

This form details your agreement to be a Sport Specific, non-Coaching staff member at the University of Miami.

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.

Please complete the information below and return this form to the University of Miami Compliance Office. (Check the position below that applies to you)

Director of Operations

Student Manager

Strength Coach

Graduate Assistant

Video Coordinator

Undergraduate Student Trainer

Athletic Trainer

Other: _____

Name: _____

C#: _____

Sport: _____

ACCEPTANCE

My signature below indicates the following:

- *I have read and understand the attached Permissible and Non-Permissible activities for a sport-specific, non-coaching staff member.*
- *I agree that the head coach or appropriate supervisor shall determine the duties and responsibilities of this position and that I meet all the criteria as such.*

Signature: _____

Date: _____

Coach Signature: _____

Date: _____

Compliance Signature: _____

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 11.7.1.1.1.1—Non-Coaching Activities

Institutional staff members involved in non-coaching activities (e.g., administrative assistants, academic counselors) do not count in the institution's coaching limitations, provided such individuals are not identified as coaches, do not engage in any on- or off-field coaching activities (e.g., attending meetings involving coaching activities, analyzing video involving the institution's or an opponent's team), and are not involved in any off-campus recruitment of prospective student-athletes or scouting of opponents.

Bylaw 11.7.1.1.1.1 Exception — Non-Coaching Staff Member with Sport-Specific Responsibilities

A non-coaching staff member with sport-specific responsibilities (e.g., director of operations, administrative assistant) may participate in organized activities involving only the coaching staff or administrative duties (e.g., attend meetings involving coaching activities, analyze video of the institution's or an opponent's team, track statistics during practice or competition). However, such an individual is prohibited from participating in instructional activities with student-athletes and any on-court or on-field activities (e.g. assist with drills, throw batting practice), and is prohibited from participating or observing student-athletes in the staff member's sport who are engaged in non-organized voluntary athletically related activities (e.g. pick-up games). (*Adopted: 1/16/10*)

TELEPHONE CALLS

Bylaw 11.7.1.2.2 Exceptions- Noncoaching Staff Members and Noncountable Coaches.

After National Letter of Intent Signing or Other Written Commitment. A noncoaching staff member or a coach who does not count toward the numerical limitations on head and assistant coaches in Bylaw 11.7.4 may perform the functions set forth in Bylaw 11.7.1.2-(b) after the calendar day on which the prospective student-athlete signs a National Letter of Intent or the institution's written offer of admission and/or financial aid.

After Receipt of Financial Deposit. A noncoaching institutional staff member or a coach who does not count toward the numerical limitations on head and assistant coaches in Bylaw 11.7.4 may perform the functions set forth in 11.7.1.2-(b) after the calendar day on which the institution receives a financial deposit in response to the institution's offer of admission.

Telephone Calls in Conjunction with Official Visit. A noncoaching staff member or coach who does not count toward the numerical limitations on head and assistant coaches in Bylaw 11.7.4 may initiate telephone calls to a prospective student-athlete or those individuals accompanying the prospective student-athlete during the prospective student-athlete's official visit transportation and during his or her official visit.

Telephone Calls Regarding Institutional Camp/Clinic Logistical Issues. A noncoaching staff member or coach who does not count toward the numerical limitations on head and assistant coaches in Bylaw 11.7.4 may initiate telephone calls to a prospective student-athlete (or his or her parents, legal guardians, relatives or coach) that relate solely to institutional camp or clinic logistical issues (e.g., missing registration information), provided no recruiting conversations or solicitation of particular individuals to attend a camp or clinic occurs during such calls.

ATTENDANCE AT ON- OR OFF-CAMPUS ATHLETICS EVENTS

Bylaw 13.1.2.3-(b) Noncoaching Staff Members with Sport-Specific Responsibilities. A noncoaching 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 prospective student-athletes (e.g., high school contest, noninstitutional sports camp) unless the staff member is an immediate family member or legal guardian of a participant in the activity. A staff member who is an immediate family member or legal guardian of a participant may attend such an event, subject to the following conditions:

- I. Attendance shall not be for evaluation purposes (the staff member shall not provide information related to the performance of a prospective student-athlete back to the institution's coaching staff); and
- II. The staff member shall not have direct contact with a prospective student-athlete or a prospective student-athlete's parent (or legal guardian) or coach (other than the immediate family member, if applicable) participating in the activity.

<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 that are not an exception per Bylaw 11.7.1.1.1</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. • 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 high-light film. • 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. • 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"> • Analyze/ evaluate videotape of prospects. • Perform any on-campus recruiting evaluations. • Participate in any activity involving athletics evaluations and/or selection of prospects. • Perform off-campus recruiting functions. • 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. • Provide technical or tactical 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). • Serve in a dual capacity or as a part-time strength and conditioning coach. • Attend athletic event in the staff member's sport involving prospective student- athletes, except as permitted per Bylaw 13.1.2.3-(b). • Be identified as coaches.