

Fairleigh Dickinson University, Metropolitan Campus

Department of Athletics

This language should be inserted into all coaches and staff contracts

The NCAA requires that all full time and/or part time Athletic Department Staff members (excluding secretarial and clerical personnel) provide a detailed account of all athletically related income to the University President.

Additionally, prior to the earning of the athletically related income and/or benefits, the staff member may require approval for such income in accordance with the University's Policy on Conflict of Interest and Nepotism and Code of Conduct and Ethics. All questions regarding these policies must be directed to the University's General Counsel.

Fairleigh Dickinson University will require all Metropolitan Campus Athletic staff, except for administrative staff, to annually prepare the following separate reports for University approval:

1. Athletically Related Income: This report will be an actual report of all athletically related income for the calendar year (January 1 through December 31 of the reporting year). This report should be filed, in paper form, with the University President no later than January 31.
2. Anticipated Athletically Related Income: This report will provide the University an opportunity to review all anticipated earnings and provide approval on a one-time basis of all athletically related income for the upcoming year (January 1 through December of the next calendar year). This report should be filed, in paper form, with the Office of General Counsel no later than December 1 of the preceding year.

Fairleigh Dickinson University, Metropolitan Campus

Department of Athletics

This information should be discussed annually with all coaches and staff members

Relevant NCAA Bylaws Pursuant to Outside Income

Bylaw 11.3.2.2:

An outside source is prohibited from paying or regularly supplementing an athletics department staff member's annual salary, and from arranging to supplement that salary for an unspecified achievement. Bylaw 11.3.2.1: A department employee may earn income in addition to their institutional salary by performing services for outside groups.

Bylaw 11.3.2.3: An outside organization or individual is permitted to supplement an athletic department staff member's salary with a direct cash payment in recognition of a specific and extraordinary achievement (e.g., winning a conference or national championship, reaching a monumental career win).

Bylaw 11.2.2:

To determine compliance with the foregoing bylaws, Athletics Department full and part-time employees (excluding secretarial or clerical personnel) must provide a written, detailed account of all athletically related income and benefits received from sources outside of the institution. Procedures Athletically-related sources of income must be reported annually to ensure consistency with NCAA bylaws and institutional contractual agreements, and to identify any potential conflicts of interest that may arise. Qualifying employees are also expected to report any changes in status or potential new conflicts within 15 calendar days.

Athletically-related outside Income Defined Sources of athletically-related outside income include, but are not limited to, the following ONLY if they are not arranged or paid directly by Fairleigh Dickinson Athletics:

- Income from annuities;
- Non-institutional sports camps and clinics;
- Housing benefits (including preferential housing arrangements);
- Country club memberships;
- Complimentary ticket sales (note: such sales are not permissible per department policy); Television, radio and/or web based programs;
- Endorsement or consultation contracts with shoe, apparel or equipment manufacturers; Stipends and honorariums;
- Speaking engagements;
- Private lessons;
- Bonus/salary supplement from outside source related to work at Fairleigh Dickinson.

Fairleigh Dickinson University, Metropolitan Campus
Department of Athletics

Athletically Related Income Report

Name: _____

Title/Position: _____

ATHLETICALLY RELATED INCOME

Source Income

1. Speaking engagements _____
2. Salary supplement from outside the Athletic Department _____
3. Endorsement or consultation contracts _____
 - a. Athletics shoes _____
 - b. Apparel _____
 - c. Equipment _____
4. Television appearances or commercials _____
5. Radio/web appearances or commercials _____
6. Income from corporations in exchange for charitable work _____
7. Annuities _____
8. Sports Camps _____
9. Housing benefits _____
10. Country Club Membership _____
11. Complimentary Ticket Sales _____
12. Other (please specify) _____

Attached is a detailed explanation of each of the foregoing sources of income disclosed.

I hereby certify that the foregoing is a full and complete listing of all athletically related income for calendar year _____. I hereby further certify that I am in compliance with all NCAA, Conference and Institutional regulations governing outside income; including compliance with University's Policy on Conflict of Interest and Nepotism and Code of Conduct and Ethics.

Staff Member's Signature:

Date:

Athletically Related Income: This report will be an actual report of all athletically related income for the calendar year (January 1 through December 31 of the reporting year). This report should be filed, in paper form, with the University President no later than January 31.

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Anticipated Outside Athletically Related Income Report

Name: _____

Position: _____

Prior to the earning of the athletically related income and/or benefits, the staff member may require approval for such income in accordance with the University's Policy on Conflict of Interest and Nepotism and Code of Conduct and Ethics. All questions regarding these policies must be directed to the University's General Counsel. This form can be used to report Anticipated athletically related income.

Sources of such income shall include but are not limited to the following:

ANTICIPATED ATHLETICALLY RELATED INCOME

Source Income

1. Speaking engagements _____
2. Salary supplement from outside the Athletic Department _____
3. Endorsement or consultation contracts _____
 - a. Athletics shoes _____
 - b. Apparel _____
 - c. Equipment _____
4. Television appearances or commercials _____
5. Radio/web appearances or commercials _____
6. Income from corporations in exchange for charitable work _____
7. Annuities _____
8. Sports Camps _____
9. Housing benefits _____
10. Country Club Membership _____
11. Complimentary Ticket Sales _____
12. Other (please specify) _____

Attached is a detailed explanation of each of the foregoing sources of income disclosed.

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Anticipated Outside Athletically Related Income Report (page 2)

I hereby certify that the foregoing is a full and complete listing of all anticipated outside athletically related income. I further certify that I have read and am familiar with the University's Policy on Conflict of Interest and Nepotism and Code of Conduct and Ethics, and to the best of my knowledge and belief, none of the listed anticipated income is in violation of such policies. Finally I acknowledge that I have a continuing obligation to seek prior approval of all Outside Athletically Related Income.

Staff Member's Signature: _____ Date: _____

GENERAL COUNSEL APPROVAL

As per NCAA Bylaw 11.2.2 I grant approval for this staff member's anticipated athletically related income and/or benefits.

Name:
General Counsel

Date

Anticipated Athletically Related Income: *This report will provide the University an opportunity to review all anticipated earnings and provide approval on a one-time basis of all athletically related income for the upcoming year (January 1 through December of the next calendar year). This report should be filed, in paper form, with the Office of General Counsel no later than December 1 of the preceding year.*