

Georgia Tech Athletics Compliance Manual

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Chapter 1 - Introduction

A member of the National Collegiate Athletic Association (NCAA) and the Atlantic Coast Conference (ACC), the Georgia Institute of Technology (Institute) and by extension the Georgia Tech Athletic Association (GTAA), an Affiliated Organization, is committed to compliance with all rules and regulations governed by the aforementioned organizations. The GTAA is a legally separate nonprofit corporation that assists the Institute in achieving its mission via the provision of an intercollegiate athletics program that sponsors seventeen varsity sports and supports more than 400 student-athletes and 150 coaches and staff members.

The GTAA Board of Trustees, chaired by the president of the Institute, provides oversight and guidance to the GTAA. At the direction of the GTAA Board of Trustees and the director of athletics, and in partnership with the faculty athletics representative (FAR) and the vice president for legal affairs and risk management (VPLARM), the compliance office administers a comprehensive compliance program built on rules education, monitoring, and enforcement. The program embodies the GTAA's core values – TEAMWORK ♦ CHARACTER ♦ EXCELLENCE ♦ INNOVATION – and aims to cultivate a proactive compliance culture that empowers constituents to make sound decisions and fosters open communication to uphold and promote the integrity and ideals at the core of the collegiate athletics model.

The policies outlined within this manual provide a foundation, but the compliance office supplements these guidelines by delivering meaningful and relevant education, proposing proactive solutions for complex issues, and creating an open and accessible resource available to all GTAA constituents.

Chapter 2 – Governance Structure

The Institute's athletics governance structure promotes and ensures institutional control by providing oversight and guidance to the GTAA. The GTAA Board of Trustees and associated committees, president, FAR, VPLARM, director of athletics, and senior leadership team are all actively involved within the GTAA governance structure.

The GTAA Board of Trustees Committee on Compliance and Equity provides oversight for the compliance program in addition to the Institute and GTAA reporting structure.

[INSERT ORGANIZATIONAL CHART]



Chapter 3 – Compliance Program

The compliance office is primarily responsible for executing the comprehensive compliance program in order to appropriately educate constituents, provide interpretations, prevent and adjudicate violations of applicable NCAA, ACC, Institute, and GTAA rules, and foster a culture of compliance that promotes the mission and values of the GTAA. Constituents include all individuals associated with the GTAA - prospective student-athletes, current student-athletes, coaches, GTAA staff, Georgia Tech faculty and staff, and representatives of athletics interests, or boosters.

RULES EDUCATION

The comprehensive rules education program is designed to provide proactive education and access to resources for all GTAA constituents as outlined below.

Prospective Student-Athletes

- Upon arrival for an official visit, prospective student-athletes receive information concerning permissible activities during their stay on-campus.
- The National Letter of Intent (NLI) and GTAA's Athletics Scholarship Agreement outline financial aid eligibility and guidelines.
- Following a prospective student-athlete's commitment (e.g., signing an NLI/athletics scholarship agreement), the individual receives pre-enrollment information, including available compliance resources.
- The "Future Yellow Jackets" section of the compliance website (www.ramblinwreck.com) contains information and resources concerning recruiting, financial aid, amateurism, and NCAA eligibility standards.

Current/Enrolled Student-Athletes

- Mandatory compliance/eligibility meetings are conducted annually prior to and during the fall semester and attendance is required for participation in any athletically related activities. Material covered includes:
 - Academic eligibility
 - Amateurism
 - Ethical conduct
 - Financial aid
 - Extra benefits and awards
 - Employment
 - Playing & practice seasons/countable athletically related activity
 - Drug testing & student-athlete code of conduct
- Student-athlete handbooks include relevant policies and procedures and are provided to all student-athletes annually and an electronic version is also available via the Total Person Program website.
- Emails and text messages are sent to student-athletes for timely reminders and rules education.
- The "Current Yellow Jackets" section of the compliance website (www.ramblinwreck.com) contains information and resources concerning NCAA eligibility standards, financial aid, amateurism, and employment, among other helpful information.
- The compliance office manages a twitter account that produces regular rules education items (@GT_Compliance).

- Wrap-up meetings are conducted at the conclusion of the spring semester to review rules education in advance of the summer vacation, including but not limited to outside competition, summer school & financial aid, eligibility, and employment.

Coaches and Sport-Specific Noncoaching Personnel

- NCAA manuals are provided annually to each sport program.
- All coaches (full-time, part-time, and volunteer) and noncoaching personnel are required to complete the NCAA coaches certification exam annually and receive written education/preparation materials and the opportunity to participate in an in-person preparation meeting prior to the exam.
- NCAA recruiting guides are provided annually.
- Sport staffs participate in monthly in-person rules education sessions with the compliance office during the academic year in the following groups:
 - Men's Basketball
 - Women's Basketball
 - Football
 - All other sports
- Written rules education, interpretations, and other applicable updates are regularly provided via email and additional in-person meetings as needed.
- Head coaches participate in monthly meetings during the academic year.
- New coaching and sport-specific noncoaching personnel receive written materials and participate in rules education as part of the onboarding process.

GTAA Staff Members

- NCAA manuals are provided to each work unit annually.
- Weekly rules education items are provided via email to GTAA staff throughout the calendar year.
- All GTAA staff attend an annual in-person meeting led by the president and director of athletics that includes:
 - General rules education
 - NCAA Certification of Compliance information
 - Athletically related income information
- Monthly compliance newsletters are distributed via email.
- Rules education sessions are conducted annually by the compliance office for each work unit.
- Compliance personnel attend standing meetings (e.g., communications, operations, etc.) to provide rules education, interpretations, and guidance as needed.
- A rules education topic/item is featured during biweekly leadership meetings.
- The "Coaches & Staff" section of the compliance website (www.ramblinwreck.com) contains information and resources concerning NCAA eligibility standards, financial aid, amateurism, and employment, among other helpful information.
- The compliance office manages a twitter account that produces regular rules education items.
- New GTAA staff members receive written materials and participate in rules education as part of the onboarding process.

Georgia Tech Faculty/Staff

- NCAA manuals are provided to relevant work units outside of the GTAA annually (e.g., admissions, financial aid, legal affairs & risk management, registrar, etc.).
- Rules education sessions are conducted annually for units outside of the GTAA.

- Monthly meetings are conducted between the compliance office and the faculty athletics representative (FAR) and vice president of legal affairs and risk management, respectively.
- Written rules education is provided via email for relevant and timely topics.
- Monthly compliance newsletters are distributed via email.
- NCAA legislative proposals are reviewed by the president, faculty athletics representative (FAR), director of athletics, senior woman administrator (SWA), and associate director of athletics for compliance.

Representatives of Athletics Interests/Boosters

- *Buzz Magazine*, a quarterly publication provided to season ticket holders and other boosters, includes a section devoted to compliance rules education.
- The “Fans, Boosters & Alumni” section of the compliance website (www.ramblinwreck.com) contains information and resources concerning NCAA eligibility standards, financial aid, amateurism, and employment, among other helpful information.
- The compliance office manages a twitter account that produces regular rules education items.
- Compliance office personnel provide in-person education at Letterwinner’s Club meetings and other booster events as invited and/or needed.

INTERPRETATIONS

Interpretive Procedure

Questions or situations often arise when NCAA and/or ACC legislation does not provide a clear solution. When an interpretive question or situation is posed to the compliance office, the following steps are utilized:

- The compliance office staff, NCAA manual, GTAA interpretive files, legislative services (Isdbi), and Requests and Self-Reports Online (RSRO) databases are consulted to research interpretations, educational columns, legislative proposal intent, and waiver/violation precedent.
- If further consultation is needed, the compliance office contacts the ACC compliance staff for interpretive guidance.
- If the compliance office wishes to pursue further and/or more guidance is needed, the compliance office will work with the ACC compliance staff to seek interpretive guidance via the appropriate Academic and Membership Affairs (AMA) staff liaison and/or the RSRO interpretive request function.
- The compliance office will may provide a verbal report and will always provide a written response to the inquiring staff member.
- Each interpretation will be filed and catalogued for future reference.

Interpretive Flexibility

Utilizing guidance from the NCAA concerning the application of the Division I interpretive philosophy, the compliance office may exercise interpretive flexibility when circumstances permit, specifically involving student-athlete welfare, nominal benefits, or minimal to no recruiting and/or competitive advantage.

Interpretive Flexibility Procedure

When situations arise that may warrant interpretive flexibility (e.g., issues of student-athlete welfare) per NCAA guidelines, the compliance staff will exhaust all precedent and interpretive

options. In such situations, the Interpretive Flexibility Form will be completed to record circumstances and interpretive action.

WAIVERS & APPEALS

The compliance office will coordinate and submit all waivers of NCAA legislation, including legislative relief, initial eligibility progress-toward-degree, and medical hardship waivers. Prior to submission, the director of athletics (or designee) and FAR will review and approve each waiver request.

MONITORING SYSTEMS

The compliance office utilizes many tools to monitor activities for compliance with NCAA, ACC, and Institute guidelines. All coaches and staff members are expected to work cooperatively with the compliance office and utilize all systems as necessary. Ongoing education may be provided to coaches and staff members to enhance awareness of systems and compliance with all applicable guidelines.

The ACS software package provides comprehensive monitoring solutions across many areas and is utilized by the GTAA to track and monitor the following:

- Recruiting database
 - Demographic information
 - Recruiting correspondence (e.g., email, text message, etc.)
 - Recruiting telephone calls
 - Campus visits & complimentary admissions
 - Academic evaluations
- Current student-athlete database
 - Demographic information
 - Roster management
 - Annual NCAA, ACC, GTAA paperwork requirements
 - NCAA Student-Athlete Statement
 - NCAA Drug-Testing Consent
 - FERPA Consent
 - ACC Automobile Form
 - ACC Use of Name, Image, Likeness Form
 - GTAA Forms
 - Complimentary admissions
 - Awards
- Playing & practice seasons
 - Declaration of playing season
 - Countable athletically related activity (CARA) management
- Workflow/Form Submission
 - Prospective student-athlete precertification process
 - Status changes
 - Occasional meals

The NCAA Compliance Assistant (CA) software is utilized to monitor the following:

- Squad lists
- Financial aid
 - Individual student-athlete limits
 - Team head count & equivalency limits
- Academic eligibility

Other NCAA solutions are utilized to monitor and report various types of information:

- Academic Performance Program (APP)
 - Academic Progress Rate (APR) data
 - Graduation Success Rate (GSR) data
- Sport Sponsorship Form
- Institutional Performance Program (IPP)

RULES VIOLATIONS AND ENFORCEMENT

Though focused on rules education and violation prevention, the GTAA compliance program maintains investigative and reporting procedures that allow for swift and accurate adjudication of all possible violations of NCAA rules. All known violations will be reported via required NCAA reporting systems. The GTAA will take appropriate corrective and punitive action following a violation of NCAA rules, but the facilitation of open communication, accountability, and the opportunity to learn are primary goals of the enforcement program.

