



This chart is designed to illustrate some permissible and non-permissible activities for athletics staff members who are not considered coaches (e.g., Director of Operations, Administrative Assistants, Non-Student Managers, and Other Non-Coaching Staff Members with Sport Specific Responsibilities).

<u>PERMISSIBLE</u>	<u>NON-PERMISSIBLE</u>
Sit on bench/sideline	Coaching
Be in game huddle, provided no coaching occurs	Discuss, Analyze or Evaluate opponents with coaches or student-athletes
Observe practice (but not for evaluation)	Scouting opponents
Run practice clock	Analyze or evaluate videotape/film involving team, opponents, or recruits
Keeping play chart and charting statistics	Off-campus recruiting (contacts or evaluations)
Act as referee for scrimmage during practice	Evaluation of prospect film/statistics
Edit/splice (NOT analyze) game film, coordinate filming and film exchange	Observe voluntary athletic activities of student-athletes (e.g., pick up games)
Deal with equipment issues (e.g., assign equipment)	Making telephone calls to or receiving telephone calls from prospects (or prospect's parents, legal guardians or coaches).
Tracking academics	
Tracking compliance information	
Review recruiting documentation	
Be present at on-campus recruiting events (including meals on official visits within 30 miles of campus)	
Arrange and/or conduct campus tours	
Pick up recruits at airport (admin assts only)	May prepare or produce permissible video/audio materials (e.g., highlight film/videotape/audio tape, computer recruiting presentations).
Coordinate pre- or post-game meals	
Make telephone calls to or receive telephone calls from prospects provided the prospect has signed a National Letter of Intent [or written offer of admission and/or financial aid for those prospects who are not eligible to sign an NLI (i.e., 4-year college transfer)].	Make telephone calls to an individual (or his or her parents, guardians, relatives or coach) relating <b>solely to institutional camp and clinic logistical issues</b> (e.g., missing registration information) <b>provided no recruiting conversation or solicitation of particular individuals to attend a camp or clinic occurs</b>
Coordinate complimentary admissions	
Coordinate public service activities	
Arrange travel	
Work with schedule	
Prepare & Send Recruiting Materials (subject to applicable limits per NCAA Bylaw 13.4.1)	