

CHADRON STATE COLLEGE DEPARTMENT OF ATHLETICS



2020-21 COMPLIANCE MANUAL

All new updates are highlighted in grey

NCAA and Coronavirus (COVID-19)

Below is the link for the NCAA's COVID-19 page and all updates regarding COVID-19 changes:

<http://www.ncaa.org/sport-science-institute/coronavirus-covid-19>

Chadron State College Athletics Compliance

Chadron State College (CSC) is required to abide by NCAA rules and regulations as they relate to all aspects of the athletic program. In addition to ensuring that all of its coaches, administrators, faculty and staff, and student-athletes are aware of and follow NCAA rules. CSC is also responsible for educating individuals who are representatives of CSC's athletics interests. Compliance with NCAA rules requires the effort of everyone associated with the CSC Athletic program and requires a shared responsibility for the education of and compliance with NCAA, Rocky Mountain Athletic Conference (RMAC) and institutional policies and procedures.

The Chadron State College Department of Athletics Compliance Manual is a working document. Changes and updates will be made as deemed necessary by the Director of Athletics and the Associate Athletic Director. Each staff member will receive an electronic copy of the Compliance Manual and it will be housed on the CSC Athletics website (www.chadroneagles.com).

Principle of Institutional Control

It is the responsibility of each NCAA member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA.

The institution's responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individuals or organizations engaged in activities promoting the athletics interests of the Chadron State College Department of Athletics.

The Athletics Accountant is responsible for the administration of all financial aspects of the athletics program, including approval of the budget and audit of all expenditures.

Responsibilities of the Compliance Team

The Compliance Team includes individuals with hands-on compliance responsibilities from the Records Office, Admissions Office, Financial Aid Office, START Office, the Faculty Athletics Representative (FAR), Associate Athletic Director and Director of Athletics.

The key responsibilities of the Compliance Team are:

1. The Associate Athletic Director is responsible for educating the members of the Compliance Team on NCAA rules.
2. The Compliance Team will meet at the beginning of each sport season (Fall, Winter and Spring) to review eligibility of incoming and returning student-athletes.
3. The Compliance Team will meet monthly to discuss NCAA rules education and updates as well as revision and refinements of compliance policies and procedures for the institution.
4. To ensure everyone involved in the processes (and those that have to carry-out the processes) has a resource for reference.
5. The Compliance Team will spot check eligibility on all athletes before each competition.
6. The Compliance Team will annually evaluate the comprehensive compliance program and make changes as necessary to be implemented as soon as possible.
7. The Compliance Team will be able to demonstrate and document the steps in each process for outside entities that may review or audit the institution's athletic compliance program.
8. The Compliance Team will approve all changes to the Compliance Manual.

9. The Compliance Team is ultimately responsible for the effectiveness and efficiency of the overall compliance program.

COMPLIANCE TEAM MEMBERS

Director of Athletics	Joel Smith	(308) 432-6253
Faculty Athletics Representative	Dr. Rick Koza	(308) 432-6420
Associate Athletic Director	Chris Green	(308) 432-6344
Athletic Compliance Graduate Assistant	Jon Hansen	(308) 432-6344
Admissions Coordinator	Lisa Stein	(308) 432-7025
START Academic Advisor	Chris Singpiel	(308) 432-6060
Director of Records	Melissa Mitchell	(308) 432-6221
Financial Aid Counselor	Sheila Pourier	(308) 432-6230
Director of Institutional Research	Malinda Linegar	(308) 432-6399
Athletic Accountant	Sarah Dykes	(308) 432-6255
Associate VP of Student Services	Sherry Douglas	(308) 432-7033

Individual Compliance Responsibilities

President

Responsible for institutional control of the Department of Athletics as it relates to the NCAA.

Specific responsibilities include, but are not limited to:

1. Establishing and communicating the institution's commitment to rules compliance.
2. Regular meetings with Faculty Athletics Representative (FAR) and the Director of Athletics.
3. Knowledge of NCAA rules and violations.
4. Signing institutional appeals to the Student-Athlete Reinstatement Committee in accordance with NCAA Bylaws.
5. Signs off all self-report violations submitted to the NCAA.
6. Signs all appropriate NCAA documents.
7. Reviews exit and end of the season interviews.

Director of Athletics

Ensures full compliance with NCAA and Chadron State College regulations and is responsible for the integrity of the athletics program.

Specific responsibilities include, but are not limited to:

1. Establishing and communicating the institution's commitment to rules compliance.
2. Establishing organizational lines of authority to emphasize oversight and accountability.
3. Maintaining ongoing evaluations of staff members' commitments to and documentation of compliance.
4. Arranging for the periodic self-study of Athletic Department.
5. Explaining the Certification of Compliance Form at full staff meeting in the fall.
6. Reviewing contest schedules where applicable.

7. Evaluating potential NCAA rule violations and notifying the Associate Athletic Director and President of violations.
8. Declaring student-athletes who violate NCAA rules ineligible.
9. Communicating to student-athletes the institution's commitment to rules compliance.
10. Supporting and encouraging a comprehensive rules education program.
11. Generating and promoting NCAA legislative proposals.
12. Serves as a member of the Compliance Team.
13. Serves as a non-voting member on the Athletics Advisory Committee.
14. Reviews exit and end of the season interviews.

Associate Athletic Director

Is responsible for the overall development, implementation, and review of Chadron State College Department of Athletics' compliance program. The Associate Athletic Director is also responsible for the daily operation of the compliance program including rules education, rules interpretation and monitoring of compliance areas. However, each individual associated with Chadron State College is responsible for being aware of NCAA legislation as it applies to her/his individual responsibilities.

Specific responsibilities include, but are not limited to:

1. Reviewing coaches' declaration of playing, practice seasons and contest schedule.
2. Conducting team orientation before the start each sport's playing season.
3. Reviewing all student-athlete NCAA and Chadron State College compliance forms, including the NCAA Drug Testing Consent Form and the NCAA Student-Athlete Statement.
4. Coordinating the education of prospective student-athletes, enrolled student-athletes, coaches, institutional personnel, and representatives of athletics interests with regard to NCAA, conference, and institutional rules.
5. Coordinating, preparing, and maintaining *NCAA Financial Aid Form Summary* in conjunction with the Financial Aid Office.
6. Works closely with Athletics Accountant to monitor financial aid limits offered based on team budgets.
7. Serves as department liaison with the NCAA Eligibility Center and the Rocky Mountain Athletic Conference.
8. Receives final Eligibility Center eligibility decisions; place the decisions in student-athletes' files.
9. Oversees student-athlete initial and continuing eligibility and shares status with coaches.
10. Coordinates Compliance Team efforts to establish student-athletes' continuing eligibility.
11. Reviews and audits off-campus contact and evaluation requests.
12. Reviews academic transcripts to approve official visit requests.
13. Interprets NCAA rules for coaches and staff.
14. Monitors permissible recruiting materials in accordance with NCAA Bylaws.
15. Secures the release for potential transfer students and facilitates the release of student-athletes seeking to transfer, in consultation with the Head Coach and Director of Athletics.
16. Reviews and audits weekly CARA logs.
17. Maintains participation records and determine seasons of competition utilized by student-athletes.
18. Identifies potential NCAA rules violations and reports them to CSC's President, Director of Athletics and Faculty Athletics Representative (FAR).
19. Assists in investigations of reported secondary NCAA rule violations.

20. Reviews NCAA Bylaws and summer regulations regarding athletics participation, summer camps and employment for coaches and student-athletes.
21. Coordinates the press release of student-athlete signees with the Sports Information Director.
22. Monitors outside scholarships with the Financial Aid Office.
23. Serves as department liaison with Admissions, Financial Aid, Records Office, START Office and the FAR.
24. Coordinates all NCAA appeals.
25. Monitors employment of student-athletes according to NCAA Bylaws.
26. Monitors compliance with NCAA Bylaws regarding complimentary admissions to athletics events.
27. Ensures all necessary information is updated in ACS.
28. Ensures all changes to the Compliance Manual are up-to-date.
29. Serves as a non-voting member of the Athletics Advisory Committee.
30. Ensures all the changes in the Compliance Manual are updated in the Student-Athlete Handbook as necessary.
31. Serves as advisor to the Student-Athlete Advisory Committee (SAAC).
32. Serves as a member of the Compliance Team.

Compliance Graduate Assistant

The Graduate Assistant for Compliance is responsible for working with the Associate Athletic Director, Director of Athletics, and Head Coaches to help maintain on-going compliance within the Chadron State College Athletic Department.

Specific responsibilities include but are not limited to:

1. Assisting the Associate Athletic Director with all NCAA and ACS forms that are submitted
 - a. Official/Unofficial visit forms, Grant-in-Aid/NLI request, Tracer requests, etc.
2. Assists and approves all CARA logs that are submitted by Head Coaches
3. Assists and reviews transcripts to determine PSA's academic certification status
4. Assists in roster management for all sports in ACS/FrontRush and in NCAA Compliance Assistant
5. Assists in National Letter-of-Intent issuance and verification processes
6. Assists in rules education for both current student-athletes and athletic staff members
7. Assists in NCAA data submission and entry throughout the academic year
8. Assists and helps maintains updates to the Athletics Operations, Compliance and Student-Athlete Handbooks. Updates can be made right away, or keep notes to update prior to the beginning of the next academic year
9. Assists in game management, halftime entertainment, and script building for all home athletic contests

Athletics Accountant

The Athletics Accountant is responsible for working with the Vice President of Administration and Finance, Comptroller, Director of Athletics, and Head Coaches to ensure and establish budgets for each program and the Department of Athletics as a whole. The Athletics Accountant will also work with the Associate Athletic Director to make sure NCAA legislation is not violated.

Specific responsibilities include but are not limited to:

1. Works with Director of Athletics and Vice President for Administration and Finance to develop budgets for each sport program.
2. Works with Head Coaches and staff to get bills paid in a timely manner.
3. Assists the campus Comptroller in the completion of the annual audit.
4. Compiles and completes the NCAA Financial Report.
5. Deposits and records income and expenses from camps/clinics.
6. Submits bids when required by the State of Nebraska.
7. Serves as ticket manager for home athletic events.

Faculty Athletics Representative (FAR)

The FAR is appointed by the President and reports directly to the President. The FAR serves as the liaison between the Athletic Department and faculty. The FAR is also one of the individuals authorized to make contact with the NCAA Academic and Membership Affairs (AMA) staff, in accordance with the NCAA Constitution.

Specific responsibilities include but are not limited to:

1. Serves as a member of the Compliance Team and helps to certify the academic and overall eligibility of each student-athlete each semester.
2. Attends various conferences at the request of the President.
3. Provides general oversight.
4. Proctors the NCAA Coaches' Certification examination.
5. Signs institutional appeals to the Student-Athlete Reinstatement Committee in accordance with NCAA Bylaws along with the President, and Director of Athletics.
6. Included in notifications from the NCAA that an official inquiry is being initiated to determine whether rules violations have occurred.
7. Assists with the rules enforcement and appeals process.
8. Ensure that academic services are available to student-athletes.
9. Assist with NCAA waivers and investigation of secondary NCAA violations.
10. Involved in the assurance of the academic integrity of the athletics program and in the maintenance of the well-being of the student-athlete.
11. Monitors academic performance of student-athletes and the student-athlete experience.
12. Involved in institutional inquiries into alleged or suspected rules violations and involved in the preparation of written reports of infractions made either to the conference or to the NCAA.
13. Meets regularly with the President and the Director of Athletics.
14. Serves as the chair of the Athletics Advisory Committee.
15. Serves as a member of the Compliance Team.
16. Reviews exit and end of the season interviews.

Head/Assistant Coaches/Coaching Assistants

Coaches are responsible for knowledge and implementation of NCAA rules and regulations in the areas of amateurism, eligibility, recruiting, financial aid, playing and practice seasons, and awards and benefits. Coaches are expected to fully cooperate and participate in compliance related policies and procedures, within Chadron State College and NCAA guidelines.

Specific responsibilities include, but are not limited to:

1. Attends and participates in monthly department meetings.

2. Reviews NCAA rules with student-athletes when necessary and reinforces the importance of compliance.
3. Facilitates the provision of all information necessary to determine prospective student-athlete eligibility.
4. Provides complete off-campus contact and evaluation request forms in a timely manner.
5. Provides complete and accurate required information for all official visits in a timely manner.
6. Declares playing and practice seasons and submits to the Associate Athletic Director (by date required in the Playing and Practice Seasons section) for review and approval.
7. Ensures team's compliance with NCAA rules related to playing and practice seasons including weekly CARA logs.
8. Submits CARA logs by 12:00 pm (noon) every Monday, using the ACS/FrontRush Athletics system.
9. In cooperation with the Associate Athletic Director and the Director of Athletics, monitors the scheduling process, verifying that the schedule meets NCAA and conference scheduling requirements and class attendance policy.
10. Educates student-athletes regarding NCAA Bylaws governing employment.
11. Complete the annual required courses on the NCAA Learning Portal prior to any recruiting (on or off-campus) as well as any CARA with student-athletes.
12. Follows the established process for issuance and renewal and non-renewal of athletically-related financial aid.
13. Ensures compliance with NCAA Bylaws regarding uniform logos, complimentary tickets, and summer camps.
14. Ensures all recruiting activities are entered into ACS/FrontRush.
15. Must be CPR and First Aid certified.

Athletic Training Staff

Is responsible for assisting with the NCAA Drug Testing Policy and providing athletic training and rehabilitation services in accordance with institutional, Rocky Mountain Athletic Conference, and NCAA policies.

Specific responsibilities include, but are not limited to:

1. Monitors compliance with NCAA and RMAC Bylaws regarding documentation for medical hardship waivers.
2. Provides student-athletes and coaches with rules education regarding use of banned substances and drug testing.
3. Provides student-athletes and coaches with rules education regarding NCAA and institutional insurance programs.
4. Supervises and monitors ineligibility for the use of banned drugs consistent with NCAA Bylaws.
5. Assists in compliance with NCAA Bylaws regarding daily and weekly hour limitations.
6. Serve as Title IX Confidant

Note: Please refer to Athletic Training Manual for their more in-depth policies

Admissions Office

The individual(s) assigned as liaison(s) is/are responsible for ensuring that all student-athletes are admitted under the same standards as the general student applicant. The Associate Athletic Director is responsible

for sending all appropriate paperwork to the Admissions Office, monitoring Admissions status, and for maintaining communication between the Department of Athletics and the Admissions Office.

The Admissions Office liaison(s) specific responsibilities include, but are not limited to:

1. Reviews prospective student-athletes' admission materials and advises the Department of Athletics regarding admission status.
2. Ensures prospective student-athletes are admitted under the same standards as all other prospective student.
3. Facilitates the Admissions process for prospective student-athletes.
4. Provides coaches and the Associate Athletic Director, annually, with information about Admissions events.
5. Serves as a member of the Compliance Team.

Financial Aid

The individual(s) assigned the duty of awarding athletically related Financial Aid is/are responsible for monitoring all athletics aid, institutional aid, and outside aid awarded.

The Financial Aid liaison must assume the following responsibilities:

1. Determining the institution's cost of attendance, including the Board of Trustees- approved tuition and fee charges.
2. Determining the institution's full grant-in-aid.
3. Works closely with the Associate Athletic Director to determine countable financial aid per NCAA regulations.
4. Processes initial and annual renewal/ non-renewal of athletic grants-in-aid.
5. Awards all financial aid for the institution, including athletics grants-in-aid, institutional grants, and all other aid.
6. Certifies student-athlete who are "Non-Counters" in accordance with NCAA legislation.
7. Monitors all student-athletes defined as "Counters" in accordance with NCAA Bylaws.
8. Responsible for Chadron State College's communication/correspondence regarding athletically related financial aid, other institutional aid and outside financial aid.
9. Responsible for gathering information for Appeals Committee hearings for those student-athletes that have their aid reduced or not renewed.
10. Serve as a member of the Compliance Team.

