Reporting Potential NCAA Rules Violations

POLICIES

- Boston College is committed to the principle of institutional control and responsibility which obligates it to be in compliance with the rules and regulations of the National Collegiate Athletic Association (NCAA), the conference, and the institution. The President has overall responsibility for this control and the administration of all aspects of the intercollegiate athletics program.
- Boston College will monitor the intercollegiate athletic program to assure compliance and to identify and report to the NCAA Enforcement Staff instances in which compliance has not been achieved.
- Boston College will conduct all investigations of NCAA legislation under the guidelines of this policy and NCAA and conference legislation.
- The Associate Athletics Director for Compliance (AADC) is principally responsible for monitoring athletics compliance. This position reports to the Director of Athletics but is authorized by the President to report compliance matters directly to the Faculty Athletics Representative (FAR) and/or the Office of General Counsel (OGC).
- Boston College prohibits, and will appropriately address, any form of retaliation against any faculty, staff, or student who reports a possible compliance violation or is involved in an investigation or inquiry under this policy.
- Any questions about this policy and its application may be addressed to the AADC, the OGC, or the President.

PROCEDURES

REPORTING OBLIGATIONS AND INITIAL REVIEW

1. Any coach, employee, student-athlete, or other individual associated with the athletics department or an employee of the institution who has NCAA compliance responsibilities must notify appropriate institutional officials immediately of any possible violation of the institution or conference policies and procedures or NCAA legislation that involves the institution. A failure by any of these individuals to report a violation may result in employment or other disciplinary actions taken against the individual.
   a. Notification may take place by contacting (personally or by telephone or electronic mail) the AADC. If the violation involves the AADC, the FAR and the Director of Athletics must be notified. Reporting this information to the head coach of the involved sport does not meet this reporting obligation.
2. If a coach, employee, or student-athlete is self-reporting a violation, he or she may be asked to put information about the possible violation in writing. This information may include:
   a. Date of possible violation;
   b. Individual(s) involved;
   c. Description of the possible violation(s);
   d. The means by which the individual learned of the information;
   e. Reason(s) why the individual believes that a violation may have occurred; and
   f. A statement of actions that have been taken and/or that the individual recommends be taken to help prevent a similar violation from recurring in the future.
3. Upon being informed of a possible violation, the AADC will promptly conduct a brief, preliminary inquiry to ascertain the general facts surrounding the incident. The parties involved in the incident may be contacted directly and asked about the matter. The AADC shall have initial responsibility for determining whether the information indicates a possible violation, and if so, whether it would constitute a Level III or IV violation, or a potential Level I or II violation. If the AADC believes a Level I or II violation may have occurred, the AADC will promptly consult with the FAR and the Director of Athletics. If there is any about the level of the possible
violation, the OGC will be consulted. In any case in which the possible violation involves the AADC, the Director of Athletics, in consultation with the FAR, shall designate another University administrator to conduct the investigation on behalf of Athletics Compliance.

INVESTIGATION OF POSSIBLE LEVEL III OR IV VIOLATIONS

1. If the information indicates a possible Levels III or IV violation, the AADC shall have the responsibility for investigating the facts, applying the facts to the governing rules, and/or obtaining a rules interpretation from the conference or the NCAA staff.
2. If it has been determined that a secondary (Level III or IV) violation has occurred, the AADC will prepare a written report. The report will include not only the facts concerning the violation but also the penalty proposed by the institution. The report will be reviewed by the FAR and the Director of Athletics (or designee) prior to its submission to the NCAA. Copies of the self-report will be forwarded to the applicable conference administrator and the Director of Athletics. If applicable, the report will also be sent to the athletic administrator that supervises the sport or department, and the head coach.
3. If the AADC, in collaboration with the FAR and Athletic Director (or designee) determines that the allegation of non-compliance clearly lacks merit, the investigation will be terminated and, if appropriate, the AADC will prepare a brief written summary that provides an overview of the: (i) information received; (ii) institution’s inquiry; and (iii) reasons that the institution concluded no violations occurred. The investigative file will be retained for six years.

