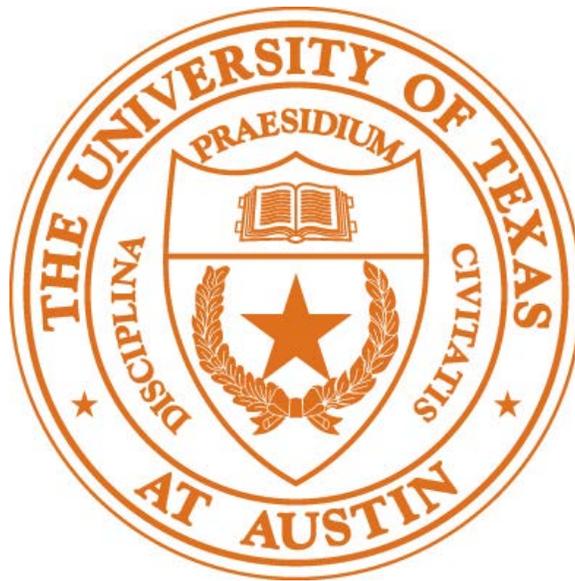


# **Athletics Camps and Clinics**

*Intercollegiate Athletics*

*May 2020*



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**The University of Texas at Austin**  
**Office of Internal Audits**  
**UTA 2.302**  
**(512) 471-7117**

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## OFFICE OF INTERNAL AUDITS REPORT: ATHLETICS CAMPS AND CLINICS

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May 28, 2020

President Gregory L. Fenves  
The University of Texas at Austin  
Office of the President  
P.O. Box T  
Austin, Texas 78713

Dear President Fenves,

We have completed our audit of Intercollegiate Athletics (Athletics) Camps and Clinics as part of our Fiscal Year 2020 Audit Plan. The objective of the audit was to determine whether football and volleyball camps comply with The University of Texas at Austin (UT Austin) policies, National Collegiate Athletic Association (NCAA) Bylaw 13, and National Association for Athletics Compliance (NAAC) Reasonable Standards. The report is attached for your review.

Overall, Athletics reasonably administers camps and clinics each year; however, there are opportunities to strengthen the management of future camps and clinics.

Please let me know if you have questions or comments regarding this audit.

Sincerely,

A handwritten signature in blue ink that reads "Sandy Jansen".

Sandy Jansen, CIA, CCSA, CRMA  
Chief Audit Executive

cc: Ms. Rianne Brashears, Associate Athletics Director for Human Resources  
Ms. Nancy Brazzil, Deputy to the President  
Mr. Chris Del Conte, Vice President and Athletics Director  
Ms. Lori Hammond, Sr. Associate Athletics Director, Risk Management and Compliance  
Dr. Jay Hartzell, Interim President (effective June 1, 2020)  
Mr. Carlos Martinez, Chief of Staff, Office of the President  
Mr. Nathan Mendoza, Director of Operations, Volleyball  
Ms. Christine Plonsky, Chief of Staff/Executive Sr. Associate Athletics Director  
Ms. Tory Teykl, Director of Operations, Football



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# Executive Summary

## Athletics Camps and Clinics

Intercollegiate Athletics

Project Number: 20.007

### Audit Objective

The objective of this audit was to determine whether Intercollegiate Athletics (Athletics) football and volleyball camps comply with The University of Texas at Austin (UT Austin) policies, National Collegiate Athletic Association (NCAA) Bylaw 13, and National Association for Athletics Compliance (NAAC) Reasonable Standards.

### Conclusion

Overall, Athletics reasonably administers camps and clinics each year; however, there are opportunities to strengthen the management of future camps and clinics.

### Audit Observations<sup>1</sup>

Recommendation	Risk Level	Estimated Implementation Date
Complete UT Austin Youth Protection Program (YPP) registration for all camps	High	Summer 2021
Standardize the camp employment and volunteer documentation process	High	Summer 2021
Review participant payments per NAAC Reasonable Standards	Medium	Summer 2021
Confirm the submission and approval of camp emergency plans to YPP	Medium	Summer 2021

### Engagement Team

Autumn Gray, CIA, Auditor III

Erika Lobsinger, Auditor I

Angela McCarter, CIA, CRMA, Assistant Director

<sup>1</sup> Each observation has been ranked according to The University of Texas System Administration (UT System) Audit Risk Ranking guidelines. Please see the last page of the report for ranking definitions.



