



NCAA Division II

Compliance Calendar

NCAA Required Forms and Timeline

<input type="checkbox"/> Coaches Certification Exam.	Annually.
<input type="checkbox"/> Retake of Coaches Certification Exam.	30 days after previous exam.
<input type="checkbox"/> Sports Sponsorship Institutional Demographic Report.	August 15.
<input type="checkbox"/> Certification of Compliance for Institutions.	September 15.
<input type="checkbox"/> Certification of Compliance for Staff Members of Athletics Department.	September 15.
<input type="checkbox"/> Summary of NCAA Regulations.	Prior to signing Student-Athlete Statement.
<input type="checkbox"/> Student-Athlete Statement.	Prior to first date of outside Competition.
<input type="checkbox"/> Drug Testing Consent Form.	Prior to date of first practice or outside competition (whichever date occurs first).
<input type="checkbox"/> Health Insurance Portability and Accountability Act (HIPPA)/ Buckley Amendment Consent/Waiver Form.	Optional – prior to date of first practice or outside competition.
<input type="checkbox"/> General Amateurism and Eligibility Form for International and select student-athletes.	Prior to date of first practice or outside competition (whichever date occurs first).
<input type="checkbox"/> Squad List.	Prior to first date of outside competition, and updated as change of status occurs.
<input type="checkbox"/> Mid-Season Verification of Student-Athlete Eligibility.	Prior to selections in NCAA championships.
<input type="checkbox"/> Equity in Athletics Disclosure Act (EADA) Form.	January 15.
<input type="checkbox"/> Institutional/Conference Race and Gender Demographics Report.	Biennial.
<input type="checkbox"/> Six-Hour Reporting Form.	End of June.
<input type="checkbox"/> Institutional Self Study Guide (ISSG).	Once every five years, anytime within the five-year cycle.



Institutional Compliance Timeline

August

<input type="checkbox"/> Conduct Rules Education Seminar for Staff. <ul style="list-style-type: none"> ● Distribute NCAA Division II Manuals. ● Distribute and review institutionally-developed compliance manual. ● Discuss new legislation. ● Review institutional compliance procedures. ● Administer Certification of Compliance for staff members. ● Distribute/Review NCAA recruiting calendars. 	Prior to start of academic year.
<input type="checkbox"/> Conduct Student-Athlete Compliance Meetings <ul style="list-style-type: none"> ● Review Summary of NCAA Regulations. ● Administer NCAA Student-Athlete Statement. ● Administer NCAA Drug Testing Consent Form. ● Administer HIPPA/Buckley Amendment Consent/Waiver Form (optional). ● Administer General Amateurism and Eligibility Form for International and Select Student-Athletes. ● Distribute and review student-athlete handbook developed by institution. ● Review gambling, extra benefit and ethical conduct legislation. 	Prior to first date of practice.
<input type="checkbox"/> Complete Team Eligibility List(s).	Prior to first date of outside competition.
<input type="checkbox"/> Complete NCAA Squad List(s).	Prior to the first date of outside competition and updated as student-athletes change of status occurs.
<input type="checkbox"/> Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
<input type="checkbox"/> Collect team roster information including walk-ons.	Continual.
<input type="checkbox"/> Review and monitor book scholarship procedures.	Continual.
<input type="checkbox"/> Verify full-time enrollment status and monitor status daily.	Continual.
<input type="checkbox"/> Monitor official and unofficial visits.	Continual.
<input type="checkbox"/> Monitor declaration of playing season and preseason practice schedules.	Continual.



<input type="checkbox"/> Monitor countable-athletically related activities (CARA).	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Monitor recruiting contacts and evaluations.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> NCAA Sports Sponsorship Institutional Demographic Report.	August 15.
Monthly Rules Education Session: Fiscal Practices – Travel Expenditures and Procedures.	

September

<input type="checkbox"/> Collect roster changes and update squad lists.	Continual.
<input type="checkbox"/> Monitor full-time enrollment.	Continual.
<input type="checkbox"/> Monitor official and unofficial visits.	Continual.
<input type="checkbox"/> Monitor recruiting contacts and evaluations.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Monitor countable-athletically related activities (CARA).	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Certification of Compliance for staff members of athletics departments.	September 15.
<input type="checkbox"/> Certification of Compliance for institutions.	September 15.
Monthly Rules Education Session: Recruiting Activities.	