INVESTIGATION OF POSSIBLE LEVELS I OR II VIOLATIONS

1. If the information indicates a possible Level I or II violation occurred, the AADC, in conjunction with the Director of Athletics and FAR, shall notify the President and forward the information to the OGC, at which point the OGC shall be responsible for directing the investigation. The AADC will also promptly notify the applicable conference administrator of the potential Level I or II violation.
2. The OGC, in consultation with the FAR and the President, shall determine the appropriate action in conducting the investigation. The OGC is responsible for overseeing the investigation process, whether conducted internally or through engagement of an outside party at the OGC’s discretion. Any outside party conducting an investigation shall report to the OGC. The OGC shall regularly report to the President regarding the progress of the investigation.
3. Given the relationship between the Director of Athletics and the AADC with the coaches, student-athletes, and athletics administration, neither the Director of Athletics nor the AADC will conduct the investigation directly or serve on an investigation committee. However, they may be consulted for rules interpretations and insight during this process at the discretion of the OGC.
4. To help protect the integrity of the investigation, all decisions regarding sharing of information with athletics department staff will be made by the OGC, in consultation with the President and any other individuals charged with conducting the investigation. The OGC or individual or entity conducting the investigation retains the discretion to withhold information from an interviewee or coaching staff member.

THE OGC also shall be responsible for overseeing the preparation of a written report of the investigation and finding(s). If the OGC delegates the preparation of the report, the OGC shall review and approve it before it is finalized. The final report shall be submitted to the NCAA and the applicable conference administrator.

CONFIDENTIALITY AND PUBLICITY

During any inquiry or investigation under this policy, all staff and other involved individuals must maintain all information concerning possible non-compliance in confidence. The President, in consultation with the OGC and other administrators as appropriate, must approve any public disclosure related to any inquiry, investigation or report under this policy. Any release of information must comply with applicable NCAA legislation and the Family Educational Rights and Privacy Act.
Academic Performance Program

POLICIES

Pursuant to NCAA Bylaw 3.2.4.4 each active member is responsible for annually submitting documentation demonstrating its compliance with the academic performance program, including the submission of data for the academic progress rate (APR), the academic performance census (APC) and the graduation success rate (GSR).

The Compliance Office and the institutional academic certifying officer are ultimately responsible for determining the Academic Performance Rate (APR) and Graduation Success Rate (GSR) for Boston College. The Certifying Officer has final authority in determining the awarding of eligibility and retention points.

APP Timeline

March
GSR/Federal Graduation Rate data collection system opens upon notification from NCAA.

May
APR and Academic Performance Census (APC) data collection system opens upon notification from NCAA.

June 1
Submission date for GSR/Federal Graduation Rate data

6 wks. from
Submission date for APR/APC data. Submission is followed by correction period and adjustment periods, following the APP timeline.

Institutional APP Timeline

October
Determination of GSR cohort for current year and APR cohort for fall semester.

January
Determination of APR points for student-athletes in the fall cohort and determination of APR cohort for spring semester and additions to GSR cohort (e.g., mid-year enrollees).

ACADEMIC PERFORMANCE RATE PROCEDURES

1. Upon the APR website becoming available, the Compliance Office is responsible for inputting all necessary data.

2. After the census date during each semester, the Compliance Office will print squad lists in order to determine which student-athletes belong in the APR cohorts.
   a. The Associate Athletic Director for Compliance is responsible for reviewing and approving the student-athletes to be included in the cohort.

3. Retention and eligibility points are determined following fall and spring semester certification.
   a. For student-athletes in the APR cohort who are not certified in a semester, the Compliance Office will verify with the Certifying Officer whether that student-athlete earned eligibility and retention points.

