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# CONFERENCE COMPLIANCE SERVICES

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*SAC = Sr. Associate Commissioner*

*ACC = Associate Commissioner for Compliance ♦ DC = Director of Compliance*

## **RULES INTERPRETATIONS**

The Compliance Staff will provide daily interpretations of NCAA rules via phone and correspondence. When necessary, the Compliance Staff will work with the NCAA conference contact or other Division I conference's compliance coordinators to resolve interpretative issues. When requested, the Compliance Staff will give a written response to an interpretative question only if the question was provided in writing by fax, general correspondence or e-mail to the Conference office.

In general, all interpretative questions from institutional employees or boosters should go through that institution's compliance coordinator. However, the Compliance Staff may answer questions from institutional employees or boosters provided the institution's compliance coordinator is made aware of the matter.

## **LEGISLATIVE UPDATES**

On an as needed basis the Compliance Staff will provide legislative updates to member institution's directors of athletics, compliance personnel, senior woman administrators, faculty athletic representatives and coaches on various timely legislative issues.

## **RULES EDUCATION**

Approximately once a month the Compliance Staff will provide educational aids to help institutional compliance personnel, directors of athletics, coaches and other athletic department personnel.

## **EDUCATIONAL SEMINARS**

When requested, the Compliance Staff will conduct rules education seminars for coaches and athletic department administrators. Such a request should be made to the Compliance Staff at least two months in advance.

## **IN-HOUSE TRAINING / ORIENTATION CALL**

The Compliance Staff will provide a training program which allows an institution's compliance coordinator or other individuals with compliance responsibilities to come to the Conference office and receive training at the Conference office in any area of rules compliance in which special help is requested. Transportation and lodging will be the institution's responsibility.

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## MONTHLY CONFERENCE CALLS

During the academic year the Compliance Staff shall coordinate and conduct monthly conference calls with the BIG EAST compliance coordinators. Senior woman administrators, faculty athletic representatives and other athletic department personnel are invited to participate in said calls at the institution's discretion. The conference call will be used to update compliance coordinators on timely matters, discuss common problems and review interpretative issues. The DC will be responsible for taking minutes of the call and submitting them for approval at the beginning of the next call. The SAC is responsible for following up on any unresolved issues and for reporting to the Directors of Athletics at the first applicable in-person meeting any legislative recommendations of the member institutions. The DC will be responsible for posting all approved minutes on the compliance section of the BIG EAST website.

## CCA COMPLIANCE COORDINATORS CONFERENCE CALL

The Compliance Staff is responsible for participating in the Collegiate Commissioners Association compliance coordinators monthly conference calls and reporting any important information from those calls to the BIG EAST compliance coordinators. When necessary, the Compliance Staff will forward copies of the CCA Compliance Coordinators conference call minutes to the BIG EAST compliance coordinators.

## BIG EAST ANNUAL RULES COMPLIANCE SEMINAR

The Compliance Staff will be responsible for coordinating the BIG EAST annual rules compliance seminar. This seminar should include presentations by a representative(s) from the NCAA staff and other individuals as deemed necessary. Compliance personnel and the faculty athletic representative from each member institution will be invited to participate in the seminar. Occasionally, an additional group of institutional employees responsible for understanding NCAA rules will be invited to participate in the seminar. The Compliance Staff along with each institution's compliance coordinator shall determine the agenda for the seminar as well as which additional group of institutional employees should be invited to attend.

## CONFERENCE OFFICE ENFORCEMENT RESPONSIBILITIES

The investigation of alleged violations and the reporting of violations are an institutional obligation. When requested, the Compliance Staff may assist institutions in processing secondary violations. The Compliance Staff shall help institutions identify violations by applying the legislation and interpretations to known factual situations. Once it is determined that a violation has occurred, it is the responsibility of the institution to report the violation using the appropriate procedures established by the NCAA and the Conference. However, when requested by the institution, the Compliance Staff may assist the institution in processing such violations by:

1. Assisting the institution in identifying the violation as secondary (Level I or II);
2. Assisting the institution in identifying any mitigating circumstances;
3. Assisting the institution in determining the appropriate institutional action that should be taken to remedy the situation;

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## CONFERENCE OFFICE ENFORCEMENT RESPONSIBILITIES (continued)

4. Assisting the institution in determining appropriate penalties that would likely be accepted by the Enforcement Staff, the NCAA Committee on Infractions, the Student-Athlete Reinstatement Staff, or the NCAA Student-Athlete Reinstatement Committee;
5. Assisting the institution in processing secondary violations through correspondence to the Enforcement Staff;
6. Assisting the institution in processing major violations through summary disposition, or a hearing with the Committee on Infractions or;
7. Assisting the institution in processing any eligibility appeals through the Student-Athlete Reinstatement Staff, or the NCAA Student-Athlete Reinstatement Committee.

