Tennessee Technological University
Policy No. 903

Compliance

Effective Date: July 1, 2017

Policy No.: 903
Policy Name: Compliance

I. Purpose

This policy delineates regulations for compliance to NCAA and Ohio Valley Conference Legislation as well as Tennessee Tech policies.

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, with recommendations for revision presented to the Athletics Committee, Administrative Council, and University Assembly.

III. Policy

A. Tennessee Tech Athletics Compliance Structure

1. The Tennessee Tech Athletics compliance structure is updated each year and indicates assignments of compliance responsibilities. The current structure is on file in the Department of Athletics.

2. The Tennessee Tech Athletics compliance structure specifically places responsibility and accountability on each coach for compliance with NCAA, Ohio Valley Conference (OVC), and Tennessee Tech regulations. The compliance structure is specific to assigned responsibilities in compliance with rules and rules education.

3. Every coach employed by, or allowed to participate in coaching at Tennessee Tech, and all other athletic administrators shall be knowledgeable regarding NCAA and OVC rules. Each coach shall be provided access to the up-to-date NCAA and OVC manuals. Each coach is expected to become thoroughly familiar with those manuals as they relate to the following subjects: conduct of intercollegiate athletics, principles of institutional control, principles of ethical conduct, conduct and employment of athletics personnel, principles of amateurism, principles of recruiting and the conduct of recruiting, principles of eligibility and rules for eligibility, principles of financial aid, principles of awards, benefits and expenses for enrolled student-athletes, and conduct of playing and practice seasons.

4. All coaches and athletic department staff members must strictly adhere to NCAA legislation regarding sports wagering activities.

5. The Faculty Athletics Representative (FAR) and the Office of Compliance jointly provide for rules education and for rules interpretations. While each coach and administrator is responsible for being knowledgeable, it is understood that the head coach of each sport is primarily responsible for the conduct of his/her staff and is accountable for their conduct.

B. NCAA Regulations on Certification

1. The President of Tennessee Tech, as its chief executive officer, submits annually a certification to the NCAA that is signed by each Department of Athletics staff member (except for clerical personnel) attesting that each staff member has reported his/her knowledge and involvement in any violations of NCAA legislation involving the institution as per NCAA Bylaw 18. A copy of this form is kept on file in the Office of Compliance for the Director of Athletics.

2. The President shall further certify that:

a. The President or a designated representative has reviewed with all Department of Athletics staff members the rules and regulations of the NCAA as they apply to the administration and conduct of intercollegiate athletics.

b. At the time of such certification, no current member of its coaching staff has been temporarily or permanently suspended from his/her duties.

c. The policies, procedures, and practices of the institution, its staff members, and representatives of athletics interests are in compliance at the present time with the NCAA legislation insofar as can be determined.

d. It is the intention of Tennessee Tech to maintain such compliance.

3. The Director of Athletics or designated representative shall conduct a review of the applicable NCAA and OVC rules and regulations with every coach and athletics staff member at Tennessee Tech.

4. Enrolled Student-Athletes

a. Each student-athlete shall review the applicable NCAA rules and regulations that apply to student-athletes and shall sign a form certifying that he/she has not violated any of these rules and regulations.

b. The Director of Athletics or designated representative shall administer the annual NCAA Student-Athlete Statement and Drug Testing Consent Forms to each student-athlete.

5. Contractual agreements or appointments between a coach and Tennessee Tech shall include the stipulation that a coach who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay or termination of employment for significant or repetitive violations.

6. All employees of the Department of Athletics are expected to report any knowledge of violations of NCAA or OVC rules to any of the following officials: the President, the Director of Athletics, Associate Athletics Director for Sports and Compliance, Associate Athletics Director for Business and Personnel, Senior Woman Administrator (SWA), Director of Compliance, University Counsel, Director of Internal Audit, FAR, or the OVC Commissioner.

7. Tennessee Tech will report all violations or possible violations to the NCAA or OVC officials under the signature of the Director of Athletics or designee.

8. The Office of Compliance, with the knowledge and assistance of the Director of Athletics and Faculty Athletics Representative, shall prepare the report to the NCAA or OVC unless Tennessee Tech's President delegates this specific duty to another person.

C. Sequence of Determining Student-Athlete Eligibility

1. The coach shall submit in a timely manner eligibility worksheets to the Office of Compliance. Worksheets for student-athletes returning for the next academic year should be submitted prior to the end of the academic year. New student-athletes will be certified through the Eligibility Center of the NCAA. All other worksheets should be submitted as soon as each student-athlete is determined to be on the squad. Worksheets for transfer student-

athletes should be submitted to the Administrative Assistant for Certification, the Director for Student Records and Registration, and to the FAR.

2. The Office of Compliance shall forward these lists to the FAR, Administrative Assistant for Certification in the Office of the Director for Student Records and Registration, and the Assistant Athletics Director for Academics and Student Welfare.

3. An institutional request list shall be prepared under the supervision of the Director for Student Records and Registration and submitted to the Eligibility Center of the NCAA.

4. The Faculty Athletics Representative, the Director for Student Records and Registration, and the Director of Athletics shall sign a final certification of eligibility and the Administrative Assistant for Certification shall submit completed forms to the OVC Commissioner and distribute copies to appropriate persons.

5. Copies of the completed forms shall be sent to the Office of Compliance, head coaches for their respective sport, FAR, Assistant Athletics Director for Academics and Student Welfare, Director of Internal Audit, and a copy kept by the Administrative Assistant for Certification.

6. All coaches shall go through the Office of Compliance on all matters concerning student eligibility. The Office of Compliance should be, except in rare cases, the liaison with the Administrative Assistant for Certification.

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, 11, 12, 13, 14, 15 and 17, OVC Articles 7, 11 and 12

Approved By:

Athletics Committee:	November 1, 2016
Administrative Council:	February 22, 2017
University Assembly:	April 19, 2017