



TEXAS TECH UNIVERSITY  
Department of Intercollegiate Athletics  
*Operating Policy and Procedure*

**PREFACE**

The information on policies and procedures is intended for the use of Texas Tech University Department of Intercollegiate Athletics. The manual supplements the Texas Tech University Operating Policies and is intended to provide information that will assist athletic department employees with their duties. All employees should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics (often referred to as simply as Athletics).

**ADDITIONAL SOURCES OF INFORMATION ARE:**

- Texas Tech University Operating Policies and Procedures ([www.depts.ttu.edu/opmanual](http://www.depts.ttu.edu/opmanual))  
<http://www.depts.ttu.edu/opmanual>)
- Texas Tech Athletics Compliance Manual
- Texas Tech Student-Athlete Handbook
- Texas Tech Student Affairs Handbook/Code of Student Conduct  
<http://www.depts.ttu.edu/studentjudicialprograms/conductcode.php>
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

## **Department of Intercollegiate Athletics Policy and Procedure**

Revised and posted 6/7/10

### **10.0 TELECOMMUNICATIONS**

#### **10.1 TELEPHONE USE BY STUDENT-ATHLETES**

At no time may staff members authorize student-athletes to use departmental telephones for personal use or for business calls. Such use by student-athletes constitutes a NCAA rule violation.

#### **10.2 PERSONAL SECURITY CODES**

Personal Security Codes (PSCs) will be issued to staff for long distance services with land-lines and fax machines. PSCs are to be known by the employees and the Deputy AD/Business and appropriate business office personnel. Staff will not share PSCs with anyone.

#### **10.3 TELEPHONE CREDIT CARDS**

Departmental SBC credit cards are issued to coaches and selected administrative staff (by the Athletics Business Officer through requests from Communication Services) for use by those staff members for departmental business from their residences or while out of town. It is preferred that all staff use their credit cards for telephone calls from hotel rooms rather than charging calls to a hotel room. Any abuse of a departmental telephone credit card can result in financial reimbursement to the department and/or forfeiture and cancellation of the credit card. Should a staff member lose or have stolen a telephone credit card, the Athletics Business Office should be notified immediately.

#### **10.4 MONTHLY TELEPHONE LINE PRINTOUTS**

Each month all staff will receive copy of the monthly billing for using their personal security code, all long distance calls made, and a summary of all telephone credit card calls (if applicable). Summaries show dates of calls, length of calls, and phone numbers called. Each staff member is responsible for checking the summary for accuracy. Once summaries are checked and found to be accurate, each individual should initial the summary and return it to the Athletics Business Office. If errors appear on the summary, staff members should indicate the potential errors or unauthorized calls and return them to the business office. The ABO shall notify the Compliance Director of any unauthorized calls.

For additional information on cell phone usage, (*see section 5.7 of this manual*) and refer to the OP manual: <http://www.depts.ttu.edu/opmanual/contents.php> - 48 and: <http://www.depts.ttu.edu/opmanual/OP48.04.pdf>

#### **10.5 DIRECTORIES AND PHONE LISTS**

University Telephone Directory

Telephone numbers, business office locations and home address and telephone numbers of all Athletic Department personnel are listed in the Texas Tech University and Texas Tech University Health Sciences Center Directory. Should personnel wish to withhold home addresses and home telephone numbers, the Executive Administrative Associate to the AD should be notified in writing.

##### **Departmental Telephone List**

A list of all Athletics Department personnel with their office phone numbers, home addresses and zip codes and home phone numbers is available. This list is updated and maintained by the Executive Administrative Associate to the AD. All revisions should be forwarded to that office as soon as they occur.

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### 10.6 COMPLIANCE RELATED SUMMARY OF TELEPHONE RULES

*(Note: Always be certain to check with the Athletics Compliance Manual for the most up-to-date rules related to using the phone.)*

**THE RULES** ~ (Note all reference to telephone calls includes the prospect and the prospect's parent/guardian.)

#### **13.1.3.1 – Time Period for Telephone Calls (Sports Other Than Football & Basketball)**

- July 1 and after of the prospect's junior year, one call per week (calendar week, Sunday – Saturday)

#### **13.1.3.1.1 – Time Period for Telephone Calls (Football)**

- One call between April 15 and May 31 of the prospect's junior year
- No additional calls until Sept. 1 of prospect's senior year ~ thereafter, one call per week (calendar week is Sunday-Saturday)
- Unlimited calls during a contact period (to seniors or JC prospects)
- Graduate Assistant coaches may make telephone calls to prospects, but only after passing the coaches' certification exam.

