

Compliance Planner

August

- ✓ Collect team rosters prior to first competition.
- ✓ Confirm student-athlete eligibility status.
- ✓ Conduct student-athlete orientation prior to first practice.
- ✓ File student-athlete statements prior to first day of competition.
- ✓ File student-athlete affirmation of eligibility forms prior to first day of competition.
- ✓ File international student-athlete forms.
- ✓ File student-athlete historical questionnaires.
- ✓ Monitor official and unofficial visits.
- ✓ Monitor playing and practice season activities.

Monthly Rules Education Session: Recruiting Activities

September

- ✓ Roster changes.
- ✓ Confirm student-athlete full-time enrollment.
- ✓ Administer rules test.
- ✓ File NCAA required forms.
- ✓ File summer camps and clinics forms.
- ✓ Monitor official and unofficial visits.
- ✓ Ensure consistent financial aid packaging for student-athletes and non-student athletes.
- ✓ Monitor playing and practice season activities.

Monthly Rules Education Session: Extra Benefits and Awards

October

- ✓ Roster changes.
- ✓ Confirm student-athlete full-time enrollment.
- ✓ Monitor official and unofficial visits.
- ✓ Monitor playing and practice season activities.

Monthly Rules Education Session: Continuing Eligibility

November

- ✓ Roster changes.
- ✓ Confirm student-athlete full-time enrollment.
- ✓ Review proposed legislation.
- ✓ Monitor official and unofficial visits.
- ✓ Monitor playing and practice season activities.

Monthly Rules Education Session: Fiscal Practices

December

- ✓ Roster changes.
- ✓ Confirm student-athlete full-time enrollment.
- ✓ Confirm eligibility status for second semester/quarter participants.
- ✓ Monitor official and unofficial visits.
- ✓ Monitor playing and practice season activities.

Monthly Rules Education Session: Proposed Legislation

January

- ✓ Roster changes.
- ✓ Confirm student-athlete full-time enrollment.
- ✓ Conduct student-athlete orientation for mid-year enrollees.
- ✓ Review Camp Brochures.
- ✓ Monitor official and unofficial visits.
- ✓ Monitor playing and practice season activities.

Monthly Rules Education Session: Adopted Legislation

February

- ✓ Roster changes.
- ✓ Confirm student-athlete full-time enrollment.
- ✓ Monitor official and unofficial visits.
- ✓ Monitor playing and practice season activities.

Monthly Rules Education Session: Promotional Activities

March

- ✓ Roster changes.
- ✓ Confirm student-athlete full-time enrollment.
- ✓ Monitor official and unofficial visits.
- ✓ Monitor playing and practice season activities.

Monthly Rules Education Session: Transfer Regulations

April

- ✓ Roster changes.
- ✓ Confirm student-athlete full-time enrollment.
- ✓ Monitor official and unofficial visits.
- ✓ Monitor playing and practice season activities.

Monthly Rules Education Session: Camps and Clinics

May

- ✓ Collect student-athlete participation records.
- ✓ Collect official and unofficial visit records.
- ✓ Monitor official and unofficial visits.
- ✓ Monitor playing and practice season activities.

Monthly Rules Education Session: Playing and Practice Seasons

June

- ✓ Update compliance manual and/or compliance forms.
- ✓ Update student-athlete handbook.
- ✓ Monitor official and unofficial visits.

July

- ✓ Collect playing and practice season declarations.
- ✓ Monitor official and unofficial visits.
- ✓ Distribute booster education information. (Compliance communication with boosters can be included in newsletters, alumni publications, game programs and mailings to season-ticket holders).
- ✓ Distribute Division III manuals.