



# VIOLATIONS REPORTING POLICY

It is the obligation of every Saint Peter's College employee and student-athlete to report any and all suspected violations of NCAA rules (see "Reporting a Violation" below). Violations of all NCAA and or athletics conference rules shall be reported according to the Violations Reporting Policy.

## **RULES VIOLATION PROCEDURE**

The goal of the Department of Athletics is to try and prevent any and all violations of rules and regulations that are associated with the program whether they are institutional, conference or NCAA rules and regulations. To this end, the constant and continued review of all procedures concerning rules and regulations remains paramount.

All coaches and staff members are mandated to abide by all rules and regulations, to report any and all infractions which may occur or are discovered, and to constantly strive to keep abreast of changing rules and regulations as they occur.

The Director of Athletics is ultimately responsible for the development, implementation, and enforcement of all procedures concerning rules and regulations. The Compliance Officer is responsible to assist in this endeavor as well as in the collection and review of all documentation required. In addition, the Compliance Officer is responsible for conducting rules education programs within the Department of Athletics as well as on the Saint Peter's College campus.

There are two types of rules violation that can occur. A secondary violation (NCAA Bylaw 19.02.2.1) is one in which may provide a limited recruiting or competitive advantage and that is isolated and inadvertent. However, repeated secondary violations can lead to major violation(s).

All other violations other than secondary violations are considered major and would present an extensive competitive and/or recruiting advantage. (NCAA Bylaw 19.02.2.2).

If a violation occurs, it is to be reported to the Compliance Officer immediately. The Compliance Officer will inform the Director of Athletics and a thorough investigation of the violation will begin. The Compliance Officer will determine all of the facts in the situation and determine how the violation happened, why it happened, and determine measures to prevent the violation from occurring again. If necessary for a secondary violation, and in all major violations, a rules violation committee of five institutional staff members outside of the Department of Athletics from various departments at the institution will do an investigation of the situation and report their conclusions to the Director of Athletics.

Once a rules violation is investigated thoroughly, the Compliance Officer will file the necessary paperwork for reporting the violation to the MAAC office / NCAA Office.

## **REPORT / DISCOVERY OF A RULES VIOLATION**

The initial report of a possible rules violation whether secondary or major should be brought to the attention of the Director of Athletics or Compliance Officer immediately. A written explanation should be submitted to the MAAC and NCAA explaining all events surrounding the alleged violation.

The Compliance Officer will immediately review documentation of the alleged violation and bring a memorandum for record concerning all details concerning the violation and indicate possible steps to be taken to determine if a violation has occurred.

Once a rules violation has been confirmed to have occurred the following steps will be taken:

### **Secondary Violations:**

- A. Determine if the violation affects the eligibility of the student-athlete(s) and if so, immediately deem the individual(s) ineligible for further competition and practice.
- B. All forms, interviews, and materials compiled will be reviewed by the Compliance Officer to determine if additional investigation needs to be conducted.
- C. Once all data and information are collected, the secondary violation will be submitted to the Metro Atlantic Athletic Conference on the "Self-Report Violation Form" contained on the MAAC website.

Copies of the reported violation and all documentation will be sent to:

1. Director of Athletics.
2. Head Coach and other staff members involved.
3. Vice President for Student Affairs.
4. Files of all individuals involved.

**Major Violations:** Upon a report, steps A and B above will be followed. Preliminary documentation and a letter of notification that a possible major infraction has occurred will be sent to the Director of Athletics and Vice President for Student Affairs and President of the College.

A committee per NCAA regulations will convene to investigate, along with the Compliance Officer, the allegation(s) made. The Vice President for Student Affairs and / or the President of the College will appoint the committee members.

**Collection of Data:** It is imperative to collect all relevant data as soon as possible. The confidentiality of the findings is critical and will only be released to the Vice President for Student Affairs, President of the College, the MAAC and the NCAA. The collection of data process is as follows:

1. The committee will meet to develop the timeframe in which to conduct the investigation and the manner in which to conduct the investigation.
2. Notify individuals involved of the date/time and location of the meeting. (Do not disclose the nature of the interview).
3. Introduce the committee members and tell interviewee of the process.
4. A record of the interview needs to be kept to be used as a reference.

5. Determine the results of the inquiry and investigation. Compile the report that will be presented to the President of the Institution and the Vice President for Student Affairs.
6. Send a final copy of the investigation and report to the MAAC office and/or the NCAA.

SPC students, individuals outside SPC with any relationship to the College (e.g., athletic boosters) and members of the general public are strongly encouraged to report any and all suspected violations of NCAA rules directly to the Department of Athletics in accordance with the Violations Reporting Policy.

### **Eligibility Effects**

- If a confirmed violation involves a current student-athlete or prospective student-athlete, the Assistant Athletic Director shall determine immediately upon learning of the violation whether the student-athlete must be declared ineligible to represent SPC in athletic competition.
- If a confirmed violation affects the eligibility of a currently enrolled student-athlete who is in season, the student-athlete's head coach and the administrator for the involved sport should be informed of the situation immediately and the student-athlete shall be precluded from participating in any further intercollegiate competition until such time as the student-athlete's eligibility is reinstated by the NCAA.
- If a confirmed violation affects the eligibility of a currently enrolled student-athlete who is not in season or a prospective student-athlete, the head coach and administrator for the involved sport shall be informed in a timely manner of the situation.
- In all cases, it shall be the responsibility of the head coach to inform the current or prospective student-athlete that he or she has been declared ineligible.

### **Determination of Penalties**

- Penalties for violations shall be determined based on penalties prescribed by the NCAA and penalties imposed and accepted for past cases that are similar in nature.
- In the event that a letter of reprimand is issued in response to a violation, copies of the letter will be placed in the staff member's personnel file and distributed to the administrator for the involved sport and the staff member's immediate supervisor. Additionally, copies of the letter will be kept on file in the office of the Director of Athletics and the Office of Compliance.
- In the event that a letter of admonishment is issued in response to a violation, a copy of the letter will not be placed in the staff member's personnel file, but copies will be kept on file in the office of the Director of Athletics and the Office of Compliance. Additionally, copies will be provided to the administrator for the involved sport and the staff member's immediate supervisor.

### **Disclosure of Violations:**

- The following information should be included in each violation report:
  - The date and location of the violation;
  - A description of the violation including rule citation;
  - Identification of anyone involved in the violation (e.g., student-athletes, coaches, boosters, staff members);
  - How the violation was discovered;
  - The reason(s) the violation occurred;
  - A list of corrective / disciplinary actions;
  - A declaration of ineligibility and possible request for reinstatement for any prospective or current student-athlete who was involved in the violation;
  - The institution's position regarding the violation.

### **POLICY REGARDING VIOLATIONS THAT OCCUR AT OTHER INSTITUTIONS**

If a Department of Athletics staff member has knowledge of a violation or potential violation involving another institution, he or she may report it to the SPC Office of Compliance or Director of Athletics. If the staff member would like the Office of Compliance / Director of Athletics to take action in the matter, the Office of Compliance / Director of Athletics will take one or more of the following actions:

- Contact the involved institution's Office of Compliance / Director of Athletics and inform them of the potential violation.
- Contact the participating athletic conference office and ask them to inform the other institution or the institution's conference office.
- Contact the NCAA Enforcement Staff and inform them of the potential violation.

In all cases, the SPC Office of Compliance / Director of Athletics will attempt to ascertain whether a violation occurred and the course of action taken by the involved institution. However, since institutions are not required to publicly disclose responses to all violations, the Department of Athletics may not always be informed of the other institution's actions related to the violation(s) or potential violation(s).