

**A GUIDE TO
NCAA REGULATIONS**

Wake Forest University
Department of Athletics

**RULES AND REGULATIONS FOR ALUMNI AND
FRIENDS OF WAKE FOREST ATHLETICS**

2010-2011





Wake Forest University Department of Athletics

Mission Statement

The Department of Athletics serves and represents Wake Forest University in accordance with its mission and purpose. The Department of Athletics and each of its sports will maintain the highest standards of excellence, both athletically and academically, among Division 1-A programs of intercollegiate athletics in the nation. The Department of Athletics is committed to the welfare and best interests of its student-athletes. It employs coaches and administrative staff who embody the highest standards of professionalism, integrity, ethical behavior and sportsmanship.



Do you want to help Wake Forest succeed?

The enclosed brochure has been developed by The Wake Forest University Department of Athletics to serve as a guideline for NCAA legislation governing alumni and friends of NCAA institutions. The brochure summarizes rules and regulations involving situations encountered by alumni and friends and their requests for assistance in complying with NCAA legislation. Your efforts to follow this legislation are greatly appreciated because violations could affect the eligibility of involved prospects or student-athletes, result in NCAA penalties being imposed on Wake Forest and lead to restrictions regarding your involvement in Wake Forest's athletics program.

Since it is impossible to cover all NCAA legislation in a limited brochure such as this, please forward any additional questions to the Deacon Club or the Compliance Office in the Department of Athletics. Please refer below for telephone listings.

We appreciate your interest in and continued support of our program.

Ron Wellman
Director of Athletics

Compliance Office: 336-758-4243

- Todd Hairston, Associate Athletic Director, Compliance
- Kirsten Elleby, Director of Compliance

The Deacon Club: 336-758-5626



Are you a “Representative of Wake Forest’s Athletics Interests”?

You are a representative of Wake Forest’s athletics interests, more commonly known as a “booster,” if you meet any of the following conditions:

- You are a former Wake Forest student-athlete.
- You are a member of any organization that promotes Wake Forest’s athletics program (e.g., Deacon Club).
- You have made a financial contribution to the Wake Forest Department of Athletics or any of its booster organizations.
- You have ever assisted in the recruitment of prospects for Wake Forest.
- You have provided benefits (e.g., summer jobs or occasional meals) to enrolled student-athletes.
- You have ever, in any way, promoted the athletics program at Wake Forest.

NOTE: Please remember that once you become a booster, you retain that identity **indefinitely**.

Who is a “Prospective Student-Athlete”?

A prospective student-athlete, commonly known as a “prospect,” is any individual who has started classes for the 9th grade. In addition, individuals enrolled in preparatory schools or two-year colleges are considered prospects. Ultimately, a student remains a prospect until enrollment at a four-year collegiate institution.

Who can recruit for Wake Forest?

Only Wake Forest coaches who successfully complete the annual NCAA Coaches Certification Exam, which tests their knowledge of NCAA recruiting legislation, are permitted to be involved in the recruiting process.

As a booster, you:

- **MAY NOT** make any recruiting contacts with prospects or their relatives. This precludes telephone calls, letters, emails, social networking websites, and facsimiles, as well as any face-to-face contact either on- or off-campus.
- **MAY NOT** assist Wake Forest coaches by obtaining transcripts, films, or any other information pertaining to a prospect's ability from the prospect's educational institution.
- **MAY** forward information about prospects to the appropriate coaching staff member.
- **MAY** view a prospect's athletics contest on your own initiative, provided you do not contact the prospect or his/her relatives, coach, principal, or counselor in an attempt to evaluate the academic or athletic abilities of the prospect. You are responsible for all incurred costs or fees at a contest.
- **MAY** speak to a prospect on the telephone **ONLY** if the prospect initiates and places the call. You are not permitted to have a recruiting conversation, but you may exhibit normal civility. Under such circumstances, you must refer **all** questions about the athletics program to the respective coaching staff.

NCAA Rules Regarding Booster Involvement with Prospects

- **You may not** provide benefits of any kind (e.g., clothing, special discounts, lodging, meals, transportation, tickets, loans of money) to prospects or their relatives.
- **You may not** make contact with a prospective student-athlete or his/her parents when the prospect is on campus for an official or unofficial recruiting visit.
- **You may not** contact a prospective student-athlete to congratulate him/her on signing a National Letter of Intent to attend Wake Forest.
- **You may not** provide transportation or arrange for payment of transportation costs for a prospect or his/her relatives or friends to visit campus.
- **You may not** earmark funds for specific prospects to attend a Wake Forest summer camp. Instead, you may donate funds to a high school, and that school and its students will decide which camps they will attend.
- **You may not** employ or arrange for employment of a prospect prior to the completion of his/her senior year in high school or official withdrawal/graduation from junior college or prep school. Only at that time may you employ a prospect, provided compensation is for work actually performed and at a rate commensurate with experience and the going rate for similar services in the locale.
- **You may not** provide ANYTHING to a prospect or his/her family or friends without prior approval from the Compliance Office.