Records Office

The individual(s) assigned to eligibility is/are responsible for verifying the 24-hour requirement, 6 credit hour requirement, progress towards degree, GPA requirements, full-time status, declaration of major, and for reviewing the overall eligibility rosters for all teams.

The Records Office liaison(s) specific responsibilities include, but are not limited to:

1. Determining continuing eligibility for returning student-athletes.
2. Determining student-athletes' satisfactory progress and good academic standing.
3. Evaluating and certifying all transfer credits accepted by Chadron State College and calculating 2-year College transfer grade point average.
4. Serves as a member to the Compliance Team.

Rules Education

Rules Education is designed to educate the Department of Athletics, student-athletes, representatives of athletics interests and other key departments on the NCAA DII rules, regulations, interpretations, new legislation, case studies, questions-answer sessions, and any other relevant information. The Associate Athletic Director is responsible for rules education.

Education of...

Athletic Staff: All staff members are required to attend all monthly compliance meetings, unless notified otherwise by the Director of Athletics.

Coaching Staff: All Head Coaches, assistant coaches and coaching assistants are required to attend any scheduled compliance meetings. If a coach is unable to attend, he/she must contact the Associate Athletic Director to make-up the missed meeting.

All coaches and staff will be given the following resources:

- NCAA DII Manual (located on the Athletics website)
- Chadron State College Student-Athlete Handbook
- Chadron State College Department of Athletics Operations Manual
- Chadron State College Department of Athletics Compliance Manual

Student-Athletes: The Associate Athletic Director will meet with each team prior to the start of their season and at the end of the academic year. Issues the student-athletes will be informed of include but are not limited to:*

- Use of ACS/FrontRush Athletics to approve CARA logs, fill out forms, etc.
- Playing and Practice Seasons (*Refer to NCAA Bylaw 17*)
- Eligibility (*Refer to NCAA Bylaw 14*)
- Awards & Benefits (*Refer to NCAA Bylaw 16*)
- Amateurism (*Refer to NCAA Bylaw 12*)
- Employment
- Substance Abuse Programs

**Note: Please refer to specific sections of this manual for further clarification on these issues.*

Prospective Student-Athletes (PSAs): Head Coaches and the Associate Athletic Director will share responsibility for educating PSAs.

- Head Coaches will provide relevant rules information to PSAs and their families while visiting the campus (whether during an unofficial or official visit).
- Head Coaches or designee will be responsible for communicating with each PSA their status with the Eligibility Center. The Associate Athletic Director will work with each Head Coach or designee as to what information is to be communicated to each PSA.
- PSAs are also encouraged to use NCAA resources (website, brochures, etc.) or contact the NCAA, as well as the Prospective Student-Athlete tab under the Compliance page on the CSC athletics website (www.chadron eagles.com).

Representatives of Athletics Interests: The Associate Athletic Director will post on the CSC athletic website educational items in the Booster section of the Compliance page, including the Eagle Booster document. Anybody making a financial donation to the Department of Athletics will receive a copy of the Eagle Booster document in the mail. The Eagle Booster document will also be made available to anyone participating in CSC fundraisers and all members of the Eagle Booster Club.

Campus Departments/Committees: The Associate Athletic Director and Director of Athletics will attempt to meet with every academic department on a yearly basis to discuss relevant issues related to compliance with NCAA and RMAC rules and regulations. The Associate Athletic Director will conduct yearly educational sessions with Admissions, START, Records, Financial Aid and the Business Office.

Professional Development

The Department of Athletics, Compliance Team, and other members of the CSC community may attend various NCAA conferences (e.g. Regional Rules Seminar) and applicable RMAC meetings to assist in rules education.

Rules Interpretation

Coaches and staff members are requested to seek rules interpretations whenever a NCAA rule is not clearly or obviously resolved by the NCAA Manual. Those needing a rules interpretation are advised to ask the Associate Athletic Director for clarification on the issue.

Procedures for requesting rules interpretations are as follow:

1. All coaches and staff members must direct all compliance/rule interpretation questions to the Associate Athletic Director.
2. Coaches must submit his/her requests with all the important information to the Associate Athletic Director email. If the question is discussed verbally, the Associate Athletic Director will ask the coach to follow up the discussion with an email.
3. If the Associate Athletic Director cannot provide a definitive interpretation, the question will be forwarded, in writing, to the Rocky Mountain Athletic Conference Assistant Commissioner or the NCAA.
4. Once an official interpretation has been received, the Associate Athletic Director will contact the individual who requested the interpretation and/or send a written response. Coaches must wait for final official interpretation from the Associate Athletic Director before taking action or making personal interpretations. If relevant, the interpretation will be communicated to all coaches and staff as an educational opportunity.
5. An official rules interpretation may take additional time. Coaches are expected to exercise patience and understanding when requesting an interpretation.
6. A follow up email outlining the question, along with the response, will be filed in the office of the Associate Athletic Director

Reporting & Investigating Rules Violations

It is the policy of Chadron State College to self-report to the NCAA any instances where athletic compliance has not been achieved. By signing the *NCAA Certification of Compliance for Staff Members Athletic Departments*, staff members have certified that they will report any knowledge of violations of NCAA legislation involving CSC to the Associate Athletic Director and Director of Athletics.

Types of Violations:

- **Secondary:** A secondary violation is a violation that is isolated or inadvertent in nature; provides or is intended to provide only a minimal recruiting, competitive or other advantage; and does not include any significant recruiting inducement or extra benefit. Multiple secondary violations by a member institution may be collectively considered as a major violation.
- **Major:** All violations other than secondary violations are major violations, specifically including those that provide an extensive recruiting or competitive advantage.

Procedures

The following procedures outline the process for reporting and investigating both secondary and major violations:

1. Any coach or staff member who becomes aware of behavior or actions that might lead to a violation or any alleged violation shall *immediately* report the information to the Associate Athletic Director.
2. The Associate Athletic Director shall make a complete record of what is reported including dates, times, circumstances, events, names and any other relevant information. A preliminary inquiry and research of interpretations will be conducted to obtain complete information regarding the alleged violation.
3. The Associate Athletic Director will then communicate with the Director of Athletics to discuss the issue and determine if indeed a violation has occurred. If the Associate Athletic Director and Director of Athletics cannot reach a consensus on whether a violation has occurred and/or the type of violation, the Rocky Mountain Athletic Conference Compliance Officer will be consulted.
4. If it is determined that no violation has occurred, no further action will be taken.
5. If it is determined that a violation has occurred, the Associate Athletic Director will discuss corrective and disciplinary actions with the Director of Athletics.
6. When submitting a secondary violation to the NCAA, the coach and/or Department of Athletics staff member will be required to submit in writing an explanation of the violation.
7. All secondary violations will be reported to the President, FAR and Director of Athletics.
 - a. If necessary, additional education regarding the violation will be used as a training opportunity in a compliance/rules education meeting.
8. A copy of the violation and letter of admonishment/reprimand is a part of the coach's performance evaluation. These reports are kept on file in the office of the Associate Athletic Director.
9. If, as a result of primary investigation, it is possible that a major violation has occurred, the President and legal council will be notified immediately.
10. If a possible major violation is reported against any athletic administrator, the President's Office will appoint a Vice President or legal counsel to investigate the allegations. They will follow the process for investigating an NCAA violation and present the findings to the President. The President's Office will work with the Associate Athletic Director to prepare the proper paperwork for the NCAA and to make contact with the NCAA Enforcement Staff for recommendations, sanctions and/or fines.

Academics

Academic Honesty

Please refer to [Academic Honesty Policy](#).

Student-Athlete Academic Responsibilities

A CSC student-athlete is expected to uphold the highest academic standards. The goal of the institution is to have each student-athlete pursue and obtain a bachelor's degree. Each student-athlete has the responsibility of attending class on a regular basis, of completing all classroom assignments, and of conducting themselves in all academic matters in ways that are consistent with optimal classroom performance. Student-athletes are required to meet all institutional academic requirements as well all CSC, Conference, and NCAA eligibility requirements. It is the responsibility of the student-athlete to insure that eligibility requirements are being met.

Class Attendance Policy

Please refer to [Class Attendance and/or Participation Policy](#)

Student-Athlete Responsibilities

1. If a student-athlete's class schedule conflicts with practice times, the student-athlete is required to attend class.
2. A letter from the Associate Athletic Director will be presented to all active member of each athletic program.
3. The student-athlete shall share this letter with each of his/her instructors at the start of the semester.
4. Two days prior to the team leaving for travel, a member of the coaching staff will send the travel itinerary, along with the travel roster to the Director of Athletics, Associate Athletic Director, Athletic Accountant and Event Manager.
5. The Associate Athletic Director will notify each instructor that the student-athlete will be absent from classes.
6. It is the student-athlete's responsibility to work each instructor in advance of athletic travel to make sure all academic responsibilities are covered.
7. Student-athletes should meet with his/her advisor once a semester to make sure he/she is meeting requirements for graduation.

Civility

Civil behavior enhances the academic setting, and is expected at all times. The academic environment welcomes a difference of opinion, discourse, and debate within a civil environment.

NOTE: Ultimately, students are solely responsible for their registrations and any financial implications.

Gambling & Sports Wagering

NCAA Bylaw 10

NCAA Bylaw 10.02.1 – 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.

NCAA Bylaw 10.02.2 – Wager - A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

NCAA Bylaw 10.3 – Sports Wagering Activities - The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

- Staff members of an institution’s athletics department;
- Non-athletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);
- Staff members of a conference office; and
- Student-athletes.

Prospective or enrolled student-athletes found in violation of gambling & sports wagering shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

Institutional staff members found in violation of gambling & sports wagering shall be subject to disciplinary or corrective action as set forth in Bylaw 19.5.2.2 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual’s previous employment at another member institution.

Amateurism

NCAA Bylaw 12

Initial Amateurism Certification

All entering student-athletes must complete the amateurism survey on the NCAA Eligibility Center. After which, each incoming student-athlete must request final amateurism certification through the NCAA Eligibility Center before being eligible for competition.

Continuing Amateurism

After initial amateurism is certified, amateurism will be monitored by the CSC Department of Athletics. Student-athletes will be required to complete the following forms in order to maintain amateur status:

1. *NCAA Student-Athlete Statement.*
2. *Student-Athlete Employment/Internship Form.*
3. *Student-Athlete Summer Employment Form.*
4. *Historical Questionnaire* (for transfer student-athletes only).

Maintaining Amateur Status and Eligibility

Following initial full-time enrollment, a student-athlete can lose amateur status and/or lose eligibility if he/she:

1. Uses his/her athletic skill (directly or indirectly) for pay in any form in that sport;
2. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
3. Receives any direct or indirect compensation for participation in athletics;
4. Receives any division or split of surplus (bonuses, game receipts, etc.);
5. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
6. Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations;
7. Competes on a professional athletics team, even if no pay or remuneration for expenses was received;
8. Enters into an agreement with an agent whether prior to or following initial full-time collegiate enrollment;
9. Receives educational expenses not permitted under NCAA legislation;
10. Receives a cash award for participation;
11. Receives expenses incurred or awards received that are prohibited by the rules governing an amateur, non-collegiate event;
12. Receives expenses above and beyond actual and necessary from an outside amateur sports team or organization;
13. Receives expenses, including actual and necessary, or any other form or compensation, to participate in an athletics competition from a sponsor other than an individual on whom the student-athlete is naturally or legally dependent;
14. Receives payment for individual team members above and beyond expenses for actual and necessary travel;
15. Receives payment based on finish;

16. Receives a prize for participation, involving the student-athletes athletic ability, in a promotional activity;
17. Receives pay for competition that uses student-athlete's overall athletics skill;
18. Receives preferential treatment, benefits or services because of athletic reputation, skill or pay-back potential as a professional athlete'

NCAA rules do not prohibit student-athletes from receiving information about prospective agent or financial advisors. Nor do they prohibit engaging in telephone or in-person meetings or discussions with an agent or financial advisor. However, there is nothing an agent, financial advisor or their representatives can legally do for a student-athlete or their family prior to completion of eligibility.

Outside Competition

In sports other than basketball, a student-athlete will become ineligible if after enrolling at Chadron State College he/she participates as a member of any outside team in any non-collegiate, amateur competition during the season in his/her sport until eligibility is restored by the NCAA Division II Committee on Student Athlete Reinstatement. This includes tournament play, exhibition games or other activities in the student-athlete's sport outside of his/her CSC team.

It is permissible for student-athletes to participate in outside competition as individuals during the academic year in their sport as long as they represent only themselves in the competition and do not engage in competition as a member of or receive expenses from an outside team.

Recruiting Bylaw 13

Monitoring the recruitment of Prospective Student-Athletes (PSAs) is the responsibility of each Head Coach and the Associate Athletic Director. The Associate Athletic Director will conduct monthly checks of recruiting logs via the ACS/FrontRush Athletics system. The logs will remain with the ACS/FrontRush Athletics program.

Please refer to the NCAA Division II Manual Bylaw 13 for the definitions and applications of recruiting rules.

Coaches Certification Test

According to NCAA rules, all coaches are required to complete the annual NCAA Learning Portal Required Coaches Certification Courses before engaging in any recruiting activities or CARA with any student-athletes. If any other athletic department staff is going to be engaged in off-campus recruiting, those individuals must also pass this test prior to off-campus recruiting.

All coaches and athletic staff members have been given access to the NCAA Learning Portal and will be required to complete all courses within the NCAA's 'Division II University'.

Recruiting

The Head Coach or designee (the Head Coach shall communicate to the Associate Athletic Director the designee) is responsible for entering all PSAs into the ACS/FrontRush Athletics system. Each designee given this responsibility by the Head Coach should have his/her own account. It is not permissible for a coach to login with another coach's information. A designee must contact the Associate Athletic Director to establish an account and be granted this access. All coaches must understand that entering a student-athlete into ACS/FrontRush, is not the same as entering a student-athlete onto the Institutional Request List (IRL).

The Head Coach is responsible for informing the Associate Athletic Director of each new prospect so that each prospect can be entered on the IRL on the NCAA Eligibility Center. The Associate Athletic Director and the Graduate Assistant for Compliance have the only access to making additions or changes to an IRL. Therefore, the Head Coach must also notify the Associate Athletic Director of any changes.

Contact with a PSA can begin after June 15 prior to his/her junior year in high school. Examples include but not limited to:

- Off-campus recruiting
- Phone calls
- Athletic recruiting materials
- Electronic media (must be private between recipient and sender), which includes but is not limited to social media outlets.
- Electronic transmissions (must be private between recipient and sender), which includes, but is not limited to emails, text messages, instant messages, social media messages, etc.

Telephone Calls

Procedures for telephone recruiting calls are as follows:

1. Coaches must notify the Associate Athletic Director of the cell phone number they will be using for recruiting purposes via the *Cell Phone for Recruiting Form*. The ACS/FrontRush program will automatically record phone calls and text message made to PSAs.
1. Coaches are only permitted to make recruiting phone calls from his/her office phone or from the cell phone he/she has designated for recruiting.
2. If a coach is using his/her office phone or another phone to make a recruiting contact, the information must be manually entered into the ACS/FrontRush system.
3. The Head Coach is responsible for ensuring all information pertaining to the PSA in ACS/FrontRush is accurate.
4. The Associate Athletic Director will conduct monthly audits of telephone logs.
5. Once a month, the Associate Athletic Director is responsible for forwarding the name of any coach who is not compliant with the telephone call guidelines to the Director of Athletics.

