

# **NCAA Rules & Regulations for Boosters**

Compliance Guide

*A fundamental requirement of NCAA legislation is to maintain “institutional control.” Specifically, the NCAA Constitution requires each institution to educate those for whom it is responsible about NCAA regulations and oversee that its intercollegiate athletics program is in compliance with those regulations.*

*Valparaiso University is responsible for ensuring that members of the faculty, staff, coaches, student-athletes, alumni, donors, boosters, friends, and any other supporter of Valpo Athletics comply with all applicable NCAA rules and regulations. Valpo needs your help in complying with these rules and regulations for the welfare of the University and most importantly, the student-athlete.*

*This information is intended to provide you with a general understanding of NCAA rules and regulations, which are complex and numerous. Unfortunately, we could not include every NCAA rule. Additional information can also be found at [ncaa.org](http://ncaa.org) or by contacting the Valparaiso Athletics Compliance Office. If you have any questions or concerns, please contact our compliance department staff.*

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## **ARE YOU A BOOSTER?**

You are considered a “representative of athletics interests” (commonly called a “booster”) if ANY of the following is true:

- You have ever made a donation to the University or to the Crusader Fund;
- You are or have been a member of any organization or agency promoting Valparaiso University athletics;
- You have ever helped to arrange or have provided employment for an enrolled student-athlete;
- You have ever participated in varsity athletics or if you are an alumnus of Valparaiso;
- You have ever been a season ticket holder in any sport; or,
- You have otherwise promoted Valparaiso’s athletics program in ANY manner.

## Once You Are a Booster, You Are One Forever

AS A REPRESENTATIVE OF VALPO'S ATHLETICS INTEREST, YOU ARE FOREVER BOUND BY NCAA, CONFERENCE, AND VALPARAISO UNIVERSITY RULES.

PLEASE REMEMBER, VALPO IS RESPONSIBLE FOR YOUR ACTIONS!



### Definitions You Should Know

**Prospective Student-Athlete:** A prospective student-athlete is a person who has started classes for the ninth grade, regardless of his/her athletics ability. A prospect is also any student who is enrolled at a two-year college or at a four-year institution other than Valparaiso University. A prospective student-athlete remains a prospect even after he/she has signed a National Letter of Intent or accepts an offer of financial aid to attend Valparaiso University until he/she reports for the first day of classes for a regular term (fall or spring) or begins official practice immediately prior to the start of classes. Valparaiso University requests that you treat ALL students as prospects.

**Student-Athlete:** A student-athlete is a student whose enrollment was solicited by a member of the athletics staff or other representative of athletics interests with a view toward the student's ultimate participation in the intercollegiate athletics program. Any other student becomes a student-athlete only when he or she reports for an intercollegiate squad that is under the jurisdiction of the athletics department. A student is not a student-athlete solely because of prior high school athletics participation.

**Recruiting:** Any solicitation of a prospect or the prospect's family by a Valpo staff member or by a representative of Valpo's athletics interests for the purpose of securing the prospect's enrollment at Valparaiso University and/or participation in the athletics program. All recruiting must be done exclusively by designated athletics department staff members who have passed the recruiting exam. Only these individuals are permitted to be involved in the recruiting process, including initiating or receiving recruiting correspondence, telephone calls, or other forms of communication.

**Contact:** Any face-to-face encounter between a prospect or the prospect's family member and an institutional staff 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 Valparaiso's campus or at the site of an organized competition/practice involving the prospect or the prospect's educational institution shall be considered a contact, regardless of the conversation that occurs. Contacts made by those not eligible to recruit for Valpo may render the prospect ineligible.

**Evaluation:** Any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect's educational institution (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.

**Remember... Only coaches and athletics staff members are permitted to be involved in the recruiting process. No one else is permitted to recruit.**

**Contacting one of our recruits could make him/her permanently ineligible to compete in athletics at Valparaiso University.**

## Basic Rules About Prospective Student-Athletes

### WHAT DO YOU NEED TO KNOW ABOUT RECRUITING?

#### As a representative of Valpo's Athletic Interests, You May NOT:

- Contact a prospect, his/her family, relatives, or legal guardians on or off the Valparaiso campus.
- Contact a prospect, his/her family, relatives, or legal guardians by telephone, letter, fax or e-mail.
- Contact a prospect, his/her family, relatives, or legal guardians through any social media websites. (i.e., Facebook, Twitter, MySpace, etc.)
- Contact a prospect's coach, principal, or counselor in an effort to evaluate a prospect's athletics ability.
- Visit the prospect's institution to pick up film or transcripts pertaining to the evaluation of the prospect's academic eligibility or athletic ability.
- Make special arrangements for entertainment for recruiting purposes.
- Entertain or provide tickets at reduced cost to Valparaiso home or away athletic or non-athletic events to a prospect, the prospect's family, or the prospect's friends.
- Pay in whole or in part a prospect's registration fees associated with Valparaiso's sports camps.
- Directly or indirectly become involved in making arrangements for a prospect, the prospect's family, or the prospect's friends to receive money, financial aid, or other inducements even if similar aid or inducements are available to prospective students in general.