[Note: Requests for Conference assistance regarding major violations will be handled by the Commissioner and the SAC.]

The Compliance Staff's responsibilities do not include investigating allegations of violations regarding the actions of a member institution regardless of whether those allegations are from someone within or outside the Conference. However, once an institution has decided to investigate allegations of a potential violation(s) the institution may request the Compliance Staff to assist in the investigation of the allegations. Please be advised that such a request must be approved by the Commissioner who will consider the cost to the Conference and the time commitment required of the Compliance Staff in making this decision.

When allegations of a violation committed by a member institution comes from a coach or administrator at an institution within the Conference, the Compliance Staff's responsibility is to act as a mediator or facilitator not as an investigator. One acceptable method for carrying out this duty would be for the Compliance Staff to distribute a memo to all Directors of Athletics, Compliance Coordinators and Coaches of the sport in question indicating how the application of NCAA legislation and/or interpretations apply to the alleged facts in question. It would then be the responsibility of the institution(s) to determine whether or not they are in compliance. If an institution is not in compliance, it is the institution's responsibility to report any violations to the NCAA. If the institution(s) ignores the memo and a member institution has concrete evidence that the institution(s) is in violation, such information should be forwarded to that institution's Director of Athletics and Compliance Coordinator as well as the Conference Commissioner and Compliance Staff who will determine the appropriate remedy for the situation.

### Select Secondary Violations

Pursuant to the rules established by the NCAA the Compliance Staff will have the responsibility of coordinating the Conference's reporting of select secondary violations to the NCAA. The instructions and procedures for processing selected secondary violations through the Conference office shall be distributed on an as needed basis.

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## CONFERENCE OFFICE ENFORCEMENT RESPONSIBILITIES (continued)

### Conference Sanction Policy

The Commissioner and SAC who oversees compliance will monitor all NCAA major and secondary infractions cases with the institution in question. In those cases where NCAA sanctions, fines and forfeitures could directly and negatively impact the conference, the following procedures will apply:

#### A. Major Violations

1. The conference reaffirms that the investigation and the sanction process for violations of NCAA rules and regulations rest with the institution and the NCAA. However, the conference retains the prerogative of reviewing and taking additional action on a case-by-case basis.
2. If penalties imposed by the NCAA, BIG EAST Conference or self imposed by the institution prohibit postseason competition in a particular sport(s), the institution penalized shall not be eligible to participate in postseason conference championship events in that sport(s) during the years the institution is not eligible for postseason bowl or NCAA Championship Competition. In addition, if the institution is fined by the NCAA or is required to return funds to the NCAA as a result of sanctions against it or due to the participation of an ineligible student-athlete, that institution shall be solely responsible for the payment of these funds.
3. The director of athletics for the affected institution will provide to the Commissioner a list of its sanctions after official notification by the NCAA. If practicable, the institution will provide to the Commissioner this information prior to it being announced publicly. Until such public announcement, however, all information is to be held in the strictest of confidence.
4. When the institution has exhausted all its administrative remedies with the NCAA (e.g., appeal to the Infractions Appeals Committee) the commissioner has the authority to recommend to the Executive Committee further conference sanctions/penalties.
5. If the Commissioner determines that additional sanctions/penalties should be imposed by the Conference, the Commissioner will notify the director of athletics of the affected institution and provide a copy of the NCAA report along with the Commissioner's recommended additional sanctions/penalties to the Executive Committee. After receipt of this documentation, the Executive Committee will convene a conference call to discuss the case and accept or modify the Commissioner's recommendation(s). The director of athletics of the affected institution may be asked to participate in the initial segment of the Executive Committee's call to answer questions for purposes of clarification, and then be required to leave the call.
6. The Executive Committee's recommendation(s) will be forwarded to the Presidents to be accepted or modified.
7. The Presidents will convene a conference call or meeting to review the recommendation(s) of the Executive Committee. The President of the affected institution may be asked to participate in the initial segment of that session for purposes of clarification and may then be required to leave the session.
8. Final action taken by the Presidents will be made known immediately to the Commissioner who will notify the affected institution, and the other members of the Conference.