4. The Compliance Office consults with the Certifying Officer and the Director of Learning Resources to determine student-athletes that are eligible to receive a Delayed Graduation Point. The Compliance Office is responsible for submitting the information to the NCAA with the approval of the Certifying Officer.
5. Once all the data has been entered, the Compliance Office provides preliminary reports to the Certifying Officer, the Faculty Athletic Representative, the Director of Learning Resources and the Associate Athletic Director for Compliance for review.
   a. Changes to be made are the responsibility of the Compliance Office.
6. After the information has been reviewed and determined to be accurate, the Certifying Officer is responsible for final approval and submission of the data.
7. Following submission of the data, the Compliance Office is responsible for reviewing the identified corrections. The Compliance Office is responsible for making corrections that do not impact eligibility or retention points. The Compliance Office will consult with the Certifying Officer for approval of corrections that impact eligibility and retention points.
8. Adjustments made to the data are the responsibility of the Compliance Office. The Compliance Office will identify the student-athletes that are eligible for an adjustment and will collect the necessary documentation and provide it to the NCAA.

GRADUATION SUCCESS RATE PROCEDURES

1. Upon the GSR website becoming available, the Compliance Office is responsible for inputting all necessary data.
2. After the census date during each semester, the Compliance Office will print squad lists in order to determine which student-athletes belong in the GSR cohorts.
   a. The Associate Athletic Director for Compliance is responsible for reviewing and approving the student-athletes to be included in the cohort.
3. The Compliance Office will determine the graduation status for each student-athlete listed in the cohort by using UIS.
4. For student-athletes that have departed the institution, the Compliance Office will verify with the Certifying Officer if the student-athletes were eligible upon departure.
5. Once all the data has been entered, the Compliance Office provides preliminary reports to the Certifying Officer, the Faculty Athletic Representative, the Director of Learning Resources and the Associate Athletic Director for Compliance for review.
   a. Changes to be made are the responsibility of the Compliance Office.
6. After the information has been reviewed and determined to be accurate, the Certifying Officer is responsible for final approval and submission of the data.
Gambling

- It is impermissible per NCAA rules for student-athletes or BCAD staff (e.g., coaches, administrators, recreation staff, volunteers, interns, graduate assistants, work-study students, part-time help, etc.) to be involved in any type of gambling activity that involves intercollegiate or professional athletics events. Both the NCAA and Boston College have a “zero tolerance” policy toward wagering on athletic events. This includes, but is not limited to the following activities:
  - Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, or
  - Soliciting a bet on any intercollegiate or professional team, or
  - Accepting a bet on any team representing the institution, or
  - Soliciting or accepting a bet on any intercollegiate or professional competition for any item (e.g., cash, shirt, dinner) that has tangible value, or
  - Participating IN ANY MANNER in any gambling activity that involves intercollegiate athletics or professional athletics, through a book maker or those working with or for a bookmaker, a parlay card, the internet, or any other method employed by organized gambling.
- Gambling includes any type of internet gambling, office pool, or fantasy league, no matter what the dollar amount may be.
  - In addition, Boston College policy prohibits any form of gambling on campus.
- For athletic department staff, the penalties for gambling range from suspension to termination, while for student-athletes, the penalties range from suspension from a team to loss of scholarship to expulsion. Therefore, the blanket prohibition on gambling includes, but is not limited to:
  - ANY wager related to an intercollegiate or professional game, be it between friends, relatives, acquaintances, or strangers, or
  - ALL pools involving intercollegiate or professional athletics, regardless of who sets them up (e.g., spouse’s/friend’s place of work, close friend, etc.), or
  - Picking “squares” or “boxes”, where the pay-outs are determined by the scores of the teams involved, or
  - Fantasy/rotisserie teams and leagues. Paying any fee or promising to pay any fee, regardless of the amount, in exchange for the opportunity to participate in any of these activities, is absolutely considered gambling.
- All of the above prohibitions apply regardless of the medium used to affect the gambling activities (e.g., in person, via telephone, via Internet, etc.). Furthermore, the examples above are by no means exhaustive; they are meant to merely provide a representative cross-section of gambling methods.
- Student-athletes and BCAD staff members are responsible for reporting to the Athletics Director or Associate Athletic Director for Compliance any proof or suspicions that a staff member or student-athlete may be involved with impermissible gambling activity. Failure to report violations by an Athletic Department staff member could be grounds for dismissal.
- Gambling Education is provided to all student-athletes and BCAD staff members annually.
  - The Compliance Office provides all student-athletes with the following forms of gambling specific education:
    - Meet with all student-athletes annually and specifically discuss gambling.
    - Memos sent to all student-athletes regarding NCAA rules related to gambling at the beginning of the academic year, prior to the Super Bowl, and prior to the start of the NCAA Men’s Basketball Tournament.
    - NCAA rules related to gambling printed in the Student-Athlete Handbook.
    - Paragraph concerning gambling is printed in the Student-Athlete Codes of Conduct that each student-athlete must sign every year.
    - Email correspondence is sent at applicable times during year.
  - The Compliance Office provides all BCAD staff members with the following forms of gambling specific education:
    - Gambling is discussed during the orientation process for ALL new employees.
    - The gambling policy is included in the BCAD Compliance Manual.
Gambling is discussed at the beginning of the year coaches and staff meeting.
Coaches are reminded to discuss the gambling policy with managers, work-study students, etc.
Memos are sent to all employees regarding NCAA rules related to gambling at the beginning of the academic year, prior to the Super Bowl, and prior to the start of the NCAA Men’s Basketball Tournament.
Email correspondence is sent at applicable times during year.

