



Certification of Compliance for Staff Members of Athletics Departments

- For:** NCAA member institutions.
- Action:** Complete and keep on file in the office of the director of athletics.
- Due date:** To be completed not later than **September 15.**
- Required by:** NCAA Bylaw 31.2.1.8.
- Purpose:** To certify compliance with NCAA rules.

TO: RETURNING STAFF MEMBERS OF THE ATHLETICS DEPARTMENT

Name of your institution: _____

Athletics department telephone: _____

Division: _____

Number of NCAA sports your institution sponsored during the 2010-11 academic year: _____

By signing and dating this form, you certify that you have reported through the appropriate individuals on your campus to your president/chancellor any knowledge of violations of NCAA legislation involving your institution.

Sign this form:

- If you were a staff member of the athletics department (including part-time staff members, graduate assistants and clerical staff) at this institution during the 2010-11 academic year and if you are returning for the 2011-12 academic year.

Do **not** sign this form:

- If you are a new employee for the 2011-12 academic year.

[Note: Forms incomplete as of September 15 will result in loss of eligibility for NCAA championships.]

| Name (Print or type) | Title [include sport(s)] | Signature | Date M/D/Y |
|-------------------------|------------------------------|-----------|---------------|
| _____ | <u>Director of Athletics</u> | _____ | _/_/___ |
| _____ | _____ | _____ | _/_/___ |
| _____ | _____ | _____ | _/_/___ |
| _____ | _____ | _____ | _/_/___ |

**Certification of Compliance for Institutions/Certification of
Compliance for Staff Members of Athletics Departments**

Completion Checklist

1. Have **ALL** returning athletics department staff members, including volunteers, signed this form?
2. Has an explanation been provided in the signature blank for each nonreturning staff member (e.g., "No Longer Employed" typed on the signature line)?
3. Have copies of Forms 11-1 and 11-2 been made in the event the originals are misplaced?
4. Have the forms been filed in the office of the director of athletics?

[Note: Please remember that forms 11-1 and 11-2 are to be filed in the office of the director of athletics. The forms are not to be sent to the NCAA national office.]

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Common Questions and Answers

Question No. 1: Is the institution required to submit Forms 11-1 and 11-2 to the NCAA national office by September 15?

Answer: No. At the 1995 NCAA Convention, legislation was adopted to keep these compliance forms on campus. Therefore, the institution should not send Forms 11-1 and 11-2 to the NCAA national office. The forms should be completed and filed in the office of the director of athletics not later than September 15.

Question No. 2: Which athletics department staff members are required to sign and date Form 11-2, the Certification of Compliance for Staff Members of Athletics Departments?

Answer: Form 11-2 must be signed and dated by all athletics department staff members (including, but not limited to, part-time staff members, graduate assistants, clerical staff, volunteers and midyear hires) who were at the institution during the academic year (2010-11) preceding the September 15 deadline. New athletics department staff members for this academic year (2011-12) are not required to sign and date the form.

Question No. 3: Must the names of 2010-11 staff members who are not returning be listed on the form?

Answer: Though nonreturning staff members do not have to sign the form, it is best to list their names, indicating in their respective signature blanks that they are not returning. If these names are not listed, the timeliness of recording completed forms may be compromised.

Question No. 4: Must a staff member with multiple responsibilities sign more than once?

Answer: No. However, all titles and sports must be listed by his or her signature.

Question No. 5: Must a staff member who is returning to the institution, but NOT returning to the athletics department, sign the form?

Answer: No.

Question No. 6: Must the entire date be completed?

Answer: Yes.

Question No. 7: Must volunteers sign the form?

Answer: Yes.

Question No. 8: How can I obtain a copy of Forms 11-1 and 11-2?

Answer: These forms are available via the NCAA website (www.ncaa.org).