#### As a Representative of Valparaiso's Athletic Interests, You May:

- Inform Valpo coaches of prospects in your area by contacting Valpo coaches and sending them newspaper clippings with the names of particular prospects.
- Attend a high school or junior college athletics event; however, if you do so, you must avoid contact and conversations with prospects and family members.
- If you have an "established" relationship with a prospect or his/her family members, you may continue normal contacts with the understanding that such contacts are NOT made for recruiting purposes and are not arranged by members of Valpo's coaching staff.

#### A Relationship is "Established" if:

- The relationship predates the individual's status as a prospective student-athlete;
- The relationship predates the athlete's status achieved as a result of his/her athletics ability or reputation; and
- The relationship did not develop as a result of the athlete's participation in athletics or his/her notoriety related thereto.

*Please contact the Valparaiso Athletics Compliance Office before making contact with a prospect if you are unsure as to whether you have an "established" relationship with that prospect.*



## Social Media

The NCAA rules that regulate contact with prospective student-athletes include not only face-to-face contacts, emails, phone calls, but also any and all contacts through social media websites or message boards. This includes, but is not limited to, websites such as Facebook, Twitter, and Instagram.

Boosters or other representatives of Valpo's athletics interests are prohibited from contacting recruits through these and similar websites. Despite these new applications of the internet, NCAA rules regarding how these technologies can be used have not changed. With new methods for broader communication over these social networking sites, it is necessary to remember that it is still permissible only for Valpo coaches to use these sites to recruit prospects to come to Valpo. Even then, there are significant limitations and regulations on how that communication can take place.

Fans may not initiate or "friend" requests of prospects on Facebook, but they can "follow" recruits on Twitter. Fans should NEVER post to a recruit's "wall," reply to a "tweet," send them any type of direct message, or take any other action that would constitute contacting that recruit. This prohibition also includes creating fan pages for recruits to attend Valpo.

If anyone other than Valpo coaches contact recruits or encourage prospects to enroll at Valparaiso, the NCAA will deem that to be a violation and we will be subject to penalties and recruiting limitations, potentially even jeopardizing the eligibility of the prospect. This is true even if the prospect is unaware of such recruiting efforts. In addition, those individuals who participate in impermissible recruiting could face penalties, including being banned from obtaining tickets to athletic events.

Please remember, that while new technology has revolutionized the college recruiting world, the basic rules regarding recruitment of student-athletes remains the same. Please leave all recruiting activities to the permissible athletics staff members. Know that our coaches are at the forefront of these efforts and are doing everything they legally can to recruit outstanding student-athletes to Valpo. If you have any questions regarding what constitutes a social media website, what types of actions are prohibited, or any other technology and recruiting questions, please contact the Valparaiso Athletics

Compliance Office BEFORE taking any actions.





## *What About Employment of Prospects?*

- The employment does not begin prior to the completion of the prospect's senior year in high school.
- In the case of a two-year college prospect, the employment of the prospect may not begin prior to the time which the prospect has officially withdrawn from the two-year college or has completed the requirements for graduation at the two-year college.
- Any compensation paid to the prospect by the employer must be for work actually performed and at a rate commensurate with the going rate in the locality for services of like character.
- Any compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame, or personal following that he or she has obtained because of athletics ability.
- Any employment benefits (e.g., transportation, insurance, etc.) provided to the prospect must be provided to all other employees performing similar services for the employer.
- Any employment of any Valparaiso student-athlete requires the prior approval of the Valparaiso Athletics Compliance Office. If you are interested in providing employment for prospective or current Valparaiso student-athletes, please contact the Valparaiso Athletics Compliance Office first.

## *What Do I Do If A Prospect Initiates Contact With Me?*

If a prospective student-athlete initiates contact with you either in person, by telephone, or by mail, you are obligated to refer all questions regarding Valpo and its athletics programs to the athletics department staff. You should also inform the prospective student-athlete that NCAA prohibits recruiting contacts with anyone other than the athletics department staff.

