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INTRODUCTION

Welcome to the University of Mary Washington Athletics! The goal of this manual is to provide our alumni, fans, coaches, prospects and student-athletes information regarding the rules and regulations of the NCAA and the University of Mary Washington. While not all inclusive, it is meant to provide guidance in many of the situations you may encounter and should help you avoid inadvertently violating NCAA policies. Compliance with the rules and regulations is essential to creating a winning environment for all UMW athletic teams. In addition to being online, a hard copy of this manual is also available in the main athletics office.

University of Mary Washington Athletics Compliance Mission Statement
To ensure that the University of Mary Washington Athletic program operates in accordance with the rules and regulations set forth by the NCAA, the Capital Athletic Conference and the University of Mary Washington. The compliance office is committed to educating every member within UMW Athletics of the rules and regulations provided by the NCAA in an effort to prevent even minor infractions. In the case of a by-law violation, the compliance office will aim to identify, evaluate, and report the violation to the Capital Athletic Conference and NCAA.

NCAA Principles Rules of Compliance
Per the NCAA Constitution, a member institution will comply with all applicable NCAA rules and regulations. An institution is also responsible for monitoring its athletics program to assure compliance for identifying and reporting all instances in which compliance has not been achieved.
ELIGIBILITY

Institutional Responsibility

An institution shall not permit a student-athlete to represent it in intercollegiate athletics competition unless the student-athlete meets all applicable eligibility requirements and the institution has certified the student-athlete’s eligibility. Violations of this bylaw in which the institution fails to certify the student-athlete’s eligibility before allowing the student-athlete to represent the institution in intercollegiate competition shall be considered an institutional violation per Constitution 2.8.1; however, such violations shall not affect the student-athlete’s eligibility, provided all the necessary information to certify the student-athlete’s eligibility was available to the institution and the student-athlete would have been otherwise eligible for competition. (14.01.1)

Good Academic Standing

To be eligible to represent an institution in intercollegiate athletics competition, a student athlete shall be in good academic standing as determined by the academic authorities who determine the meaning of such phrases for all students of the institution, subject to controlling legislation of the conference (s) or similar association of which the institution is a member. (14.01.2.1)

Compliance with Other NCAA and Conference Legislation

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be in compliance with all applicable provisions of the constitution and bylaws of the Association and all rules and regulations of the institution and the conference (s), if any, of which the institution is a member. Specific attention is called to legislation affecting eligibility in the following areas: (14.01.3).
Amateurism
A student-athlete shall not be eligible for participation in an intercollegiate sport if the individual takes or has taken pay, or has accepted the promise of pay in any form, for participation in that sport, or if the individual has violated any of the other regulations related to amateurism set forth in Bylaw 12. (14.01.3.1).

Awards, Benefits and Expenses
Receipt by a student-athlete of non permissible awards, extra benefits, or excessive or improper expenses not authorized by NCAA legislation violates the Association’s amateurism principle and renders the student-athlete ineligible for athletics participation in the sport for which the improper award, benefit or expense was received. (14.01.3.2).

Ethical Conduct
A prospective or enrolled student-athlete who is found to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports. Unethical conduct consists of, but is not limited to:

1. Fraudulence in connection with entrance or placement examinations;
2. Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;
3. Dishonesty in evading or violating NCAA regulations; or
4. Knowingly furnishing the NCAA or the individual’s institution false or misleading information concerning the student’s involvement in or knowledge of matters relevant to a possible violation of NCAA regulations (14.01.3.3).

Financial Aid
A student-athlete who receives financial assistance other than that authorized by the Association shall not be eligible for intercollegiate athletics competition. (14.01.3.4)

Recruitment
Solicitation of a student-athlete’s enrollment by the certifying institution or any representative of its athletics interests in violation of the Association’s legislation shall render the student-athlete ineligible to represent that institution in intercollegiate athletics. A student-athlete is responsible during his or her recruitment for involvement in a violation of NCAA regulations, and the Committee on Student-Athlete Reinstatement may restore the eligibility of a student involved in such violation only when circumstances clearly warrant restoration. The eligibility of a student-athlete involved in a major violation shall not be restored other than through an exception authorized by the Committee on Student-Athlete Reinstatement in a unique case on the basis of specifically stated reasons. (14.01.3.5)
REQUIREMENT FOR PRACTICE AND COMPETITION.

To be eligible for practice or competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution. For purposes of this bylaw and its subsections, to be eligible for competition, a student-athlete shall be enrolled in not less than 12-semester or quarter hours, regardless of the institution’s definition of minimum full-time program of studies.

Drop/Add Course
A student-athlete no longer shall be considered enrolled in a minimum full-time program of studies (after dropping a course that places the student below full-time status) when the dropped course becomes official in accordance with procedures determined by the institution for all students. A student-athlete who is adding a course to reach full-time status shall become eligible for practice and competition once the course has been approved by the appropriate department head (or designated representative) and submitted to the registrar (14.1.8.1.1).

Withdrawal or Dismissal
A student-athlete who withdraws or is dismissed from an institution is considered to be a prospective student-athlete eligible for recruitment by other NCAA member institutions and may not continue to practice with the original institution’s team (14.1.8.1.2).

