

2011-12 NCAA DIVISION II COACHES CERTIFICATION PROGRAM
Bylaw citations and pages refer to the 2010-2011 NCAA Division II Manual

Coaches Certification Test Outline

This coaches' certification test outline is intended to serve as a rules-education tool for the conference and the institution, and as a study guide for coaches. The 2011-12 test includes legislation contained in NCAA Bylaws 10 (ethical conduct); 12 (amateurism); 13 (recruiting); 14.02 (definitions and applications of eligibility terms); 14.2.4 (criteria for determining season of eligibility); 14.3 (freshman academic requirements and eligibility); 14.5 (transfers); 15.02 (definitions and applications) and 15.3 (institutional financial aid).

1. Ethical Conduct.

- Unethical conduct. [10.1, page 49-50]

2. Amateurism.

- Use of agents. [12.3.1, page 59]

3. Recruiting.

a. Definitions.

- (1) Contact. [13.02.3, page 68]
- (2) Contact period. [13.02.4.1, page 68]
- (3) Evaluation period. [13.02.4.2, page 68]
- (4) Quiet period. [13.02.4.3, page 68]
- (5) Dead period. [13.02.4.4, page 68]
- (6) Enrolled student-athlete. [13.02.5, page 68]
- (7) Permissible recruitment activities for enrolled student-athletes. [13.1.2.4, pages 71-72]
- (8) Evaluation. [13.02.6, page 68]

- (9) Home. [13.02.7, page 69]
 - (10) National Letter of Intent. [13.02.8, page 69]
 - (11) Prospective student-athlete. [13.02.9, page 69]
 - (12) Recruiting. [13.02.10, page 69]
 - (13) Recruited prospective student-athlete. [13.02.10.1, page 69]
 - (14) Representative of athletics interests. [13.02.11 and 13.02.11.1, page 69]
 - (15) Telephone calls. [13.02.12, page 69]
 - (16) Official visit. [13.02.13.1, page 69]
 - (17) Unofficial visit. [13.02.13.2, page 69]
 - (18) Institution's sports camp and clinic. [13.12.1, page 92]
- b. General principles.
- (1) Permissible recruitment activities for enrolled student-athletes. [13.1.2.4, pages 71-72]
 - (2) Permissible in-person, off-campus recruiters – Division II. [13.1.2.1, page 70]
 - (3) Off-campus recruiters. [13.1.2.1.1, page 70]
 - (4) Official visit exception. [13.1.3.3.1, page 72]
 - (5) Letter-of-Intent signing-date exception. [13.1.3.3.2, page 72]
 - (6) Telephone calls subsequent to National Letter of Intent signing or other written commitment. [13.1.3.3.3, page 72-73]
 - (7) Enrolled students and student-athletes. [13.1.3.5.1, page 73]
 - (8) Summer housing for prospective student-athletes. [13.2.6, page 76]
 - (9) College use of high school facility. [13.15.1.3, page 96]

- (10) Donation of equipment. [13.15.1.6, page 96]
 - Athletics equipment. [13.15.1.6.1, page 96]
 - (11) Ticket sales. [13.15.1.7, page 96]
- c. Contacts and evaluations.
- (1) Restrictions on contacting, recruiting and providing financial assistance to high school and four-year college prospective student-athletes. [13.1.1.1 and 13.1.1.2, page 70]
 - (2) General recruiting regulations for the following individuals in regard to telephone calls, letters, evaluations and in-person contacts. [13.01.5 and 13.1.2, pages 67 and 70]
 - (a) Representatives of athletics interests. [13.01.5 and 13.1.2.3, pages 67 and 71]
 - (b) Institutional staff members (faculty, coaches, administrators). [13.1.3.4.1, page 73]
 - (c) Student-athlete. [13.1.2.4, pages 71-72]
 - (d) Talent scout. [13.1.2.5, page 72]
 - (3) Telephone contacts.
 - (a) General rule. [13.1.1.1, 13.1.1.2.1, page 70, 13.1.3.1, page 72, and 13.15.2.2, page 96]
 - (b) Time period for telephone calls – Division II sports other than football. [13.1.3.1, page 72]
 - (c) Additional regulations. [13.1.3.2, page 72]
 - (d) Exceptions. [13.1.3.3, page 72-73]
 - (e) Permissible callers. [13.1.3.4, page 73]
 - (f) Representatives of athletics interests – Division II. [13.1.3.5.2, page 73]

