



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 10.05: Intercollegiate Athletics**

**DATE:** September 15, 2022

**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 substantive 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 September, 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. The President, Faculty Athletics Representative, Director of Intercollegiate Athletics, and Senior Associate Athletics Director for Internal Affairs & Compliance will meet annually with all head coaches to discuss the university's expectations for NCAA rules compliance. Each head coach will be responsible for ensuring an atmosphere of compliance for their respective sport program.
3. At least once every four years, the institution's rules-compliance program will be evaluated by an authority outside of the Athletics Department.
4. The Athletics Compliance Office staff will review annually pertinent NCAA rules with student-athletes and inform them of the possible consequences of noncompliance.
5. The Director of Intercollegiate Athletics will require all coaching staff and sport specific personnel to attend regular compliance meetings and be responsible for information that is presented.
6. The President 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 pertinent NCAA rules.
8. Coaches or designated sport specific staff are required to log recruiting and time management plan activity per Compliance Office direction. The Compliance Office monitors this activity per NCAA rules and retains information for at least six 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 bylaws and rules. Additionally, all new Athletics Department staff will be provided with NCAA rules education by Athletics Human Resources upon hiring and must acknowledge their responsibility for adherence.
10. All coaches and athletic staff members are expected to contact the Compliance Office with any question regarding NCAA, Big 12, or Texas Tech bylaws and rules for an 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 and Director of Intercollegiate Athletics 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 required.