



# NC State University **THE WOLF REPORT** June 2009

## Who is a Prospect?

A prospective student-athlete is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospect if the institution provides such an individual (or their family/friends) any financial assistance or other benefits that the institution does not provide to prospective students generally.

## When is a Prospect no longer a Prospect?

A prospect is no longer considered a prospect when one of the following occurs (whichever is earlier):

- (a) The individual officially registers and enrolls in a minimum full-time program of studies and attends classes in any term of a four-year collegiate institution's regular academic year (excluding summer);
- (b) The individual participates in a regular squad practice or competition at a four-year collegiate institution that occurs before the beginning of any term; or
- (c) The individual officially registers and enrolls and attends classes during the summer prior to initial enrollment (for the purpose of contact restrictions in Bylaw 13 and Bylaw 16).

## What does this mean for you?

- Be careful about letting prospects use the athletic facilities prior to enrollment in classes.
- Do not arrange housing for prospects with current student-athletes.
- Remind current student-athletes that they should not be interacting with prospects.
- Just because a prospect is in town, you cannot treat them like a student-athlete until they meet one of the criteria listed above.
- This includes actions of Coaches, Boosters, Other Athletic Department Staff Members and Student-Athletes!
- Coaches, please complete the form Scott emailed to you to track prospects that are located in the Raleigh area.
- Coaches, in addition, send any updates or changes to the summer prospect list to Scott.

## In This Issue:

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## FACEBOOK!!!

We have created a Facebook page for NC State Compliance. Feel free to join and invite others to join. We will be updating the page with reminders and other educational items. Make sure you check it out!!

# Athletically Related Income

As our camp time gets underway, most of you should have already completed your Conflict of Interest and Notice of Intent online forms. The COI and NOI are components that the University requires and provides to the NCAA. Although it use to be quite cumbersome to complete, the online questionnaire is much easier to access and complete-and is *REQUIRED!*

## What is COI & NOI?

There are two distinct forms you must complete. The COI or "Conflict of Interest" form simply notifies the University of your activities that have financial ramifications. *Conflict of interest* relates to situations in which financial or other personal considerations may compromise, may involve the potential for compromising, or may have the appearance of compromising an employee's objectivity in meeting University duties or responsibilities. An EPA employee has a conflict of interest when he or she, or any member of the employee's immediate family, has a personal interest in an activity that affects, or has the appearance of affecting, the objectivity of the employee's decision making with respect to the employee's university responsibilities. In relation to camps, this is the general information. This is required to be completed once per year and can be updated during the year to add different entities.

The NOI or "Notice of Intent" (or accurately called Notice of Intent to Engage in External Professional Activities for Pay Form) addresses specific events or activities. This is where you answer questions specifically about the camps in which you are employed or own. This is for all external pay activities and a separate NOI must be completed for each incident.

## Compliance Perspective

NCAA Bylaw 11.2.2 states that once you become an employee of an athletics department, you are "required to provide a written detailed account annually to the president or chancellor for all athletically related income and benefits from sources outside the institution." It goes on to specifically identify sports camps. The athletic department has been charged to assist and manage the COI and NOI reports. All EPA employees will complete the NOI/COI forms. Any Non-EPA employees should see the Compliance Office to complete their information.

## Process for Completing NOI/COI

1. Go to [mypack.ncsu.edu](http://mypack.ncsu.edu) and log in using your Unity password.
2. Click on "Faculty and Staff".
3. About halfway down, click on the "Compliance" folder.
4. You are now able to click on "Conflict of Interest" and "Notice of Intent".
5. Once you click on that, any questions you might have can be answered in the e-Tutorial link just below the log in link.
6. Complete COI first.

Once you click on the COI or NOI link, one option you will have is to view previous forms. In many cases, you will be able to use the same information to complete your new COI and NOI.

We are ready to assist you in your completion of these forms. Please contact our office or Christy Scheid at [christy\\_scheid@ncsu.edu](mailto:christy_scheid@ncsu.edu) or call her at 513-7435 for help in completing this necessary task.