Information concerning a possible violation, from any source, may be presented to any compliance office staff member, which will trigger the procedures outlined for reporting and investigating violations. Consistent with the annual NCAA Certification of Compliance, GTAA staff members are expected to report all known or alleged violations, including self-reports and situations involving any GTAA constituent.

If informed of a possible rules violation involving another ACC or NCAA member institution, the compliance office will contact the other institution, conference office, or NCAA to provide notification for a follow-up investigation.

Protocol for Reporting and Investigating Violations

Overriding Principles

- The Georgia Institute of Technology (Institute) is committed to the principle of institutional control and responsibility which obligates the Institute to be in compliance with the rules and regulations of the National Collegiate Athletic Association (NCAA), the Atlantic Coast Conference (ACC), and the Institute. The President of the Institute has overall responsibility for this control and the administration of all aspects of the intercollegiate athletics program conducted through the Georgia Tech Athletic Association (GTAA) and is Chair of the GTAA Board of Trustees.
- The Institute and GTAA will monitor the intercollegiate athletic program to assure compliance and to identify and report to the NCAA Enforcement Staff instances in which compliance has not been achieved (NCAA Bylaws 2.1.1 and 2.8.1).
- The Institute and GTAA will conduct all investigations under the guidelines of this policy and NCAA and ACC rules.
- The Director of Athletics (AD) has overall responsibility for promoting and ensuring athletics compliance. The Associate Director of Athletics - Compliance (ADAC) is principally responsible for monitoring athletics compliance. The ADAC reports to the AD, with additional responsibility to the Vice President for Legal Affairs and Risk Management (VPLR), the Institute official appointed by the President to oversee compliance management in all areas of the Institute. Additionally, the ADAC has direct access to the Faculty Athletics Representative (FAR) and the President of the Institute.

Reporting of Possible Violations

- Any coach, employee, student-athlete, or other individual associated with GTAA must notify appropriate institutional officials immediately of any possible or potential violation of Institute or ACC policies and procedures or NCAA legislation that involves the Institute. Notification may take place by contacting (personally or by telephone or electronic mail) the ADAC, the AD, or the FAR. Reporting this information to a supervisor or the head coach if a sport is involved does not meet this requirement.
- If a coach, employee, or student-athlete is self-reporting a potential violation, he or she may be asked to put certain information in writing. This information may include:
 - Date of potential violation;
 - Individuals involved in the potential violation;
 - Description of the facts surrounding the potential violation;
 - Reason(s) the potential violation occurred; and
 - A statement of actions which have been or will be taken in order to prevent a similar potential violation from recurring.
- The Director of Athletics' is responsible for informing the President and/or the President's Chief of Staff of any possible violations in a timely manner.

Assessing Initial Information

- Upon being informed of a possible violation, the ADAC will conduct a preliminary investigation to ascertain the general facts surrounding the incident. The parties involved in the incident may be contacted directly and asked about the matter. The ADAC will communicate the preliminary results simultaneously to the AD and FAR. The ADAC, AD, and FAR jointly shall have initial responsibility for determining whether the information indicates a possible violation. (See definitions in NCAA Bylaw 19.1).
- If the ADAC, AD, and FAR determine that the preliminary investigation indicates a possible violation that could affect the eligibility of one or more student-athletes, they, in consultation with the President as appropriate, shall require that the student-athlete(s) involved be withheld from competition until questions regarding their eligibility are resolved. Alternatively, they may require that the student-athlete(s) involved be declared ineligible and determine whether reinstatement should be sought on behalf of the student-athlete(s).

Investigation of Possible Level III or IV Violations

- If the information indicates a possible level III or IV violation, the ADAC, in conjunction with the FAR, shall have the responsibility for investigating the facts, applying the facts to the governing rules, and/or obtaining a rules interpretation from the ACC Conference or the NCAA staff.
- It is the responsibility of the ADAC and FAR to determine whether the available information supports the finding that a level III or IV violation of NCAA legislation occurred.
- If the ADAC and FAR determine that the observation, allegation, or report of non-compliance clearly lacks merit, the investigation is terminated and, if appropriate, the ADAC will prepare a brief written summary that provides an overview of the: (i) information received; (ii) institution's inquiry; and (iii) reasons that the institution concluded no violations occurred. The investigative file will be retained for five years.
- Once it is determined that a Level III or IV violation has occurred, the ADAC will prepare a self-report for submission utilizing NCAA or ACC submission tools as appropriate. The report will include not only the facts concerning the violation but also the penalty imposed

by the Institute. A summary of the report will be reviewed and approved by the AD and FAR prior to submission. The involved individual(s), supervisor(s), and head coach, if applicable, will be notified of the violation and provided a summary of the facts and corrective action.

- The report will then be submitted per NCAA and ACC reporting protocol. The ADAC will be responsible for continuing the investigation following submission of the report to address only issues or concerns raised by the NCAA or ACC or additional facts relevant to the findings.
- The VPLR is notified of all possible level III and IV violations on a monthly basis.

Investigation of Possible Level I or II Violations

- If information indicates a possible level I or II violation occurred, the ADAC, in conjunction with the AD and FAR, shall forward the information to the VPLR and that office shall be responsible for directing the investigation.
- The VPLR, in conjunction with the FAR, shall determine the appropriate action in conducting the investigation. The VPLR shall conduct the investigation or utilize outside experts if the VPLR deems such to be necessary. If the VPLR determines that the appropriate course of action is to employ an outside entity to conduct the investigation, that entity shall be retained by GTAA and report to the VPLR on behalf of GTAA.
- It is the responsibility of the AD, FAR, and VPLR to notify the President that an investigation is underway. The notification to the President may include a brief description of the potential level I or II violation and the VPLR's recommendation regarding whether the investigation will be conducted internally or through the use of an outside entity. Regardless of who conducts the investigation, the FAR and VPLR should, during the course of the investigation, regularly report to and consult with the President regarding the progress of the investigation.
- The VPLR also shall be responsible for preparation of the written report of the investigation and finding(s). The actual report preparation may be delegated to the ADAC or an outside entity at the discretion of the VPLR, but the VPLR must review and approve the written report before it is finalized.
- The President, upon being informed by the AD, FAR, or VPLR of a possible level I or II infractions investigation, may elect to utilize an internal committee comprised of faculty and staff outside of the athletics department. The FAR and VPLR will be ex officio members of this committee. The role of the committee is to provide guidance on the inquiry and to make recommendations to the President on appropriate findings and corrective and punitive actions based upon the inquiry's results.
- The AD or ADAC will notify the ACC of any inquiry.
- It is important to protect the relationship of the ADAC and AD with the coaches, student-athletes, and athletics administration during the inquiry; therefore, neither the ADAC nor the AD will be appointed as ex officio members of the committee. However, they may be consulted for rules interpretations and insight during this process at the discretion of the committee.
- The Institute will not permit retaliatory actions against athletics staff or student-athletes who submit or are involved in a complaint or allegation concerning NCAA rules violations.
- During an investigation, release of information to the media should be highly regulated. The President or his or her designee will decide how information is disseminated. The Institute should emphasize in the information provided to the media that the prescribed procedures to investigate any rules allegation are being utilized. Further, the Institute should understand that dissemination of information could compromise the investigation.

- Communication with the involved individual(s) and applicable head coach(es) will be handled by the AD or ADAC in consultation with the FAR, taking into account potential student-athlete welfare issues and the integrity of the investigation.
- All decisions regarding sharing of information with Institute staff will be made by the VPLR and the committee. During the course of an investigation, the individual or entity conducting the investigation retains the discretion to withhold information from an interviewee or coaching staff member, including but not limited to data and telephone records, until after interviews of any or all involved parties have been conducted, and a written report is finalized.
- A written report of the investigation and finding(s) will be prepared by the VPLR or designee, and submitted to the NCAA as necessary. The VPLR will be responsible for continuing the investigation following submission of the report only to address issues or concerns raised by the NCAA or additional facts relevant to the findings.

During an investigation, the Institute and the committee must act in accordance with the Institute's procedures for alleged misconduct by an Institute or GTAA employee and applicable provisions of state and federal law, including the Georgia Open Records Act and the Family Educational Rights and Privacy Act

All questions pertaining to the application of these procedures are referred to the VPLR and the President.

Chapter 4 – Personnel

NCAA bylaws 10 (Ethical Conduct) and 11 (Conduct and Employment of Athletics Personnel) govern the expectations and application of personnel requirements. The GTAA includes appropriate language in letters of appointment, employment contracts, job descriptions, and performance reviews to accurately reflect personnel designations, duties, expectations, and requirements.

Prior to entering into employment agreements, the compliance office works with the GTAA Human Resources Business Partner, Associate Athletic Director for Administration & Finance, and any other necessary individuals to vet any potential conflicts with NCAA legislative requirements. This includes but is not limited to violation investigation checks with the NCAA enforcement and Committee on Infractions staff for all head coach and some assistant coach candidates, contacting previous employers, and any additional and necessary research.

Per NCAA bylaw 11.4.1, the GTAA may not employ a high school, preparatory school, or two-year college coach to coach in the same sport. Additionally, NCAA bylaw 11.4.2 prohibits a individual associated with a prospective student-athlete to be hired as a noncoaching staff member in the sport of men's basketball for a two-year period prior to anticipated enrollment and a two-year period following actual enrollment at the Institute. The compliance office is consulted prior to extending offers of employment in such situations and will provide guidance should any conflicts or circumstances necessitating legislative relief arise.

Employment Onboarding

During employment onboarding, all GTAA staff members receive and acknowledge written rules education and expectations concerning ethical conduct (e.g., cooperative expectations, sports wagering, etc.) and general rules compliance. The compliance office will also meet with new employees to provide necessary training and education specific to the GTAA.

