



Non-Coaching Staff Members Initial Orientation Handout

Non-Coaching Staff Members With Sport Specific Responsibilities

This group includes sport operations personnel, video coordinators, administrative assistants, some non-traditional managers (i.e. not undergraduate students), quality control individuals and similar positions.

PERMISSIBLE	IMPERMISSIBLE
<p>Organized activities involving only the coaching staff or administrative duties.</p> <ul style="list-style-type: none"> • Observe practice provided no instruction is provided to student-athletes. • Arrange travel. • Sit in dug-out/on bench during competitions and be in “huddle” provided no coaching occurs. • Coordinate complimentary admissions. • Review recruiting documentation. • Work with schedule. • Assign equipment. • Coordinate community service activities. • Track student-athletes’ academic progress. • Splice game film. • Coordinate film exchange. • Chart/track statistics during practice or competition. • Be present at on-campus recruiting activities. • Coordinate/manage institution’s camp/clinic. • Administrative/managerial functions. • Participate in coaching staff meetings, including those involving coaching activities (e.g., game film review) when no student-athletes are in attendance. • Attend meetings involving student-athletes provided no instruction is provided to student-athletes. • Analyze/evaluate videotape of team or opponent provided no instruction is provided to student-athletes. 	<p>Any activities that can be considered coaching in nature that are not an exception per Bylaw 11.7.1.1.1.1.1.</p> <ul style="list-style-type: none"> • In-person scouting of opponents or prospects. • Off-campus recruiting. • Set up offense, defense or strategy. • Participate in or observe non-organized voluntary activities (e.g., pick-up games). • Provide analysis of practice sessions. • Analyze/evaluate videotape of prospects. • Preparation of general recruiting correspondence. • Pre-game warm-up activities (e.g., throwing batting practice, assisting with warm-up drills, hitting fungo, taking in-field). • In-game warm-up activities (e.g., bullpen catcher, between inning warm-ups). • Participate in meetings involving student-athletes. • Any activity involving athletics evaluations and/or selection of prospects. • Making phone calls to or receiving phone calls from prospects (or prospects’ parents, legal guardians or coaches) except as permitted per Bylaw 13.1.3.4.1.2.

Signature of Non-Coaching Staff Member

Date

Associate Athletic Director for Compliance and Academics

Date