



CARA (Countable Athletically Related Activities)

All Head Coaches (or designee) are responsible for tracking any CARA for each week of the academic year including finals week. Institutional vacation periods are not required to be logged. For Football and Basketball, logs will be kept for each week of the summer vacation period as well.

CARA logs are distributed by the Office of Compliance Services, but are maintained and updated with roster changes by each sport program designee. Logs are kept for each week, but are collected by the Associate Director of Compliance, Monitoring on a monthly basis. The head coach and a student-athlete (CARA Designees) both sign the form to ensure accuracy. The student-athletes sign the form in the presence of the Office of Compliance Services and are required to participate in an educational session prior to being a designated CARA representative.

The Associate Director of Compliance, Monitoring reviews the CARA logs each month checking for Bylaw 17 compliance. Additionally, student-athletes will be asked to spot check CARA logs. This process is done by having a student-athlete fill out a CARA log for a particular week and then compare this log to the one that is submitted by their coach/sport designee.

Compliance Folders

The first Friday of each month, sport programs are required to submit their compliance paperwork via the 'Compliance Folder'. The folders contents include their activity and forms from the previous month. For instance, CARA logs, Official Visit post-paperwork, Unofficial visits, and more are submitted in the folder. All other information is collected via the sports' Google Doc and saved on a yearly basis.