You cannot have a recruiting conversation with the prospect but you may exhibit normal civility to explain that you are not permitted to discuss recruiting. Should a prospect contact you, please politely refer any questions about Valpo's athletics programs to the athletics department staff.

## What Kinds of Benefits/Inducements for Prospects are Prohibited?

**DO NOT provide any of the following inducements or benefits to prospective student-athletes, their families, relatives, legal guardians, or coaches:**

- Cash or loans.
- The promise of employment after college graduation.
- Special discounts or payment arrangements on loans.
- Employment of relatives, friends, or legal guardians of prospects.
- Involvement in arranging for free or reduced charges for professional services, purchases, or charges.
- Use of an automobile.
- Providing transportation to or from a summer job or to any other site.
- Signing or co-signing a note for a loan.
- The loan or gift of money or other tangible items (i.e. clothes, jewelry, cars, tickets, etc.)
- Guarantees of bond.
- Purchase of items or services from a prospect or the prospect's family, relatives, or legal guardians at inflated prices.
- Providing directly or indirectly transportation for the prospect or his/her family, relatives, or legal guardians to Valparaiso's campus.
- The promise of financial aid for post-graduate education.
- Free or reduced-cost housing arrangements.
- Arrangements for payment of transportation costs incurred by relatives or friends of a prospective student-athlete.

## Basic Rules About Enrolled Student-Athletes

### What Is An Extra Benefit?

NCAA legislation expressly prohibits Valpo supporters from providing "extra benefits" to enrolled student-athletes. An extra benefit is any special arrangement to provide a student-athlete, his/her family members, or friends a benefit not authorized by NCAA legislation. In general, you may not provide anything or make special arrangements for student-athletes that are not available to the general student population.

If you are unsure whether any particular item or activity constitutes a prohibited "extra benefit," please contact the Valparaiso Athletics Compliance Office.

Examples of "extra benefits" include, but are not limited to:

- Providing cash or loans in any amount, or signing or co-signing for a loan or guarantee of bond.
- The use of an automobile or other personal property.
- Gifts of any kind, including birthday cards, flowers, holiday gifts, and gifts of clothing or equipment.
- Providing loans to student-athlete's friends or relatives.
- Any tangible items, including merchandise.
- Free or reduced-cost services, rentals, or purchases of any type.
- Free or reduced-cost housing.
- Gift of cash or like items.
- Providing special discounts for goods and services.
- Purchasing complimentary admissions from a student-athlete.
- Providing an honorarium to a student-athlete for a speaking engagement.
- Providing typing services or other costs associated with school projects or reports.

## Occasional Meals

*As a booster, you may provide an occasional meal on infrequent and special occasions provided the meal is provided in an individual's home, on campus, or at a facility regularly used for Valpo's home competitions. Additionally, you may provide only reasonable local transportation for student-athletes if the meal is at your home. The Valparaiso Athletics Compliance Office must grant prior approval before you can provide a meal for student-athletes. Please contact the Compliance Office for the appropriate paperwork.*

## What About Student-Athlete Appearances & Promotions?

While Valparaiso appreciates and welcomes your interest in supporting its athletics department, please avoid doing ANY of the following:

**DO NOT** use the name or picture of an enrolled student-athlete to directly or indirectly advertise, recommend, or promote the sale or use of a commercial product or service of any kind. Doing so will render the student-athlete ineligible for competition.

All charitable, educational, and nonprofit promotional activities involving student-athlete must have prior approval from the athletics department. All student-athlete appearances for such events are coordinated through the Valparaiso Athletics Department and require the department's prior approval.

**DO NOT** provide an honorarium to a student-athlete for any speaking engagement. Student-athletes may receive only necessary travel expenses when speaking to educational or charitable groups. All speaking engagements must be approved in advance and coordinated by the athletics department.

**DO NOT** mail items to student-athlete for them to sign and return to you. All student-athlete autographs must be obtained on fan days or after athletic events.

**DO NOT** use any item signed by a Valparaiso coach, student-athlete, or staff member in an auction, raffle, or any other type of fundraising activity to raise money for any high school project.



## What are the Rules Governing Gambling?

NCAA rules prohibit “sports wagering,” which includes placing, accepting, or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest.

*Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.*

In accordance with the gambling rules, Valparaiso Athletics student-athletes, coaches, and employees may not:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing Valparaiso;
- Solicit or accept a bet on any intercollegiate competition for any team that has tangible value; 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.

While NCAA rules, strictly speaking, do not prohibit a booster from participating in sports wagering activities, please understand that your activities reflect upon Valpo Athletics, its student-athletes, and the larger Valparaiso University community. The Valpo community kindly asks for your cooperation in maintaining the integrity and credibility of the University.

