



# KAI Human Resources Rules Education September 2015



# Compliance Staff



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# Personnel



# Personnel Reminders

## Undergrad Student Coach

(11.01.4)

- Must have exhausted eligibility in the respective sport and/or has suffered a career-ending injury
- Most recently participated at KU
- Is enrolled full-time in his or her first baccalaureate degree, unless graduating after the current semester
- Is not receiving compensation from KU other than financial aid that could have been received as a student-athlete
- May not contact, evaluate, scout or coordinate recruiting functions

## Volunteer Coach

(11.01.5)

- May not receive compensation from KU or any supporting organizations (i.e., any payments, funds for coach's conventions, etc.)
  - Exception: Camp/Clinic
- May not contact, evaluate, scout or coordinate recruiting functions
- May receive two (2) complimentary tickets to home contests in respective sport
- May receive meals incidental to team activities (pre- or post-game meals), including meals provided during an official visit



# Personnel Reminders (Cont.)

## Graduate Assistant Coach: Football & Rowing (11.01.3)

- Enrolled in at least 50% of minimum graduate student credits (Exception: Last term)
- May receive maximum full grant-in-aid
- May receive four (4) complimentary admissions in football and basketball
- May not serve as a GA for more than two (2) years
  - Exception: Completes 24-semester hours during initial two-year period
- KU may arrange for on- or off-campus employment only during the summer
- May accept employee benefits and expenses to attend national coaches' association
- May receive cash to cover unitemized incidental expenses during travel and practice for NCAA championship events in accordance with KU policy
- May not recruit off-campus
- May make outgoing phone calls to prospects after passing the NCAA Coaches' Certification Exam

## Student Managers (11.01.6)

- Enrolled full-time in undergrad or graduate courses
- May participate in limited on-field/court activities (i.e., throw batting practice, assist with drills)
- May not provide skill instruction
- May not participate in countable activity
- Baseball: forfeits any remaining eligibility in the sport at the institution at which the individual serves as a manager



# Personnel Reminders (Cont.)

## Sport-Specific Non-Coaching Staff

(11.7.1.1.1.1.1)

- May perform administrative duties, film splicing and attend coaches-only meetings
- May not provide tactical or technical instruction on or off the court/field
- May not participate in any athletics activity
- May not be present during voluntary activity



# Income in Addition to KAI Salary

- Staff members may earn income from outside groups (11.3.2.1)
- An outside source may not directly pay or regularly supplement a staff member's annual salary (11.3.2.2)
  - An outside source may donate funds to KAI and KAI may decide to use funds to pay or supplement a staff member's salary at its own discretion
- Bonuses: KAI may permit an outside individual, group or agency to supplement a staff member's salary with direct cash payment in recognition of a specific or extraordinary achievement (i.e., conference championship, contribution to KAI during career, etc.) (11.3.2.3)
  - Must be in accordance with institutional policy



# Institutional Camp/Clinic (13.12.1.1)

- An institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus, and in which prospective student-athletes participate.
- Purposes of Camps or Clinics. An institution's sports camp or clinic shall be one that (13.12.1.1.2):
  - (a) Places special emphasis on a particular sport/sports, provides specialized instruction or practice & may include competition;
  - (b) Involves activities designed to improve overall skills and general knowledge in the sport; or
  - (c) Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.





# Employment of Prospects

- NCAA Regulations
  - Prior to the PSA's completion of senior year (13.2.3.1 & 13.2.3.2)
    - Employment is arranged through normal policies and procedures
    - May only receive compensation for work actually performed and at the typical going rate
  - After the PSA's completion of senior year (13.2.3.3)
    - KU may arrange for the employment, provided the employment doesn't begin until after to PSA completes his/her senior year in high school
  - Two-Year Prospects (13.2.3.3.1)
    - KU may arrange for the employment after the PSA officially withdraws from, or has complete requirements for graduation, of the two-year college



# Employment of Student-Athletes

- NCAA Regulations (12.4.1 & 12.4.1.1)
  - The student-athlete **may only** be paid for the work actually performed
  - The student-athlete **may only** be paid what others performing similar tasks are being paid
  - The student-athlete **may not** be paid for his/her reputation as a KU student-athlete
  - The student-athlete **may not** appear in advertisement or promotions for employer
- Self-Employment (12.4.4)
  - A student-athlete **may not** use name, picture or likeness to promote business
- Camps & Clinics (12.4.3)
  - Student-athletes **may** work a camp or clinic that is either affiliated or not affiliated with Kansas Athletics



