



***Internal Audit***

***2015 NCAA  
Playing and Practice Seasons***

***May 14, 2015***

**Office of Internal Audit**



**Missouri State**  
U N I V E R S I T Y

DATE: May 14, 2015

TO: Kyle Moats, Director of Athletics  
Kyle Yates, Associate Director Athletics Compliance

CC: Clifton M. Smart III, University President

FROM: Donna Christian, Director of Internal Audit and Compliance  
Renee Fogle, Internal Audit Project Coordinator

RE: **INTERNAL AUDIT: NCAA COMPLIANCE – PLAYING AND PRACTICE SEASONS**

**BACKGROUND**

As a member of the National Collegiate Athletic Association (NCAA) Division I, Missouri State University has an obligation to ensure overall compliance with all applicable rules and regulations of the Association in the conduct of its intercollegiate athletics programs.

This audit reviews the University's compliance with **Article 2.14, The Principle Governing Playing and Practice Seasons** which states, "The time required of student-athletes for participation in intercollegiate athletics shall be regulated to minimize interference with their opportunities for acquiring a quality education in a manner consistent with that afforded the general student body." Detailed requirements are defined in **Bylaw 17 Playing and Practice Seasons**. For a complete listing of all NCAA Division I requirements, the official NCAA Division I 2014 – 2015 Manual may be found at the following link: <http://www.ncaapublications.com/productdownloads/D115JAN.pdf>

**OBJECTIVE AND SCOPE**

This audit reviews the University's compliance with NCAA Playing and Practice Seasons for the 2013-2014 and 2014-2015 seasons for Men's Basketball, Women's Basketball, Football and Women's Soccer.

**SUMMARY**

The audit determined that the University complied with NCAA bylaws regarding playing and practice seasons. Some areas were identified where playing and practice logs should be improved.

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Audit Field Work Completed: April 20, 2015

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## OBSERVATIONS, RECOMMENDATIONS AND RESPONSES

### **(1) Documentation of No Class Time Missed for Practice Activities:**

NCAA Bylaw 17.1.7.6.2 states, "No class time shall be missed at any time (e.g., regular academic term, mini term, summer term) for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. (*Adopted: 1/10/91 effective 8/1/91, Revised: 5/13/10*)"

The 2013-2014 and 2014-2015 playing and practice logs for four sports (Men's Basketball, Women's Basketball, Football and Women's Soccer) were selected for review. Our review identified that the names of players attending practice and the times of practices were not always specifically documented. This is necessary to verify student-athletes were not missing class for practice sessions, except as permitted.

**Football:** No roster was provided with the names of players attending practice.

**Women's Soccer:** The time of day when practice is held is not recorded. Only the length of the practice sessions are recorded on logs.

**Men's Basketball:** Playing and practice logs reflected actual times through November 2013 but subsequent logs showed primarily only the duration of practice sessions. It is unclear why actual times were no longer recorded after November 2013.

Prior internal audit reports of this area have also recommended the daily record of the student-athlete's participation be recorded by the actual time of day as opposed to a recording of, for example, "2 hours" on the practice logs. In response to the previous audit, the practice log form was to be updated to include the actual time of practice rather than just the length of practice. Without the actual time of day of the activity recorded, there is no documentation that verifies that student-athletes are not missing classes for practice activities.

### **Recommendations:**

Complete rosters identifying students who attended each practice should be filed with the practice logs, and the actual time of day of the student-athlete's participation should be recorded on practice logs to verify classes are not being missed, except where permitted.

### **Management Responses:**

*The athletics department is in agreement with the report findings and recommendations. We will review playing and practice logs again in the fall of 2015 to ensure compliance with recommendations.*

### **(2) Accuracy of Playing and Practice Logs:**

The accuracy of the playing and practice logs should be improved. The 2013-2014 and 2014-2015 playing and practice logs for four sports (Men's Basketball, Women's Basketball, Football and Women's Soccer) were selected for review.

**All Four Reviewed Sports-** Playing and practice logs were designed to be verified by both the head coach and a player representative. The logs were not dated when signed by the coach or player representative, making it difficult to determine if they were reviewed for accuracy and completeness on a timely basis.

**Women's Soccer and Men's Basketball** - the year was not included on the log for the 2013-2014 for Women's Soccer and for the 2013-2014 and 2014-2015 for Men's Basketball. Including the year helps to prevent confusion and provide accurate information at later dates.

**Men's Basketball** – After November 2013 competition time was recorded as 2 hours rather than 3 hours as required. According to Article 17.1.7.3.2, all competition and any associated athletically related activities on the day of competition shall count as three hours regardless of the actual duration of these activities. (If the three required hours would have been properly recorded, Men's Basketball would still be within the maximum playing and practice time allowed by NCAA regulations.)

**Men's Basketball** – Playing and practice logs were incorrectly dated beginning with the week of December 8-14, 2014. As a result, there were instances when competitions were incorrectly recorded on the wrong day of the week. Although logs contained date errors, the maximum playing and practice times was not exceeded.

**Recommendations:**

Require all playing and practice logs to be signed and dated by both the head coach and a representative player to verify accuracy of the logs. Ensure the competition time and the dates (including the year) are included and correct on all playing and practice logs.

**Management Response:**

*The athletics department is in agreement with the report findings and recommendations. We will review playing and practice logs again in the fall of 2015 to ensure compliance with recommendations.*

**(3) Documentation of Required Days Off**

NCAA Bylaw 17.1.7.4 requires one calendar day per week off during the playing season with certain exceptions. One exception, NCAA Bylaw 17.1.7.4.7 for Basketball states, "If an institution's team participates in three contests in a week, an institution is not subject to the one-day-off-per-week requirement, provided the student-athletes do not engage in any countable athletically related activities for two days during either the preceding or the following week."

The 2013-2014 and 2014-2015 playing and practice logs for four sports (Men's Basketball, Women's Basketball, Football and Women's Soccer) were selected for review.

**Men's Basketball** – During the week of November 24-30, 2013 three competitions were held and no day off was documented. In the week preceding and following, there was only one documented day off.

**Recommendation:**

Ensure the required days off from athletically countable activities are observed and accurately recorded on playing and practice logs.

**Management Response:**

*The athletics department is in agreement with the report findings and recommendations. We will review playing and practice logs again in the fall of 2015 to ensure compliance with recommendation.*

**NOTE:** Playing and practice logs for Men's Basketball dated after January 31, 2015 and Women's Basketball dated after February 28, 2015 had not yet been submitted to the Associate Director at the time of this audit, and were not reviewed.