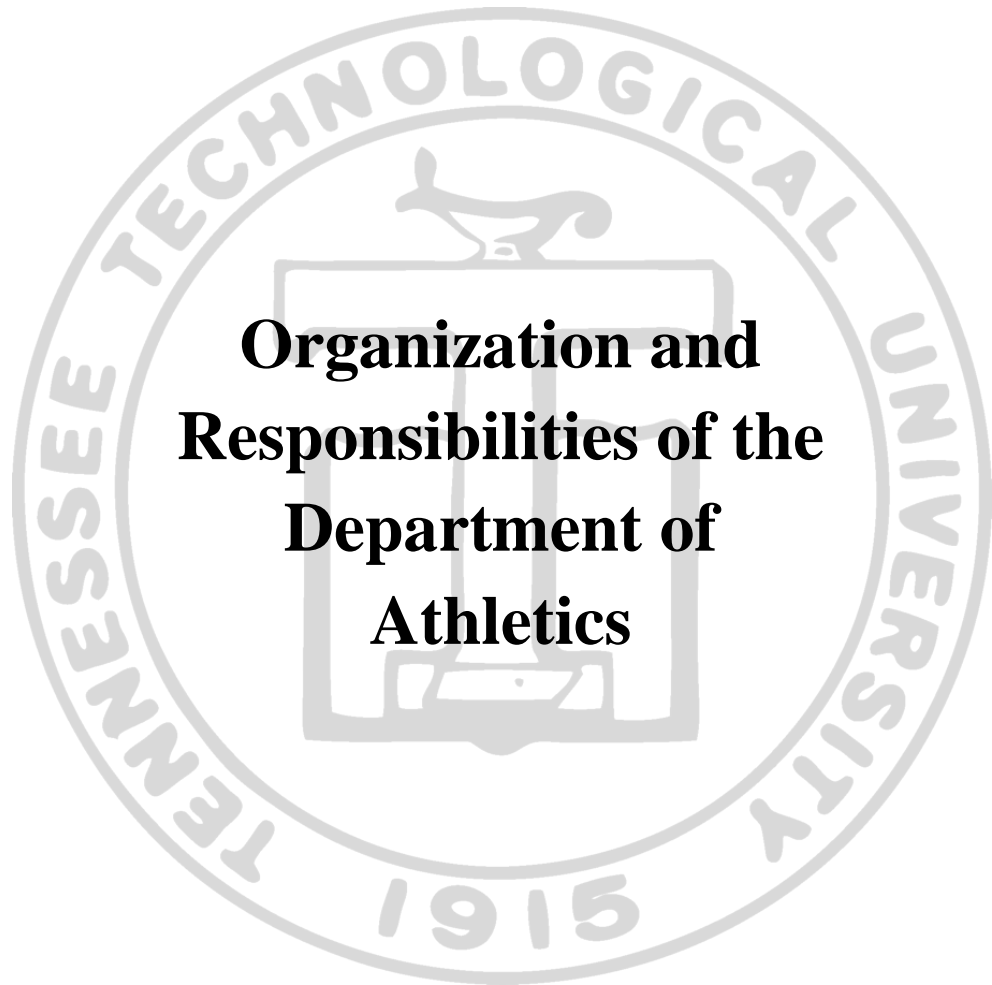


Tennessee Technological University
Policy No. 902



**Organization and
Responsibilities of the
Department of
Athletics**

Effective Date: July 1, 2017

Policy No.: 902

Policy Name: Organization and Responsibilities of the Department of Athletics

I. Purpose

This policy delineates the organization and responsibilities of Department of Athletics staff members.

II. Review

This policy will be reviewed every three years or whenever circumstances require review, whichever is earlier, by the Director of Athletics or the Faculty Athletics Representative and with recommendations for revision presented to the Athletics Committee, Administrative Council, and University Assembly.

