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Distributed to: All Athletic Department Coaches and Support Staff

Changes, modifications, deletions, or revisions will be issued by the Director of Athletics (or designee).

The University of Alabama Compliance Policies and Procedures Manual is for the use and benefit of university and athletic department staff. The Manual contains information and National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules designed to assist the efforts of the athletics department to prepare, operate, monitor and evaluate athletics compliance programs and procedures. The Manual has been prepared to reflect specific NCAA divisional legislation to assist athletics department and coaching staff members. For your convenience, some references and citations to NCAA legislation are listed in the Manual to aid the reader. For the most up to date

The Compliance Policies and Procedures Manual was developed based on information derived from the decisions of the NCAA Division I Committees on Infractions, NCAA Manual, SEC Manual and other NCAA and SEC reference materials. Athletics department staff and coaching staff members should use the recommended athletics compliance programs and procedures contained in the Manual in conjunction with the NCAA Manual, SEC Manual and other NCAA and SEC reference materials. The Manual is not intended to be your sole source of information. Please contact the athletics compliance office for additional athletic compliance guidance.
SECTION 2  INSTITUTIONAL CONTROL, RULES COMPLIANCE AND PERSONNEL

Compliance

- To keep the President informed of all matters and incidents involving compliance.
- To serve on the University Athletic Compliance Committee and fulfill the responsibilities as outlined by the President in the charge of the Committee.
- To participate in the investigation and reporting of possible violation of NCAA, Southeastern Conference and institutional policies and procedures, as outlined in the institutional document on such procedures.
- To work as part of a team and meet those responsibilities as outlined in the document University of Alabama Procedures for Certifying Student-Athlete Eligibility.
- To attend all compliance education meetings conducted by the Associate Athletic Director for Compliance.
- To work cooperatively with and support the work of the Associate Athletic Director for Compliance. To work as a part of the team in the development of appeals, reports, and other correspondence to the NCAA and the Southeastern Conference, as outlined the NCAA Manual and the Southeastern Conference Manual and Commissioner's Regulations.

Other Responsibilities

- To serve as a member of the Intercollegiate Athletics Committee in the role designated by the President.
- To represent the institution as a delegate to NCAA conventions and Southeastern Conference meetings.
- To work cooperatively with the President, Director of Athletics, the Associate Athletic Director for Compliance, the faculty and others in developing the institution's position on proposals at the NCAA Convention and the annual meeting of the Southeastern Conference.
- At the request of the Faculty Senate, to report on matters relating to student-athletes and to solicit the advice of colleagues on matters relating to student-athletes and the role of the athletic programs on campus.

Director of Athletics

Reports to the President and maintains an open line of communication with the Faculty Athletics Representative and the Associate Athletic Director for Compliance.

- Initiates policy, provides supervision and guidance in all areas related to the intercollegiate athletics program.
- Maintains working knowledge of NCAA, Southeastern Conference, and university regulations.
- Coordinates with the Faculty Athletics Representative, Associate Athletic Director/Senior Woman Administrator, and the Associate Athletic Director for Compliance to formulate the university's position on NCAA legislative proposals.
- Reviews all self-reports of secondary NCAA rule violations and keeps reports on file in the office of the Director.
- Informs the President of compliance-related issues.
- Serves as liaison to the Southeastern Conference, NCAA, University and other athletically-related entities.
- Supervises and directs all Senior Associate and Associate Athletic Directors.
- Evaluates head coaches and senior administrative staff regarding commitment to compliance and communicates any concerns to the President and Faculty Athletics Representative.
Ensures that integrity and commitment to rules compliance remains an integral part of all hiring decisions.

Represents intercollegiate athletics at Board of Trustee, Crimson Tide Foundation, Inc., Intercollegiate Athletic Committee (ex-officio), University Athletic Compliance Committee (ex-officio), booster group functions, and University of Alabama events and meetings.

Hires all head coaches, with final approval by the President.

**Compliance Office Personnel**

- Oversees and handles all aspects of the University of Alabama’s athletic compliance policies and procedures. Specific duties and responsibilities for each compliance officer are found in the “Who to Call Guide” located at the end of this document as well as with HR in their individual job description.

**Associate Athletic Director for Support Services**

This position is responsible for providing administrative services for the department of intercollegiate athletics in the following areas: sports oversight for baseball, men's and women's tennis and men's and women's golf, systems management, equipment services, sports medicine, strength and conditioning, academic services, and the A-club. Reports to the Director of Athletics.

- Provides sports oversight for baseball, men's and women's tennis and men's and women's golf. This includes budget management; coordination of special events such as championships; approval of competition schedules; assistance with recruiting; and oversight of team housing, scholarships and meal plans.
- Supervises departmental systems management to ensure continuous, accurate, and efficient technical support for staff.
- Oversees departmental equipment services including management of department inventory, determination of equipment needs by departmental staff, and purchase of new equipment.
- Oversees sports medicine area, including budget management.
- Oversees strength and conditioning area, including budget management.
- Oversees academic services to ensure compliance with Southeastern Conference and NCAA regulations regarding student-athlete eligibility. Oversee budget management.
- Oversees A-club administration.
- Assists the Director of Athletics with various projects on a daily basis. This could include securing competition for various sports; attending meetings on his behalf; handling various administrative matters in his absence.
- Represents the department of intercollegiate athletics on various university committees.

**Associate Athletic Director for Student Services**

Oversee administrative operations of the Center for Athletic Student Services. Reports to the Associate Athletic Director for Support Services, which reports to the Director of Athletics.

- Supervises academic records to ensure that student-athletes are in compliance with NCAA and Southeastern Conference rules.
- Oversees administrative operations of the Center for Athletic Student Services; including budget management.