SECTION 2 - AMATEURISM
(Bylaw 12)
STUDENT-ATHLETE PROMOTIONAL ACTIVITIES
AUTHORIZATION PROCEDURE

Purpose: To ensure a strict procedure is followed when a student-athlete are involved with promotional activities in order to be in compliance with NCAA rules and regulations.

Responsibility: Athletics Compliance Office (ACO)
Student-athlete
Head Coach
Outside Entity
Assistant Athletic Director for Student-Athlete Development & Community Relations

Procedure:

1. The student-athlete or the outside entity with contact the Assistant Athletic Director for Student-Athlete Development & Community Relations (AAD-SADC), and complete the promotional activities authorization form on-line.
2. The on-line form will automatically go to the ACO for approval and the AAD-SADC.
3. Once reviewed and approved by the ACO, the AAD-SADC will review and approved or disapprove the request.
4. The AAD-SADC will then contact the student-athlete or outside entity to inform them of the decision, and/or request additional information if needed.
5. The form is filed in the ACO and the AAD-SADC offices.
SA - PROMOTIONAL ACTIVITIES AUTHORIZATION

This form must be completed prior to any student-athlete’s participation in a promotional activity to ensure compliance with the provisions of NCAA Bylaw 12.5.1.1.

TO BE COMPLETED BY REQUESTING ENTITY:

Organization or Student-Athlete: ______________________________________________________

Brief description of activity: __________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Date(s) & Hours of scheduled activity: ___________________________________________________

NCAA Bylaw 12.5.1.1 – Institutional, Charitable, Educational or Nonprofit Promotions. A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a non-institutional charitable, educational or nonprofit agency may use a student-athlete’s name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete’s participation in intercollegiate athletics, provided the following conditions are met:

a) The student-athlete receives written approval to participate from the Director of Athletics (or his/her designee), subject to the limitations on participants in such activities as set forth in Bylaw 17;
b) The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company’s officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company’s emblem, name, address and telephone number may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited;
c) The name or picture of a student-athlete with remaining eligibility may not appear on an institution’s printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity’s officially registered regular trademark or logo also appears on the item;
d) The student-athlete does not miss class;
e) All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;
f) The student-athlete may accept legitimate and normal expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity, provided it occurs within the state or, if outside the state, within a 100-mile radius of the member institution’s campus;
g) The student-athlete’s name, picture or appearance is not utilized to promote the commercial ventures of any nonprofit agency;
h) Any commercial items with names or pictures of student-athletes (other than highlight films or media guides per 12.5.1.9) may be sold only at the member institution at which the student-athlete is enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable

(PLEASE TURN OVER THE PAGE)
or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event); and

i) The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete’s name, image or appearance is used in a manner consistent with the requirements of this section.

**To be completed by the student-athlete(s):**

By my signature below, I attest that I have read and will comply with the above guidelines.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**To be completed by the requesting entity:**

By my signature below, I attest that the activity this student-athlete(s) is/are requested to participate in meets the guidelines listed above.

Authorized Representative of Organization information:

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Signature</th>
<th>Date</th>
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</table>

Please return this to the FIU Department of Intercollegiate Athletics at least one week prior to the scheduled activity or event. If you have any questions, please call (305) 384-384-0154 or FAX (305) 348-6683.

**Approval:**

<table>
<thead>
<tr>
<th>Assistant Athletics Director - SA Dev. &amp; Community Relations</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>ACO Signature</th>
<th>Date</th>
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HOSTING PROFESSIONAL SPORTS
TRYOUTS PROCEDURE

Purpose: To provide institutional control during Pro-Days that enable exhausted eligibility student-athletes to have the opportunity to be evaluated by professional sports agents and scouts in a safe environment, while ensuring that current student-athletes are protected from jeopardizing their eligibility via an impermissible contact with a professional sports agent or scout.

