

PLAYING BY THE RULES



A Pocket Guide to
NCAA Compliance
for Alumni and
Friends of Athletics



INTRODUCTION

Columbia University's Department of Intercollegiate Athletics and Physical Education is dedicated to the pursuit of excellence. Our success is a direct result of the support of numerous alumni, parents, and friends of Columbia University.

As a member of the NCAA and the Ivy League, Columbia University is accountable for the actions of its administrators, coaches, student-athletes and staff, as well as its alumni, friends and fans. We hold paramount the integrity of our Intercollegiate Athletics and Physical Education program. Inappropriate actions, whether inadvertent or intentional, can jeopardize the eligibility of a prospective student-athlete or current student-athlete. This guide is intended to assist you in understanding the basic rules mandated by the NCAA, Ivy League, and Columbia University. It is imperative that all members of the Columbia University family adhere to these regulations.

We hope you will read this guide thoroughly. This guide is meant to be a resource; however, all NCAA and Ivy League rules cannot be covered in this limited space. If you have additional questions or are unsure of NCAA, Ivy League or Columbia regulations, please contact the Director of Compliance.

DEFINITIONS

Representative of Athletics Interests

A "representative of the institution's athletics interests" is an individual, independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization who is known (or who should have been known) by a member of the institution's executive or athletics administration to:
(Revised: 2/16/00)

- (a) Have participated in or to be a member of an agency or organization promoting the institution's intercollegiate athletics program;
- (b) Have made financial contributions to the athletics department or to an athletics booster organization of that institution;
- (c) Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospective student-athletes;
- (d) Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or
- (e) Have been involved otherwise in promoting the institution's athletics program.

Note: According to the NCAA rules, once an individual has



been identified as an institutional representative of athletics interests, the individual retains that title for life. Columbia University is ultimately responsible for the behavior of all its athletics representatives relative to NCAA regulations.

Prospective Student-Athlete

A prospective student-athlete is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. An individual remains a prospective student-athlete until one of the following occurs (whichever is earlier):

- (a) The individual officially registers and enrolls in a minimum full-time program of studies and attends classes in any term of a four-year collegiate institution's regular academic year (excluding summer); or
- (b) The individual participates in a regular squad practice or competition at a four-year collegiate institution that occurs before the beginning of any term.

Enrolled Student-Athlete

An enrolled student-athlete is an individual whose enrollment was solicited by a member of the athletics staff or other representative of athletics interests with a view toward the student's ultimate participation in the intercollegiate athletics program. Any other student becomes a student-athlete only when the student reports for an intercollegiate squad that is under the jurisdiction of the athletics department.

DO'S AND DON'TS FOR REPRESENTATIVES OF ATHLETICS INTERESTS IN REGARDS TO CURRENTLY ENROLLED STUDENT-ATHLETES:

Do's

- **DO** provide jobs and internships to currently enrolled student-athletes, particularly in the summer and during off-terms. If you know of positions in your business or community which might be filled by a student-athlete please contact Kimberly Curry, Director of Career Development in the Department of Intercollegiate Athletics and Physical Education. Please remember, the pay for these jobs must be at the going rate for that position and the student-athlete and employer must complete an employment verification form to ensure compliance with NCAA rules.
- **DO** provide enrolled student-athletes a meal in your home (it may be catered), but not in a restaurant. However, this may be done only infrequently and on special occasions. It is



also permissible for you to provide reasonable transportation to student-athletes to attend a meal in your home. Make sure you have the approval from the Director of Compliance before extending the invitation.

Don'ts

- **DO NOT** provide a currently enrolled student-athlete, their parents or friends any benefit or special arrangement without prior approval from the Compliance Office.
- **DO NOT** pay or arrange for payment of room, board, or any type of transportation for a student-athlete or their family.
- **DO NOT** entertain student-athletes or their family and friends.
- **DO NOT** use the name, picture, or appearance of an enrolled student-athlete to advertise, recommend, or promote sales or use of a commercial product or service of any kind.
- **DO NOT** provide awards or gifts to a student-athlete.
- **DO NOT** provide free telephone calls or reduced cost lodging in your home to a student-athlete.
- **DO NOT** contact enrolled student-athletes at other four-year institutions for the purpose of exploring the possibility of their transferring to Columbia University and participating in our athletic program. The NCAA has strict rules concerning such matters. If a student-athlete at another institution contacts you about the possibility of transferring to Columbia University, explain to him or her that NCAA rules prohibits you from discussing this possibility. Furthermore, a written release from the previous institution is needed for this student-athlete to talk to a Columbia University coach about transferring.
- **DO NOT** provide free transportation to and from jobs for student-athlete employees during the summer and vacation periods, unless the same free transportation is available to all employees.
- **DO NOT** provide room, board, or transportation cost incurred by friends or family of an enrolled student-athlete to visit Columbia University or to attend a Columbia University athletic event.
- **DO NOT** provide any payment of expenses or the loan of an automobile for a student-athlete to return home or to any other location to receive an award or for any other personal reason.
- **DO NOT** provide any extra benefit or special arrangement to student-athletes or friends or relatives of student-athletes. According to the NCAA, extra benefits include, but



