

Compliance Assistant *internet* Legislative Enhancements 2007-2008

NCAA Division II

Educational Institutions

- **Screen/Field Affected: Educational Institutions.**
The educational institution listing now includes the name, type, city and state to help users differentiate educational institutions in the list with the same or similar names.

Student-Athletes

1. **Screen/Field Affected: General.**

NCAA Bylaw 17.1.5 requires student-athletes to undergo a medical examination administered or supervised by a physician prior to initial participation in any practice, competition or out-of-season conditioning, and an updated medical history is required each year. On the "General" screen, a field titled "Medical Exam/History" allows users to record the date. The date recorded will also appear on the "Eligibility Checklist."

Prior to participation in tryouts, Bylaw 13.11.2.1-(c) requires prospective student-athletes to undergo a medical examination administered or supervised by a physician prior to first-time participation in any voluntary individual workouts pursuant to the safety exception. The "Detail" screen, for each prospective student-athlete in the "Recruiting" area, now has the "Medical Exam Date" field to record the respective date to track this legislative mandate.

In addition, when users complete the "Medical Exam Date" field in "Recruiting," and subsequently perform the necessary steps to transfer that particular prospective student-athlete to the "Student-Athletes" section, this information is carried over to the "Medical Exam/History" field located on the "General" screen.

2. **Screen/Field Affected: Degree Progress (Credit-Hour Worksheet).**

Based on the term for which a waiver was entered on the "Waivers" screen, the "Credit-Hour Worksheet" now indicates whether a progress-towards-degree waiver was granted for the student-athlete.

Reporting

1. **Screen/Field Affected: Standard Reports (Eligibility Checklist).**

The "Eligibility Checklist" has been updated to include the "Amateurism Certification Status." The "Amateurism Certification Status" field is now labeled in blue on the initial screen to indicate it is part of the "Eligibility Checklist Report."

2. **Screen/Field Affected: Standard Reports (Squad List Report).**

On the "Squad List Report," the fall and spring columns in the "Eligibility" column have been changed to be aligned horizontally instead of vertically.

- 3. Screen/Field Affected: Standard Reports (Squad List Report).**
Student-athletes who were late additions to a team roster, will be coded with an "A," for "Added to Team," in the change status field on the squad list. The code "AI" is used on the squad list to indicate student-athletes who are "Academically Ineligible."
- 4. Screen/Field Affected: Standard Reports (Affirmation of Eligibility).**
2007 NCAA Convention Division II Proposal NC-1, eliminated the need for the "Affirmation of Eligibility" form by requiring the institution's director of athletics to sign each squad list form and requiring the head coach to sign each squad list form for the applicable sport. As a result of this legislative change, the "Affirmation of Eligibility" function is no longer available on Compliance Assistant *internet* (CAi) for Division II institutions.
- 5. Screen/Field Affected: Ad Hoc Reporting.**
The username is now automatically added to an ad hoc report's title line. Also, if the user prefers to use another name than the username, the text may be changed on the "Report Heading" selection screen. To change the text, click on the "Username" link. Then, when the "Heading Line" option box appears, delete the username that is automatically entered and replace it with the text you want to appear on the report (e.g., change tsmith to Tammy Smith). The user also may change the size and weight of the font.
- 6. Screen/Field Affected: Ad Hoc Reporting (Tab Delimited Style Output Option).**
The "tab delimited output" is now available for reports. Using the "tab delimited output" may make it easier to import data into other software programs.

Recruiting

- 1. Screen/Field Affected: List.**
The "List" screen of the recruiting module now includes each prospective student-athlete's class from the "Detail" screen. This provides the user another way to search for prospective student-athletes.
- 2. Screen/Field Affected: Detail.**
When users complete the "Contact Permission Granted" field on the "Detail" screen in "Recruiting", and subsequently make that prospective student-athlete a student-athlete, this information is automatically entered in the "Permission Granted by Previous Institution to Contact Student-Athlete" field on the student-athlete's "Transfer" screen.
- 3. Screen/Field Affected: Detail.**
Prior to participation in tryouts, Bylaw 13.11.2.1-(c) requires prospective student-athletes to undergo a medical examination administered or supervised by a physician prior to first-time participation in any voluntary individual workouts pursuant to the safety

exception. The "Detail" screen, for each prospective student-athlete in the "Recruiting" area, now has the "Medical Exam Date" field to record the respective date to track this legislative mandate.

In addition, when users complete the "Medical Exam Date" field in "Recruiting", and subsequently perform the necessary steps to transfer that particular prospective student-athlete to the "Student-Athletes" section, this information is carried over to the "Medical Exam/History" field located on the "General" screen.

4. Screen/Field Affected: Detail (National Letter of Intent (NLI)/Offer).

Bylaws 13.6.2-(c) and 13.9.1 require a high school or preparatory school prospect to register with the NCAA Eligibility Center and be placed on the Institutional Request List (IRL) prior to being provided an official visit or receiving a written offer of athletically related financial aid. The "CAi Official Visit" and "NLI/Offer" screens in "Recruiting" now include the following two required fields: "Date Prospect Registered with the NCAA Eligibility Center" and "Date Prospect Placed on IRL." The data should be entered in the "Eligibility Information" area on the "Detail" screen and will be carried over to the appropriate fields on the other screens. The dates must be prior to the official visit date and prior to the date the offer is sent to the prospect or the user will receive an error.

5. Screen/Field Affected: Transfer.

Bylaw 14.1.9.1 provides a transfer exception to a student-athlete who transfers and enrolls in a graduate program, professional school or second baccalaureate or equivalent degree program at an institution other than the institution he or she previously attended as an undergraduate to participate in intercollegiate athletics, provided the student-athlete has eligibility remaining. To accommodate this legislation "Post-Baccalaureate with Eligibility Remaining" was added to the "Exceptions" drop down list in the "Transfer" tab under "Residence Requirement or Waiver Granted."

6. Screen/Field Affected: Correspondence.

Bylaw 13.6.1.2.1 requires an institution to provide prospective student-athletes with written notification, at the time of the invitation but before the visit, of the five-visit limitation. The "Type" drop-down box on the "Correspondence" screen now includes "Official Visit Notification Letter" as an option.

7. Screen/Field Affected: Official Visit.

A user requested enhancement has been made to alert a user if the official visit was made prior to the five-visit limitation letter being mailed. On the "Official Visit" screen a box has been created to enter the date the five-visit letter was sent to the prospective student-athlete.

8. Screen/Field Affected: Official Visit.

Bylaw 13.6.1.2.2 prohibits a prospective student-athlete from being provided an expense paid visit earlier than the opening day of classes of his or her senior year in high school. The system will indicate a warning if an entry made for a prospective student-athlete's official visit is prior to the prospect's senior year in high school with a warning that states, "official visit must take place during the senior year."

Athletics Personnel

• **Screen/Field Affected: Coaching Duties.**

On the "Athletics Personnel" screen, the "Undergraduate Assistant" selection has been replaced with "Student Assistant" and "Graduate Assistant" selections.

Playing Seasons

1. Screen/Field Affected: Detail.

A "Comments" button has been added to each sport detail calendar screen. Clicking the button will open a space for the user to save information pertinent to the sport season. This button will turn blue when data has been entered and saved.