

Barton Athletic Department

Compliance Update

2011-2013

Summer 2007 - Development of [Compliance Matrix](#)

Summer 2011 - Athletic Administration directed through newly assigned Athletic Director and Assistant Athletic Director/Sports Information Director

Summer 2011 - Initiated a schedule of routine athletic staff meetings that continued forth with compliance areas of emphasis identified in the Compliance Matrix.

- ❖ During this time period, guidelines were set for 2011-12 eligibility and the impending department wide audit.

Fall 2011

- ❖ Bi-weekly meetings were established to inform coaching staff of any NJCAA information regarding compliance across the spectrum. Also included in these meetings is information regarding our institutional guidelines. Moreover, these meetings are used to improve communication within the department as a whole.
- ❖ At monthly President's staff meetings a report is given on the progress of compliance as a whole, in particular the progress of the NJCAA department wide audit.
- ❖ Program Services within Barton CC provided information for athletic staff members. Those services included student services, academics, career & technical programs, public relations, admissions, advising, financial aid, student billing, and registrar.
- ❖ Monthly newsletters mailed out to Barton stakeholders which include a "compliance corner" in each issue effectively educating those associated with Barton Athletics of policy as it relates to the NJCAA/KJCCC.
- ❖ At bi-weekly staff meeting, several compliance issues were discussed including using Facebook as a means of recruiting, new federal regulations regarding Title IV aid as it relates to Barton's Satisfactory Academic Progress (SAP) policy, and new NCAA academic standards developed that would have a resounding effect on our student athletes.
- ❖ Barton Financial Aid Director gave a presentation to the athletic staff on how it affects student athletes in regards to their financial aid acceptance.

Spring 2012

- ❖ Barton Athletics Department Administrative Assistant gave a presentation on transcripts and how it relates to the ongoing audit.
- ❖ In wake of the Penn State incident, policies regarding sexual misconduct/reporting of such activity were reviewed. Barton procedures 2121, 2122, 2459, 2451, and 2614 were all reviewed.

- ❖ KJCCC/NJCAA scholarship allocation guidelines were reviewed.
- ❖ In addition to international student athlete restrictions by the NJCAA, Barton's international student protocol was discussed including review of our Registrar's approval of requirements.
- ❖ Transportation issues for student athletes were discussed. Included in these discussions were topics considering student athletes driving other(s) vehicles as well as student athletes receiving rides from town and/or driving without a valid license.
- ❖ An update was given on the progress of the NJCAA audit.
- ❖ Minutes from the annual NJCAA Annual Meeting were discussed. Topics included details of championship events, legislation being considered regarding an eligibility review center, possible increases in allowable international athletes, and other tournament information.
- ❖ New Two-Year college transfer standards were introduced to the staff.
- ❖ Meeting minutes/outcomes were reviewed from meeting that all KJCCC member schools attended in conjunction with all Kansas 4-year institutions regarding new NCAA transfer rules.
- ❖ Official first playing dates were reviewed for all sports according to KJCCC/NJCAA guidelines.
- ❖ Internal Code of Conduct policies (2610/2611/2615) were reviewed.
- ❖ Proper procedure for recruiting and then signing of an official NJCAA Letter of Intent (LOI) were reviewed. KJCCC rules prohibit certain attempts to sign prospective student athletes.
- ❖ Several internal programs were reviewed including student billing, scholarship allocations, LOI's, student athlete release for another institution, and the English for Speakers of Other Languages (ESOL) program for international students.
- ❖ ALL ATHLETIC PROGRAMS at Barton CC were cleared through the rigorous NJCAA year long audit!!