Concurrent Courses at Two Institutions
Courses taken concurrently at a second institution may be counted toward meeting the minimum full-time enrollment requirement, provided;
1. The certifying institution officially recognizes the student’s combined hours as full-time enrollment;
   And
2. Courses taken at the second institution will be included on the student’s transcript at the institution from which the student is seeking the degree (14.1.8.1.3)

FULL TIME ENROLLMENT EXCEPTIONS

Final Semester/Quarter—Practice or Competition
A student-athlete may practice or compete while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester or quarter of the baccalaureate or graduate program and the institution certifies that the student is carrying (for credit) the courses necessary to complete degree requirements. For a student-athlete who competes while eligible pursuant to this exception, the student-athlete shall forfeit eligibility in all sports, unless the student completes all degree requirements during that semester or quarter and is eligible to receive the baccalaureate or graduate diploma on the institution’s next degree-granting date (14.1.8.1.6.1).
Enrolled in Graduate Program—Practice or Competition.
A student-athlete may practice or compete while enrolled in a full-time graduate program as defined by the institution for all graduate students, except as permitted in Bylaw 14.1.8.1.6.1 (see Bylaw 14.1.9) (14.1.8.1.6.2).

First Five Days of Classes—Practice.
A student-athlete may practice, but not compete, during the institution’s first five days of classes, if the student-athlete is enrolled in less than a minimum full-time program of studies, provided the student-athlete is otherwise eligible under all institutional, conference and NCAA requirements (14.1.8.1.6.3).

Cooperative Educational Work Experience Program—Practice or Competition.
A student may represent the certifying institution in intercollegiate athletics while he or she is enrolled in a cooperative educational program (e.g., co-op, internship, practicum, student-teaching) offered by the institution that is a part of the student’s academic program, provided the student is considered to be enrolled in a full-time program of studies, regardless of the credit value of the program (14.1.8.1.6.4).

Before Initial Enrollment—Practice or Competition.
A student-athlete may practice or compete during the official vacation period immediately before initial enrollment, provided the student:
1. Has been accepted by the institution for enrollment in a regular, full-time program of studies at the time of the individual’s initial participation;
2. Is no longer enrolled in the previous educational institution; and
3. Is eligible under all institutional and NCAA requirements (14.1.8.1.6.5)

Eligibility Between Terms—Practice or Competition.
To be eligible for competition or practice that takes place between terms, the student-athlete shall:
1. Have been registered for the required minimum full-time load (see Bylaw 14.1.8.1) at the conclusion of the term immediately before the date of competition, if the student is continuing enrollment; or
2. Be accepted for enrollment as a regular full-time student for the regular term immediately after the date of competition if the student is either continuing enrollment or beginning enrollment (see Bylaw 14.1.8.1.6.5). (14.1.8.1.6.6).

Eligibility After Completion of Degree Requirements.
A student-athlete who was eligible during the term in which degree work was completed may continue to practice and compete (through the conclusion of the season) after the final day of that term, only if:
1. A postseason event (e.g., NCAA championship, NAIA championship, NCCAA championship) in the student-athlete’s sport begins within 60 days after the end of the term in which the student-athlete completes degree requirements;
2. The student-athlete completed his or her degree requirements in fewer than four consecutive years from his or her initial collegiate enrollment and has been charged with a season of participation for that year prior to the completion of degree requirements; or (Revised: 5/18/17)
3. The student-athlete is continuing enrollment pursuant to Bylaw 14.1.9 (see Bylaw 14.1.8.1.6.6) (14.1.8.1.6.7)

SEASONS OF PARTICIPATION

Minimum Amount of Participation.
A season of intercollegiate participation shall be counted in the student-athlete’s sport when a student-athlete participates (practices or competes) during or after the first contest in the traditional segment following the student-athlete’s initial participation of that academic year at that institution or when the student-athlete engages in intercollegiate competition during the nontraditional segment in that sport. This provision is applicable to intercollegiate athletics participation (practice or competition) conducted by a Division III collegiate institution at the varsity, junior varsity or freshman team level (14.2.4.1).

Exception—Seasons of Participation
A season of participation shall not be counted:
1. During the traditional segment when a student-athlete participates in a preseason scrimmage or preseason exhibition conducted before the first contest following the student-athlete’s initial participation of that academic year at that institution;
2. During the traditional segment when a student-athlete participates in an alumni contest conducted before the first regular-season contest following the student-athlete’s initial participation of that academic year at that institution; and
3. In baseball, field hockey, lacrosse, soccer, softball and volleyball, when a student-athlete participates (practices or competes) during the nontraditional segment (14.2.4.1.1)

SATISFACTORY-PROGRESS REQUIREMENTS

Satisfactory-Progress Requirements.
To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall maintain satisfactory progress toward a baccalaureate or equivalent degree at that institution as determined by the regulations of that institution. As a general requirement, “satisfactory progress” is to be interpreted at each member institution by the academic authorities who determine the meaning of such phrases for all students, subject to controlling legislation of the conference(s) or similar association of which the institution is a member. (See Constitution 3.2.4.11 regarding the obligations of members to publish their satisfactory-progress requirements for student-athletes and Bylaw 14.01.2 for the requirements for student-athletes enrolled in two-year degree programs (14.4.1).
TRANSFER REGULATIONS

Transfer Regulations
A student who transfers (see Bylaw 14.5.2) to a member institution from any collegiate institution is required to complete an academic year of residence (see Bylaw 14.02.10) at the certifying institution before being eligible to compete for or to receive travel expenses from the member institution (see Bylaw 16.8.1.2), unless the student satisfies the applicable transfer requirements or receives an exception or waiver. (General Transfer Rule Bylaw 14.5.1.)

