

UNIVERSITY OF MICHIGAN  
University Audits  
Wolverine Tower, 3rd floor  
3003 South State Street  
Ann Arbor, Michigan 48109-1286

734.647.7500 Phone  
734.647.7501 Fax

#2009-401

**MANAGEMENT ADVISORY  
MEMORANDUM**

**TO:** Rich Rodriguez, Head Football Coach  
Bradley R. Labadie, Director of Football Operations  
Scott A. Draper, Assistant Athletic Director for Football Operations

**FROM:** Carol F. Senneff, Executive Director  
Jennifer B. Vitale, Senior Audit Manager  
Lisa M. Beymer, Senior Auditor  
Megan M. Mackson, Senior Auditor

**DATE:** July 24, 2009

**SUBJECT:** NCAA Directed Review – Countable Athletically Related Activities Forms

University Audits completed a review of playing and practice season activities. Countable Athletically Related Activities forms (CARA forms) were evaluated as part of this review. CARA forms help the University verify compliance with mandated NCAA limitations on daily and weekly time limits for athletically related activities and are subject to inclusion in periodic NCAA required external compliance reviews. The CARA forms require coaches and all student-athletes to attest to total time spent in athletics activities. The Compliance Services Office (CSO) requires these forms to be submitted monthly, although some leniency is allowed for teams of significant size.

The 2008–2009 football season began on August 4, 2008, and the last game was played November 22, 2008. Out-of-season practice began January 11, 2009 and ended April 14, 2009. At the time of our review in May 2009, no CARA forms had been submitted by the football program. The out-of-season forms were submitted after the audit was completed and were therefore not reviewed by University Audits. The regular season forms still have not been submitted. All other varsity sports submitted their CARA forms timely.

Athletics should emphasize to the football program the importance of submitting CARA forms timely to ensure compliance with NCAA limits on athletically related activities. Athletics should also determine if the football program's process for completing CARA forms can be improved and assist if necessary.

Thank you for giving attention to this item. There will be no follow-up review for this issue and your response is not required.

cc: W.C. Martin, Director of Athletics  
J.J. Winters, Senior Associate Athletic Director Business Operations  
J.J. Balgooyen, Assistant Athletic Director Business Operations  
J. Parker, Senior Associate Athletic Director  
J.A. Van Horn, Associate Athletic Director  
A.G. Vollano, Assistant Athletic Director for Compliance