#### **13.1.3.1.2 – Time Period for Telephone Calls (Men's Basketball)**

- One call per month on or after June 15<sup>th</sup> of the prospect's sophomore year through July 31<sup>st</sup> of the prospect's junior year
- Two calls per week beginning August 1 prior to the prospect's senior year
- One call per week to a two-year or four-year college prospect

#### **13.1.3.1.3 – Time Period for Telephone Calls (Women's Basketball)**

- One call during the months of April and May of the prospect's junior year (call in April must be on or after Thursday following the NCAA Division I Women's Final Four)
- One call on or after June 1 through June 20 and one call on or after June 21 through June 30 of the prospect's junior year
- Only three calls during the month of July following the prospect's junior year (no more than one call per week). **Each call must occur outside of the evaluation periods in July.**
- One call per week after the month of July following the prospect's junior year
- No additional communication with a parent or legal guardian of a prospect who serves on the staff of his/her daughter's non-scholastic team unless the parent/guardian also serves as a head coach of his/her daughter's scholastic team and the additional communication is unrelated to recruitment of his/her daughter.

#### **13.1.3.6 – Collect and Toll-Free Telephone Calls: (TTU Athletic Dept. 888-832-4946)**

- Coaches may accept collect and toll-free phone calls placed by prospects, provided the calls are placed after July 1 following completion of the prospect's junior year in high school.

\*In men's basketball, such calls are permitted after the conclusion of the prospect's sophomore year in high school. In women's basketball, such calls are permitted after the date an institution may begin placing telephone calls to the prospects.

#### **Important Information**

**Text Messages** ~ Text messages may not be sent to a prospect for any reason at any time until the day after a prospect signs an NLI with Texas Tech or May 1<sup>st</sup> if the institution has received a room deposit from a senior prospect. Bylaw 13.4.1.2.1

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**Dropped Calls** ~ If a cell signal is lost and a call is dropped, an immediate call back to the recruit by a coaching staff member would be a “second” call for that week unless it can be demonstrated that the second call is a continuation of the previous call. If this situation happens please note that a returned call could constitute a violation and must be reported to our office as well as documented on your telephone log sheet. Documentation should include details of the lost cell signal/dropped call as well as the time the additional call was placed (as soon as cell signal was recovered).

**Attempted Calls** ~ Once the institution reaches the limit on calls for the week, subsequent calls MAY NOT be attempted even if no direct conversation occurs (e.g., voice mail message). Bylaw 13.1.3.1.6

**Video Calls** ~ Video based communication is considered a telephone call and must meet all applicable rules (e.g., weekly limits, permissible callers, time). Additionally, you are required to log a video call on your telephone call log sheet and note as such.

*See also Recruiting and Technology handout*

### **THE EXCEPTIONS (13.1.3.3)**

**Official Visits** ~ Unlimited calls during the 5-days immediately preceding the prospect’s official visit and during the prospect’s visit.

**Off-Campus Contact** ~ Unlimited calls on the day of a permissible, in-person, off-campus contact

**National-Letter-of-Intent (Other than Football)** ~ Unlimited calls on the initial date of the signing and the 2-days immediately following signing

**National-Letter-of-Intent (Football)** ~ Unlimited calls 48 hours before and 48 hours after 7:00 am on the initial signing date

**Signed Prospects** ~ Unlimited calls to prospects who have signed an NLI beginning the day after signing; Unlimited calls to prospects who are not eligible to sign an NLI, but have signed the institution’s written offer of admission and/or financial aid (e.g. four-year college transfers)

### **Telephone Log Policies & Procedures ~ for calls to PSA’s/parent’s/guardians**

1. *Coaches and sport specific staff (excluding clerical) are required to utilize university issued cell phones for monitoring purposes.*
2. All coaches who are permitted to call prospects must log each call (including messages) on the monthly phone log (policy requires that all calls to prospects are made on your office land line or university issued call phone) unless an exception permits additional calls for that time period (i.e., OV, off-campus contact, NLI, camp). The logs must be complete including signature.
3. The logs are to be submitted to administrative assistants for the previous month on the first of each month.
4. Administrative assistants enter telephone call data to a web based program, scan logs and electronically submit by the 5<sup>th</sup> day of each month.
5. Telephone reports are reviewed monthly and phone logs are randomly audited against telephone bills on a predetermined audit schedule.
6. Please notify compliance immediately if you suspect that an inadvertent call was placed by you to a prospect contrary to NCAA rules.