



COMPLIANCE CALENDAR

Ongoing	
Review and monitor recruiting legislation, including official and unofficial visit activities.	Continual.
Verify full-time enrollment status and monitor status.	Daily.
Upload signed National Letter of Intent to the NCAA Eligibility Center Portal.	Within 14 days of last signature.
Monitor countable athletically related activities.	Weekly or monthly, as required by compliance office.
July	
Begin entering NCAA financial aid form information into Compliance Assistant (optional).	As rosters become available.
Submit signed NLI to conference office.	Conclusion of season or not later than July 1.
Proposed amendments to NCAA legislation submission deadline.	July 15.
Secondary rules violations report.	Date set by conference office.
Update booster club educational information and distribute.	By end of July.
Monthly Rules Education Session: Ethical Conduct and Personnel.	
August	
Collect declaration of practice and playing season for all sports.	August 1.
Collect athletics department staff declaration for all sports and internal departments.	August 1.
Conduct rules education seminar for staff. <ul style="list-style-type: none"> • Distribute NCAA Division II Manuals. • Discuss new legislation. • Distribute and review institutionally developed compliance manual. • Review institutional compliance procedures. • Administer certification of compliance form for staff members. • Distribute/review NCAA recruiting calendars. 	August 1.
Assign attestation of compliance to chancellor/president.	August 1.
Assign attestation of compliance to athletics director.	August 1.
Submit NCAA Sports Sponsorship and Demographic form.	August 1.

August (continued)	
Complete certification of insurance coverage.	Prior to first day of permissible countable athletically related activities.
Enter playing and practice season information into Compliance Assistant.	Prior to first day of permissible CARA.
Conduct student-athlete compliance meetings – fall sports. <ul style="list-style-type: none"> • Review NCAA Summary of Regulations. • Administer NCAA Student-Athlete Statement. • Administer NCAA Drug-Testing Consent form. • Administer HIPAA/Buckley Amendment Consent/Waiver form (optional). • Distribute and review student-athlete handbook developed by institution. • Review gambling, extra benefit and ethical conduct legislation. 	Prior to first day of permissible CARA.
Verify completion of student-athlete paperwork – fall sports.	Prior to first day of permissible CARA.
Mandatory medical exams – fall sports.	Prior to first date of tryout, practice, skill instruction or competition.
Complete team eligibility list(s).	Prior to first date of outside competition.
Complete NCAA financial aid form(s).	Prior to the first date of competition, and updated as student-athletes change of status occurs.
Initial Publication of Proposed Legislation available on LSDBi.	August 15.
Provide coaches with eligibility updates.	Weekly.
Conduct student-athlete compliance meetings – winter or spring sports. <ul style="list-style-type: none"> • Review NCAA Summary of Regulations. • Administer NCAA Student-Athlete Statement. • Administer NCAA Drug-Testing Consent form. • Administer HIPAA/Buckley Amendment Consent/Waiver form (optional). • Distribute and review student-athlete handbook developed by institution. • Review gambling, extra benefit and ethical conduct legislation. 	Prior to first day of permissible CARA.

August (continued)	
Verify completion of student-athlete paperwork – winter or spring sports.	Prior to first day of permissible CARA.
Mandatory medical exams – winter or spring sports.	Prior to first day of CARA.
Monitor declaration of playing season and preseason practice schedules.	Continual.
Collect team roster information, including walk-ons.	Continual.
Review and monitor book scholarship procedures.	Continual.
Enter continuing eligibility summer information into Compliance Assistant.	As available.
Update Compliance Assistant student-athlete information.	As available.
Conduct rules education seminar for staff.	As available.
Compliance Education (using Division II University): Recruiting and Communication; Eligibility: Why it Matters; Eligibility: Seasons of Competition.	
Student-Athlete Education: NCAA Summary of Regulations; NCAA Drug Testing; Institutional Drug Testing; Distribute and Review Student-Athlete Handbook (Ethical Conduct, Extra Benefits, Gambling, Eligibility).	
September	
Second Publication of Proposed Legislation available of LSDBi.	September 23.
Provide coaches with eligibility updates.	Weekly.
Collect roster changes and update financial aid forms.	Continual.
Complete spring sports team eligibility reports.	Prior to first date of outside competition.
Complete winter sports team eligibility reports.	Prior to first date of outside competition.
Monitor book scholarship purchases.	As they occur.
Compliance Education (using Division II University): Recruiting: Use of Recruiting Funds; Recruiting: Benefits for Coaches of Prospective Student-Athletes.	
October	
Chancellor/president attestation of compliance due.	October 15.
Athletics director attestation of compliance due.	October 15.
Equity in Athletics Disclosure Act federal report due.	October 15.
Confirm eligibility certification for winter sport student-athletes.	By end of October.