Head Coach Responsibility

In accordance with NCAA bylaw 11.1.1.1, all head coaches are expected to promote an atmosphere of compliance within their sport program and appropriately monitor the activities of all staff members that report, both directly and indirectly, to them as the head coach. GTAA employment contracts include this responsibility and head coaches receive annual education and reminders concerning NCAA expectations. The obligation to promote and maintain documentation of head coach responsibility remains solely with head coaches.

Athletically Related Income

Consistent with NCAA legislation, GTAA staff members may engage in outside athletically related employment (e.g., camps & clinics, local sports clubs, etc.). GTAA staff members are required to annually submit athletically related income earned from sources outside of the GTAA and Georgia Tech. The compliance office issues the Athletically Related Income Form at the conclusion of each fiscal year to capture outside athletically related income earned by GTAA staff members. Additionally, applicable GTAA staff members must annually submit the Georgia Tech Conflict of Interest form as a condition of employment.

NCAA Coaching Staff Limitations

The Declaration of Staff Form must be completed and submitted annually by head coaches to monitor the designation of all sport-specific coaching and noncoaching staff personnel per NCAA bylaw 11.7.1. Any individual who coaches, is uncompensated or receives compensation or remuneration of any sort from the institution, shall be designated as a head coach, assistant

coach, volunteer coach, graduate assistant coach or student-assistant coach. A GTAA staff member must count against coaching limits as soon as the individual participates in the coaching of the intercollegiate team in practice, games or organized activities directly related to that sport, including any organized staff activity directly related to the sport.

Noncoaching staff members with sport-specific responsibilities (e.g., administrative assistants, directors of operations, quality control personnel, directors of player development, video coordinators), do not count against coaching limitations provided they are not identified as coaches, do not engage in any coaching or instruction, either on-court/field or off-court/field activities (e.g., shagging balls, assisting with drills, throwing batting practice, signaling in plays at the direction of a coaching staff member), and do not represent Georgia Tech in off-campus recruiting activities or scouting of opponents. Such staff members receive regular education and reminders concerning NCAA guidelines surrounding noncoaching personnel.

Managers

Any individual designated as a student manager for a team must be a full-time undergraduate or graduate student, except that during his or her final semester of a degree program, he or she may be enrolled in less than a full time program of studies, provided he or she is carrying (for credit) the courses necessary to complete the degree requirements.

The compliance office will verify all designations submitted via the Declaration of Staff Form and will administer associated forms/agreements as needed.

Outside Consultants

Outside consultants may be utilized by sport programs consistent with NCAA bylaw 11.7.1.1. The use of any outside consultant shall receive prior review and approval by the compliance office and sport administrator to ensure appropriate education is provided and that all coaching limits are maintained.

NCAA Coaches Certification Exam

In accordance with NCAA bylaw 11.5, only designated coaches that pass the annual NCAA Coaches Certification Exam may recruit off-campus on behalf of the GTAA. All sport-specific personnel, including individuals not permitted to recruit off-campus, are required to take the exam annually. The compliance office will administer the exam annually per NCAA and ACC guidelines. Coaches will be notified in writing of exam results and certification to recruit off-campus.

Chapter 5 – Recruiting

Recruiting the best and brightest student-athletes to the Institute is one of the cornerstones of the GTAA. The compliance office is committed to assisting with and monitoring all recruiting activities to ensure compliance with all applicable guidelines and enhance the recruiting experience for all constituents.

GTAA Recruiting Philosophy

The goal is to recruit the highest quality student-athletes in keeping with the mission and values Georgia Tech Athletics and the Institute as a whole. This entails pursuing individuals with superior academic and athletic backgrounds, evaluating, and eventually offering prospects the opportunity to become student-athletes at Georgia Tech. Each staff member is expected to comply with the recruiting standards established by the NCAA, ACC and GTAA. The standards set by these governing bodies are to be strictly adhered to in the spirit of true integrity. Pursuant to NCAA Bylaw 13.6.1, this policy is designed to: a) clarify procedures and expectations for recruiting official visits; b) specify host, recruit, and head coach responsibilities relating to official visits; c) emphasize appropriate behavior and activities during official visits; and d) establish educational procedures in support of enhanced recruiting standards.

Only prospective student-athletes who possess above average to excellent academic and athletic skills should be recruited. Further, any recruited prospect must be capable of graduating from the Institute. The ultimate purpose in recruiting every prospect is the successful completion of a degree program within the academic curriculum set forth by Georgia Tech. In addition, each student-athlete will be provided the opportunity for development in the areas of spiritual, emotional, intellectual and personal growth. Excellence in the areas of academic, athletic and interpersonal opportunities will be every student's reward on the way to receiving a degree from Georgia Tech. Primary recruiting activities should surround high school prospects as opposed to junior college prospects or transfer student-athletes.

All policies and procedures should be followed. Timely record keeping and written documentation, outlined in this document, are mandatory. Receipts and expense reports should be submitted as required by the business and compliance offices.

Permissible Recruiters

GTAA staff members may only engage in recruiting activities in accordance with NCAA bylaws 11 and 13. Coaches may only recruit off-campus after passing the annual NCAA Coaches Certification Exam.

RECRUITING ACTIVITIES

Telephone Calls

Telephone calls may only be made by designated coaches (NCAA bylaw 11.7.2) to permissible prospective student-athletes in accordance with NCAA bylaw 13.1.3. GTAA staff members may not encourage nor facilitate telephone calls to prospective student-athletes by current student-athletes and/or boosters.

Telephone Call Procedures

- All calls must be made utilizing a GTAA-issued cellular device.
 - If a recruiting call is made on an alternate telephone (e.g., office telephone) and/or the application is unavailable, calls must be manually logged into ACS.
- When necessary (e.g., outside of an unlimited calling period or camp/clinic-related calls outside of permissible calling periods), a result (e.g., contact made, nonrecruiting message left, no contact made, dropped call, recruiting message left, etc.) must be logged for all

calls in order to provide accurate and contemporaneous documentation of all recruiting telephone calls.

- Coaching staff members must complete the Recruiting Activities Statement verifying the accuracy of telephone call logs following each calendar month.
- Noncoaching staff members must complete the Recruiting Activities Statement verifying no recruiting telephone calls were made following each calendar month.

Off-Campus Recruiting

All off-campus recruiting activities must be conducted in accordance with NCAA bylaw 13.1.2 and applicable recruiting calendars.

Contact and Evaluation Procedures

- All off-campus contacts and evaluations must be logged in ACS in real time to accurately track recruiting contact and applicable sport recruiting person/evaluation day limits.
 - During summer months, individual evaluations do not need to be logged (NCAA bylaw 13.1.5.6), but the applicable contest and/or tournament/event must be logged.
- Contact/evaluation logs should be printed and attached to all recruiting reimbursement requests. Accurate and complete information must be presented for reimbursements to be reviewed and approved.
- The compliance office will review submitted logs and ACS recruiting logs for compliance with recruiting calendars and other applicable NCAA recruiting legislation.

ON-CAMPUS RECRUITING VISITS

On-campus recruiting visits (e.g., official and unofficial visits) represent the best opportunities for prospective student-athletes to learn about life as a Georgia Tech student-athlete. NCAA guidelines and GTAA policies governing on-campus recruiting ensure that institutions provide a reasonable and acceptable environment for prospective student-athletes to evaluate life as a student at the institution. While campus visits may be tailored to a prospect's interests, personalized recruiting aids may not be utilized.

Complimentary Admissions

Complimentary admissions for prospective student-athletes may be requested for Georgia Tech home events in accordance with NCAA limits. The names and signatures of all prospective student-athletes and guests must be provided in order to receive complimentary admissions. Complimentary admissions may not be transferred or exchanged for anything of value.

Complimentary Admissions Procedures

- Complimentary admission requests for prospective student-athletes must be submitted via the Official Visit Pre-Approval Form or unofficial visit complimentary request process.

Personalized Recruiting Aids

Personalized recruiting aids are strictly prohibited and may not be used in the recruiting process at any time. This includes, but is not limited to personalized jerseys, decorations, scoreboards, etc.

OFFICIAL VISITS

Each sport program may execute official visits in accordance with any NCAA limits (bylaw 13.6) and GTAA compliance and business office policies. All official visits must receive prior approval

and will be reviewed at the conclusion of the visit. An itinerary must be submitted to the compliance office prior to each official visit.

Official Visit Transportation & Parking

Official visit transportation must be provided in accordance with NCAA bylaw 13.5. Commercial airline tickets at a coach fare shall be purchased in accordance with Business Office policy and via the GTAA travel portal/system. Ground transportation during official visits may be provided by any GTAA staff member in personal or rental vehicles or by student hosts in personal vehicles. Arrangements and expenses for on-campus parking by prospects may be provided during an official visit.

Official Visit Accommodations

Standard hotel rooms may be provided in accordance with NCAA bylaw 13.6.6 and Business Office policy. Prospective student-athletes are responsible for all additional and/or incidental charges incurred during the visit (e.g., extra occupancy, in-room movies, etc.).

Official Visit Meals

Official visit meals may be provided/catered at on-campus facilities, GTAA staff member homes, and local Atlanta restaurants pursuant to NCAA bylaw 13.6.7.7. Up to three meals per day plus reasonable snacks may be provided during official visits. All meal attendees must be accounted for and only one entrée per individual is permitted. Student hosts may receive one meal per day in conjunction with official visits.

An occasional team meal may be provided in conjunction with an official visit provided the meal is approved in advance by the compliance office and no boosters are present.

Official Visit Entertainment

Reasonable entertainment may be provided during official visits in accordance with NCAA bylaw 13.6.7 and must take place within 30 miles of campus. All costs associated with entertainment for the prospect, prospect's parent(s)/legal guardian(s), and student host must be allocated from student host money. Only the student host may receive entertainment expenses from host money. Team entertainment in conjunction with an official visit may only be provided during the designated playing and practice season and in accordance with NCAA bylaw 16.7.

