

RULES-INTERPRETATION PROCESS

When faced with a question or concern regarding NCAA rules and regulations, the following process should be followed:

Step 1: Use NCAA Manual. If the information in the NCAA manual or this Compliance Manual does not clearly answer your question, move on to Step 2.

Step 2: Contact the Compliance Office:

Megan Whitaker

Associate Athletic Director for Compliance and Academic Services

864-833-7117

Dee Nichols

Senior Associate Athletic Director for Internal Operations / SWA

864-833-8254

The Associate Athletic Director for Compliance and the Senior Associate Athletic Director are available to help. Do not hesitate to call and ask questions. Please refer to the PC Compliance Manual for forms or area of interest. If your inquiry is not addressed in either of the two publications, and the Compliance Office is not available, move on to step 3.

Step 3: Contact one of the following people:

Director of Athletics, Rob Acunto

864-833-8242

Roy Campbell, NCAA Faculty Athletics Representative

864-833-8363

NCAA.org Resources

NCAA.org Account

NCAA.org contains general resources for the membership, student-athletes and general public. Every coach has an ncaa.org account which can be accessed via the Membership tab, giving access to necessary applications and institution specific information.

NCAA.org Applications

Compliance Assistant (CAi)—Roster eligibility and financial aid information

Uses: squad list, financial aid detail report, degree progress and eligibility tracking

Eligibility Center (EC)—Initial eligibility clearinghouse

Uses: institutional request list (IRL), specific demographic and academic information for PSAs, high school transcripts, core course information

LSDBi-Legislative database

Uses: Online manual, recruiting calendars, interpretations, educational columns

Transfer Portal-Active transfers

Uses: verify active transfers, tracers

Learning Portal-Learning management system

Uses: NCAA educational modules assigned by the NCAA or institution, being developed for more uses in Division I

Compliance Operations at PC

RULES EDUCATION PROGRAM

For coaches/administrators/athletic staff:

- 1) Monthly Compliance newsletters
 - dead period reminders, signing date reminders, upcoming meeting dates, relevant legislation, etc.
- 2) Monthly Compliance meetings
 - topics specific to time of year, relevant legislation, upcoming events or dates, interaction and updates with other offices (ex: Admissions, Financial Aid), etc.
- 3) Email reminders on timely topics, new legislation, recent interpretations, specific communications, etc.
- 4) Head Coaches meetings include compliance updates/reminders
- 5) Beginning of the Year Compliance meeting with all staff, includes rules education certification to recruit off campus
- 6) New Coach Orientation meetings with new staff members, includes rules education certification to recruit off campus

For student-athletes:

- 1) Beginning of the Year team meeting
- 2) End of Season team meeting
- 3) Email reminders on timely topics, new legislation, recent interpretations, specific communications, etc.
- 4) Hose Knows Newsletter, PC Student-Athlete Handbook, SAAC

For campus departments:

- 1) Annual Rules Education meetings
 - review pertinent legislation, updated legislation, policies and procedures, best practices, etc.
- 2) Email reminders on timely topics, new legislation, recent interpretations, specific communications, etc.
- 3) Monthly Compliance newsletters

AVAILABLE RESOURCES

- 1) PC Compliance Manual
 - Coaches General Procedures for Compliance (outline of all major compliance procedures)
 - ARMS Compliance Procedures (detailed outline of all major compliance procedures that utilize ARMS)
- 2) NCAA Manual / ncaa.org
- 3) Continuing Education (NCAA interpretations and educational columns, coaches' association memos, etc.)

Coach's Procedural Outline for Compliance (2022-23)

Below are general outlines of the most common compliance procedures needed by coaches. More detailed procedures may follow in the Compliance Manual or in other available resources. Always contact the Compliance Office with questions as this outline is only a guide.

