

This form must be submitted by any individual, group or agency requesting any coach or staff member from the University of Miami Athletics Department to appear or speak at an event.

Requesting entities **MUST** provide:

- This form completed in its entirety
- A cover letter outlining the event and its purpose
- Proof of 501(c)3 status if the requesting entity is a charity—501(c) 3 charities are given preference in the appearances of coaches, based on availability.

**To be completed by requesting individual/group/agency:**

|   |  |  |               |
|---|--|--|---------------|
| Name of requesting group/agency   |  | Organization Web Address   |               |
| <b>Group/Agency Description (check one)</b>   |  |  |               |
| <input type="checkbox"/> High School  |  | <input type="checkbox"/> Junior High                               |               |
| <input type="checkbox"/> UM Group   |  | <input type="checkbox"/> Elementary School                         |               |
| <input type="checkbox"/> Charitable Group (provide proof of 501(c)(3) status)   |  | <input type="checkbox"/> Other (please provide explanation): _____ |               |
| Name of requesting group/agency contact   |  | Contact E-mail Address   |               |
| Address (street, city, state, zip)  |  | Contact Phone Number   |               |
| Location of Event   |  | Date of Event  | Time of Event |
| Please indicate the UM coach(es) or staff member you would like to attend/speak at your event:  |  |  |               |
| What duties/responsibilities will be asked of the UM coach or staff member?   |  |  |               |
| Are there any co-sponsors of this event, including commercial sponsors, booster groups, etc. (e.g., High School booster club, radio station, etc.)? If so, please list all co-sponsors: |  |  |               |

**Please answer the following promotion/donation specific questions:**

- Yes  No 1. Will the event involve any commercial agencies or sponsors (e.g., Wells Fargo, Publix, etc.)  
**\*\*If yes, please attach a detailed description of the role of the sponsor\*\***
- Yes  No 2. Will the coach(es) name, likeness or appearance be used in any announcement, advertisement or promotion of the event.  
**\*\*If yes, please attach a copy of the announcement or advertisement\*\***
- Yes  No 3. Will the event involve students who have started 9<sup>th</sup> grade?
- Yes  No 4. Is this a fundraising event?
- Yes  No 5. Will the funds raised directly or indirectly benefit a group?  
*If yes to #5: Is the group associated with a HS or high school booster group?*  Yes  No
- Yes  No 6. Will the funds directly or indirectly benefit an individual?  
*If yes to #6: Is that individual a high school student?*  Yes  No
- Yes  No 7. Will the money raised go directly to a charity?
8. What is the age range of the individuals who will benefit from the fundraiser/donated items?  
 Ages 1-12  Ages 13-18  Ages 18+

*I certify that I have filled out this form correctly and accurately to the best of my knowledge. Additionally, I have read and agree to abide by all NCAA rules and regulations, including those related to the participation of a University of Miami athletics department staff member's appearance of involvement in my group's event. I understand that failure to provide accurate information on this form, or failing to abide by NCAA rules and regulations may jeopardize the eligibility of student-athletes or may result in a NCAA violation.*

\_\_\_\_\_  
**Signature of Group/Agency Authorized Representative**

\_\_\_\_\_  
**Date**

**COMPLIANCE APPROVAL**  Yes  No

\_\_\_\_\_  
**Signature of Office of Compliance Services**

\_\_\_\_\_  
**Date**

### 13.1.8 Banquets, Meetings and NCAA Promotional Activities

#### 13.1.8.1.4 Football. [FBS/FCS]

**13.1.8.1.4.1 During a Contact Period.** In football, a coach who speaks at a meeting or banquet at a prospective student-athlete's educational institution during a contact period, uses one of the institution's six in person, off-campus recruiting contacts per prospective student-athlete and also uses the institution's once-per-week visit to a prospective student-athlete's educational institution.

**13.1.8.1.4.2 Outside a Contact Period.** In football, a coach may speak at a meeting or banquet at a prospective student-athlete's educational institution outside a contact period without such attendance being considered an evaluation or a visit to a prospective student-athlete's educational institution (except for dead periods per Bylaw 13.02.5.5), provided:

- (a) The meeting or banquet is initiated and conducted by the educational institution;
- (b) The coach does not make a recruiting presentation in conjunction with the appearance;
- (c) The coach does not have direct contact with any prospective student-athlete (or a prospective student-athlete's parents or legal guardians) in attendance; and
- (d) The coach does not engage in any evaluation activities.

#### 13.1.8.2 Banquets or Meetings at Locations Other Than a Prospective Student-Athlete's Educational

**Institution.** A coach may speak at a meeting or banquet at which prospective student-athletes are in attendance at a location other than a prospective student-athlete's educational institution (except during a dead period per Bylaw 13.02.5.5) outside a contact period (recruiting period in men's basketball) or may speak at such a meeting or banquet during a contact period (recruiting period in men's basketball) without using one of the institution's permissible contacts or evaluations, provided:

- (a) The meeting or banquet is initiated and conducted by an entity other than the coach's institution;
- (b) The coach does not make a recruiting presentation in conjunction with the appearance;
- (c) The coach does not have any direct contact with any prospective student-athlete (or a prospective student-athlete's parents or legal guardians) in attendance;
- (d) The coach does not engage in any evaluation activities.

**13.1.8.3 Attendance Outside a Contact or Evaluation Period.** In sports with recruiting calendars (see Bylaw 13.17), a coach is not permitted to attend a banquet or meeting that is designed to recognize prospective student-athletes and that occurs outside a contact or evaluation period (or in men's basketball, a recruiting period), unless the coach will speak at the function. In all sports, during a dead period, a coaching staff member may not attend a meeting or banquet at which prospective student-athletes are in attendance, except as provided in Bylaw 13.1.8.4. [D]

**13.1.8.4 Postseason Game Exception—Football. [FBS/FCS]** In football, a coach may speak at or attend a meeting or banquet (at which prospective student-athletes are in attendance) in conjunction with the institution's appearance in a postseason contest that occurs during a dead period only if the meeting or banquet is open to the general public, it is a scheduled activity associated with the contest, and the coach does not make a recruiting presentation or have any direct contact with any prospective student-athlete (or a prospective student-athlete's parents or legal guardians) in attendance.