III. Policy

- A. Duties and Responsibilities of the Director of Athletics and Senior Woman Administrator**
 - 1. Director of Athletics –** The Director of Athletics is responsible for the overall administration and management of the Department of Athletics and, in turn, shall be directly responsible to the President. In carrying out these responsibilities, the Director of Athletics shall:
 - a.** Administer all fiscal operations in accordance with applicable law and Tennessee Tech policies and guidelines;
 - b.** Establish procedures to assure adherence to Tennessee Tech policies and guidelines by all departmental coaches and staff members;
 - c.** Adhere to all federal and state laws and Tennessee Tech policies related to nondiscrimination.
 - d.** Establish administrative policies and procedures that aid in achieving athletics goals and maintaining sound academic standards;
 - e.** Keep abreast of NCAA and Ohio Valley Conference (OVC) activities and attend required meetings to aid in formulating Tennessee Tech policies;

- f.** Provide leadership for and supervision of compliance with Tennessee Tech policies and guidelines and NCAA and OVC rules and regulations by coaches, friends, and supporters of Tennessee Tech;
- g.** Provide leadership in the promotion of all intercollegiate sports;
- h.** Provide supervision, leadership, and assistance in athletics fund-raising, and engage in an appropriate level of involvement with media, contributors, alumni, and friends of Tennessee Tech;
- i.** Make recommendations in the selection, promotion, and dismissal of Department of Athletics personnel;
- j.** Review annual performance evaluations on all Department of Athletics personnel and provide annual performance evaluations for the positions that report directly to the Director of Athletics;
- k.** Exercise general responsibility for maintaining and upgrading, as needed, intercollegiate athletics facilities;
- l.** Be the primary executive of the Tennessee Tech Athletics Association of the University Foundation;
- m.** Provide leadership and approval of all schedules of games and contracts, and ensure that all such games and contracts adhere to the contract policies, guidelines, rules and regulations of Tennessee Tech, OVC, and NCAA; and
- n.** Provide leadership for ticket sales and promotions.

2. Senior Woman Administrator

- a.** The Senior Woman Administrator is the highest-ranking female administrator in the Department of Athletics.
- b.** The Senior Woman Administrator may advise on all aspects of the administration of athletics and particularly must notify the Director of Athletics on the effect of proposals, budget decisions, etc., on female student-athletes and staff.

- c. Responsible for maintaining OCR compliance with regard to female student-athlete participation and budgeted scholarships.
- d. Adhere to all federal and state laws and Tennessee Tech policies related to nondiscrimination.
- e. Keep abreast of NCAA and Ohio Valley Conference (OVC) activities and attend required meetings to aid in formulating Tennessee Tech policies;

B. Responsibilities and Expectations of Coaches

1. The head coach in each sport is directly responsible to the Director of Athletics or the designee of the Director of Athletics. Each coach shall work closely with all involved in carrying out the philosophy and objectives of the Intercollegiate Athletics program.
2. The head coach is responsible for administering all aspects of the program under his/her charge, including coaching, recruiting, promoting, and monitoring student-athlete welfare, making scholarship recommendations, scheduling (subject to approval by the Director of Athletics or designee), making travel arrangements, requisitioning equipment, supervising assistants, monitoring academic progress of student-athletes, and fulfilling such other related duties that might be assigned.
3. The head coach is responsible and accountable for maintaining compliance with NCAA, OVC, and Tennessee Tech policies, guidelines, rules and regulations. Head coaches are required to maintain all mandated information required by the NCAA, OVC, and Tennessee Tech.
4. All assistant coaches are required to abide by all NCAA, OVC, and Tennessee Tech policies, guidelines, rules and regulations.
5. Coaches must pay attention to their student-athletes' behavior and continually emphasize the need for sportsmanship and respect. Coaches must take appropriate actions when student-athletes demonstrate disrespect for an opponent, official, or other participant relative to an event.
6. Coaches in all sports shall represent Tennessee Tech on the highest professional level with dignity, integrity, and strength of character and shall exhibit ethical behavior. Coaches shall respect the rights and dignity of each

student-athlete. They also shall display sensitivity to issues that may arise from the different backgrounds or experiences of student-athletes.

