Volunteer Coach – NCAA Rules and Regulations

Office of Compliance Services
2007-2008
Points of Emphasis

- Office of Compliance Services General Overview
- Ethical Conduct and Institutional Control
- Process for Requesting a Rules Interpretation
- Process for Reporting a Rules Violation
- Compliance Expectations
- Volunteer Coach Do’s and Don’ts
- Recruiting 101
- Boosters and Recruiting
- Extra Benefits
- Academic Fraud
- Gambling
Office of Compliance Services (OCS) General Overview

- Attachment A – OCS General Overview [click here]
- Located in 223 Jenison Field House.
- Open Monday-Friday, 8:00 a.m. – 5:00 p.m.
- Telephone Number: (517) 432-5510
- Fax Number: (517) 432-5643
Office of Compliance Services (OCS) General Overview continued

- **OCS Office Structure**
  - Jennifer Smith – Associate Director of Athletics
  - Lisa Gorski – Administrative Assistant
  - Holly Baumgartner – Compliance Coordinator
  - Jill Gainey – Assistant Compliance Coordinator
  - Becky Erbe – Compliance Assistant
Office of Compliance Services (OCS) General Overview continued

- The OCS coordinates the University’s compliance efforts and acts as a resource and solution center concerning NCAA regulations.

- Primary functions of the OCS are to coordinate, administer, monitor and verify the accurate and timely completion of NCAA required procedures and to assist in maintaining institutional compliance with NCAA, Big Ten, CCHA and University rules.

- The OCS provides educational programming and interpretive support to ensure all individuals understand the University’s compliance expectations.
Office of Compliance Services (OCS) General Overview continued

- Functions of the OCS
  - Rules Education
    - Student-athletes, MSU employees, athletics department employees, representatives of MSU’s athletics interests (“boosters”), athletics booster groups, alumni and the community receive rules education.
  - Formalized Communication
    - The OCS provides important, relevant and timely information via regularly scheduled compliance meetings, memos, e-mails, newsletters and the OCS website (http://www.msu.edu/user/msuncaa/).
Office of Compliance Services (OCS) General Overview continued

- Functions of OCS continued
  - Centralized Investigations and Self-Reporting
    - The OCS is responsible for identifying possible rules violations and directing investigations into allegations of possible rules violations.
  - Compliance Review.
    - The OCS will review all compliance related procedures at MSU including areas of student-athlete financial aid, certification of initial eligibility, the certification and monitoring of student-athletes’ continuing eligibility, the monitoring and administration of complimentary admissions, the monitoring and documentation of the recruitment of prospective student-athletes, the monitoring of playing and practice seasons, institutional control of funds and activities of athletics booster groups, the scope and procedures of the University’s athletics compliance audits and the review and assessment of the rules education program.
Ethical Conduct and Institutional Control

- Attachment B – Ethical Conduct and Institutional Control [click here]
- All institutional employees (including volunteer coaches) are required to adhere to the NCAA ethical conduct legislation.
Ethical Conduct and Institutional Control continued

- Bylaw 10.1 – Unethical Conduct: Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer) may include, but is not limited to:
  - Refusal 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;
Ethical Conduct and Institutional Control continued

- Bylaw 10.1 continued:
  - Knowing involvement in arranging for fraudulent academic credit or false transcript for a prospective or an enrolled student-athlete;
  - Knowing involvement in offering or providing an improper inducement or extra benefit or improper financial aid;
Ethical Conduct and Institutional Control continued

- Bylaw 10.1 continued:
  - Knowingly furnishing the NCAA or the individual’s institution false or misleading information concerning the individual’s involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
  - Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., “runner”);
  - Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
Ethical Conduct and Institutional Control continued

• Bylaw 10.1 continued:
  – Failure to provide complete and accurate information to the NCAA or institution’s admissions office regarding an individual’s academic record (e.g., schools attended, completion of coursework, grades and test scores);
  – Fraudulence or misconduct in connection with entrance or placement examinations;
Ethical Conduct and Institutional Control continued

- **Bylaw 10.1 continued:**
  - Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
  - Failure to provide complete and accurate information to the NCAA, the Eligibility Center or the institution’s athletics department regarding an individual’s amateur status.
Process and Procedure for Requesting a Rules Interpretation