*For more information on the NCAA rules governing sports wagering and gambling, please visit its new website: [dontbetonit.org](http://dontbetonit.org).*

## What About Relationships With Valpo Coaches?

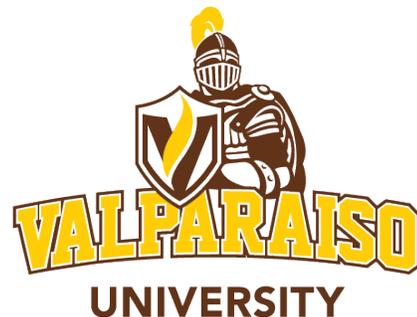
**DO NOT** provide any monetary resources to a Valparaiso coach as a supplement to his/her salary. NCAA rules prohibit outside groups (i.e. individuals or organizations) from paying or regularly supplementing the salary of an athletics staff member. This includes the donation of cash from outside sources to Valparaiso earmarked for the staff member’s salary or supplemental income.

**DO NOT** establish any fund for the purpose of recruiting prospective student-athlete’s. All funds used for recruiting must be administered by Valparaiso University. If you desire to contribute to such efforts, make a direct contribution to Valparaiso University’s Crusader Fund for coaches’ gift funds through the athletics department and indicate which sport program you would like your donation to be used for.

It is permissible for an individual or outside organization to donate funds to Valparaiso to be used as determined by Valparaiso. If you would like to make a donation to Valpo Athletics, please go to [www.valpo.edu/givetovu/athletics](http://www.valpo.edu/givetovu/athletics) to make a secure online donation. You may also mail a check to Valparaiso University indicating “Crusader Fund” in the memo line to:

Crusader Fund  
1100 Campus Drive South  
Valparaiso, IN46383

If you would like to speak with someone at Valpo about your donation, please contact Matt LaBarbera, Assistant Director of Annual Giving for Athletics at 219/464-5983 or [matt.labarbera@valpo.edu](mailto:matt.labarbera@valpo.edu).



## What are the Consequences for Booster Involvement in NCAA Violations?

There are significant consequences for violations of NCAA rules and regulations that severely impact the athletics department, its student-athletes, and the larger Valparaiso University community. The following are examples of what can occur when NCAA rules and regulations are not followed.

**Disassociation:** Any individual who has engaged in conduct that is determined, either by Valparaiso, conference, or the NCAA to be a violation of any NCAA or conference legislation, rule, or imposition of sanctions, shall be subject to the revocation or withholding of any athletically related benefit or privilege received by that individual from Valpo. An individual may lose the privilege of purchasing season tickets, being a member of a donor program and/or a booster club, or lose the privilege of purchasing other athletically related benefits or privileges as deemed appropriate by Valparaiso University.

**Prospect or Student-Athlete Ineligibility:** If you or a member of the athletics department staff violates a rule involving a prospective student-athlete or an enrolled student-athlete, that prospect or student-athlete could lose all eligibility for intercollegiate athletics participation at Valparaiso University. Therefore, we ask that you leave the recruitment of prospects to Valpo coaches and that you do not do anything that would jeopardize the eligibility of either a prospect or an enrolled student-athlete.

**Loss of Scholarships, Championships, and Vacating of Wins:** A violation of NCAA rules can result in Valparaiso sports losing a certain number of the athletic scholarships it provides to its student-athletes. This not only makes it harder for Valpo to compete, but it also drastically affects students who come to Valpo to receive an education. Violations of NCAA rules can also result in a loss of previously won championships or games in those sports in which the violations occurred.

**Death Penalty:** In certain situations, violations of NCAA rules and regulations can be found to be so severe as to result in the elimination of an institution's athletics department or sports program.

These are only some of the various sanctions that can occur if the NCAA rules and regulations are not followed. While these sanctions can be exceptionally severe, the Valparaiso Athletics Department believes that if the staff, student-athletes, prospects, coaches, family members, and those who represent Valparaiso's athletics interests all work together, we can achieve compliance with NCAA rules and regulations and insure the integrity of Valparaiso Athletics.



## *The Golden Rule for Supporters!*

While we appreciate and encourage your continued support of Valpo athletics, please always check with the Valparaiso Athletics Compliance Office before you make arrangements for any activity that involves prospective student-athletes, enrolled student-athletes, their families, relatives, or their legal guardians.

*When it comes to intercollegiate athletics, the rule of thumb is ....*

***PLEASE, ASK BEFORE YOU ACT!***