Conditions Affecting Transfer Status.
A transfer student is an individual who transfers from a collegiate institution after having met any one of the following conditions at that institution:

1. The student was officially registered and enrolled in a minimum, full-time program of studies in any quarter or semester of an academic year, as certified by the registrar or admissions office and attended class;
2. The student attended a class or classes in any quarter or semester in which the student was enrolled in a minimum full-time program of studies, even if the enrollment was on a provisional basis and the student was later determined by the institution not to be admissible;
3. The student is or was enrolled in an institution in a minimum full-time program of studies in a night school that is considered to have regular terms (semesters or quarters) the same as the institution’s day school, and the student is or was considered by the institution to be a regularly matriculated student;
4. The student attended a branch school that does not conduct an intercollegiate athletics program, but the student had been enrolled in another collegiate institution before attendance at the branch school;
5. The student attended a branch school that conducted an intercollegiate athletics program and transfers to an institution other than the parent institution;
6. The student reported for a regular squad practice (including practice or conditioning activities that occurred before certification), announced by the institution through any member of its athletics department staff, before the beginning of any quarter or semester, as certified by the athletics director. Participation only in picture-day activities would not constitute “regular practice;” or
7. The student participated in practice or competed in a given sport even though the student was enrolled in less than a minimum full-time program of studies (14.5.2)

Academic Year of Residence
To satisfy an academic year of residence, a student shall:

1. Be enrolled in and complete a minimum full-time program of studies for two full semesters or three full quarters; or
2. Be enrolled in a minimum full-time program of studies for two semesters or three quarters and pass a number of hours (including hours earned at the certifying institution during a summer term) that is at least equal to the sum total of the minimum load of each of the required terms (14.02.10.1)
Two-Year College Transfers
A student who transfers to a member institution from a two-year college or from a branch school that conducts an intercollegiate athletics program must complete an academic year of residence (see Bylaw 14.02.10) unless the student qualifies for a transfer exception as set forth in Bylaw 14.5.4.1.

Two-Year College Transfer Exceptions
A student who transfers to the certifying institution shall be immediately eligible if:

1. The student has never practiced nor competed in intercollegiate athletics;
2. The student transfers from a two-year college or from a branch school that conducts an intercollegiate athletics program without having been enrolled full time at a four-year collegiate institution and would have been academically and athletically eligible had he or she remained at that institution. A student-athlete who has exhausted his or her athletics eligibility at the two-year college may use this transfer exception if the student-athlete was otherwise academically or athletically eligible for competition at the two-year college; or
3. The student transfers from a four-year institution to a two-year college, and then to the certifying institution, provided the student either would have been athletically and academically eligible, at the time of transfer from the previous four-year institution (see Bylaw 14.5.2), had he or she remained at the previous four-year institution or he or she successfully completed at least 24-semester or 36-quarter hours of transferable-degree credit at the two-year college and spent at least two full-time semesters or three full-time quarters of attendance at the two-year college (14.5.4.1)

Multiple Two-Year Colleges
It is permissible for a 4-2-4 transfer student-athlete who attended multiple two-year colleges to use credits earned at the two-year colleges to satisfy the credit-hour requirements set forth in Bylaw 14.5.4.1. The student-athlete may combine terms of full-time attendance at any of the two-year colleges to satisfy the minimum two-semester or three-quarter attendance requirement. (14.5.4.1.1)

Two-Year Nonparticipation Exception
The student transfers to the certifying institution from a two-year college or from a branch school that conducts an intercollegiate athletics program and, for a consecutive two-year period immediately before the date on which the student begins participation (practice and/or competition), the student has neither practiced nor competed in the involved sport in intercollegiate competition, and has neither practiced or competed in organized non collegiate amateur competition while enrolled as a full-time student in a collegiate institution. This two-year period does not include any period of time before the student’s initial collegiate enrollment. (14.5.4.2).

Four-Year College Transfers
A transfer student from a four-year institution shall not be eligible for intercollegiate competition until the student has fulfilled an academic year of residence (see Bylaw 14.02.10) at the certifying institution unless the student qualifies for one of the transfer exceptions set forth in Bylaws 14.5.5.1.1, 14.5.5.1.2 or 14.5.5.1.3. A transfer student (other than one under disciplinary suspension per Bylaw 14.5.1.2) may qualify for an exception to the academic year of residence requirement provided he or she does not have an unfulfilled residence requirement at the institution from which he or she is transferring. (See Bylaw 14.1.12, for student-athletes participating in a recognized foreign exchange/study abroad program) (14.5.5).
Four-Year College Transfer Exception
A student who transfers to the certifying institution shall be immediately eligible if:

1. The student has never practiced nor competed in intercollegiate athletics;
2. The student transfers from a four-year collegiate institution and would have been academically and athletically eligible, at the time of transfer to the certifying institution (see Bylaw 14.5.2), had he or she remained at the previous institution; or
3. The student transfers from a four-year collegiate institution that did not sponsor the student-athlete’s sport and, while at that institution, the student-athlete:
   4. Successfully completed at least 24-semester or 36-quarter hours of transferable-degree credit; and completed at least two full-time semesters or three full-time quarters (14.5.5.1.1)

Exchange Student Exception
A student who transfers to the certifying institution shall be immediately eligible if the student is enrolled in the certifying institution for a specified period of time as an exchange student participating in a formal and established educational exchange program recognized by the institution’s academic authorities (14.5.5.1.2).

Two-Year Nonparticipation Exception.
The student transfers to the certifying institution from another four-year college and, for a consecutive two-year period immediately before the date on which the student begins participation (practice and/or competition), the student has neither practiced nor competed in the involved sport in intercollegiate competition, and has neither practiced nor competed in organized non-collegiate amateur competition while enrolled as a full-time student in a collegiate institution. This two-year period does not include any period of time before the student’s initial collegiate enrollment (14.5.5.1.3).
RECRUITING

Prospective Student-Athlete
A prospective student-athlete is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual’s relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. An individual remains a prospective student-athlete until one of the following occurs (whichever occurs earlier):

1. The individual officially registers and enrolls in a minimum full-time program of studies and attends classes in any term of a four-year collegiate institution’s regular academic year (excluding summer); or
2. The individual participates in a regular squad practice or competition at a four-year collegiate institution