- 7.** If assigned, all full-time coaches shall perform assigned teaching or other responsibilities in an appropriate department. Each coach is expected to exhibit the same high level of expertise, enthusiasm, and ethics as he/she shows for the coaching assignment. Coaches shall report directly to the designated director of the assigned department in regard to this aspect of their employment responsibilities.
- 8.** All assistant coaches are directly responsible to the head coach in their respective sports.
- 9.** All coaches shall be thoroughly familiar with and comply with all the Tennessee Tech, NCAA, and OVC policies, guidelines, rules, and regulations. Failure to abide by these policies shall result in appropriate disciplinary action, up to and including termination.
- 10.** Coaches are expected to exhibit a high level of expertise in their professional fields.
- 11.** Coaches shall treat the academic requirements necessary for progress toward a degree as a matter of highest priority for the student-athletes in their charge and shall actively encourage them to succeed academically and to graduate. Coaches shall be sensitive to final examination schedules for the student-athletes when scheduling their games or practice sessions. Further, all coaches shall be sensitive to the number of absences required to participate in their respective sport when making their schedule. Any excessive absences required by a schedule should be brought to the attention of the Associate Athletics Director for Sports and Compliance and the Assistant Athletics Director for Academics and Student Welfare.
- 12.** Any employment on a full- or part-time basis outside Tennessee Tech of a full-time, twelve-month coach requires prior approval by the Director of Athletics and the President, and shall be subject to Tennessee Tech policy on outside employment.
- 13.** In addition, coaches are expected to know and adhere to all NCAA rules and regulations related to outside employment.

14. All coaches must adhere to Tennessee Tech's policy related to sports camps.

C. Team Rules and Regulations

1. After approval by the Director of Athletics or his/her designee, each head coach is expected to establish rules and regulations regarding the general conduct of student-athletes in his/her charge. These rules and regulations may cover appearance, practice, classroom attendance, academic responsibility, punctuality, dress code, appearance of student-athletes on team trips, and general standards of behavior. Each coach must make clear to the student-athletes in his/her charge the acceptable and understandable standards of behavior and conduct for student-athletes. Each coach also shall make it clear that the coaches will enforce appropriate disciplinary action consistently when these standards are not observed.
2. The coach shall encourage student-athletes to realize their responsibilities, such as student-athletes are amateur athletes and that financial aid carries with it strict limitations as governed by the institution, the NCAA, and the OVC; as student-athletes representing an intercollegiate sport they are much more in the limelight than the average student; and student-athletes should have a sense of responsibility to represent their sport in the classroom and on the campus in a manner that will reflect credit on student-athletes in general and certainly on their team in particular.
3. The head coach shall advise his/her squad on applicable Tennessee Tech, OVC, and NCAA policies, guidelines, rules, and regulations.
4. Coaches shall educate their student-athletes on the relevant NCAA rules regarding sports wagering activities. All shall be directed to report any solicitation to become a party to sports bribery to the Director of Athletics, Office of Compliance, or Faculty Athletic Representative. Failure to report such incidents shall be regarded as a serious offense and shall be cause for appropriate disciplinary action, up to and including termination.
5. Coaches shall advise all team members of the drug testing policy in effect for all student-athletes at Tennessee Tech. Use of illegal drugs will not be tolerated. Department of Athletics personnel and student-athletes shall be directed to report possible violations to the appropriate officials, namely the head coach and/or the head trainer. Failure to do so shall be regarded as a

serious offense and shall be cause for appropriate disciplinary action, up to and including termination.

IV. Interpretation

The President or his/her designee has the final authority to interpret the terms of this policy.

V. Citation of Authority for Policy

T.C.A. § 49-8-203(a)(1)(E); TTU Policy 003 (Board Reservation and Delegation of Authority);
NCAA Bylaws 10 through 17

Approved by:

Athletics Committee: November 1, 2016

Administrative Council: February 22, 2017

University Assembly: April 19, 2017