

Manager Name: _____

Date: _____

UM C#: _____

The University of Miami Athletic Department needs for each sport specific, non-coaching staff member to acknowledge their specific department responsibilities and NCAA rules that must be adhered to in order to ensure compliance with NCAA rules. Prior to accepting a position, it is mandatory that the head coach or direct supervisor discuss the responsibilities outlines on the previous page. Upon accepting this position, you shall be provided a list of job responsibilities by your direct supervisor so that you have a clear understanding of your role within your position for that sport.

Further, it is not permissible for staff members to provide information to individuals involved in organized gambling concerning intercollegiate or professional athletic events, solicit a bet on any intercollegiate or professional team, accept a bet on any team representing The University of Miami, solicit or accept a bet on any intercollegiate competition for any item (cash, shirt, dinner etc...) or participate in any gambling activity involving intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. This includes providing information on a social networking website.

As a member of the institutional staff, it is your responsibility to strictly adhere to all of the aforementioned responsibilities and rules. In addition, it is also your responsibility to report any NCAA rules violations to the University of Miami Compliance Staff.

11.01.6 Manager.

A manager is an individual who performs traditional managerial duties (e.g., equipment, laundry, hydration) and meets the following additional criteria: *(Adopted: 1/16/10 effective 8/1/10, 4/29/10 effective 8/1/10)*

- (a) The individual shall be a full-time undergraduate or graduate student (see Bylaws 14.2.2 and 14.2.2.1.4), except that during his or her final semester or quarter of a degree program, he or she may be enrolled in less than a full-time program of studies, provided he or she is carrying (for credit) the courses necessary to complete the degree requirements;
- (b) The individual may participate in limited on-court or on-field activities during practice (e.g., assist with drills, throw batting practice) or competition (e.g., assist with warm-up activities) involving student-athletes on a regular basis;
- (c) The individual shall not provide instruction to student-athletes;
- (d) The individual shall not participate in countable athletically related activities (e.g., practice player) except as permitted in Bylaw 11.01.6-(b); and
- (e) In baseball, the individual shall forfeit any remaining eligibility in the sport at the institution at which the individual serves as a manager.

I, _____, understand and agree to follow NCAA Bylaw 11.01.6. Specifically, in accordance with subsection (e), I acknowledge that by becoming a manager for the University of Miami baseball team, I forfeit any remaining eligibility to play baseball at the University of Miami.

Signature of Student-Athlete

Date

Signature of Head Coach

Date

Signature of Compliance Office

Date

Listed below is legislation directed toward sport specific non-coaching staff personnel, including permissible and non-permissible activities. This is not an all-inclusive list and should not be used as a substitute for the NCAA Manual. Please contact the University of Miami Compliance staff with specific questions.

Bylaw 11.7.2 Recruiting Coordination Functions

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: *(Revised: 1/12/06, 4/27/06 effective 8/1/06, 4/24/08 effective 8/1/08, 4/26/12)*

- (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 11.7.3 Noncoaching Staff Member with Sport-Specific Responsibilities

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). *(Adopted 1/16/10, Revised: 1/18/14 effective 8/1/14)*

PERMISSIBLE	NON- PERMISSIBLE
Participate in organized activities involving only the coaching staff or administrative duties.	Participate in activities that can be considered coaching in nature.
<ul style="list-style-type: none"> • Attend practices and shoot-arounds • Perform administrative/limited managerial functions (without the use of sports equipment for that sport). • Develop/manage game and practice schedules. • Coordinate filming, film exchange and edit game film and highlight film. • Analyze/evaluate videotape of team or opponent for coaching staff. • Chart/track statistics during practice or competition. Observe practice provided no instruction is given to student-athletes. • Sit in dug-out/on bench during competitions and be in "huddle" provided no coaching occurs. • Keep a playing chart and track statistics on the bench or during practice as long as feedback is not provided to student-athletes. • Attend coaches only meetings. • Engage in permissible coaching activities in coaches only meetings (e.g., analyze film of team or opponents, set-up offense/defense strategy). • Formulate game plans. • Coordinate/manage/coach during institution's camp/clinic. 	<ul style="list-style-type: none"> • Provide instruction to student-athletes at any time. • Set-up offenses, defenses , or game strategies directly to the student-athletes. • Provide student-athletes an analysis of the practice session or competition. • Conduct, observe, or participate in voluntary activities (e.g., pick-up games, open gym, "Captain's Practices", Summer Conditioning). • Participate in competition or warm-up-related activities (e.g., assist with drills, throw batting practice, warm- up the bullpen catcher/ quarterback, hit fungo, take in-field). Use sports related equipment to work with a student-athlete in team drills. • Engage in coaching activities in coaches/student-athletes meetings (e.g., provide evaluation of practice or competition, set-up offense/ defense strategy). • Assist with in-person, off-campus scouting of opponents. • Officiate scrimmage or exhibition. • Attend or speak at banquets/meetings that are conducted primarily to recognize prospects (e.g., high school awards banquets).

<u>PERMISSIBLE</u>	<u>NON- PERMISSIBLE</u>
<p>Participate in organized activities involving only the coaching staff or administrative duties.</p>	<p>Participate in activities that can be considered coaching in nature.</p>
<ul style="list-style-type: none"> • Be present and assist in arranging on-campus recruiting activities (tours, transportation, meetings, etc.). • For a prospect's on-campus visit, you may arrange meals, entertainment, air transportation with travel agent. • Review and prepare recruiting documentation and expense reports. • Prepare general recruiting correspondence. • Make phone calls to, or receive phone calls from prospects (or prospects' parents, legal guardians or coaches) with regard to camp logistics. • Make phone calls to, or receive phone calls from prospects and those traveling with the prospect while en route to institutional Official Visit. • Transport prospects and their parents on an official visit to/from the airport. • Provide reasonable local transportation. • Arrange team travel and travel with team. • Coordinate team, coach, and prospect complimentary admissions. • Coordinate community service activities. • Track student-athletes' academic progress. • Assign equipment. • Supervise study all during away-from-home contests. • Oversee managers. • Attend coaches/student-athletes meetings where only administrative activities occur. • Arrange for pre and/or post game meals. • Supervise orientation activities for freshman and transfers. • Greet game officials and gather post game evaluations of officials. 	<ul style="list-style-type: none"> • Analyze/ evaluate videotape of prospects. • Perform any on-campus recruiting evaluations. • Participate in any activity involving athletics evaluations and/or selection of prospects. • Evaluate recruiting film. • Perform any off-campus recruiting functions (e.g., contacts or evaluations of prospects). • Make phone calls to or receive phone calls from prospects (or prospects' parents, legal guardians or coaches) except as permitted per Bylaw 13.1.3.4.1.2. • Attend an athletic event involving prospects unless an immediate family member is participating.