Text Messages and E-mails

Procedures for recruiting text messages and e-mails are as follows:

1. Coaches must complete the *Cell Phone for Recruiting Form* and return the signed copy to the Associate Athletic Director stating the cell phone number they will be using for recruiting purposes.
2. Coaches are only permitted to use their Chadron State College email account to send recruiting messages. It is not permissible for coaches to send a PSA an e-mail from a personal e-mail account.
3. Coaches may only use the cell phone he/she has designated for recruiting to send a PSA text messages. Text messages and e-mail messages are to be private between the coach and the prospect. No group text messages or mass e-mail messages should be sent.
4. Once a month, the Associate Athletic Director is responsible for forwarding the name of any coach who is not compliant with the text messages and e-mail guidelines to the Director of Athletics.

Social Media

Procedures for using social media for recruiting as follows:

1. It is permissible for coaches or staff members to friend, follow, etc. prospective student- athletes on social media outlets.
2. It is permissible for coaches to like, favorite, retweet, share, etc. prospective student-athletes posts on social media outlets.
 - a. Note: This is made to be a 1-click format. It takes one click to like, favorite, retweet, share, etc. Replying to posts requires more than the 1-click format.
3. It is ***not*** permissible for coaches to communicate with prospects via social media that is visible to multiple viewers.
 - a. Once an NLI is signed and verified by the Associate Athletic Director, coaches and athletic staff may reply openly to all PSA's.
4. If a coach or staff member sends private messages to a PSA, via a media outlet, the staff member must be willing and able to share those conversations if asked.
5. Coaches cannot make comments via social media regarding verbal commitments.
6. Walk-on commitments cannot be announced on social media, or any other media outlet.

Contacts and Evaluations

Procedures for contacts and evaluations are as follows:

1. All coaches are responsible for knowing the specifics of his/her respective sports' NCAA DII recruiting calendars and for abiding by the recruiting calendar in all recruiting activities.
2. Coaches are responsible for contacting the Associate Athletic Director with questions regarding his/her recruiting calendar.
3. The Head Coach is responsible for monitoring all recruiting activities involving off-campus contacts by all coaches certified to recruit off-campus for that sport.
4. The Head Coach is responsible for ensuring all information pertaining to the PSA and the coach contact is recorded on ACS/FrontRush.
5. The Associate Athletic Director will conduct monthly audits of all contact and evaluation logs.
6. Once a month, the Associate Athletic Director is responsible for forwarding the name of any Head Coach who is not compliant with the contact guidelines to the Director of Athletics.

Recruiting Off Campus

Before engaging in any kind of recruiting activities off-campus, each coach is required to abide by the following procedures:

1. Any off campus recruiting by representatives of athletics interests or athletic staff member who has not passed the NCAA DII Coaches Certification Test is prohibited from off-campus recruiting activities.
2. Five business days (seven calendar days) prior to recruiting off-campus, the coach must log onto his/her Firefly account and submit a *New Travel Request* and a *Vehicle Reservation Form* (if the coach will be using a state vehicle). The *New Travel Request* form notifies the Director of Athletics via email that a staff member is arranging to be off-campus.
3. Emergency situations will be dealt with on an individual basis. Coaches are expected to plan ahead to avoid last minute requests.
4. The *New Travel Request*, form should be as specific as possible, including the trip itinerary (dates gone from campus, location of travel, estimated expenses, etc.).
5. Prior to approval, the Director of Athletics will consult with the Associate Athletic Director to determine if the constraints of the recruiting trip lie within the sport specific NCAA recruiting calendar.
6. Also, prior to approval, the Associate Athletic Director will double check that the coach has passed the recruiting exam. The Associate Athletic Director will also ask the coach for a list of PSAs the coach will be visiting while on the recruiting trip. If the coach does not know the PSAs he/she will be visiting, a list must be submitted to the Associate Athletic Director within one week of returning to campus.
7. Once the list of PSAs is obtained front the coach, the Associate Athletic Director will determine if the PSA has been entered into the ACS/FrontRush Athletics system.
8. Within one week of returning to campus from recruiting activities, the coach must electronically submit receipts for personal reimbursement via his/her Firefly account. Original receipts must be submitted to the Athletics Accountant. If the coach uses a state credit card for any expenses while recruiting, original receipts must be submitted to the Athletics Account. As a best practice, coaches should keep copies of receipts.
9. The Athletics Accountant will work with the Associate Athletic Director to verify charges incurred and to determine that all expenses are legitimate and compliant recruiting expenses.

10. Expenses will then be turned in to the Budget Director for payment. The Budget Director may request additional information in order to process reimbursements and/or credit card expenses.

Unofficial Visit

A prospective student-athlete may come to campus on an unlimited number of unofficial visits (at his/her own expense). Unofficial visits may also occur prior to the prospective student-athlete's senior year of high school. However, the Head Coach must be conscious of the recruiting calendar when scheduling unofficial visits.

1. Prior to an unofficial visit, the Head Coach or designee must complete the *Unofficial Visit Form*.
2. Once the coach completes the required information on the *Unofficial Visit Form* he/she submits the form to the Associate Athletic Director.
3. The Associate Athletic Director will review the sport specific recruiting calendar, the requests for expenses, complimentary tickets, parking, tryouts, etc.
4. The Associate Athletic Director will determine if the PSA is listed in the ACS/FrontRush Athletics system.
5. A maximum of five complimentary tickets for a home athletic event may be provided to a prospective student-athlete and individuals accompanying the student-athlete on an unofficial visit.
6. A Head Coach may pay for one off-campus meal for a prospect on an unofficial visit.
7. Special parking arrangements may be made for a prospect on an unofficial visit.
8. If the Head Coach wishes to have the PSA take part in a campus tour and/or a meeting with a member of the faculty, the Head Coach must work with the CSC Visit Office. A two-week notice is preferred. The direct link to the Visit Office will help with questions. <http://www.csc.edu/admissions/visit/faqs/>

Official Visit

Prior to a prospective student-athlete coming to campus on an official visit, the following procedure must be followed.

1. A prospective student-athlete is permitted to have only one official visit to CSC prior to high school graduation and one visit after high school graduation.
2. It is not permissible for CSC to provide an official visit to a PSA until June 15 prior to his/her junior year in high school.
3. Prior to the scheduled official visit, the Head Coach or designee must complete an *Official Visit Pre-Approval* form via the ACS/FrontRush Athletics system.
4. Once the coach completes the required information on the *Official Visit Pre-Approval* form he/she submits the form electronically. It is electronically forwarded to the Associate Athletic Director for approval.
5. Prior to approval of the official visit, the following items will be reviewed:
 - a. The Associate Athletic Director checks the prospects' status with the NCAA Eligibility Center. If the PSA has not been added to the institution's IRL, it will be done at this time. It is not permissible for PSA to come on an official visit if he/she is not registered with the Eligibility Center and on the institution's IRL.
 - b. The PSA is required to provide the institution with a current transcript prior to coming on an official visit. The Associate Athletic Director will notify the Head Coach if the prospect does not have a transcript on file.
 - c. The time frame of the official visit, which the NCAA limits to 48-hours.
 - d. The eligibility of the requested student host.

6. A maximum of five complimentary tickets to a home athletic event may be provided to a prospective student-athlete and the individuals accompanying the student-athlete on the official visit.
7. If a Head Coach wishes to pay travel expenses for a PSA on an official visit, consultation must be made with the Associate Athletic Director and the Athletics Accountant to determine if it is permissible and if the cost is feasible and will be documented on the *Official Visit Pre-Approval* form.
8. A PSA may be reimbursed mileage for travel to campus on an official visit, at the rate determined by the State of Nebraska. At the discretion of the coach, a check can be prepared for the prospect while on the visit, or it will be mailed after the visit has concluded.
9. At the conclusion of the official visit, the Head Coach or designee must complete an *Official Visit Post-Approval* form via the ACS/FrontRush Athletics system indicating all expenses associated with the visit.
10. If a prospective student-athlete or Head Coach cancels an official visit, the Head Coach must notify the Associate Athletic Director and Athletics Accountant and submit an *Official Visit Cancellation Form* via the ACS/FrontRush Athletics system.
11. A current student-athlete may serve as a host of prospects on campus. The Student Host Funds section must be referenced prior to the student-athlete serving as a host.
12. If the Head Coach wishes to have the PSA take part in a campus tour and/or a meeting with a member of the faculty, the Head Coach must work with the CSC Visit Office. A two-week notice is preferred. The direct link to the Visit Office will help with questions.
<http://www.csc.edu/admissions/visit/faqs/>

Student Host Funds

If a prospect comes on an official visit, a Head Coach may request funds from the Foundation Office for a current student-athlete to serve as a student host by completing the *Student Host Form*.

1. Only student-athletes that are eligible to compete may serve as a student host.
2. A maximum of \$30 per day can be given to the student host to assist in the entertainment of the prospect. Additional funds can be made available to the student host if they are hosting more than one prospect.
3. Multiple student-athletes may serve as a student host for a single prospect. However, the maximum dollar amount remains at \$30 per day.
4. Student Host Funds cannot be used for the cost of meals, institutional souvenirs, admission to campus athletic events, or alcoholic beverages regardless of whether the host or the prospect is of legal drinking age.
5. The Student Host shall not give the PSA cash.
6. The student host and/or the prospect may not be provided an automobile by CSC or representatives of the athletics interests (Boosters).
7. The student host may receive complimentary meals, provided the student host is accompanying the prospect during the prospect's official visit.
8. The student host may not allow recruiting conversations to occur, on- or off-campus between the prospect and a booster, alumni or former athlete of CSC.
9. Prior to issuing student host funds, the Head Coach and the student-athlete serving as the student host must sign a *Student Host Form* with the Athletic Accountant.
10. After the student-athlete serves as a host, he/she must return any remaining funds, as well as all itemized receipts to the Athletic Accountant.

On-Campus Tryout Evaluation for PSA

It is permissible to conduct on-campus tryouts for prospective student-athletes. The following procedure must be followed.

1. A prospective student-athlete may participate in one tryout per sport no earlier than June 15 prior to his/her junior year in high school and one tryout post high school graduation.
2. The tryout may not occur during the PSA's traditional season. A traditional season for a PSA starts with his/her first day of practice in the particular sport and ends with his/her last day of competition.
3. If a PSA is coming to campus for a tryout, the Head Coach or designee must complete an *Official Visit Pre-Approval Form* or *Unofficial Visit Form* via the ACS/FrontRush Athletics system and mark that the PSA is participating in an on-campus tryout.
4. It is the responsibility of the Head Coach to acquire a current physical and her/her sickle cell test results or a *Sickle Cell Waiver*, from the PSA prior to participation in a tryout.
5. The physical and sickle cell test results or the signed *Sickle Cell Waiver* must be submitted to the Associate Athletic Director to keep on file.
6. It is permissible for a PSA to compete against members of the team. However, such competition must be permissible under the NCAA Countable Athletically Related Activities (CARA) legislation.

Tryout – Enrolled Student Bylaw 17.02.14

NCAA legislation allows for tryouts of student that are current enrolled at CSC. The following procedures must be followed:

1. The Head Coach and enrolled student will be responsible for completing the *Tryout for Enrolled Student Form* prior to participation in the tryout.
2. The student must be enrolled full-time at the time of the tryout.
3. The student must be in good academic standing.
4. It is the responsibility of the Head Coach to acquire a current physical, as well as sickle cell test results or a *Sickle Cell Waiver*, from the PSA prior to participation in a tryout.
5. The physical and sickle cell test results or the signed *Sickle Cell Waiver* must be submitted to the Associate Athletic Director to keep on file.
6. A tryout for enrolled student is limited to 14 calendar days. All CARA legislation must be followed and participation must be documented on the *Tryout for Enrolled Student Form* until the enrolled student-athlete is an official member of the roster.
7. If apparel or equipment is issued to a student, the apparel and/or equipment must be retrieved if the student does not make the team.
8. If after the tryout the student-athlete shall be added to the roster, he/she must go through the Late Addition to Roster procedure.

Late Addition to Roster

Student-athletes that do not attend the initial compliance meeting at the beginning of the fall semester must complete the *Late Addition to Roster* form prior to participating in any practice and/or competition.

1. The student-athlete is responsible for making sure the form is signed by all appropriate offices on campus.
2. The Head Coach and student-athlete must understand that the student-athlete is not eligible for practice or competition until the *Late Addition to Roster* form is completed and returned to the Associate Athletic Director.

3. The Associate Athletic Director will notify the Head Coach and the student-athlete when he/she is eligible to participate in practice and/or competition.

National Letter of Intent

If a Head Coach has received notification that a prospective student-athlete has intention to sign a *National Letter of Intent (NLI)* and *Financial Aid Agreement (FAA)* with Chadron State College, the follow procedure will be followed.

1. A prospective student-athlete can only sign a NLI and FAA during the sport specific signing period.
2. For multi-sport prospective student-athletes, only one NLI can be signed.
3. All NLIs will be generated by the Associate Athletic Director or the Graduate Assistant for Compliance.
4. The Associate Athletic Director must have a current copy of the prospect's transcript (high school or college) in order to issue an NLI. The transcript does not have to be official, but must have the PSAs name, as well as, the educational institution's name. A document in word is not acceptable. The transcript must also include all semesters and/or quarters completed.
5. The Head Coach must complete *Grant-in-Aid and NLI Request Form* via the ACS/FrontRush Athletics system. This form will be electronically forwarded to the Associate Athletic Director to issue of the NLI and Financial Aid Agreement (FAA).
6. Once the NLI and Financial Aid Agreement are completed and all signatures have been obtained, the Associate Athletic Director will email the documents directly to the prospective student-athlete.
7. The prospective student-athlete has seven calendar days to return the NLI and FAA to the Associate Athletic Director.
8. The Associate Athletic Director must submit the NLI and FAA to the Rocky Mountain Athletic Conference (RMAC) office with 14 calendar days of the signature of the PSA.
9. The Associate Athletic Director or Graduate Assistant for Compliance will regularly check the NLI Report on the NCAA Eligibility Center to determine all NLIs and FAAs have been received and validated by the conference office.

Publicity

The process for issuing a press release of a PSA that has committed to attendance at CSC shall be as follows.

1. It is the duty of the Sports Information Director (SID) to announce all PSAs who have signed a National Letter of Intent and a Financial Aid Agreement with CSC.
2. No member of the Athletic Staff shall announce the signing of a PSA prior to consulting with the SID and/or Associate Athletic Director. This applies for all social media outlets, as well.
3. An official media release cannot be made until the PSA has signed and returned his/her NLI and FAA to the Associate Athletic Director. Verbal commitments by a PSA cannot be released by the institution, or a member of the Athletic Department Staff, which includes all coaches and graduate assistants.
4. The Associate Athletic Director will notify the SID when the PSA has signed his/her NLI and FAA and it is permissible to publically announce his/her commitment. The date of the official release is determined at the discretion of the Sports Information Director and the Head Coach, provided it is not made until after the PSA's signed NLI and FAA have been returned to the Associate Athletic Director.
5. If a student-athlete agrees to be a "walk-on" participant, it is not permissible to issue a press release. No member of the Athletic Department (coaches, graduate assistants, administration, etc.) shall publically make that announcement; this includes announcements on any social media outlet.

Transfer Student-Athletes

The procedures for recruiting a transfer student-athlete are as follows.

1. It is permissible to recruit two-year transfers at any time, within the application of the NCAA recruiting calendar for his/her specific sport. However, it is CSC Athletics policy to obtain a *Two-Year Tracer Form* to the previous institution's Department of Athletics to determine remaining eligibility.
2. Coaches must immediately notify the Associate Athletic Director if he/she has been contacted by a student-athlete or has gained information about a student-athlete enrolled at another four-year institution and the Head Coach is interested in recruiting the student-athlete.
3. The Associate Athletic Director will initiate a *Permission to Contact* form to the four-year institution requesting that privilege.
4. No further communication between the student-athlete and the coach may occur until the *Permission to Contact* form is returned to the Associate Athletic Director.
5. Coaches shall not attempt to contact the institution, athletic staff or member of the coaching staff in an effort to speed up the above process or to gain permission to contact.
6. If a Head Coach wishes to reach out to a member of the prospects' current coaching staff to gain insight on the individual as a student-athlete or personal characteristics, this is permissible, with the understanding that a coach cannot grant a permission to contact. Permission can only be approved by the Director of Athletics or a designee.
7. After the *Permission to Contact* form is returned to the Associate Athletic Director, the Associate Athletic Director will e-mail the Head Coach a copy of the document and inform him/her of any recruiting restrictions that may exist or any eligibility issues that may be of concern.

