

Mid-Eastern Athletic Conference Compliance Management Coaches Checklist

INITIAL QUESTIONS

Yes	No		
		1.	Team Roster complete with financial status, SAT/ACT scores and line items filled out. Have you completed housing list for first and second semester, holidays and spring break?
		2.	Have you set a date for team physicals with trainer?
		3.	Walk-ons, non-recruits identified and forms completed? Institutional Release Forms (IRL) submitted early to clearinghouse a must.
		4.	Is the conference official eligibility certification complete and in route to the compliance office?
		5.	Can we print your conference schedule and is the first date of the competition form complete and signed (practice and season included)?
		6.	Have your student-athletes (S/A) to read and complete the following forms: * Student-Athlete Statement, Drug Consent Form, Student-Athlete Summary and Affirmation Form (Note that Affirmation Forms must have the coaches and the Director of Athletics signature). All of the above must be completed and on file before the first contest or scrimmage. Remember that all additions to your team must complete the forms listed above.
		7.	Are your non-qualifiers and partial qualifiers aware of their financial status? Non-qualifiers- no athletic related monies; partial qualifiers-may receive institutional financial aid. Do you have a contingency plan for those non- and partial qualifiers?
		8.	Check our full grant-in-aid S/A for current Clearinghouse certification. All S/A must be Clearinghouse certified before competing.
		9.	Are your scholarships renewals and non-renewals ready to be mailed out by July 1 st ?
		10.	Are your National Letter of Intent complete and properly signed by the Director of Athletics?
		11.	Is the paperwork for admission complete (a department transcript evaluation done, transfer credits modified, SAT/ACT scores, GPA and application for admission on file).
		12.	Have your freshman passed through Admissions and the Clearinghouse? Have your continuing S/As met satisfactory progress? 12.1 Declared a major (taking course in major) 12.2 12 hours + each semester, 24 hours + (in major) per academic year (fall to fall or average) 12.3 25/50/75 12.4 90/95% GPA
		13.	Have you completed your requisition for books for the 1 st semester?
		14.	Have you contacted Sports Information (for a date) for team pictures, Sports Information Questionnaire, statistic coverage and passing in your final team schedule to compliance and SID?

RECRUITING

Yes	No		Do you have/know of?
		1.	Limitations/time periods for coaches recruiting off-campus of having recruits on campus?
		2.	Recruiting letter/non-recruiting letter?
		3.	Student-athletes certification non-recruitments and financial aid exemption status?
		4.	A copy of your phone contacts and evaluation log? Do you have your log on file?
		5.	Have you mailed your permission slip to recruit freshman or permission to talk with the student-athlete via release from their current institution (Transfer S/A)?
		6.	Official and unofficial visit forms and visitation/notification letter a must?
		7.	Travel/entertainment form and itinerary of prospect during official visit?
		8.	Student host instructions?
		9.	Student host expense receipt form?
		10.	Record of official visit form?
		11.	A complied official visit roster for your sport which includes summer visits? 11.1 The total number of official visits per institution per academic year for football 56 and basketball 12. A required written record must be maintained of all visits by all sports.
		12.	Coaches declaration form at the end of the visit should be reviewed and signed?
		13.	Walk-on participation authorization form and the used of the certification non-recruitment form?
		14.	The use of the National Letter of Intent and it's rules and policies?
		15.	The use of recruiting materials-What can and cannot be used?
		16.	Authorization for release of high school records and transcripts?
		17.	Transfer historical form-Junior College/2 year college information form?
		18.	Foreign student athlete certification by Clearinghouse and I-20 forms must be completed and forwarded to NCAA Clearinghouse when necessary. I-20 forwarded /filed?
		19.	Know your recruiting calendar when you can or cannot leave campus?
		20.	Have you listed the optional days that you can select to leave campus (football-basketball)?
		21.	Have you selected the days that you can evaluate student-athletes off-campus in November through March for Men's Basketball, October through February for Women's Basketball nine (9) days in October and November and twenty (20) days in May for Football? This list must be filed in the office of the Director of Athletics and Compliance Office.
		22.	Have you covered regulations regarding summer participation and holidays in-season/out-season?
		23.	Have you covered regulations for your compliance and employment opportunities for you and your players including camp and clinic employment regulations?
		24.	Do you know, are you aware of the expiration date on your foreign student-athletes' visa or passport?

ELIGIBILITY

Yes	No		Do you have/know of?
		1.	What NCAA legislation applies to your recruit(s)? Are there any interpretation concerns?
		2.	What are your institutions responsibilities regarding eligibility: You , the coach, must supply the institution with a S/A application, student-athlete medical shot records, high school or transfer institution transcript, test scores, administer drug consent form, administer student-athlete statement and compile a roster of the squad members before practice. The squad list is primary before one can compete to ensure that all student-athletes who practice, compete and receive financial aid meet applicable eligibility requirements.
		3.	What instances are post baccalaureate and graduate students eligible? Bylaw 14.2
		4.	What are the general residence requirements for eligibility? Bylaws 14.02.10 and 14.5.1.2. a and b
		5.	What is the five year/10 semester rule? Bylaws 14.2.1 and 14.2.1.1?
		6.	Under what conditions can the five (5) year or 10-semester period of eligibility be extended? Bylaws 14.2.1.3 and 14.2.2.2
		7.	What are the general academic requirements for continuing eligibility? Satisfactory progress towards a degree (declare a major) enrolled in at least a minimum full time program heading to a degree. Bylaw 14.01.2
		8.	Under what conditions can resident requirements and/or the five year/10-semester period be waived? Bylaws 14.2.1.3 and 14.2.2.2
		9.	How does outside competition affect eligibility? Have you discussed holidays, summer leagues with student-athletes?
		10.	Is there an NCAA eligibility form for international/foreign student-athletes? The international student-athlete must go through the Clearinghouse. SAT/ACT scores must be recorded with Clearinghouse. Bylaw 14.10.1
		11.	What is the NCAA policy on gambling and agents and how does it affect our student-athlete's eligibility? Bylaws 10.11, 10.2, 10.3 and 12.3.1
		12.	Have your student-athletes, obtained from their advisor, the number of hours needed to graduate in their specific degree program and other related information?

FINANCIAL AID

Yes	No		
		1.	Have your student-athletes completed all necessary financial aid forms prior to enrollment?
		2.	Have your student-athletes received awards letter from financial aid? Are your student-athletes on the scholarship list in Financial Aid? Are they cleared by the Clearinghouse to receive athletic monies?
		3.	Student athletes must pass thirteen (13 or 14-New regulations) core units to be able to receive athletic monies

		4. Do you know your financial limits/number? You cannot exceed the number of scholarships that is budgeted without prior approval from the Director of Athletics.
		5. Have you checked your final print-out from Financial Aid of your student-athlete and compared it with their Clearinghouse status?
		6. Do you, the parents and the student-athlete know what additional (if any) related expenses might be incurred that need to be discussed? Bylaws 15.2.1.4 and 15.2.2

NOTE: Coaches, each of the major areas and their sub-list may be applied to a calendar and worked on weekly, monthly, per semester and academic year prior to enrollment of student-athletes. However, by using these suggested policies, concerns and bylaws you may develop your own checklist-make any additions needed to this list. By using this checklist we can organize to keep pace and effectively manage so that we can stay in **COMPLIANCE**-All of us.