

Policy for Reporting Violations

Summary

CSU policy for reporting various NCAA violations.

Purpose

To help keep CSU in compliance with NCAA compliance standards.

Policy

Policy for Reporting Violations

Columbus State University is committed to operating its athletic program in a manner which is consistent with the letter and the spirit of the NCAA, the Peach Belt Conference, and University rules and regulations. To achieve that commitment, Columbus State University has instituted a compliance program which will combine the training and education of coaches, staff and students; the review and modification of athletic department and University operating procedures to ensure compliance with those rules; and prompt institutional response when rule violations do occur.

CSU's position is that no violation is so minor that it need not be reported. CSU encourages employees, inside and outside the athletic department, to be aware of and to report all NCAA rules violations. This policy for reporting rules violations is part of an overall rules education and compliance program at CSU that strives to bridge the academic and athletic areas in a reasonable manner. In responding to a rule violation, CSU will examine such factors as whether the violation is intentional, whether an advantage is gained (e.g., recruiting, competitive, or for the student-athlete involved), whether an athlete's eligibility is affected, whether violations are recurring, and what can be done to ensure compliance in the future. CSU goals in responding to a potential rules violation will be to encourage communication; to seek consistency and accountability; and above all, to send a strong message that CSU is serious about rules compliance.

CSU's compliance goals are to educate coaches, staff, and students in their responsibilities under the rules, to develop efficient and responsible operating procedures within the athletic department and the University which guide staff in their efforts to work within the rules, and to respond to each rule violation so that the circumstances which led to the violation can be corrected.

CSU has an ongoing Compliance Committee, chaired by the Compliance Coordinator, and represented by staff from the various academic areas involved with athletic eligibility (Admissions, Records, Financial Aid), along with the President, the Athletics Director, and the Faculty Athletic Representative. The Committee meets annually to review NCAA rules and to monitor compliance procedures. The President also has regularly scheduled meetings with the Athletics Director and the Compliance Coordinator. Coaches and staff involved with athletic eligibility are regularly involved in

conference and NCAA rules-education seminars. Columbus State University requires that coaches keep accurate documentation on phone calls, recruiting trips, and practice sessions. Student-athletes are involved in rules education sessions.

Coaches, staff members, and student-athletes at CSU have an obligation to report any violations or potential violations of NCAA or Peach Belt Conference rules. All suspected NCAA violations will be investigated by the Athletics Director and the Compliance Coordinator, with their findings and recommendations going to the President, and the NCAA Enforcement Division, if necessary. Outlined here are the specific Columbus State University policies concerning the reporting of a suspected violation and conducting the investigation of the alleged violation.

Who may Report a Violation

Any individual (an athletic staff member or coach, a student-athlete, a university employee, or a member of the community) may report an alleged, rumored, or suspected violation.

The individual may report the alleged, rumored, or suspected violation verbally or in writing.

To Whom Shall an Alleged Violation be Reported

If an alleged or rumored or suspected violation is conveyed to any athletics department staff member, the staff member is required by NCAA regulations to notify the Athletics Director so that an investigation may begin.

Individuals other than athletic department staff members may report an alleged violation to any or all of the **following persons:**

- Director of Athletics
- Director of NCAA Compliance
- Faculty Athletic Representative

Conduct of the Investigation

The Athletics Director is responsible to initiate and conduct the investigation of the alleged violation when notified of an alleged violation. The Athletics Director will immediately inform the President, the Compliance Coordinator, the Faculty Athletic Representative, and the coach involved that an investigation of the alleged infraction is under way. It is important that the Compliance Coordinator is kept fully informed regarding the status of the investigation by the Athletics Director by means of oral and

written communication of relevant procedures, interviews, and documents relevant to the case. If the allegation is against the Athletics Director, the President shall direct the Compliance Coordinator to conduct the full investigation and report the findings directly to the President.

The Athletics Director will maintain a written record of all documents, chronology, and interviews concerning the alleged violation. The written record, to be included in the investigation report, will **consist of the following:**

Date the alleged violation was reported to the Athletics Director and by whom the violation was reported.

Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation, especially the name of the coach and the student-athlete involved.

Chronology of all actions taken by the Athletics Director and the Compliance Coordinator in the investigation of the alleged violation. This should include dates of interviews, documents, and calls for possible rules interpretations to the Peach Belt Commissioner and the NCAA office.

A formal report and recommendation by the Athletics Director, with a rationale for concluding whether the allegation was or was not a violation of NCAA regulations. This report should be given to the President, the Compliance Coordinator, and the Faculty Athletic Representative.

The Compliance Coordinator will review the report and recommendation of the Athletics Director, and make an independent report and recommendation to the President of the University.

If the Athletics Director's and Compliance Coordinator's recommendations to the President agree that a violation has occurred, the President will direct the Athletic Director to report the infraction immediately to the Peach Belt Commissioner and the NCAA. The Athletics Director will send copies of these letters of notification to the President, the Compliance Coordinator, the Faculty Athletic Representative, and the involved coach or staff member.

Information to be included in the Self-Report by the Athletics Director

The NCAA Enforcement Division recommends that the following information be included in the report of a violation:

1. The date and location of the violation.
2. The identities of involved student-athletes and coaching staff members.

3. The means by which the institution became aware of the alleged violation;
such as a letter, a phone call, a conversation, or a newspaper story.
4. The reasons why the violation occurred, such as lack of knowledge of a rule or poor monitoring.
5. A list of corrective or punitive actions taken by the University.
6. The institution should indicate clearly whether it believes a violation occurred and the specific legislation it believes has been violated.

Alleged Violations at Other NCAA Member Institutions

If an individual at Columbus State University has knowledge of an alleged violation that has occurred at another NCAA institution, one should report the alleged violation to CSU's Athletics Director or Compliance Coordinator, who then are required to report the allegation to the Athletics Director of the other school, and the NCAA, if necessary.

The CSU Athletics Director should discuss the violation with the accuser and may then contact the Athletics Director at the accused institution to request that the alleged violation be investigated. The CSU Athletics Director may contact the Peach Belt Conference Commissioner and request that the Commissioner contact the accused institution.

Policy on Repeated Violations at Columbus State University

Reported violations by coaches or other members of the athletic department staff can result in the following disciplinary action taken by the Athletics Director or the President of the University.

Minor Violations: Not allowed to recruit on or off campus; completion of a supervised rules education program; temporary suspension of coaching duties; reassignment of other duties within the athletic department.

Major Violations: Suspension from coaching duties including recruitment; loss of coaching duties; termination of employment.

The Director of Athletics will conduct an inquiry with the individual involved, along with the Compliance Coordinator, the Faculty Athletic Representative, the President to ascertain the severity of the violation and whether or not it is a repeated violation by the individual. The appropriate action will be taken based upon the findings of this inquiry, and the recommendation of the Compliance Coordinator. The Commissioner of the Peach Belt Conference may be called in, on consulting basis, if the violation warrants the Commissioner's involvement.

Related USG Policy

N/A

Last Update

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Responsible Authority

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