- Attachment C – Process and Procedure for Requesting a Rules Interpretation [click here]
- Any individual may request a rule interpretation.
- The request may be made verbally or in writing.
Process and Procedure for Requesting a Rules Interpretation continued

- All interpretation requests will be handled by the Office of Compliance Services.
- The Office of Compliance Services will maintain a written record of all requested interpretations.
- Remember: Ask Before You Act!
Process for Reporting a Rules Violation

- Attachment D – Process and Procedure for Requesting a Rules Interpretation [click here]
- All suspected or alleged violations of NCAA and Big Ten legislation will be investigated.
- Any individual may report an alleged, rumored or suspected violation.
- An individual may report the violation verbally or in writing. A violation may be reported anonymously.
Process for Reporting a Rules Violation continued

• All staff members have an obligation to notify the Office of Compliance Services regarding any alleged, rumored or suspected violations.
• The Office of Compliance Services is responsible for conducting investigations into alleged, rumored or suspected violations.
Compliance Expectations for Volunteer Coaches

- All volunteer coaches are required to do the following:
  - Take the NCAA Division I Coaches Certification Exam (see Jill Gainey in the Office of Compliance Services to schedule your exam).
  - Sign the Volunteer Coach Agreement.
  - Review this presentation.
  - The OCS conducts monthly rules education meetings (August-November, February-April). Typically these meetings occur on the third Wednesday of each month. While your attendance is not mandatory, you are welcome to attend.
Volunteer Coach Do’s and Don’ts

- Attachment E – Volunteer Coach Do’s and Don’ts [click here]
- NCAA Figure 11-1: Coaches’ Compensation and Benefits [click here]
- All sports other than football and basketball may employ a volunteer coach.
- A volunteer coach is a coach who does not receive compensation or remuneration from the institution’s athletics department or any organization funded in whole or in part by the athletics department or that is involved primarily in the promotion of the institution’s athletics program (e.g., booster club).
Volunteer Coach Do’s and Don’ts continued

- In general, each sport is limited to one volunteer coach per academic year.
- In sports in which the NCAA conducts separate men’s and women’s championships, a combined men’s and women’s program may use two volunteer coaches.
Volunteer Coach Do’s and Don’ts continued

• Exceptions:
  – Women’s rowing – 4 volunteer coaches
  – Swimming & diving – An institution that conducts separate men’s and women’s swimming programs with a combined men’s and women’s diving program may employ 3 volunteer coaches, one for men’s swimming, one for women’s swimming and one for diving.
  – Cross Country/Track & Field: Institutions that conduct cross country, indoor and outdoor track and field as separate programs may use the services of one volunteer coach for each program it sponsors.
  – Track & Field – Pole Vault: An institution that competes in pole vault may use the services of one additional volunteer coach (to coach both genders), limited to coaching pole vault.
Volunteer Coach Do’s and Don’ts continued

- Volunteer coaches may:
  - Receive **two** complimentary admissions to **home** contests in the volunteer coach’s sport.
  - Receive complimentary meals incidental to organized team activities (e.g., pre- or post-game meals, occasional meals, but not training table meals).
  - Receive travel expenses associated with away-from-home competition.
Volunteer Coach Do’s and Don’ts continued

• Volunteer coaches may:
  ✓ Receive parking expenses associated with practice and competition.
  ✓ Receive equipment that is incidental to coaching duties.
  ✓ Receive compensation for employment at institutional sports camps and clinics.
Volunteer coaches may:

✓ Receive gifts given to their team for championships.
✓ Receive complimentary meals (on- or off-campus) during a prospect’s official visit, provided the volunteer coach dines with the prospect. Meal must occur within a 30-mile radius of campus.
Volunteer coaches may:

- Dine on-campus with prospects on unofficial visits, provided the volunteer coach pays for his/her own meal(s).
Volunteer Coach Do’s and Don’ts continued

• Volunteer coaches may NOT:
  Ø Contact or evaluate prospective student-athlete’s off-campus.
  Ø Scout opponents off-campus.
  Ø Perform recruiting functions (i.e., telephone prospects, prepare general recruiting correspondence to prospects).
  Ø Dine off-campus with a prospect on an unofficial visit, even if the volunteer coach pays for his/her own meal.
Volunteer Coach Do’s and Don’ts continued

- Volunteer coaches may NOT:
  - Receive travel expenses not associated with team travel (e.g., coach’s clinic).
  - Receive a cash payment in recognition of an extraordinary achievement from the institution or an outside group.
Volunteer Coach Do’s and Don’ts continued

• Volunteer coaches may NOT:

Ø Receive complimentary admissions to home or away-from-home contests in sports other than the coach’s sport.