October (continued)	
Identify injured fall semester sport student-athletes for medical hardship waiver application.	As needed.
Provide coaches with eligibility updates.	Weekly.
Collect roster changes and update financial aid forms.	Continual.
Compliance Education (using Division II University): Recruiting: Financial Aid and Offers; Recruiting: National Letter of Intent; Recruiting: Publicity.	
November	
Submit Academic Performance Census data.	Due 15 weeks after first day of classes in the fall semester or quarter.
Review NLI signing dates/dead period.	By November 1.
Scholarships office verifies fall financial aid data in Compliance Assistant.	November 15.
NCAA Official Notice is released. Review proposed legislation for NCAA Convention.	November 15.
Review and confirm all permission to contact and/or transfer requests for upcoming spring semester.	As needed.
Provide coaches with eligibility updates.	Weekly.
Collect roster changes and update financial aid forms.	Continual.
Compliance Education (using Division II University): Recruiting: Official Visits; Recruiting: Unofficial Visits; Recruiting: Tryout Exceptions.	
December	
Submit Academic Performance Census data.	Due 15 weeks after first day of classes in the fall semester or quarter.
Submit nonrenewals/cancellations for spring term to scholarships office.	December 1.
Email coaches regarding permissible activities during winter break. (2019 winter break: Monday, December 23 through Sunday, December 29.)	December 15.
Review NLI signing dates/dead period for football.	Beginning of December.
Begin certifying for practice and/or competition spring sport student-athletes and midyear enrollees.	By end of December.
Certify nine-semester/eight-quarter rule for the student-athletes competing in the spring.	By end of December.
Collect roster changes and update financial aid forms.	Continual.
Enter continuing eligibility fall information into Compliance Assistant.	As available.

December (continued)	
Identify injured winter sport student-athletes for medical hardship waiver application.	As needed.
Collect participation history from fall sports.	Upon completion of season.
Provide coaches with academic eligibility worksheet.	Upon posting of fall grades.
Compliance Education (using Division II University): Overview Division II Proposals; Eligibility: Progress-Toward Degree.	
January	
Conduct student-athlete compliance meeting for midyear enrollees (same information used in August).	Prior to first day of permissible countable athletically related activities.
Mandatory medical exams for any midyear enrollees.	Prior to first day of permissible CARA.
Verify completion of student-athlete paperwork for midyear enrollees.	Prior to first day of permissible CARA.
Complete team eligibility reports addendums for midyear enrollees.	Prior to first date of outside competition.
Submit NCAA financial report.	January 15.
Attend NCAA Convention.	January 22-25.
Summer camp and clinic requests due. Review camp brochure legislation with appropriate staff.	As determined by institution.
Provide coaches with eligibility updates.	Weekly.
Monitor roster changes and update financial aid forms. Update rosters for spring sports prior to participation in competition.	Continual.
Monitor book scholarship procedures.	Continual.
Review hardship waiver and 10-semester extension waiver legislation with coaches and training staff.	By end of January.
Confirm full-time enrollment status for student-athletes practicing and/or competing during spring semester.	Beginning of January.
Update NCAA financial aid form.	As aid pays.
Compliance Education (using Division II University): Division II Governance: How the NCAA Works; Recruiting: Offers and Inducements.	
February	
Submit NCAA financial report.	January 15.
Provide coaches with eligibility updates.	Weekly.
Review student-athlete progress-toward-degree requirements and possible need for summer classes.	Continual.
Collect roster changes and update financial aid forms.	Continual.
Review NLI signing dates/dead period.	Continual.
Compliance Education (using Division II University): Working with International Student-Athletes; Eligibility: Delayed Enrollment.	

March	
Provide coaches with eligibility updates.	Weekly.
Collect roster changes and update financial aid forms.	Continual.
Identify injured spring student-athletes for medical hardship waiver application.	As needed.
Collect participation history from winter sports.	Upon completion of season.
Compliance Education (using Division II University): Eligibility: Four-Year College Transfers; Eligibility: Two-Year College Transfers.	
April	
Assign coaches Division II University required courses for 2020-21.	April 1.
Provide head coaches financial aid renewal/nonrenewal worksheet.	April 15.
Review applicable summer employment and summer financial aid legislation with student-athletes, coaches and athletics department staff members.	By end of April.
Conduct meeting with fall sports staff regarding preseason arrival/practices.	By end of April.
Conduct meeting and discuss post enrollment amateurism legislation with coaches and international student-athletes returning home for the summer.	By end of April.
Review and confirm student-athlete academic eligibility and notify if summer school is necessary for the following academic year.	By end of April.
Identify injured student-athletes for medical hardship waiver application.	As needed.
Enter continuing eligibility summer information into Compliance Assistant.	As available.
Review NLI signing dates/dead period.	Continual.
Collect roster changes and update financial aid forms.	Continual.
Compliance Education (using Division II University): Recruiting: Camps and Clinics; Recruiting: Local Sports Clubs.	
Student-Athlete Education: Outside Competition; Employment; Awards and Benefits.	
May	
Submit financial aid reports to conference office.	As required by conference office.
Attend NCAA Regional Rules Seminar (Columbus, Ohio), if not attending in June.	May 18-20.
Submit NCAA Institutional Self-Study Guide to the NCAA.	By June 1.

