A Message from the Director of Athletics

On behalf of the Department of Athletics at Glenville State College, may I commend you for your interest in our student athletes and the success of the sports teams and coaches competing on the Division II NCAA level. Many times secondary violations occur solely due to an athletic booster being unaware of confusing restrictions to which our sports teams must adhere. For that matter, it is a constant challenge to keep up with pertinent changes from year to year even for our Coaches and Student Athletes. Our Coaches must take a NCAA recruiting test every year to be eligible to recruit and coach a sport at Glenville State College.

The purpose of this manual is to serve as a reference guide for the sports fan and for the perusal of our Pioneer Athletic Club Members to become aware of the role and restrictions placed upon boosters. In a recent movie “The Blind Side” the end of the story brought forth a situation that was questioned by the NCAA due to a family allowing a young man to live in their home that became a good football player. It is our intent that this manual will keep our coaches and supporters from being “blind sided” by a rule or a restriction to cause a NCAA probationary period for our institution.

What is a "Booster"?

You are considered a Booster, also known as a "Representative of the College's Athletics Interests" if you: (13.02.10)

- have participated in or are currently a member of any athletics department booster group or the Pioneer Athletic Club;
- made a donation to the men's or women's athletic program;
- have assisted or been asked to assist in the recruitment of prospective student-athletes;
- have assisted in providing benefits to enrolled student-athletes or their families; or
- have been or are involved in promoting Glenville State College athletics in any way.

Once a person is defined as a booster/representative of GSC’s athletic interests, they retain that identity for indefinitely, even if they no longer support the athletics program. (13.02.10.1)

- Parents of enrolled student-athletes are considered representative of athletics interest.

- Glenville State College is responsible for the actions of its boosters and boosters support groups. Boosters are governed by the same NCAA and institutional rules and regulations as those placed upon all institutional athletics staff members.

**Permissible Activities by Boosters**

GSC boosters may attend events (e.g., contests, banquets) where prospects are present on his or her own initiative, subject to the understanding that the booster may NOT contact the prospect or the prospect's relatives. (13-1-2-3)

GSC boosters may inform the Pioneer coaches of prospects in their area by contacting the GSC staff and sending Pioneer coaches newspaper clippings with the names of particular prospects.

Do continue establishing family relationships with friends and neighbors. Contacts with prospects are permitted as long as they are not made for recruiting purposes and are not initiated by GSC staff members.

GSC boosters may arrange employment for prospective student-athletes. The prospect may not begin the job until after the completion of his or her senior year in high school. Compensation must be based on work actually performed and at a normal rate.

GSC boosters may, under division II, make written contact to a prospect.

A GSC booster may have a telephone conversation with a prospect student-athlete that is initiated by the student-athlete, but may not be prearranged by a GSC staff member.

A GSC booster may be involved in on-campus entertainment of a prospective student-athlete or legal guardian(s) during an official visit. This is on-campus only.

A GSC booster may play a “pick-up” basketball or softball games with a prospective student-athlete as long as no attempt to recruit the athlete and the game is not prearranged by a member of the GSC Athletics Department.

**Non Permissible Activities by Boosters**

In Division II, representative of an institution’s athletics interests are prohibited from making in-person, off-campus recruiting contacts or telephone calls with a prospect or the prospect's relative or legal guardians. On-campus contact is permitted, as are written communications. Recruiting contacts by representatives during a prospects’ official visit are confined to campus and may not extend to the 30-mile radius permitted institutional staff member (13.01.4).

You may not contact a prospect's coach, principal or counselor in an attempt to evaluate the prospects, reimburse them for expenses incurred in transporting a prospect to visit the campus or provide entertainment at any location.

You may not visit a prospect's educational institution to pick up film/videotape or transcripts pertaining to the evaluation of the prospect’s academic or athletics eligibility.

**AT no time may a booster place a call to a prospect. (13-1-3-5-2)**
It is not permissible for GSC boosters to contact a student-athlete from another four year institution.

A GSC booster may not entertain relative of a prospective student-athlete at any site off-campus.

It is not permissible for a GSC booster to pay any costs incurred by an athletics scout in studying or recruiting a prospect.

**Things a Booster Should Remember**

1. **KNOW BEFORE YOU GO!** If you are not sure, call the Director of Athletics or the Compliance Coordinator. Remember, "the only dumb question is the one not asked." NCAA rules are complex and not uniformly applied. Some apply only to Division I schools. Others may be able to do things differently. Just because someone says or is doing something different, don’t assume the rule has changed. Please check with us!

2. **ACTIVE RECRUITING INVOLVEMENT** is limited to coaches. Only coaches are permitted to be directly involved in the recruiting process. They are the only ones who may meet a prospect or the prospect's parents in person; place a phone call to the prospect; or write to a prospect. **BOOSTERS ARE PROHIBITED** from making in-person, off-campus recruiting contacts, as well as telephone communications with a prospect or the prospect's family.

3. **ALUMNI/BOOSTER EVENTS** can violate recruiting regulations if prospects are in attendance. A coach's appearance at an event where prospects are present could make it a "recruiting event" and everyone present would be committing a violation. If you are arranging or attending alumni or booster events, do not bring or invite prospects and explain to parents the importance of prospect-age youngsters not attending.