NCAA Rules Regarding Booster Involvement with Enrolled Student-Athletes Throughout Their Careers

- **You may not** pay for or arrange for payment of room, board, or any type of transportation or entertainment at any time for currently enrolled student-athletes, their relatives, or their friends. If you are a former teammate of the student-athlete, you must seek prior approval from the Compliance Office before providing a student-athlete with **any** benefits.
- **You may not** provide student-athletes with any sort of **extra benefit**, which refers to any special arrangement to provide a student-athlete or his/her relatives or friends with a benefit unavailable to the general student population. This includes, but is not limited to: special discounts (e.g., free or reduced meals, housing), payment arrangements (e.g., cosigning a loan), credits on a purchase (e.g., airline ticket, clothing), or discounted services (e.g., dry cleaning, transportation, use of telephone).
- **You may not** provide awards or gifts to student-athletes for any reason. This also prohibits honorariums for speaking engagements. All awards to student-athletes must meet NCAA legislation and be approved by the Compliance Office.
- **You may not** entertain student-athletes or their family or friends. The only exception to this is that you may, on an occasional basis, provide a student-athlete or team (not family members or friends) with a meal. That meal can be catered, but it must be in your home, on campus, or in a facility used for home competition, and you must notify the coach and receive prior approval from the Compliance Office. [Click here for the Occasional Meal Request Form.](#)

NCAA Rules Regarding Student-Athlete Employment

Prospects may be employed by boosters during the summer prior to their enrollment at Wake Forest. Please note that this employment may not begin until the prospect has graduated from high school or withdrawn/graduated from junior college or prep school.

Current student-athletes may seek employment during both the academic year and summer.

All employment arrangements must meet the following regulations:

- a) The student-athlete's compensation must not include any remuneration for the value or utility the student-athlete may have for the employer because of the publicity, reputation, fame, or personal following that he or she has obtained because of athletics ability;
- b) The student-athlete must be compensated only for work actually performed;
and
- c) The student-athlete must be paid at a rate commensurate with the going rate for similar services in that locale.

Provided these regulations are met, there is no limit on the amount of money student-athletes can earn; however, the Compliance Office maintains records verifying all student-athlete employment. If you intend to hire a student-athlete at your place of business, please remind the student-athlete that he/she must consult with the Compliance Office regarding the employment arrangements and complete all required paperwork.



NCAA Rules Regarding the Internet

Correspondence via the internet is considered similar to letters, email, or telephone calls. Therefore, the internet may not be used by boosters to contact prospects, their families, or their coaches. Participating in chat rooms, blogs, social networking sites, or instant messaging with prospects is strictly prohibited.

NCAA Rules Regarding Promotional Activities for Student-Athletes

Student-athletes are not permitted to be involved in the advertisement, recommendation, or promotion of commercial products or services, as it would jeopardize their amateur status. However, there are certain instances in which student-athletes are permitted to be involved in charitable, educational, or non-profit promotional activities. These events must be approved by the Compliance Office prior to the student-athletes' participation. If you are interested in involving student-athletes in this sort of activity, please contact the Compliance Office at 336-758-4243.

Consequences for Boosters who Violate NCAA Regulations

Under NCAA rules, Wake Forest is responsible for all actions of its boosters. Therefore, it is also our responsibility to make you aware of consequences for violating the rules contained within this brochure. Boosters found in violation are subject to losing benefits and privileges, including season tickets. In addition, the NCAA Committee on Infractions, in some cases, has required institutions to disassociate boosters from the institution.



Common Questions

Q: Can a booster be involved when a prospect is on an official or unofficial visit to campus?

A: NO. Boosters are precluded from all recruiting activities, including face-to-face contacts with a prospect or his/her relatives at any time.

Q: Can boosters contact prospects to encourage them to attend Wake Forest?

A: NO. Any such contact could result in the prospect being declared ineligible to participate in athletics at Wake Forest.

Q: May a booster engage in evaluation activities on behalf of the institution?

A: A booster may view a prospect's contest on his/her own initiative, provided no contact is made with the prospect or his/her family. However, this evaluation may not take place at the request or direction of a Wake Forest staff member, and a booster is not permitted to contact anyone (e.g., parents, coaches, counselors, etc.) associated with the prospect in an effort to evaluate him/her.

Q: May a booster attend a public event (e.g., high school awards banquet or dinner) at which prospects are in attendance?

A: Yes. However, contact with prospects or their families may not occur, and no attempt can be made to recruit the prospect.