Official Visit Student Hosts

Head coaches are responsible for selecting student hosts that will provide a positive experience for prospects during visits to Georgia Tech's campus and educating those hosts and other coaches and staff members about expected behavior and appropriate activities. Student hosts may receive up to \$40 per day while hosting prospects on an official visit (NCAA bylaw 13.6.7.5). Such funds may be used for entertainment and food purchases, but may not be used to purchase souvenirs or other material goods. Receipts documenting host money are not required. Host money may be requested as a cash advance prior to the visit or as a reimbursement following the visit in accordance with Business Office policy.

Student host requirements and expectations are detailed on the Student Host Form, which must be completed and submitted for every official visit.

Official Visit Procedures

- The applicable sport program must submit the Official Visit Pre-Approval form, including all required documentation listed below, no fewer than three days prior to the start of the official visit. Official visits must be approved in writing prior to the start of the visit.

- Official or unofficial high school transcript (or a college transcript for a transfer).*
 - All transcripts should be provided if prospect has attended multiple high schools.
- The compliance office will add the prospective student-athlete to the NCAA Eligibility Center IRL.
- The compliance office will confirm inclusion of the prospective student-athlete in the ACS recruiting database. Sport-specific staffs must ensure the prospective student-athlete is added prior to the visit.
- A travel itinerary must be provided if the prospective student-athlete is traveling via commercial air, train, or bus.
- A tentative visit itinerary must be submitted prior to the start of the visit.
- Permission to contact must be on file for any possible transfer student-athletes.
- *Duplicate materials do not need to be provided if information was included with previously submitted precert packet.
- The compliance office will provide written notification (i.e., via email) of approved visits to coaching staffs.
- Post-visit paperwork must be submitted to the compliance office within 3 business days following the conclusion of the official visit. This includes:
 - Student Host Form
 - This agreement must be signed and dated by the student-athlete host and the coach prior to the start of an official visit.
 - Prospect Declaration Form
 - This agreement must be signed and dated by a prospective student-athlete and the coach prior to the official visit (e.g., upon the prospective student-athlete's arrival on campus).
 - Post-Official Visit Form
 - This agreement must be signed and dated by the student-athlete host and the coach following the conclusion of the visit.
 - Meal Expense Summary
 - A summary of each official visit meal must be provided and should include:
 - Itemized receipt for meal;
 - Full names of individuals present at the meal (e.g., GT coaches, staff, prospect, family members, student host, etc.) and relationship to the prospect; and
 - Location of the meal.
- Official visits expense reimbursement reports will only be reviewed, approved, and passed to the Business Office if all required official visit paperwork is submitted to the compliance office.
- The compliance office must be notified if an official visit is postponed or cancelled for any reason.

UNOFFICIAL VISITS

Coaches and staff may facilitate unofficial visits in accordance with NCAA recruiting calendars. Prospective student-athletes making planned unofficial visits that include a meal, an overnight stay with a current student-athlete host, or an on-campus evaluation must complete the Unofficial Visit Form. All unofficial visits must be recorded in ACS.

- A prospective student-athlete and/or individuals accompanying prospect may take part in on-campus meals during the visit, provided all individuals pay the actual cost of all meals received.

- A prospective student-athlete may stay with an enrolled student-athlete host during an unofficial visit. The prospective student-athlete is responsible for any charges incurred while staying in Georgia Tech dormitories.
- No special parking may be arranged or provided for prospective student-athletes during an unofficial visit.
- An institutional staff member may provide on-campus transportation and local transportation to view the practice/competition site in the prospective student-athlete's sport or a home contest hosted off-campus.
- All unofficial visit activity shall take place on-campus, unless otherwise permitted. Any off-campus contact is subject to NCAA bylaw 13.1.2 and recruiting calendars and must be counted as a contact.

Unofficial Visit Procedures

- Unofficial visits must be recorded into the prospective student-athlete's ACS profile within three business days following the conclusion of the unofficial visit.
- The Unofficial Visit Form must be submitted when a prospective student-athlete participates in a meal, an overnight stay with a current student-athlete host, or an on-campus evaluation.
 - A summary of each unofficial visit meal must be provided and should include:
 - Itemized receipt for meal;
 - Full names of individuals present at the meal (e.g., GT coaches, staff, prospect, family members, student host, etc.) and relationship to the prospect; and
 - Location of the meal.

INDIVIDUALS ASSOCIATED WITH PROSPECTIVE STUDENT-ATHLETES

In accordance with NCAA bylaw 13.8, entertainment and/or any other materials benefits are prohibited for high school, prep school, or two-year college coaches and/or any other individuals associated with prospective student-athletes.

- Up to two complimentary admissions may be provided to any regular season home contest.
- Refreshments, lodging, and transportation expenses are prohibited both on- and off-campus.

Complimentary Admissions Procedures

- Complimentary admission requests for high school, prep school, or two-year college coaches must be submitted via the applicable ACS request form prior to established deadline for the designated home athletics event.

FINANCIAL AID OFFERS & GEORGIA TECH PRECERTIFICATION FOR ADMISSION

All National Letters of Intent (NLI) and grants-in-aid (GIAs) will be issued in accordance with Georgia Tech precertification and GTAA financial aid policies.

- The compliance office provides an eligibility assessment (e.g., initial eligibility for first year or continuing eligibility for transfer prospective student-athletes) as part of the precertification process.
- NLI/GIAs will only be processed following approval via the precertification process and/or an appeal to the Vice Provost for Enrollment Services.

ON-CAMPUS EVALUATIONS

In men's and women's basketball, an on-campus evaluation (OCE) may be conducted in accordance with NCAA bylaw 13.11.2.

- OCEs may only be conducted during approved official visits and permissible unofficial visits.
- Documentation of a valid physical exam within the previous six months or medical clearance for the current academic year must be provided. The GTAA sports medicine staff will not conduct a physical exam in conjunction with an OCE. Third party physical exams may be arranged by the applicable sport staffs in conjunction with the campus visit and OCE.
- All countable athletically related activities in conjunction with an OCE must be recorded and submitted in accordance with normal procedures.
- Prospective student-athletes may be provided apparel and equipment as needed to participate in an OCE. All apparel and equipment must be returned immediately following the OCE.

On-Campus Evaluation Procedures

- The coaching staff must submit a complete On-Campus Evaluation Form to the compliance office prior to the start of the OCE. This includes:
 - Signed Acceptance of Responsibility and Acknowledgement of Risk Form (*Signed by parent/legal guardian if prospective student athlete is under the age of 18 years old*).
 - Physical exam documentation, including a sickle cell solubility test. This must be reviewed and accepted by the GTAA sports medicine staff.
- The compliance office will provide written notification (i.e., via email) of approved OCEs to coaching staffs and sports medicine personnel.

CHARITABLE DONATION/MEMORABILIA REQUESTS

GTAA receives many memorabilia requests, including those for personal use and charitable donations. All requests must be approved by the compliance office and shall be governed by the following:

- Items may not be provided for any organization that benefits prospective student-athletes (e.g., individuals who have begun the ninth grade or in men's basketball, individuals that have begun the seventh grade).
- The GTAA will not provide or facilitate any items to be signed by current student-athletes.
- All items must be provided by the requesting organization/individual. GTAA will not provide any items.

GTAA staff members shall forward all requests to the compliance office.

Charitable Donation/Memorabilia Request Procedures

- The Donation Request Form must be submitted for all requests, including the following:
 - Organization/event name and details;
 - Item(s) to be autographed; and
 - Intended use/beneficiaries of the items.
- The compliance office will notify the requesting individual/organization of all approved requests.
- Items should be delivered at least four weeks prior to the event to ensure the return of the item by the scheduled event date.

LOCAL SPORTS CLUBS

GTAA staff members, including full-time, part-time, and voluntary coaches, may participate in local sports clubs in accordance with NCAA bylaw 13.11.2.4. Participation with local sports clubs must be reported annually via the Local Sports Club Packet and athletically related income disclosure. Participation with a local sports club shall remain secondary to an individual's responsibilities as a full-time GTAA coach or staff member.

- GTAA facilities may be rented at the regular outside rental rate and in accordance with all other rental policies.
- Current student-athletes may be employed provided the Student-Athlete Employment Form is submitted prior to the commencement of local sports club employment.
- Neither Georgia Tech nor GTAA logos/marks may be utilized in any manner by a local sports club (e.g., website, promotional materials, etc.).

Local Sports Club Procedures

- Coaches must submit Local Sports Club Packet to the compliance office annually. This includes:
 - Employee Information Form
 - Member Information Form
 - Club Policies / Membership Criteria
 - Outside Competition Schedule
 - Proof of Insurance
 - Facilities Agreement (if utilizing GTAA Facilities)
 - Incorporation Status
 - Promotional Materials

CAMPS & CLINICS

GTAA coaches and staff, including full-time, part-time, and voluntary coaches, may participate in camps & clinics in accordance with NCAA bylaw 13.12. Participation in camps & clinics must be reported annually via the Camps and Clinics Manual and athletically related income disclosure. Participation in camps & clinics shall remain secondary to an individual's responsibilities as a full-time GTAA coach or staff member. Please see the Camps and Clinics Manual for complete policies and requirements regarding camps & clinics.

TRANSFER PROSPECTIVE STUDENT-ATHLETES

In accordance with NCAA bylaw 13.1.1.3, permission to contact must be received and verified by the compliance office prior to engagement in recruiting activities with possible transfer prospective student-athletes.

Chapter 6 – Amateurism

The compliance office monitors amateurism for prospective and current student-athletes in accordance with NCAA bylaw 12 and all other applicable guidelines.

PRE-ENROLLMENT AMATEURISM

The compliance office will monitor pre-enrollment amateurism via the NCAA Eligibility Center amateurism questionnaire and will engage in additional research/inquiry as needed for prospective student-athletes including, but not limited to international and high profile/elite student-athletes. Delayed enrollment issues will be identified and addressed via the precertification review.

ELITE STUDENT-ATHLETES

Elite student-athletes may be identified via several avenues, including but not limited to award watch lists, national rankings, agent/insurance agent inquiries, and coach identification. When a student-athlete is identified as elite, the compliance office will work with the associated head coach and sport administrator to create an educational and monitoring program for the student-athlete and his/her family to help promote the protection of eligibility.

AGENTS

Agents seeking to make contact of any kind with student-athletes must be registered both with the state of Georgia, the respective professional sport organization, and the compliance office. This registration must be renewed annually. A database of registered agent is maintained by the compliance office and is reconciled with complimentary guest lists for prospective student-athletes, current student-athletes, coaches, and staff. The full Athlete Agent Policy and Athlete Agent Registration and Renewal Forms may be found on the compliance website for agents and student-athlete access.