October

<input type="checkbox"/> Confirm eligibility certification for winter sport student-athletes.	By end of October.
<input type="checkbox"/> Identify injured fall semester sport student-athletes for medical hardship waiver application.	As needed.
<input type="checkbox"/> Collect roster changes and update squad lists.	Continual.
<input type="checkbox"/> Monitor full-time enrollment.	Continual.
<input type="checkbox"/> Monitor official and unofficial visits.	Continual.
<input type="checkbox"/> Monitor contacts and evaluations.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Monitor countable-athletically related activities (CARA).	Weekly or monthly as required by compliance office.
Monthly Rules Education Session: Extra Benefits and Awards/Amateurism.	



November

<input type="checkbox"/> Review and confirm all permission to contact and/or transfer release requests for upcoming spring semester.	As needed.
<input type="checkbox"/> Collect roster changes and update squad lists.	Continual.
<input type="checkbox"/> Review proposed legislation for NCAA Convention.	After November 15.
<input type="checkbox"/> Review National Letter of Intent (NLI) signing dates/dead period.	
<input type="checkbox"/> Monitor full-time enrollment.	Continual.
<input type="checkbox"/> Monitor official and unofficial visits.	Continual.
<input type="checkbox"/> Monitor contacts and evaluations.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Monitor countable-athletically related activities (CARA).	Weekly or monthly as required by compliance office.

Monthly Rules Education Session: Gambling and Sports Wagering.

December

<input type="checkbox"/> Begin certifying for practice and/or competition spring sport student-athletes and mid-year enrollees.	By end of December.
<input type="checkbox"/> Collect roster changes and update squad lists.	Continual.
<input type="checkbox"/> Review NLI signing dates/dead period.	
<input type="checkbox"/> Monitor full-time enrollment.	Continual.
<input type="checkbox"/> Monitor official and unofficial visits.	Continual.
<input type="checkbox"/> Monitor contacts and evaluations.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Monitor countable-athletically related activities (CARA).	Weekly or monthly as required by compliance office.

Monthly Rules Education Session: Proposed Legislation.



January

<input type="checkbox"/> Conduct Student-Athlete Compliance meeting for mid-year enrollees (August).	Prior to first practice.
<input type="checkbox"/> Monitor roster changes and update squad lists. Update rosters for spring sports prior to participation in competition.	Continual.
<input type="checkbox"/> Review hardship waiver and 10-semester extension waiver legislation with coaches and training staff.	By end of January.
<input type="checkbox"/> Confirm full-time enrollment status for student-athletes practicing and/or competing during spring semester.	Beginning of January.
<input type="checkbox"/> Summer Camp and Clinic requests due. Review camp brochure legislation with appropriate staff.	As determined by institution.
<input type="checkbox"/> Monitor book scholarship procedures.	Continual.
<input type="checkbox"/> Monitor full-time enrollment.	Continual.
<input type="checkbox"/> Monitor official and unofficial visits.	Continual.
<input type="checkbox"/> Monitor contacts and evaluations.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Monitor countable-athletically related activities (CARA).	Weekly or monthly as required by compliance office.

Monthly Rules Education: Adopted Legislation.

February

<input type="checkbox"/> Review student-athlete progress-toward-degree requirements and possible need for summer classes.	Continual.
<input type="checkbox"/> Collect roster changes and update squad lists.	Continual.
<input type="checkbox"/> Review NLI signing dates/dead period.	Continual.
<input type="checkbox"/> Monitor full-time enrollment.	Continual.
<input type="checkbox"/> Monitor official and unofficial visits.	Continual.
<input type="checkbox"/> Monitor contacts and evaluations.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Monitor countable-athletically related activities (CARA).	Weekly or monthly as required by compliance office.

Monthly Rules Education Session: Promotional Activities/Amateurism.



March

<input type="checkbox"/> Collect roster changes and update squad lists.	Continual.
<input type="checkbox"/> Monitor full-time enrollment.	Continual.
<input type="checkbox"/> Monitor official and unofficial visits.	Continual.
<input type="checkbox"/> Monitor contacts and evaluations.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Monitor countable-athletically related activities (CARA).	Weekly or monthly as required by compliance office.

