WASHINGTON STATE UNIVERSITY – STRATEGIC PLAN
(revised 4/11)

WASHINGTON STATE UNIVERSITY – STRATEGIC PLAN

INTERCOLLEGIATE ATHLETICS - MISSION STATEMENT
(revised 4/06)

Washington State University Athletic Department Mission Statement

GENDER EQUITY PLAN
(revised 12/02)

MINORITY OPPORTUNITIES PLAN
(revised 12/02)

WASHINGTON STATE UNIVERSITY ATHLETIC DEPARTMENT COMPLIANCE POLICY

Washington State University Athletic Department Compliance Policy

Washington State University is committed and obligated to the principle of institutional control in operating its athletics program in a manner that is consistent with the letter and the spirit of NCAA, Pacific-12 conference and its own University rules and regulations.

The commitment and obligation to operate the intercollegiate athletics program in adherence to the principle of institutional control holds both at the institutional and individual level. The University's commitment is to maintain control of its athletics programs through the responsible administrators, faculty, and institutional bodies; to educate coaches, staff, student-athletes and other individuals involved with the athletics program in their institutional responsibilities under the rules; to develop operating systems within the athletics department and the University that provide guidance in how to work within the rules; and to monitor, discover and report any violations of the rules that occur. Each individual involved in intercollegiate athletics is obligated to maintain competency in knowledge of the rules; to act within his or her realm of responsibility in full compliance with the governing legislation; and to report to the University and Athletics Department any violation of NCAA, conference and/or institutional rules of which he or she is aware.

It is Washington State University’s policy that no violation is so minor that it need not be reported. In responding to rule violations and determining penalties, the University will look at such factors as whether the violation is intentional, whether any advantage is gained (e.g., recruiting, competitive or for the student-athlete involved), whether a student-athlete's eligibility is affected and whether violations are recurring. The University's goals in responding will be to encourage interdepartmental communication, to seek consistency and accountability and, above all, to send a strong message that Washington State University is unequivocally committed to rules compliance.

Initial Information concerning violations will be forwarded to the Assistant Athletic Director for Compliance who will investigate the facts, examine the situation and communicate with the Director of Athletics and the Faculty Athletics Representative. When it is determined by the Assistant Athletic Director for Compliance that a violation of the rules has occurred, the University will report the violation and correct the situation that led to the problem. Rule violations will be reported to the appropriate
athletics governing body (i.e., NCAA, or the Pacific-12 Conference) with copies to the President, Director of Athletics, Faculty Athletics Representative, the Conference Office, and any involved staff members.

1.04 SUBJECT: **NCAA CERTIFICATION SELF-STUDY**  
(revised 2/03)

1.05 SUBJECT: **INTERCOLLEGIATE ATHLETICS - ORGANIZATIONAL CHART**  
(revised 8/10)

1.06 SUBJECT: **WSU ATHLETICS PERSONNEL**  
(revised 4/11)

1.07 SUBJECT: **INTERCOLLEGIATE ATHLETICS - ATHLETIC COUNCIL**  
(revised 3/11)

**ATHLETIC COUNCIL**

**Functions:**

1. Acts in an advisory capacity to the Director of Intercollegiate Athletics in all matters affecting intercollegiate athletics.
2. Makes recommendations to the President on matters pertaining to intercollegiate athletics.

**Composition and Tenure:**

1. Nine faculty (4-5 men, 4-5 women), with three-year terms. (F)
2. One graduate student and three undergraduate students, including two women, with one-year terms. (G-U)
3. Four alumni (two men, two women), with three-year terms. (Alumna/Alumnus)
4. Faculty Athletics Representative; Director, Alumni Relations; Director, Student Advising and Career Development; Associate Vice President of Educational Development, Director, Intercollegiate Athletics; Senior Associate Athletic Director; Vice President Business and Finance, and the President.(X)

Responsible to: The President

**Athletic Council Membership**

1.08 SUBJECT: **SAFETY COMMITTEE**  
(revised 4/06)

1.09 SUBJECT: **STUDENT-ATLLETE ADVISORY COMMITTEE (SAAC) REPRESENTATIVES**  
(revised 4/11)
1.10 SUBJECT: UNIVERSITY POLICIES
(revised 04/11)

Affirmative Action Policy

Code of Ethics

Data Policies

Discrimination And Sexual Harassment Policy

Diversity

Employment and Benefits

IT and Computing Policies

Release of Public Records

1.11 SUBJECT: AFFILIATED ORGANIZATIONS (COUGAR MANIA)
(revised 04/11)

MISSION

Cougar Mania’s mission is to promote the University’s academic and athletic programs, to create better understanding and good will among the business community and the University through its promotional efforts, and to raise funds to support University Athletics.

ORGANIZATION

Cougar Mania is a non-profit organization, 501(c)(3), with an Executive Board and a Retail Board consisting of members from the food and beverage industry. The Athletic Department’s Assistant to Senior Associate Director and Cougar Mania Liaison coordinates the activities of Cougar Mania with those of University Athletics. An independent accounting firm is responsible for accounting activities. The Athletic Department oversees these activities to insure compliance with all University, State, Federal, and NCAA regulations.

PROCEDURES

Budgeting:
- The Assistant to Senior Associate Director and the Athletic Director develop a budget.
- Monthly goals are established in order to meet the budget.
- Through the budget process an anticipated contribution for the year is established.
- NOTE: The Cougar Mania budget is done on a calendar year rather than a fiscal year.

Invoicing:
- Cougar Mania sponsors are invoiced in August of each year.
- Invoices are assigned an invoice number and recorded in a ledger.
- Payment is sent to Cougar Mania
- Payment is recorded in a ledger

Deposits:
- Deposits are made, at a minimum, on a weekly basis
- Checks are copied for the Cougar Mania file and for the Accountant
- Copies of the deposit slip are made for the Cougar Mania file and for the Accountant

Check Requests:
- Check requests are generated by the Principal Assistant
- Invoice is attached to each check request
- Check requests are approved by the Principal Assistant, Assistant to Senior Associate Director, and the Associate A.D. for Business Operations
- Requests are faxed to the Accountant
- Checks are prepared by Accountant
- Checks are picked up by Principal Assistant
- Check numbers are recorded on check requests
- Copies of the checks, check requests, and invoices are filed

Accountant Responsibilities:
- Provide monthly and year-end general ledger detail report and balance sheet
- Prepare tax returns as provided by law
- Prepare quarterly and annual payroll reports as required by law
- Provide information, as requested, to the external auditors contracted by WSU to audit the University’s Athletic Department and/or State and Internal Auditors.