4. **EXTRA BENEFITS** are any special arrangements by an institutional employee or booster to provide a currently enrolled student-athlete or prospect, or their parents and relatives, a benefit not expressly authorized by the NCAA or which is not available to all students in general. Boosters shall not offer, provide or arrange financial assistance, directly or indirectly, to pay (in whole or in part) the cost of the prospect's educational or other expenses other than summer employment.

5. **ATTENDING ATHLETICS CONTESTS** at schools in your community is permitted, but contacting a prospect, prospect's parents or prospect's coach while you are there is prohibited. If you see or hear of a potential prospect for GSC, contact the coaches with basic information (school, position, coach).

6. **OCCASIONAL FAMILY HOME MEALS** may be provided to an enrolled student-athlete, or an entire team. The meal must be served at the host's home. (It cannot be at a restaurant.) It may be catered. Such meals must be restricted to infrequent and special occasions. Only the host and school staff members may provide transportation to the function. NCAA REGULATIONS DO NOT PERMIT SPONSOR FAMILIES OR ADOPT-A-PLAYER ARRANGEMENTS.

7. **UNAVOIDABLE INCIDENTAL CONTACT** with a prospect is not a violation if the contact: a.) was not prearranged; b.) doesn’t take place on the grounds of the prospect’s educational institution or site of a competition; c.) is not made for the purpose of recruitment, and d.) involves only normal civility. For example if you meet a prospect in the normal course of your business, there is no violation as long as you do not try to influence the prospect's choice of schools; or if you attend an athletics event and come into contact with a prospect or the prospect’s parents, there would be no violation if you excuse yourself in a timely and courteous manner and do not discuss Glenville State College (even if the other party brings up the subject). If there is an established, long-time relationship with a prospect and his/her family, you can continue that relationship, but you should not become involved in the prospect's consideration of which school to attend.

8. **EMPLOYING STUDENT-ATHLETES AND PROSPECTS** is permissible in limited situations. A booster can employ a prospect only during the summer immediately prior to the prospect attending Glenville State College. Enrolled student-athletes are limited by financial aid considerations in job arrangements. In all cases the individual must be paid the same as others employed in similar positions in your area and must actually perform the work. CONTACT THE ATHLETICS DIRECTOR BEFORE EMPLOYING PROSPECTS OR STUDENT-ATHLETES.

9. **STUDENT-ATHLETE APPEARANCES** are permissible at a local church, school, charity or non-profit agency. The appearances must be carefully arranged and have prior written approval of the Athletics Director (not just a coach).
10. **USING A STUDENT-ATHLETE’S NAME, PICTURE OR LIKENESS** is permitted only if the purpose of the ad is to recognize the individual (or team) or to extend best wishes. In this case only the name, address and official logo of the business may appear in the ad. Advertising for a commercial product or service of any kind, which includes an enrolled student-athlete’s picture, is not permitted. This includes group pictures where individuals are not identified and/or not in uniform (e.g. a “game action” photo).

11. **AN OFFICIAL VISIT** is a visit by a prospective student-athlete to a member institution’s campus that is financed in whole or in part by the member’s institution. A prospective student-athlete is permitted only one official visit per institution and not more than five total visits. **AN UNOFFICIAL VISIT** is a visit by a prospective student-athlete to a member institution’s campus made at the prospect’s own expense. These visits are unlimited. No expenses or entertainment or compensation can be paid for an unofficial visits.

**Who is a Prospective Student-Athlete?**

The NCAA defines a “prospect” as anyone who has started classes for the ninth grade. In addition, a student who has not started the ninth grade becomes a prospect if the institution provides any financial assistance or other benefit not provided to prospective students in general.

A prospect is considered a prospect even after signing an Institutional Letter-of-Intent to attend an institution, and both the institution and the prospect continues to be governed by NCAA recruiting legislation until:

1. the prospect reports for regular squad practice
2. the registrar or director of admissions certifies that the prospect is officially registered and enrolled at the institution on the opening day of classes
3. the prospect attends a class or classes in any regular term

**What is a Contact?**

A contact is any face-to-face encounter between a prospect or the prospect’s parents/guardians and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect’s school or at the site of organized competition or practice involving the prospect or the prospect’s team shall be considered a contact, regardless of the conversation that occurs.

**What is Considered Recruiting?**

Recruiting is any solicitation of a prospect or the prospect’s relatives by a staff member or representative of the institution's athletics interests (booster) for the purpose of securing the prospect’s enrollment and ultimate participation in the institution’s intercollegiate athletics program.

**Financial Aid and Inducements**

**Financial Aid or Other Benefits to Prospects**

Representatives of GSC’s athletic interests may not provide any financial aid or other benefits, such as clothing, special discounts, tickets to events, or co-signing loans, to a prospect or their relatives.

