

Policy Effective Date: July 2015

II. Policy on Certification of Compliance for Institutions

Certification of Compliance for Institutions

For: NCAA member institutions
Action: Keep on file in the office of the Compliance Director (AD's designee)
Due date: To be completed by September 15th of each academic year
Required by: NCAA Bylaw 30.3
Purpose: To certify compliance with NCAA rules

By signing and dating the required NCAA form (Certification of Compliance for Institutions), the Chancellor of the Boulder campus is certifying that CU Boulder has met the requirements of NCAA Bylaw 30.3. The Chancellor must certify each year for CU Boulder to be eligible to enter a team or individual competitors in an NCAA championship.

The following statements summarize the requirements of Bylaw 30.3:

The Chancellor or designee representative (Director of Compliance) reviewed the NCAA rules and regulations with all staff members of the athletics department. As of the date the Chancellor signs this form, no current member of the coaching staff, within the past two years, has been:

- Suspended from coaching by another member institution.
- Prohibited from certain coaching-related activities as a result of violations while employed by another member institution, unless CU-Boulder has applied the prohibition equally.
- Permitted to perform any coaching-related activities that the NCAA Committee on Infractions has prohibited by a disciplinary action.

As best the Chancellor can determine, the policies, procedures and practices of CU Boulder, staff and representatives are in compliance with NCAA legislation. Attached to this document is CU Boulder's Certification of Compliance for Staff Members of Athletics Departments (Form 07-2). All returning staff members of your athletics department, except clerical personnel, must sign the form affirming that they have reported to the Chancellor (designee is the Director of Compliance) knowledge of violations of legislation. Certification of Compliance for CU-Boulder Form 07-1

CU-Boulder has:

- Published its regular entrance requirements.
- Published its requirements for progress toward a degree.
- Certified that each student-athlete is in good academic standing and is maintaining progress toward a degree as required by Bylaws 14.4.1, 14.4.2 and 14.4.3 (Divisions I and II).

Certification of Compliance for Staff Members of Athletics Departments

For: NCAA member institutions
Action: Keep on file in the office of the Compliance Director (AD's designee)
Due date: To be completed by September 15th of each academic year
Required by: NCAA Bylaw 30.3
Purpose: To certify compliance with NCAA rules

RETURNING STAFF MEMBERS OF THE ATHLETICS DEPARTMENT
are required to sign this form:

- If they were a staff member of the athletics department (including part-time staff members, graduate assistants and clerical staff) at CU-Boulder during the previous academic year and if they are returning for the upcoming academic year.

The Staff Member should **not** sign this form:

- If they are a new employee for the upcoming academic year.

By **SIGNING AND DATING** the form, the staff member is certifying that they have reported through the appropriate individuals (Director of Compliance) any knowledge of violations of NCAA legislation involving CU-Boulder.

The staff member is required to sign and date the form. Below is a Sample of Form to be signed by Staff Member:

Name	Title	Signature	Date
(Print or type)	[include sport(s)]		M/D/Y
Rick George	<u>Director of Athletics</u>	_____	___/___/___
_____	_____	_____	___/___/___
_____	_____	_____	___/___/___
_____	_____	_____	___/___/___

II. Procedure for Ensuring Certification of Compliance for Institutions and Certification of Compliance for Staff Members of Athletics Department Forms are completed and on file September 15th

1. The Associate Director of Compliance in the Office of Compliance Services requests and obtains a copy of the payroll list from the Payroll Liaison in the Athletics Business Office in early July of each calendar year. The payroll list is reviewed by the ADC to ensure that staff members of the athletics department (including part-time staff members, graduate assistants, part-time student workers and clerical staff) at CU Boulder during the previous academic year, and if they are expected to return for the upcoming academic year. The Payroll Liaison's initial list will already outline staff members who have departed CU-Boulder and their appropriate departure date.
2. The list of staff members from the payroll list is then dropped into the spreadsheet utilized by the ADC that outlines each employee's name, title, has a space for their signature and the date they signed the form.
3. In cooperation with the other compliance officers, the Director of Compliance (DOC) will announce to the entire Athletics Department, through various means of communication (e.g. e-mail, section in the compliance newsletter, announcements at staff meetings) that staff members can begin to review the form and sign/date anytime after July 1st. The DOC makes clear to the staff member, that by SIGNING AND DATING the form, the staff member is certifying that they have reported through the appropriate individuals (Director of Compliance) any knowledge of violations of NCAA legislation involving CU.
4. The Chancellor of CU Boulder is required by NCAA legislation to annually "address" the entire Athletics Department, and state his/her expectation to the staff members, that NCAA, Pac 12 and University of Colorado rules and regulations are to adhered to. During this meeting typically scheduled in early to late August, the DOC will provide yet another opportunity for the staff members to review the form and sign/date it.
5. In early September small group and individuals who have not yet signed the form are identified and notified as needed, to ensure that they review the form and sign/date it so that all required staff members and the Chancellor have signed the form by the required deadline of September 15th of each year.
6. The Chancellor will be the final signature obtained by the DOC, so that he/she can review the entire document and provide his/her signature on or prior to September 15th.
7. The documents will be on file in the DOC's office and a copy will be provided to the Chancellor.