



BEST PRACTICES : COMMUNICATION

- Demonstrate and document a commitment to compliance and shared responsibility through ongoing communication with: (1) athletics director; (2) compliance staff; and (3) coaching staff.
- Discuss with Athletics Director:
 - Philosophy and expectations on rules compliance
 - Compliance resources for your program
 - Establish written plan with AD to discuss the program's compliance expectations
- Discuss with Compliance Director:
 - Philosophy and expectations on rules compliance
 - Compliance resources for your program
 - Expectations for submitting rules interpretations and waiver requests
 - How to resolve any disagreements over submission of interpretations or waiver requests
 - Expectations of reporting actual and potential NCAA rules issues
 - Establish written plan to discuss the program's compliance expectations and key issues facing the program
- Discuss with Coaching Staff:
 - Ethical standards for your program
 - Expectations of reporting actual and potential NCAA rules issues
 - Review the expectations and philosophy of Athletics Director and Compliance Director
 - Plan and encourage regular communication between coaching staff and compliance staff
 - Establish ongoing dialogue with staff to review any issues with PSAs or current SAs

BEST PRACTICES : MONITORING

- Head coaches should also demonstrate a commitment to compliance through monitoring his or her staff and their activities by:
 - Actively looking for red flags of potential violations
 - Ask questions; emphasize the program's ethical standards
- Create written procedures with Compliance Director to ensure your staff is monitoring rules compliance
 - Assign staff liaison with compliance staff
 - Assign staff members to monitor particular areas of compliance
 - Regularly evaluate staff members to ensure compliance of their area of responsibility
 - Plan for adequate and ongoing compliance training and discussion of important information
 - Determine reporting lines for resolving actual and potential NCAA rules issues
- Solicit feedback from your staff concerning their areas of compliance
- Ensure notification to compliance staff of concerns or red flags related to potential NCAA violations

BEST PRACTICES : DOCUMENTATION

- Document communication/demonstrations of compliance, with the ability to produce such documentation of monitoring plans and procedures. Including documentation of:
 - Meetings with athletics director, compliance director and coaching staff:
 - Procedures for monitoring specific areas of compliance:
 - Reports to compliance of actual and potential NCAA rules issues:
 - Monitor efforts taken by staff and student-athletes in complying with NCAA rules and obligations