

Operations/Administrative Duties

Permissible	Impermissible
Coordinate complimentary admissions	
Coordinate public service activities	
Arrange travel	
Coordinate pre- or post-game meals	
Track academics	
Track compliance information	
Review recruiting documentation	

Recruiting

Permissible	Impermissible
Make or receive telephone calls from prospects (or prospect's parents, legal guardians or coaches), provided the staff member has received rules education from compliance.	
Texting, emailing, direct messaging prospects after first permissible date.	Texting, emailing, direct messaging prospects prior to first permissible date.
Prepare & Send Recruiting Materials (e.g., General Correspondence) after the first permissible date.	
Be present at on-campus recruiting events (including meals on official visits within 30 miles of campus).	May not be off-campus for any recruiting purpose (contacts, evaluations, attending HS athletic events).
Arrange and/or conduct campus tours.	
Pickup prospects at airport in conjunction with an official visit.	
May be involved in on-campus evaluations of video and on-campus activities involving the selection of PSA's.	
Making telephone calls to prospects and those accompanying him five (5) days before and during an official visit.	
Making telephone calls to prospects and those accompanying him/her the day before and during an unofficial visit (until the visit ends).	

Practice & Competitions

Permissible	Impermissible
Observe practice (and report back observations to coaches)	Not permitted to be involved in any manner with practice activities (e.g., hold up play cards, act as referee for scrimmage during practice, use equipment in practice or competition-related warm-up activities, direct student-athlete activities).
Run practice clock	Participating in practice drills (e.g., holding pads, throwing balls, ball shagging, rebounding, bounce-passing drills, pitching batting practice, etc.)
Deal with equipment issues (e.g., assign equipment)	Direct practice activities (e.g., direct the scout team).
Sit on bench or coaches box or sidelines during games	Provide instruction to student-athletes at any time (e.g., any form of skill instruction with student-athletes)
Be in game huddle, provided no coaching occurs but it is okay to provide “words of encouragement”	Signal plays from the sideline (or bench) or one-on-one during a game or practice.
	Participate in competition-related warm-up activities (e.g., assist with warm-up drills before or during competition, hold pads, throw balls, throw batting practice, warm-up the bullpen catcher/quarterback, hit fungo, take in-field).
Permissible	Impermissible
In preparation for practice or competition, formulate game plans or design plays or make or assist in making tactical decisions related to the game plan or plays during practice or competition for coaches.	Provide any technical or tactical instruction related to the game plans or plays to student-athletes.
Keep play chart and track statistics during practice or competition and report those statistics (or other informational items) to a coaching staff member.	Conduct workout activities (even if at the request of the student-athlete and/or at an off-campus location)
Discuss offensive or defensive strategy with a countable coach during competition. (e.g. recommending a specific play).	
	Observe voluntary athletic activities of student-athletes (e.g., pickup games)
	Coaching - participate in activities that can be considered coaching in nature.

Meetings

<p>In preparation for practice or competition, formulate game plans or design plays for coaches.</p>	<p>Provide any technical or tactical instruction related to the game plans or plays to student-athletes or make or assist in making any tactical decisions related to the game plan or plays during practice or competition.</p>
<p>Analyze videotape/film involving team or opponents (e.g., edit/splice game film, coordinate filming and film exchange)</p>	<p>In-person scouting of opponents</p>
<p>Discuss, Analyze or Evaluate opponents in meetings with coaches only</p>	<p>Review film with student-athletes or engage in any coaching activities in coach/student-athlete meetings (e.g., provide evaluation of practice or competition, set-up offense/defense strategy). Note: Non-coaching Staff should never watch film with student-athletes alone.</p>
<p>Attend and don't speak in meetings involving coaching activities of student-athletes</p>	<p>Discuss, Analyze or Evaluate opponents with student-athletes</p>
	<p>Provide instruction to student-athletes at any time (e.g., any form of skill instruction with student-athletes)</p>