May (continued)	
Complete Academic Success Rate and Federal Graduation Rate reporting.	By June 1.
Collect roster changes and finalize financial aid forms.	By the last day of the spring term.
Provide coaches with eligibility updates.	Weekly.
Retrieve uniforms/equipment and complete inventory.	End of academic year.
Provide coaches with academic eligibility worksheet.	Upon posting of spring grades.
Enter continuing eligibility spring information into Compliance Assistant.	As available.
Compliance Education (using Division II University): Eligibility: Outside Competition.	
June	
Complete financial aid renewals/nonrenewals.	Postmarked no later than July 1.
Complete Institutional Self-Study Guide (if applicable).	Must be completed and signed by all parties by 5 p.m. Eastern time June 1.
Complete Academic Success Rate and Federal Graduation Rate report.	June 1.
Provide coaches with 2020-21 recruiting calendar and recruiting guide.	June 1.
Collect participation history from spring sports.	Upon completion of season.
Attend Regional Rules (Los Angeles), if did not attend in May.	June 1-3.
Submit nonrenewals to scholarship office.	June 15.
Submit renewal contracts to student-athletes for signature.	June 15.
Provide coaches with eligibility updates.	Weekly.
Update rosters and eligibility for following academic year.	Continual.
Collect roster changes and make necessary updates.	As they occur.
Compliance Education (using Division II University): Coaches Certification Required Courses.	
July	
Submit signed NLI to conference office.	Conclusion of season or not later than July 1.
Proposed amendments to NCAA legislation submission deadline.	July 15
Update student-athlete handbook.	July 15.
Update compliance manual.	July 15.
Update booster education document; post online.	July 15.
Update faculty education document; post online.	July 15.
Verify completion of Division II University coaches certification required courses.	July 31.

July (continued)	
Verify safety, first-aid, CPR and AED certifications are up-to-date.	July 31.
Verify strength and conditioning coaches certifications are up-to-date.	July 31.
Send digital forms to all new and returning student-athletes.	July 31.
Update booster club educational information and distribute.	By end of July.
Provide coaches with academic eligibility worksheet.	Upon posting of summer grades.
Begin entering NCAA financial aid form information into Compliance Assistant (optional).	As rosters become available.
Enter continuing eligibility summer information into Compliance Assistant.	As available.
Collect team roster information, including walk-ons.	Continual.
Provide coaches with eligibility updates.	Weekly.
Collect roster changes and make necessary updates.	As they occur.
Secondary rules violations report.	Date set by conference office.
Submit NCAA Sports Sponsorship and Demographic form.	Not later than August 1.
Compliance Education (using Division II University): Coaches Certification Required Courses (if not completed in June); Bylaw 17 and Life in the Balance; Recruiting Overview.	
Only Required of Head Coaches: Regionalization; Championships Selection for Team Sports or Championships Selection for Individual Sports.	
General	
Camp Packets. <ul style="list-style-type: none"> • Camp/clinic approval. • Use of facilities. • Insurance certificate. • Compliance affidavit. • Free or reduced admission. • Final registration list. • Final financial report. • Employee compensation agreement. • Incident report. 	90 days prior to camp. 90 days prior to camp. 45 days prior to camp. 45 days prior to camp. One week following camp. One week following camp. One week following camp. One week following camp. Immediately.
Recruiting. <ul style="list-style-type: none"> • Recruiting travel. • Tryout paperwork. • Official visit request paperwork. • Travel reconciliation. 	Two weeks prior to travel. Two weeks prior to visit. Two weeks prior to visit. Within 48 hours after travel.

General (continued)	
Other. <ul style="list-style-type: none">• Complimentary admission/pass list.• Roster and student-athlete change form.• Submit secondary violations.• Submit proposed legislation to conference office.	24 hours prior to game. Within 48 hours of change. As required by conference office. According to conference office proposal guidelines.