



Texas Tech Compliance

Generalized Departmental Responsibilities



Responsibility	Bylaw	Individual Responsible
Administrative Duties	All	Jessica
Agents	12.3	Keri
Allegations	19	Jennifer/Dr. Baker
Amateurism	12.1	Keri
Athletic Item Releases	12.5	Keri (Internal) Joe (External)
Big 12 Eligibility Report	14	Keri
Camps/Clinics (Education, Monitoring and Audits)	12.5.1.7 13.12	Chris/Criquett
Certification of Compliance Staff and Institutions (Staff Orientation)	30.3	Criquett
Coaches Meetings	All	Chris
Coaching Staff Limits/Personnel	11.7	Chris
Competition Form (home/away - eligibility verification, roster check and class excuses, travel restrictions)	14, 16	Keri
Compliance Assistance Software	14, 15, 17	Keri/Criquett
Compliance Manual (online)	All	Chris
Education Program	All	Chris
· Booster Guide (bi-annual)		Chris
· Red Raider Club Booster Mailing		Chris
· Educational Information (Letters to: local community and campus regarding extra benefit rule.	16	Chris
· Website		Chris
· Media Guides		Chris
· Raider Vision-Compliance Message		Chris
· NCAA News Articles		Chris
· NCAA Clipfile		Keri
· Big 12 Emails (distribution)/CCACA/LRIC		Chris/Keri—Bylaw Area
· Student-Athlete Educational Meetings		Chris
· Athletic Staff Education (by department)		Chris
Employment/Fee for Lesson	12.4	Keri
Financial Aid	15	Keri
· Renewals, Reductions, Cancellation		Keri
· Non-Athletic Institutional Awards/Loans/Outside Awards		Shannon
· Appeals		Jennifer
Hardship Waivers	14.2.4	Keri
Housing	16.5	Chris (Internal) Brenda (External)
Incidental Participation Reports	16.13	Criquett
International Student-Athlete Issues	12.1 14.2.3	Keri
Interpretations	All	Staff-Bylaw Area
Major Violations	19	Jennifer/Dr. Baker



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Meals Incidental to Participation (pre-game, vacation periods)	16.5.2	Chris
Men's Basketball Financial Disclosure	6.5	Criquett
NCAA Grant-in-Aid Reports	15	Keri (Compliance Info)
NCAA Sport Sponsorship Reports	15	Keri (Compliance Info)
NLI Education	13.10	Chris
NLI Issuance	13.11.15	Keri
Nutritional Supplements	16.5.2 -g	Jennifer
Occasional Meals	16.12.1.5	Chris
Out of State Waivers	15	Keri/Brenda
Outside Income	11.2	Chris
Participation Reports	14	Keri
Playing Season Declaration	17	
Practice Records	17	Keri
Permission to Speak (Transfers)	13.1.1.3	Keri
Student-Athlete Appearances	12.5	Keri (Internal) Jimmy (External)
Recruited Status Forms	13.02.10	Keri
Recruiting	13	
· Coaches Certification Exam		Chris
· Official Visits		Chris
· Complimentary Admissions		Chris
· Off-Campus Contact/Evaluation		Chris
· Recruiting Travel Documentation/Approval		Chris
· Telephone Logs		Chris
Reinstatement Cases		Criquett
Rosters (weekly check)		Keri
Secondary Violations	19	Criquett
Secondary Violations Database	19	Jessica
Shared Folder Updates		Chris
Special Assistance Fund	15.01.7.1	Keri
Sport Sponsorship Report	20	Criquett (Compliance Info)
Squad Lists	15.5.10	Keri
Student-Athlete Opportunity Fund	15.01.7.2	Jennifer/John/Brenda
Student-Athlete Clearance for Practice (paperwork/education)		Keri
Student-Athlete Files		Jessica
Summer Clearance (Incoming Student-athletes – voluntary practice)		Keri
Title IX Limits		Criquett
Transfer (Permission to Speak, One-time transfer, Intra-conference, NLI) Releases	14	Keri
Transfer Appeals		Jennifer
Twelve Hour Report	14	Registrar
Walk-On's		Keri