



This tip sheet is designed to illustrate some permissible and non-permissible activities for athletics staff members who are considered non-coaching staff members (e.g., Director of Operations, Administrative Assistants, Quality Control Personnel, and Other non-coaching Staff Members with Sport Specific Responsibilities). Please remember to contact the University Of South Carolina Office Of Compliance Services if you have any questions regarding permissible responses to prospects as the applicable NCAA, SEC and South Carolina rules change over time.

11.7.1.1.1 Non-coaching Activities. 11.7.1.2 Recruiting Coordination Functions. 11.7.1.2.2 Exception – Non-coaching Staff Member -- After NLI Signing or Other Written Commitment. 13.1.2.3 General Restrictions -- Staff Members and Governing Board. Educational Column – October 19, 2010 - Limitations on the Number and Duties of Coaches -- Responsibilities of Non-coaching Staff Members and Managers (I)

GENERAL RULE

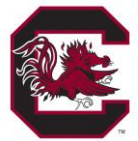
Non-coaching staff members with sport-specific responsibilities (e.g., administrative assistants, directors of operations, quality control personnel, directors of player development, video coordinators, assistant/associate athletics directors for specific sports), do not have to be included in the institution's coaching limitations, provided they are not identified as coaches and do not engage in any coaching activities, on-court or on-field activities (e.g., shagging balls, assisting with drills, throwing batting practice, signaling in plays at the direction of a coaching staff member), off-campus recruiting activities or scouting of opponents. The SEC has given us the advice that a violation of this legislation could very well land an institution in an infractions hearing.

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 telephone calls to or receive telephone calls from prospects <u>provided</u> the prospect has signed a NLI [or written offer of admission and/or financial aid for those prospects that are not eligible to sign an NLI (i.e., 4-year college transfer)]. | Making telephone calls to or receiving telephone calls from prospects (or prospect's parents, legal guardians or coaches). |
| Prepare & Send Recruiting Materials (e.g., General Correspondence, Emails) | Off-campus recruiting (contacts or evaluations) |
| Be present at on-campus recruiting events (including meals on official visits within 30 miles of campus) | Analyze or evaluate videotape/film involving prospects; evaluation of prospect film/statistics |
| Arrange and/or conduct campus tours | Analyze, Evaluate or Observe (for the purpose of evaluation) a practice sessions/competitions involving prospects |



| Permissible | Impermissible |
|--|--|
| Pickup prospects at airport in conjunction with an official visit | |
| May <u>filter</u> and <u>sort data</u> related to prospects (e.g., sort all of the video by position for countable coaches to review). | <u>May not determine, recommend, or have a "say" in which prospects will be recruited.</u> |

NOTE: Non-coaching staff members who are present during recruiting meetings may not be involved in selection of prospects and may not make decisions regarding prospects.

Attendance at High School Games/Camps

A non-coaching 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 prospects (e.g., high school contest, non-institutional sports camp) unless the staff member is an immediate family member or legal guardian of a participant in the activity. [NCAA Bylaw 13.1.2.3] This bylaw limits the events that may be attended by sport-specific staff members; however, it also makes an exception for clerical staff ONLY. Thus, individuals such as directors of operations, quality control personnel, video coordinators, assistant/associate athletics directors for specific sports, etc. would NOT be permitted to attend high school camps or non-institutional camps in the staff member's sport unless they had an immediate family member participating. This legislation is sport specific, and would not preclude individuals from attending events in other sports in which prospects might participate.

| Permissible | Impermissible |
|---|--|
| <ul style="list-style-type: none"> Attending a HS game <u>in your sport</u> in which the non-coaching staff member's son/daughter is participating Attending a HS game <u>in your sport</u> in which staff member's granddaughter is playing in pep band Attending a HS game <u>in your sport</u> in which staff member's son is serving as a referee Attending a HS game <u>in your sport</u> in which staff member's father is coaching one of the teams participating Attending a HS game <u>in a sport other than your sport</u> with no family member participating, <u>provided</u> the remaining parameters of Bylaw 13.1.2.3 are met. Contact the Compliance Office to discuss prior to attending such events. | <ul style="list-style-type: none"> Attending a high school game <u>in your sport</u> in which the staff member has no immediate family member participating Attending the high school game <u>in your sport</u> of a former employer, but at which no immediate family member is participating Taking tickets at a high school game <u>in your sport</u> in which the staff member has no immediate family member participating |

Practice & Competitions

| Permissible | Impermissible |
|--|--|
| Observe practice (but not for evaluation) | Not permitted to be involved in any manner with practice activities (e.g., act as referee for scrimmage during practice, use equipment in practice or competition-related warm-up activities). |
| Discuss, Analyze or Evaluate opponents in meetings with coaches only | Engage in coaching activities in coaches/student-athletes meetings (e.g., provide evaluation of practice or competition, set-up offense/defense strategy). |



| Permissible | Impermissible |
|--|---|
| Analyze videotape/film involving team or opponents (e.g., edit/splice game film, coordinate filming and film exchange) | In-person scouting of opponents |
| Attend meetings involving coaching activities | Participating in practice drills (e.g., ball shagging, rebounding, bounce-passing drills, pitching batting practice, etc.) |
| Track statistics during practice or competition | Conduct workout activities (even if at the request of the student-athlete and/or at an off-campus location) |
| Run practice clock | Observe voluntary athletic activities of student-athletes (e.g., pickup games) |
| Keeping play chart and charting statistics | Provide instruction to student-athletes at any time (e.g., any form of skill instruction with student-athletes) |
| Sit on bench or coaches box or sidelines during games | Discuss, Analyze or Evaluate opponents with student-athletes |
| Deal with equipment issues (e.g., assign equipment) | 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). |
| Be in game huddle, provided no coaching occurs but it is okay to provide "words of encouragement" | Signal plays from the sideline (or bench) during a game |
| | Coaching - participate in activities that can be considered coaching in nature that are not an exception per Bylaw 11.7.1.1.1 or 11.7.1.1.1.1 |

Questions? - Office of Compliance Services - 803.777.1519 – athcompl@mailbox.sc.edu

Remember: Ask Before You Act!