are not limited to:

- Special discounts
- Payment arrangement, or credit on purchases
- Tickets, clothes or services (laundry, tailoring, etc.)
- A loan of money in any amount
- The use of an automobile
- The purchase of meals or services
- Transportation to or from a summer job (unless provided to all employees)
- Signing or co-signing a loan
- Selling or giving a student-athlete a ticket to an athletic, university community event.

- **DO NOT** provide enrolled student-athletes with free professional services for which a fee would normally be charged (dental, medical services, haircuts, etc).

- **DO NOT** expend funds to entertain student-athletes, their friends or relatives.

- **DO NOT** permit student-athletes or their friends or relatives to use your telephone for free long-distance calls.

- **DO NOT** employ a currently enrolled student-athlete without the permission of the Compliance Office.

- **DO NOT** provide gifts or awards to student-athletes for their athletic performance. All awards must conform to NCAA award restrictions, and must be approved by the Department of Intercollegiate Athletics and Physical Education. Check with the Department of Intercollegiate Athletics and Physical Education first before permitting a hometown group or business to provide any award to a student-athlete.

- **DO NOT** provide an honorarium to a student-athlete for a speaking engagement. Student-athletes may only receive necessary travel expenses when speaking to educational or charitable organizations. All speaking engagements must be approved in advance by the Compliance Office.

- **DO NOT** give money to a student-athlete even if it is for the purpose of paying expenses associated with amateur athletic competitions. All expense funds must be provided through the Department of Intercollegiate Athletics and Physical Education.

DO'S AND DON'TS FOR REPRESENTATIVES OF ATHLETICS INTERESTS IN REGARDS TO A PROSPECTIVE STUDENT-ATHLETE

Do's

- **DO** forward information about prospective student-athletes to the appropriate Columbia University coaching staff.



- **DO** have telephone contact with a prospective student-athlete regarding summer employment, provided the prospect has graduated from high school.
- **DO** have a telephone conversation with a prospective student-athlete if the prospective student-athlete initiates the call. An institutional staff member may not prearrange such a call and you are not permitted to have a recruiting conversation, but may exhibit normal civility.
- **DO** continue established family relationships with friends and neighbors. Contacts with sons and daughters of these families are permitted so long as they are not made for recruiting purposes or encouraged by Columbia University coaches.
- **DO** view a prospective student-athlete's athletics contest at your own initiative provided you do not contact the prospective student-athlete or his/her parents. In addition, you may not contact a prospective student-athlete's coach, principle, or counselor in an attempt to evaluate the prospective student-athlete.

Don'ts

- **DO NOT** write, e-mail, or telephone a prospective student-athlete or his/her parents in an effort to recruit them to Columbia University.
- **DO NOT** make contact with a prospective student-athlete and his/her parents when the prospective student-athlete is on campus for an official or unofficial recruiting visit.
- **DO NOT** transport, pay, or arrange for payment of transportation costs for a prospective student-athlete, and his/her relatives or friends to visit campus or elsewhere.
- **DO NOT** provide ANYTHING to a prospective student-athlete, the prospective student-athlete's family or friends without prior approval from the Compliance Office.
- **DO NOT** invite selected junior or senior high school or junior college prospective student-athletes to alumni events. NCAA rules prohibit contact between alumni and prospective student-athletes at both on-campus and off-campus sites.
- **DO NOT** bring your son or daughter or any guest to an alumni gathering if he or she is in the ninth grade or higher, and participating in athletics.
- **DO NOT** contact a prospective student-athlete's coach, principal or counselor in an attempt to evaluate the prospective student-athlete and do not visit the prospective student-athlete's educational institution to pick up films or transcripts pertaining to the evaluation of the prospective



student-athlete's academic eligibility or athletic ability.

