

CHECKLIST TO ASSIST IN REVIEW OF PRIZE MONEY CASES

- List all events (tournaments, contests, etc.) the student-athlete participated in. Include the following information:

- ✓ Name of event
- ✓ Location (i.e., if domestic include state, if international include country).
- ✓ Whether the student-athlete competed as an amateur or professional?
- ✓ Amount of prize money student-athlete accepted.
- ✓ Amount of student-athlete(s) actual/necessary expenses.
- ✓ Amateur Reimbursement Form available (if tennis)?

REMEMBER: The following must occur (per event) in order to use the prize money exception (NCAA Bylaw 12.1.1.4.1):

1. Student-athlete(s) must have initially enrolled in a collegiate institution on or after August 1, 2002, and have accepted the prize money prior to first full-time collegiate enrollment;
2. Must be an open event;
3. Prize money must not exceed actual/necessary expenses;
4. Prize money must come from the sponsor of event;
5. Must be calculated on an event-by-event basis (not cumulative).

- Obtain any documentation/receipts for each event the student-athlete participated in. For example, hotel, airline/bus tickets, credit card, etc.
- For international student-athletes, obtain documentation from the national federation or governing body indicating whether the student-athlete competed as an amateur or professional (including qualification rounds). Contact information can be found on the NCAA web site for individual international federations.
- For domestic tournaments, obtain the following information:
 - ✓ Prize Money Distribution Sheet
 - ✓ Statement indicating whether the student-athlete competed as an amateur or professional.
 - ✓ Include information regarding qualification rounds.
- Has the definition of a professional team been triggered as a result of the student-athlete's participation in the event?
- Review Student-Athlete Reinstatement Prize Money Chart to assist in determining if the student-athlete has a violation.

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