Fall 2012

- ❖ A comprehensive review was conducted on the existing Barton CC Compliance Matrix. The Barton Vice President of Instruction and Student Services and Athletic Director, in conjunction with all President's Staff members, reviewed the existing matrix (established in 2007), acknowledged the prominent information within the document and eventually established a condensed version that is used by the college today.
- ❖ An annual coach's orientation program was established by the Barton Athletic Director in order to review NJCAA/KJCCC policies and procedures. Also included in the annual orientation program are presentations from nearly every major department at the college to help make new coaches aware of policies and veteran coaches aware of any changes within those departments.
- ❖ Barton Academic Advising Coordinator gave a presentation on NCAA legislation and how it pertains to NJCAA requirements.
- ❖ Student Employment protocol was reviewed by the Barton Athletic Director and the Fitness Facilities/Athletic Recruiting Coordinator.
- ❖ Financial Aid protocol was reviewed in relationship to how it affects students when they arrive on campus. Drop dates & student's 24/7 personal account access (PAWS) information/protocol was also reviewed.
- ❖ Participation without transcript(s) on file is a violation of NJCAA policy. Terms of this policy were reviewed.

- ❖ KJCCC Conference Commissioner/NJCAA Executive Board Member was asked to present at annual orientation. He was not able to fit this visit into his schedule.
- ❖ The Coordinator of Facility Management and the Dean of Student Services presented to the Athletic staff current problems with campus security and expectations for compliance of policy.
- ❖ Athletic study hall was discussed and several working programs introduced to enhance educational experience of Barton student athletes.
- ❖ New eligibility standards were reviewed and subsequent effect on student athletes discussed.
- ❖ Thorough background checks for NJCAA/KJCCC eligibility were discussed. Because the NJCAA does not have a clearinghouse, it is very important to do your recruiting homework ahead of time.
- ❖ A specific case of eligibility appeal was discussed involving a then current student athlete.
- ❖ The Dean of Academics gave a presentation on the Barton Jump Start program.
- ❖ Connections Now customer service program was outlined/reviewed.
- ❖ KJCCC/NJCAA eligibility protocol was reviewed as it has direct effect on student athletes returning for spring semester.
- ❖ Noel Levitz Customer Service program was discussed including how it affects department policies.

Spring 2013

- ❖ NJCAA contact notification/release policies were discussed in detail and how that pertains to proper compliance within the conference.
- ❖ Barton cost information versus peer institutions was discussed and how that relates to recruitment.
- ❖ Barton's drug testing policy was reviewed.
- ❖ Eligibility review standards were presented as it pertains to NJCAA guidelines.
- ❖ Recruiting numbers for school year 2013-2014 were outlined and how those numbers must match those allowable by the NJCAA and KJCCC rules.
- ❖ Mandatory On-Line Training protocol was reviewed.
- ❖ Professional development opportunities were outlined. Summer programs available to enhance productivity within each sports program.
- ❖ Barton Jumpstart program reviewed for summer 2013.
- ❖ Presentation was given in regards to the second year signing agreement required by the NJCAA of returning student athletes.
- ❖ Pending final grade posting protocol was discussed, including how those grades will subsequently affect eligibility in Fall 2013.
- ❖ Student Bills Owed financial obligation spreadsheet was reviewed and expectation of coach's awareness of program members.
- ❖ Housing contracts/orientation/ food service/residence hall requirements were all reviewed.
- ❖ Performance Appraisal information was reviewed.
- ❖ Second Year signing agreement reminder from NJCAA was reviewed in addition to the transfer waiver requirements for transfer students.
- ❖ Higher One card protocol was discussed. In that discussion positive/negative outcomes of the program were reviewed.

- ❖ Final transcript information was discussed and how it relates to the overall GPA spreadsheet that has to be turned into the NJCAA every spring to determine team GPA champions.
- ❖ International student athlete protocol for returning with I-20 was reviewed.

Fall 2013

- ❖ The second year of the comprehensive orientation program will be in place. Included in this year's [orientation schedule](#) will be a visit from the KJCCC Conference Commissioner. He will be present in a question/answer format to review conference matters but more importantly matters of compliance within NJCAA regarding his experiences as a NJCAA executive officer.
- ❖ Each Barton CC coach will be required to take the NJCAA Compliance Exam and pass at a 90% or better. Each question answered wrong will be reviewed by the coach and answered correctly with documentation of findings in the NJCAA handbook/casebook.