SECTION 8 - EDUCATION
RULES EDUCATION
PROCEDURE

Purpose: To ensure all athletics staff members and associated constituencies receive education on a regular basis regarding NCAA rules and regulations and have a forum to present questions and concerns.

NCAA Bylaw: 2.1

Responsibility: Athletics Compliance Office (ACO)
Athletic Director
Athletics Department Staff

Procedure:

Education is a primary key to prevent secondary and major violations of NCAA rules. It is very important that all persons that work with athletics in any capacity understand and know the rules pertaining to their area. This effort is on-going and will expand as needed.

1. Athletics Compliance Education Meetings
(See Athletics Compliance Office Education Program)

2. Monthly All-Staff Meetings
   a. A compliance educational component will be part of the required All-Staff monthly meeting held the second Tuesday of every month at 9:30 am. Employees are required to enter the dates into their calendars and are not to schedule obligations (i.e., doctor's appointments, meetings) during compliance meeting dates.
   b. The meeting will start on time. If an employee arrives after the educational points of emphasis are presented, it will be considered an absence.
   c. All absences must be pre-approved by the Athletic Director, Sr. Associate Athletic or the Director University Athletics Compliance. Absences are approved for off-campus in-season competition, in-season practice, off-campus recruiting, illness (request sick day) or a family emergency.
   d. Unexcused absences are a violation of the code of conduct and professional responsibility procedure.
   e. Every meeting will be videotaped in its entirety.
   f. Any part-time staff members or staff members that have been excused from the meeting must attend a make-up session as arranged by the athletic compliance office prior to the next all staff compliance meeting.
   g. If you missed a Monthly Compliance Meeting, you will be notified by the Athletics Administration of which month and by the ACO via an email from athletic.compliance@fiu.edu. All of the Monthly Compliance Meeting videos will be posted on SharePoint as they become available. Please take the following steps after you have been notified that you missed a specific month:
      i. Log in to SharePoint and watch the video for the monthly meeting that you missed.
      ii. Email athletic.compliance@fiu.edu to notify us that you have watched a specific Monthly Compliance Meeting. Please include in the email which meeting you watched.
      iii. The ACO will email you a reply with five (5) short questions regarding the material you viewed.
      iv. Please return your responses to athletic.compliance@fiu.edu within 24 hours.
v. The staff member will be required to sign a verification statement that they viewed the tape.

3. **Monthly Head Coaches Meetings**
   a. A compliance educational component will be part of the required Head Coaches monthly meeting held the first Tuesday of every month at 9:30 am. Employees are required to enter the dates into their calendars and are not to schedule obligations (i.e., doctor's appointments, meetings) during compliance meeting dates.
   b. The meeting will start on time. If an employee arrives after the educational points of emphasis are presented, it will be considered an absence.
   c. All absences must be pre-approved by the Athletic Director, Sr. Associate Athletic or the Director or Director University Athletics Compliance. Absences are approved for off-campus in-season competition, off-campus recruiting, illness (request sick day) or a family emergency.
   d. Unexcused absences are a violation of the code of conduct and professional responsibility procedure.
Athletics Compliance Office (ACO)
Rules Education Program

1. New coach and staff member Department Orientation Program includes and athletics compliance component.

2. **EDUCATIONAL SESSIONS WITHIN THE ATHLETIC DEPARTMENT**

   **Administrative Departmental Units:** Once/year and/or as needed:
   - Ticket Office
   - Business Office
   - Marketing Office
   - Panther Club/Development Office
   - Managerial Administrative Staff
   - Game Operations/Facilities
   - Administrative Assistants
   - Team Managers
   - Athletic Trainers
   - Strength and Conditioning Coaches

   **Coaches and Coaching Staff** (including Volunteer Coaches, Operations and Managers)
   - Monthly All-Staff meeting compliance component
   - Monthly Head Coaches meeting compliance component
   - Twice/fall, twice/spring semesters with each team – variety of compliance topics
     - Baseball
     - Men’s Basketball
     - Women’s Basketball
     - Football
     - Women’s Golf
     - Men’s and Women’s Soccer
     - Softball
     - Women’s Swimming/Diving
     - Women’s Tennis
     - Men’s and Women’s Track/XC
     - Women’s Volleyball
     - Women’s Sand Volleyball (to be started 2012)

