



## Duties of Noncoaching Staff Members with Sport-Specific Responsibilities

**[Note: This is not an all-inclusive list and should not be used a substitute for the NCAA Manual. Please contact your compliance staff with any questions.]**

**11.7.1.1.1.1 Noncoaching Activities** – Institutional staff members involved in noncoaching activities (e.g., administrative assistants, academic counselors) do not count in the institution's coaching limitations, provided such individuals are not identified as coaches, do not engage in any on- or off-field coaching activities (e.g., attending meetings involving coaching activities, analyzing video involving the institution's or an opponent's team), and are not involved in any off-campus recruitment of prospective student-athletes or scouting of opponents.

**11.7.1.1.1.1 Exception – Noncoaching Staff Member with Sport-Specific Responsibilities** – A noncoaching staff member with sport-specific responsibilities (e.g., director of operations, administrative assistant) may participate in organized activities involving only the coaching staff or administrative duties (e.g., attend meetings involving coaching activities, analyze video of the institution's or an opponent's team, track statistics during practice or competition). However, such an individual is prohibited from participating in instructional activities with student-athletes and any on-court or on-field activities (e.g., assist with drills, throw batting practice), and is prohibited from participating with or observing student-athletes in the staff member's sport who are engaged in nonorganized voluntary athletically related activities (e.g., pick-up games).

### TELEPHONE CALLS

#### **11.7.1.2.2 Exceptions – Noncoaching Staff Members and Noncountable Coaches.**

- (a) **After National Letter of Intent Signing or Other Written Commitment.** A noncoaching staff member or a coach who does not count toward the numerical limitations on head and assistant coaches in Bylaw 11.7.4 may perform the functions set forth in Bylaw 11.7.1.2-(b) after the calendar day on which the prospective student-athlete signs a National Letter of Intent or the institution's written offer of admission and/or financial aid.
- (b) **After Receipt of Financial Deposit.** A noncoaching institutional staff member or a coach who does not count toward the numerical limitations on head and assistant coaches in Bylaw 11.7.4 may perform the functions set forth in Bylaw 11.7.1.2-(b) after the calendar day on which the institution receives a financial deposit in response to the institution's offer of admission.
- (c) **Telephone Calls in Conjunction with Official Visit.** A noncoaching staff member or coach who does not count toward the numerical limitations on head and assistant coaches in Bylaw 11.7.4 may initiate telephone calls to and receive telephone calls from a prospective student-athlete or those individuals accompanying the prospective student-athlete during the prospective student-athlete's official visit transportation and during his or her official visit.
- (d) **Telephone Calls Regarding Institutional Camp/Clinic Logistical Issues.** A noncoaching staff member or coach who does not count toward the numerical limitations on head and assistant coaches in Bylaw 11.7.4 may initiate telephone calls to and receive telephone calls from a prospective student-athlete (or his or her parents, legal guardians, relatives or coach) that relate solely to institutional camp or clinic logistical issues (e.g., missing registration information), provided no recruiting conversations or solicitation of particular individuals to attend a camp or clinic occurs during such calls.

### ATTENDANCE AT ON- OR OFF-CAMPUS ATHLETICS EVENTS

**13.1.2.3-(b) Noncoaching Staff Members with Sport-Specific Responsibilities.** A noncoaching staff member with sport-specific responsibilities (except a staff member who only performs clerical duties) shall not attend an on- or off-campus athletics event in the staff member's sport that involves prospective student-athletes (e.g., high school contest, noninstitutional sports camp) unless the staff member is an immediate family member or legal guardian of a participant may attend such an event, subject to the following conditions:

- (i) Attendance shall not be for evaluation purposes (the staff member shall not provide information related to the performance of a prospective student-athlete back to the institution's coaching staff) ; and
- (ii) The staff member shall not have direct contact with a prospective student-athlete or a prospective student-athlete's parent (or legal guardian) or coach (other than the immediate family member, if applicable) participating in the activity.



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PERMISSIBLE	IMPERMISSIBLE
<p><b>Participate in organized activities involving only the coaching staff or administrative duties.</b></p> <ul style="list-style-type: none"> <li>• Coordinate complimentary admissions.</li> <li>• Be present at on-campus recruiting activities.</li> <li>• Review recruiting documentation.</li> <li>• Prepare general recruiting correspondence.</li> <li>• Coordinate/manage institution’s camp/clinic.</li> <li>• Coordinate community service activities.</li> <li>• Track student-athletes’ academic progress.</li> <li>• Perform administrative/managerial functions.</li> <li>• Arrange travel.</li> <li>• Work with schedule.</li> <li>• Assign equipment.</li> <li>• Splice game film.</li> <li>• Coordinate film exchange.</li> <li>• Analyze/evaluate videotape of team or opponent.</li> <li>• Chart/track statistics during practice or competition.</li> <li>• Observe practice provided no instruction is given to student-athletes.</li> <li>• Sit in dug-out/on bench during competitions and be in “huddle” provided no coaching occurs.</li> <li>• Attend coaches only meetings.</li> <li>• Engage in permissible coaching activities in coaches only meetings (e.g., analyze film of team or opponents, set-up offense/defense strategy).</li> <li>• Attend coaches/student-athletes meetings.</li> </ul>	<p><b>Participate in activities that can be considered coaching in nature that are not an exception per Bylaw 11.7.1.1.1. and 11.7.1.2.2</b></p> <ul style="list-style-type: none"> <li>• Analyze/evaluate videotape of prospects.</li> <li>• Participate in any activity involving athletics evaluations and/or selection of prospects.</li> <li>• Perform off-campus recruiting functions.</li> <li>• Make phone calls to or receive phone calls from prospects (or prospects’ parents, legal guardians or coaches) except as permitted per Bylaws 11.7.1.2.2-(d), 13.1.3.4.1.1-(d) and 13.1.3.4.1.2.</li> <li>• Assist with in-person scouting of opponents.</li> <li>• Serve in a dual capacity or part-time strength and conditioning coach.</li> <li>• Participate in or observe nonorganized voluntary activities (e.g., pick-up games, 7-on-7 drills).</li> <li>• Participate in on-court or on-field activities (e.g., assist with warm-up drills before or during competition, throw batting practice, warm-up the bullpen catcher/ quarterback, hit fungo, take in-field, shag balls, signal plays at the direction of a coaching staff member).</li> <li>• Provide technical or tactical instruction to student-athletes at any time.</li> <li>• Provide student-athletes an analysis of their practice session or competition.</li> <li>• Engage in coaching activities in coaches/student-athletes meetings (e.g., provide evaluation of practice or competition, set-up offense/defense strategy).</li> <li>• Attend athletic events, in the staff member’s sport, involving prospects except as permitted per Bylaw 13.1.2.3-(b).</li> </ul>