Contact
A contact is any face-to-face encounter between a prospective student-athlete or the prospective student-athlete’s relatives, guardian(s) or individual of a comparable relationship and an institutional athletics department 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 (e.g., positions himself/herself in a location where contact is possible) or that takes place on the grounds of the prospective student-athlete’s educational institution or at the site of organized competition or practice involving the prospective student-athlete or the prospective student-athlete’s high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs. Any communication (e.g., face-to-face, telephone call or electronic transmission) with a prospective student-athlete at the site of organized competition involving the prospective student-athlete by athletics personnel who are attending the competition or who are aware of the competition also shall be considered a contact (13.02.3)

High School Prospective Student-Athletes
In-person, off-campus recruiting contacts shall not be made with a prospect or the prospect’s relatives or legal guardian(s) until the prospect has completed the sophomore year in high school. (13.1.1.1)

Contact Restrictions at Prospective Student-Athlete’s Educational Institution
Any staff member and any representative of the institution’s athletics interests desiring to contact a prospective student-athlete at the prospective student-athlete’s high school, college preparatory school or two-year college first shall obtain permission for such contact from that institution’s executive officer (or designee). Contact may be made only when such permission is granted. Permission for such contact is not required if the contact with the prospective student-athlete is made after official school hours. Member institutions also are bound by this provision when recruiting international athletes (13.1.4.1).

Contact Restrictions at Practice or Competition Site
Recruiting contact may not be made with a prospective student-athlete before any athletics competition in which the prospective student-athlete is a participant on that day of competition until the prospective student-athlete is released for that day by the appropriate institutional authority (e.g., prospective student-
athlete’s coach or comparable authority). Further, telephone calls or electronic communications may not be made with a prospective student-athlete at the site of organized competition involving the prospective student-athlete by athletics personnel who are attending the competition or who are aware of the competition (13.1.4.2).

**Contact Restriction Exception—Official/Unofficial Visit—Contact on Institution’s Campus on Day of Competition Prior to Competition**

Athletics staff members are permitted to have on campus contact prior to competition with a prospective student-athlete, provided the prospective student-athlete is not scheduled to compete on that day on the institution’s campus (13.1.4.2.1).

**Contact Restriction Exception—Contact with Prospective Student-Athlete’s Relatives or Guardians at Practice or Competition Site**

Recruiting contact may be made with the relatives, guardian(s) or individual of a comparable relationship of a contactable prospective student-athlete (see Bylaw 13.1.1) at the site of the prospective student-athlete’s practice or competition, including during the conduct of a competition (13.1.4.2.2).

**Four-Year College Prospective Student-Athletes**

An athletics staff member or other representative of the institution’s athletics interests shall not make contact in any manner (e.g., in-person contact, telephone calls, electronic communication, written correspondence) with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining written permission to do so, regardless of who makes the initial contact. If permission is not granted, the second institution shall not encourage the transfer. If permission is granted, all applicable NCAA recruiting rules apply. If an institution receives a written request from a student-athlete to permit another institution to contact the student-athlete about transferring, the institution shall grant or deny the request within seven business days (see Bylaw 13.02.1) of receipt of the request. If the institution fails to respond to the student-athlete’s written request within seven business days, permission shall be granted by default and the institution shall provide written permission to the student-athlete. Written permission may be granted by:

1. The first institution’s athletics director (or an athletics administrator designated by the athletics director); or
2. The student-athlete, if the student-athlete attends a Division III institution (13.1.1.2)

**Self-Release**

Using a form made available by the NCAA national office, a student-athlete who attends a Division III institution may issue, on his or her own behalf, permission for another Division III institution to contact the student-athlete about a potential transfer. The student-athlete shall forward this form to the director of athletics at the institution of interest. Contact between the student-athlete and institution may occur during the 30-day period beginning with the date the permission to contact form is signed by the student-athlete. An additional form must be issued for contact to occur or continue beyond the initial 30-day period (13.1.1.2.1).

**Prospect’s Educational Institution**

Institution needs permission to contact PSA at educational institution (13.1.4.1).
Student-Athlete Withdrawn from Four-Year College
Institution may contact student-athlete who has officially withdrawn from previous institution without requiring permission to contact from previous institution. (13.1.1.2.3).

Evaluations
1. No limit on number, time or location.
2. Follow contact restrictions if there will be a face-to-face encounter.

Telephone Calls
1. No restriction on time period.
2. No limit on the number of calls.
3. Need permission to call PSA enrolled at four-year college.

Offers and Inducements
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 the prospect or the prospect’s relatives or friends, other than expressly permitted by NCAA regulations. This prohibition shall apply regardless of whether similar financial aid, benefits or arrangements are available to prospective students in general, their relatives or friends. For violations of this bylaw in which the value of the offer or inducement is $50 or less, the eligibility of the individual shall not be affected conditioned on the individual repaying the value of the benefit to a charity of his or her choice. The individual, however, shall remain ineligible from the time the institution has knowledge of the receipt of the impermissible benefit until the individual repays the benefit. Violations of this bylaw remain institutional violations per Constitution 2.8.1 and documentation of the individual's repayment shall be forwarded to the enforcement staff. (13.2.1).