Camps & Clinics

For all institutional camps/clinics, the Camp/Clinic Director is responsible for completing all required documentation and submitting it to the Event Manager by the established deadline.

Camp/Clinic Director's Responsibilities

The Camp/Clinic Director's oversight of sports camps/clinics includes but is not limited to:

- Camp/Clinic dates must be established by January 15 for the upcoming year.
- Complete contract with Chadron State College Conferencing Office by January 31.
- Produce and monitor camp and clinic brochures, invitations, advertisements, web site and other information.
- Work with Athletics Accountant to maintain and monitor all camp/clinic financial records.
- Monitor enrollment limitations of camp/clinic.
- Work within the Chadron State College Human Resources process for employment of camp/clinic personnel.
- Monitor compensation of camp/clinic employees in accordance with NCAA Bylaws and institutional requirements.
- Report employment of high school or two-year college coaches to the Associate Athletic Director in accordance with NCAA Bylaws.
- Arrange for housing, food service, athletic facilities, concessions and product sales in accordance with CSC policies and procedures.

General Procedures for Sports Camps/Clinics Held on CSC campus

The following procedures must be followed for all institutional sports camps/clinics held on the CSC campus:

- The Camp/Clinic Director must schedule the use of athletic facilities (eg., locker rooms, classrooms, etc.), concessions and product sales through the Events Manager by completing the *Camp/Clinic Request Form*. Other non-athletic facilities (eg., residence halls, dining commons, meals, etc.) must be approved by the Conferencing Coordinator.
- The Camp/Clinic Director must have brochures, website, registration form, etc. approved by the Director of Athletics, Associate Athletic Director, Sports Information Director and Athletics Accountant prior to advertising or publication of brochures of the camp/clinic.
- The Camp/Clinic Director must complete a *Camp/Clinic Request Form* with the necessary signatures (Director of Athletics, Coordinator of Conferencing, and Associate Athletic Director) and submit it to the Events Manger. This form must be finalized by the Event Manager before any advertisement of the camp/clinic.
- If there are any changes to a camp/clinic, a new *Camp/Clinic Request Form* must be submitted to the Event Manager with the necessary signatures (Director of Athletics, Conferencing Coordinator and Associate Athletic Director). This form must be finalized by the Event Manager before any advertisement of the camp/clinic.
- The Camp/Clinic Director will make the necessary notifications of changes to Sports Information Director, facilities coordinator(s), camp staff and campers.
- If any participant (e.g. dependents of CSC employees) will receive free or reduced admission, a *Free or Reduced Admission Form* must be submitted to the Associate Athletic Director prior to the start of the camp/clinic.

- All financial information for all camps/clinics is due to the Athletics Accountant within two weeks after the conclusion of each camp/clinic session.
- The Athletics Accountant will provide a copy of all financial information to the Director of Athletics, Associate Athletic Director and Head Coach.

Student-Athlete Employment at Camps/Clinics

The following procedures must be followed for all institutional sports camps/clinics regarding student-athlete employment approval and are subject to NCAA Bylaws:

- If student-athletes work at the camp/clinic, the Associate Athletic Director must give prior approval.
- The Camp/Clinic Director submits a written request for permission of named student-athletes to work summer camps to the Associate Athletic Director, along with camp responsibilities and rate of pay.
- The Associate Athletic Director will review the camp director's request to ensure these student-athletes are permitted to work the camp/clinic according to NCAA Bylaws.
- If approved, the Associate Athletic Director will forward the student-athlete's name to the Human Resources Office to go through the employment process.

Chadron State College Satellite Camp

A CSC Satellite Camp is a camp held at an off-campus location, but staffed and conducted by CSC athletics staff.

- The System Office requires an *Agreement Form* on file with the school/entity where the camp is being held.
- The completed form with proper signatures must be on file with the Athletics Accountant with proof of insurance before the camp.
- The *Participant Waiver Form* must be completed prior to camp for all participants.
- The *Participant Waiver Form* and participant payments must be submitted to the Athletics Accountant within one week of completion of camp.

CSC Policies for Satellite Camps are as follows:

- The CSC coach and the CSC staff working the satellite camps are covered by Worker's Compensation Insurance, Director's and Officer's Insurance and automobile insurance (if taking a state vehicle).
- State vehicles can be used for the CSC satellite camp.
- Chadron State College shirts can be given to the camp participants.
- CSC will pay for satellite camp related expenses (applicable meals, supplies, and lodging per policy).
- All revenues and expenses for these satellite camps must be turned into Chadron State College.
- The camp can and should be promoted as a Chadron State College camp.
- If hiring anyone to help at this type of camp they must be hired through Chadron State College's Human Resource department at least two weeks prior to working.

For Non-CSC Camps, (those not owned or operated by a CSC athletics staff member) the following policies apply:

- The CSC coach must either be off contract or must take vacation time as this is personal business.
- The camp cannot be promoted as a CSC camp or give the impression it is a CSC camp.
- State vehicles can NOT be used.

- Chadron State College shirts can NOT be given to the camp participants.
- No expenses for these types of satellite camps will be paid by Chadron State College.
- If hiring anyone to help at this type of camp this is the coach's responsibility not the school's responsibility.

Eligibility

NCAA Bylaw 14

Initial Eligibility Certification

Monitoring eligibility of student-athletes is the responsibility of the Head Coach, Associate Athletic Director, Faculty Athletic Representative and the Compliance Team. Once a decision is made on whether a student-athlete is declared “certified or not certified”, the Associate Athletic Director will communicate the information to the Head Coach. Further, if the student-athlete is determined to be “not certified” it is the obligation of the Head Coach to prohibit the student-athlete from competing and/or practicing (when appropriate) until further notice from the Associate Athletic Director is received.

Freshmen - Refer to NCAA Bylaw 14.3 in the *NCAA Division II Manual* for regulations governing Freshman Academic Requirements. The procedures for certifying the initial eligibility of all freshman student-athletes are the following:

1. The coach or designee must complete the *IRL Addition Request* form via the ACS Athletics system. This form is submitted electronically directly to the Associate Athletic Director.
2. The Associate Athletic Director or the Graduate Assistant for Compliance is responsible for adding the prospective student-athlete to the institution’s IRL. No member of the coaching staff will have access to this process.
3. A member of the coaching staff is required to inform the Associate Athletic Director of any changes to the team IRL.
4. The Associate Athletic Director reviews preliminary NCAA Eligibility Center certifications to determine initial and amateur eligibility for all freshman student-athletes.
5. In early May of each year, the Associate Athletic Director will send a letter (detailing uncompleted items for student-athletes to complete in order to finalize eligibility) to the home address of each PSA that has committed to attending Chadron State College and participating in athletics.
6. Starting in June, the Associate Athletic Director will contact the Head Coach on a weekly basis, regarding any student-athletes who have missing documents with the NCAA Eligibility Center until all items have been received and certification is complete.
7. The Associate Athletic Director will also communicate with the PSA regarding items missing in their NCAA Eligibility Center account. Each Head Coach or a designee is also required to communicate with the PSA regarding any documentation needed by the NCAA Eligibility Center.
8. PSAs are responsible for ensuring all documentation is sent to the NCAA Eligibility Center at the earliest possible date to avoid delays in participation.
9. No student-athlete will be permitted to practice or compete after the initial 45-day period until he/she has their Amateurism Certification listed as ‘Final: Certified’.
10. The student-athlete has 45 calendar days from the start of practice or the start of school, whichever comes first to have his/her academic status finalized. Once the 45 day period begins, the Associate Athletic Director will notify the student-athlete and Head Coach weekly of the time constraints for completing eligibility status. The student-athlete and Head Coach will receive a formal document from the Associate Athletic Director when the 45-day period has expired.
11. The student-athlete is no longer eligible to continue practicing until his/her academic status is finalized.

12. Once a PSA has received his/her final certification from the NCAA Eligibility Center, the Associate Athletic Director prints a copy of the status report from the NCAA Eligibility Center and places it in the student-athletes file in the Associate Athletic Director's office.
13. The Associate Athletic Director communicates with the Head Coach regarding the final certification of each PSA.
14. The Associate Athletic Director updates the Eligibility Center status in ACS Athletics system by identifying student-athletes' eligibility for competition on the particular date that the status report was printed.
15. If a student-athlete is finalized as a partial qualifier or a non-qualifier, the student- athlete will receive a formal letter from the Associate Athletic Director stating his/her eligibility status and the restraints associated with his/her qualification.
16. The Compliance Team will meet prior to the first competition date to determine eligibility of all freshman and transfer student-athletes by reviewing his or her NCAA Eligibility Center status.

Continuing Eligibility Certification

The Faculty Athletics Representative, the Associate Athletic Director and the Compliance Team collaborate regularly throughout the academic year in order to ensure compliance with NCAA rules when certifying continuing eligibility for all returning student-athletes.

Full-time Enrollment

Undergraduate student-athletes are required to be enrolled in a minimum of 12 semester hours in order to practice, compete or receive athletic financial aid. If a student-athlete drops below 12 semester hours at any time, he/she is immediately ineligible to practice or compete. If the student-athlete competes in intercollegiate competition, the team will have to forfeit the competition(s) and the student-athlete must be reinstated by the NCAA once the student- athlete becomes re-enrolled in 12 semester hours. Graduate students with remaining eligibility are required to be enrolled in a minimum of nine semester hours.

1. The Associate Athletic Director will provide all members of the Compliance Team a list of all student-athletes identified by sport by August 1 or earlier.
2. The Associate Athletic Director is responsible for flagging student-athletes in PeopleSoft with a sport specific athletic involvement record so that full-time enrollment can be monitored.
3. A registration hold is placed on all student-athlete records to prohibit student-athletes from dropping below the full-time minimum.
4. Student-athletes or student-athlete's academic advisor must call or email the Associate Athletic Director to have the hold removed in order to make changes to his/her schedule and then the hold will be put immediately back on the student-athlete's account.
5. Student-Athletes may register themselves for future semesters. In this period, the system will only allow them to make changes to future semesters, not the current semester.

In addition to the student-athlete registration hold preventing changes, the following practices are in place to monitor full-time enrollment:

1. The Graduate Assistant for Compliance will run a full-time enrollment report and repeat report every Monday and will notify the Associate Athletic Director of any student- athlete that is not enrolled full-time.
2. The Associate Athletic Director will notify the Head Coach if any student-athletes are enrolled less than full-time.

3. The Head Coach and the student-athlete will be immediately notified that the student- athlete has been declared ineligible and must cease participating in practice and competition. The student-athlete cannot receive benefits incidental to participation (e.g. travel with the team, break meals, etc.).
4. It is the Head Coach’s responsibility to make certain that the student-athlete does not practice, compete or receive incidental benefits until notified in writing by the Associate Athletic Director that the student-athlete is enrolled as a full-time student and has been reinstated by the NCAA (if necessary).
5. The Associate Athletic Director receives emails from the Office Assistant of each of the school dean’s when a course has been cancelled.
6. Automated emails will be sent to the Associate Athletic Director when students withdraw from the institution.

Good Academic Standing & GPA Requirements

Students must meet the minimum grade point average requirements as set forth in the Academic Probation and Suspension policy. Students placed on Academic Suspension are automatically placed on Financial Aid Suspension.

Academic Probation & Suspension Policy

Please refer to [Academic Good Standing, Probation & Suspension Policy](#)

Academic Appeals

A student may appeal the first academic suspension if he/she believes that an error occurred or if extenuating circumstances affected his/her scholastic performance which would warrant retention in college. The appeal is initiated with a written petition to the senior administrator responsible for Student Affairs. If granted academic suspension appeal approval, then a financial aid appeal will need to be submitted for review.

Both Academic and Financial Suspensions must be appealed in order to 1) return to CSC and 2) receive financial aid.

Students must successfully complete a certain number of attempted credit hours each semester based each on the financial aid status in which they are paid in order to maintain future eligibility. The following graph displays this relationship. This includes Summer Sessions.

Enrollment Status	New Hours Enrolled/Attempted	Minimum # of Hours Successfully Completed	Financial Aid SAP Status
Full Time	12+	12	Good Standing
Full Time	12+	6	Warning
Full Time	12+	Less than 6	Suspension
Three Quarter Time	9 to 11	9	Good Standing
Three Quarter Time	9 to 11	5	Warning
Three Quarter Time	9 to 11	Less than 5	Suspension
Half Time	6 to 8	6	Good Standing

Half Time	6 to 8	3	Warning
Half Time	6 to 8	Less than 3	Suspension

NCAA Progress-Toward-Degree Requirements

9-Hour Rule (NCAA Bylaw 14.4.3.2)

All undergraduate student-athletes, including transfers, are required to earn a minimum of 9 semester hours in the previous full-time term of attendance to be eligible for competition in the next semester.

The procedure for certifying the 9-hour requirement is noted below.

1. The Compliance Team will meet at the end of each semester to determine if student-athletes have met the 9-hour requirement.
2. Check the official transcript of transfers to determine if the 9-hour rule has been met at the previous institution.
3. The Associate Athletic Director will notify the Head Coach and the student-athlete if the 9-hour minimum has not been met, and it is the Head Coach's responsibility to make certain that the student-athlete does compete if the nine-hour standard has not been met.

18-Hour Rule (NCAA Bylaw 14.4.3.3)

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must complete 18-semester hours since the beginning of the previous fall term or since the beginning of the certifying institutions preceding two semesters. Credit hours earned in the period after the regular academic year at the institution (e.g. hours earned in summer school) shall not be used to satisfy the academic credit-hour requirements of this regulation.

The following procedures will be observed:

1. The compliance team will meet at the end of each academic year to determine if student-athletes have met the 18-hour requirement.
2. The Associate Athletic Director will notify the Head Coach and the student-athlete if the 18-hour minimum has not been met, and it is the Head Coach's responsibility to make certain that the student-athlete does not compete if the 18-hour standard has not been met.

24-Hour Rule (14.4.3.4)

Once a year, student-athletes will be certified as either passing 24-hours in the last 2 semesters or an average of 12 hours per term of attendance at Chadron State College. Beginning with the junior year (5th semester), these credits **MUST** count toward the student-athlete's designated degree program.

The following procedures will be observed:

1. The Compliance Team will meet prior to the first date of competition in each sport.
2. The Associate Athletic Director will prepare a report from PeopleSoft that displays the number of credit hours taken each semester, the number of credit hours passed each semester, the GPA for each term and cumulative GPA for the last two semesters.
3. The Compliance Team will review each student-athlete's academic record.
4. After the review, if a student-athlete is found to be ineligible, the Associate Athletic Director will immediately notify the Head Coach via email.
5. It is the Head Coach's responsibility to make certain that the student-athlete does not practice or compete if the standard has not been met.
6. A student-athlete not meeting this requirement may be able to become eligible by attending summer school.

75-25 Rule and Academic Eligibility

At least 75%, or 18 credit hours, earned for eligibility certification MUST be earned within the regular academic year (Fall-Spring). Therefore, a maximum of 6-hours (25%) can be taken in the summer and be applied for eligibility purposes.