- **DO NOT** directly or indirectly become involved in making arrangements for a prospective student-athlete, the prospective student-athlete's relatives or friends to receive money, financial aid, or equivalent inducements even if similar financial aid benefits or arrangements are available to prospective students in general, their relatives, and friends. For instance, a prospective student who does not participate in athletics may accept a ride to visit Columbia University from a neighbor who is an alumnus. A prospective student-athlete who participates in athletics may not.

- **DO NOT** provide any of the following prohibited inducements to prospective student-athletes:

- CASH or LOANS
- Promise of employment after college graduation
- Special discounts
- Payment arrangements on loans
- Employment of relatives or friends of a prospect
- Involvement in arranging for free or reduced charges for professional or personal services
- Purchases, or charges of items
- Use of an automobile
- Providing transportation to or from a summer job or to any other site (unless provided to all employees)
- Signing or co-signing a note for a loan
- Loan or a gift of money for other tangible items, clothes, stereos, cars, jewelry etc.
- Financial aid other than administered by Columbia University
- The promise of financial aid for post-graduate education
- Free or reduced-cost housing arrangements

- **DO NOT** pay or arrange for the payment of transportation costs incurred by a prospective student-athlete or the relatives or friends of a prospective student-athlete to visit Columbia University. The Department of Intercollegiate Athletics and Physical Education is allowed to provide a limited number of expense paid visits for prospective student-athletes to visit Columbia University.

- **DO NOT** provide free tickets to prospective student-athletes or the family members to either home or away Columbia University contests. The Department of Intercollegiate Athletics and Physical Education may provide complimentary admissions to home athletic contests to prospective student-athletes through a pass list.

- **DO NOT** establish any fund for the purpose of recruiting prospective student-athletes. If you wish to contribute to such efforts, please make a contribution to the Columbia University Department of Intercollegiate Athletics and Physical Education. The Division of Athletics and Recreation must administer all funds used for recruiting.



- **DO NOT** entertain, provide tickets, gifts or other benefits to junior high or senior high school, preparatory school, or junior college coaches at any time. The Department of Intercollegiate Athletics and Physical Education is allowed to provide them with complimentary admissions, however, representatives of athletics interests may not.
- **DO NOT** pay in whole or in part or lend funds for the payment of registration fees for any prospective student-athlete to attend a summer sports camp.
- **DO NOT** mail anything to a prospect, such as newspaper clippings, posters, programs etc. The NCAA restricts the types of materials, which may be sent to prospective student-athletes and prohibits anyone but Department of Intercollegiate Athletics and Physical Education employees from distributing such materials or communication with prospective student-athletes in writing.
- **DO NOT** provide employment to a prospective student-athletes without prior approval from the Director of Compliance in the Department of Intercollegiate Athletics and Physical Education. The Department of Intercollegiate Athletics and Physical Education is permitted to arrange employment for prospective student-athletes once they graduated from high school and prior to their enrollment as a freshman.
- **DO NOT** employ prospective student-athletes prior to the completion of their senior year in high school.

COMMON COMPLIANCE QUESTIONS FROM REPRESENTATIVES OF ATHLETICS INTERESTS

Q. Is it permissible for athletics representatives to attend high school games and make contact with the prospective student-athlete's parents?

A. It is permissible to attend high school games; however, the athletics representative must not make contact with the prospective student-athlete or the parents or guardians of the prospective student-athlete.

Q. What should I, as an athletics representative, do if a prospective student-athlete contacts me?

A. Explain to the prospective student-athlete that you are permitted to discuss the educational programs of the institution, but not the athletics department. Give the prospective student-athlete the contact information for an athletics department staff member or coach so that the prospective student-athlete may initiate contact.

Q. My neighbor happens to be a prospective student-athlete and I want him/her to attend Columbia University. What should I do?

A. Continue your relationship with normal civility and make the athletics department aware of your neighbor so



that an athletics department staff member or coach can initiate recruitment of the prospective student-athlete.

Q. As a representative of the institution's athletics interests, am I permitted to approach a student-athlete to ask for an autograph for my child?

A. Yes, we encourage it. However, you should not offer anything of value to the student-athlete in return for the autograph.