# Employment of High School Coach, Prep School Coach, Two-Year Coach or IAWP

- High school, prep school or two-year coach (11.4.1)
  - May not employ any individual above in the same sport he/she coaches
    - Tennis: Men's and women's teams are considered different sports
  - May offer future employment contract agreement if he/she will no longer be associated with respective high school/prep school/two-year college (11.4.1.1)
- Men's Basketball: Individual Associated with a Prospect (IAWP) (11.4.2)
  - During the two-year period prior to a prospect's anticipated enrollment at KU and the two-year period after actual enrollment, KAI may not employ an IAWP in a non-coaching staff position or in a strength and conditioning staff position



# Rules Updates

- A strength and conditioning coach shall be certified and maintain current certification through a nationally accredited strength and conditioning certification program (11.1.5, *effective 8/1/15*)



# Important Reminders



# Institutional Control (6.01.1)

The control and responsibility for the conduct of intercollegiate athletics shall be exercised by the institution itself and by the conference(s), if any, of which it is a member. Administrative control or faculty control, or a combination of the two, shall constitute institutional control.



# Unethical Conduct (10.1)

Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution

Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete

## Unethical Conduct

Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement, extra benefit or improper financial aid

Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation

**This list is not exhaustive. Please contact the compliance office for further inquiry.**



# Occasional Meals (16.11.1.5)

- An institutional staff member may provide an occasional meal to current student-athletes
  - May provide reasonable local transportation to student-athletes to attend meal
  - Meals may be held at a local restaurant, coach/staff member's home, on-campus, etc.
- Boosters may also provide occasional meals under the following restrictions:
  - The meal must be held at the booster's home or regularly used facility on-campus
  - May provide reasonable local transportation to student-athletes to attend meal only if the meal is held at booster's home

\*All meals must be approved by compliance prior to taking place (contact Khadian)\*





# Extra Benefits (16.11.2.3)

- A student-athlete, his or her family or representatives may not receive any benefit and/or arrangement that is not also available to the general student body
- Impermissible benefits include but are not limited to:
  - Money, loans, bonds, loans (or co-signing of loans) or any type of relief with bills
  - Free or discounted transportation (use of a car, airline tickets, bus tickets, etc.)
  - Free or discounted storage
  - Free or discounted merchandise (clothes, tattoos, video games, etc.)
  - Free or discounted entertainment (sporting events, movies, concerts, etc.)
  - Free or discounted meals
  - Discounted merchandise because of student-athlete status
  - Free use of a credit card, calling card, etc.
  - Free use of the athletic department copy machine, fax, mail, etc.
  - Selling KU equipment and apparel for cash or free/reduced services



# Gambling

- Kansas Athletics staff is prohibited from gambling or wagering on any sport at any level that the NCAA sponsors
  - Includes professional, collegiate and amateur (e.g., NFL, NBA, NCAA, high school, little league, etc.)
  - Also includes fantasy leagues for money or prizes and bracket challenges on Facebook
- Do not provide/tweet any performance-related medical information on other student-athletes
- Do not ask student-athletes to influence the outside of a contest (e.g., point shaving), will be permanently ineligible for any intercollegiate competition





# Violations

- As a staff member, if you know of any potential or actual rules violations, you are obligated to inform not only your supervisor, but also one of the following:
  - David Reed: Associate Athletics Director – Compliance
  - Dr. Zenger: Director of Athletics
  - Susan Stagg-Williams: Faculty Athletics Representative
- Any rules inquiry shall be directed to the office of compliance



# Additional Reminders

- Do not tweet, post or communicate regarding any student-athlete injuries, academic situations, or NCAA violations
- All Kansas Athletics, Inc. employees are held to the same standards
- Inform an appropriate authority figure regarding any extra benefits, academic fraud, or any other red flags regarding KU student-athletes
- Maintain a professional relationship at all times
- Do not ask or accept to be put on a pass list for complimentary admissions to any KU events