigator Name _____ Date: _____

Approval

This manual must be approved annually by the Director of Athletics, Faculty Athletics Representative, and President.

Approved:

Athletic Director: _____ Date: _____
Pat Pecora

Faculty Athletics Director _____ Date: _____
Dr. Ray Wrabley

President _____ Date: _____
Dr. Jem Spectar