



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 10.05: Intercollegiate Athletics

DATE: July 14, 2011

PURPOSE: This Operating Policy/Procedure (OP) describes the procedures to be followed to ensure that the Texas Tech University (TTU) Department of Intercollegiate Athletics remains in compliance with all National Collegiate Athletic Association (NCAA), Big 12 Athletic Conference, and TTU rules and regulations governing intercollegiate athletics.

REVIEW: This OP will be reviewed in June of each year by the director of Intercollegiate Athletics and the faculty athletics representative with recommended revisions submitted to the president.

POLICY/PROCEDURE

The director of Intercollegiate Athletics and the faculty athletics representative will be responsible for implementing the following procedures to ensure that the Department of Intercollegiate Athletics remains in compliance with all rules governing intercollegiate athletics established by the NCAA, Big 12, or TTU.

1. The president, faculty athletics representative, and director of Intercollegiate Athletics will meet annually, usually in August, with all athletics department personnel to discuss the importance of and need for strict adherence to NCAA, Big 12, and Texas Tech rules, and the consequences of noncompliance.
2. At least once every four years, the institution's rules-compliance program will be evaluated by an authority outside of the athletics department.
3. The director of Intercollegiate Athletics will discuss annually with all coaches their responsibilities pertaining to adherence to all rules, especially with regard to controlling and monitoring all recruiting activities. Each head coach will be held completely accountable for ensuring that they and their assistants adhere strictly to all rules.
4. Head coaches, assisted by appropriate staff personnel, will be required to review annually pertinent legislation with their players (specifically, NCAA legislation pertaining to "extra benefits" and "student hosts") and to inform them of the possible consequences of noncompliance with any rule.
5. The director of Intercollegiate Athletics will require all coaching staff and sport specific personnel to attend monthly compliance meetings and be responsible for information that is presented.
6. The chief executive officer will select an independent audit firm each year to perform agreed upon procedures on the annual financial statements of Intercollegiate Athletics. The agreed upon procedures report, when completed, will be given to the university president and will be made

available to the Regents.

7. The compliance office (as part of the annual education plan) will provide information annually to all season ticket holders and athletic donors outlining NCAA rules and regulations governing all alumni and representatives of athletic interests of Texas Tech University. Such information also will be disseminated in various alumni and athletic department meetings and publications.
8. All coaches responsible for recruiting activities are required to maintain recruiting records/documentation prescribed by the athletics compliance office. The compliance office is responsible for reviewing and monitoring these records. The records will be maintained for seven years.
9. Education will be provided to new coaches by the compliance office regarding the compliance program and, specifically, NCAA, Big 12, and Texas Tech rules. Additionally, all new athletic department staff will be provided with an educational handout produced by the compliance office that reviews NCAA and Texas Tech rules and will sign a statement of responsibility regarding such, which will be on file in the athletics personnel office.
10. All coaches and athletic staff members are instructed to contact the compliance office with any question regarding NCAA, Big 12, or Texas Tech rules for a rules interpretation or understanding of whether or not an action or activity is permissible.
11. If a suspected or alleged violation occurs, it shall be reported to the faculty athletics representative or Compliance Office and will be reported to the president consistent with Texas Tech's NCAA enforcement policy. Allegations resulting in a violation will be reported to the Big 12 Conference and the NCAA as per policy.