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## CONFERENCE OFFICE ENFORCEMENT RESPONSIBILITIES (continued)

### Conference Sanction Policy continued

#### B. Secondary Violations Resulting in No NCAA Fine or Forfeiture.

1. The institution will report the violation using the appropriate procedures established by the NCAA and the Conference.
2. The conference office will submit the violation to the NCAA.
3. If the NCAA's response is to accept the institution's corrective action without imposing a fine or forfeiture the Conference office will maintain on file the institution's self report.

#### C. Secondary Violations Resulting in an NCAA Fine or Forfeiture.

1. The institution will provide a copy of the self-report to the Conference office.
2. The Conference office will hold the institutional report until the NCAA sends a response letter to the institution and Conference office.
3. If the NCAA's response is to fine the institution but not forfeit any contests or individual records, then the payment of the fine is the institution's responsibility and the Conference office will maintain on file the institution's self report and the NCAA's response.
4. If the NCAA's response is to include forfeiture of contest(s) or individual record(s) inclusive or exclusive of a fine due to the use of an ineligible student-athlete, the Commissioner along with the SAC who oversees compliance may impose an additional penalty requiring the institution to be subject to an external review of the institution's compliance monitoring system(s) in place to monitor the specific compliance area in which the violation occurred.
  - a. The Commissioner and SAC will determine the individual(s) who will conduct the external review.
  - b. The individual(s) conducting the external review will report their findings to the Commissioner and SAC who will determine if any additional corrective actions or sanctions (e.g., public censure) should be imposed on the institution.
  - c. The Commissioner and SAC may report the findings, corrective actions and any other sanctions to the Executive Committee.
  - d. The Executive Committee may accept or modify the Commissioner's recommended corrective action(s) and/or additional sanction(s).
  - e. The affected institution may appeal the Commissioner's recommended actions and/or additional sanctions to the Executive Committee. Notice of the request for appeal must be received by the Commissioner within 60 days from the institution's receipt of the Conference's letter of corrective action(s) and/or sanction(s).
  - f. All requests must be approved by the Executive Committee who will determine the appeal process. If the Executive Committee denies the request for an appeal, the original corrective action(s) and/or sanction(s) imposed by the Commissioner must be carried out by the institution.

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## **COACHES CERTIFICATION EXAM**

The Compliance Staff will coordinate and distribute the NCAA Coaches Certification Program materials as they are received from the NCAA. All testing materials are forwarded to the faculty athletics representative and the compliance official who will coordinate the administration of the exam on the institution's campus. Institutions are encouraged, but not mandated, to administer the test online. All results, including those from hard-copy exams, must be entered into the online coaches certification test website.

## **NATIONAL LETTER OF INTENT PROGRAM**

The Compliance Staff shall be responsible for coordinating the National Letter of Intent. Additionally, the Compliance Staff shall be responsible for maintaining all valid National Letters of Intent on file in the Conference office and forwarding a list of signees to the NCAA. All institutions are required to participate in the National Letter of Intent program in all Conference sports. Letters should be filed with the Conference according to the rules and regulations governing the National Letter program. Letters of Intent signed by student-athletes who seek to participate in non-conference sports also should be filed with the Conference according to the same procedures.

## **PROGRESS TOWARD DEGREE WAIVERS**

Progress toward degree waivers (i.e. medical absence, and international competition waivers) will be administered by the Compliance Staff. A Conference form for these waivers will be distributed via email at the beginning of the academic year and maintained on the compliance section of the BIG EAST website. Information forwarded to the Compliance Staff should include a cover memo outlining the facts plus the appropriate medical documentation, academic transcripts, team schedules, and a copy of official documentation of withdrawal.

## **MEDICAL HARDSHIP WAIVERS**

Medical hardship waivers will be administered by the Compliance Staff. A Conference form for these waivers will be distributed at the beginning of the academic year and maintained on the compliance section of the BIG EAST website. Information forwarded to the Compliance Staff should include a cover memo outlining the facts plus the appropriate contemporaneous medical documentation, physicians' statement, player statistics and team schedules.