## Audit Results

In the past year, Athletics enhanced the administration of camps and clinics; however, there are opportunities for improvement. The following four recommendations are intended to strengthen the management of Athletics camps and clinics.

### Observation #1 Youth Protection Program Registration

#### Audit Issue Ranking: High

Athletics did not accurately complete the YPP registration for Fiscal Year 2018-19 football and volleyball camps. For example, a football camp director enrolled camp participants in one of six camps via email instead of using the YPP registration website. Additionally, the camp director did not submit one of 14 volleyball YPP registrations at least 30 days prior to the start of the program. As a result, YPP and Athletics camp registration records do not contain the same number of camp participants.

Athletics camp directors did not verify that participants listed on the YPP registration website and the Athletics camp registration matched, and camp directors were not held accountable to record campers who registered late. Furthermore, Athletics' registration system, Active, does not automatically sync to YPP's online registration, and camp directors stated that the system is not user friendly. Camp directors manually upload all camp related information to YPP's system. YPP requires the completion of camp registration no later than 30 days prior to the program commencement date, and participant information should be uploaded to the YPP online registration system two days after the start of the program. When participants are not registered with YPP, UT Austin cannot monitor and ensure the safety of minors attending campus programs.

**Recommendation:** Athletics should require camp directors to comply with key program deadlines, and the Athletics camps manager should support compliance efforts and monitor requirements. Examples of activities to support and monitor for compliance include:

- Sending camp directors email reminders of key program deadlines and monitoring for adherence
- Reviewing the number of participants registered on the YPP registration site to determine whether participants match the number of actual participants who attended camp (including walk-up registrations)

**Management's Corrective Action Plan:** Athletics will require camp directors to comply with key program deadlines, and the Athletics camps manager will support compliance efforts and monitor requirements.

**Responsible Person:** Athletics Camps Manager

**Planned Implementation Date:** Summer 2021



## Observation #2 Camps Administration – Staff and Volunteers

### Audit Issue Ranking: High

Camp directors did not always submit required “designated individual and volunteer” forms by the deadline, and in some instances, camp directors submitted incorrect forms. According to the *2019 Camps Manual* Camp Director Checklist, the camp directors are required to submit designated individual forms prior to the start of camp. In addition, Athletics does not maintain forms in a central location.

Athletics does not monitor for the completion of these forms and does not require forms to be maintained centrally. As such, Athletics is neither able to ensure employment requirements are met nor verify staff and volunteers have read and acknowledged program requirements before camps start.

Athletics Human Resources (HR) plans to launch a customized module in an in-house electronic program, HR Suite. The customized program will allow Athletics to track and maintain designated individual and volunteer documentation, run reports, send automatic email notifications, and flag files with missing or incomplete information. The module is ready to launch next camp season.

**Recommendation:** Athletics should continue its plans to launch the module which will standardize the document submission process and require all camp directors to submit required documentation. The camps manager should also require a written explanation of every exception or delayed submission.

**Management’s Corrective Action Plan:** Athletics will continue its plans to launch the module which will standardize the document submission process and require all camp directors to submit required documentation. The camps manager will require written explanation of every exception or delayed submission.

**Responsible Person:** Athletics Camp Manager

**Planned Implementation Date:** Summer 2021

## Observation #3 Compliance Review

### Audit Issue Ranking: Medium

Athletics Risk Management and Compliance Services (Compliance) does not review camp and clinic participant payments for appropriateness, as recommended by the NAAC Reasonable Standard - Institution’s Sports Camps and Clinics. Compliance does not conduct these reviews because camps are included in the NCAA agreed-upon procedures engagement conducted by Maxwell, Locke, & Ritters. However, the engagement’s team did not perform detailed procedures on sports camps revenue or expenses because these balances did not exceed 4 percent of total revenue and expenses. Without a review of participant payments, campers could receive unauthorized discounted admissions. In addition, Compliance is not following NAAC Reasonable Standards.



**Recommendation:** Compliance should ensure the agreed-upon procedures engagement includes a review of camp or clinic participant payments for appropriateness (i.e., qualified discount, if any, was applied, awards/benefits included) and retain documentation supporting the review (e.g., brochure, camp description, payroll records, financial reports, payment records, camp attendance roster).