Monthly Rules Education Session: Transfer Regulations/Continuing Eligibility.

April

<input type="checkbox"/> Conduct meeting with fall sports staff regarding preseason arrival/practices.	By end of April.
<input type="checkbox"/> Review NLI signing dates/dead period.	Continual.
<input type="checkbox"/> Discuss postenrollment amateurism legislation with coaches and international student-athletes returning home for the summer.	By end of April.
<input type="checkbox"/> Review applicable summer employment and summer financial aid legislation with student-athletes, coaches and athletics department staff members.	By end of April.
<input type="checkbox"/> Collect roster changes and update squad lists.	Continual.
<input type="checkbox"/> Identify injured student-athletes for medical-hardship waiver application.	As needed.
<input type="checkbox"/> Monitor full-time enrollment.	Continual.
<input type="checkbox"/> Monitor official and unofficial visits.	Continual.
<input type="checkbox"/> Monitor contacts and evaluations.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Monitor countable-athletic related activities (CARA).	Weekly or monthly as required by compliance office.

Monthly Rules Education Session: Playing and Practice Seasons.



May

<input type="checkbox"/> Review and confirm student-athlete academic eligibility and notify if summer school is necessary for the following academic year.	Early May.
<input type="checkbox"/> Collect roster changes and update squad lists.	Continual.
<input type="checkbox"/> Monitor full-time enrollment.	Continual.
<input type="checkbox"/> Monitor official and unofficial visits.	Continual.
<input type="checkbox"/> Monitor contacts and evaluations.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Monitor countable-athletically related activities (CARA).	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Retrieve uniforms/equipment and complete inventory.	End of academic year.
Monthly Rules Education Session: Camps and Clinics.	

June

<input type="checkbox"/> Continue to update rosters and eligibility for following academic year.	Continual.
<input type="checkbox"/> Update compliance manual and compliance forms.	Continual.
<input type="checkbox"/> Update student-athlete handbook.	Continual.
<input type="checkbox"/> Postmark completed ISSG to NCAA.	By June 1.
<input type="checkbox"/> Complete financial aid renewals.	To financial aid office by June 1, mailed by no later than July 1.
<input type="checkbox"/> Monitor official and unofficial visits.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Monitor contacts and evaluations.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Submit six-hour reporting form to conference office.	End of June.



July

<input type="checkbox"/> Update Booster Club educational information and distribute.	By end of July.
<input type="checkbox"/> Collect Declaration of Practice and Playing Season for all sports.	Mid-July.
<input type="checkbox"/> Generate and/or confirm all game contracts.	By end of July.
<input type="checkbox"/> Monitor official and unofficial visits.	Continual.
<input type="checkbox"/> Monitor contacts and evaluations.	Weekly or monthly as required by compliance office.
<input type="checkbox"/> Secondary Rules Violations Report.	Date set by conference office.
<input type="checkbox"/> Submit Signed NLI's to conference office.	Date set by conference office.
<input type="checkbox"/> Submit Season of Competition/ Participation List.	Conclusion of a season or not later than July 1.

General

Camp Packets

<input type="checkbox"/> Camp/Clinic Approval.	90 days prior to start of camp.
<input type="checkbox"/> Use of Facilities.	90 days prior to start of camp.
<input type="checkbox"/> Insurance Certificate.	45 days prior to start of camp.
<input type="checkbox"/> Compliance Affidavit.	45 days prior to start of camp.
<input type="checkbox"/> Free or Reduced Admission.	One week following camp.
<input type="checkbox"/> Final Registration List.	One week following camp.
<input type="checkbox"/> Final Financial Report.	One week following camp.
<input type="checkbox"/> Employee Compensation Agreement.	One week following camp.
<input type="checkbox"/> Incident Report.	Immediately.

Recruiting

<input type="checkbox"/> Recruiting Travel.	Two weeks prior to travel.
<input type="checkbox"/> Tryout paperwork.	Two weeks prior to visit.
<input type="checkbox"/> Official Visit Request paperwork.	Two weeks prior to visit.
<input type="checkbox"/> Travel Reconciliation.	Within 48 hours after travel.

Other

<input type="checkbox"/> Complimentary Admission/Pass List.	24 hours prior to game.
<input type="checkbox"/> Roster and Student-Athlete Change Form.	Within 48 hours of change of status.