- **The institution also received the following forms of gambling specific education:**
  - The University also includes preventative gambling education as part of its freshman orientation program for all incoming students.

The University’s *Student Life Handbook* includes a section on the dangers of gambling as well as University policies related to gambling.
Student-Athlete Employment

POLICIES

- It is ultimately a head coach’s responsibility to ensure student-athletes are following the employment policies and procedures.
- Student-athlete employment must meet the following criteria to be permissible:
  o Compensation cannot be based on the publicity, reputation, fame or personal following of a student-athlete due to athletics ability, and
  o Compensation can only be based on work actually performed, and
  o Compensation must be at a rate commensurate with the going rate in that locality for similar services.
- Student-athletes are prohibited from employment of any type (including unpaid volunteer work) within the athletics department except in the offices of: Equipment, Recreation Center, Marketing, Facilities and Operations, Athletics Communications, and Ticket Office. Student-athletes are strictly prohibited from employment within a varsity program or any other athletics administration office not listed unless approved by the Compliance Office and Director of Athletics.

PROCEDURES

1. All student-athletes receive education regarding employment policies and procedures at the beginning of the year compliance eligibility meeting.
2. Coaches must follow up with the student-athletes about the employment policies and procedures.
3. All Student-athletes are required to register employment with the Compliance Office through the Employment Agreement Form (Attachment M-4) throughout the Academic Year (including during an official vacation period published in the University calendar).
4. All Employers receive an email or letter on the responsibilities they take when employing a Student-Athlete.

If student-athletes do not comply with the above listed procedures, coaches and sport administrators are contacted.
Charitable Requests & Promotional Activities

POLICIES

• All charitable requests from charities, schools, non-profit organizations, or individuals for Boston College Athletics Department merchandise must be made through a designee in the main office before they may be processed.
• All promotional activity requests from non-institutional charitable, educational, or non-profit organizations to use a student-athlete’s name, picture, or appearance to support activities considered incidental to the student-athlete’s participation in intercollegiate athletics must be made through the Marketing and Fan Engagement office before they may be processed.