Specific Prohibitions
Specifically prohibited financial aid, benefits and arrangements include, but are not limited to the following (13.2.2):
1. An employment arrangement for a prospect’s relatives;
2. Gift of clothing or equipment;
3. Cosigning on loans;
4. Providing loans to a prospect’s relatives or friends;
5. Cash or like items;
6. Any tangible item, including merchandise;
7. Free or reduced-cost services, rentals or purchases of any type;
8. Free or reduced-cost housing;
   a. Use of an institution’s athletics equipment (e.g., for a high-school all-star game)
   b. Sponsorship of or arrangement for an awards banquet.
Official Visit

An official visit to a member institution by a prospective student-athlete is a visit financed in whole or in part by the member institution, or by a representative of the institution’s athletics interests. (13.6)

Official Visit—Basics

1. One per institution; Limit resets after October 15 following prospect’s high-school graduation (Bylaws 13.6.1.1 and 13.6.1.2)
2. No limit on number of Division III institutions visited
3. Can visit on January 1 of the prospective student-athletes junior year (Bylaw 13.6.1.1.1) 48-hour limit (Bylaw 13.6.2)

Unofficial Visit

An unofficial visit to a member institution by a prospective student-athlete is a visit made at the prospect’s own expense (see Bylaw 13.7). The provision of any expenses or entertainment by the institution or representatives of its athletics interests shall require the visit to become an official visit, except for the following:

1. During an unofficial visit, the institution may not pay any expenses or provide any entertainment, except complimentary admissions to the prospective student-athlete and the individuals accompanying the prospective student-athlete to a home athletics event at any facility in which the institution’s intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospective student-athlete and those persons accompanying the prospective student-athlete on the visit and must be issued on an individual-game basis. Seating shall be provided in the general seating area of the facility used for conducting the event (13.7.2.1)

2. An institution may provide only the prospective student-athlete with a meal in the institution’s on-campus dining facility during an unofficial visit. An institution may provide a meal in an off campus dining facility when all on-campus dining facilities are closed, provided the institution can certify that it is the institution’s normal policy to provide such a meal under similar circumstances to all prospective students (including non-athletes) visiting the campus (13.7.2.1.1)

3. An institution may provide a prospective student-athlete with housing during an unofficial visit, provided such housing is generally available to all visiting prospective students (13.7.2.1.2)

4. A prospective student-athlete on an unofficial visit may stay in an enrolled student-athlete’s dormitory room, provided the housing is available to all visiting prospective students (13.7.2.1.2.1).

5. During any unofficial recruiting visit, the institution may provide the prospective student-athlete with transportation to view practice and competition sites in the prospective student-athlete’s sport and other institutional facilities. An institutional staff member must accompany the prospective student-athlete during such a trip. Payment of any other transportation expenses, including providing transportation to attend one of the institution’s home contests (on or off campus) is not permissible. However, the institution may provide transportation for a prospective student-athlete to attend home athletics contests if that transportation is available to prospective students general (13.5.3)
6. An institution may not reserve tickets (in addition to the permissible complimentary admissions) to be purchased by a prospective student-athlete (or individuals accompanying the prospective student-athlete) on an unofficial visit. Tickets may be purchased only in the same manner as prospective students generally (13.7.2.1.4)

7. An institution may not arrange special parking for prospective student-athletes to use while attending a member institution’s campus athletics event during an unofficial visit (13.7.2.1.5)

Permissible Recruiting Activities by Enrolled Student-Athletes

1. Receive calls from PSA’s at anytime regardless of PSA’s year in school. (Bylaws 13.02.5.1)
2. Make calls to prospective student-athletes at expense of the athletic department.
3. The institution may provide the following to a student host entertaining a prospective student-athlete:
   a. A maximum of $40 for each day of the visit to cover all actual costs of entertaining the prospective student-athlete (and the prospective student-athlete’s parents, guardian(s), spouse or individual of a comparable relationship) and the student host(s), excluding the cost of meals and admission to campus athletics events. These funds may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos. It is permissible to provide the student host with an additional $20 per day for each additional prospective student-athlete the host entertains. Neither the student host(s) nor the prospective student-athlete may contribute funds toward the cost of the entertainment
   b. A complimentary meal, provided the student host is accompanying the prospective student-athlete during the prospective student-athlete’s official visit;
   c. A complimentary admission to a campus athletics event, provided the ticket is used to accompany a prospective student-athlete to that event during the prospective student-athlete’s official visit (13.6.5.5)

Publicity

1. No comments on PSA before commitment, except to confirm recruitment (Bylaw 13.10.2)
2. No publicity of visits (Bylaw 13.10.4)
3. Announcement of PSA’s commitment to institution only after paid acceptance of written offer of admission/financial aid (Bylaw 13.10.7)
HOSTING AN OVERNIGHT VISIT

1. Complete the Head Coaches Form

Email Residence Life and Patrick Catullo (pcatullo@umw.edu) the following information prior to hosting an overnight visit:

   Date of Visit: ___________________

   Sport: ______________________________________

   Head Coach Emergency Phone Number: _________________________________

   Name of Recruit: ______________________________________

   Recruit Phone Number: ______________________________________

   UMW Host: ______________________________________

   UMW Host Dorm#/Rm#: ______________________________________

   UMW Host Emergency Phone Number: _________________________________

2. Provide the following information to the Student Host:

   a. IMPORTANT PHONE NUMBERS

      Emergency/Fire/Police 777(on campus) 911(off campus)

      University Police Non-Emergency and Escort Service x1025

      Health Center x1040

      Athletic Department x1039

      Training Room x1872

      Coach phone number ____________________ x _________________

      Coach Cell Phone ________________________________
b. **UMW RECRUITMENT POLICY**

UMW does not condone any type of recruiting abuses, improper benefits or any activities that may perceived as improper.

Do not supply alcohol or illegal substances to the recruit.

Do not consume alcohol or illegal substances while hosting or entertaining a recruit.

Treat your recruit as you would want to be treated in an unfamiliar environment.

Be certain that the prospective recruit always knows how and where to reach you should you become separated.

The recruit must spend the night in the room that was pre-determined by the coach.

Discuss proposed activities ahead of time. If the schedule includes activities the recruit is not interested in, make an effort to provide alternatives.

NCAA rules state that you may not transport a prospective student/athlete further than 30 miles from campus for entertainment purposes.