Agent Registration Procedures

All agents must be registered via the compliance office prior to engaging in contact with any student-athletes. The process includes:

- Agents must complete the Player-Agent Registration Form for initial registration, including all applicable licensures.
- Agents must complete the Player-Agent Renewal Form on an annual basis.

STUDENT-ATHLETE EMPLOYMENT

Student-athlete employment must be reviewed and approved by the compliance office.

Employment must also meet the following criteria:

- Compensation may not be based on the publicity, reputation, fame or personal following of a student-athlete due to athletics ability;
- Compensation may only be based on work actually performed; and
- Compensation must be at a rate commensurate with the going rate in that locality for similar services.

Additionally, student-athletes may engage in fee-for-lesson employment in accordance with NCAA guidelines.

Student-Athlete Employment Procedures

- All student-athletes receive annual education regarding employment policies and procedures at the beginning of the year compliance eligibility meeting and guidelines are available in the student-athlete planner and on the compliance website.

- Student-athletes must register all employment with the compliance office via the Student-Athlete Employment Form and/or the Fee-for-Lesson Form prior to the commencement of employment.
- Employers and head coaches must acknowledge employment guidelines for each student-athlete's employment.

PROMOTIONAL ACTIVITIES

Current student-athletes may engage in promotional activities in accordance with NCAA bylaw 12.5.1. All NCAA requirements must be met and promotional activities must be approved in advance by the compliance office. A current student-athlete may not participate in a promotional activity until a Promotional Activities Form is submitted and approved by the compliance office. GTAA or Georgia Tech activities do not require the Promotional Activities Form.

Promotional Activities Procedures

- The student-athlete must complete the appropriate sections of the Promotional Activities Form and submit to the compliance office.
- The compliance office will review the information and contact any additional entities as necessary.
- The compliance office will notify the student-athlete and/or any other individuals if additional information is needed for approval and/or if the activity is impermissible.

Chapter 7 – Roster Management & Eligibility

ROSTER MANAGEMENT

The compliance office works with coaching and support staffs to maintain official and accurate rosters and squad lists in order to certify eligibility for practice and competition, monitor participation and financial aid, and properly code student-athletes for priority registration and other Georgia Tech identification needs.

Incoming Student-Athletes

Student-athletes initially enrolling at Georgia Tech (e.g., freshmen and transfers students) are normally identified via the precertification and initial eligibility review processes. In addition to monitoring these lists of new students, the compliance office will solicit additional roster updates for incoming students throughout the spring and early summer. The compliance office will solicit roster updates to ensure accurate identification and coding of incoming student-athletes for pre-enrollment requirements and inclusion in priority registration.

Continuing Roster Management

Coaches are responsible for notifying the compliance office of any roster changes throughout the academic year and summer. When a student-athlete is removed from the roster (e.g., has quit, been cut, etc.) a Change of Status Form must be submitted to the compliance office.

Status Change Procedures

- Coaches submit the Change of Status Form to the compliance office when a student-athlete is removed from the roster.
- The compliance office verifies the following information:
 - Financial aid status; and
 - Access to support services.
- The compliance office will provide a written status change notification (e.g., via email) to the coaching staff, player development staff, sport administrator, sports medicine staff, academic support staff, facilities staff, and the communications staff to ensure

Roster Additions

A coach may add a student-athlete to the roster at any time. The compliance office will verify eligibility to participate in team activities and competition.

Roster Addition Procedures

- Student-athletes to be added to the roster will initiate the Tryout/Walk-on Paperwork Packet.
- The student-athlete will complete the personal information section.
- The sports medicine staff must verify medical clearance.
- The academic support staff will complete the academic evaluation.
- When a completed packet is submitted to the compliance office, all required NCAA and GTAA paperwork will be completed and the student-athlete will meet with the compliance office and/or watch the compliance eligibility meeting video.
- Following the completion of all requirements, the compliance office will notify the coaching staff, academic support staff, sports medicine staff, sport administrator, facilities office, and communications staff of the roster addition.
- The compliance office will monitor initial eligibility and amateurism to ensure the student-athlete does not participate beyond the permissible 45-day window.

Tryouts

Coaches must notify the compliance office of all tryouts, including date, time, and anticipated list of students trying out. Tryouts may be held in groups or on an individual basis and may take place for one day or up to two weeks. Tryouts may not take place until approved by the compliance office.

Tryout Procedure

- Student-athletes wishing to tryout will initiate the Tryout/Walk-on Paperwork Packet.
- The student-athlete will complete the personal information section.
- The sports medicine staff must verify medical clearance.
- The academic support staff will complete the academic evaluation.
- The coaching staff must verify the length of tryout with the compliance office.
- When a completed packet is submitted to the compliance office, the tryout will be approved in writing.
- When a student-athlete is added to the roster following a tryout, all required NCAA and GTAA paperwork will be completed and the student-athlete will meet with the compliance office and/or watch the compliance eligibility meeting video.
- Following the completion of all requirements, the compliance office will notify the coaching staff, academic support staff, sports medicine staff, sport administrator, facilities office, and communications staff of the roster addition.
- The compliance office will monitor initial eligibility and amateurism to ensure the student-athlete does not participate beyond the permissible 45-day window.

Male Practice Players

Male practice players are permitted to participate with women's teams per NCAA bylaw 12.7.5 and are certified for participation via the Roster Addition procedure.

ELIGIBILITY FOR PRACTICE AND COMPETITION

The compliance office is responsible for communicating all eligibility status updates (e.g., for practice and competition). The compliance office monitors eligibility for practice and eligibility for competition is certified by the Georgia Tech registrar's office in conjunction with the faculty athletics representative (FAR).

Eligibility for Practice

In order to be eligible to participate in practice and other countable athletically related activities, a student-athlete must meet the following requirements:

- Full-time enrollment (e.g., in a minimum of twelve credit hours), unless they meet a legislated exception;
- Medical clearance by the sports medicine staff;
- Complete all required NCAA and GTAA paperwork, including:
 - NCAA Student-Athlete Statement
 - FERPA/Buckley Consent
 - NCAA Drug Testing Consent Form
 - GTAA Information
 - GTAA Drug Testing & Student-Athlete Code of Conduct Consent; and
- Participate in/view the annual compliance eligibility meeting.

Eligibility for countable activities will be approved in writing by the compliance office. A student-athlete may not engage in any countable activities prior to receiving written clearance.

Eligibility for Practice Procedures

- The compliance office will verify team rosters prior to the fall semester.
- The compliance office will monitor required paperwork via ACS.
- The sports medicine staff will provide medical clearance information to the compliance office.
- The registrar's office will verify full-time enrollment.
- The compliance office will provide written certification (e.g., via email) of eligibility for practice/participation in countable athletically related activities prior to the start of the declared season and as needed throughout the academic year.
- Written certification will be provided to the coaching staff, player development staff, sport administrator, academic support staff, sports medicine staff, and other individuals as needed.

Eligibility for Competition

Eligibility for competition is certified by the Georgia Tech registrar's office in accordance with NCAA guidelines and the Georgia Tech Eligibility Certification policy. The academic support staff assists in preparing certification materials and reconciliation and the compliance office monitors the eligibility certification process to ensure transparency and accuracy and also to provide any interpretive guidance when needed. Student-athletes may not compete unless certified as eligible in writing by the registrar's office and denoted on the official squad list.

Eligibility for Competition Procedures

- The registrar's office reviews the NCAA Eligibility Center initial eligibility status for all first-time participants, including academic and amateurism certification.
- Prior to the first competition each fall, the registrar's office prepares certification worksheets for all active student-athletes, including medical noncounters and students who previously exhausted eligibility, but remain included in the Georgia Tech Academic Progress Rate (APR) cohort.
- During the eligibility certification meeting, the academic support staff and registrar's office personnel review NCAA initial eligibility forms, DegreeWorks records, and other relevant documentation to determine eligibility status.
- Compliance officer personnel monitor the process and provide interpretive guidance when needed.
- The registrar's office personnel sign each eligibility worksheet that is then reviewed and signed by the FAR.
- The registrar's office prepares and signs the Eligibility Checklist.
- Following receipt of the Eligibility Checklist, the compliance office prepares the NCAA squad list for review and signature by the associated head coach and director of athletics or designee.
- The compliance office will distribute the signed squad list to the coaching staff, sport administrator, registrar's office, and academic support staff denoting the eligibility status of all team members.

PARTICIPATION/SEASONS OF ELIGIBILITY

Participation is monitored annually by the compliance office via the Participation Form and entered into NCAA Compliance Assistant (CA) software. Seasons of competition used and eligibility remaining are tracked via CA and denoted on the squad list.

Participation List Procedures

- Following the competitive season, sport staffs submit the Participation Form to the compliance office.
- The compliance office enters participation, including redshirt, medical hardship, and other participation notes into CA.
- Seasons of participation utilized are reconciled annually on squad lists prior to the start of each competitive season.

OUTSIDE COMPETITION

Outside competition is permitted in accordance with NCAA guidelines and may include:

- Unattached individual competition
- Outside team competition outside the playing season and during official vacation periods
- National team and/or international competition
- Certified summer basketball leagues

All outside competition must be submitted to and approved by the compliance office in advance of participation. Following competition, all prize money received in conjunction with outside competition must be reported to the compliance office.

Additionally, any expenses to be provided by the GTAA in accordance with NCAA bylaw 16.8.1.2 must be reviewed and approved by the compliance office prior to disbursement.

Outside Competition Procedures

- Student-athlete submits Outside Competition Form to the compliance office.
- The compliance office reviews and approves or denies outside competition request.
- Compliance office approval must accompany expense report/reimbursement requests for expenses related to outside competition.

TRANSFER STUDENT-ATHLETES

Outgoing Transfers: Permission to Contact and One-Time Transfer Exception

In accordance with NCAA bylaw 13.1.1.3, a student-athlete must obtain permission to contact prior to engaging in any recruiting contact with another institution. Additionally, in accordance with NCAA bylaws 14.5.5.2.10 and 14.6.1, the one-time transfer exception may be requested for sports other than baseball, football, men's basketball, and women's basketball.

