

**BOARD OF TRUSTEES
INTERCOLLEGIATE ATHLETICS SUBCOMMITTEE**

**Delores E. Crawford, Chair
David C. Deibel, Vice Chair
All Trustees are Members
Cynthia E. Anderson, *Ex-Officio***

**Thursday, February 21, 2013
2:00 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meeting Held November 29, 2012**
- B. Old Business**
- C. Subcommittee Item**
 - 1. Athletics**
 - a. Discussion Items**
 - 1) NCAA Rules Education** **Tab 1**
Elaine Jacobs, Associate Athletic Director, will report.
 - 2) ICE Miller, LLP Compliance Review Update** **Tab 2**
Elaine Jacobs, Associate Athletic Director, will report.
- D. New Business**
- E. Adjournment**

Winning with Integrity!

It is the responsibility of each institution to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA. This includes responsibility for the actions of its staff members, athletes, and for any other individual or organization engaged in activities promoting the athletic interests of YSU.



“Ask Before You Act”

If you have questions regarding any NCAA or institutional rules, please contact:

Elaine Jacobs
Associate Director of Athletics
EMAIL: eajacobs@ysu.edu
PHONE: 330-941-2282
FAX: 330-941-3191

YSU FIGHT SONG

The Red and White are waving
Over the field
Our teams are fighting
With a spirit that will not yield
Rah-Rah-Rah
Hail to thee O'Youngstown
We'll fight for you
Once again the Penguins
Will win for YSU

YSU ALMA MATER

All hail to thee O Youngstown,
Our Alma Mater fair;
In sunlight and starshine
We see thee in all thy glory.
The Red and White, thy glorious colors,
Ever we praise and hold them
High to the breeze as the symbol of our Most loyal
allegiance.
This anthem, O Youngstown,
Our pledge of trust shall be
That thy sons and daughters
Shall keep faith with thee forever

Youngstown
STATE UNIVERSITY

A Quick Guide To NCAA Rules for Boosters, Staff, and Friends of PENGUIN ATHLETICS





This pamphlet is designed to assist supporters of Penguin Athletics with basic NCAA rules education. There are three points of emphasis:

- Definitions
- Role of Boosters
- Extra Benefits

DEFINITIONS

Who is a booster?

You are a YSU booster if you:

- Are a member of the Penguin Club;
- Ever made a financial contribution to the athletics department or Penguin Club;
- Have been a season-ticket holder;
- Provide jobs for student-athletes;
- Promote the YSU athletics program;
- Are a former student-athlete;
- Are a YSU Board of Trustee; or
- Are the parents or guardians of an enrolled student-athlete.

Once an individual has been identified as a booster, he or she retains this identity indefinitely.

Who is a prospect?

Commonly referred to as a "recruit", a prospect is any student who has entered the ninth grade. A prospect remains a prospect until he/she enrolls at a member institution.

What is an "extra benefit"?

An extra benefit is any special arrangement by an employee of YSU or booster to provide a prospect or student-athlete or their relatives a benefit not approved by the NCAA.

ROLE OF THE BOOSTER

Recruiting

A booster is not permitted to have any in-person contact with a prospect or the prospect's parents or legal guardians or relatives on or off campus at any site (unless you are an employee of YSU who would meet with prospects in-person, on-campus as a regular part of his/her job, i.e. faculty).

A booster is not permitted to be directed by a staff member to attend games/events in order to evaluate prospects. A booster may alert a staff member of a potential prospect, but cannot be directed to do so.

A booster is not permitted to telephone a prospect or the prospect's parents or legal guardians. If a prospect telephones a booster, the booster should refer any questions about the athletics program to the athletics department staff.

A booster can employ a prospect who has signed a National Letter of Intent to attend YSU, but employment cannot commence any earlier than the summer prior to full-time enrollment at YSU.

A booster can have contact with a prospect if there was a pre-existing relationship, meaning there was a relationship prior to the prospect becoming a prospective student-athlete.

EXTRA BENEFITS

A student-athlete or prospect cannot receive any extra benefits. Receipt by an athlete of an impermissible benefit will render the athlete ineligible for competition.

Examples of impermissible benefits include, but are not limited to, the following:

- Cash or any type of gift
- Loans or cosigning of loans
- Vehicle or use of vehicle
- Arrangement for transportation
- Special discounts, reduced, or free goods or services
- Employment of relatives
- Providing transportation for a summer job
- Free or reduced cost housing
- Concert or sporting event tickets

The following are permissible activities:

- Providing an occasional meal at the home of a booster
- Employing student-athletes under the following conditions:
 - 1) Compensation is only for work actually performed;
 - 2) Compensation must be at the going rate for the job performed; and
 - 3) Cannot be compensated for value the student-athlete may have because of his/her athletic ability or reputation

Ice Miller Audit Progress 1-18-13

Summary of Recommendations for Improvement. The following items were identified in the audit as "suggestion for improvement", followed by how we've responded to date.