Primary Responsibility: Athletics Compliance Office (ACO)

Contacts: Athletics Department Staff
Head Coaches
Student-Athletes
Stadium Staff

Procedure:

Sport Staff Responsibility

1. The head coach, or his/her designee shall inform the ACO, Facilities/Stadium Operations, Media Relations, and Panther Club staff of the intended date and time for the Professional Sports Tryout.
2. The sport staff shall set up an organizational meeting at least 10 days prior to the event, including personnel from the ACO, Facilities/Stadium Operations, Media Relations, Panther Club, and the sport staff in order to go through these procedures and walk through logistics of the setup.
3. The sport staff should ask the student-athletes who are participating whether or not they have already signed with any agents/advisors, and this information should be relayed to the ACO.
4. The coaching staff shall request that student-athletes participating from other collegiate institutions shall complete and submit the FIU Athletics Facility Release Form PRIOR to participating in any activities on the FIU campus. The forms shall then be submitted to the Director of Stadium Facility for review and filing. (See FIU Athletics Facilities Release Form)
5. The sport’s staff will extend an invitation to the professional sports agents and scouts, providing details of the date and time of the tryout, registration process and admission process, at least a two (2) weeks prior to the tryout date. Attendees must provide an ID (e.g. Driver’s License) to gain access to the event.
6. All Professional Sports Agents must be registered with the ACO on an annual basis. Any agents/advisors that contact the sport’s staff to inquire about the possibility of attending the tryout should be asked if they have registered with the ACO within the 12 months. If not, they should be referred to the ACO website and the Professional Sports Agent registration package. Registration should be completed and submitted prior to the tryout date.
7. Any professional sports agent that has not completed the registration process prior to the pro day tryout will not be permitted to attend the tryout.
8. The sport staff should provide a final list of invited professional sports agents, scouts and associates to the ACO at least two days prior to the event.
ACO Responsibility

1. The ACO will provide the sport staff a list of the agents/advisors who are officially registered with the ACO, the State of Florida, and the corresponding professional sports league or players’ association prior to the date of the event.
2. The ACO should be notified via email from the agent/advisor, the name(s) of any associates that may attend the tryout on behalf of the professional sports agency. If the associates were not included in the agent/advisor's ACO registration materials, these must be amended and resubmitted by the agent/advisor prior to the event. Failure to do so will preclude the associates from attending the event.
3. ACO will maintain a file of all sign-in paperwork along with a copy of the letter the sport distributed detailing the event.
4. ACO staff will attend the tryout and have specific duties as detailed below.

Day of the Event Procedures

1. The stadium should be secure with a designated entrance for the event.
2. Tables should be set up for check-in (ID and sign-in required) of the following:
   a) ACO staff will check-in the professional sports agency, agency associates, advisors and scouts;
   b) Sport staff will check-in student-athlete’s parents;
   c) Panther Club staff will check-in FIU donors; and
   d) Media Relations staff will check-in members of the media.
3. A specific area in the facility must be designated for the agents/advisors to view the tryout.
4. ACO staff will monitor the activities of agents/advisors and their associates.
5. A specific area in the facility must be designated for the student-athletes with remaining eligibility to attend and view the tryout.
6. ACO staff will monitor the area for all student-athletes as they must be sequestered away from the agents/advisors and their associates.
In consideration for Florida International University allowing me to use FIU Athletic Facilities (“Facility”) and undertake all activities related thereto:

I, _________________________, the undersigned, hereby voluntarily release, discharge, waive and relinquish any and all actions or causes of action for personal injury, property damage, or wrongful death occurring to me, arising out of or related to my use of the Facility or any activities incidental hereto, whenever or however the same may occur. I further agree that under no circumstances will I or my heirs, executors, administrators, and assigns prosecute, present any claim for personal injury, property damage, or wrongful death against the State of Florida, The Florida International University Board of Trustees, FLORIDA INTERNATIONAL UNIVERSITY, FIU Athletics Finance Corporation, FIU Foundation, Inc. or any of their officers, coaches, instructors, agents or employees for any of said causes of action relating to my use of the Facility, whether the same shall arise by the negligence of any said persons, or otherwise. I specifically understand that I am releasing, discharging and waiving any claims or actions that I may have presently or in the future for the negligent acts or conduct by the State of Florida, Florida International University Board of Trustees, Florida International University, FIU Athletics Finance Corporation, FIU Foundation, Inc. and/or their respective officers, coaches, instructors, agents or employees.

