



Policy

University Policy SA-34.01-02/15

Policy Title:	Review and Reporting of NCAA Violations
Originator:	Jim Hurd, Senior Associate Vice President for Student Affairs
Responsible Office:	Division of Student Affairs

Reason for Policy/Purpose:

The University of West Florida is affiliated with the National Collegiate Athletic Association (NCAA) Division II and is a member of the Gulf South Conference (GSC). All suspected or alleged violations of NCAA and/or GSC rules must be investigated.

Who Does this Govern and Who Needs to Know this Policy?

This policy establishes investigatory and reporting requirements for the Department of Intercollegiate Athletics. All athletic department staff members, student-athletes, University employees, boosters, and community members are expected to comply with this policy.

Definition of Terms:

Secondary Violation: A secondary violation is one that provides only a limited recruiting advantage and that is isolated or inadvertent in nature (as defined in NCAA Bylaw 19.02.2.1). Repeated secondary violations by a member-institution also may be identified by the NCAA staff as a major violation. If the Committee on Infractions determines that repeated secondary violations have occurred and that the institution is not taking appropriate action to prevent such violations, a penalty appropriate for a major violation may be imposed.

Major Violation: All violations other than secondary violations are major violations, specifically including those that provide an extensive recruiting or competitive advantage (as defined in NCAA Bylaw 19.02.2.2).

Policy Statement:

Each individual (e.g. athletic department staff member, student-athlete, University employee, booster, or member of the community) involved in the operation of the athletics program is obligated to immediately report to the Athletic Director or Compliance Staff any alleged, rumored or suspected violation of NCAA rules of which he or she is aware. Reports may be made verbally or in writing and may also be made anonymously.

All suspected or alleged violations of NCAA and/or GSC rules shall be investigated by the University's Associate Athletic Director for Compliance. After initial notification, the Associate Athletic Director for Compliance will conduct a preliminary investigation in order to ascertain whether or not there has been a violation, and to determine the nature and scope of the possible violation. Specifically, it must be determined if the alleged violation is a Secondary or Major Violation. An emphasis is placed on executing this process in as timely a manner as possible. The Associate Athletic Director for Compliance will confer with the Athletic Director when needed to determine if there appears to have been an NCAA or GSC violation.

Findings regarding violations shall be reported to the Athletic Director, the Faculty Athletic Representative, and the President of the University. In the event that a violation is substantiated, a formal written report will be submitted to the appropriate NCAA and GSC offices. The NCAA or GSC will make final determination on any reported violations and will impose and enforce sanctions as appropriate. UWF Athletics will comply with sanctions and procedures and practices will be adjusted as necessary to avoid future violations. Disciplinary action may be taken, as provided for in the applicable University regulation, policy, or collective bargaining agreement, against staff and/or student athletes by the University if appropriate. Any willful violation of an NCAA, GSC, or University regulation regarding intercollegiate athletics may subject a coach, administrative staff member, or other University official to immediate disciplinary action or termination of employment.

Procedures:

The Director of Athletics and the Associate Athletic Director for Compliance will be responsible for developing, maintaining, and publicizing procedures for implementing this policy. These procedures must, at minimum, describe the actions to be taken by the Associate Athletic Director to investigate, document, and report findings to the NCAA, GSC, Athletic Administration, Faculty Athletic Representative, and University President. The Associate Athletic Director will keep a written record of alleged violations/preliminary investigations. The University will keep a permanent file of all reported violations.

The Associate Athletic Director for Compliance will annually review procedures with the University Compliance and Risk Management Counsel and will effect changes to procedures as appropriate. All athletic program staff members, student athletes, and University employees are expected to be knowledgeable of current procedures.

Authority and Related Documents:

NCAA Bylaws

History:

This is a new policy.

APPROVED: Dr. Judith A. Bense, President

Date: 3/3/15