

Duties of Noncoaching Staff Members with Sport-Specific Responsibilities (Bylaws)

Note: This is not an all-inclusive list and should not be used as a substitute for the NCAA Manual. Please contact your Compliance Staff with any questions. New legislation is highlighted.

Bylaw 11.7.1 Designation of Coaching Category. [A]

An individual who coaches and either is uncompensated or receives compensation or remuneration of any sort from the institution, even if such compensation or remuneration is not designated for coaching, shall be designated as a head coach, assistant coach, volunteer coach, graduate assistant coach or student assistant coach by certification of the institution.

Bylaw 11.7.1.1 Countable Coach.

An institutional staff member or any other individual outside the institution (e.g., consultant, professional instructor) with whom the institution has made arrangements must count against coaching limits in the applicable sport as soon as the individual participates (in any manner) in any of the following:

- (a) Provides technical or tactical instruction related to the sport to a student-athlete at any time;
- (b) Makes or assists in making tactical decisions related to the sport during on-court or on-field practice or competition; or
- (c) Engages in any off-campus recruiting activities.

Bylaw 11.7.2 Recruiting Coordination Functions. [A]

The following recruiting coordination functions (except related routine clerical tasks) must be performed by the head coach or one or more of the assistant coaches who count toward the numerical limitations in Bylaw [11.7.6](#):

- (a) Activities involving athletics evaluations and/or selection of prospective student-athletes; and
- (b) Making telephone calls to prospective student-athletes (or prospective student-athletes' parents, legal guardians or coaches).

Bylaw 11.7.2.2 Exceptions -- Noncoaching Staff Members and Noncountable Coaches. [A]

- (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 [11.7.6](#) may perform the functions set forth in Bylaw [11.7.2](#)-(b) after 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 [11.7.6](#) may perform the functions set forth in Bylaw [11.7.2](#)-(b) after 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 [11.7.6](#) may initiate telephone calls to 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 or Clinic Logistical Issues. A noncoaching staff member or coach who does not count toward the numerical limitations on head and assistant coaches in Bylaw [11.7.6](#) may initiate telephone calls to 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 conversation or solicitation of particular individuals to attend a camp or clinic occurs during such calls.

Bylaw 11.7.3 Noncoaching Staff Member with Sport-Specific Responsibilities. [A]

A noncoaching staff member with sport-specific responsibilities (e.g., director of operations, administrative assistant) is prohibited from participating in on-court or on-field activities (e.g., assist with drills, throw batting practice, signal plays) 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).

Bylaw 13.1.2.3-(a) Recruiting. Noncoaching Staff Members with Sport-Specific Responsibilities. The following are additional restrictions that apply to an institution's staff members and governing board. **[D]**

- (a) **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 in the activity. A staff member who is an immediate family member or legal guardian of a participant may attend such an event, subject to the following conditions: (*Adopted: 1/16/10, Revised: 4/13/10, 4/29/10*)
- (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.

Educational Column

Responsibilities of Noncoaching Staff Members and Managers During Practice or Competition and Use of Outside Consultants

Date Published: July 24, 2014

Item Ref: 1

Educational Column:

NCAA Division I institutions should note that pursuant to NCAA Bylaw 11.7.1.1 any institutional staff member or any other individual outside the institution (e.g., consultant, professional instructor) with whom the institution has made arrangements must count against coaching limits in the applicable sport as soon as that individual participates (in any manner) in any of the following activities:

1. Providing technical or tactical instruction related to the sport to a student-athlete at any time;
2. Making or assisting in making tactical decisions related to the sport during on-court or on-field practice or competition; or
3. Engaging in any off-campus recruiting activities.

Additionally, pursuant to Bylaw 11.7.3, a noncoaching staff member with sport-specific responsibilities (e.g., director of operations, administrative assistant, quality control personnel) is prohibited from participating in on-court or on-field activities. If an institution permits a noncoaching staff member with sport-specific responsibilities to be present during practice or competition, then the institution is responsible for ensuring that the individual is not engaging in any on-court or on-field activities. Further, noncoaching staff members with sport-specific responsibilities are 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., pickup games).

The following questions and answers are designed to assist the Division I membership in applying NCAA Division I legislation as it relates to the practice and competition responsibilities of managers and noncoaching staff members with sport-specific responsibilities.

Question No. 1: May a strength and conditioning coach throw batting practice?