## **CONFERENCE CHAMPIONSHIP WAIVER**

Waivers associated with the 48-hour departure restriction, in conjunction with BIG EAST Conference championships, will be administered by the Compliance Staff. A Conference form for these waivers will be distributed at the beginning of the academic year and maintained on the compliance section of the BIG EAST website. The Conference office will not process requests for non BIG EAST championships.

## **NCAA WAIVERS**

The Compliance Staff, when requested, will help member institutions' compliance coordinators in applying for any of the available NCAA waivers.

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## BIG EAST INTRA-CONFERENCE TRANSFER POLICY

- Student-athletes in the sports of men's basketball, women's basketball and football, are not permitted to transfer (directly or indirectly) from one BIG EAST institution to another BIG EAST institution and participate in any capacity in the sports of men's basketball, women's basketball or football. However, these student-athletes may transfer (directly or indirectly) from one BIG EAST institution to another BIG EAST institution and may participate in sports other than men's basketball, women's basketball or football pursuant to the transfer parameters in the next clause. There are no exceptions or waivers to this rule.
- Student-athletes in all other sports may transfer (directly or indirectly) from one BIG EAST institution to another BIG EAST institution and participate in any sport other than men's basketball, women's basketball or football, provided that prior to competing for the second Conference institution the student-athlete serves a year in residency at the second Conference institution. During the year in residency [two full semesters or three full quarters (which shall be determined in accordance with NCAA rules associated with transfers)] the student-athlete shall not lose a year of eligibility, and shall be eligible to practice and receive athletically related financial aid. There are no exceptions or waivers to this rule.

### Special Notes

1. A student-athlete who signs a valid National Letter of Intent with a BIG EAST institution is subject to the above-mentioned transfer policy for the sport in which they signed the NLI.
2. A student-athlete who signs a valid National Letter of Intent with a BIG EAST institution, and is subsequently granted a complete release to said NLI or is granted a release by the NLI Steering Committee, is subject to the above-mentioned transfer policy for the sport in which they signed the NLI.
3. A student-athlete who signs a valid National Letter of Intent with a BIG EAST institution that is subsequently declared null and void (as set forth in Section 7 of the NLI), is not subject to the above-mentioned transfer policy as long as said student-athlete did not trigger transfer status (as defined by NCAA bylaws) prior to the NLI being declared null and void.
4. As noted in each section, the above-mentioned policy is applicable to all student-athletes who have ever enrolled full-time at a BIG EAST institution (e.g., four-two-four transfers, four-four-four transfers).
5. If a student-athlete is granted an SLR waiver by the NCAA in conjunction with a procedural issue associated with a transfer scenario (e.g., failure to provide a timely appeal hearing), the SLR waiver would override the BIG EAST policy.
6. Institutions are not permitted to enter into separate arrangements that would in any way alter the terms and conditions of the above-stated policy (e.g., allowing a student-athlete to transfer but to not compete against the institution that they transferred from).
7. In all sports, a student that was not recruited, has never received athletically related financial aid and was never a student-athlete (per NCAA definition), is not subject to the terms and conditions of the above-stated policy.
8. In all sports except football and men's and women's basketball, non-recruited student-athletes that never received athletically related financial aid are not subject to terms and conditions of the above-stated policy.
9. The BIG EAST Conference intra-conference transfer policy does not apply to:
  - a. Student-athletes who participate in sports in which the BIG EAST Conference does not designate a champion or sponsor a championship (e.g., men's and women's ice hockey, men's and women's rifle, men's and women's fencing or women's gymnastics).

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## **BIG EAST INTRA-CONFERENCE TRANSFER POLICY (continued)**

### Special Notes (continued)

- b. Student-athletes who compete in sports in which the Conference does sponsor a championship, but which a member institution does not participate as a member of the Conference for that sport (e.g., the institution has been granted permission by the Conference for the sport to be federated).
10. This policy is effective as of October 31, 2005 and is not retroactive.