Grade Reports & Records

The following procedures will be observed:

1. The Associate Athletic Director supplies each Head Coach with a grade report out of PeopleSoft four times per academic year (mid-term in the fall and spring and at the end of the fall and spring semesters).
2. A student-athlete will be deemed “at risk” based on one or more of the following:
 - a. The student-athlete has a mid-term grade of a D or F.
 - b. An Early Alert for the student-athlete has been filed by an instructor.
 - c. He/she has passed less than 12 semester hours in the current semester.
 - d. His/her cumulative GPA is a 2.0 or less.
 - e. He/she is in the Transitional Studies program, Project Strive/Trio program or is required to participate in the Back on Track program.
 - f. He/she is placed on academic probation or suspension.
3. At the end of each term, the Compliance Team will meet and review academic records from the semester.
4. If a student-athlete is found to be in-eligible or “at risk” the Associate Athletic Director will notify the Head Coach via email.
5. It is the Head Coach’s responsibility to make certain that the student-athlete understands his/her ineligibility or “at risk” status.
6. If a student-athlete is ineligible, the Head Coach is responsible to make certain the student-athlete does not compete.

Designation of Degree Program

During the first 2 years of enrollment at Chadron State College, student-athletes can use credits acceptable toward ANY degree program for eligibility purposes. A student-athlete shall designate a program of study leading toward a specific baccalaureate degree by the beginning of the third year of enrollment (fifth semester) and thereafter shall make progress toward that specific degree. The designation of degree is documented on the *Request for Change of Major (Undergrad)* online form found on the CSC web page. This form is used to change majors and/or declare a major.

The following procedures will be observed:

1. It is the student-athlete’s responsibility to declare a major by his/her 5th semester of full time enrollment.
2. The Associate Athletic Director will supply each Head Coach with a report listing each student-athlete’s major and academic advisor three times during the academic year; prior to the start of the fall semester, prior to the start of the spring semester and at the end of the spring semester.
3. The Records Office will document all change of degree program decisions.

Progress-Toward-Degree (PTD)

The following provides the Progress-Toward-Degree requirement:

1. The START Office will review degree audits for all student-athletes after each semester to ensure they are making satisfactory progress toward a degree.
2. The START Office will notify the Associate Athletic Director of any student-athlete not making satisfactory progress toward a degree.
3. The Associate Athletic Director will notify the Head Coach of the student-athlete's unsatisfactory progress.
4. It is the Head Coach's responsibility to make certain that the student-athlete does not practice or compete if the standard is not met.

Progress toward Degree (changes effective August 1, 2016)

This legislation changes in August of 2016. However, each continuing student-athlete's academic record will be evaluated based on the 2015-16 academic year to determine eligibility going into the Fall 2016 semester.

Completion of (including summer)	Good Academic Standing (based on institutional policy)	Term by Term (cannot use summer hours to meet term by term requirements)	Regular Academic Year (non-summer hours)	Grade-Point Average Options (can be recertified midyear to regain eligibility)	Credit Hours – End of Academic Year (including summer hours)
Year One	Institutional Policy	Nine (9) semester hours	18 semester hours	2.0	24 semester hours
Year Two	Institutional Policy	Nine (9) semester hours	18 semester hours	2.0	24 semester hours or 48 semester hours in Years 1 and 2 combined
Designation of Degree					
Year Three	Institutional Policy	Nine (9) semester hours	18 semester hours	2.0	24 semester hours
Year Four	Institutional Policy	Nine (9) semester hours	18 semester hours	2.0	24 semester hours
Year Five	Institutional Policy	Nine (9) semester hours	18 semester hours	2.0	24 semester hours

Exceptions

The responsibility to determine if a student-athlete meets any of the exceptions listed below resides with the Associate Athletic Director or the Compliance Team.

- Missed-Term Exception
- Mid-Year Enrollee Exception
- Non-recruited, Non-participant Exception
- Graduate Student Exception
- 2-Year Non-participation Exception

- Medical Absence Waiver
- International Competition

Summer School Procedures

Student-athletes may NOT use more than 6 semester hours of summer school courses towards the annual requirement of 24 semester hours needed to be eligible for intercollegiate competition from one year to the next. For courses taken at another institution, all transferable courses will be transferred back to the certifying institution.

The requirements for summer school are:

1. The student-athlete must complete a *Summer School Request Form*.
2. The completed form must be submitted to the Associate Athletic Director one week prior to the start of the summer class.
3. The Department of Athletics may provide funding for summer school courses taken at Chadron State College. Funds are not guaranteed and are distributed based on availability and need.

Transfer Eligibility Certification

For Two-Year (Junior or Community College) Transfers (2-4 Transfer):

1. The Head Coach is responsible for informing junior college transfer student-athletes that they must apply to Chadron State College and have official transcripts from each institution previously attended sent to the Admissions Office.
2. The Head Coach is also responsible for informing two-year transfers that they must update their Amateurism Certification with the NCAA Eligibility Center or register with the NCAA Eligibility Center and complete all tasks.
3. The Associate Athletic Director will require the two-year transfer to complete a *Historical Questionnaire*. The questionnaire will detail what the two-year prospect has been doing since earning his/her high school diploma.
4. Upon receipt of a transfer student-athlete's application and the submission of official transcripts to the institution, the Records Office evaluates the transcripts, confirms transferable degree credits and verifies terms of attendance. *Note: Specific attention needs to be paid to the calculation of GPA for 2-year college transfers because all courses that are transferable or would have been transferable, if the grades were higher, need to be included in the calculation of the 2-year college transfers GPA.*
5. The Associate Athletic Director will request a copy of the official transcript to be kept on file in the Associate Athletic Director's office.
6. Upon receipt of a transfer student-athlete's application and the submission of official transcripts to the institution, the Associate Athletic Director will confirm the results of information from the NCAA Eligibility Center, what other schools the transfer student-athlete may have attended and compares the information provided by the student-athlete on the *Historical Questionnaire*.
7. Once the Records Office has reviewed the transcript, results of the review are posted on the student-athlete's account in PeopleSoft.
8. The Associate Athletic Director will confirm the transfer student-athlete's eligibility status.
9. If the transfer student-athlete is found to be ineligible, the Associate Athletic Director will inform the Head Coach.
10. For transfers who are beginning their 5th full-time term, the student-athlete must declare a major and enroll in courses that will count toward the designated degree program.

For Four-Year Transfers (4-4 Transfer):

1. Once a four-year transfer makes contact with a member of the CSC athletic staff, the Associate Athletic Director will send the institution a *RMAC Four-Year Tracer* form, determine if the PSA is on the NCAA Transfer portal and is able to be contacted, or send a Tracer Form through ACS/FrontRush Athletics.
2. After receiving permission to contact for the four-year transfer, the Associate Athletic Director will notify the Head Coach that he/she may contact the transfer student and initiate the recruiting process.
3. The Head Coach is responsible for informing the prospective four-year transfer student-athlete that they must apply to Chadron State College and have official transcripts from each institution previously attended sent to the CSC Admissions Office.
4. The four-year transfer is responsible for completing a *Historical Questionnaire*. The questionnaire will detail what the four-year prospect has been doing since earning his/her high school diploma.
5. Upon receipt of transcripts and the *Historical Questionnaire*, the Records Office and Associate Athletic Director will review all documents to determine viability of transfer PSA based on eligibility status and seasons of eligibility used at end of last term at former institution. The Associate Athletic Director will notify the Head Coach of the viability of the transfer.
6. The Head Coach is also responsible for informing four-year transfers that they must update their Amateurism Certification with the NCAA Eligibility Center or register with the NCAA Eligibility Center and complete all tasks.
7. Upon receipt of a transfer student-athlete's application and the submission of official transcripts to the institution, the Records Office evaluates the transcripts, confirms transferable degree credits and verifies terms of attendance.
8. The Associate Athletic Director will also request a copy of official transcripts for the student-athletes file that is kept in the office of the Associate Athletic Director.
9. Upon receipt of a transfer Student-Athlete's application and the submission of official transcripts to the institution, the Associate Athletic Director will confirm the results of information from the NCAA Eligibility Center, what other schools the transfer student-athlete has attended and compares them with the information provided by the student on the *Historical Questionnaire*.
10. The Associate Athletic Director confirms whether the transfer student-athlete is eligible or not. If the transfer student-athlete is found to be ineligible, the Associate Athletic Director will inform the Head Coach in writing.
11. If the transfer student-athlete is not eligible, it is the responsibility of the head coach not to allow the prospect to participate in competition.
11. For transfers who are beginning their 5th full-time term, the student-athlete must declare a major and enrolled in courses that will count toward the designated degree program.

Four-Year Transfer from Chadron State College (Notification of Transfer)

It is the general policy of the Chadron State College Department of Athletics not to grant use of the one-time transfer exception for student-athletes pursuing transfer to institutions within the Rocky Mountain Athletic Conference.

1. The student-athlete shall contact the Associate Athletic Director at Chadron State College via email requesting to be placed on the NCAA Transfer Portal.
2. After the request has been received, the Associate Athletic Director and Chadron State College have seven-consecutive calendar days to either approve their request and place the student-athlete in the NCAA Transfer Portal.

- a. Once the request is approved, the student-athlete will be placed in the NCAA Transfer Portal and all 4-year institutions are able to contact that student-athlete.

****A student-athletes written notification of transfer and being placed on the NCAA Transfer Portal does not, in and of itself, constitute a voluntary withdrawal from a sport. Therefore, it is not permissible for an institution to reduce or cancel a student-athletes athletic aid during the period of the award based on their written notification of transfer.****

3. It is the policy of Chadron State College Department of Athletics to not grant a blanket release for use of the one-time transfer exception. After the student-athlete has been placed in the NCAA Transfer Portal, the institutions that are interested in use of the one-time transfer exception shall contact the Associate Athletic Director at Chadron State College.
 - a. If the request is approved, the student-athlete will be granted use of the one-time transfer exception to that specific institution.
 - b. If the request is denied, the Associate Athletic Director shall send written notification the institution that the request has not been approved.
 - i. The Associate Athletic Director will send written communication to the student-athlete stating his/her use of the one-time transfer exception has been denied and that the student-athlete has the opportunity to request a hearing.
 - ii. The student-athlete shall have fourteen (14) consecutive calendar days upon the date of issuance of this letter to respond, in writing, to the FAR and the Associate Athletic Director to formally request a hearing.
 - iii. Failure by the student-athlete to submit a written request for a hearing within fourteen (14) calendar days shall be interpreted as a forfeit of the opportunity for a hearing. As a result, the initial determination for denial of permission to contact shall be made final and binding.
 - iv. If the student-athlete notifies the FAR and Associate Athletic Director in writing of their intent to appeal within the required time limit, the FAR or Associate Athletic Director will, based on schedules and/or availability will conduct a hearing. The FAR will work with the Hearing Committee to schedule the hearing within 30 calendar days of receiving written notification of a student-athlete's intent to appeal, in accordance with NCAA rules.
 - v. The FAR will notify the student-athlete, Head Coach, Associate Athletic Director and Director of Athletics of the time, date, and location of the hearings via email.
 - vi. The Hearing Committee shall be comprised of members outside of the Department of Athletics and at least one member of the Compliance Team (not employed by the Athletic Department), and the FAR shall preside over this hearing and make the final determination.
 - vii. The student-athlete, Head Coach and/or Director of Athletics must come to the respective hearing with three (3) copies of any documents that will be presented, one for each member of the Hearing Committee. The Hearing Committee will have been provided copies of any email communications received regarding the request for appeal and a copy of the signed one-time transfer exception communication.
 - viii. At the hearing, the student-athlete and the Department of Athletics shall be allowed an opportunity to present their case separately. Either party is permitted to present witnesses and/or documents to the committee that may support their position. Both the Department of Athletics and student-athlete will each be given a

maximum of 45 minutes to present their documentation and/or testimony from witnesses.

- ix. A student-athlete may be accompanied during an appeal by an adviser. The adviser is generally a fellow student, faculty member, mentor, friend, or parent. The student-athlete may not be accompanied by legal counsel. On occasion, a student-athlete has been accompanied by a mentor, who is trained as a lawyer. In this event, the mentor serves strictly as an adviser and does not serve as legal counsel.
- x. The decision as to whether the student-athlete may be given an opportunity to compete for a roster spot on a CSC athletic team is beyond the authority of the Hearing Committee and rests with the Head Coach and/or Director of Athletics. The Hearing Committee may only render a decision about the use of the one-time transfer exception status.
- xi. At the conclusion of the hearing, the Hearing Committee shall have up to 5 business days to render a final decision. With written agreement from both the student-athlete and the Department of Athletics, an extension to the 5 business days may be granted, if requested by the Hearing Committee.
- xii. The FAR will notify the Director of Athletics, Associate Athletic Director and the student-athlete of the committee's decision in writing. This decision shall be final and not subject to appeal.
- xiii. The appeal process, related emails, documentation presented, and decision of the Hearing Committee should be considered confidential. The student-athlete, his/her family members or friends, CSC coaching and athletic department staff, and the Hearing Committee members may not disclose the outcome or opinions of the appeal through personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or media outlets (including but not limited to newspapers, magazines, television, media websites, etc.) A violation of the confidentiality of information as noted above by the student-athlete or his/her family members or friends may result in the reversal of the Hearing Committee decision and/or loss of athletic scholarship. A violation of the confidentiality of information as noted above by any member of the staff representing CSC may result in disciplinary action.

Final Certification Prior to Practice and Competition

1. The Head Coach will submit a roster no later than August 1st to the Associate Athletic Director. This roster should include every current student-athlete (including those receiving athletic aid and not participating). When a coach wishes to add a student-athlete to his/her roster, he/she must notify the Associate Athletic Director.
2. The Associate Athletic Director will track each student-athlete's eligibility.
3. The Compliance Team will certify all aspects of the student-athlete's eligibility criteria (e.g. 9-hour requirement, 18-hour requirement, 24-hour requirement, and progress toward degree) for returning student-athletes.
4. The Records Office will certify all aspects of transfer eligibility criteria (e.g. average of 12 transferable credits per term at 2-yr college, 2-yr. college transfer GPA).

The *Eligibility List* tracks the number of seasons used, semester of initial collegiate enrollment, total semesters of full-time enrollment at the institution, eligibility status, the number of full time semesters at all

institutions, acknowledgment of full-time status, transfer eligibility information, continuing eligibility information, the 9 hour rule, overall cumulative GPA and degree program designation. The *Eligibility List* will be reviewed and signed by the Associate Athletic Director, Director of Athletics, Head Coach and Faculty Athletics Representative prior to the first date of competition in each sport.

2018 Division II New Academic Requirements



2018 DIVISION II NEW ACADEMIC REQUIREMENTS

College-bound student-athletes first enrolling at an NCAA Division II school on or after Aug. 1, 2018, need to meet new academic rules to practice, compete and receive athletics scholarships during their first year.

Core-Course Requirement

Complete 16 core courses in the following areas:



Full Qualifier

- Complete 16 core courses.
- Earn a core-course GPA of at least 2.200.
- Earn the ACT/SAT score matching your core-course GPA on the Division II full qualifier sliding scale (see back page).
- Graduate high school.

Partial Qualifier

- Complete 16 core courses.
- Earn a core-course GPA of at least 2.000.
- Earn the ACT/SAT score matching your core-course GPA on the Division II partial qualifier sliding scale (see back page).
- Graduate high school.

Full Qualifier:

College-bound student-athletes may practice, compete and receive athletics scholarships during their first year of enrollment at an NCAA Division II school.

Partial Qualifier:

College-bound student-athletes may receive athletics scholarships during their first year of enrollment and may practice during their first regular academic term, but may NOT compete during their first year of enrollment.

Nonqualifier:

College-bound student-athletes may not practice, compete or receive athletics scholarships during their first year of enrollment at an NCAA Division II school.

International Students: Please visit ncaa.org/international for information and academic requirements specific to international student-athletes.

Test Scores

If you took the SAT in March 2016 or after, and plan to attend an NCAA Division II college or university in the 2018-19 or 2019-20 academic years, use the following charts to understand the core-course GPA you need to meet NCAA Division II requirements.

A combined SAT score is calculated by adding reading and math subscores. An ACT sum score is calculated by adding English, math, reading and science subscores. You may take the SAT or ACT an unlimited number of times before you enroll full time in college. If you take either test more than once, the best subscores from each test are used for the academic certification process.

