



## **BELLARMINE UNIVERSITY ROSTER MANAGEMENT POLICY**

All changes to a roster must be submitted to the compliance office via a Roster Management Form.

### **TRYOUT**

Coach will complete the “tryout” section of the Roster Management Form. The form will first be submitted to the sports medicine staff for review (i.e. confirm that the individual has had a physical, etc.). When cleared medically for participation, sports medicine will sign the form and submit to compliance. The compliance office will review a) full-time status; b) within 10 semester rule; and c) completion of NCAA forms. If approved, compliance will sign the form. An individual is not permitted to participate in any athletically related activity until both sports medicine and compliance have signed the “tryout” section.

Compliance will then send a memo via email to the following individuals notifying them of the approved tryout: respective coaching staff and sports medicine. The memo will state:

*John Smith is permitted to participate in MSO practice as a tryout student. He is temporarily certified for practice only for 14 days. The coaching staff must notify compliance once the tryout has concluded if prior to the permissible 14 days. If the student makes the team the coach must complete a Roster Management Form “addition” section, and submit to compliance for the student to be officially added to the roster.*

### **ADDITION**

Coach will complete the “addition” section of the Roster Management Form. The form will first be submitted to the sports medicine staff for review (i.e. confirm new SA has had a physical, etc.). When cleared medically for participation, sports medicine will sign the form and submit to compliance. Compliance will review a) full-time status; b) within 10 semester rule; and c) completion of NCAA forms. If approved, compliance will sign the form. An individual is not permitted to participate in any athletically related activity until both sports medicine and compliance have signed-off on the “addition” section of the form.

Compliance will send a memo via email to the following individuals notifying them of the respective addition to the roster: director of athletics, respective coaching staff, sports information, sports medicine, sport administrator, Faculty Athletic Representative, athletics administrative assistant, athletics academic advising, and financial aid. The memo will state:

*John Smith has been added to the men’s soccer roster. He is eligible for practice only at this time.*

*Coaches- John must*

*Register with the NCAA Eligibility Center*

*Submit official HS transcripts to EC*

*Request final amateurism certification*

*Etc.*

*We will monitor his status and keep you updated. Thank you.*



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Once the student-athlete completes all tasks and is certified eligible for competition, compliance will then send a memo via email to the following individuals notifying them of the respective change in eligibility status (now eligible for competition): respective coaching staff, sports medicine, sport administrator, and Faculty Athletic Representative. The memo will state:

*MSO student-athlete John Smith is now certified eligible for competition upon receipt of signatures on the eligibility checklist.*

### **REMOVE FROM ROSTER**

Coach will complete the "remove from roster" section of the Roster Management Form no later than the following business day of the change in status. This form will be submitted to compliance. Compliance will send a memo via email to the following individuals notifying them of the respective change to the roster: director of athletics, respective coaching staff, sports information, sports medicine, sport administrator, Faculty Athletic Representative, athletics administrative assistant, athletics academic advising, and financial aid. The memo will state:

*MSO student-athlete John Smith has been dropped from the baseball roster.*