

OCCASIONAL MEAL APPROVAL FORM

Athletics Compliance Office



This form must be completed and approved by the Athletics Compliance Office in accordance with NCAA Bylaw 16.11.1.5 prior to providing the meal.

16.11.1.5 Occasional Meals.

Institutional Staff Members: May provide a student-athlete or the entire team in a sport an occasional meal under the following conditions:

- (a) The meal is provided in the locale of the institution;
- (b) The meal provided must be infrequent and based on a special occasion;
- (c) The institutional staff member may provide reasonable local transportation for the student athletes to attend such meals.

Representative of Athletics Interests (a.k.a. "Booster"): May provide a student-athlete or the entire team in a sport an occasional meal under the following conditions:

- (a) The meal may only be provided in an individual's home, on campus, or at a facility that is regularly used for home competition (as opposed to a restaurant);
- (b) The meal may be catered;
- (c) The meal provided must be infrequent and based on a special occasion;
- (d) The booster may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative.

Other Occasional Meal Reminders.

- (a) A student-athlete or the entire team in a sport may receive an occasional meal from **the parent of an enrolled student-athlete** at any location;
- (b) If the meal is provided by an institutional staff member and it takes place in a restaurant owned by a U of R booster, the full cost of the meal must be paid for by the staff member/coach;
- (c) Incoming freshmen student-athletes must be enrolled in summer school in order to receive an occasional meal;
- (d) During an official visit, a prospect may attend an occasional meal provided the meal does not occur at a booster's home, and there is no contact with boosters at any meal locations. This meal must count as one of the three permissible meals per day.

Sport: _____

Meal Location: _____

Date of Meal: _____

Type of Meal: Breakfast Lunch Dinner

Reason for Meal (i.e. Why is it a special occasion?): _____

Transportation Provided By: _____

List ALL Persons Attending (attach separate list, or roster if necessary):

<u>Program Admin Pre-Approval</u>	<u>Compliance Pre-Approval</u>	<u>Business Pre-Approval</u>

By signing below, I confirm that the occasional meal was approved, purchased and supplied in accordance with NCAA and University rules and regulations. I also confirm that I attached all copies of receipts and invoices for any items purchased.

Coach's Signature

Date