For more information on the SAT, click [here](#) to visit the College Board's website.

DIVISION II FULL QUALIFIER SLIDING SCALE			
USE FOR DIVISION II BEGINNING AUGUST 2018			
Core GPA	New SAT*	Old SAT (Prior to 3/2016)	ACT Sum
3.300 & above	400	400	37
3.275	410	410	38
3.250	430	420	39
3.225	440	430	40
3.200	460	440	41
3.175	470	450	41
3.150	490	460	42
3.125	500	470	42
3.100	520	480	43
3.075	530	490	44
3.050	550	500	44
3.025	560	510	45
3.000	580	520	46
2.975	590	530	46
2.950	600	540	47
2.925	620	550	47
2.900	630	560	48
2.875	650	570	49
2.850	660	580	49
2.825	680	590	50
2.800	690	600	50
2.775	710	610	51
2.750	720	620	52
2.725	730	630	52
2.700	740	640	53
2.675	750	650	53
2.650	750	660	54
2.625	760	670	55
2.600	770	680	56
2.575	780	690	56
2.550	790	700	57
2.525	800	710	58
2.500	810	720	59
2.475	820	730	60
2.450	830	740	61
2.425	840	750	61
2.400	850	760	62
2.375	860	770	63
2.350	860	780	64
2.325	870	790	65
2.300	880	800	66
2.275	890	810	67
2.250	900	820	68
2.225	910	830	69
2.200	920	840 & above	70 & above

DIVISION II PARTIAL QUALIFIER SLIDING SCALE			
USE FOR DIVISION II BEGINNING AUGUST 2018			
Core GPA	New SAT*	Old SAT (Prior to 3/2016)	ACT Sum
3.050 & above	400	400	37
3.025	410	410	38
3.000	430	420	39
2.975	440	430	40
2.950	460	440	41
2.925	470	450	41
2.900	490	460	42
2.875	500	470	42
2.850	520	480	43
2.825	530	490	44
2.800	550	500	44
2.775	560	510	45
2.750	580	520	46
2.725	590	530	46
2.700	600	540	47
2.675	620	550	47
2.650	630	560	48
2.625	650	570	49
2.600	660	580	49
2.575	680	590	50
2.550	690	600	50
2.525	710	610	51
2.500	720	620	52
2.475	730	630	52
2.450	740	640	53
2.425	750	650	53
2.400	750	660	54
2.375	760	670	55
2.350	770	680	56
2.325	780	690	56
2.300	790	700	57
2.275	800	710	58
2.250	810	720	59
2.225	820	730	60
2.200	830	740	61
2.175	840	750	61
2.150	850	760	62
2.125	860	770	63
2.100	860	780	64
2.075	870	790	65
2.050	880	800	66
2.025	890	810	67
2.000	900	820 & above	68 & above

*Final concordance research between the new SAT and ACT is ongoing.

NCAA is a trademark of the National Collegiate Athletic Association.

Financial Aid

NCAA Bylaw 15

Responsibility of the Financial Aid Office

The Financial Aid office is assigned the duty of awarding athletically related financial aid and is responsible for monitoring all athletics aid, institutional aid and outside aid awarded.

The Director of Financial Aid or designee must assume the following responsibilities:

1. Determine the institution's cost of attendance and grant-in-aid.
2. Process all athletic grants-in-aid, institutional grants and all other aid to student-athletes.
3. Assist the Associate Athletic Director in monitoring for compliance with NCAA rules equivalency financial aid limits.
4. Assist the coaches and the Associate Athletic Director in processing the initial and annual renewal/non-renewal of athletic grants-in-aid.
5. Assist the Associate Athletic Director in monitoring outside aid awarded to student-athletes.
6. Assist coaches with packaging financial aid for prospective student-athletes and transfer student-athletes.
7. Verify non-counters as certified through documentation in ACS and reviewing and signing *Non-Counter Verification Form* submitted from the Associate Athletic Director.
8. Monitoring of summer financial aid accordance with institutional policy.
9. Certify student-athlete who are "Non-Counters" in accordance with NCAA legislation.
10. Monitor all student-athletes defined as "Counters" in accordance with NCAA Bylaws.

Financial Aid Policy

Monitoring individual and team limits is the responsibility of the Director of Athletics, the Associate Athletic Director and the Compliance Team. Student-athletes at the institution may not receive athletically-related financial aid over a full grant-in-aid as defined by NCAA Division II which includes tuition, required fees, room, board, and books and supplies required by a course.

A student-athlete may receive other non-countable financial aid unrelated to athletic ability (i.e. exempt academic or honors scholarships) up to the full cost of attendance or the value of a full grant-in-aid plus aid that is permissible by federal regulations.

The Associate Athletic Director will meet with the Financial Aid Office before the start of the fall semester to complete a list of countable and non-countable aid by CSC Fund Codes.

If a student-athlete has been selected for the federal or state verification process he/she will be notified through the Financial Aid Office and a task will be placed on his/her MyCSC to-do list. Any resulting changes to the federal or state aid shall be in accordance with all federal and state regulations, up to and including the loss or reduction of aid. Student-athletes must complete the entire financial aid process, including verification, as follows:

Description	CSC Target Completion Dates
New Student-Athletes admitted for Fall semester	July 31st
New Student-Athlete admitted after July 31 st	Within 30 calendar days of first written notification to Student-Athlete
New Student-Athletes admitted for Spring semester	1 st day of Spring semester classes
Returning Student-Athletes	June 30 th

If the student-athlete does not complete the application process by the required deadline, the Associate Athletic Director will be notified and all federal, state, and institutional need-based aid will be removed from the student-athlete's financial aid award package. Failure to complete the process by the deadline may result in a loss of financial aid for any award where funds may be limited even though the student-athlete may be eligible for those funds.

Financial Aid Items

The Department of Athletics is awarded a variety of financial aid.

- Waivers: Each team is allocated a number of tuition, room and/or board waivers for the upcoming academic year.
- Athletic Endowments: The Chadron State College Foundation Office oversees all endowed scholarships for the institution. The list is distributed to the Department of Athletics and awards are made based on the specific requests of the donor.
- Donor Designated: If a Head Coach has funds available in his/her specific donor designated account, athletics awards can be made from that account.
- Grant to Campus: Grant to Campus is also controlled by the Chadron State College Foundation Office. The Grant to Campus funds consist of dollars raised by the Chadron State College Foundation for general scholarship use. A portion of that is allocated to the Department of Athletics and split between each athletic program. Funds not used are put back in the pot and redistributed to the general scholarship pool for the following year.

Process for Initial Athletic Grant-in-Aid to New Student-Athletes

1. The Head Coach of each sport is responsible for submitting a *Grant in Aid and NLI Request Form* via the ACS Athletics system.
2. The Associate Athletic Director will verify that sufficient funds are available for awards and monitor the permissible number of equivalencies in the sport prior to issuing the *NLI and/or Financial Aid Agreement*. The Associate Athletic Director will monitor financial aid limits offered based on team budgets and NCAA legislation.
3. The Head Coach is also responsible for making certain that financial aid awards are within the NCAA limitations and Chadron State College budget requirements.
4. The Associate Athletic Director will complete a *Financial Aid Agreement*. It must be signed by the Head Coach, Director of Athletics (or designee), and Director of Financial Aid (or designee) before sending to the prospective student-athlete.
 - a. Before the scholarship forms can be approved, prospective student-athletes must be registered with the NCAA Eligibility Center.

- b. Before the scholarship forms can be approved, every prospective student- athlete must have had their transcript(s) on file with Chadron State College.
5. After the *NLI* and *Financial Aid Agreement* have been returned to the Associate Athletic Director, both documents will be sent to the RMAC office for processing.

Packaging New Incoming Student-Athletes

1. Once the awarding and notification to all new, incoming student-athletes has begun, the Director of Financial Aid or designee will package the student-athlete with all federal, state, and institutional aid for which they are eligible, review for accuracy, and generate an award letter. Student-athletes will be directed to confirm all offers of financial aid via their student portal.
2. When coaches are submitting offers to potential student-athletes, he/she shall obtain an offer sheet from the Associate Athletic Director. This sheet will contain the numbers determined by the Federal Government as the grant-in-aid for Chadron State College.
3. Coaches shall include in offers to prospects the value of a Pell Grant or loans. These numbers are determined by the Federal Government and are not the authority of the Chadron State College Department of Athletics.
4. If the Director of Financial Aid or designee has not yet been notified of the offer of an athletic scholarship, the student-athlete will be packaged with all financial aid for which they are eligible based on the information available and an award letter notification generated.
5. Any financial aid offered to a student-athlete based on their athletic ability may not be split between academic years or carried forward to a new academic year.
6. Once received by the Associate Athletic Director, the completed and original Financial Aid Agreement will be on file with the Department of Athletics and one copy of the Athletic Scholarship Agreement will be on file with the Director of Financial Aid or designee. Coaches may request additional copies from the Associate Athletic Director.
7. All grant-in-aid funds will be posted to the student-athlete's billing account by the Accountant designated to student financials.
8. Prior to the start of each semester, the Accountant designated to student financials or designee will be notified of all student-athletes receiving aid over their institutional charges as to their eligibility to receive the aid prior to the issuance of any credit balance to the student-athlete. This is applicable to initial and renewal awards.
9. If a coach requests a change in a student-athlete's athletic financial aid, this must be done by the Chadron State College by the second Monday of the semester.

Process for Renewal of Grant-In-Aid Scholarships to Returning Student-Athletes All returning student-athletes must be sent an *Athletic Financial Aid Award Agreement* by July 1 from the Associate Athletic Director regarding their athletic grant-in-aid for the subsequent year. This letter will inform each returning student-athlete if his/her aid will be renewed at the same amount. Every student-athlete whose athletic aid has been reduced or not renewed has the opportunity, under NCAA rules, to appeal this decision to the Athletic Advisory Committee (See Athletic Scholarship Appeals Policy and Procedures.)

Renewal Athletic Scholarship

It is optimal for financial aid renewals to be submitted for returning student-athletes prior to the end of the spring semester. This allows Financial Aid Letter to be generated and signed before the student-athlete leave campus for the summer. However, this is not feasible for all programs. In those instances, all requests for renewal of athletic scholarships are due from the Head Coach to the Associate Athletic Director by June 1.

1. Student-athletes must sign and return his/her Financial Aid Agreement before the Associate Athletic Director will submit the scholarship to the Financial Aid Office.
2. All athletic grant-in-aid funds will be posted to the student-athlete's billing account by the Accountant designated to student financials or designee two weeks after the start of the semester at a point in time consistent with all financial aid awards.
3. Prior to the start of each semester, the Accountant designated to student financials or designee will be notified of all student-athletes receiving aid over their institutional charges as to their eligibility to receive the aid prior to the issuance of any credit balance to the student-athlete. This is applicable to initial and renewal awards.
4. If a coach requests a change in a student-athlete's athletic financial aid, this must be done by the Chadron State College by the second Monday of the semester.

Revisions to Financial Aid Awards

Revisions to a student-athlete's financial aid awards may be necessary as a result of:

- Notification or receipt of an outside scholarship or grant.
- Notification or receipt of a department or institutional scholarship or grant.
- Any change in their financial information due to correction of FAFSA information submitted, including completion of the federal or institutional verification process.
- Approval of a successful financial aid appeal.
- Any change in their enrollment status.
- Change or finalization of eligibility status.
- Any circumstance that under federal, state, or institutional law or policy requires a revision to any student-athlete's financial aid package.

Once an award period begins, institutional financial aid may only be increased if the institution can demonstrate an increase is unrelated in any manner to an athletics reason. Institutional financial aid may be increased prior to commencement of the period of the award for any reason.

Athletic Aid Reduction, Removal, Non-Renewal & Appeals Procedure

It is NCAA policy that institutional aid, based in any degree on athletic ability, may only be reduced or removed during the period of the award, if the recipient:

- Renders him or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, letter of intent or financial agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty; or
- Voluntarily withdraws from a sport at any time for personal reasons

Any such reduction or removal of aid during the period of the award will be approved only if such action is taken for proper cause and written documentation is submitted to the Director of Athletics and the Associate Athletic Director.

In addition, at the end of the period of the award athletic aid will be reviewed by the Head Coach and may be increased, reduced, or cancelled for the following year based on the student-athlete's level of performance, academic ineligibility or any violation of institution, department, or team policies.

These are procedures for reducing, removing, or non-renewal of athletic aid:

1. The Head Coach shall complete the *Reduction and Nonrenewal of Athletics Grant-in-Aid Request* and the Roster *Deletion form* via the ACS Athletics system. The student-athlete must also log on-to his/her ACS Athletics account and complete his/her section of the form.
2. Once the *Reduction and Nonrenewal of Athletics Grant-in-Aid Request* is completed, the form will be electronically submitted to the Associate Athletic Director.
3. It is also recommended that the student-athlete meet with the Associate Athletic Director and/or Director of Athletics to complete an exit interview.
4. The Associate Athletic Director will review the Head Coach's recommendation with the Director of Athletics. The Director of Athletics will decide whether to approve or deny the coach's recommendation based on the specific facts and rationale and based upon whether the request complies with NCAA regulations.
5. If the recommendation is denied, the student-athlete's athletic financial aid will not be removed, or reduced.
6. If the recommendation is approved, the Associate Athletic Director will recommend in writing to the Director of Financial Aid that the student-athlete's athletic financial aid award be reduced, removed, or not renewed.
7. The Associate Athletic Director will also notify the Head Coach of the decision, directing the Head Coach to meet with the student-athlete to inform the student-athlete of the decision.
8. The student-athlete will remain on the active roster on the ACS/FrontRush Athletics system, the website and no changes will be made to the student-athletes athletics financial aid until this process is complete.
9. When the process is complete and the student-athlete is no longer a member of the team, the Associate Athletic Director will remove the student-athlete from the active roster on ACS/FrontRush Athletics. The Associate Athletic Director will also notify the Sports Information Director that the student-athlete shall be removed from the roster on the CSC athletic website.

The Head Coach will also verbally advise the student-athlete of the following appeal process (described in the Student-Athlete Handbook).

1. The Director of Financial Aid shall send written notification to the student-athlete regarding the opportunity for an appeal hearing. The student-athlete shall have fourteen (14) consecutive calendar days upon the date of issuance of this letter to respond, in writing, to the FAR and the Associate Athletic Director to formally request a hearing.
2. Failure by the student-athlete to submit a written request for a hearing within fourteen (14) consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination for non-renewal, removal, or reduction of athletic grant-in-aid shall be made final and binding.
3. If the student-athlete notifies the FAR and Associate Athletic Director in writing of their intent to appeal within the required time limit, the FAR or Associate Athletic Director will, based on schedules and/or availability, the FAR will work with the Hearing Committee to schedule the hearing within 30 calendar days of receiving written notification of a student-athlete's intent to appeal, in accordance with NCAA rules.
4. The FAR will notify the student-athlete, Head Coach, Associate Athletic Director and Director of Athletics of the time, date, and location of the hearings via email.
5. The Hearing Committee shall be comprised of members of the Athletic Advisory Committee and at least one member of the Compliance Team (not employed by the Athletic Department), and the FAR shall preside over this hearing and make the final determination.

