



**STAFF MEMBER INFORMATION**

<b>Name:</b>	<b>Department:</b>
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**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:** \_\_\_\_\_

**16.11.2.1 General Rule. [A]** The student-athlete shall not receive any extra benefit. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletics interests to provide the student-athlete or his or her family members or friends with a benefit not expressly authorized by NCAA legislation. [R] (Revised: 1/19/13 effective 8/1/13)

**Initials:** \_\_\_\_\_

**16.11.2.2 Other Prohibited Benefits. [A]** An institutional employee or representative of the institution's athletics interests may not provide a student-athlete with extra benefits or services, including, but not limited to: [R] (a) A loan of money; (b) A guarantee of bond; (c) An automobile or the use of an automobile; (d) Transportation (e.g., a ride home with a coach), except as permitted in Bylaw 16.9.1, even if the student-athlete reimburses the institution or the staff member for the appropriate amount of the gas or expense; or (e) Signing or co-signing a note with an outside agency to arrange a loan.

**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, 1/16/10, 1/9/96, 2/22/01, 8/4/05, 4/27/06, 1/8/07, 5/9/07, 10/23/07, 5/6/08, 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;
- (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.

**Initials:** \_\_\_\_\_

**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.

**Initials:** \_\_\_\_\_

**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.

**Initials:** \_\_\_\_\_

**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 in 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, 7/16/14)

Initials: \_\_\_\_\_

**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 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)

Initials: \_\_\_\_\_

**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

Initials: \_\_\_\_\_

*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.*

<b>Employee Signature:</b>	<b>Date:</b>
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