

**INTERCOLLEGIATE ATHELETICS HIGH-RISK COMPLIANCE GROUP
EXTRA BENEFITS MONITORING PLAN**

Category / High-risk Area: Student-athlete Management / Extra Benefits

Responsible Party: Athletic Director

Source: NCAA Bylaw 13 and 16

Risk: Non-compliance may render prospective Student-athlete permanently ineligible for intercollegiate athletics at the institution. Instances of inappropriate extra benefits could also result in a major violation for the institution and coupled with unfavorable publicity, could damage the athletic department's reputation.

Specific Risk	Operating Control	Evidence of Control	Supervisory Control	Evidence of Control	Oversight Controls	Evidence of Control
Complimentary Admissions						
A student-athlete (or their designee) could benefit from complimentary admission tickets they receive from the University.	<p>Each student-athlete fills out the Complimentary Admissions Sign-up Sheet, detailing who their guests will be. Based on this information, the Squad Guest Ticket Statement is produced.</p> <p>At the competition, official guests of student-athletes must present a photo ID and sign the Guest Ticket Statement, indicating they have not given anything of value to the student-athlete or anyone else in exchange for their admission. Each guest is then provided a ticket stub by a member of the Ticket Office.</p> <p>A reconciliation between the Complimentary Admission Sign-up Sheet and Squad Guest Ticket Statement is performed for every game for each sport requiring paid admissions.</p>	<p>Complimentary Admissions Sign-up Sheet and Squad Guest Ticket Statement.</p> <p>The signed Squad Guest Ticket Statement.</p> <p>Complimentary Admissions Reconciliation</p>	<p>The on-site Complimentary Admissions process is observed for two games for each sport that requires paid admission.</p> <p>All reconciliations between the Complimentary Admissions Sign-up Sheet and Squad Guest Tickets Statement are reviewed for each sport requiring paid admissions.</p>	<p>A summary of each Complimentary Admissions process observed.</p> <p>The Complimentary Admissions reconciliation is signed and dated.</p>	Complimentary admissions reconciliations are reviewed for a minimum two games for each sport requiring paid admissions, including on-site observations.	A memo is sent to the Athletic Director, copied to the Athletic Compliance Office and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis.

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Awards						
A student-athlete could receive award(s) whose total value exceeds limitations.	Each Head Coach provides the Compliance Office with a signed Awards List (and supporting documentation) that includes award names and normal retail dollar values distributed to each student-athlete at the conclusion of their season.	Awards List	The Awards List and supporting documentation is reviewed for all conference and national championship teams prior to all awards ceremonies.	The Awards List review is signed and dated.	Select a sample and review the Awards List and supporting documentation each year for all teams.	A memo is sent to the Athletics Director, copied to the Athletic Compliance Office and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis
Vehicles						
An institutional employee or representative of athletics interests could provide a student-athlete with an automobile or the use of an automobile.	Each student-athlete provides the Compliance Office with a completed Vehicle Information Form that lists the license plate number, owner, and lien holder, if any.	Vehicle Information Form	All vehicles listed on the Vehicle Information Form as being owned by someone other than the student-athlete or their family is researched to verify the owner is not a representative of athletic interest prior to enrollment	Signed and dated summary of research with supporting documentation.	All vehicles listed as owned by the student-athlete or their family are verified	A memo is sent to the Athletics Director, copied to the Athletic Compliance Office and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis

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Expenses						
<p>The University could provide per diems and or reimbursements for other expenses (including academic support, medical, housing/meals, travel, practice and competition) that exceed specified limits.</p>	<p>Each coach submits a Request to Travel form to the Compliance Office detailing the event, departure date, return date, and team members attending. Once approved, the form is routed to the Business Office.</p> <p>The Life Skills program does not allow tutors to pay for typing costs or course supplies (some may be loaned). The copy machine requires a code that is restricted to staff use only.</p> <p>In addition to annual physical examinations of athletes, the training staff regularly monitor all athletes and document all injuries (including dental) and their causes and recommended treatment (including location). This allows non-athletic injuries to be determined and; therefore, not paid by the University.</p> <p>Housing and meal costs are tracked by individual student-athlete and paid only during the academic year, unless athletic activity requires presence on campus during a vacation period and is allowed by the NCAA.</p> <p>Coaches submit expense vouchers to the Business Manager for allowable expenses at practices and competitions while representing the University.</p>	<p>Request to Travel form</p> <p>Student-athlete Manual (Tutoring Guidelines), Book loan List (includes equipment)</p> <p>Annual Physical examination, medical histories and trainers' log of injuries/illnesses training records.</p> <p>Individual student-athlete housing and meal accounts/billings.</p> <p>Expense Vouchers</p>	<p>Two planned trips per sport are reviewed with attention to allowable expenses.</p> <p>50 Book loan forms are reviewed to determine if items borrowed are within regulations.</p> <p>Review medical expenses for every athlete from each sport per year.</p> <p>Review the housing expenses for 5 athletes per sport to determine if expenses are within NCAA regulations.</p> <p>Review 2 practice and competition expenses vouchers for each sport prior to approval.</p>	<p>Signed and dated summary of review with supporting documentation.</p> <p>Signed and dated summary of review with supporting documentation.</p> <p>Signed and dated summary of review with supporting documentation.</p> <p>Signed and dated summary of review with supporting documentation.</p> <p>Signed and dated summary of review with supporting documentation.</p>	<p>Actual expenses are reviewed for at least three trips per team.</p> <p>100 student-athletes are interviewed/reviewed to verify all books and materials borrowed were returned by required date.</p> <p>Verify medical expense for 10 athletes per sport per year.</p> <p>Create and review an exception report for housing and meal expenses outside the normal academic year. Verify that all exceptions are allowed.</p> <p>Review up to 5 practice and competition expense vouchers for each sport.</p>	<p>A memo is sent to the Athletic Director, copied to the Athletic Compliance Office and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis.</p>

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Representatives of Athletic Interests						
<p>A representative of Athletic Interests could provide extra benefits to a student-athlete</p>	<p>The Compliance Office will maintain a data base of Representatives of Athletics Interests and send them a brochure on an annual basis detailing NCAA rules relating to them and stress the possible ramifications of providing extra benefits. Also, the Brochure will be included in all media guides, game programs, and season ticket packets.</p> <p>Members of the Compliance Office will make a presentation to all of the booster groups on an annual basis.</p> <p>IA website includes a summary of NCAA rules and how they apply to Extra Benefits. This site also links the NCAA website.</p>	<p>Representatives of Athletic Interests Brochure.</p> <p>Signed attendee list.</p> <p>Website content.</p>	<p>Brochure is reviewed for completeness and accuracy prior to printing.</p> <p>Presentation is reviewed for completeness and accuracy prior to first meeting.</p> <p>Website content is reviewed for completeness and accuracy prior to posting.</p>	<p>Singed and dated approval of Brochure</p> <p>Signed and dated approval of presentation.</p> <p>Signed and dated approval of website content.</p>	<p>A survey of Representatives of Athletic Interests will be conducted to determine what percentage received the Brochure, attended a booster meeting presentation, and/or looked at the IA Extra Benefits. In addition, the level of understanding from the different methods of delivery should be determined.</p>	<p>A memo is sent to the Athletic Director, copied to the Athletic Compliance Office and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis.</p>