- (g) Nonpermissible callers. [13.1.3.5, page 73]
- (h) Collect and toll-free calls. [13.1.3.6 and 13.15.2.2, pages 73 and 96]
- (4) Student-athlete withdrawn from four-year college. [13.1.1.2.2, page 70]
- (5) Visit to prospective student-athlete's educational institution. [13.1.5, page 73]
- (6) Permissible number of contacts. [13.1.6, pages 73-74]
- (7) Contacts on the same day. [13.1.6.1, page 73]
- (8) National Letter of Intent signing as an off-campus contact. [13.1.6.2, page 73]
- (9) Delivery of Letter of Intent. [13.1.6.2.1, page 73]
- (10) Contacts after the National Letter of Intent has been signed. [13.1.6.3, pages 73-74]
- (11) Contact restrictions at specific sites. [13.1.7, page 74]
 - (a) Prospective student-athlete's educational institution. [13.1.7.1, page 74]
 - (b) Practice or competition site. [13.1.7.2, page 73]
- (12) Limitations on the number of evaluations. [13.1.8, page 75]
- d. Offers and inducements/precollege expense.
 - (1) General rule. [13.2.1 and 13.15.1, pages 75 and 95]
 - (2) Examples of types of financial aid and other benefits that may not be provided to prospective student-athletes. [13.2.2, page 75]
 - (3) Employment of prospective student-athletes. [13.2.4, page 76]
 - (4) Fundraising for a high school athletics program. [13.15.1.2, page 96]

- e. Admissions and graduation-rate data – Individuals who receive the report and time period for providing the report. [13.3.1.1 and 13.3.1.2, page 76-77]
- f. Recruiting materials.
 - (1) Earliest distribution date for providing recruiting materials to prospective student-athletes, his or her families and coaches. [13.4.1, page 77]
 - (2) Responding to a prospective student-athlete's request for information. [13.4.1.2, page 77]
 - (3) Electronic Media. [13.4.2 and 13.4.2.1, page 77]
 - (4) Recruiting advertisements. [13.4.4.1, page 78]
 - (5) NCAA or conference championship promotional materials. [13.4.4.2, page 78]
- g. Transportation.
 - (1) Student-athlete. [13.1.2.4, page 71-72]
 - (2) General rule. [13.5.1, page 79]
 - (3) Transportation on official visit. [13.5.2, page 79]
 - (4) Auto transportation on official visit. [13.5.2.2, page 79]
 - (5) Air transportation on official visit. [13.5.2.3, page 79]
 - (6) Transportation of prospective student-athlete's relatives or friends. [13.5.2.2.1 and 13.5.2.8, pages 79-80]
 - Coach transporting prospective student-athlete and prospective student-athlete's relatives or friends. [13.5.2.8.1, page 80]
 - (7) Transportation on unofficial visit. [13.5.3, page 80]
- h. Official (paid) visit.
 - (1) One-visit limitation. [13.6.1.1, page 81]

- (2) Maximum number of expense-paid visits. [13.6.1.2, page 81]
 - (3) First opportunity for an expense-paid visit. [13.6.1.2.1, page 81]
 - (4) PSAT, SAT, PLAN (or PACT Plus) or ACT required for official visit. [13.6.2, page 81]
 - (5) Transfer student. [13.6.2.3.1, page 81]
 - (6) Length of official visit. [13.6.3, page 81]
 - (7) Accommodations. [13.6.5, page 82]
 - (8) Entertainment, meals and lodging on official visit. [13.6.6 through 13.6.8.1, pages 82-84]
 - (9) Student host. [13.6.6.5, 13.6.6.5.1, 13.6.6.5.2 and 13.6.6.5.3, 13.6.6.5.4 page 83]
- i. Unofficial (nonpaid) visit.
- (1) Unlimited number of unofficial visits. [13.7.1, page 84]
 - (2) Entertainment/tickets – general rule. [13.7.2.1, pages 84-85]
 - (3) Meals and lodging on unofficial visit. [13.7.2.1.1 and 13.7.2.1.2, page 85]
 - (4) Parking. [13.7.2.1.5, page 85]
 - (5) Academic interviews. [13.7.2.1.6, page 85]
 - (6) Transportation during unofficial visit. [13.5.3, pages 80]
 - (7) Reserving game tickets. [13.7.2.1.4, page 85]
- j. Entertainment and reimbursement of high school, college-preparatory school and two-year college coaches.
- (1) Entertainment restrictions. [13.8.1, page 85-86]
 - (2) Transportation reimbursement. [13.8.1.1, page 86]

- (3) Purchase of game tickets. [13.8.1.2, page 86]
- (4) Material benefits. [13.8.2, page 86]
 - Meals. [13.8.2.1, page 86]
- k. National Letter of Intent programs/financial aid agreements.
 - (1) General rule. [13.9.3, page 87]
 - (2) Prospective student-athlete may not sign financial aid agreement prior to signing date. [13.9.3.2, page 87]
- l. Publicity.
 - (1) Comments prior to signing. [13.10.2, page 87]
 - (2) Prohibition against publicizing a prospective student-athlete's visit. [13.10.4 through 13.10.7, page 88]
- m. Tryouts.
 - (1) Prohibited activities. [13.11.1, pages 88-89]
 - (2) Permissible activities. [13.11.2, page 89]
 - (3) Tryout conditions. [13.11.2.1, page 89]
 - (4) Local sports clubs/sports camps and clinics. [13.11.2.4 and 13.11.2.5, page 90]
 - (5) Medical examinations. [13.11.2.6, page 90]
 - (6) Tryout exceptions. [13.11.3.1 through 13.11.3.8, pages 90-91]
- n. Sports camps/clinics.
 - (1) Definition. [13.12.1.1, page 92]
 - (2) Attendance restriction. [13.12.1.2, page 92]
 - (3) Recruiting calendar. [13.12.1.3, page 92]

