

**APPENDIX D****Policy Statement on DAC Letter of Intent**

1. All incoming student athletes receiving aid as defined by the NAIA shall be required to sign the Dakota Athletic Conference Letter of Intent. Student athletes may be released from a Letter of Intent only by the institution's Athletic Director. A copy of the signed Letter of Intent shall be forwarded to the Conference Commissioner within 14 days after signing. September 1 is the first date an athlete may be signed to a letter for the next academic year.
2. This policy applies to all sports and to all athletes. All coaches are required to follow this policy.
3. A weekly list of Conference signee's will be distributed to the Athletic Director's of all member Institutions and are requested to distribute copies to all appropriate offices.
4. Schools are responsible for releasing the names of their signees to the media. Schools are not to use the names or number of signees to other institutions in any publication or release to the media.
5. If, during the school year or summer vacation period, the Athletic Director, or Coach of a member institution is contacted or becomes aware of contact by an athlete who is enrolled or signed a letter of Intent at another institution, it shall become the responsibility of the contacted (Athletic Director) to notify in writing the institution where the athlete is enrolled or signed within 10 days following the first contact.
6. A coach or another representative of a member institution may respond to a contact by an athlete only after the enrolled athlete's institution (Athletic Director) has been notified.
7. A coach or another representative of a member institution shall not initiate contact with an athlete who has enrolled or signed a letter of Intent at another institution.
8. **REPORT VIOLATIONS: AN INSTITUTIONAL RESPONSIBILITY**—should any Chief Executive Officer, Faculty Athletic Representative, Athletic Director, and/or coach become aware of an apparent institutional violation involving an athlete or institutional representative of any member institution, it shall be the responsibility of the individual to notify their Athletic Director and Faculty Athletic Representative of that violation immediately. The Athletic Director or Faculty Athletic Representative upon being notified shall contact in writing the Athletic Director and Faculty Athletic Representative at the institution in question and send copies of the notification to the National Office and the Eligibility Chair. This notification shall take place within five days of receiving the information. Failure to abide by any part of this regulation shall be viewed as unethical conduct and shall cause an investigation by the National Conduct and Ethics Committee for appropriate action against the institution for withholding information.