- All requests for permission to contact and the one-time transfer exception must be received in writing by the compliance office.
- Permission to contact and one-time transfer exception requests will be reviewed on a case-by-case basis by the head coach, sport administrator, and director of athletics when necessary.
- Permission to contact may be provided on a blanket or individual school basis and is provided at the discretion of the head coach, sport administrator, and director of athletics when necessary.
- Permission and/or denial of permission to contact and/or the one-time transfer exception will be provided to the student-athlete in writing by the compliance office.

Outgoing Transfer Procedures

When the compliance office becomes aware of a student-athlete's desire to transfer or explore transfer opportunities, the following shall occur:

- The compliance office staff shall meet with the student-athlete to discuss NCAA, ACC, and GTAA transfer policies. This meeting may occur in-person or via phone. If the staff

is unable to complete this meeting in-person or via phone, all information shall be provided via email to the student-athlete. The student-athlete will be encouraged to discuss the request directly with the head coach prior to making a written request.

- During an initial inquiry, the compliance staff will discuss and upon request provide the student-athlete (via email) a copy of the GTAA transfer policy and remind the student-athlete that all requests for permission to contact must be received in writing (via email). Information shall include:
 - ACC transfer policy
 - Standard GTAA transfer policy (e.g., notification of head coach/sport administrator, standard restrictions, etc.)
 - One-time transfer exception information
- Once a written request is received, the compliance office staff will inform the head coach and sport administrator of the request and provide the deadline (e.g., seven business days) by which a response is required. For sports other than baseball, basketball, and football, the compliance office staff may also inquire about the one-time transfer exception.
- The head coach and/or sport administrator must respond with approval/denial of the student-athlete's request for permission to contact and the provision of the one-time transfer exception, when applicable, in writing.
- Once approval/denial is received, the compliance office staff will inform the student-athlete of the decision in writing and distribute permission to contact accordingly.
- Written notification of the decision must take place within seven business days of the student-athlete's written request.
- If permission to contact and/or the one-time transfer exception is denied to any/all institutions, the compliance staff will also provide a copy of the transfer appeals process to the student-athlete.
- The director of athletics and FAR will be notified in writing of any denial of permission to contact and/or one-time transfer exception requests.

Georgia Tech Transfer Appeals Procedures

In accordance with NCAA bylaws 13.1.1.3.1 and 14.5.5.2.10.1, a student-athlete reserves the right to appeal the GTAA's decision to restrict or deny permission to contact and/or the one-time transfer exception. All such appeal requests will be heard by a committee of Institute faculty and/or administrators that are not associated with the GTAA. The committee will be created by the FAR. The FAR may choose to be part of the committee or serve only as the moderator in an ex-officio (nonvoting) capacity. The compliance office staff will be present during the appeal hearing to serve as a nonvoting advisor to the committee regarding any legislative or interpretive issues.

Transfer appeals shall be governed by the following policies and procedures:

- Upon denial of permission to contact and/or the one-time transfer exception, the compliance office staff will provide the student-athlete with written notification of the decision, the right to appeal, and a copy of the transfer appeals policy.
- The student-athlete must request an appeals hearing in writing to the faculty athletics representative no later than ten business days following written notification of denial of permission to contact and/or the one-time transfer exception. The student-athlete's written request for a hearing opportunity must be accompanied by a statement detailing the basis for the appeal, and may include supporting documentation.
- Upon receipt of an appeal request, the head coach will be notified and provided the opportunity to submit a written statement to the FAR detailing the basis for the denial, which may include supporting documentation.

- The FAR will be charged with assembling the Committee to schedule the appeal hearing. Per NCAA bylaws 13.1.1.3.1 and 14.5.5.2.10.1, the appeal hearing shall take place no more than fifteen business following a student-athlete's written request for an appeal hearing. The FAR shall notify the student-athlete, head coach, sport administrator, director of athletics, and compliance office staff in writing of the date, time, and location of the hearing.
- The student-athlete and head coach/GTAA representative will be afforded the opportunity, though not required, to actively engage in the hearing opportunity, either in-person or via telephone. Should either party refuse the opportunity to appear in-person, they will be required to submit all documentation to the appeals committee prior to the date of the hearing supporting their respective position or rationale on the matter.
- Both the student-athlete and the head coach/GTAA representative will be permitted to invite colleagues and/or legal counsel (e.g. parents, additional coaches, administrators, lawyer) to attend the hearing at the discretion of the FAR. Additional attendees must be provided in writing to the FAR prior to the hearing for approval.
- The appeal hearing will be conducted as follows:
 - Opening statements will be made by the student-athlete and head coach/GTAA representative. The student-athlete will present his/her position first, followed by the head coach/GTAA representative. After both parties have been heard, the appeals committee may request additional information from either party. At the discretion of the FAR, the additional attendees may be called upon to provide a statement.
 - Following opening statements, the Committee reserves the right to conduct one-on-one private meetings with the student-athlete and/or head coach if deemed necessary. If one-on-one meetings are conducted by the committee, the committee also reserves the right to request both parties reconvene in the meeting room for final questions/discussion prior to conclusion of the hearing.
 - Following the conclusion of the hearing, the Committee may consider all options when adjudicating a student-athlete's appeal request, including the authority to consider full denial, full approval, partial approval or conditional approval.
 - Written notification of the appeal decision shall be provided to the student-athlete by the FAR and head coach no more than fifteen business days following the original written request for an appeal hearing.

The decision of the appeals committee is considered final and no further appeal opportunity shall exist.

Chapter 8 – Financial Aid

All athletically related financial aid will be administered in accordance with the policies and procedures for all students as determined by the Office of Scholarships and Financial Aid (OSFA). A student-athlete must meet applicable NCAA, ACC and Georgia Tech regulations to be eligible to receive athletically related financial aid.

Athletically related financial aid may be provided to the following:

- Undergraduate student with eligibility remaining (NCAA bylaw 15.01.5);
- Graduate student with eligibility remaining (NCAA bylaws 15.01.5 & 14.6);
- Undergraduate student declared medically unable to participate (NCAA bylaw 15.5.1.2);
- Undergraduate student with exhausted eligibility but within five-year clock (NCAA bylaw 15.5.1.5); and
- Former student-athlete (NCAA bylaw 15.01.5.2).

The value of a full grant-in-aid will consist of tuition & fees, room, board, books, supplies, personal expenses, and any other component included within the OSFA's definition of the cost of attendance for the general student body (NCAA bylaw 15.02.5).

Value of Award

The minimum amount of athletically related financial aid to be awarded to a student-athlete is \$1,000 per academic year, with the exception of baseball. Baseball awards must be provided at minimum equal to 25% of a full grant-in-aid. Awards may be provided as a full grant-in-aid, a percentage of a full-grant-in aid, or as a dollar amount. Requests to provide an award in another amount (e.g., tuition, room, board, etc.) will be reviewed on a case-by-case basis.

Period of Award

Athletically related financial aid may be provided as a single or multiyear award, unless NCAA legislation provides an exception for a one-term award. Permissible exceptions may include a first-time award or when only one term is required for graduation (NCAA bylaw 15.3.3.1).

Books

Textbooks and other course materials will be provided for student-athletes awarded a full grant-in-aid or athletically related financial aid and other awards that amount to the full cost of attendance. Textbooks are considered the property of student-athletes and may be retained by at the conclusion of each academic term.

Textbook Procedures

- The compliance office provides the Student-Athlete Academic Support Staff with a list of student-athletes that receive books as a component of athletically related financial aid.
- The Student-Athlete Academic Support Staff reviews and provides this list to the textbook vendor (e.g., campus Barnes & Noble bookstore) for production and distribution of required books associated with student-athlete course registration.
- Textbooks are packaged individually for each student-athlete and distributed by the Student-Athlete Academic Support Staff.

Housing

Student-athletes that live on campus are required to complete an application, sign a contract, with the Georgia Tech Residence Life Department. The housing application fee is provided for all first-year enrollees and those student-athletes receiving housing as part of athletically related financial

aid thereafter. Any breach of the contract shall be between the student-athlete and that department. Nonscholarship and partial scholarship student-athletes will be required to pay the housing deposit on an annual basis. Students that live off-campus are responsible for fulfilling the requirements of all leasing agreements and other housing-related obligations. The GTAA will not reimburse a student-athlete or provide expenses above and beyond the room stipend (e.g., late fees, etc.).

Meal Plans

The compliance office will assign an unlimited meal plan to all student-athletes receiving an award that covers board (e.g., meal plan), with the exception of those that have been approved for board stipends. Board stipends must be approved by head coaches and sport administrators.

Computers

The GTAA will provide a laptop to any student-athlete awarded a full grant-in-aid during the first academic year in residence at Georgia Tech and may provide a laptop when a full grant-in-aid is awarded in subsequent year(s). The computers are provided on loan to the students with the understanding that they will be returned upon departure from Georgia Tech. Failure to return the computer will result in a hold being placed on the student's Bursar account.

INITIAL GRANT-IN-AID AWARDS

An athletics grant-in-aid may only be offered to prospective student-athletes officially registered with the NCAA Eligibility Center and approved via the Georgia Tech precertification process verifying admissibility. Initial awards may be offered in any amount greater than or equal to \$1000, with the exception of baseball grants-in-aid, which must be at minimum equal to 25% of a full grant-in-aid. Aid requested in an amount less than \$1000 must be reviewed with the sport administrator prior to processing. Initial awards may be provided in conjunction with a National Letter of Intent (NLI) or as a stand-alone agreement.

Initial Award Procedures

- Coaches must submit a completed and accurate Grant-In-Aid/NLI Request Form by the annual designated deadline. This form includes approval by the designated sport administrator.
- The Compliance Office will generate an NLI and/or a grant-in-aid to be signed by the designated sport administrator and designated financial aid personnel.
- The Compliance Office will review the NLI/grant-in-aid packet for accuracy and provide an electronic copy to the applicable coaching staff for distribution to the prospective student-athlete.
- Coaches may distribute the packet to the prospective student-athlete electronically (e.g., via email) or via express or regular mail with a prepaid return envelope. If delivered via express mail, the packet may not include any additional recruiting materials.
- The Compliance Office must validate all returned NLIs/grants-in-aid prior to the release of any publicity. Coaches, sport administrators, academic support personnel, communications and public relations personnel, and any other relevant parties will be notified in writing when an NLI/grant-in-aid is validated.
- A signed copy of the grant-in-aid is provided to the OSFA.