Initial Eligibility/Eligibility Center Activation

1. IRL List and/or activation requested by coach to Compliance Office
2. Compliance Office activates PSA, produces EC list and/or status of PSA and notifies coach
3. Compliance monitors and reviews for eligibility

International/Non-traditional High School PSA Recruitment

1. Coach informs Compliance of international/non-traditional high school PSA as soon as recruitment begins
2. Compliance activates PSA, notifies coach of status of PSA
 - a. Coach and compliance review amateurism and academic information, communicate with PSA
3. Compliance monitors and reviews for eligibility, facilitates review with the Eligibility Center if necessary

Transfer In

1. Compliance verifies PSA is listed in NCAA Transfer Portal, contact may occur
2. Coach submits Transfer Eligibility form with all transcripts to Compliance
3. Compliance requests tracer information, verifies Transfer Eligibility Form and EC status
4. Transcripts and form sent to Registrar's Office for initial transcript evaluation
5. Compliance provides coach with overview of recruit status with regards to PTD, eligibility and transfer rules
6. Documents filed in Compliance Office, updated as necessary

Grant-in-Aid and NLI Forms

1. Head coach creates and signs the GIA form and sends to Admissions (must have completed Admissions Review workflow)
2. Financial Aid signs the GIA
3. Financial Aid returns the GIA to the Compliance Office. The information is loaded into our database. An NLI is printed if applicable
4. Both GIA and NLI forms go to AD for review and signature
5. The forms are returned to the head coach for delivery to the PSA
 - a. Signed forms must be returned to Compliance for approval prior to any publicity

Award Letter Form

1. Head coach submits Financial Aid/Award Letter Request workflow in ARMS (must have completed Admissions Review workflow and FAFSA received via Slate report)
2. Financial Aid creates and signs the Award Letter form
3. Financial Aid submits the Award Letter to the Compliance office. The information is loaded into our database.
4. Award Letter goes to AD for review and signature
5. The form is returned to the head coach for signature and delivery to PSA
 - a. Signed forms must be returned to Compliance for approval prior to any publicity

Squad Member Addition

1. Squad Member Addition Form produced by coach to add SA to roster after the start of academic year
2. Sent to Registrar and Financial Aid for processing
3. Then AD, Sports Medicine, and Compliance signs
4. SA added to roster, copy goes in SA file
5. SA not to participate in any activities until cleared by all offices

Coach's Procedural Outline for Compliance (2022-23)

Student-Athlete Voluntary Status Change

1. Coach notifies Compliance of status change
2. Coach sends SA to Compliance to discuss resources still available, notification of transfer process, and ramifications of voluntarily leaving team
3. SA signs Voluntary Status Change form
4. Compliance Office signs form

Squad Member Status Change and/or Mid-Year Reduction or Cancellation of Athletic Award

1. Form initiated by the coach after SA meets with Compliance
2. Submit form to Compliance office
3. Director of Sport's Medicine signs the document
4. Director of Athletics approves all actions
5. Forms copied to all parties including F.A.
6. Returned to compliance office for squad list change in Banner/ARMS/CAi

Transfer Out/Written Notification of Transfer

1. Student-athlete completes Notification of Transfer form, acknowledging head coach will be notified and possible athletic aid and roster status implications (if have not signed Voluntary Status Change form), and provides to Compliance
2. Student-athlete views Division I Transfer Module video, completes certification of competition and provides to Compliance
3. SA added to Transfer Portal by Compliance
4. Compliance and head coach sign form, if necessary

Squad List Builder

1. Coach completes Squad List Builder and submits to Compliance
2. Compliance uses Squad List Builder information to create roster for upcoming year and communicate athletic aid amounts with Financial Aid
3. Coach updates Compliance with Squad List Builder updates as necessary up to start of academic year, including any status changes or financial aid changes

Student-Athlete Employment Program

1. Produced by student-athlete (found online at gobluehose.com)
2. Signed by coach and employer
3. Submitted to Compliance Office
4. Filed in Compliance office