PROCEDURES

1. Each student-athlete is required to sign an Institutional, Charitable, Educational, or Non-Profit Promotions Individual Release Statement (Attachment M-7) in their beginning of the year Compliance Eligibility Packet sent through JumpForward.
2. All charitable or promotional requests must be submitted using the Fundraising Donation Request Form (Attachment M-8).
3. All of the charitable or promotional requests must be reviewed by the designee in the main office and then approved by the Compliance Office prior to an event occurring.
Agents

POLICIES

- Boston College is committed to assisting all of our student-athletes in their pursuit of competition at the professional level and therefore has created the Professional Sports Counseling Panel (PSCP).
- The PSCP was established, in part, to ensure transparency in the agent selection process for our student-athletes. Boston College is dedicated to ensuring that rules established by Boston College, the Atlantic Coast Conference, and the NCAA are followed so that the selection of an agent is based solely on the merits after careful review and consideration by our student-athletes.
  - For additional information, contact the Compliance Office directly or visit the Agent page of the compliance website.
- All prospective sports agents seeking to represent Boston College student-athletes are strongly encouraged to register with the Compliance Office on an annual basis, prior to having any contact with a student-athlete or their parents.
  - Sports agents may use the Boston College Agent Renewal Form (Attachment M-10) if they registered within the previous academic year.
- All collateral materials for student-athletes and their parents should be sent to the Compliance Office and the Compliance Office will distribute the materials to the coaching staff, student-athlete and/or their parents.
  - Prospective sports agents may not provide any tangible items directly to a student-athlete or their parents.
- Meetings held between the agent and student-athlete should occur on campus or in the home of the student-athlete. The PSCP should be notified in advance of any in-person meetings between the student-athlete or their parents and a prospective sports agent.
- Prospective sports agents and advisors are not permitted to receive complimentary admission from student-athletes.
- The Compliance Office is responsible for maintaining a database of all the prospective sports agents that have registered.
- Each sport may have additional policies and procedures as it relates to agents.

PROCEDURES

1. To register, a prospective sports agent must complete the Boston College Agent Registration Form (Attachment M-9) found on the Compliance Office website.
   a. The form must be completed for each separate prospective sports agent within one agency.
2. Once submitted, the Compliance Office will record the information within the database and confirm the prospective sports agent is registered with their respective professional league.
3. The Compliance Office will notify the student-athlete that the prospective sports agent has registered and will provide any collateral materials that have been sent by the prospective sports agent.
4. The PSCP will initiate contact with student-athletes to address any questions or concerns regarding prospective sports agents.
Outside Competition

POLICIES

- It is ultimately a coach’s responsibility to monitor student-athletes outside competition activities particular to NCAA bylaws.
- Student-athletes must receive prior approval from the Compliance Office and head coach to participate with an outside team.
- Student-athletes that do not receive prior approval jeopardize their eligibility.

PROCEDURES

1. The Compliance Office will send out email reminders to student-athletes of the requirement to fill out the Outside Competition Participation Request Form (Attachment M-3) and submit to the Compliance Office prior to participation with an outside team.
2. The Compliance Office will review the form and determine if the outside competition is permissible. The student-athlete will only be contacted if the outside competition is impermissible.
Fee-for-Lesson

POLICIES

- Institutional facilities are not permitted to be used.
- The student-athlete must receive prior approval from the Compliance Office to provide lessons.

PROCEDURES

1. The student-athlete must notify the Compliance Office in writing of any potential opportunities to provide lessons.
2. The student-athlete must complete the **Boston College Student-Athlete Fee-for-Lesson Form** (Attachment M-5) for each series of lessons provided.
3. The student-athlete must retain and provide documentation to the Compliance Office for each series of lessons including, but not limited to:
   a. Name of the lesson recipient;
   b. Date and location of the lesson; and
   c. Amount and method of payment (provide copies).
Complimentary Admissions for Enrolled Student-Athletes

POLICIES

- Only student-athletes that are on a current team roster may receive complimentary admission.
- Student-athletes may not sell their complimentary admissions.
- Student-athletes may not provide complimentary admissions to a booster, an agent/advisor and/or any persons associated with gambling.
- All questions and issues should be directed to the Ticket Office for clarification.
- Recipients of student-athlete complimentary admissions must show identification to receive the ticket. There will be NO admittance without identification.