Ø Receive free or reduce-cost housing, transportation or meals from an athletics department staff member.
Volunteer Coach Do’s and Don’ts continued

- Employment of High School or Two-Year College Coaches
  - MSU may NOT employ (either on a paid or volunteer basis) a high school, preparatory school or two-year college coach who remains a coach in the same sport at the high school, preparatory school or two-year college. This prohibition does not apply to junior high school coaches.
Volunteer Coach Do’s and Don’ts continued

- Employment of High School or Two-Year College Coaches continued
  - It is permissible to employ a high school, preparatory school or two-year college coach (as a volunteer) who remains a coach in a different sport at the high school, preparatory school or two-year college.
  - Men’s and women’s teams in the same sport are considered different sports for the purpose of this legislation.
Volunteer Coach Do’s and Don’ts continued

- Involvement with Local Sports Clubs
  - The legislation that applies to head and assistant coaches also applies to volunteer coaches.
  - A volunteer coach may be involved in any capacity (e.g., as a participant, administrator or in instructional or coaching activities) for a local sports club or organization located in MSU’s home community, provided ALL prospects participating in the sports club are legal residents of the area (within a 50-mile radius of MSU’s campus) and there is no institutional sponsorship of the club.
Volunteer Coach Do’s and Don’ts continued

- Involvement with Local Sports Clubs continued
  - In club teams involving multiple teams or multiple sports, the 50-mile radius is applicable only to the team with which MSU’s volunteer coach is involved. It is not permissible for the coach to assign a prospect who lives outside the 50-mile radius to another coach of the club.
  - A coach may be involved in a local sports club with individuals who are not of prospect age (i.e., eighth grade and below), regardless of where the individuals reside.
Volunteer Coach Do’s and Don’ts continued

- Involvement with Local Sports Clubs continued
  - The 50-mile radius restriction does not apply to a prospect who resides outside a 50-mile radius of MSU’s campus, provided MSU can document that the local sports club is the closest opportunity for the prospect to participate in the sport.
  - Women’s Volleyball Exception: In women’s volleyball, during a dead or quiet period, coaches may NOT coach a local sports club team at an off-campus competition where prospects are present. It is permissible for a coach to coach his/her own local sports club team in practice activities.
Volunteer Coach Do’s and Don’ts continued

- Private Lessons/Fee-for-Lesson Instruction
  - It is NOT permissible for a volunteer coach to conduct private lessons to any prospect, except in the sports of women’s golf and equestrian.
Volunteer Coach Do’s and Don’ts continued

• Private Lessons/Fee-for-Lesson Instruction continued
  – In women’s golf or equestrian, a volunteer coach may teach private lessons, provided the following conditions are met:
    • The prospect resides within a 50-mile radius of MSU’s campus.
    • The coach makes lessons available to the general public.
    • In women’s golf, lessons are only provided to female prospects and the coach is a teaching professional certified pursuant to the LPGA and/or PGA certification program.
    • Fees charged to the prospect are at a rate commensurate with fees charged to all individuals.
    • Fees charged to the prospect are not paid by individuals or entities other than the prospect or his/her parent or legal guardian.
    • MSU keeps on file in the Office of Compliance Services documentation of the fee charged for the lessons and the name of any individual receiving any portion of the fee.
Recruiting 101

• Recruiting Definitions
  – **Prospective Student-Athlete:** A prospect is a student who has started classes for the ninth grade, is enrolled in preparatory school or a two-year college.
  – **Official Visit:** A visit financed in whole or in part by an institution. A prospect’s first opportunity to make an official visit to an institution is the first day of classes of the prospect’s senior year in high school.
  – **Unofficial Visit:** An unofficial visit is a visit financed in whole by the prospect. A prospect may make an unofficial visit to campus at any time except during dead periods.
Recruiting 101

- Recruiting Definitions continued
  - **Contact**: Any face-to-face encounter between a prospect or the prospect’s parents, relatives or legal guardian(s) and an institutional staff member or booster during which any dialogue occurs in excess of an exchange of a greeting.
  