Name, Image, Likeness Disclosure

1. Submitted by student-athlete via ARMS prior to engaging in NIL activity
2. Compliance verifies in line with institutional policy
3. Education for student-athletes, coaches and institutional staff provided by compliance
 - a. Coaches and institutional staff must abide by NCAA rules regarding extra benefits, pay for play, and recruiting inducements

Coach's Procedural Outline for Compliance (2022-23)

Medical Hardship Waiver

1. Initiation of process approved by Sports Medicine and Compliance
2. Waiver produced by Sports Medicine in conjunction with Compliance
3. Doctor's note and statistics must be included
 - a. Participation records must be updated and verified by Coach
4. Submitted to Big South Conference
5. Approval letter filed in Compliance office, noted in CAi/ARMS

Progress-Toward-Degree Waiver

1. Initiation and documentation formulated by coach and/or SA, in conjunction with Compliance
 - a. Review by AD and/or Assoc. AD as necessary
2. Waiver produced by Compliance Office
3. Waiver signed by SA, FAR or President, and AD or Associate AD
4. Submit to NCAA via RSRO online

In ARMS (see Compliance Procedures-ARMS)

1. Official and Unofficial Visits
2. Complimentary Ticket Requests-PSA
 - a. Initiated through visit requests
 - b. Must complete Comp Ticket form in hard copy
3. Emergency Contact Info (for overnight PSA visitors)
 - a. Initiated through visit requests
4. On-Campus Evaluations (basketballs only)
5. CARA
6. Participation Reports
7. All Recruiting Activity
 - a. Phone logs
 - b. Contacts and Evaluations
8. Coach Designation (for all coaching changes)
9. Varsity Award / Banquet requests
10. Summer Camp/Clinic request
11. Academic Year Camp/Clinic request
12. Admissions Review (PSA academic review by Admissions)
13. Financial Aid/Award Letter Request (package or award letter creation for PSA)
14. SA Beginning of the Year Information
 - a. NCAA paperwork
 - b. SA Handbook
 - c. SA Contact Information
 - d. Time sensitive updates (NCAA legislation, procedures, etc.)

Compliance Procedures – In ARMS

Recruiting Logs (Phone Calls/Contacts/Evaluations)

1. Coach records all phone calls/contacts/evaluations to PSAs in ARMS, manually or through the mobile phone app.
2. Call/contact/evaluation records available for review by Compliance.
3. Coach assigned Recruiting Activity Log workflow in ARMS on the first of every month.
4. Coach completes Recruiting Activity Log workflow to verify all phone calls/contacts/evaluations are reflected in ARMS.
5. Compliance reviews Recruiting Activity Log workflow monthly.

Official Visit

1. Coach submits the Official Visit Pre-Approval workflow in ARMS 72 hours in advance of the scheduled visit.
2. The PSA will be activated, and the workflow will be initially approved by the Compliance Office
 - a. In Pre-Approval workflow, if PSA is staying in dorm with a SA=yes, once approved, ARMS will launch Emergency Contact workflow to submitting coach.
 - b. In PreApproval workflow, if complimentary tickets=yes, once approved, submitting coach receives email with PSA Comp ticket form attached (must be turned in to Mrs. Sherry)
3. Once Pre-Approval workflow is approved by Compliance, submitting coach receives email with Student Host form, Official Visit Summary, and Prospect Declaration form attached.
4. Coach completes the follow up forms in hard copy.
5. Official Visit workflow is assigned back to submitting coach for follow up forms and copies of all receipts to be uploaded into ARMS.
6. Compliance Office completes final approval after all follow up forms submitted.

Unofficial Visit

1. Coach submits the Unofficial Visit workflow in ARMS in advance of a scheduled visit
2. Workflow will be approved by the Compliance Office
 - a. In Unofficial Visit workflow, if PSA is staying in dorm with a SA=yes, once approved, ARMS will launch Emergency Contact workflow to submitting coach
 - b. In Unofficial Visit workflow, if complimentary tickets=yes, once approved, submitting coach receives email with PSA Comp ticket form attached (must be turned in to Mrs. Sherry)
3. In case of an unofficial visit not scheduled in advance, the coach will submit the Unofficial Visit workflow as soon as possible after the visit concludes in ARMS for Compliance Office approval.
As a best practice, unofficial visits should be approved prior to the visit starting to limit unintentional violations

On-Campus Evaluation (Basketball Only)

1. Coach initiates On-Campus Evaluation workflow in ARMS prior to the OCE taking place. An OCE requires four documents:
 - a) proof of a recent physical
 - b) a completed medical history

- c) sickle cell waiver form (if no prior test provided)
- d) proof of insurance
- 2. Sports Medicine reviews information, approves visit and/or coordinates submission of necessary documents with coach
- 3. Compliance approves visit
 - Please note that coach must also submit the appropriate Official/Unofficial visit request in addition to the On-Campus Evaluation in ARMS. When submitting the visit, please list on-campus evaluation in the nontraditional visit plans section, and make sure to reserve the gym if necessary

Complimentary Tickets for Visiting PSAs

1. Coach must submit either Official Visit Pre-approval or Unofficial Visit workflow, and indicate that PSA is requesting Complimentary Tickets
2. Compliance Office will approve visit per steps above, which will notify Business Office of pending ticket request
3. Coach completes the Complimentary Ticket Request Form that is sent via email once a visit is approved.
4. Coach submits PSA Complimentary Ticket form submit to Business Office prior to contest requesting tickets for.

Coach Designation

1. Head coach completes Coach Designation workflow assigned by Compliance Office.
2. Coach Designation workflow approved by Compliance Office in line with NCAA coaching limitations per sport.
 - a. Volunteer Coach agreement must be completed and uploaded to Volunteer Coach workflow if applicable
3. Sr. Assoc. AD completes final approval of Coach Designation workflow.
4. Any staffing changes during the year must be reported by resubmitted the Coach Designation workflow

CARA Logs (Countable Hours)

1. Coach will receive an email notification from ARMS when a CARA log is due.
2. Coach will review CARA activities that have been entered on the calendar located on the Playing Season screen in the Team module in ARMS. Events that are ready for submission are highlighted in blue, coach adds any additional events or updates to participation in events.
3. Coach uses box in upper left corner "Events Awaiting Submission" to submit all CARA events.
4. Coach will then review number of Competitions, Practices, Coach-Led Skills, or Other events on a week-by-week basis as well as compliance information about the events.
5. Coach will enter participants for any Competitions during the weeks.
 - a. See Participation Report
6. Coach submits, sends CARA log to student-athletes for review.
7. Student-athletes review and approve CARA log, sends to Compliance.
8. Compliance approves CARA log.

Participation Report

1. Coach completes participation for each competition during CARA log submission process.
 - a. Coach will enter participants for any Competitions during the weeks being submitted.
 - b. Coach must check each SA that competed during each competition.
2. Compliance approves participation as part of the CARA approval process.
3. Compliance Office records and tracks participation for each SA.

Occasional Meals

1. Coach submits Occasional meal workflow with all details of meal, including who is providing the meal, location of meal, and student-athlete participants.
2. Compliance approves Occasional meal.

Varsity Awards/Banquet Requests

1. Coach submits Varsity Awards/Banquet Request workflow to request varsity letter awards at the conclusion of the championship season, and will indicate whether or not a Banquet is also being requested.
 - a. All student-athletes receiving awards will be listed, in addition to all details of the banquet (if one is being requested.)
2. Head Coach approves workflow and all details, sends to Sr. Assoc. AD
3. Sr. Assoc. AD approves workflow for banquet info, sends to Compliance
4. Compliance approves workflow for award recipients, sends to Athletic Bus. Office
5. Athletic Bus. Office approves, coordinates disbursement of awards and any deposits from banquet
6. Coach receives confirmation after all approvals