6. The student-athlete, Head Coach and/or Director of Athletics must come to the respective hearing with three (3) copies of any documents that will be presented, one for each member of the Hearing Committee. The Hearing Committee will have been provided copies of any email communications received regarding the request for appeal and a copy of the signed *Athletic Scholarship Agreement* for the Academic Year in question.
7. At the hearing, the student-athlete and the Department of Athletics shall be allowed an opportunity to present his/her case separately regarding the non-renewal, removal, or reduction of athletic aid. Either party is permitted to present witnesses and/or documents to the committee that may support their position. Both the Department of Athletics and student-athlete will each be given a maximum of 45 minutes to present their documentation and/or testimony from witnesses.
8. A student-athlete may be accompanied during an appeal by an adviser. The adviser is generally a fellow student, faculty member, mentor, friend, or parent. The student- athlete may not be accompanied by legal counsel. On occasion, a student-athlete has been accompanied by a mentor, who is trained as a lawyer. In this event, the mentor serves strictly as an adviser and does not serve as legal counsel.
9. The decision as to whether the student-athlete may be given an opportunity to compete for a roster spot on a CSC athletic team is beyond the authority of the Athletic Scholarship Appeals Committee and rests with the Head Coach and/or Director of Athletics. The Athletic Scholarship Appeals Committee may only render a decision about the non-renewal, removal, or reduction of the athletic scholarship.
10. At the conclusion of the hearing, the Athletic Scholarship Appeals Committee shall have up to 5 business days to render a final decision as to the status of athletics aid. With written agreement from both the student-athlete and the Department of Athletics, an extension to the 5 business days may be granted, if requested by the Athletic Scholarship Appeals Committee.
11. The FAR will notify the Director of Athletics, Associate Athletic Director and the student- athlete of the committee's decision in writing. This decision shall be final and not subject to appeal.
12. The appeal process, related emails, documentation presented, and decision of the Athletic Scholarship Appeals Committee should be considered confidential. The student- athlete, their family members or friends, CSC coaching and athletic department staff, and the Athletic Scholarship Appeals Committee members may not disclose the outcome or opinions of the appeal through personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or media outlets (including but not limited to newspapers, magazines, television, media websites, etc.) A violation of the confidentiality of information as noted above by the student-athlete or his/her family members or friends may result in the reversal of the Athletic Scholarship Appeals Committee decision and/or loss of athletic scholarship. A violation of the confidentiality of information as noted above by any member of the staff representing CSC may result in disciplinary action.

Non-institutional Outside Financial Aid

All student-athletes must report any outside financial aid received to the Financial Aid Office.

The Director of Financial Aid or designee will evaluate all non-institutional financial aid awarded to a student-athlete based on the answers provided by the student-athlete on the *Historical or Outside Scholarship Questionnaire* in order to verify that team and individual limits have not been exceeded and/or to determine whether the award is countable or non-countable under NCAA rules found in section 15.2.6.4. Once reviewed, ACS/FrontRush will be updated and reviewed by the Associate Athletic Director to ensure that applicable outside aid is counted toward individual and team equivalencies.

Each Head Coach will be informed by the Associate Athletic Director of any student-athlete who has not completed all required paperwork. It will be the responsibility of the student-athlete to complete the *Outside Scholarship* form for approval prior to practice or participation.

Process for Verifying Outside Aid

1. The Director of Financial Aid or designee will review outside aid and make necessary adjustments to the student-athlete's award package.
2. ACS Athletics will be updated to help determine if aid is within individual and team limits.
3. The Associate Athletic Director and Director of Financial Aid or designee will review the Financial Aid Report to verify that all outside aid has been identified. Director of Financial Aid or designee will require the source of the aid to verify the criteria used in awarding it.
4. Based on answers to those questions, outside scholarships may be countable or non-countable for the individual and team limits.
5. In the event that athletic criteria for awarding cannot be determined, the award will be treated as countable aid.

Student-Athlete Summer Semester Financial Aid

All student-athletes who intend to register for summer courses at Chadron State College must notify the Department of Athletics. Student-athletes may be awarded financial aid up to the cost of attendance and in accordance with CSC summer semester financial aid policies. Summer athletic scholarships will not be awarded to a student-athlete until the Associate Athletic Director has received a completed and signed *Summer Athletic Scholarship Agreement*.

Student-athletes may be eligible for athletic awards for summer courses taken at CSC based on the availability of funding but the total of awards may not exceed on campus charges. Waivers for tuition, room and/or board are not available to offer student-athletes during the summer session. If a Head Coach wishes to award summer financial aid, it must be paid for out of the program's Foundation Donor Designated account. If a student-athlete drops any course for which they were awarded institutional funds, the award amount will be adjusted accordingly for the number of units dropped. All federal and state financial aid awarded will be adjusted according to regulation and institutional policy.

Contributions by Donors

It is permissible for an individual to contribute funds to the Chadron State College to finance an endowed scholarship for a particular sport. The Head Coach can choose the student-athlete to receive athletic endowments. However, the Head Coach must make the award to the student-athlete that fits the criteria established in the endowment. It is not permissible for an individual to contribute funds to finance a scholarship for a particular student-athlete.

Aid to Professional Student-Athletes

An institution may not award financial aid to a student-athlete who is under contract to or is currently receiving compensation from a professional sports organization. Institutions must be aware of the eligibility requirements for student-athletes participating in outside competitions and any winnings received from those competitions. Student-athletes must complete a *Historical Questionnaire* at the institution as well as provide information to the NCAA Eligibility Center. This is particularly important for international student-athletes.

Awards and Benefits

NCAA Bylaw 16

An extra benefit is any special arrangement by an institutional employee, booster or anyone that the student-athlete is not legally dependent upon, that provides the student-athlete, or the student-athlete's relative or friend, a benefit not authorized by the NCAA. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the student-athlete ineligible.

Student-athletes are permitted to receive expenses, from the institution, that are directly related to travel and competition while representing the institution, as well as the expenses included in the scholarship agreement. Receipt of any monetary or tangible benefit or award from persons outside of the Department of Athletics is not permitted and renders the student- athlete ineligible.

Non-permissible awards or benefits include, but are not limited to;

1. Cash or equivalent;
2. Gift certificates;
3. Country club or sports-club memberships;
4. Use of vehicles or transportation provided for personal use or non-athletic related business;
5. Use of long distance telephone lines for non-course required issues;
6. Free typing or clerical services;
7. Gifts of clothing, equipment or jewelry;
8. Receipt of loans on deferred pay back or those not intended to be collected;
9. Unauthorized, excessive in-room movie rental, telephone use or other excessive or improper expenses on road trips; and
10. Use of golf courses for no fee or discounted rates.

If a student-athlete does receive an extra benefit, it is possible to request that the student-athlete's eligibility be restored by filing a reinstatement request with the NCAA through the Associate Athletic Director.

Student-Athlete Awards

The Department of Athletics selects deserving student-athletes to receive athletic awards as recognition of athletic participation, academic performance, and outstanding achievement.

1. Each sport has annual awards that are based on criteria set by the individual sport.
2. These awards are presented at the discretion of the Head Coach and the Department of Athletics.
3. Coaches must obtain approval from the Associate Athletic Director, for any awards provided to the student-athlete by completing the *Student-Athlete Award Form*.
4. The Associate Athletic Director will notify the Head Coach and coach initiating the award request if the request for an award is approved or denied.
5. Awards by outside groups or organizations are not allowed unless approved in advance by the Associate Athletic Director.
6. If a student-athlete will be receiving an outside award, he/she must initiate an *Outside Award Form* on ACS.
7. The Associate Athletic Director will review the request and determine if any NCAA rules will be violated if the student-athlete accepts the award.

8. Based on the information the request will approved or denied. The Associate Athletic Director will notify the student-athlete and the Head Coach if the request has been approved or denied.

Benefits

A student-athlete may receive benefits generally provided to all students and are not considered an extra benefit as defined above.

A student-athlete may not receive extra benefits as a result of a special arrangement by an institutional employee or representative of the institution's athletics interest.

A student-athlete may not receive discounts, free or reduced-cost services, use of credit cards, or the following from an institutional employees or representatives of athletics interests:*

- Loan
- Guarantee bond
- Use of an automobile
- Transportation
- Signing or cosigning a note

**This is not a complete list. If you have a question about whether a benefit is permissible, check with the Associate Athletic Director or review NCAA Bylaw 16.11 for more clarification.*

Occasional Meals

An occasional meal is a meal provided to a student-athlete in the locale of the institution on infrequent and special occasions. Occasional meals must be approved in advance.

Institutional Staff Member: A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

Representative of Athletics Interest: A student-athlete or the entire team in a sport may receive an occasional family home meal from a representative of athletics interests provided the meal is in the individual's home (as opposed to a restaurant), on campus or at a facility that is regularly used for home competition and may be catered. The representative of athletics interests or an institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

The procedure for approval of occasional meals is as follows:

1. The Head Coach of the student-athlete(s) or team invited for an occasional meal will complete and sign an *Occasional Meal Form* prior to the meal.
2. The form is then submitted to the Associate Athletic Director for approval.
3. Once a decision has been made, the Associate Athletic Director will notify the Head Coach in writing if the occasional meal has been approved or denied.

Complimentary Admissions for PSAs

Each Prospective Student-Athlete (PSA) and up to four guests that are accompanying the prospect may be placed on the *Complimentary Admissions Pass List* for any home contests (not including post season or away contests). Coaches must submit the name(s) to the Associate Athletic Director no less than 24 hours prior to the game start time.

Complimentary Admissions for Student-Athletes

Chadron State College may provide four complimentary tickets per home contest to a student-athlete in the sport in which the individual participates (either practices or competes); regardless of whether the student-athlete competes in the contest. Student-athletes will use ACS/FrontRush to enter admission guests. The Associate Athletic Director will approve or deny the request.

The following are prohibited:

1. Receiving payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value. Receipt of payment for these complimentary admissions by such designated individuals is considered an extra benefit and will render the student-athlete ineligible.
2. Special arrangements to sell student-athlete tickets (tickets shall be available for purchase by student-athletes according to the same purchasing procedure used for the general student body).
3. A student-athlete may not purchase tickets for an athletic contest from the institution and then sell the tickets at a price greater than their face value.
4. A student-athlete may not receive more than four complimentary tickets by getting additional tickets from another student-athlete.
5. The student-athlete should not give his/her ACS/FrontRush Athletics log in information to any other individual. In addition, he/she should not enter or request tickets for other student-athletes.

Playing and Practice Seasons NCAA Bylaw 17

The Associate Athletic Director is responsible for monitoring the playing and practice seasons for all CSC intercollegiate teams. This includes monitoring playing season declarations and Countable Athletically-Related Activities (CARA) for both in season and out of season activities. All playing and practice season documentation will be filed in the Compliance Office.

Declaration of Playing Season

The Head Coach is responsible for completing his/her season calendar (for championship and non-championship seasons), contest schedule (including scrimmages), special events and a *Game Contract* for all non-conference games by July 1 of each year.

Once completed by the dates above, schedules must be submitted for approval to the Associate Athletic Director (to determine that NCAA maximums and minimums are fulfilled), the Sports Information Director, Department Accountant and the Director of Athletics. If schedules do not meet requirements, the Head Coach and Director of Athletics will be notified via e-mail with corrections.

If any changes, additions or cancellations to schedules are necessary (after the schedule has been approved); requests by Head Coaches must be submitted to the Associate Athletic Director, the Sports Information Director and the Director of Athletics via e-mail for approval.

The Head Coach is also responsible for setting up a meeting with the Associate Athletic Director after July 1 to complete the *Declaration of Playing Season Form* and finalize the schedule for the upcoming academic year.

Countable Athletically Related Activities (CARA)

Each Head Coach is responsible for following NCAA legislation regarding daily and weekly limits. The following items are considered countable athletically related activities for the purpose of meeting NCAA CARA legislation (See also Figure 17-3 in the NCAA Manual):

1. Competition
2. Practice
3. Athletic meetings initiated and required by a member of the coaching staff
4. Field, floor or on-court activities
5. Required weight training and conditioning
6. Skill instruction
7. A member of the coaching staff observing pick-up games
8. Participating in tryouts for PSA's of full-time students
9. Setting up offensive or defensive alignments
10. Review of film
11. Visiting the competition site (cross country and golf)
12. Voluntary skill instruction requested by the student-athlete (in all sports except football)
13. Required preparation of the competition site

The following items are not considered countable activities for the purpose of daily and weekly hour limitations (See also Figure 17-3 in the NCAA Manual):

1. Compliance meetings
2. Meeting with a member of the coaching staff that is initiated by a student-athlete
3. Study hall, tutoring or academic meetings
4. Meetings of the Student-Athlete Advisory Committee (SAAC)
5. Voluntary weight lifting NOT conducted by a coach
6. Voluntary sport-related activities, NO attendance taken, NOT conducted by a coach
7. Traveling to and from the competition site
8. Training room activities
9. Serving as a student host
10. Pre-game meals
11. Attending banquets
12. Fund raising activities, community engagement or community service
13. Voluntary preparation of practice field or court

The above lists of countable and non-countable activities are not exhaustive. Questions should be directed to the Associate Athletic Director.

Weekly Limitation

Chadron State College Department of Athletics has defined the NCAA “week” as Sunday through Saturday.

During the playing season, student-athletes’ limitation for CARA activities are as follows:

1. A maximum of 20 hours per week
2. No more than four (4) hours per day
3. Competition date counts for three (3) hours regardless of the actual duration
4. Must have one day off per week with NO CARA activities
5. For golf, a practice round played the day prior to the start of the tournament shall count as three hours

Outside of the playing season the limitations on CARA activities are as follows:

1. A maximum of eight (8) hours per week
2. In other sports than football, no more than four hours a week may be spent on team activities and/or skill instruction
3. In football, NO skill instruction is permitted
4. In football, no more than two hours may be spent in review of film
5. NO CARA activities shall be conducted during two calendar days per week

Countable Athletically Related Activities (CARA) Reporting Procedures

- Head Coaches are required to submit CARA logs to the Associate Athletic Director using the ACS/FrontRush Athletics software system by noon on Monday for the prior week.
- For each date, the Head Coach is required to indicate the length of time spent on all CARA activities per each calendar day.
- CARA logs must be accurate.

Countable Athletically Related Activities (CARA) Audit Procedures

- CARA logs are reviewed by the Associate Athletic Director and/or the Graduate Assistant for Compliance.
- CARA logs will be available to student-athletes via the ACS/FrontRush Athletics software system each week to review for verification of the accuracy or identify any inconsistencies. If the CARA logs are accurate, the student-athlete will be asked to initial the form by their name.
- If a discrepancy does exist, a member of the training staff assigned to the specific sport may also be asked to verify CARA records.
- Completed CARA logs will remain within the ACS/FrontRush Athletics system.
- The Associate Athletic Director will conduct investigations of potential CARA violations.
- The Director of Athletics will be notified of any possible, as well as sustained, violations and missing CARA log documentation.

Redshirt Season

Student-athletes that do not use a season of competition because he/she has not participated in any outside competition may use a redshirt year. The following procedure must be followed:

1. The Head Coach must complete the *Redshirt Form*.
2. Once the *Redshirt Form* is signed by the student-athlete and Head Coach, the Head
3. Coach will submit the form to the Associate Athletic Director.
4. The Associate Athletic Director will review participation and forward the form to the
5. Sports Information Director.
6. After the Sports Information Director verifies the student-athlete has not used a season of competition, he/she will sign the *Redshirt Form* and return it to the Associate Athletic Director.
7. Once the *Redshirt Form* is returned to the Associate Athletic Director, he/she will document in the ACS Athletics system that the student-athlete has used a redshirt season.
8. If it is discovered that the student-athlete has in fact used a season of competition, the Associate Athletic Director will contact the Head Coach and the student-athlete to let them know that he/she will be charged a season of competition.
9. It will be documented that the student-athlete has used a season of competition if the process is not followed.

Student-Athlete Employment

Prior to employment, all student-athletes must complete the *Student-Athlete Employment/Internship Form* and submit it to the Associate Athletic Director. The student-athlete must obtain the employer's information prior to submitting the form to the Associate Athletic Director.

Earnings from a student-athletes on or off campus employment that occurs at any time is exempt and is not included when determining a student-athlete's full grant-in-aid or the institution's financial aid limitations.