I HAVE READ THE ABOVE RELEASE AND BY SIGNING IT AGREE IT IS MY INTENTION TO EXEMPT AND RELIEVE THE STATE OF FLORIDA, THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES AND FLORIDA INTERNATIONAL UNIVERSITY, FIU ATHLETICS FINANCE CORPORATION, FIU FOUNDATION, INC., THEIR RESPECTIVE OFFICERS, COACHES, INSTRUCTORS, AGENTS OR EMPLOYEES, FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE, OR WRONGFUL DEATH CAUSED BY NEGLIGENCE OR OTHER CAUSE OF ACTION ARISING OUT OF OR RELATED TO MY USE OF THE FACILITY.

I further acknowledge that in the course of my use of the Facility and any of the activities related thereto which I wish to undertake, I expose myself to risk, known and unknown, of personal injury that could be painful, permanently disfiguring or debilitating and fatal. I, for myself and any other person or entity claiming through me, accept full responsibility for such activity. I understand and assume the accompanying risk of physical injury or death from such activity.

I have no knowledge of any physical impairment or disability that would be affected by my use of the Facility.

I understand that I am not permitted to give any kind of benefits to Student Athlete’s (e.g. free tickets, meals, shirts etc.). See NCAA Bylaw 16.02.3 (Extra Benefit) below as this will jeopardize the SA’s eligibility.

NCAA Bylaw 16.02.3 - Extra Benefit.
An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability. *(Revised: 1/10/91)*

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance.

NAME: _____________________________ SIGNATURE: __________________________

Print

WITNESS: _____________________________ DATE: __________________________

Section 2 - Rev. 6/1/2013
PROFESSIONAL SPORTS AGENT REGISTRATION
PROCEDURE

Purpose: To ensure all student-athletes and athletics staff members receive education on NCAA rules and regulations related to agents/advisors and are aware of the department’s policy regarding athlete agent/advisors.

Primary Responsibility: Athletics Compliance Office (ACO)

Contacts:
- Athletics Department Staff
- Head Coaches
- Student-Athlete

Procedure:

1. Any athlete agent/advisor, or associate of same attempting to contact a Florida International University (FIU) student-athlete must register with the appropriate professional league (e.g., NFLPA), the State Department of Professional Regulation (unless they are a member of the State Bar in good standing), and the FIU Athletics Compliance Office (ACO). Please note the FIU registration requirement applies to athlete agents, financial planners, disability insurance providers or anyone who may function as a representative of the aforementioned titles and “recruit” student-athletes for representation.

2. All agents/advisors desiring to contact FIU student-athletes must complete an agent/advisor registration application. For the purpose of this policy, permissible contact is defined as issuing documentation on services provided by the agent/advisor, an agent/advisor entering FIU campus or FIU Athletics controlled areas, and discussion with a FIU student-athlete after the student-athlete initiated contact.

3. The application must be filled out accurately, completely and include all requested certification information. Providing inaccurate information within the application is grounds for automatic denial of the application. Individuals who submit an incomplete application will be notified of the missing information and the application will not be processed until all requested information has been received. Notification of completed approved applications will be given via e-mail.

4. ACO will verify credentials by contact the appropriate professional league.

5. The approved forms will be kept confidentially on-file inside the ACO. Information on the forms will be made available for interested student-athletes to review inside the ACO only. Approved applicants without major changes in the information provided in their application, maintain their approved status for a cycle beginning October 1st and ending September 30th. Each cycle year (October 1 – September 30) a full and accurately completed application must be filled out and submitted to the FIU Athletic Compliance Office.