  - **Evaluation**: Any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect’s educational institution or the observation of a prospect participating in any practice or competition.
Recruiting 101 continued

- **Recruiting Periods**
  - **Contact Period:** Coaches may make in-person, off-campus recruiting contacts and evaluations.
  - **Evaluation Period:** Coaches may conduct off-campus evaluation activities designed to assess the academic qualifications and playing ability of prospects. In-person, off-campus recruiting contacts are NOT permissible.
  - **Quiet Period:** In-person, off-campus contacts and evaluations are NOT permissible. Coaches may have in-person, on-campus contact only with prospects.
  - **Dead Period:** In-person, on- and off-campus contacts and evaluations are NOT permissible. Prospects may not make official or unofficial visits to campus. Prospects may not receive complimentary admissions to attend MSU athletics events.
Recruiting 101 continued

- Recruiting Periods continued
  - Several sports have recruiting calendars which outlines specific contact, evaluation, quiet and dead periods. For sports without a recruiting calendar, each day is considered to be a contact/evaluation period unless otherwise noted.
  - Sports specific recruiting calendars:
    - Baseball [click here]
    - Men’s Basketball [click here]
    - Women’s Basketball [click here]
    - Football [click here]
    - Softball [click here]
    - Cross Country/Track & Field [click here]
    - Volleyball [click here]
    - Other Sports [click here]
Boosters and Recruiting

- Attachment F – Boosters and Recruiting [click here]
- Representative of MSU’s Athletics Interest (i.e., booster) is an individual, independent agency, corporate entity or other organization who is known or who should have been known by an institution to:
  - Have participated in or to be a member of an agency or organization promoting the institution’s intercollegiate athletics program;
  - Have made financial contributions to the athletics department or to an athletics booster organization of that institution;
  - Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or
  - Have been involved otherwise in promoting the institution’s athletics program.
Boosters and Recruiting

continued

• Examples of a booster include:
  – A member of a MSU booster group (e.g., Downtown Coaches Club, Rebounders Club, Fast Break Club).
  – Made contributions to and/or is a member of the Ralph Young Fund.
  – Purchased season tickets.
  – An individual who has ever helped to arrange or provide employment to enrolled student-athletes.

• Once an individual is identified as a booster, the person retains that identity forever. Once a booster...always a booster!
Boosters and Recruiting
continued

- Contact with Prospects
  - Only MSU coaches may be involved in the recruiting process.
  - Boosters are prohibited from making in-person, on- or off-campus recruiting contacts, or written (e.g., general correspondence, e-mail, text message, instant message, message boards, chat rooms, blogs, MySpace, Face Book) or telephonic communications with a prospect or the prospect’s relatives or legal guardian(s).
Boosters and Recruiting
continued

• Contact with Prospects continued
  – Specifically, boosters may NOT:
    • Call or write a prospect or the prospect’s parents, legal guardians, friends or relatives.
    • Mail (via regular mail or e-mail) anything, including newspapers, clippings, posters, programs, etc. to prospects or their relatives.
    • Have on- or off-campus contact with a prospect, the prospect’s parents, legal guardians or relatives.
    • Contact a prospect’s coach, principal or counselor in an attempt to evaluate the prospect.
Boosters and Recruiting
continued

• Contact with Prospects continued
  – Specifically, boosters may NOT:
    • Visit a prospect’s educational institution to pick up film/videotape or transcripts pertaining to the evaluation of the prospect’s academic eligibility or athletics ability.
    • Attend a prospect’s competition for evaluation purposes at the request of an MSU coach.
    • Contact student-athletes enrolled in other four-year institutions regarding the possibility of transferring to MSU.
Boosters and Recruiting
continued

- Contact with Prospects continued
  
  - Institutional staff members may contact prospects for recruiting purposes in all sports on-campus or within a 30-mile radius of campus during the prospect’s official visit.
  
