

IAWP Policy and Procedure

An institution is precluded from employing in a non-coaching staff position an individual associated with a prospective student-athlete (IAWP) during the two-year period before a prospect's anticipated enrollment and a two-year period after the prospect's actual enrollment. The Office of Athletics Compliance will work with the Office of Human Resources to properly identify individuals who are associated with a prospective student-athlete in the sports of men's basketball, women's basketball and football. If a potential candidate for a Syracuse Athletics position is associated with a prospect in one of those sports, the Head Coach of the sport, the Sport Administrator and the Office of Athletics Compliance will be required to sign off acknowledging the risk associated with employing the candidate or decide not to hire the candidate.

To properly identify if a candidate is considered an Individual Associated with a prospective student-athlete or current student-athlete, the Office of Athletics Compliance has developed a form for each Department of Athletics full or part time non-coaching hiring candidate to complete. Current students applying for student filled part time positions i.e. Grab-N-Go, Tutor etc. do not trigger IAWP so are not required to participate. The form must be completed, submitted and receive approval from the Office of Athletics Compliance before a candidate can be officially hired. This process is required for all candidates in positions in the athletics department, including full-time, part-time, temps and volunteer staff that are not Syracuse students or student interns. For all individuals engaging with the Athletics department, including speakers/presenters, consultants, and volunteers, in line with NCAA bylaws 13.2.1.2, 13.2.1.3, 13.8.3.1, and 13.8.3.2., an -IAWP form must be submitted. If the individual triggers IAWP we are prohibited from employing (salaried or voluntary basis) or providing consulting/speaking engagement fee.

The following steps will be taken in order to identify if a candidate has triggered IAWP status:

1. The Deputy Athletics Director/Chief Financial Officer will copy Compliance on the initial email to the Human Resource Coordinator, communicating approval of position(s) to be posted/searched. This email includes the steps that must be completed prior to a candidate being hired by the Athletics department and will now include a step that requires completion of the IAWP Form.
2. The Compliance Office will send the IAWP form to the Human Resource Coordinator explaining the NCAA rules and Syracuse policy;
3. The Human Resource Coordinator will send the IAWP form to the candidate. The IAWP form will be submitted to the Compliance Office;
4. The Compliance Office will review the IAWP form to determine whether a potential candidate triggers IAWP status for a prospective or current student-athlete in the sport of men's basketball, women's basketball or football. If individual does not trigger IAWP status, skip to step 7;
5. If individual triggers IAWP status for a prospect or current student-athlete, the Compliance Office will work with the sport to determine which prospective student-athletes and/or current student-athletes the candidate is associated with;
6. The Compliance Office will send the list of individuals the candidate has triggered IAWP status with and the Head Coach in the respective sport will be required to review and decide whether they approve or deny the hiring request. If the head coach approves, the head coach assumes the risk of no longer recruiting the prospective student-athlete the candidate is associated with.
7. The Office of Athletics Compliance will send notification to the Human Resources office in Athletics and Office of Human Resources on whether the candidate for the open position has been approved or denied for IAWP purposes.

Note that the candidate will not be officially hired until the IAWP analysis has been complete and the Office of Athletics Compliance has approved of employment.