6. All approved applicants must notify the FIU ACO of any major changes in their application status within a reasonable time of occurrence. Major changes include but are not limited to an applicant’s registration with the appropriate professional league, the State Department of Professional Regulation (or State Bar if applicable), or violations of NCAA Bylaws.

7. The FIU ACO will regularly review approved applications for changes of status. Failure to notify the FIU ACO of major changes in the approved application can result in revocation of approved status. Classification of major changes in an approved application will be determined by the FIU Athletics Compliance Office.

8. In accordance with State of Florida law an athlete agent/advisor is prohibited from initiating
contact with a student-athlete or their family. If the student-athlete or their family initiates contact the athlete agent/advisor and the contacting student-athlete must give notice to the FIU Athletic Compliance Office within a reasonable time of the contact. FIU strongly discourages its student-athletes from contacting athlete agent/advisors until their eligibility has expired. The University also encourages parents of student-athletes to refrain from having telephone contact or in-person contact with an athlete agent/advisor until the student-athlete’s eligibility has expired. Any written information an athlete agent/advisor would like to provide to a student-athlete may be mailed to the attention of the ACO, which will be reviewed with the specified student athlete.

9. If a current student-athlete wishes to meet with an Agent or Advisor prior to the completion of NCAA eligibility, we require that the student-athlete inform the ACO, and an ACO staff member can be present when the student-athlete meets with the Agent to ensure that NCAA rules are not violated or the student-athletes eligibility jeopardized.

10. If a meeting is arranged, the ACO must be advised to attend and the meeting must take place on the FIU campus.

11. FIU student-athletes are educated each year on the proper procedures to follow when contacted by an athlete agent/advisor or their employee or representative (including runners). Student-athletes and their families have been told to record on a log all athlete agent/advisors who attempt to communicate with them and inform the FIU ACO of the contact.

12. Every athlete agent/advisor and their employees or representatives (including runners), or any other person involved in the representation or potential representation of a FIU student-athlete, must report to a FIU ACO:

a. Any time he or she enters the FIU campus or any other location under control of the FIU Athletic Department

b. Attempts contact with any FIU student-athlete at any time or location.

13. The rules governing contact are always in affect and there will be no exceptions. Failure to comply with this policy will result in an athlete agent/advisor and their employees or other representatives being issued a FIU campus trespass by the department of public safety for any or all parts of campus.

14. Regardless of the reason, an athlete agent/advisor or their representative must pick up an agent/advisor credential and wear it at all times while on the FIU campus. You may pick up a credential by contacting the Athletic Compliance Office at 305-348-4417 or email at athletic.compliance@fiu.edu.

15. In addition, if a FIU ACO has reasonable belief that an athlete agent/advisor, their employee and/or representative has attempted to contact a FIU student-athlete without following procedures, the violation will be reported to the State Department of Professional Regulation and the police entity having jurisdiction in the area where the alleged violation has taken place. All associated with the violating individual will be trespassed from the FIU campus.

16. If a student-athlete enters into a contract with an athlete agent/advisor they must provide a written notice of the contract to the athletic director or president of the University before the contracting student-athlete’s next practice/participation in any intercollegiate athletic event or within 72 hours after entering into the contract, whichever comes first.

17. Student-athletes have been informed that they may lose their eligibility to compete as a student-athlete if they agree to a contract verbally or in writing for services performed immediately or in the future. They have also been notified that if they enter into a contract they may cancel the contract within 14 days of agreeing to the terms of the contract, however cancellation may not reinstate their eligibility to compete as a student-athlete.

18. There are various prohibitive acts an agent must refrain from doing regarding student-athletes. Florida Session Laws Chapter 88-229 regulates an agent’s activities within the State of Florida (Fla. St. 1995 § 468.51-468.4571). Failure to comply with the FIU, State of Florida, or NCAA policies could result in criminal prosecution, civil liability and/or an agent/advisor being
trespassed from the FIU campus.

