

STAFF MEMBER INFORMATION

Name:	Department:	Academic Year:
Email Address:	Phone #:	

STUDENT-ATHLETE BENEFITS

16.02.3 Extra Benefit. An extra benefit is any special arrangement by an institutional employee or representative of the institution's athletics interests to provide a student-athlete or the student-athlete family member or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their family members or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their family members or friends or to a particular segment of the student-body (e.g., international students, minority students) determined on a basis unrelated to athletics ability. *(Revised: 1/10/91, 1/19/13 effective 8/1/13)*

Initials: _____

16.11.1.5 Occasional Meals. A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals. A student-athlete or the entire team in a sport may receive an occasional meal from a representative of athletics interests on infrequent and special occasions under the following conditions: *(Revised: 1/10/92, 4/25/02 effective 8/1/02, 4/29/10, 8/7/14)*

- (a) The meal may only be provided in an individual's home, on campus or at a facility that is regularly used for home competition and may be catered; and
- (b) A representative of the institution's athletics interests may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative.

Initials: _____

16.3.1.1 Academic Counseling/Support Services. Member institutions shall make general academic counseling and tutoring services available to all student-athletes. Such counseling and tutoring services may be provided by the department of athletics or the institution's nonathletics student support services. In addition, an institution, conference or the NCAA may finance other academic support, career counseling or personal development services that support the success of student-athletes. *(Adopted: 1/10/91 effective 8/1/91, Revised: 4/25/02 effective 8/1/02, 5/9/06, 1/19/13 effective 8/1/13, 8/7/14)*

Initials: _____

PROSPECTIVE STUDENT-ATHLETE BENEFITS

13.2.1 General Regulation. An institution's staff member or any representative of its athletics interests shall not be involved, directly or indirectly, in making arrangements for or giving or offering to give any financial aid or other benefits to a prospective student-athlete or his or her family members or friends, other than expressly permitted by NCAA regulations. Receipt of a benefit by a prospective student-athlete or his or her family members or friends is not a violation of NCAA legislation if it is determined that the same benefit is generally available to the institution's prospective students or their family members or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability. *(Revised: 10/28/97, 11/1/00, 3/24/05, 4/25/18)*

Initials: _____

13.15.1 Prohibited Expenses. An institution or a representative of its athletics interests shall not offer, provide or arrange financial assistance, directly or indirectly, to pay (in whole or in part) the costs of the prospective student-athlete's educational or other expenses for any period prior to his or her enrollment or so the prospective student-athlete can obtain a postgraduate education. *(Revised: 8/5/04)*

Initials: _____

GENERAL EMPLOYEE GUIDELINES

10.1 Unethical Conduct. Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following: *(Revised: 1/10/90, 1/9/96, 2/22/01, 8/4/05, 4/27/06, 1/8/07, 5/9/07, 10/23/07, 5/6/08, 1/16/10, 10/5/10, 4/28/16 effective 8/1/16)*

- (a) 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;



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- (b) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- (c) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- (d) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- (e) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
- (f) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
- (g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

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10.2 Knowledge of Use of Banned Drugs. A member institution's athletics department staff members or others employed by the intercollegiate athletics program who have knowledge of a student-athlete's use at any time of a substance within the banned drug classes, as set forth in Bylaw 31.2.3.1, shall follow institutional procedures dealing with drug abuse or shall be subject to disciplinary or corrective action as set forth in Bylaw 19.9.

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10.3 Sports Wagering Activities. The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition: (*Adopted: 4/26/07 effective 8/1/07*)

- (a) Staff members of an institution's athletics department;
- (b) Nonathletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);
- (c) Staff members of a conference office; and
- (d) Student-athletes.

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11.1.1 Responsibility for Violations of NCAA Regulations. Institutional staff members found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth Bylaw 19.9, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution. (*Revised: 7/31/14*)

Initials: _____

11.1.1.1 Responsibility of Head Coach. An institution's head coach is presumed to be responsible for the actions of all institutional staff members who report, directly or indirectly, to the head coach. An institution's head coach shall promote an atmosphere of compliance within his or her program and shall monitor the activities of all institutional staff members involved with the program who report, directly or indirectly, to the coach. (*Adopted: 4/28/05, Revised: 10/30/12, 7/6/14*)

Initials: _____

11.1.3 Representing Individuals in Marketing Athletics Ability/Reputation. Staff members of the athletics department of a member institution shall not represent, directly or indirectly, any individual in the marketing of athletics ability or reputation to an agent, a professional sports team or a professional sports organization, including receiving compensation for arranging commercial endorsements or personal appearances for former student-athletes, except as specified in Bylaw 11.1.3.1, and shall not receive compensation or gratuities of any kind, directly or indirectly, for such services. (*Revised: 1/10/92, 1/11/94*)

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11.1.4 Use of Tobacco Products. The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees



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and sports committees with rules-making responsibilities) shall be established for such use. (Adopted: 1/11/94 effective 8/1/94, Revised: 1/10/95, 1/14/97 effective 8/1/97)

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11.2.2 Athletically Related Income and Benefits. Contractual agreements, including letters of appointment, between a full-time or part-time athletics department staff member and an institution shall include the stipulation that an athletics department staff member who receives athletically related income or benefits from a source outside the institution (e.g., income from endorsement or consultation contracts with apparel companies, equipment manufacturers, television and radio programs; income from ownership, control or management of a foundation, organization or other entities; etc.) must report such earnings [other than cash or cash equivalent (as opposed to tangible items) if the total amount received is \$600 or less] to the president or chancellor on an annual basis (See Bylaw 11.3.2.1.1.)