Summer Camp/Clinic Description and Facilities Request

1. Coach completes Summer Camp/Clinic Description and Facilities Request workflow for any camp/clinic occurring June 1 through August 1
 - a. Coach must include copy of brochure/website address/advertisements to be used
2. Camp description, dates, location, employees approved by Compliance
3. Camp athletic facilities, dates approved by Internal Operations
4. Camp Request goes to PC Facilities/Camp Contract
 - a. Camp institutional facilities, dates and insurance initially approved
 - i. Coach receives initial approval email notification from ARMS
 - b. Camp final approved after coach completes and submits PC Camp Contract
5. After all approvals, coach is emailed with Camp/Clinic Financial Report, Camp/Clinic Compensation forms attached.
6. Workflow is assigned back to submitting coach to upload follow up forms at conclusion of camp.

Academic Year Camp/Clinic Description and Facilities Request

1. Coach completes Summer Camp/Clinic Description and Facilities Request workflow for any camp/clinic occurring August 1 through May 31
 - a. Coach must include copy of brochure/website address/advertisements to be used
2. Camp description, dates, location, employees approved by Compliance
3. Camp athletic facilities, dates approved by Internal Operations
4. Camp Request goes to PC Facilities/Camp Contract
 - a. Camp institutional facilities, dates and insurance initially approved

- i. Coach receives initial approval email notification from ARMS
 - b. Camp final approved after coach completes and submits PC Camp Contract
5. After all approvals, coach is emailed with Camp/Clinic Financial Report, Camp/Clinic Compensation forms attached.
6. Workflow is assigned back to submitting coach to upload follow up forms at conclusion of camp.

Admissions Review Workflow

1. Coach submits workflow for each PSA with transcript, test score and other necessary information needed for Admissions to evaluate the PSA
2. Admissions reviews the PSA and approves the workflow
3. Coach receives email with admissibility and merit scholarship info
4. Admissions adds PSA to bi-weekly Slate report
 - a. Coach receives sport specific bi-weekly Slate report to monitor Admission status, FAFSA received and communicates with Admissions as necessary

Financial Aid / Award Letter Request

1. To request a financial aid package (unofficial package numbers) or an Award Letter (the official signing document to send to a walk-on to sign)
 - a. PSA must be on sport's weekly Slate report AND have a FAFSA submitted to PC.
2. Complete workflow, check PSA name and other information is accurate, then Submit
3. Workflow reviewed by Admissions, who coordinates with Financial Aid office on requested information
 - a. A financial aid package request will result in an email back to coach with the package details.
 - b. An award letter request will result in the Award Letter being sent to Compliance.

Athletically Related Outside Income

1. Coach is assigned Athletically Related Outside Income workflow at the beginning of the year to report any income from the past 12 months, in line with applicable NCAA regulations.

PC Commitment to Compliance

1. Coach is assigned PC Commitment to Compliance workflow at the beginning of the year to verify receipt of compliance procedures, adherences to mandated NCAA legislation, and certify receipt of annual rules education in order to recruit prospective student-athletes.

REPORTS AND INVESTIGATIONS OF VIOLATIONS

The goals of Presbyterian College in responding to all alleged or potential violations of Institution, Big South Conference or NCAA regulations are to encourage communication, to seek consistency and accountability, and, above all, to send a strong message that the Institution is serious about rules compliance in the operation of its intercollegiate athletics programs.

A. It is the duty of every institutional staff member and student-athlete to immediately report to the Athletic Director, Senior Associate Athletic Director/SWA, Associate Athletic Director/Compliance, or Faculty Athletics Representative any alleged or suspected violations of Conference or NCAA rules.

B. Following a report of a potential violation, the Associate Athletic Director/Compliance and/or the Athletics Director/ Senior Associate Athletic Director will determine the following information:

- (1) The nature of the incident [or violation]
- (2) Names of coaches, staff members, student-athletes, prospective student-athletes, alumni or representatives of athletics interests involved in the incident.
- (3) Date(s) and location(s) of the incident(s).
- (4) Sources of information, including names and addresses of the individual(s) involved.
- (5) Any available supporting evidence and possible “leads” to other evidence. The standards of evidence that will be applied follow NCAA guidelines: “credible, persuasive and of a kind on which reasonably prudent persons rely in the conduct of serious affairs.”