   **Student-Athletes**
   - Beginning of Year Team Meetings: August/September – athletics compliance educational session
   - Student-Athlete Handbook includes athletics compliance educational materials
   - Student-Athlete Athletic Committee – Once/semester
   - Gambling Reminders: Bowl Game, Super Bowl, NCAA Tournament, Fantasy FB/Baseball
   - End of the Year Team Meetings: April - athletics compliance educational session
   - Agent Education: FB/Basketball/Baseball, as other sports as needed
3. **EDUCATIONAL SESSIONS OUTSIDE THE ATHLETICS DEPARTMENT**

Each office, once/year and/or as needed
- Academic Liaisons
- Office of Admissions
- Office of the Registrar
- Office of Financial Aid
- Office of Alumni Services
- Office of External Relations
- SAAC Academic Advisors
- SAAC Tutors
- Board of Trustees
- Boosters (Representatives of Athletics Interest)

4. **OTHER EDUCATION EFFORTS**

**Reminders**
- Recruiting calendars for each sport
- ACO Compliance Calendar
- Gambling Reminders
- Football Bowl Game Reminder: December
- Super Bowl Reminder: Jan/Feb
- NCAA Tournament: March
- Fantasy FB/BB
- NCAA Interps/Ed Columns

**Publications**
- Booster Brochure
- SA Parents Basic Rules Brochure
- Booster Posters
- Student-Athlete Handbook
- Game Brochures
- Monthly Athletic Compliance Newsletter
- Website
BOOSTER EDUCATION
PROCEDURE

Purpose: To ensure that FIU Representatives of Athletics Interest (boosters and donors) are aware of their status and the responsibilities that encompass it.

NCAA Bylaws: 6.4.2.1, 13.1.2.1, 13.02.14, 6.4.2, 13.01.1

Responsibility: Athletics Compliance Office (ACO)

Contacts: FIU Athletics Donor Relations
FIU Alumni Relations
FIU Board of Trustees
Head Coaches and staff

Procedure:

1. The ACO will review annually and up-date as needed, the “Booster” or donor, educational brochure and poster that outlines the NCAA definition of a Representative of Athletics Interest, and the Do’s and Don’ts, a copy of which is provided to the above mentioned groups.
2. The brochure will be sent (mail or email) annual to the following groups:
   a. Season ticket holders
   b. Suite Holders
   c. Boosters (new and continuing)
   d. Board of Trustees
   e. FIU Alumni Relations for distribution
   f. FIU Donor Relations for distribution
   g. Head Coaches
3. The booster poster will be displayed in highly frequented areas by donors during FIU athletics events.
4. The ACO provides an annual educational session to each of the above mentioned groups and will provide answers to any questions regarding Representative of Athletics Interest.
5. FIU Athletics Donor Relations - When any donor makes a contribution to FIU athletics, FIU Athletics Donor Relations department will include the “Booster” brochure with the thank you letter informing them of their status as an FIU Representative of Athletics Interest.
6. FIU Alumni Relations - The ACO provides educational “Booster” brochure to FIU Booster and Alumni organizations related to prospective student-athletes and current FIU student-athletes attending FIU Alumni organization events and activities. This office will also distribute the brochure to their members.
7. FIU Board of Trustees - The ACO will provide a copy of the “Booster” brochure to each member of the FIU Board of Trustees to educate them regarding the NCAA definition and responsibilities of a “Representative of Athletics Interests”.
8. The ACO staff will monitor booster and donor activity during FIU athletics events by visiting the donor suites to observe and meet suite holders and guests.
STUDENT-ATHLETE HANDBOOK
PROCEDURE

Purpose: To ensure that student-athlete are aware of FIU’s expectations for student-athletes and have access to those expectations.

NCAA Bylaws: None

Responsibility: Athletics Compliance Office (ACO)

Contacts: SWA
          Head Coaches
          SAAC

Procedure:

1. At the beginning of each academic year, all student-athletes are provided a copy of the Student-Athlete Handbook/Planner.
2. The Student-Athlete Handbook/Planner is also accessible for the public on the FIU athletics website on the ACO department webpage.