Initials: _____

11.3.2.7 Consultant for or Endorsement of Noninstitutional Athletics Events Involving Prospective Student-Athletes. An athletics department staff member may not serve as a consultant for a noninstitutional athletics event that primarily involves prospective studentathletes and may not endorse or promote such an event. (Adopted: 1/15/11)

Initials: _____

11.3.2.8 Promotion or Endorsement of a Prospective Student-Athlete's Team, Coach or Athletics Facility. An athletics department staff member shall not promote or endorse a prospective student-athlete's team or coach, or an athletics facility that is primarily used by prospective student-athletes. (Adopted: 1/15/11)

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13.1.2.3 General Restrictions -- Staff Members and Governing Board. The following are additional restrictions that apply to an institution's staff members and governing board. (Revised: 4/27/00, 7/31/13, 4/25/18)

- (a) **Noncoaching Staff Members with Sport-Specific Responsibilities.** A noncoaching staff member with sport specific responsibilities (except a staff member who only performs clerical duties) shall not attend an on- or off-campus athletics event in the staff member's sport that involves prospective student-athletes (e.g., high school contest, noninstitutional sports camp) unless the staff member is a family member of a participant in the activity. A staff member who is a family member of a participant may attend such an event, subject to the following conditions:
- (i) Attendance shall not be for evaluation purposes (the staff member shall not provide information related to the performance of a prospective student-athlete back to the institution's coaching staff); and
 - (ii) The staff member shall not have direct contact with a prospective student-athlete or a prospective student-athlete's family members or coach (other than the family member, if applicable) participating in the activity.
- (b) **Board of Governors/Regents.** Recruiting contacts on or off campus between a member of the institution's board of governors (or regents) and a prospective student-athlete are not permissible.

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13.1.2.4 Other Restrictions, Athletics Representatives. The following are additional restrictions that apply to athletics representatives:

- (a) **Telephone Conversation.** An athletics representative of a member institution may speak to a prospective student-athlete via the telephone only if the prospective student-athlete initiates the telephone conversation and the call is not for recruiting purposes. Under such circumstances, the representative must refer questions about the institution's athletics program to the athletics department staff;
- (b) **Observing Prospective Student-Athlete's Contest.** An athletics representative may view a prospective student-athlete's athletics contest on his or her own initiative, subject to the understanding that the athletics representative may not contact the prospective student-athlete on such occasions;
- (c) **Evaluation of Prospective Student-Athlete.** An athletics representative may not contact a prospective student-athlete's coach, principal or counselor in an attempt to evaluate the prospective student-athlete; and
- (d) **Visiting Prospective Student-Athlete's Institution.** An athletics representative may not visit a prospective student-athlete's educational institution to pick up film/videotape or transcripts pertaining to the evaluation of the prospective student-athlete's academic eligibility or athletics ability.

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KAI Rules Violations Policy: 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: Senior Associate Athletics Director – Compliance & Student Services

Jeff Long: Athletics Director

Susan Stagg-Williams: Faculty Athletics Representative

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DISCLOSURE OF OUTSIDE EMPLOYMENT

If you are involved in any capacity with a local sports club or the coaching of prospective student-athletes, you are obligated to disclose this information to the Compliance Office upon your acceptance of a position with Kansas Athletics.

- Do you coach (volunteer or paid) any high school, junior college, AAU or club athletics teams, or offer lessons in any sport on an individual basis? Yes No If yes, list sport and age of participants: _____

Please note all staff members involved with local sports clubs must complete the Local Sports Club paperwork

As a Kansas Athletics, Inc. employee, I am fully committed to the rules and regulations set forth by the NCAA, Big 12 Conference and Kansas Athletics Compliance. I understand and agree to the following terms:

- *Staff members may be subject to disciplinary or corrective action set forth in the provisions of the NCAA enforcement procedures and/or additional disciplinary action as determined by the Athletics Director if found in violation of NCAA rules or violations of any policy, rule or requirement of the University of Kansas.*
- *Staff members are required to provide a written and detailed account of all athletics related outside income and benefits on an annual basis. Each outside source shall include the exact income and name of the outside source on the form provided by the Compliance Office.*
- *Staff members are responsible for asking the Compliance Office in the case of uncertainty or confusion of rules prior to engaging in any action that may be contrary to rules and regulations.*
- *Staff members are responsible for reporting any known potential and actual rules violations committed by any staff member/student-athlete/booster. The potential or actual violation must be reported to the Athletics Director, Faculty Athletics Representative or the Senior Associate Athletics Director for Compliance and Student Services.*
- *Staff members are expected to conduct themselves in an ethical manner that includes honesty and sportsmanship.*

I acknowledge my understanding of the guidelines listed above as they pertain to my responsibilities and duties as a sport specific non-coaching staff member for Kansas Athletics. I understand that failure to abide by all NCAA, Big 12 and Kansas Athletics Compliance rules and regulations could result in a violation of NCAA rules and may result in the loss of my employment opportunity with Kansas Athletics, Inc.

Staff Member Signature:	Date:
Compliance Signature:	Date:

