



**MINUTES**  
**CCACA CONFERENCE CALL**  
**Wednesday, January 4, 2006 ~ 11:00 a.m. (MT)**

**Participants:** Amy Huchthausen, America East; Lindsey Babcock and Eric Wood, Atlantic Coast; Steve Sturek, Atlantic Sun; Jamie Braunwarth, Atlantic 10; Jennifer Condaras, Big East; Ron Loghry, Big Sky; Greg Walter, Big Ten; Erica Satterfield, Big West; Melissa Odenwelder, Colonial Athletic; Stephanie Jarvis, Horizon League; Carolyn Campbell-McGovern and Brian Bario, Ivy League; Barbara Church, Metro Atlantic; Angie Torain, Mid-Continent; Mary Mulvenna, Missouri Valley; Lisa Danner, Mountain West; Rachelle Held, Northeast; Erik Price, Pac-10; Joanna Kreps and Kaitlyn Cerco, Patriot League; Torie Johnson and Edger Gant, Southeastern Conference; Doug King, Southern; Corey Lima, Jennifer Huggins and Sarah Cuxcall, Southwestern Athletic Conference; Jennifer Henderson, Sun Belt; Gloria Nevarez, West Coast.

1. **Approval of Minutes from the December 7, 2005 CCACA Minutes.**  
▶ **ACTION:** The minutes were approved.
2. **NCAA Proposal No. 2005-74 Recruiting--Tryouts--Developmental Clinics.**  
Carolyn Campbell-McGovern, Ivy League, sought feedback from the group regarding NCAA Proposal No. 2005-74. It was clarified that the proposal, if adopted, would render sports clinics for prospective student-athletes during the academic year impermissible.
3. **Gifts for All-Tournament Team Members.**  
Joanna Kreps, Patriot League, sought feedback from the group regarding what each conference provides as awards to student-athletes who are selected for all-tournament teams and most valuable player of a conference tournament. Kreps stated that was her understanding that it was permissible to provide up to an \$80 certificate, medal, or plaque. The group agreed with Kreps.
4. **February 2006 In-Person Meeting Update.**  
Lisa Danner, Mountain West Conference, reviewed the date and times for the CCACA February 2006 in-person meeting. The CCACA group meeting is scheduled for Wednesday, February 1, 2006 at 10 a.m. Location of the meeting will be forwarded with the agenda prior to the meeting. Danner requested agenda items for the meeting be forwarded to her.
5. **Additional Items – Institutional Banquets Follow-Up.**  
Lisa Danner, Mountain West Conference, noted that Carolayne Henry previously forwarded to the CCACA a response from Leeland Zeller, NCAA, Associate Director of Membership Services regarding the correct use of official visit entertainment money when attending an institutional banquet.
6. **Additional Items – Director of Operations.**  
Carolyn Campbell-McGovern, Ivy League, lead a brief discussion regarding duties of a Director of Operations. It was requested that the CCACA compile a list regarding duties of a Director of Operations and attach it as a supplement to the minutes.
7. **Adjournment.**  
The conference call was adjourned at 10:22 a.m. MT.

## Duties of Administrative Assistants

Note regarding Managers. It is not permissible to hire a manager to perform only on-court or on-field activities (e.g., ball shagging, bounce-passing drills, throw batting practice). Managers must also perform traditional managerial functions (e.g., run clock at practice, laundry). A manager cannot provide skill instruction without being counted in the coaching limitations in Bylaw 11.

Administrative assistants and managers **are not permitted** to perform the following functions:

- (1) Off-campus contact or evaluation of prospects.
- (2) Observe practice for evaluation or provide an analysis of a practice session.
- (3) Set up offenses, defenses or strategy.
- (4) Officiate a scrimmage.
- (5) Be involved in any manner with practice activities (e.g., shag balls, throw batting pract.)
- (6) Participate in Team Drills (e.g., bounce-pass drills).
- (7) Use sport related equipment to work with a student-athlete.
- (8) Discuss strategy.
- (9) Analyze videotape/film involving own team or opponents.
- (10) Scouting opponents.
- (11) Analyze recruiting and/or game film.
- (12) Participation in actions considered to be “coaching “ in nature [e.g. participation in any type of coaching activities, meetings or sessions, evaluation of game statistics].

Administrative Assistants **are permitted** to perform the duties set forth below. Please note that this list is not inclusive.

### Game Day Activities

Arrange team travel  
Arrange home pre- or post-game meal or snack  
Greet officials  
Coordinate filming of game  
Keep play chart / track statistics  
Videotaping of home and away games  
Sit on bench and be in team huddle provided no coaching occurs

### Practice Activities

Run practice clock  
Observe Practice (but not for evaluation)  
Chart/track statistics on sideline  
Managerial functions (no practice activ.)

### Post Game Activities

Produce the highlight video  
Splicing game film  
Coordinate video exchange  
Gather coaches evaluations of officials

### Involvement with Student-Athletes

Supervise weight room  
Supervise study hall  
Conduct orientation activities for freshman  
Assign equipment  
Arrange Complimentary Admissions

### On Campus Recruiting Duties

Arrange meals and entertainment  
Pick-up recruits at airport/arrange transportation  
Arrange transportation during visit  
Arrange air transportation with travel agent  
Be present at on-campus recruiting events  
Drive vans on-campus during visit  
Arrange and conduct tours  
Prepare recruiting documentation  
Arrange coaches' off-campus travel with travel agent  
Make telephone calls to prospects (all sports except Football)  
Give out host money and collect receipts  
Prepare expense reports  
Review recruiting documentation  
Arrange Complimentary Admissions

### Other Activities

Run institution's camp or clinic  
Coach at institution's camp or clinic  
Correspondence  
Track academic/compliance information  
Respond to mail from alums and other non-recruits  
Work with Schedule  
Coordinate Public Service Activities  
Attend staff meetings that are not coaching meetings

[Revised: October 22, 2004]