## **MINIMUM QUALIFYING STANDARDS POLICY**

The BIG EAST Conference and its member institutions reaffirm their commitment to maintain the vital role of intercollegiate athletics as an ongoing and integral part of the educational program and the student-athlete as a major part of the student body. Toward this end, each and every BIG EAST Conference intercollegiate athletic program shall be maintained in a manner that is consistent with policies and procedures of the NCAA, The BIG EAST Conference as well as their institution's standards of admission, academic standing and academic progress. Specifically, the following is hereby resolved regarding minimum qualifying standards:

- A recruited or non-recruited student-athlete who does not achieve the NCAA academic minimum qualifying standards (non-qualifier) for athletic competition upon initial full-time enrollment at a BIG EAST Conference member institution shall not be permitted to compete in athletics at a BIG EAST Conference member institution.
- A committee, appointed by the CEO Executive Committee and comprised of three BIG EAST Conference Faculty Athletic Representatives, can upon request by a member institution review unique situations and make rare exceptions to the BIG EAST Conference non-qualifier policy for students who initially enrolled full-time at a member institution with the belief that they had clearly reached NCAA minimum qualifying standards and, subsequent to their initial enrollment, are determined by the NCAA Eligibility Center to be non-qualifiers.
- In order for a non-qualifier out of high school to be eligible to transfer to a BIG EAST Conference institution from a two-year junior college, he or she must first graduate with an associates degree and meet all NCAA and member institution's minimal eligibility regulations. If these standards are met, the student-athlete shall then be eligible for financial aid, practice and athletic competition at a BIG EAST Conference member institution.
- In order for a non-qualifier out of high school to be eligible to transfer to a BIG EAST Conference institution from a non-BIG EAST Conference four-year institution(s), he or she must have completed a year of residency at the non-BIG EAST Conference institution(s) and meet all NCAA and member institution's minimal eligibility regulations. If these standards are met, the student-athlete shall then be eligible for financial aid, practice and athletic competition at a BIG EAST Conference member institution.
- In order for a non-qualifier out of high school to be eligible to transfer to a BIG EAST Conference institution, a student athlete initially enrolled at a non-BIG EAST Conference four-year institution who later transferred to a two-year institution can become eligible for enrollment at a member school provided he or she meets all NCAA and member institution's minimal eligibility regulations. If these standards are met, the student-athlete shall be then eligible for financial aid, practice and athletic competition at a BIG EAST Conference member institution.
- It is also hereby understood that the NCAA Division I Initial-Eligibility Waivers Committee is empowered to declare student-athletes eligible for competition, practice and/or financial aid who otherwise by definition do not meet NCAA minimum academic qualifying standards. In such cases, these students shall be permitted to enroll at BIG EAST Conference member institutions.

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## MINIMUM QUALIFYING STANDARDS POLICY (continued)

- A student that achieves the NCAA academic minimum qualifying standards after they have graduated from high school but prior to initial full-time enrollment (i.e., attends a prep school, attends a community college part time, retakes a standardized test to achieve a better score) would be permitted to initially enroll at a BIG EAST Conference member institution and participate in athletics.
- The BIG EAST Conference minimum qualifying standards policy does not apply to:
  - a. Student-athletes who participate in sports in which the BIG EAST Conference does not designate a champion or sponsor a championship (e.g., men's and women's ice hockey, men's and women's rifle, men's and women's fencing or women's gymnastics).
  - b. Student-athletes who compete in sports in which the Conference does sponsor a championship, but which a member institution does not participate as a member of the Conference for that sport (e.g., the institution has been granted permission by the Conference for the sport to be federated).

## NCAA CONFERENCE CONTACT

The Compliance Staff will participate in the NCAA Conference Contact Program and act as facilitators between the NCAA Academic and Membership Affairs staff and the Conference member institutions.

## CONFERENCE GRANT PROGRAM FOR MINORITIES

Each year institutions will receive an \$8,000 stipend from the NCAA Conference Grant Program (or \$10,000 for 2 positions). This stipend shall be used to fund a new position(s) within the institution's athletic department for an ethnic or racial minority. The stipend may be awarded to the same individual(s) for a maximum of two consecutive years. Thereafter, the funds must be utilized for a new position(s) and/or person(s). The position(s) can be administrative or coaching. The position(s) may not include coaching duties in the sports of Basketball or Football but the fund may be utilized for coaching positions in other Conference or non-conference sports. Application forms for the stipend will be provided by the Conference at the beginning of the academic year. Distribution of the stipend will be available at the beginning of each academic year. The Compliance Staff is responsible for distribution of approval letters and checks.