**Management's Corrective Action Plan:** Compliance and the Athletics Business Office will partner to ensure the agreement with Maxwell, Locke, & Ritters is expanded to include a review of camp participant payments for appropriateness and obtain documentation supporting the review was completed.

**Responsible Person:** Senior Associate Athletics Director for Risk Management and Compliance and the Chief Financial Officer

**Planned Implementation Date:** Summer 2021

#### **Observation #4 Camps Administration – Emergency Plans**

##### **Audit Issue Ranking: Medium**

The volleyball camp director did not send YPP three of fourteen volleyball camp emergency plans in a timely manner. Because Athletics did not clearly understand the requirements, the camp director did not submit camp emergency plans by the deadline. Nonetheless, a camp emergency plan was submitted for approval before the start of each volleyball camp.

Camp directors are required to submit emergency plans to YPP five days prior to the start of camps as well as retain emergency plans approved by the YPP director on site. Late submissions do not allow for adequate time to review emergency plans and make changes to ensure the safety of participants, staff, and volunteers.

**Recommendation:** The Athletics camps manager should require camp directors to confirm the submission of all camp emergency plans with YPP and request YPP to forward all approved plans to him so he can monitor for compliance. In addition, the camps manager should require a written explanation for every delayed submission.

**Management's Corrective Action Plan:** The Athletics camp manager will request the YPP office to forward all completed camp emergency plans to the Athletics camps manager.

**Responsible Person:** Athletics Camps Manager

**Planned Implementation Date:** Summer 2021



## Background

Each year, pursuant to its mission, UT Austin Athletics conducts numerous sports camps to serve the children of the state of Texas and beyond. The goal of the camps is to improve the skill sets of young athletes by providing access to top-level coaching and instruction.

## Other Risk Considerations

A number of engagements (including this engagement) have demonstrated that Athletics does not have strong records management processes. As part of Athletics' efforts toward continuous improvement of operations, Athletics should continue with plans to implement a customized module in HR Suite specifically designed for camps. Athletics should also empower the camps manager to be responsible for tracking and maintaining all camps-related documentation and holding staff accountable for late or missing documentation.

## Scope, Objectives, and Methodology

The Office of Internal Audits (Internal Audits) reviewed two programs conducted by UT Austin during FY18-19: football and volleyball camps. These two programs facilitated a total of 20 camps that served more than 3,162 campers, employed 209 coaches and staff, and utilized 68 volunteers.

Specific audit objectives determined whether:

- Required documentation to conduct a camp was completed and submitted in a timely manner
- Designated Individuals (DIs) and volunteers working each camp completed required background checks and training
- DIs and volunteers completed the appropriate employment questionnaires, forms, and were properly compensated
- Camp directors completed safety plans and procedures prior to the start of camps
- Camp directors maintained required medical and transportation forms for participants
- Camp participants paid appropriate camp admission

To achieve these objectives, Internal Audits:

- Reviewed documentation required to conduct a camp
- Verified background checks and required trainings were completed and up-to-date for DIs and volunteers
- Reviewed hiring documentation and pay rates for a sample of DIs and volunteers
- Verified admission, registration, and payments were complete for a sample of camp participants



## Observation Risk Ranking

Audit observations are ranked according to the following definitions, consistent with UT System Audit Office guidance.

Risk Level	Definition
Priority	If not addressed immediately, has a high probability to directly impact achievement of a strategic or important operational objective of UT Austin or the UT System as a whole.
High	Considered to have a medium to high probability of adverse effects to UT Austin either as a whole or to a significant college/school/unit level.
Medium	Considered to have a low to medium probability of adverse effects to UT Austin either as a whole or to a college/school/unit level.
Low	Considered to have minimal probability of adverse effects to UT Austin either as a whole or to a college/school/unit level.

In accordance with directives from UT System Board of Regents, Internal Audits will perform follow-up procedures to confirm that audit recommendations have been implemented.

## Report Distribution

The University of Texas at Austin Institutional Audit Committee

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- Mr. Cameron Beasley, University Information Security Officer
- Mr. James Davis, Vice President for Legal Affairs
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