- (4) Employment of prospective student-athlete/no free or reduced admission privileges. [13.12.1.5, page 92-93]
- (5) Employment of student-athlete [13.12.2.1.1, page 91]
- (6) Restrictions on the involvement of athletics department staff members in privately owned camps. [13.12.2.3, page 94]
- o. Precollege expenses – local representatives of institution's athletics interests. [13.15.1.2.1, page 96]

4. Eligibility.

a. Seasons of competition.

- (1) Participation in organized competition prior to initial-collegiate enrollment. [14.2.4.2, page 110]
- (2) Discontinued high school enrollment. [14.2.4.2.1.1.3, page 110]
- (3) Academic year in residence. [14.2.4.2.1.3, page 110]
- (4) Activities constituting use of season. [14.2.4, page 109]

b. Initial-eligibility requirements.

- (1) Definitions.
 - (a) Qualifier. [14.02.10.1 and 14.3.1.1, pages 101 and 114]
 - (b) Partial qualifier. [14.02.10.2 and 14.3.2.1, pages 101 and 118]
 - (c) Nonqualifier. [14.02.10.3 and 14.3.2.2, pages 101 and 118]
- (2) Freshman Eligibility.
 - (a) Core-Curriculum requirement. [14.3.1.2, page 116]
 - (b) High school graduation requirement. [14.3.1, page 114]
 - (c) Test-score requirement. [14.3.1.1-(b), page 115]

- (d) Partial and nonqualifier – eligibility for financial aid, practice and competition. [14.3.2, page 118]
 - (e) Partial and nonqualifier – seasons of competition. [14.3.3, page 119]
 - (f) One-year residence requirement for partial qualifiers and nonqualifiers. 14.3.4, pages 119]
- c. Transfer regulations.
- (1) Definitions.
 - (a) Collegiate institution. [14.02.3, page 100]
 - (b) Transfer student. [14.02.13 and 14.5.2, pages 101 and 125-126]
 - (c) Residence. [14.02.11, page 101]
 - (2) General principles and academic requirements.
 - (a) Restrictions on contacting transfer candidates. [13.1.1.2, page 70]
 - (b) Qualifier. [14.3.1.1, page 114]
 - (c) Nontraditional courses. [14.3.1.2.2, page 116]
 - (d) Partial qualifier. [14.3.2.1, page 118]
 - (e) Eligibility for aid, practice and competition. [14.3.2.1.1, page 118]
 - (f) Eligibility for aid, practice and competition. [14.4.3.1, page 120]
 - (g) Outside competition – partial qualifier and nonqualifier. [14.3.2.4, pages 119]
 - (h) Recruited student-athlete. [14.3.5.1, page 119]
 - (i) Residence requirement. [14.5.1, page 125]
 - (j) Satisfying an academic year of residence. [14.5.1.1, page 125]

- (k) Conditions affecting transfer status. [14.5.2, pages 125-126]
- (l) Conditions not constituting transfer status. [14.5.3, page 126]
- (m) Two-year college transfers. [14.5.4, pages 126-129]
 - 1) Eligibility for competition, practice and athletics aid. [14.5.4.1, page 126]
 - 2) Qualifier and partial qualifier. [14.5.4.2.2, page 127]
 - 3) Nonqualifier. [14.5.4.2.3, page 127]
 - 4) Exceptions or waivers for transfer from two-year college. [14.5.4.5, page 128]
- (o) Four-year college transfers. [14.5.5, pages 129-131]
 - 1) General rule. [14.5.5.1, page 129]
 - 2) Exceptions or waivers for transfer from four-year college. [14.5.5.3, 14.5.5.3.9, 14.8.1.2, pages 129-131 and 133-134]

5. Financial Aid.

a. Definitions.

- (1) Counter. [15.02.3, page 146]
- (2) Institutional financial aid. [15.02.4.1, page 146]
- (3) Full grant-in-aid. [15.02.5, page 147]
- (4) Period of award. [15.02.6, page 147-148]

b. Terms and conditions of awarding institutional financial aid.

- (1) Eligibility of student-athletes for financial aid. [15.3.1, page 153]
 - Withdrawal from institution. [15.3.1.2, page 153]
- (2) Hearing opportunity. [15.3.2.4, pages 153-154]
- (3) Period of athletics financial aid award limited to one year. [15.3.3.1 and 15.3.3.1.1, page 154]
- (4) Increasing, decreasing or canceling financial aid during the period of the award. [15.3.4, page 154]
- (5) Financial aid renewal/nonrenewal procedures. [15.3.5.1, page 155]
- (6) Financial aid reduction, cancellation or nonrenewal – required hearing opportunity. [15.3.2.4, 15.3.5.1, pages 153-155]