FIVE KEY RULES TO REMEMBER

1. Only coaches and athletics department staff members are permitted to be involved in the recruiting process. Alumni, friends, and other athletics representatives who are not employed by the Columbia University are not permitted to contact a prospective student-athlete (or members of the prospective student-athlete's family) by letter, telephone, or in-person (on- or off-campus) for the purpose of soliciting their participation in the athletics program. For recruiting purposes, Columbia University faculty members are permitted to engage in in-person contact with prospective student-athletes, but only on the Columbia University campus. If an athletics representative recognizes a talented athlete, please contact an athletics staff member or coach.

2. Do not do anything for a prospective student-athlete or an enrolled student-athlete without specific authorization from the Columbia University Department of Intercollegiate Athletics and Physical Education.

3. The prohibition of contact with a prospective student-athlete is not intended to relate to unavoidable incidental contacts with prospects by athletics representatives. It is understood that the athletics representatives may from time to time have contact with prospective student-athletes and/or their family members. Such contact is permissible so long as it is not for the purpose of recruitment of the prospective student-athlete, and involves only normal civility. In other words, if you meet a junior or senior high school or junior college student-athlete during your normal course of business or social activity, there is no violation as long as you do not discuss Columbia University athletics. If you are attending an alumni or athletics event and find yourself speaking with parents of a prospective student-athletes, do not discuss the athletics program and excuse yourself from the discussion in an appropriate manner.

4. If a student-athlete accepts any extra-benefits based on his or her status as an athlete or because of athletic skill, the student-athlete will lose all eligibility for intercollegiate athletics participation.

5. Athletics representatives are reminded that NCAA rules regarding student-athletes remain in effect throughout the entire year, including summer break.



HOW CAN YOU HELP?

Join a Friends Group/Sports Association:

These groups provide support for sports programs through funding for special sports program trips, recruiting, and hosting receptions for sports programs at home and away contests. This is the best way to help your sports program of choice, and you'll be kept up to date on the sports program's progress throughout the year.

Identifying Outstanding Student-Athletes:

If you know of an outstanding high school student-athlete in your area, the only permissible activity for an athletics representative is to call or e-mail the appropriate Columbia coach to notify them about the prospective student-athlete.

REMINDER: You can not contact prospective student-athletes directly, nor can you contact high school coaches or guidance counselors to get information on prospective student-athletes, but there are no rules against attending a contest.

Offer Assistance to the Coaching Staff:

You may provide lodging, meals and transportation to coaches when they come to your community to contact or evaluate prospective student-athletes.

Provide Summer Jobs and Internships:

If you know of positions in your business or community which might be filled by a student-athlete please contact Kimberly Curry, Director of Career Development in the Department of Intercollegiate Athletics and Physical Education for names of those who might be qualified. Please remember, the pay for these jobs must be at the going rate for that position and the student-athlete and employer must complete an employment verification form to ensure compliance with NCAA rules.

FINAL NOTES

Thank you for your tremendous support of the Columbia University Department of Intercollegiate Athletics and Physical Education. Our student-athletes, coaches, and administrative staff are very appreciative of your spirit and continued support of our sports programs.

Your adherence to all applicable NCAA rules and regulations is essential as we strive to maintain and enhance all academic and athletic endeavors while protecting Columbia University's tradition of integrity and values.

The Compliance Office remains prepared to assist you with your questions and concerns regarding NCAA and Ivy League rules. Please contact the Compliance Office immediately should you have concern regarding any situation. Thank you again for your support.



CONTACTS

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Archery

212-854-5156

Baseball

212-854-8448

Men's Basketball

212-854-3419

Women's Basketball

212-854-8862

Fencing

212-854-4040

Field Hockey

212-854-9361

Football

212-854-7062

Men's Golf

212-854-9022

Women's Golf

212-854-4529

Women's Lacrosse

212-854-3115

Men's Hwt. Rowing

212-854-3438

Men's Ltwt. Rowing

212-854-7155

Women's Rowing

212-854-2806

Men's Soccer

212-854-5436

Women's Soccer

212-854-4559

Softball

212-854-2805

Men's Swimming

212-854-7059

Women's Swimming

212-854-8865

Men's & Women's Diving

212-854-6922

Men's Tennis

212-854-7059

Women's Tennis

212-854-7296

Track & Field and Cross Country

212-854-3436

Volleyball

212-854-8864

Wrestling

212-854-3435

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