C. The Associate Athletic Director/Compliance will interview all individuals who were involved or who may have knowledge of the situation, will request and review relevant documents and will review applicable legislation. If the Director of Athletics or Senior Associate Athletic Director determine that a specific situation requires additional assistance for the Associate Athletic Director/Compliance be involved (i.e.: in the case of a conflict of interest), another investigating officer may be selected. But whether the Associate Athletic Director/Compliance or non-athletic personnel conducts the investigation of a potential rules violation, the investigator will document, in writing, the investigation process and the conclusions reached based on the evidence reviewed.

D. In the case of a secondary violation (one that appears to be isolated, inadvertent and resulting in no significant competitive or recruiting advantage), the Associate Athletic Director/Compliance and with the assistance of the Faculty Athletics Representative will conduct the investigation, securing necessary information from all appropriate personnel and keeping the President’s Office informed of its progress. When the violation involves an eligibility issue, the student-athlete(s) in question will be declared ineligible until further notification from the NCAA. In all other cases, a self-report letter including all relevant information will be sent to the NCAA through the Conference Office. The Compliance Office or the Athletics Director will notify the Institution President of meaningful corrective and punitive measures be taken against those individuals involved. Finally, an evaluation of the existing rules-education program relating to the particular violation will be conducted and, if necessary, appropriate changes will be made.

E. When the potential violation may be major, or where secondary violations appear to be part of a pattern of violations or involve the failure of a monitoring system, the Associate Athletic Director/Compliance will immediately inform the Director of Athletics so that a plan can be devised for proceeding with the investigation. The President of the Institution will be informed of the potential violation and, normally, the Associate Athletic Director/Compliance will begin to pursue the investigation. If necessary, the core of the investigation will be conducted only by individuals who are not employed by the Athletic Department. If a violation is determined to have occurred, the external investigators and legal counsel will inform the Associate Athletic Director/Compliance and the President's Office. The Associate Athletic Director/Compliance will immediately notify the Director of Athletics and Faculty Athletics Representative. The Associate Athletic Director/Compliance, operating with the advice and consent of the President's Office, will determine the appropriate corrective and disciplinary actions to take; in doing so, the Associate Athletic Director/Compliance and the President will utilize sources at the Conference Office. The Associate Athletic Director/Compliance will prepare a written report for the Athletics Director and/or Faculty Athletics Representative's signature and submission to the appropriate athletics governing body (Conference).

Secondary or major infractions that involve the eligibility of student-athletes will be handled as follows:

- 1) The student-athlete will be informed of the nature of the inquiry and of its potential effects on his or her eligibility.
 - 2) The student-athlete will be given the opportunity to present his/her side of the story.
- If the facts are not in dispute, the Institution will provide an opportunity for a "hearing" for the involved parties, to include: notice of the time, date and location of the hearing, notice of the charges, an opportunity to present one's side of the story, an opportunity to hear the evidence presented against him/her, the opportunity to have an advisor and/or counsel present, and a tape recording of the proceedings.

Because of the institution's obligation to withhold ineligible student-athletes from competition, the Institution may have to withhold a student-athlete from competition prior to final disposition by a hearing. Under circumstances where a student-athlete's participation in practice or receipt of athletic financial aid would result in an institutional violation, the Institution may also have to withhold a student-athlete from practice or from receiving athletic financial aid, pending a final determination of issues.

In responding to reported violations that involve an Athletic Department staff member or student-athlete, the Institution will look at such factors as whether the violation was intentional, whether an advantage was gained (i.e. recruiting, competitive or for the student-athlete involved), whether a student-athlete's eligibility was affected and whether violations are recurring.