Governance and Institutional Control

- Review the athletic department's policies and procedures/compliance manuals.
 - Department Policies and Procedures Manual was reviewed by the Intercollegiate Athletics Council (approximately 10 YSU staff outside of athletics) during Spring 2013.
- Additional full-time compliance staff member.
 - Additional full-time compliance officer was added in May 2013.
- Review and spot check of current compliance systems.
 - Staff of 3 compliance officers is regularly updating/modifying/enhancing current compliance monitoring systems (e.g. outreach appearances, local sports club, etc.)
- Enhancements to the process for major violation investigations.
 - Policy to address a potential major violation was created and reviewed/approved by General Counsel's office.
- Increase the Faculty Athletics Representative's interaction with the student-athletes.
- Educate the FAR regarding other compliance-related tasks outside of eligibility certification.
- Enhance procedures to follow-up on the reporting of outside income.
- Develop policies and procedures to monitor department and coaching staff not under contract.
 - Designed job descriptions and have incorporated rules education with each new volunteer, as well as student workers (e.g. managers, student coaches/assistants, etc.)
- Compliance should review expenditures incurred by coaches.
 - Policy now includes compliance office annual review of all expenditures from the Restricted Accounts accounts
- Include compliance office approval prior to camps and clinics.
 - Process for prior approval has been established.
- Develop additional oversight of Penguin Club funds.
 - Policy now includes compliance office annual review of all expenditures from the Penguin Club sport accounts expenditures
- Require in-person rules education sessions with coaching staff.
 - Detailed rules education document, specific to sport, is now reviewed in-person with sport staff annually.
- Provide formal rules education sessions for athletic department offices, as well as compliance liaisons external to athletics.
 - Detailed rules education document, specific to support areas (e.g. marketing, athletic training, academics, etc.) is now reviewed in-person with appropriate staff annually.

Ice Miller Audit Progress 1-18-13

- Emphasize the importance of the certification of compliance form.
 - Compliance officer is now obtaining signatures *in person*, explaining the importance/understanding of the form
- Year-end rules education for returning student-athletes in all sports.
 - Sport specific rules education power-point presentation is developed and will be reviewed each spring, in addition to the current meeting that occurs in the fall.
- Retain weekly rules-education e-mails.
 - Weekly Rules Education emails now retained.
- Identify non-traditional boosters.
 - All sport coaches were asked to identify those individuals who are “more closely” aligned with the program than a traditional booster (e.g. season ticket holder). Those individuals were provided a more in-depth rules education document. This will be an annual process.

Recruitment Monitoring

- Develop a user manual to ensure proper use of the Cybersports software.
 - Portions of a user manual were developed and more are being developed.
- Cross-check telephone tracking logs with actual phone records.
 - Proposed NCAA legislation is going to remove this as a rule that requires monitoring.
- Amend the telephone tracking logs to identify the phone used.
 - Proposed NCAA legislation is going to remove this as a rule that requires monitoring.
- Review communications sent to prospective student-athletes by the coaching staff.
 - Proposed NCAA legislation is going to remove this as a rule that requires monitoring.
- Track recruiting services utilized by the coaching staff.
 - Annual review of recruiting services has been implemented.
- Monitor prospects prior to enrollment.
- Monitoring and streamlining the tryout process.
 - Written policy was developed for men’s basketball, the only sport that permits tryouts.

Eligibility and Certification

- Annual evaluation of the certification of eligibility system.
- Documentation of the APP penalty assessment procedures.
- Attendance at NCAA Rules Seminars.
 - Compliance staff attend seminar annually.

Financial Aid

- Develop a bridge allowing information from Banner to be transferred into the CA.

Ice Miller Audit Progress 1-18-13

Student-Athlete Issues

- Enhance the monitoring of student-athlete employment.
 - Employment is reinforced in the new spring meetings, as well as a form will be sent to each SA employer for completion and return to verify employment conditions are within NCAA rules.

- Requiring student-athletes to report outside competition prior to competing.
 - Component of new spring SA meetings

- Monitoring of coaches complimentary tickets.
 - Rules education is now provided in coaches packets, reinforcing how comp tickets may be used.

- Development of policy regarding agents.
 - Process has been developed and implemented for football, basketball, and baseball that includes rules education with SA's who have professional potential.

- Identify athletic trainers and/or student-athletes from each team to assist in the monitoring of CARAs.
 - Instituted weekly requests from athletic trainers and strength coaches that are cross-checked with what is submitted by coaches.

- Monitoring of out-of-season summer workouts.
 - Rules education and signature of understanding with student-athletes, coaches, and strength coaches has been implemented.

- Require any promotional activity request to go through the compliance office.
 - Monthly reminders and promotional form are provided to all staff.

- Develop a monitoring system for the awarding of student-athlete awards.
 - All coaches are now annually requested to provide a form that lists the awards they provide and how much each costs.

- Increase monitoring of apparel and equipment issued to student-athletes.
 - Process was developed and implemented to annually educate equipment staff about NCAA requirements with this rule, as well as a process as to how implement when needed.