

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. (*Adopted: 1/16/93, Revised: 1/10/95, 12/13/05, 4/27/06 effective 8/1/06, 1/16/10*)

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). (*Adopted: 1/16/10*)

PERMISSIBLE	IMPERMISSIBLE
<p>Participate in organized activities involving only the coaching staff or administrative duties.</p> <ul style="list-style-type: none"> • Coordinate complimentary admissions. • Be present at on-campus recruiting activities. • Review recruiting documentation. • Prepare general recruiting correspondence. • Coordinate/manage institution's camp/clinic. • Coordinate community service activities. • Track student-athletes' academic progress. • Perform administrative/managerial functions. • Arrange travel. • Work with schedule. • Assign equipment. • Splice game film. • Coordinate film exchange. • Analyze/evaluate videotape of team or opponent. • Chart/track statistics during practice or competition. • Observe practice provided no instruction is given to student-athletes. • Sit in dug-out/on bench during competitions and be in "huddle" provided no coaching occurs. • Attend coaches only meetings. • Engage in permissible coaching activities in coaches only meetings (e.g., analyze film of team or opponents, set-up offense/defense strategy). • Attend coaches/student-athletes meetings. 	<p>Participate in activities that can be considered coaching in nature that are not an exception per Bylaw 11.7.1.1.1.</p> <ul style="list-style-type: none"> • Analyze/evaluate videotape of prospects. • Participate in any activity involving athletics evaluations and/or selection of prospects. • Perform off-campus recruiting functions. • Make phone calls to or receive phone calls from prospects (or prospects' parents, legal guardians or coaches) except as permitted per Bylaw 13.1.3.4.1.2. • Assist with in-person scouting of opponents. • Participate in or observe nonorganized voluntary activities (e.g., pick-up games). • Provide student-athletes an analysis of their practice session or competition. • Participate in competition-related warm-up 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). • Provide instruction to student-athletes at any time. • Engage in coaching activities in coaches/student-athletes meetings (e.g., provide evaluation of practice or competition, set-up offense/defense strategy).