RENEWAL/NONRENEWAL/REDUCTIONS OF GRANT-IN-AID AWARDS

An athletics grant-in-aid will not be reduced, cancelled, or not renewed on the basis of athletics ability, performance or contribution to team success, because of an injury that affects athletics participation, or for any other athletics reason. Awards may be reduced, cancelled, or not renewed if a student-athlete graduates, exhausts eligibility, or violates the terms of the Athletics Financial Aid Agreement, including but not limited to ineligibility, failure to adhere to GT and GTAA policies, and voluntary withdrawal (e.g., student-athlete quits team). All recommendations for renewal, cancellation, and nonrenewal are made by the head coach and approved by the applicable sport administrator and/or director of athletics when applicable.

Renewal Procedures

- The compliance office will distribute a Grant-in-Aid Renewal List to coaches each spring. The list will include a complete roster of student-athletes, GT ID numbers, classification (e.g., freshman, sophomore, etc.), and the award amount he/she is receiving in the current academic year.
- Coaches must complete the renewal amount for the following academic year or select nonrenewal for each student-athlete.
- The status of student-athletes that have exhausted their eligibility or are graduating shall be confirmed via the form.
- All nonrenewal selections must be accompanied by a brief explanation to confirm compliance with applicable legislation (NCAA bylaw 15.3.4).
- The form must be reviewed and signed by the sport administrator prior to submission to the compliance office.
- Athletics Grant-in-Aid Renewal Letters (Attachment) will be generated for each applicable student-athlete by the compliance office after receipt of the signed Grant-in-Aid Renewal List. This will include the review and signature of the sport administrator and financial aid liaison. All renewal letters will be provided directly to student-athletes and/or to the coaching staff for distribution. Renewal letters will be provided by July 1 annually (NCAA bylaw 15.3.5.1).
- Signed Athletics Financial Aid Agreements must be submitted directly to the compliance office. Athletically related financial aid will not be provided in the absence of a signed agreement.
- Once a student-athlete signs the financial aid agreement, awards may only be cancelled (NCAA bylaw 15.3.4.2).

Nonrenewal Procedures

- The compliance office will notify OSFA of all nonrenewals.
- Athletic Grant-in-Aid Non-Renewal Letters (Attachment) will be generated by OSFA and provided directly to student-athletes prior to July 1.
- The student-athlete will receive a nonrenewal letter via email to their Georgia Tech email account. OSFA will also mail a copy of the letter to the student-athlete's permanent home address.
- The nonrenewal letter will contain OSFA policies and procedures regarding appeals, including a ten (10) calendar day deadline to request an appeal of the nonrenewal.
- The athletically related financial aid related to a nonrenewal may not be reallocated until the appeals process has been exhausted.

REDUCTION/CANCELLATION OF GRANT-IN-AID AWARDS

Athletically related financial aid may, but is not required to be, reduced or cancelled during the period of the award (e.g., following agreement and/or the start of the period of award) for any of the following reasons (NCAA bylaw 15.3.4):

- A student-athlete renders himself/herself ineligible for intercollegiate competition.
- A student-athlete fraudulently misrepresents any information on an application, letter of intent or financial aid agreement.
- A student-athlete engages in serious misconduct warranting substantial disciplinary penalty.
- A student-athlete violates the terms of the Athletics Financial Aid Agreement.
- A student-athlete voluntarily withdraws from a sport (i.e., quits) at any time. A student-athlete's request for written permission to contact another four-year collegiate institution regarding a possible transfer does not constitute a voluntary withdrawal.

Reductions or cancellations based on circumstances other than voluntary withdrawal must be substantiated by documentation including details (e.g., date, description, report, etc.) any infraction(s). The head coach and/or sport administrator must provide the student-athlete with notification (verbally or written) of reduction or cancellation of the award prior to notification from OSFA. OSFA will notify the student in writing that his/her athletics aid has been reduced or cancelled and that he/she has the right to appeal the decision.

Reduction/Cancellation Procedures

- Reduction or cancellation of athletically related financial aid should be noted on the Status Change Form submitted to the compliance office following any change in roster status.
- If a roster status change is not applicable (e.g., ineligibility), the reduction or cancellation request must be submitted in writing to the compliance office.
- Sport administrators must approve all reductions and/or cancellations of athletically related financial aid.
- If a student-athlete voluntarily withdraws from a team and financial aid is reduced or cancelled, the student-athlete must meet with the compliance office to complete the Voluntary Withdrawal Form, which will include acknowledgement that the student-athlete voluntarily withdrew (e.g., quit) from the team and that he/she understands that athletically related financial aid may be reduced or cancelled immediately or at the conclusion of the term/academic year.
- The compliance office will notify OSFA of all reductions and cancellations.
- Reduction/cancellation Letters (Attachment) will be generated by OSFA and provided directly to student-athletes.
- The student-athlete will receive a reduction or cancellation letter via email to their Georgia Tech email account. OSFA will also mail a copy of the letter to the student-athlete's permanent home address.
- The reduction or cancellation letter will contain OSFA policies and procedures regarding appeals, including a ten (10) calendar day deadline to request an appeal of the reduction or cancellation.
- The athletically related financial aid related to a reduction or cancellation may not be reallocated until the following academic term and the appeals process has been exhausted.

FINANCIAL AID APPEALS

A student-athlete may appeal a nonrenewal, reduction, or cancellation of athletically related financial aid (NCAA bylaw 15.3.2.3). All appeals will be conducted in accordance with OSFA

policies and procedures provided to a student-athlete at the time of notification of the nonrenewal, reduction, or cancellation.

POST-BACCALAUREATE AWARDS – CONTINUING STUDENT-ATHLETES

Athletically related financial aid may be awarded following the completion of an undergraduate major/degree and prior to the exhaustion of eligibility under the following circumstances:

- Aid will be provided through the exhaustion of eligibility (e.g., fall semester only for fall sports) for those students enrolled in courses applied toward a second major/baccalaureate degree. Any exceptions must be approved by the sport administrator and compliance office prior to the start of the applicable academic year.
- Aid will be provided for graduate study if the student-athlete is accepted into and/or begins a graduate program prior to the start of the applicable academic year. The term of aid for full-time graduate students must be reviewed and approved by the sport administrator and compliance office prior to the start of the applicable academic year. If terms of aid include those following the exhaustion of eligibility, aid will be provided for a maximum of fifteen credit hours of graduate study. The pursuit of graduate financial aid beyond the academic year during which eligibility is exhausted must be reviewed and approved by the sport administrator and compliance office.

All post-baccalaureate financial aid must be approved by the sport administrator and compliance office prior to the start of the applicable academic year.

POST-BACCALAUREATE AWARDS – TRANSFER STUDENT-ATHLETES

Athletically related financial aid may be awarded to transfer student-athletes pursuing graduate programs under the following circumstances:

- Permission to contact, the one-time transfer exception, and all other NCAA and ACC graduate transfer requirements must be met prior to the provision of athletically related financial aid.
- Aid will be provided for graduate study if the student-athlete is accepted into a full-time graduate program. The term of aid for full-time graduate students must be reviewed and approved by the sport administrator and compliance office prior to the start of the applicable academic year. The pursuit of graduate financial aid beyond the academic year during which eligibility is exhausted must be reviewed and approved by the sport administrator and compliance office.

EXHAUSTED ELIGIBILITY AWARDS

Athletically related financial aid may be awarded following exhaustion of eligibility (e.g., during fifth year of enrollment) provided the student-athlete has not yet earned an undergraduate degree. Awards will be provided through completion of a single undergraduate major/degree. Such awards may not be provided if required beyond exhaustion of eligibility due to pursuit of a second major or graduate program. Once provided, athletically related awards for student-athletes with exhausted eligibility are governed by all other GTAA policies (e.g., period of award, renewals, nonrenewals, cancellations, etc.).

TRANSFER STUDENT-ATHLETE AWARDS

Athletically related financial aid may be provided to transfer student-athletes provided permission to contact was obtained from, and the student-athlete would be eligible upon return to, his/her original institution (NCAA bylaw 14.5.5.4). Once provided, athletically related awards for transfer student-athletes are governed by all other GTAA policies (e.g., period of award, renewals, nonrenewals, cancellations, etc.).

GRADUATE STUDENT-ATHLETE AWARDS

Athletically related financial aid may be provided to graduate student-athletes continuing enrollment at Georgia Tech and to transfer graduate student-athletes provided permission to contact was obtained and the student-athlete graduated from his/her previous institution (NCAA bylaw 13.1.1.3). The value of a graduate student grant-in-aid will be determined by the OSFA cost of attendance figure provided for the specific program of enrollment. Once provided, athletically related awards for graduate student-athletes are governed by all other GTAA policies (e.g., period of award, renewals, nonrenewals, cancellations, etc.).

NONATHLETICALLY RELATED/OUTSIDE AWARDS

Nonathletically related financial aid is monitored by the OSFA. When a student-athlete receives an outside scholarship, OSFA will send the Outside Aid Form to the awarding organization in order to verify that the scholarship complies with applicable federal and NCAA regulations. The awarding entity must return to the form in order for the aid to be applied to the student's account for payment and/or refund.

FINANCIAL AID MONITORING

The compliance office will monitor eligibility for athletically related financial aid in conjunction with the registrar's office and OFSA. Team limits will be monitored utilizing NCAA Compliance Assistant (CA) software and through the generation of team squad lists.

SUMMER FINANCIAL AID AWARDS

Summer financial aid awards may be provided in proportion to financial aid received during the academic year (NCAA bylaw 15.2.8.1.2). Summer financial aid is automatically approved for all student-athletes that receive athletically related aid in head count sports. All other summer financial aid awards are reviewed on a case-by-case basis and must be approved prior to the provision of aid. Factors such as necessity for eligibility, graduation plan, academic record, and other compelling reasons may be considered when reviewing applications for summer financial aid.

NCAA STUDENT ASSISTANCE FUND

The NCAA Student Assistance Fund (SAF) is comprised of money set aside by the NCAA to provide direct benefits to student-athletes and their families. Funds may be provided for, but are not limited to, the following items:

- Medical insurance premiums
- Educational expenses & fees
- International student-athlete taxes & fees
- Emergency travel
- Graduating student-athlete expenses & fees
- Medical expenses
- Clothing & essential expenses*

Eligible Student-Athletes: All current student-athletes, including medical noncounters and those with exhausted eligibility, are eligible to apply for support from the SAF, subject to annual submission deadlines.