  - It is **NOT** permissible for Board of Trustee members to have on- or off-campus contact with a prospect.
Extra Benefits

• Attachment G – Extra Benefits [click here]
• An extra benefit is defined as any special arrangement by an institutional employee or booster to provide a prospective or enrolled student-athlete or the student-athlete's relatives or friends a benefit not authorized by the NCAA.
Extra Benefits

- Examples of extra benefits include, but are not limited to, the following:
  - Special discounts, payment arrangements or credit on a purchase or service.
  - Use of institutional telephones, long distance access codes or credit cards for personal reasons.
  - Use of institutional copy machines and fax machines for personal reasons.
  - An automobile or use of an automobile.
  - Free or reduced-cost services, rentals or purchases of any type.
  - Free or reduced-cost housing.
  - Free or reduced-cost storage of personal belongings.
  - Loan of money.
  - Transportation.
  - Cash or like items (e.g., gift certificates).
  - Tangible items (e.g., clothing, jewelry).
  - Impermissible academic services.
  - Free or reduced-cost entertainment from commercial agencies.
  - Complimentary admissions to MSU athletics events.
Academic Fraud

• Attachment H – Academic Fraud [click here]

• Bylaw 10.1 (b) states that unethical conduct by a current staff member includes knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete.
Staff members are prohibited from the following:

- Completing homework for a student-athlete.
- Typing or writing a paper and/or an assignment for a student-athlete.
- Providing answers to homework or exams for a student-athlete.
- Sitting in or taking notes and/or exam for a student-athlete.
- Having a student-athlete complete work for another student-athlete.
Academic Fraud continued

• Academic fraud becomes a violation of ethical conduct legislation when:
  – An institutional staff member knowingly is involved in arranging fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete, regardless of whether the institutional staff member acted alone or in concert with the prospective or enrolled student-athlete.
• Academic fraud becomes a violation of ethical conduct legislation when:
  – A student-athlete, acting alone or in concert with others, knowingly becomes involved in arranging fraudulent academic credit or false transcripts, regardless of whether such conduct results in erroneous declaration of eligibility.
• Academic fraud becomes a violation of ethical conduct legislation when:
  – If a student-athlete commits an academic offense (e.g., cheating on a test, plagiarism on a term paper) with no involvement of an institutional staff member, the institution is not required to report a violation, unless the academic offense results in an erroneous declaration of eligibility and the student-athlete subsequently competes for the institution.
Academic Fraud continued

- Student-athletes found in violation of ethical conduct legislation involving academic fraud will be declared immediately ineligible for intercollegiate competition until their eligibility is restored. A student-athlete who is involved in academic fraud will be withheld from one season of competition and will be charged with a season of competition.
Gambling/Sports Wagering

- Attachment I – Gambling [click here]
- The NCAA opposes all forms of legal and illegal sports wagering.
- Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.
Gambling/Sports Wagering

- NCAA rules strictly prohibit student-athletes, athletics department staff members and nonathletics department staff member who have responsibilities within or over the athletics department (e.g., President, faculty athletics representative) from sports wagering on ANY institutional practice or competition (intercollegiate, amateur or professional) in which the NCAA conducts championship competition, bowl subdivision football and emerging sports for women.
Gambling/Sports Wagering

- Wagering includes receiving or offering any item of value (e.g., cash, shirt, dinner) based on the outcome of an athletics event.
- Internet gambling is impermissible. This includes fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.
- Participating in betting “pools”, including office pools and pools organized by family, friends, neighbors, etc. for cash or other prizes is impermissible.
Gambling/Sports Wagering

- It is impermissible to provide information (i.e., injury status of an athlete) to individuals who may use such information for gambling purposes.
Helpful Information

- Office of Compliance Services website: http://www.msu.edu/user/msuncaa/
- NCAA website: www.ncaa.org
- Division I Coaches Certification Exam [click here]
  - Recruiting Test Outline [click here]
Volunteer Coach Compliance Quiz

- Download the compliance quiz. [click here]
- Download the compliance statement. [click here]
- Turn in the completed quiz and statement to Holly Baumgartner, Compliance Coordinator in 223 Jenison Field House.
The End!