Answer No. 1: No. A strength and conditioning coach who only conducts flexibility, warm-up and physical conditioning activities before contests and before or during practices or other organized activities is not included in the institution's coaching limitations for a specific sport. Throwing batting practice is not one of those activities; therefore, a strength and conditioning coach who throws batting practice would become a countable coach.

Question No. 2: May a director of basketball operations referee during basketball practice?

Answer No. 2: No. A noncoaching staff member with sport-specific responsibilities is prohibited from participating in on-court or on-field activities (e.g., assisting with drills). Refereeing is outside the permissible activities in which a noncoaching staff member with sport-specific responsibilities may participate and would cause the director of basketball operations to become a countable coach.

Question No. 3: May a director of football operations signal in plays at the direction of the coaching staff during football practice or competition?

Answer No. 3: No. A noncoaching staff member with sport-specific responsibilities is prohibited from participating in on-court or on-field activities (e.g., assisting with drills). Signaling in plays at the direction of the coaching staff is outside the permissible activities in which a noncoaching staff member with sport-specific responsibilities may participate and would cause the director of football operations to become a countable coach.

Question No. 4: May a quality control staff member who is a noncoaching staff member with sport-specific responsibilities analyze game film or review game film analysis with student-athletes?

Answer No. 4: Analyzing game film is considered an administrative duty within the permissible activities for a noncoaching staff member with sport-specific responsibilities and would not cause the quality control staff member to become a countable coach. However, reviewing game film with student-athletes is considered tactical instruction and would cause the quality control staff member to become a countable coach.

Question No. 5: During a contest, may a director of softball operations sit in the dugout, record the pitch count and discuss in-game pitching strategy with the head coach?

Answer No. 5: It is permissible for the director of softball operations to sit in the dugout during competition and record the pitch count, which is considered an administrative duty within the permissible activities for noncoaching staff members with sport-specific responsibilities. Further, the director of softball operations may report the pitch count to a member of the coaching staff without becoming a countable coach. However, discussing pitching strategy with the head coach during the competition is considered providing assistance in making a tactical decision, and providing such assistance would cause the director of softball operations to become a countable coach.

Question No. 6: In preparation for practice or competition, may a director of ice hockey operations formulate game plans or design plays?

Answer No. 6: Yes, provided the director of ice hockey operations does not provide any technical or tactical instruction related to the game plans or plays to student-athletes and the director of ice hockey operations does not make or assist in making any tactical decisions related to the game plan or plays during on-ice practice or competition.

Question No. 7: What are some examples of how an outside consultant may be involved with an intercollegiate athletics program?

Answer No. 7: An outside consultant cannot provide any technical or tactical instruction to student-athletes at any time, nor may he or she make or assist in making any tactical decisions during on-court or on-field practice or competition. Provided none of those activities occur, examples of what the outside consultant can do include attending practice and competition, participating in coaches meetings, formulating game plans and analyzing video involving the institution's or opponent's team before or after practice or competition.

Question No. 8: May the institution hire a free throw shooting consultant to attend basketball practice, observe the student-athletes' shooting technique and discuss his or her observations with the coaching staff without that individual becoming a countable coach?

Answer No. 8: Yes, provided the outside consultant does not provide any technical or tactical instruction to the student-athletes at any time.

Question No. 9: May a student-athlete, on his own initiative, hire an outside individual as a coach (e.g., position-specific coach, speed coach, choreographer, etc.) to provide tactical or technical instruction without that individual becoming a countable coach?

Answer No. 9: Yes, provided the institution is not involved in any way in arranging the activity, the institutional coaching staff members do not observe the activity and the activity does not occur at the institution's facility. Further, the student-athlete must pay the going rate for the services provided.

Question No. 10: Is it permissible for a manager to participate only in limited on-court or on-field activities and not perform any traditional managerial duties?

Answer No. 10: No. A manager must perform traditional managerial duties (e.g., equipment, laundry, hydration) in addition to participating in limited on-court or on-field activities.

Educational Column

Proposal No. 2013-24 Athletics Personnel -- Countable Coach (I)

Date Published: April 3, 2014

Educational Column:

Question No. 1: What is "technical or tactical instruction"?

Answer: Technical instruction is direction or teaching that relates to any sports-related technique. Tactical instruction occurs when an individual provides direction or teaches a student-athlete regarding a strategy, maneuver, play, scheme or the like.

Question No. 2: What are "tactical decisions"?

Answer: A tactical decision is a conclusion, determination or judgment related to a strategy, maneuver, play, scheme or the like.