*All student-athletes eligible to receive SAF support who also qualify for a Pell Grant will automatically receive \$250 in direct funds per semester of enrollment for clothing and other essential expenses. Students that receive a full athletics grant-in-aid that equals the value of the institution's cost of attendance; are not eligible to receive reimbursement for supply expenses via

SAF because those funds are awarded in the miscellaneous expense refund that is received prior to the start of each semester.

Ineligible Student-Athletes: Nonqualifiers in the initial year in residence, nonrecruited nonscholarship student-athletes in the first year of participation, and former student-athletes no longer on active rosters are not eligible to apply for support from the SAF.

Disbursement of funds: Approved funds will be provided via direct deposit to student-athletes. If a student-athlete does not have direct deposit, the funds will be provided via check. Funds disbursed directly (e.g., emergency flight) or via reimbursement to a GTAA staff member will be processed via the Business Office. All disbursements must receive approval from the Compliance Office.

SAF Procedures

- Student-athlete must complete the SAF Application Form.
- Original receipts should be attached to the application form.
- Completed application should be submitted to the Compliance Office.
- Compliance Office will review and approve the request. The reviewer will request payment via the Georgia Tech Office of the Bursar. The Bursar will notify the student by e-mail when the funds are processed.

Chapter 9 – Awards & Benefits

PARTICIPATION AWARDS

Georgia Tech may provide awards to student-athletes based on annual participation and for special recognition of contributions to a team's competitive season. Awards may also be provided for participation in special events, bowl games, postseason championships, and established regional or national recognition awards. All awards must be provided in accordance with the maximum value of these awards are detailed in NCAA Figures 16-1, 2 and 3.

Letter winners are awarded participation gifts annually following each academic year. The awards are coordinated and distributed by the equipment staff and the value of all such awards must be included in annual participation award limits.

First Year	Letter Jacket
Second Year	Travel Bag
Third Year	Watch
Fourth Year	Ring
Fifth Year	No Gift

All additional participation awards and associated values (e.g., senior recognition awards, additional team participation awards, etc.) must be submitted to and approved by the compliance office prior to purchase and distribution.

Participation Award Procedures

- Upon completion of each sport's season, the full-time equipment staff will disburse institutional letter winner awards.
- Sport staffs must submit information to the compliance office for approval prior to the purchase and distribution of any additional awards. The information must include:
 - Every award presented must be listed with the normal retail value.
 - An itemized list of all awards and student-athlete recipients.
- Award purchases will be reconciled with submitted and approved award lists.

COMPLIMENTARY ADMISSIONS

For regular season competition, student-athletes will receive up to four complimentary admissions for each home and away competition in their sport. For postseason competition, student-athletes will receive up to six complimentary admissions. Complimentary admissions may be shared between team members, but may not be sold or exchanged for any item of value. GTAA staff members are not permitted to provide student-athletes and/or the friends, family, or acquaintances of student-athletes with complimentary admissions or hard tickets in addition to team allocations.

All complimentary admissions must be requested and distributed via the ACS software system in accordance with all guidelines established with each team annually.

TEAM MEALS, LODGING, TRAVEL

In accordance with NCAA bylaw 3.2.4.13, all missed class time must adhere to established Georgia Tech policies and be approved by the Student Academic and Financial Affairs Committee of the Academic Senate. Team travel associated with competition shall be arranged in accordance with missed class time approval coordinated by the Student-Athlete Academic Support Services staff. Team meals, lodging, and transportation arrangements should be made in accordance with GTAA Business Office policies.

Travel Manifest/Squad List

Prior to departure for away competition, an itinerary, including a travel manifest, shall be submitted to the compliance office for review of eligibility. Following competition, the itinerary shall also be submitted with any expense reports for review and approval (e.g., itemized per diem reconciliation, team meals, etc.).

TEAM ENTERTAINMENT

During the declared playing season, entertainment may be provided to student-athletes on an individual and/or team basis. Entertainment must be reasonable and approved by the sport administrator in advance. The compliance office will review and approve all expense reports associated with entertainment for student-athletes.

OCCASIONAL MEALS

In accordance with NCAA bylaw 16.11.1.5, meals may be provided to student-athletes on an occasional basis by any Georgia Tech staff member in the local Atlanta area (e.g., home meal, local restaurant, etc.). Boosters may provide occasional meals in their home or catered on Georgia Tech's campus. All occasional meals must be approved in advance by the compliance office via the Occasional Meal Form.

MEALS INCIDENTAL TO PARTICIPATION

In accordance with NCAA bylaw 16.5.2, meals incidental to participation may be provided to student-athletes. All expenses related to such meals shall be reviewed by the compliance office staff.

RETENTION OF ATHLETICS APPAREL AND EQUIPMENT

All student-athletes must sign the Student-Athlete Institutional Apparel Agreement during completion of pre-participation paperwork. This form outlines that apparel, equipment, and awards received by Georgia Tech student-athletes may not be sold, bartered, or traded. Failure to follow this policy may result in the student-athlete being deemed ineligible for competition.

Chapter 10 – Playing & Practice Seasons

COMPETITIVE SCHEDULES

The competitive schedule for each sport must be approved prior to publicity and finalization of contracts, travel arrangements, and other competition-related details. The proposed schedule will be reviewed for facility availability, compliance with NCAA bylaw 17 competition limits, and missed class days. Schedules may not be released nor marketed prior to final approval.

Competitive Schedule Procedure

- Sport staffs complete and submit the Schedule Approval Form to the applicable sport administrator.
- The sport administrator performs a preliminary review and then the form is submitted to the facilities office, compliance office, business office, and back to the sport administrator for final approval.
- Once approved, the sport administrator will notify all support areas that the schedule may be released.
- The business office will house official copies of all competition contracts.
- The academic support unit will utilize schedules for reconciliation with Institute missed class time policies and necessary approval.

PLAYING AND PRACTICE SEASONS

In accordance with NCAA bylaw 17, playing and practice seasons must be declared and approved prior to each academic year. The compliance office staff will work with each coaching staff to accurately declare playing and practice seasons via the Playing & Practice Season Declaration Form. The playing and practice season is reconciled utilizing reported countable athletically related activity (CARA) throughout the year.

Playing and Practice Season Procedures

- Coaching staff submits Playing & Practice Season Declaration Form to the compliance office.
- Compliance office reviews and approves playing and practice season dates and establishes a calendar for eligibility certification, clearance for participation in countable activities, and squad list deadlines.

COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA)

Countable Athletically Related Activities (CARA) include required practice, competition, weight training and conditioning, film or video tape reviews, participation in camps, clinics or workshops, meetings initiated by coaches on athletic matters, and required individual workouts. During and outside of the declared playing season, a student-athlete's participation in CARA may not exceed NCAA bylaw 17.1.7 limitations. All CARA must be reported via ACS and reconciled with student-athlete confirmation and playing and practice season declarations.

Former student-athletes are permitted to participate in occasional practice activities with teams. Occasional shall be defined as three times per month or less. If a former student-athlete plans to participate in practice activities, the compliance office and sports medicine staff must be notified in advance.

Countable Athletically Related Activities (CARA) Procedures

Beginning with the start of the fall term or the first competition, whichever occurs earlier, each sport will be required to log CARA on a weekly basis and submit CARA monthly. Each sport is

required to report hours for all weeks included in the playing and practice season and/or during the academic year, even if no CARA occurs during a particular week.

- Coaching/sport-specific staff report CARA via ACS.
- Compliance office sends CARA to at least two student-athletes per month for review and reconciliation via ACS.
- Spot checks of practices may be made periodically by a member of the compliance office.

Chapter 11 – NCAA Reporting and Data Requirements

NCAA Division I membership requires participation in several reporting programs.

Student-Athlete Surveys

The GTAA issues an annual student-athlete survey to gather demographic information and feedback on academic support services, compliance services, the Total Person Program, other support areas (e.g., equipment, sports medicine, etc.), integration into the student body, and other areas of interest. The survey is administered by the compliance office close to or following the completion of the competitive season. Data is provided to sport administrators and the GTAA leadership team. The GTAA Committee on Compliance and Equity reviews data from the survey and periodically reviews the structure and questions contained within the survey.

Academic Performance Program (APP)

The Academic Performance Program (APP), including the Academic Progress Rate (APR) must be reported annually no later than six weeks following the first day of class during the fall semester. The Assistant Director of Athletics for Special Projects is responsible for coordinating the completion of APP reporting with the assistance of the academic support staff, compliance office, and registrar's office.

Graduation Success Rate (GSR)

The Graduation Success Rate (GSR) must be reported by the annual NCAA deadline. The Assistant Director of Athletics for Special Projects is responsible for coordinating the completion of GSR reporting with the assistance of the academic support staff, compliance office, and registrar's office.

Sport Sponsorship Report

The sport sponsorship report must be completed annually by the designated NCAA deadline and is coordinated and submitted by the Associate Director of Athletics for Compliance. The following information shall be utilized to complete the report:

- GTAA Staff Demographic Information: The Human Resources Business Partner will provide official staff data as reported by personnel to the Institute
- Student Body Statistics: The Common Data Set will be utilized.
- Student-Athlete Demographic Information: Student demographic data (e.g., ethnicity) will be pulled from the Banner student system.
- Participation Data: Squad lists, participation reports, and official statistics will be utilized for official squad size and participation data.

Revenue Distribution Reports

The following reports, part of the NCAA Revenue Distribution Plan, must be completed annually:

- Grants-In-Aid: The compliance office reports financial aid data for the designated academic year utilizing squad lists.
- Sport Sponsorship: The compliance office confirms the Georgia Tech sports that meet NCAA Division I sport sponsorship criteria.
- Student Assistance Fund: The compliance office reports all funds disbursed via the Student Assistance Fund during the previous academic year.
- Academic Enhancement: The Associate Director of Athletics for Finance and Administration reports how Academic Enhancement funds were utilized during the previous academic year.

Institutional Performance Program

The NCAA Institutional Performance Program (IPP) database and all applicable guidelines will be utilized to monitor and plan for all aspects of the GT Athletics program.