



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>)
- 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 4/21/11

9.0 CONTRACTS: EMPLOYMENT, CAMPS AND COURTESY VEHICLES

9.1 EMPLOYMENT CONTRACTS FOR COACHES/ADMINISTRATORS

Employment contracts are provided for Athletics Directors (AD) and for head coaches to assure program continuity.

Athletic Administrators

The Director of Athletics is the sole Athletics administrator for whom a contract has been awarded. The President of the University and the Texas Tech Board of Regents conduct negotiations.

Coaches

Head coaches are hired under the terms and conditions of a contract. The AD is responsible for all negotiations of contracts with head coaches. The President and the Texas Tech Board of Regents must approve all multiple-year contracts.

9.2 CONTRACTS WITH OUTSIDE ENTITIES

Coaches must receive written approval from the President of the University prior to entering into any agreement for all athletically related income and benefits from sources outside the University. Coaches must annually report in writing all athletically-related income and benefits from sources outside the University (including, but not limited to, income from annuities; sports camps; housing benefits; automobile benefits; television and radio programs; and endorsements or consultation contracts with athletic shoes, apparel or equipment manufactures) through the Director of Athletics to the President of the University. *(See also section 5.8 of this policy manual.)*

9.3 SPORTS CAMPS

Upon approval by the Director of Intercollegiate Athletics, coaches may conduct sport camps. In such case, the particular coach enters into an agreement with the University under which the coach pays the University for the use of any facilities. The following particular points are included in each sports camp agreement, which must be signed by the coach, the Director of Intercollegiate Athletics, and the Associate Vice-President for Business Affairs and Comptroller.

- The coach is responsible for the administration of the camp, including collection of all revenues and payment of all expenses.
- Time accumulated by the coach and any Texas Tech administrative staff will be documented and reported as vacation time.
- The coach will provide Texas Tech a written report of camp revenues and expenditures.
- The coach will require a group medical insurance policy for each camper for the minimum amount of \$5,000.00. Additionally, the coach will obtain parental permission for the camper to participate. The coach will be responsible for obtaining "hold harmless/assumption of risk statements" from each camper's legal guardian.
- The coach will be responsible for obtaining general liability insurance with a minimum coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. The policy will be issued in the name of the coach, but will name Texas Tech as an additional insured party.
- The coach agrees to hold harmless and indemnify Texas Tech University, its Board of Regents, employees, and agents from any and all damages associated with the camp.
- The coach will conduct the camp in compliance with NCAA, and Texas Tech University rules and regulations.
- In the consideration for using Texas Tech Department of Intercollegiate Athletics facilities, the coach will pay Texas Tech: \$50 per camp/clinic day.

Department of Intercollegiate Athletics Policy and Procedure

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SPORTS CLINICS

The University allows coaches to conduct sports clinics. All revenues and expenditures are processed through the Athletics Business Office. Coaches involved in these clinics may receive additional compensation for their participation in the clinics.

Use of Athletic Facilities for Camps and Clinics

Athletics personnel are authorized to use athletic facilities for clinics, camps, and private instructional lessons under the following conditions:

- Must not interfere with University activities.
- Must conduct private lessons during non-business hours.
- Individual personnel will be responsible for any damages to property or equipment incurred during use of the facility.
- Athletics personnel must obtain approval from their sports supervisor prior to using the facilities. Prior approval is made to insure that Athletic Department personnel are in compliance with this policy. For clarification, prior approval is not necessary for each session.
- All sessions must be in compliance with NCAA rules.

9.4 COURTESY VEHICLE PROGRAM

As an additional benefit to selected administrative and coaching staff, the Department of Intercollegiate Athletics administers a courtesy vehicle program. All arrangements for courtesy vehicles and commitments to all dealers furnishing these vehicles are subject to approval of the Athletics Director (or his designee).

Regulations Governing the Use of Courtesy Vehicles

The following sets forth the responsibilities of all employees that are provided courtesy cars:

- The individual driving the car is responsible for the insurance. A current proof of insurance document must be on file with the Athletics Business Office
- Maintenance of the vehicle must be taken care of by the individual, per the dealer's instructions
- Cars must be traded out as requested by individual dealers
- The recommended fuel and oil must be used in cars
- Cars must be washed regularly and kept clean
- Cars must be serviced as specified in owner's manuals
- The spare tire should not be put on the ground except in case of an emergency
- Each individual employee will have personal contact with his/her "car coach" on a regular basis
- Any employee having his/her vehicle recalled for neglect or misuse is subject to cancellation of courtesy vehicle benefits
- Mileage usage report must be completed annually (by November 1 of each year) and returned to the administrator in charge of the program; if mileage usage report is not completed by November 1 of each year, all mileage will be reported as personal mileage
- When employment with Texas Tech University Athletics Department ends, the courtesy car will be turned in to the administrator in charge immediately and a final mileage usage Report completed. Failure to do so will result in all mileage reported as personal.

Texas Tech Car Coach Benefits:

The following sets forth benefits provided to participating automobile dealers:

Department of Intercollegiate Athletics Policy and Procedure

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- Listing as a Red Raider Club Scholarship Donor
- Car decals
- Red Raider Sports Newsletter subscription
- Football Media Guide, if such material is printed
- Men's Basketball Media Guide, if such material is printed
- Women's Basketball Media Guide, if such material is printed
- Baseball Media Guide, if such material is printed
- Wall Plaque
- Desk Medallion
- Scholarship Donor Golf Tournament
- Scholarship Donor Dinner
- Scholarship Donor Bronze Plaque
- Scholarship Donor Brunch
- Premium parking for football and basketball season ticket holders only