

MSU OFFICE OF COMPLIANCE SERVICES



PROCEDURES FOR REPORTING A RULES VIOLATION

In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA or Big Ten rules shall be investigated. If the Associate Director of Athletics for Compliance Services determines that a violation has occurred, the Associate Director of Athletics for Compliance Services will report the violation (or possible violation) to the NCAA national office and/or appropriate conference officials.

Reporting a Violation.

- Any individual (e.g., athletic 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.
- 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.

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

Conducting an Investigation of an Alleged Violation.

- The Associate Director of Athletics for Compliance Services (in conjunction with the University's legal counsel) is responsible for conducting investigations. The Vice President for Legal Affairs is responsible for overseeing institutional investigations. The Associate Director of Athletics for Compliance Services or the Vice President for Legal Affairs may request the assistance of the Faculty Athletics Representative, and/or the Office of Compliance Services to conduct or to assist in the conduct of an investigation into an alleged violation.
- The Office of Compliance Services shall maintain a written record of all alleged violations. The record shall consist of the following:
 - Date that the alleged violation was reported to the Office of Compliance Services and by whom the violation was reported.
 - Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation.

- Chronology of actions taken by the University in the investigation of the alleged violation.
- Rationale for concluding whether the allegation was or was not determined to be a violation of NCAA regulations.
- If a violation has occurred, the Office of Compliance Services will keep on file a copy of the report of the violation and subsequent correspondence with the Conference and the NCAA staff. Copies of the self-report will be sent to the following: Vice-President for Business, Finance and Administrative Services; Director of Athletics; Faculty Athletics Representative; University Legal Counsel; the Conference Office; and involved staff member(s).
- Records and reports of confirmed violations will be maintained in the permanent files of the Office of Compliance Services.

Finding a Violation Occurred.

- The Associate Director of Athletics for Compliance Services shall determine that a violation occurred whenever the preponderance of the evidence, considered as a whole, establishes the occurrence of the violation. It shall be the responsibility of the Associate Director of Athletics for Compliance Services (in consultation with the University's Legal Counsel and the Faculty Athletics Representative) to assess the evidence to determine what weight and credibility will be given to it.

Information to be Included in the University's Self-Report.

The NCAA Enforcement staff recommends that the following information be included in an institution's self-report of a violation:

- The date and location of the violation.
- The identities of involved student-athletes, prospective student-athletes, coaches, staff members and any other individuals involved in the violation.
- 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.
- The cause of the violation (e.g., lack of knowledge, human error, etc.), an explanation of the circumstances surrounding the violation and any mitigating circumstances that may exist.
- A list of corrective and/or punitive actions taken by the institution in response to the violation.
- 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.

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