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3. **Provide the following information to the Prospective Student-Athlete**

On behalf of UMW Athletics, we want you to have a safe and enjoyable visit to the University of Mary Washington. Recruiting visits are intended to allow prospective student-athletes to experience life as a UMW student. The athletics department has established a code of conduct for overnight visits. UMW does not condone any type of recruiting abuses, improper benefits, consumption of alcohol or illegal substances, or any activities that may perceived as improper. It is imperative that you adhere to the guidelines that will be provided to you by the coaching staff and your student host. Have a great visit!

---

a. **IMPORTANT PHONE NUMBERS**

Emergency/Fire/Police 777(on campus)  911(off campus)

University Police Non-Emergency and Escort Service x1025

Health Center x1040

Athletic Department x1039

Training Room x1872

Coach Phone Number__________

*All on campus numbers can be reached off campus by dialing the prefix 540-654 before the extension.
b. Host Information

Your UMW Host: _______________________

Your UMW Host Dorm#/Rm#: _______________________

Host Dorm #/Cell #: _______________________

c. Facility Activity Waiver

I understand that any physical activity in which I am engaged in while on the campus of the University of Mary Washington may involve some inherent risk. I will not hold the University of Mary Washington or any of its employees responsible for any harm incurred while engage in such activity.

Print Name: __________________________
Signature: __________________________
Parent/Guardian Name: __________________________
Parent/Guardian Signature: __________________________
Date: __________________________
<table>
<thead>
<tr>
<th><strong>FIGURE 13-1</strong></th>
<th><strong>Division III Official and Unofficial Visit Chart</strong>&lt;sup&gt;*&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Visits</strong></td>
<td><strong>Official Visit</strong></td>
</tr>
<tr>
<td></td>
<td>One per institution.</td>
</tr>
<tr>
<td></td>
<td>(See Bylaw 13.6.1.1)</td>
</tr>
<tr>
<td><strong>First Opportunity to Visit</strong></td>
<td>January 1 of the prospective student-athlete’s junior year in high school.</td>
</tr>
<tr>
<td></td>
<td>(See Bylaw 13.6.1.1.1)</td>
</tr>
<tr>
<td><strong>Permissible Length of Visit</strong></td>
<td>Shall not exceed 48 hours. The 48 hour period begins at the time the prospective student-athlete arrives on campus.</td>
</tr>
<tr>
<td></td>
<td>(See Bylaw 13.6.2)</td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td>Three on-campus meals per day for prospective student-athlete and individuals accompanying the prospective student-athlete. Dessert or after-meal snack also permitted. May provide meals while in transit to and from visit.</td>
</tr>
<tr>
<td></td>
<td>(See Bylaw 13.6.5.6, 13.6.5.1.1 and 13.6.2.1)</td>
</tr>
<tr>
<td><strong>Lodging</strong></td>
<td>On campus or at a local facility within a 30-mile radius of institution’s campus and comparable to normal student life. May provide a separate room for parents/guardian and spouse or individual of comparable relationship.</td>
</tr>
<tr>
<td></td>
<td>(See Bylaw 13.6.4 and 13.6.6)</td>
</tr>
<tr>
<td><strong>Entertainment</strong></td>
<td>$40 per day to cover prospective student-athlete, prospective student-athlete’s parents/guardians, spouse or individual of comparable relationship and host.</td>
</tr>
<tr>
<td></td>
<td>(See Bylaw 13.6.5.5)</td>
</tr>
<tr>
<td><strong>Complimentary Admissions to Home Athletics Event</strong></td>
<td>Admissions for prospective student-athlete and individuals accompanying the prospective student-athlete. No special seating.</td>
</tr>
<tr>
<td></td>
<td>(See Bylaw 13.6.5.2)</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>Round-trip (e.g., airfare, mileage) cost for prospective student-athlete only (may include relatives or friends traveling in the same automobile).</td>
</tr>
<tr>
<td></td>
<td>(See Bylaw 13.5.2)</td>
</tr>
</tbody>
</table>

*This chart summarizes what accommodations an institution may provide to a prospective student-athlete on an official or unofficial visit and the legislative references. It is not intended to replace the Division III recruiting legislation in Bylaw 13.*
SOCIAL MEDIA

Electronic Transmissions
Any electronically transmitted correspondence (e.g., electronic mail, Instant Messenger, private communication through social networking site, text messages or facsimiles) may be sent to a prospective student-athlete (or his or her parents or legal guardians) provided the communication is private between only the sender and recipient (e.g., no use of public chat rooms, message boards, public communication through a social networking site). (13.02.11 amended 2013)

It is permissible for an enrolled student-athlete to send electronic correspondence (e.g., electronic mail, Instant Messenger, private communication through social networking site, text messages or facsimiles) to a prospective student-athlete for recruitment purposes provided the correspondence is sent directly to the prospective student-athlete (or his or her parents or legal guardians) and is private between only the sender and recipient (e.g., no use of public chat rooms, message boards, public communications through a social networking site). (13.02.5.1 (b) Amended 2013)

Public Release of General Athletics Information Sent Through Electronic Transmission
Electronically transmitted correspondence in forms other than electronic mail, text messages and facsimiles may be sent to a prospective student-athlete by an institution’s athletics department, or a campus department acting on behalf of athletics, provided the following criteria are satisfied:
1. Any member of the general public may become a member of the group to which the electronic transmission is sent;
2. A prospective student-athlete who chooses to receive electronic transmissions through the electronic service must retain the ability to decline receipt of the communications at any time or may unsubscribe from the electronic service at any time; and
3. The content of any electronic transmission that is sent to a public group that may include prospective student-athletes must be the same for all members of the group (e.g., news alerts, admissions and alumni information, scores) and of a general nature. (13.02.11.3)

Exception—After Receipt of Financial Deposit
On or after May 1 of a prospective student-athlete’s senior year in high school, there shall be no limit on the forms of electronically transmitted correspondence that may be sent by an institution to a prospective student-athlete, provided the institution has received a financial deposit in response to the institution’s offer of admission.
<table>
<thead>
<tr>
<th>PLATFORMS</th>
<th>ALLOWED</th>
<th>PROHIBITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>TELEPHONE</td>
<td>✓ TELEPHONE</td>
<td></td>
</tr>
<tr>
<td>FAX</td>
<td>✓ FAX</td>
<td></td>
</tr>
<tr>
<td>TEXT</td>
<td>✓ PRIVATE TEXT MESSAGE</td>
<td>✓ GROUP TEXT MESSAGE</td>
</tr>
<tr>
<td>EMAIL</td>
<td>✓ EMAIL</td>
<td>✓ GROUP EMAILS (MUST BE FRIENDS)</td>
</tr>
<tr>
<td>IM</td>
<td>✓ IM</td>
<td></td>
</tr>
<tr>
<td>FACEBOOK</td>
<td>✓ PRIVATE MESSAGE (OF PSA'S PRIVACY SETTINGS ALLOW)</td>
<td>✓ CHAT FUNCTION (YOU MUST BE FRIENDS TO ENGAGE CHAT FUNCTION)</td>
</tr>
<tr>
<td>TWITTER</td>
<td>✓ PSA CAN FOLLOW COACH</td>
<td>✓ FOLLOW PSA</td>
</tr>
<tr>
<td>PINTEREST</td>
<td>✓ PSA CAN FOLLOW COACH</td>
<td>✓ RE-PIN PSA’s POST</td>
</tr>
<tr>
<td>INSTAGRAM</td>
<td>✓ PSA CAN FOLLOW COACH</td>
<td>✓ TAG PSA</td>
</tr>
<tr>
<td>LINKEDIN</td>
<td>✓ IN-MESSAGE</td>
<td>✓ SEND PSA AN INVITATION TO CONNECT</td>
</tr>
<tr>
<td>PSA BLOG</td>
<td>✓ READ PSA BLOG (OF PUBLICLY AVAILABLE)</td>
<td>✓ COMMENT ON PSA BLOG</td>
</tr>
</tbody>
</table>

As social media continues to evolve and change at a rapid pace, please use your best judgment. Reference Bylaw 13.02.11 for more information.
PROHIBITED EVENTS INVOLVING PROSPECTIVE STUDENT-ATHLETES

Prospective Student-Athlete Defined for Purposes of this Section
For purposes of this section, the phrase “prospective student-athlete” shall include any individual who has started classes for the ninth grade and is not enrolled in the member institution at the time of the activity described. For an incoming student, the limitations of this section do not apply to preseason participation if the student has been accepted by the institution for enrollment in a regular, full-time program of studies and is no longer enrolled in the previous educational institution (13.11.2)

Traditional Tryout
It is impermissible for an athletics department coaching staff member to observe or conduct physical workouts or other recreational activities designed to test the athletics abilities of a prospective student-athlete (13.11.2.1)

Permissible Observation of Recreational Activities.
A coaching staff member who observes a prospective student-athlete engaging in recreational activities is not considered to be conducting a tryout, provided:
1. The documented job responsibilities for the coaching staff member include monitoring of an institutional facility for purposes of safety and facility security and the observation occurs while the coaching staff member performs this monitoring responsibility; or
2. The activity meets one of the criteria outlined in 13.11.3. The exception in Bylaw 13.11.2.1-(a) does not permit a coaching staff member to direct, supervise or provide instruction to prospective student-athletes, but permits a coaching staff member to stop any activity that is dangerous to a prospective student-athlete or other students (13.11.2.1.1)

Competition Against Prospective Student-Athletes
It is impermissible for an institution’s varsity intercollegiate team to compete against a high school or preparatory school team (13.11.2.2).

PERMISSIBLE EVENTS INVOLVING PROSPECTIVE STUDENT-ATHLETES

Competition-Only Events.
An institution or an athletics department staff member may conduct an event involving prospective student-athletes in which prospective student-athletes are engaged solely in competition (13.11.3.1)

Sports Camps and Clinics and Other Athletics Events.
An institution or an athletics department staff member may host, conduct or be employed by an event involving prospective student-athletes, provided:
1. The event is open to the general public (limited only by number and age);
2. The event does not offer free or reduced admission to any individual who has started classes for the ninth grade;
3. Any awards or mementos received by prospective student-athletes are included in the admissions fees charged for participation in the event; and
4. No athletics department staff member is employed (either on a salaried or volunteer basis) in any capacity by an event established, sponsored or conducted by a recruiting or scouting service (events established, sponsored or conducted by a recruiting or scouting service are permitted to occur on an institution’s campus.) (See Bylaw 11.3.3)( 13.11.3.2)

Institutional Camps/Clinics and Other Athletics Events.
Institutional camps and clinics may provide results of an evaluation only to the specific prospective student-athlete to which that evaluation pertains (13.11.3.2.1)

Service or Religious Organization Camps and Conferences
Events conducted by service or religious organizations are exempt from NCAA restrictions on events involving prospective student-athletes (13.11.3.2.2).

Private Lessons
An institution’s coach may teach private lessons to a prospective student-athlete, provided the criteria detailed in Bylaw 11.3.2 are satisfied (13.11.3.3).

Sports Club Teams
It is permissible for an institution’s coach or administrator to be involved in any capacity (e.g., as a participant or administrator or in instructional or coaching activities) in an organized sports club or organization involving teams of prospective student-athletes; however, neither an institution’s athletics department nor an institution’s athletics booster group may sponsor a sports club that includes prospective student-athletes. It is permissible for a department of the institution that operates independent of the athletics department (e.g., physical education department, recreation department) to sponsor a sports club that includes prospective student-athletes, provided no athletics department staff member is involved with the club team (13.11.3.4). However it is not permissible for a coach and current student-athlete to coach the same club team outside the institutions declared playing season as per bylaw 17.02.1.