Types of inducements that are prohibited by GSC boosters

1. Cash or loans (in any amount);
2. The promise of employment prior to, during or after completion of college;
3. Special discounts or payment arrangements on loans;
4. Employment of relatives or friends of a prospect;
5. Special discount or payment arrangement or credit on a purchase (e.g., airline ticket, clothing) or services (laundry, dry-
cleaning, tailoring, typing costs);
6. Use of automobile;
7. Providing transportation to or from a summer job or to any other site;
8. Signing or co-signing a note for a loan;
9. Gifts or money or other tangible items (e.g., clothes jewelry, electronic/stereo equipment);
10. A guarantee of bond;
11. Purchase of items or services from a prospect or the prospect’s family at inflated prices;
12. Providing directly or indirectly transportation to enroll in class at the institution;
13. Any financial aid other than that administered by Glenville State College;
14. The promise of financial aid for post-graduation education;
15. Free or reduced cost housing arrangements;
16. To pay or arrange for the payment of transportation costs incurred by relatives or friends of a prospective student-athlete.
17. To pay for summer sports camps in whole or part.
18. To provide free admissions to GSC away contest to the prospects, their friends or relatives.

**Rules Governing Enrolled Student-Athletes**

**Extra Benefits**
A student-athlete is prohibited from receiving any extra benefit. If a student-athlete accepts any benefit based on his or her athletic ability, that athlete may lose all eligibility for intercollegiate athletics participation. Additionally, boosters involved would be forced to dissociate from the university’s athletic program. Extra benefits that are prohibited, include, but are not limited to the following:

- Cash or loans of money;
- Special discounts or payment arrangements on loans;
- Employment of a relative or friend;
- Special discount payment arrangements or credit on purchases or services;
- Use of an automobile;
- Providing transportation to or from a job or to any other site;
- Signing, co-signing or resigning a note with an outside agency to arrange a loan;
- Providing professional services at no charge or a reduced rate; or
- Gifts of money or other tangible items;
- Guarantee of bond;
- Purchase of items or services from a student-athlete or the athlete’s family at inflated prices;
- Any financial aid other than that administered by Glenville State College;
- The promise of financial aid for post-graduation education;
- Free or reduced cost housing arrangements;
- To pay or arrange for the payment of transportation costs incurred by relatives or friends of the athlete;
- To purchases services at a commercial establishment;
- A benefit connected with off-campus housing;
- Selling or giving a student-athlete tickets to an athletic, institution or community event;
- The use of personal properties (e.g. boats summer homes, cars, stereos);
- Providing Christmas or birthday gifts;
- Purchasing a meal or beverage for a student-athlete.

**Employment of Enrolled Student-Athletes**
NCAA rules require that the student-athlete and employer sign a written statement prior to the commencement of employment confirming that the employment satisfies NCAA regulations. Compensation must be based on work actually performed and at a rate commensurate with the going rate in the locality for services of like character.

**Rules Governing Student-Athlete Participation in Promotional Activities**
Use of a student-athlete’s name, picture or appearance to support any charitable, educational or non-profit promotional activity requires the signature of the student-athlete and the authorized representative of the event on a release statement that requires written approval from the Director of Athletics. Forms can be obtained from the GSC Athletics Department.
Furthermore, student-athletes are not permitted to be involved in the advertisement, recommendation or promotion of a commercial organization for sales or use of a commercial product or service of any kind. Please contact the athletic department before asking any enrolled student-athlete to take part in any activity.

**Friends and Families**
It is not permissible for a GSC booster to provide the actual and necessary expenses for friends and families to visit a student. Any Non Permissible event for a student athlete applies to a friend or family member.

**Agents**
A student-athlete shall be ineligible for participation if he or she agrees, orally or in writing, to be represented by an agent. This includes any agreements for future negotiations that are to take place after the individual has completed his or her eligibility in that sport. Additionally, student-athletes and their relatives are prohibited from accepting any benefits, including meals or transportation, from an agent.

**Meals at the home of a GSC Booster**
A student-athlete or the entire team may receive an occasional home meal from a booster or staff member under the following conditions
1. The meal must be provided in an individual’s home and may be catered;
2. Meals must be restricted to infrequent and special occasions;
3. A booster may not provide transportation to the athlete(s) to attend the meal function unless the meal function is at the home of that booster.

**Banquet**
An institution’s booster club may finance an intercollegiate team’s banquet and transportation to a recognition banquet that occurs prior to or during the season, provided that all expenses are paid through the GSC athletic department; the location of the event is not more than 200 miles from campus; and no tangible award is provided to members of the team.

**Gambling**
NCAA rules do not permit student-athletes to knowingly:
- provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- solicit or accept a bet on any intercollegiate team; or
- participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

**Who to Contact for Compliance Questions and Further Information**

**Institutional control of athletics is a fundamental requirement of NCAA legislation.** The institution's responsibility for the conduct of its athletics program includes responsibility for the actions of its staff members and for the actions of boosters or "representatives of the College's Athletics Interests."

This rules summary is not comprehensive and NCAA legislation can be subject to various interpretations. Glenville State College is given the responsibility to exercise "institutional control" of its athletic interests and we are committed to maintaining the kind of responsible program in which all of us take such great pride. Questions regarding rules relating to relationships between athletics representatives and recruits or enrolled student-athletes can be directed to:

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Glenville, WV  26351  

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