## STUDENT-ATHLETE SPECIAL ASSISTANCE FUND (SAF) / STUDENT-ATHLETE OPPORTUNITY FUND (SAOF)

The Compliance Staff will administer the SAF and SAOF in accordance with NCAA policies. Each institution will apply for funds on behalf of their student-athletes using the Conference web based program. The Compliance Staff shall be responsible for specific interpretive matters regarding the permissible uses of the fund and the DC shall be responsible for the day to day processing of requests. The Conference web based program will automatically update each institution on the amount of funds used and available to that institution.

## STUDENT-ATHLETE SPECIAL ASSISTANCE FUND (SAF) / STUDENT-ATHLETE OPPORTUNITY FUND (SAOF) – DISTRIBUTION OF FUNDS

In late August / early September each institution will receive a check from the Conference office representing the institution's SAF / SAOF allocation as determined by the NCAA. The Conference office will be responsible for generating the required SAF / SAOF report for the NCAA at the end of each academic year.

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## STUDENT-ATHLETE SPECIAL ASSISTANCE FUND (SAF) – GUIDELINES

The guiding principles of the SAF are to meet the student-athletes' needs in an emergency or essential nature for which financial assistance otherwise is not available.

Institutions are able to distribute SAF monies in accordance with the guidelines associated with the SAOF.

## STUDENT-ATHLETE OPPORTUNITY FUND (SAOF) – GUIDELINES

### A. The following are the NCAA policies for administering the fund:

1. All student-athletes, including international, are eligible to receive SAOF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need, or have either exhausted eligibility, or no longer participate due to medical reasons. Additionally, student-athletes receiving monies from the Special Assistance Fund may also receive SAOF benefits.
2. Benefits are intended to pay costs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum, or that recognize academic achievements.
3. Except for prospective student-athletes receiving summer financial aid prior to full-time enrollment pursuant to NCAA Bylaw 15.2.8.1.3 and 15.2.8.1.4 no prospective student-athletes shall be eligible to receive SAOF funds.
4. Pursuant to NCAA Bylaw 15.01.6.1, member institutions and conferences shall not use monies received from the fund for the following:
  - a. Salaries and benefits;
  - b. Undergraduate tuition, room, board and books (except for summer school and 5<sup>th</sup>/6<sup>th</sup> years of aid);
  - c. Capital improvements;
  - d. Stipends for student-athletes;
  - e. Athletic development opportunities.
    - (1) Fees and other expenses associated with a student-athlete's participation in a sport camp or clinic;
    - (2) Fees and other expenses associated with private sports-related instruction provided to a student-athlete;
    - (3) Fees for other athletic development experiences (e.g., greens fees, batting cage rental); and
    - (4) Expenses associated with a student-athlete's participation in a foreign tour.
5. Conferences will be required to report annually to the NCAA the fund recipients by sport and gender, as well as the purpose for which the monies were used and the amounts for each purpose.
6. A conference may not accumulate more than the total allocation received over the previous two years. The succeeding allocation will be forfeited if that amount is exceeded.
7. The responsibility for oversight and administration of the fund, including interpretations, rests solely with the conferences. The guiding principles of the fund shall be established by the Leadership Council.

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## STUDENT-ATHLETE OPPORTUNITY FUND (continued)

- B. The following are permissible uses of the fund (list is not exhaustive):
- Financial aid for summer school.
  - Academic Achievement awards.
  - Fifth and/or sixth year of athletic aid.
  - Graduation award.
  - Insurance premiums for student-athletes.
  - Supplemental Insurance.
  - Graduate school exam.
  - Postgraduate scholarships.
  - Professional program testing.
  - Fees for internship programs.
  - Travel home.
  - Travel for team being honored by Governmental body.
  - Travel expenses for family members to be present as student-athletes are honored.
  - International student fees, taxes and insurance.
  - Expendable supplies.
  - Educational supplies (e.g., laptop computers, cameras.)
  - Clothing allowances or to enhance clothing allowance from SAF.
  - Emergency and medical expenses for spouse and dependents.
  - Medical and dental costs not covered by another insurance program for those student-athletes not eligible for the SAF.