



Form 04-1

Academic Year 2004-05

Certification of Compliance for Institutions

For: NCAA member institutions
Action: Keep on file in the office of the director of athletics
Due date: To be completed by **September 15**
Required by: NCAA Bylaw 30.3
Purpose: To certify compliance with NCAA rules

TO: CHIEF EXECUTIVE OFFICER (CEO)

Name and address of your institution: _____

CEO telephone: _____

Division: _____

By signing and dating this form, you certify that your institution has met the requirements of By-law 30.3. You must certify each year for your institution to be eligible to enter a team or individual competitors in an NCAA championship. The following statements summarize the requirements of Bylaw 30.3:

You or your designated representative reviewed the NCAA rules and regulations with all staff members of your athletics department.

As of the date you sign this form, no current member of the coaching staff, within the past two years, has been:

- Suspended from coaching by another member institution.
- Prohibited from certain coaching-related activities as a result of violations while employed by another member institution, unless your institution has applied the prohibition equally.
- Permitted to perform any coaching-related activities that the NCAA Committee on Infractions has prohibited by a disciplinary action.

As best you can determine, the policies, procedures and practices of your institution, staff and representatives are in compliance with NCAA legislation. You have attached your Certification of Compliance for Staff Members of Athletics Departments (Form 04-2). All returning staff

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members of your athletics department, except clerical personnel, have signed the form affirming that they have reported to you knowledge of violations of legislation.

Your institution has:

- Published its regular entrance requirements.
- Published its requirements for progress toward a degree.
- Certified that each student-athlete is in good academic standing and is maintaining progress toward a degree as required by Bylaws 14.4.1, 14.4.2 and 14.4.3 (Divisions I and II).

If your institution is an NCAA Division III member, the director of financial aid has signed the statement below.

Your institution intends to maintain compliance with NCAA legislation.

Print or Type Name

Date

Signature of CEO
(Acting CEO's signature is not acceptable)

TO: DIRECTOR OF FINANCIAL AID FOR DIVISION III MEMBERS

By signing this form, you certify the following:

- Your institution meets the Division III requirements for awarding financial aid as specified in Bylaw 15.4 and described in the Summary of Division III Financial Aid Regulations.
- You have reported to your CEO any knowledge of violations of NCAA legislation involving your institution.

Date

Signature of Director of Financial Aid

Print or Type Name

What to do with this form:

1. Complete this form by September 15.
2. Keep a copy of this form in your files.
3. Forward this form to the office of the director of athletics. **It is not to be sent to the NCAA national office.**
4. Contact the membership services staff at 317/917-6222 if you have questions about Form 04-1.