PROCEDURES

1. Attending Home Games
   Student athletes will be given a Gold Pass which will grant access to all BC varsity athletic events. For select games where demand is expected to exceed supply, BC Athletics will implement a reward system where student tickets are distributed based on points. The BC ID will serve as the ticket. Student-athletes will need to attend all games to get reward points. Students will earn points for attendance and early arrival at all ticketed and non-ticketed sports events

2. Own Sport
   a. Maximum of four (4) complimentary admissions for home or away from home contests provided to a student-athlete for their guests.
   b. Football student-athletes must request complimentary admissions online at [https://college.jumpforward.com](https://college.jumpforward.com) prior to 5:00 pm the night before each home game.
   c. Men’s basketball, women’s basketball and men’s ice hockey student-athletes must request complimentary admissions online [https://college.jumpforward.com](https://college.jumpforward.com) two hours prior to the start of each home game.
   d. On the day of the game, guests must arrive at the designated “Complimentary Admission Gate” and MUST have proper identification. Guests will receive a ticket stub and be admitted into the game. The same procedure will be followed for away contests based on the abilities of the host institution.
   e. Any complimentary admissions listed on JumpForward are monitored by the Compliance Office.
Complimentary Admissions for Coaches

POLICIES

- Only Head and Assistant Coaches may be provided with complimentary admission tickets to distribute to family and friends.
  - Volunteer coaches are permitted a maximum of two complimentary admission tickets to home contest only in their sport.
- Coaches may provide two complimentary admission (issued only through a pass list) to a high school, preparatory school or two-year college coach or any other individual responsible for teaching or directing an activity in which a prospective student athlete is involved only to a home intercollegiate athletic event at a facility within a 30-mile radius of the institution’s main campus.
- All complimentary admission recipients must present a valid ID to obtain admission.
- All questions and issues should be directed to the Ticket Office for clarification.

PROCEDURES

1. If a Boston College coach would like to request complimentary admissions for a high school, prep school or two year college coach they must complete the Coaches of Prospective Student-Athletes Ticket Request List (Attachment R-2) and submit it directly to the Ticket Office.
2. This list will be reviewed by the Compliance Office for approval.
Occasional Meals and Team Entertainment

POLICIES

- A student-athlete may receive an occasional meal on infrequent and special occasions from an institutional staff member in the locale of the institution.
- A student-athlete may receive a maximum of three (3-4) occasional meals per semester.
- A student-athlete may be provided entertainment in conjunction with practice or competition.
- Cash may not be provided to student-athletes.

PROCEDURES

Occasional Meals/Reasonable Refreshments
1. Coaches must submit the Occasional Meal/Reasonable Refreshments Request Form (Attachment M-1) to the Compliance Office prior to the date.
2. The Compliance Office grants approval via email. Compliance monitors the semester limit.
3. Coaches must submit reimbursement receipts to the Compliance Office who will approve and submit to Business Office.

Team Entertainment
1. Coaches must submit the Team Entertainment Request Form (Attachment M-2) to the Compliance Office prior to the date.
2. The Compliance Office grants approval via email.
3. Coaches must submit reimbursement receipts to the Compliance Office who will approve and submit to Business Office.
Banquet/Awards

