



REPORTING RULES VIOLATIONS PROCEDURES

TCU is committed to its obligation under the provision of the NCAA Constitution regarding the Principle of Rules Compliance to identify, report and take corrective actions relative to all rules violations. A policy of self-disclosure will be followed in all situations where rules violations, both secondary and major, have been identified. Athletics Department staff members, coaches and student-athletes are directed not to provide false or misleading information to the NCAA, Conference office or TCU regarding possible rules violations.

The Office of Athletics Compliance works to identify and reduce areas of risk within the Athletics Department that could negatively impact TCU. If a problem arises, it is the responsibility of the Office of Athletics Compliance to determine how the problem occurred, how it could have been prevented and how to reduce the chances of such occurring in the future. Additionally, athletics staff must sign a statement each academic year stating they are unaware of any violations in the past year (*NCAA Certification of Compliance for Staff* form).

Reporting a Violation

1. Any individual (e.g., athletics department staff member, student-athlete, University employee, representative of the University's athletics interests, member of the community) may report an alleged, rumored or suspected violation.
2. The individual may report the alleged, rumored or suspected violation verbally or in writing. He/She may also report an alleged violation anonymously.

To Whom Shall an Alleged Violation be Reported

1. If an alleged or rumored violation is communicated, the staff member has an obligation to notify the Associate Athletic Director for Compliance of the violation in a timely manner.
2. Individuals other than athletic department staff members may report an alleged violation to any or all of the following persons:
 - a. The Associate Athletic Director for Compliance
 - b. The Director of Intercollegiate Athletics
 - c. The Faculty Athletics Representative

Conduction an Investigation of an Alleged Major Violation

1. The Athletics Compliance Committee appointed by the Chancellor will be responsible for overseeing the investigation and ultimate reporting of all potential major rules violations. Alleged major rules violations will be investigated until the committee has definitely established that a violation did or did not occur. This information is shared with the Athletics Compliance Committee to determine whether the violation is a secondary Level I, secondary Level II or a major violation. The University legal counsel will be contacted and involved in the resolution of potential major rules violations to the extent deemed necessary.
2. The Office of Athletics Compliance shall maintain a written record of all alleged violations. The record shall consist of the following:

- a. Date that the alleged violation was reported to the Office of Athletics Compliance and by whom the violation was reported.
 - b. Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation.
 - c. Chronology of actions taken by the University in the investigation of the alleged violation.
 - d. Rationale for concluding whether the allegation was or was not determined to be a violation of NCAA regulations.
3. If a secondary violation has occurred, the Office of Athletics Compliance will keep on a file a copy of the report of the violation and subsequent correspondence with the NCAA and Conference office. Copies of the self-report will be sent to the following: Chancellor, Director of Intercollegiate Athletics, Senior Woman Administrator, Faculty Athletics Representative, Conference office, supervising Associate Athletic Director, Head Coach (if applicable) and the involved staff member(s).
 4. Records and reports of confirmed violations will be maintained in the permanent files of the Office of Athletics Compliance.

Information to be included in the University's Self-Report

Self-reports of a secondary violation shall include:

1. The date and location of the violation.
2. The identities of involved student-athletes, prospective student-athletes, coaches, staff members and any other individuals involved in the violation.
3. The means by which the institution became aware of this information. **NOTE:** If a newspaper article alerted the institution, a copy of the article shall be included
4. The cause of the violation (e.g., lack of knowledge of rule, human error, etc.), an explanation of the circumstances that may exist.
5. A list of corrective and/or punitive actions taken by the institution in response to the violation.
6. The institution's position regarding the violation and surrounding circumstance. The institution will indicate whether it believes a violation occurred and the specific legislation it believes has been violated.

Alleged Violations Involving Other NCAA Institutions

1. If an individual has knowledge of an alleged violation that involves another NCAA member institution and it impacts the University, he/she shall report the alleged violation(s) to the Associate Athletic Director for Compliance, their supervising Associate Athletic Director and/or the Director of Intercollegiate Athletics.
2. The Associate Athletic Director for Compliance will discuss the alleged violation and desired plan of action to address the situation with the Director of Intercollegiate Athletics and the appropriate coaching staff members who have lodged the accusation. The Office of Athletics Compliance may then contact the compliance administrator or the Director of Athletics at the accused member institution to request that the alleged violation be investigated. The Associate Athletic Director for Compliance may also contact the Conference office or the NCAA staff to request that the Conference office or NCAA staff contact the accused institution or that institution's conference office.