EMPLOYMENT AT COMPETITION EVENTS, SPORTS CAMPS, CLINICS AND OTHER EVENTS.

Prospective Student-Athletes
An institution may employ a prospective student-athlete at its event provided all compensation received by the prospective student-athlete is for work actually performed and at a rate commensurate with the going rate in that locality for similar services(13.11.4.1)

Student-Athlete Employment
Student-athletes may be employed by athletics events (institutional or non-institutional) involving prospective student-athletes, provided:

1. The student-athlete performs administrative duties in addition to any coaching or officiating duties;
2. A student-athlete who only lectures or demonstrates may not receive compensation for his/her appearance; and
3. A student-athlete with remaining eligibility is not permitted to conduct his or her own event involving prospective student-athletes (13.11.4.2)
ATHLETICALLY RELATED ACTIVITIES

Athletically Related Activities
The following are considered athletically related activities:

1. Practice, which is defined as any meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution’s coaching staff. Practice is considered to have occurred if one or more coaches and one or more student-athletes engage in any of the following activities:
   2. Field, floor or on-court activity;
   3. Setting up offensive or defensive alignment;
   4. Chalk talk;
   5. Lecture on or discussion of strategy related to the sport;
   6. Activities using equipment related to the sport;
   7. Discussions or review of game films, motion pictures or videotapes related to the sport; or (7) Any other athletically related activity.

8. Competition;
9. Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member;
10. Participation in a physical-fitness class (including a summer class) conducted by a member of the athletics staff not listed in the institution’s catalog and not open to all students. Such a class may not include practice activities conducted under the guise of physical education class work; (e) Required participation in camps, clinics or workshops;
11. Individual workouts required or supervised by a member of the coaching staff. An institutional staff member may design a voluntary (see Bylaw 17.02.14) individual-workout program for a student-athlete, but cannot conduct the individual’s workout outside the declared playing season
12. On-court or on-field activities called by any member(s) of a team and confined primarily to members of that team that are considered requisite for participation in that sport (e.g., captain’s practices);
13. Visiting the competition site in cross country, golf and skiing;
14. Reservation or use of an institution’s athletics facilities when such activities are supervised by or held at the direction of any member of an institution’s coaching staff; (Revised: 1/10/92, 1/16/93)
15. Involvement of an institution’s strength and conditioning staff with enrolled student-athletes in required conditioning programs; and (Revised: 1/10/92, 10/17/06)
16. Observation by an institution’s coaching staff member of enrolled student-athletes in non-organized sport-specific activities (e.g., “pick-up games”) in the coaching staff member’s sport, except as permitted in Bylaw 17.02.1.1.1-(k) (17.02.1)

Exceptions to Athletically Related Activities
The following activities shall not be considered athletically related activities:

Meetings
1. Administrative and academic activities that are non-athletics in nature (e.g., academic meetings and compliance meetings);
2. One team meeting conducted for an athletics purpose outside the declared playing and practice season (may be mandatory); and
3. One individual meeting per student-athlete conducted for an athletics purpose outside the declared playing and practice season (may be mandatory) ((17.02.1.1.1)).

**Fundraising activities**

1. Voluntary fundraising and community service activities not involving the use of athletics ability by student-athletes to obtain funds provided the activities receive approval from the institution’s chancellor or president (or his or her designee) before the activity (see Bylaw 12.5.1.1 for restrictions on promotional activities).
2. Voluntary out-of-season fundraising events involving the use of athletics ability by student-athletes (either to obtain funds or to participate in the activity), provided participation in the event is open to any and all entrants and student-athletes receive prior approval from the institution’s chancellor or president (or his or her designee) before participating in the activity (see Bylaw 12.5.1.1 for restrictions on promotional activities) (17.02.1.1.2)

**Observation of the following**

1. An officiating clinic related to playing rules that is conducted by video conference and does not require student-athletes to miss any class time to observe the clinic.
2. Enrolled student-athletes in organized competition (e.g., summer league), provided institutional athletics personnel do not direct or supervise the organized activity.
3. Observation of enrolled student-athletes in non-organized sport-specific activities, provided:
   a. The documented job responsibilities for the coaching staff member include monitoring of an institutional facility for purposes of safety and facility security;
   b. The observation occurs while the coaching staff member performs this monitoring responsibility; and
   c. The observation occurs while the facility is open to all students. This exception does not permit a coaching staff member to direct, supervise or provide instruction to student-athletes, but permits a coaching staff member to stop any activity that is dangerous to a student-athlete or other students ((17.02.1.1.1)).

**Strength and Conditioning Activities**

1. Voluntary workouts conducted by a certified strength and conditioning coach provided:
   a. The coach has received a strength and conditioning certification from a nationally recognized certification program (see Bylaw 11.1.6 for additional certifications);
   b. The coach conducts voluntary workouts for all student-athletes if the coach is also a staff member for one of the institution’s intercollegiate teams; and
   c. The workout occurs during the institution’s regular academic year.
2. Voluntary individual workouts monitored for safety purposes by a strength and conditioning coach (certified or noncertified). If the coach is also a staff member for one of the institution’s intercollegiate teams the monitoring may occur only if the coach performs monitoring duties for all student-athletes using the facility at that time (17.02.1.1.4)

**Strength and Conditioning Facilities**

1. Student-athletes may use student-athlete-only facilities for voluntary workouts at any time.
2. A certified strength and conditioning coach may conduct voluntary workouts in a student-athlete only facility during the academic year.
3. A certified strength and conditioning coach may only reserve an athletic facility for voluntary workouts that he or she will conduct.