POLICIES

- All awards must conform to specific NCAA monetary limitations.
  - All seniors will be awarded a Framed Varsity Letter that must be included in the senior participation NCAA monetary limit.
  - All student-athletes receive an All Sports Banquet Gift that must be included in both the participation and the senior participation NCAA monetary limit.
- **Letter Awards:** Annually each Head Coach is responsible for determining which student-athletes are to be issued varsity letter awards.
  - Student-athletes who were on the team at the conclusion of the traditional season and participated in at least 35% of the competitions during the traditional season are eligible for a varsity letter award.
    - Traditional season competition is defined as outside competition that counts in a team’s official record. For example, for Fall Sports that play a non-traditional season in the spring, the spring games should not be counted in the 35% calculation. The same is true for spring sports playing a non-traditional season in the fall. Additionally, exhibitions and scrimmages, which do not count in a team’s official record, should not be included in the 35% calculation.
    - Exceptions for the varsity letter policy may be made with approval from the sport supervisor.
  - Graduating seniors that have not exhausted their eligibility and will be returning for a 5th year of competition shall not be awarded the Senior Letter until after they have exhausted their eligibility.
- **General Participation Awards:** Awarded to all freshmen, sophomores, and juniors on one team shall have a total value of $225.
- **Senior Participation Awards:** Awarded to all seniors on one team who have exhausted eligibility or are graduating and not returning shall have a total value of $425.
- **Special Attainment Awards:** Presented as a result of a student-athlete’s special attainments or contributions to a team’s season. They may be awarded for a variety of reasons including *most valuable player, most improved player, scholar-athlete, etc.* A student-athlete may receive more than one special attainment award (*e.g.,* MVP and MIP). Each special attainment Award has monetary limit of $175 total value. Only Boston College may award Special Attainment Awards.
  - If no Awards will be given submit to Compliance stating “No Awards”.
- **Special Event Participation Awards:** Presented as a result of a team’s or a student-athlete’s participation in a special event.
  - They may be awarded for participation in a postseason conference or NCAA championship contest or tournament or championship, as well as for an all-star game, postseason bowl, or other established competition.
  - Each Special Event Participation Award has a monetary limit.
- **Banquets:** Must be approved by the Compliance Office and the Business Office prior to the banquet occurring.

PROCEDURES

1. Upon completion of each sport’s traditional season, the Compliance Office will provide the Varsity Letter/Participation Form and the **Banquet/Award Prior Approval Form** *(Attachment M-6)* to the Head Coach which will include the names of the student-athletes eligible to receive awards.
   a. The Head Coach must calculate the student-athletes that have competed in at least 35% of the competitions and indicate on the Varsity Letter/Participation form.
      i. Student-athletes that do not meet the criteria must be indicated on the Varsity Letter/Participation form for approval by the sport supervisor.
      ii. Student-athletes and managers that do not meet the criteria must be indicated on the Varsity Letter/Participation Form for approval by the sport supervisor.
2. Once completed the Head Coach must obtain an approval signature from the sport supervisor and submit the Varsity Letter/Participation Form and the Banquet/Award Prior Approval Form to the Compliance Office no later than two weeks from the conclusion of the traditional season.
   a. Every award presented to a student-athlete must be listed with its exact normal retail value.
   b. Every student-athlete that receives an award must be listed.
   c. Every receipt for every award presented to a student-athlete must be attached.
3. The Compliance Office will review the Varsity Letter/Participation Form and the Banquet/Award Prior Approval Form to verify that the awards fall within designated NCAA limitations and that duplication in awards has not occurred.
4. Once approved, the Compliance Office will forward a Senior Framed Varsity Letter list to the Equipment Room, a Senior Varsity list to the Varsity Club, a list of all graduates to Athletics Communications department and a copy of the Banquet/Award Form to Business for their approval.
Retention of Awards/Equipment

POLICIES

- All awards and equipment issued to student-athletes must be retained by the student-athlete for the duration of their eligibility.
- Student athletes cannot sell their awards/equipment nor redeem them for cash or other goods.

PROCEDURES

1. Compliance will check on different websites to ensure that awards and equipment are not being sold. (e.g. amazon, Craig’s list, eBay etc..)
2. Websites will be checked randomly for the sports of Football, Men’s Ice Hockey, Men’s and Women’s Basketball.
3. If memorabilia is found, Compliance will investigate the source and head coach will be contacted.