19. The State of Florida Legislature finds that dishonest or unscrupulous practices by agents who solicit representation of student-athletes can cause significant harm to student-athletes and the academic institutions for which they attend. It is the intent of the State of Florida Legislature and the University to protect the interests of student-athletes and the University by taking an aggressive proactive approach to regulating the activities of athlete agent/advisors.

20. The Department of Athletics has no intention of creating barriers between our student-athletes and those who may be able to provide valuable services to them. However, in order to allow our student-athletes to focus upon their academic and athletics pursuits as they complete their careers with our athletics program, we stipulate that both our student-athletes and those who desire to represent them adhere to established policies and procedures.

PLEASE GO TO WEBSITE FOR THE AGENT REGISTRATION FORM
AUTOGRAPHED ITEMS/DONATION REQUEST PROCEDURE

Purpose: To ensure that individual and/or group complimentary tickets and autographed items, whether donated or brought to us by an individual, Agency, or Organization, do not violate the NCAA pre-college expense rules by benefiting prospective student-athlete and/or their high-school athletics program.

Responsibility: Athletic Compliance Office (ACO)
Athletic Marketing Office
Director of Athletics
Requesting Agency

Procedure

1. Please note that all request forms need to be turned in 14-days prior to the date in which the agency would like to pick up the item(s).
2. Florida International University (FIU) will not deliver the item(s) to the individual or agency. The individual or agency is responsible for the claiming of any and all item(s) being requested.
3. If the individual or Agency that is requesting the free item(s) complete the “Autographed Item/Donation Form” and turn it into the Athletic Marketing or the Development Office(s).
4. The Athletic Marketing or Development Office(s) will forward the form to the Athletic Compliance Office (ACO) for review and approval.
5. If the ACO approves the request, then it will be taken to the Director of Athletics for final approval.
6. When the Director of Athletics approves the request, then the Athletic Marketing or Development Office(s) will contact the requesting individual or agency to inform them of our decision and when and where they may pick up the item.
7. Form is filed in the ACO.
This form must be completed prior to the release of any requested complimentary tickets or item(s) [e.g. autographed balls] to ensure compliance with the provisions of NCAA Bylaw 13.15, as an institution may not provide funding, directly or indirectly, to groups which may contain prospective student-athletes:

TO BE COMPLETED BY THE REQUESTER:

Name of Person, Organization/Group Requesting Tickets/Items: _________________________________
Phone: ____________________   Fax: ______________________   Email: ________________________
Address: _____________________________________________________________________________
Description of the Item you are Requesting: _________________________________________________
FIU Employee Requesting Tickets/Items: ___________________________________________________
Event/Fund-Raiser Tickets/Items will be used for: ____________________________________________
Date Needed by (14-day window needed): __________________________________________________
If these tickets/items are being used for a fund-raiser, whom does the event benefit?
_____________________________________________________________________________________

Please attach the written request/documentation from the individual or organization/group)
Does the event directly or indirectly benefit a high school or a group including high school students?
  ☐ Yes     ☐ No
If Yes, please explain:___________________________________________________________________

Per NCAA Bylaw 13.15.1.2, an institution may not provide funding, directly or indirectly, to groups which may contain prospective student-athletes. By signing below you affirm that the information is accurate and the donated item(s) will only be used in the manner described above.

Name___________________________Signature___________________________Date______________

COMPLIANCE APPROVAL
☐ Permissible         ☐ Not Permissible

*ACO Signature (if needed) ____________________________ Date________________________

DIRECTOR OF ATHLETICS APPROVAL
☐ Approved ☐ Denied  Item requested or donated: _________________________________________
☐ Nothing may be donated

Director of Athletics Signature: ____________________________ Date________________________

Cc: Director of Athletics (Original)

Ticket Office Use Only
Event Date _____________________
Sport __________________________
# of Tickets ____________________