Q: May a student-athlete's name, picture, or appearance be used in a promotional activity?

A: It depends on the situation. Please contact the Compliance Office at 336-758-4243 with your specific scenario.



How can I help?

If you know of a prospective student-athlete who might be interested in attending Wake Forest, we encourage you to call the appropriate coach, as this is the only permissible recruiting activity for boosters.

Baseball	336-758-5570
Men's Basketball	336-758-4103
Women's Basketball	336-758-5763
Field Hockey	336-758-5859
Football	336-758-5633
Men's Golf	336-758-6000
Women's Golf	336-758-6000
Men's Soccer	336-758-5783
Women's Soccer	336-758-4375
Men's Tennis	336-758-5886
Women's Tennis	336-758-5752
Track/Cross Country	336-758-4871
Volleyball	336-758-6992

TWO FINAL REMINDERS:

1. Please contact the Compliance Office at 336-758-4243 if you need a specific rule interpretation.
2. If in doubt, remember that, in most cases,

CONTACT AND/OR PROVISION OF ANY BENEFIT IS PROHIBITED!



Winning with Integrity

On behalf of Wake Forest, we would like to thank each of you for your loyal support of our athletics program. Our administration, coaches, and, most importantly, our 350+ student-athletes are grateful for the passion you demonstrate for Wake Forest and our 16 sports programs.

With that support, however, comes a very important responsibility for you as a Wake Forest booster. As members of the athletics department, other institutional staff members, student-athletes, and Wake Forest boosters, we are all responsible for ensuring Wake Forest's commitment to integrity and rules compliance. Your adherence to applicable NCAA regulations, therefore, is vital to the continued success of Wake Forest Athletics.

If you have any questions or concerns regarding any situation, our compliance office is ready and willing to help. Please contact us with any questions, as your commitment to integrity will ensure that the eligibility of prospects and enrolled student-athletes is both protected and maintained.

Again, we thank you for your cooperation and ongoing support of Wake Forest Athletics.

GO DEACS!

OCCASIONAL MEAL PRIOR APPROVAL FORM

DATE: _____

SPORT: _____

HOST AND LOCATION: _____

Please list the student-athletes attending in the spaces provide below:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

_____	_____
Head Coach's Approval	Date

Submit form for prior approval to:
Athletics Compliance Office
PO Box 7716
Winston-Salem, NC 27109
(336) 758-4243 (phone) (336) 758-3624 (fax)



ITEM REQUEST FORM

ALL requests are due (4) WEEKS prior to date needed

Return requests to:

WFU Athletics Compliance Office; PO Box 7716; Winston-Salem, NC 27109; or Fax: 336-758-3624

If you have questions please call (336) 758-4620.

(Submission must be accompanied with a letterhead request in regards to the use of the donation(s))

Autographed Football and Men's Basketball Policy

The purchase price of an autographed Football and Men's Basketball is \$50 each, plus an additional \$10 shipping and handling charge should you require the item(s) shipped. *There are a limited number available per season.* Check should be made payable to Wake Forest Athletic Association (WFAA). Item request is the only avenue through which one may secure an autographed Football or Men's Basketball from Wake Forest University.

Your Name: _____ Name of Organization: _____

Phone 1: (____) _____ Phone 2: _____ Fax: (____) _____

Address: _____ City, State, Zip: _____

E-mail Address: _____

Place a check by all that apply to this request

- | | |
|--|---|
| <input type="checkbox"/> Educational Agency <i>*Other than grades 9-12 or junior college</i> | <input type="checkbox"/> Non-Profit/Charitable Agency |
| <input type="checkbox"/> WFU Organization <i>If WFU Organization, state name: _____</i> | <input type="checkbox"/> NCAA School |
| <input type="checkbox"/> Other <i>If Other, indicate: _____</i> | <input type="checkbox"/> Conference |

Place a check by the item(s) being requested

- Autographed Football **Head Coach Only*
- Autographed Men's Basketball
- Other Sports: Please indicate what sport(s) and items requested _____

* (Associated shipping charges may apply)

Describe below the type of Promotional/Fund Raising Activity (Please attach copy of Flyer, if available):

Date of the activity: _____

Name the beneficiary of this activity: _____

Is the beneficiary in grades 9-12 or have a child in grades 9-12? Yes _____ No _____

Will there be any outside organizations involved in the activity? Yes _____ No _____

If yes, whom: _____

Describe any advertising of the activity bearing the name(s) and/or picture(s) of student-athletes?

X _____
Signature of Organization's Representative

Date

**Completion of form does not guarantee accommodation.*

Wake Forest University Athletic Department Use Only

- Permissible Activity based on NCAA Guidelines*
- Not Permissible*

Wake Forest University Athletics Compliance Approval

Date