Compensation may be paid to a student-athlete:

1. Only for work actually performed.
2. At a rate commensurate with the going rate in that locality for similar services.
3. When ensured that an employer shall not use the athletic reputation of a student-athlete employee to promote the sale of a product or service.

Student-athletes are required to document employment by following the procedures below.

Procedures for the Academic Year

1. The Associate Athletic Director reviews NCAA Bylaws governing student-athlete employment, and all required employment monitoring procedures to be completed by student-athletes, at the first administrative team meeting in the fall of each academic year.
2. At the first-of-the-year squad meetings, student-athletes must complete a section within their student packets entitled *Student-Athlete Employment/Internship Form* for the preceding summer. The Compliance Office compares the *Student-Athlete Employment/Internship Form* with the *Student-Athlete Summer Information Form*. Where differences are noted, the Associate Athletic Director meets with the student-athletes to correct the forms and/or take actions necessary to verify employment complies/has complied with NCAA requirements. This includes employment at camps/clinics.
3. The student-athlete must complete a *Student-Athlete Employment Form* within 14 calendar days of employment. The student-athlete must affirm his/her understanding of the terms outlined in the *Student-Athlete Employment Form* and his/her intent to adhere to its provisions by signing the form.
4. If the student-athlete is serving an on-campus position, the *Student-Athlete Employment Form* will also be submitted to the Director of Human Resources for approval.
5. The Associate Athletic Director reviews the *Student-Athlete Employment Form* and signs the form indicating that all steps have been completed by the student-athlete.
6. The Associate Athletic Director notifies the Head Coach of the student-athlete's employment.
7. It is the Head Coach's responsibility to monitor his/her student-athlete's athletic, academic and work commitments as they relate to their overall well-being.
8. The Associate Athletic Director will meet with the Director of Human Resources at the beginning of the academic year to review NCAA legislation and ensure NCAA compliance with student-employment regulations as they relate to on-campus employment.

Procedures for End of the Spring Semester

1. Prior to the end of spring semester, all student-athletes must complete a *Student-Athlete Summer Information Form* indicating where they will be living over the summer, whether or not they intend

to work over the summer, and whether or not they have already obtained jobs. If the student-athlete has already obtained a job, he/she must complete the *Student-Athlete Employment Form*.

2. The Associate Athletic Director reviews all *Student-Athlete Summer Information Forms* and remains on file electronically in the ACS/FrontRush program.
3. If the student-athlete makes changes to summer employment, he/she must notify the Associate Athletic Director.

Volunteer/Student Assistant Coaches/Student Managers

When a Head Coach is contacted by an individual interested in serving the Chadron State College Athletics Department, the Head Coach must decide if the individual is a volunteer, student coach or student manager.

A student coach or student manager is a Chadron State College student who is assisting in a particular sport program. A volunteer coach does not receive any compensation or remuneration from the Chadron State College Department of Athletics.

If a student-athlete has exhausted his/her eligibility, it is no longer permissible for the student-athlete to practice with his/her team.

The following provisions for volunteer coaches shall apply:

- Prohibited from contacting and evaluating Prospective Student-Athletes (PSAs) off campus and may not perform recruiting related activities unless certified (Bylaw 11.5.1.1).
- Is not eligible to receive reimbursements, wages, salary, or benefit compensation.
- May receive team apparel at the discretion of the Head Coach.
- May travel with the team and receive complimentary meals incidental to organized team activities (e.g., pre-or post-game meals).
- May receive meal(s) during a prospective student-athlete's official visit provided the individual dines with the prospective student-athlete.
- Is not authorized nor empowered to act as an agent or speak publicly on behalf of Chadron State College.
- The Head Coach shall determine the duties and responsibilities of this position.
- Held accountable for all NCAA, Rocky Mountain Athletic Conference and Chadron State College policies and procedures.
- Must attend monthly Compliance Meetings.
- Must sign the *Volunteer Service Agreement*.

The following provisions shall apply for student assistant coaches:

- Must be enrolled at Chadron State College.
- Prohibited from contacting and evaluating Prospective Student-Athletes (PSAs) off campus and may not perform recruiting related activities unless certified (Bylaw 11.5.1.1).
- Is not eligible to receive reimbursements, wages, salary, or benefit compensation, but may receive athletic financial aid.
- May receive team apparel at the discretion of the Head Coach.
- May travel with the team and receive complimentary meals incidental to organized team activities (e.g., pre-or post-game meals).
- May receive meal(s) during a prospective student-athlete's official visit provided the individual dines with the prospective student-athlete.
- Is not authorized nor empowered to act as an agent or speak publicly on behalf of Chadron State College.
- The Head Coach shall determine the duties and responsibilities of this position.

- Held accountable for all NCAA, Rocky Mountain Athletic Conference and Chadron State College policies and procedures.
- May not conduct practices, skill instruction or strength and conditioning workouts without the presence of a Head Coach, full-time Assistant Coach or Graduate Assistant.
- Must sign the *Student Assistant Service Agreement*.

The following are provisions for a student manager (See Figure 14-6 in the NCAA Division II Manual):

- Must be enrolled at Chadron State College.
- May not compete for Chadron State College and can only participate in limited practice activities.
- Prohibited from contacting and evaluating prospective student-athletes.
- Can receive athletic financial aid
- May receive team apparel at the discretion of the Head Coach.
- May travel with the team and receive complimentary meals incidental to organized team activities (e.g., pre-or post-game meals).
- Is not authorized nor empowered to act as an agent or speak publicly on behalf of Chadron State College
- The Head Coach shall determine the duties and responsibilities of this position.
- Held accountable for all NCAA, Rocky Mountain Athletic Conference and Chadron State College policies and procedures.
- May not conduct practices, skill instruction or strength and conditioning workouts without the presence of a Head Coach, full-time Assistant Coach or Graduate Assistant.
- Cannot serve as a practice player.

Equipment and Apparel Procedures

Apparel or Equipment that Includes Institutional Identification

A student-athlete may use institutional equipment during outside competition only when representing the institution.

A student-athlete may purchase equipment at a discounted price from an institutional vendor or outside vendor provided such discount to student-athlete is not based on his or her affiliation with the institution or his/her status as a student-athlete.

Equipment and apparel are the property of the Chadron State College Athletic Department. Equipment and apparel must be returned at the conclusion of the playing season or academic year.

The procedures for equipment and apparel are as follows:

1. Student-Athletes must be on the *NCAA Eligibility List* in order to be issued equipment and/or apparel. To be on the *NCAA Eligibility List*, a student-athlete must be a member of the roster and must have signed the *NCAA Drug Testing Consent Form* and the *NCAA Student-Athlete Statement*.
2. Athletic apparel is defined as (but not limited to) practice, contest and travel apparel.
3. Equipment is defined as (but not limited to) team supplies, equipment issued by a member of the athletic training staff, practice and game/event equipment.
4. Student-athletes must return game uniforms and warm-ups at the end of the season. Coaches are responsible for making certain uniforms and warm-ups are returned.
5. The head athletic trainer and each Head Coach or designee is responsible for maintaining inventory of all equipment and/or apparel. All records shall be up-to-date.
6. Inventory will be recorded and electronically documented in the ACS/FrontRush Athletics software program.
7. All practice gear and uniforms are laundered and delivered to each student-athlete.
8. Each student-athlete receives a locker, lock, laundry loop, team towel and any equipment and apparel as necessary for that particular sport.
9. If a student-athlete wishes to receive new equipment/apparel, it will be done on an exchange basis through the respective Head Coach or the head athletic trainer. All transactions are recorded on the student-athlete's *Inventory Card* within ACS/FrontRush.
10. If equipment and/or apparel is lost, stolen, damaged, or not returned at the end of the playing season or academic year, the student-athlete shall be held financially responsible and will be charged for the equipment and/or apparel.
11. A student-athlete may retain athletics apparel, not equipment, game uniforms or warm-ups, at the conclusion of the playing season or academic year, at the discretion of the Head Coach and/or the approval of the Director of Athletics. (*NCAA Bylaw 16.11.1.5*)
12. A student-athlete may not accept free of charge, or purchase at a discounted or reduced price, athletics equipment, supplies, or clothing (e.g., golf clubs, balls, shirts, etc.) from a manufacturer or commercial enterprise, that is not offered to the general student body.
13. Such items may be provided to the institution to be used by the institution's team in accordance with accepted practices for issuance and retrieval of athletic equipment/apparel. (*NCAA Bylaw 16.11.2.5*)

**All equipment purchased with state dollars (through a state budget or the Chadron State College Foundation) and no longer functional must be turned over to the Chadron State College Inventory Clerk.*

Substance Abuse Program

As a member of NCAA DII and the Rocky Mountain Athletic Conference, Chadron State College (CSC) student-athletes are expected to conduct themselves in a manner that is congruent to the NCAA Drug Testing Policy as well as to the mission of the institution. This program implements specific measures to ensure student-athletes the highest level of accountability in upholding the mission of CSC and the NCAA.

Program Purpose and Philosophy

The purpose of this program is to create an environment that affords student-athletes the optimal opportunity to grow spiritually, athletically, and academically during their career at CSC. The Department of Athletics and the institution as a whole believe that the use of alcohol and banned substances does not give student-athletes the best chance to succeed in the three areas of growth stated above. Therefore, this policy is designed to educate student-athletes about the adverse effects of substance abuse, detect the use of banned substances by CSC student-athletes, gracefully discipline those who choose to partake in the use of banned substances, and assist them to the best of our ability in their recovery and rehabilitation.

Prohibited Substances

Students participating in intercollegiate athletics are prohibited from the use, purchase, possession, manufacture and/or distribution of any substances on the current NCAA banned drug list with the addition of alcohol and tobacco. Student-athletes may not use the drugs specified by the NCAA regardless whether such use occurs before, during, or after the student-athlete's competitive season. In addition, pursuant to CSC Student Conduct Policies, the institution requires that student-athletes abstain from the use and possession of alcohol beverages and smoking/tobacco products. It is the responsibility of the student-athlete to know what he/she is putting into their body and seek answers through the appropriate resources if they have questions.

NCAA Banned Drugs List

The NCAA bans the following classes of drugs:

- Stimulants;
- Anabolic Agents;
- Alcohol and Beta Blockers (banned for rifle only);
- Diuretics and Other Masking Agents;
- Street Drugs;
- Peptide Hormones and Analogues;
- Anti-estrogens
- Beta-2 Agonists.

Note: Any substance chemically related to these classes is also banned. The institution and the student-athletes shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

- Blood Doping;
- Local Anesthetics (under some conditions);

- Manipulation of Urine Samples;
- Beta-2 Agonists permitted only by prescription and inhalation
- Caffeine if concentrations in urine exceed 15 micrograms/ml.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, student-athlete should review the product with one of the certified athletic trainers.

1. Dietary supplements are not well regulated and may cause a positive drug-test result.
2. Student-athletes have tested positive and lost their eligibility using dietary supplements
3. Many dietary supplements are contaminated with banned drugs not listed on the label
4. Any product containing a dietary supplement ingredient is taken at your own risk.

Some Examples of NCAA Banned Substances in Each Drug Class:

1. Stimulants:
 - a) e.g., amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, etc.
 - b) *Exceptions:* phenylephrine and pseudoephedrine are not banned.
 - c) Anabolic Agents (sometimes listed as a chemical formula, such as 3, 6, 17- androstenedione):
 - d) e.g., boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.
2. Alcohol and Beta Blockers (banned for rifle only):
 - e) e.g., alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
3. Diuretics (water pills) and Other Masking Agents:
 - f) e.g., bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone
 - g) (canrenone); triameterene; trichlormethiazide; etc.
4. Street Drugs:
 - h) e.g., heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)
5. Peptide Hormones and Analogues:
 - i) e.g., growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.
6. Anti-Estrogens:
 - j) e.g., anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene (ATD), etc.
7. Beta-2 Agonists:
 - k) e.g., bambuterol; formoterol; salbutamol; salmeterol; etc.
 - l) Any substance that is chemically related to the class, even if it is not listed as an example, is also banned (unless otherwise noted)!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or www.drugfreesport.com/rec password ncaa2.

The list of banned substances by the NCAA is available to student-athletes on the CSC Athletics website: http://chadron eagles.com/documents/2013/7/5/2013-14_Banned_Drugs_Educational.pdf?id=122

This online list of banned substances will always be up-to-date, and is the list for which each student-athlete will be responsible. This is not a complete list of banned substances. Do not rely on this list to rule out any supplemental ingredient. Any questions concerning this list need to be directed to the Head Athletic Trainer. Additionally, student-athletes are responsible to report any prescription or over the counter medications they are taking to their team athletic trainer.

Confidentiality

Any information concerning a student-athlete's alleged or confirmed improper use of banned substances shall be restricted to institutional personnel identified within this document and to parents or legal guardians of minors. The CSC Department of Athletics will follow HIPAA guidelines to insure the utmost confidentiality.

Counseling

See the CSC Counseling and Disability website for more information:

<http://www.csc.edu/healthserv/counseling/>.

NCAA Drug Testing Program:

<http://www.ncaa.org/sport-science-institute/topics/2020-21-ncaa-banned-substances>

In addition to the CSC Athletic Substance Screening Program, the NCAA has a Drug Testing Program that we are required to follow. The following are the NCAA testing procedures and appeal processes:

- Every Division II institution is subject to year-round drug testing.
- When CSC is selected for a drug test, the Director of Athletics, Associate Athletic Director and Head Athletic Trainer will receive notification from Drug Free Sport no sooner than 48 hours prior to the test date. In some cases, institutions may receive only 24 hour notice or no-call testing. After Drug Free Sport has randomly selected student-athletes for drug testing, the site coordinator will receive the roster of selected student-athletes. The site coordinator is responsible for notifying student-athletes of their selection for drug testing and having them sign the *NCAA Drug-Testing Consent Form* if he/she has not done so. Student-athletes must be notified in person or via direct communication.
- Any student-athlete who refuses to sign the notification form or signature form, fails to arrive at the collection station at the designated time, fails to provide a urine sample according to protocol, leaves the collection station before providing a specimen according to protocol or attempts to alter the integrity or validity of the urine specimen and/or collection process will be treated as if there was a positive for a banned substance other than a street drug as defined in NCAA Bylaw 31.2.3.1.
- If the NCAA tests the student-athlete for the banned drug classes listed in NCAA Bylaw 31.2.3.4 and they test positive (consistent with NCAA drug-testing protocol) in the initial Sample A test, that student-athlete will then be suspended from participation until the Sample B test has been determined. If the student-athlete tests positive for Sample B (consistent with NCAA protocol), then that student-athlete will be ineligible for further participation in regular season and postseason competition in all sports in accordance with the provisions in NCAA Bylaw 18.4.1.5.1. He/she will remain ineligible for 1 year (365 days) from the date of their positive drug test and until they receive a negative exit test. An exit test must occur no earlier than one month prior to the end of the probationary period. The student-athlete will then be required to go through student-athlete reinstatement and will be charged one season of competition. CSC may appeal to the NCAA Eligibility

Committee for restoration of the student-athlete's eligibility if mitigating circumstances warrant restoration.

- A student-athlete who tests positive shall be charged with a loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition.
- If a student-athlete tests positive a second time for the use of any drug, other than a "street drug" as defined in NCAA Bylaw 31.2.3.2, he/she shall lose all remaining regular season and postseason eligibility in all sports. In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug.
- An institution may appeal the duration of ineligibility to the Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee). In all sports, the committee may reduce the legislated penalty to withholding the Student-Athlete from the next 50 percent of the season of competition or provide complete relief from the legislated penalty. If the committee requires the student-athlete to fulfill the legislated penalty or be withheld from the next 50 percent of the season of competition in all sports, the Student-Athlete shall remain ineligible until the prescribed penalty is fulfilled, the Student-Athlete tests negative and the student-athlete's eligibility is restored by the Committee on Student-Athlete Reinstatement.

Additional Information/Forms