

DUTIES OF NON-COACHING STAFF MEMBERS, VOLUNTEER COACHES & STUDENT MANAGERS

	Non-Coaching Staff	Volunteer Coach	Student Manager
OPERATIONS AND ADMINISTRATIVE DUTIES			
Arrange travel, coordinate pre/post game meals, coordinate complimentary admissions	Yes	Yes	Yes
Identify as a “Coach” in an official capacity (i.e. online staff directory, job title, media guide)	No	Yes	No
Contact institutional faculty/staff (e.g. professors, teaching assistants) about SA academic matters	No #	No #	No #
Edit/splice game film; coordinate film exchange	Yes	Yes	Yes
Provide academic assistance or tutoring	No	No	No
Track academics	Yes	Yes	Yes
Provide <i>any</i> benefit not specifically authorized in bylaw 16 (e.g., loan of car or money, gift, lodging, groceries, free or reduced services)	No	No	No
Coordinate public service activities	Yes	Yes	Yes
Gamble on sporting activities	No	No	No
RECRUITING			
Off-campus recruiting (contacts & evaluations)	No	No	No
On-campus evaluations (Live events)	No	No	No
Analyze/evaluate videotapes of prospects; filter and sort date related to PSA’s	Yes	Yes	Yes
Initiate calls to PSA, PSA’s parents, legal guardians or coaches	No	No	No
Initiate/receive calls to/from PSA and those accompanying during an official visit (and 5 days prior) & unofficial visit (and 1 day prior)	Yes	Yes	Yes
Initiate/receive calls to/from a PSA provided they signed NLI or offer of admission	Yes	Yes	Yes
Initiate/receive calls to/from a PSA or anyone associated with PSA in the individual’s sport that relate solely to a camp/clinic logistical issue	Yes	Yes	Yes
Receive calls from PSA, PSA’s parents, legal guardians or coaches (evaluative conversations)	Yes*	Yes*	Yes*
Prepare/send permissible recruiting materials (general correspondence, email, text)	Yes	Yes	Yes
Be present at official visit recruiting events (meal with PSA within 30 miles during official)	Yes	Yes	Yes
Be present at unofficial visit recruiting events (meal with PSA within 1 mile radius of campus)	Yes	Yes	Yes
Arrange/conduct campus tours (not during camps)	Yes	Yes	Yes
Pick-up recruits at the airport for official visit	Yes	Yes	Yes
Arrange official visit travel	Yes	Yes	Yes
Complete/submit recruiting documentation to compliance	Yes	Yes	Yes
Coordinate, manage and/or work an institutional camp/clinic	Yes	Yes	Yes
Prior to NLI signing, initiate/receive telephone calls to/from PSA’s appropriate academic authority (registrar, guidance counselor) related to admissions/academic issues provided nothing further is discussed & no solicitation of the PSA occurs.	Yes	No	No
Attend on or off-campus sporting events in the individual’s sport involving prospects (immediate family member exception exists for non-coach staff member)	No	Yes, with restrictions	Yes, with restrictions
Provide <i>any</i> benefit not specifically authorized in bylaw 13 (e.g., loan of car or money, gift, lodging, groceries, free or reduced services)	No	No	No
PRACTICE AND COMPETITION			
Provide technical or tactical coaching instruction to SA’s (On-field and off; video)	No	Yes	No
Participate in LIMITED on-court/on-field activities during practice or competition (ball shagging, rebounding, pitch batting practice)	No	Yes	Yes
Participate in practice drills beyond ball shagging, rebounding, pitch batting practice	No	Yes	No
Signal in plays at the direction of a coach – hold play cards	No	Yes	Yes
Sit on bench/sideline & be in game huddle	Yes	Yes	Yes
Participate with or observe voluntary activities of student-athletes (7on7 throwing sessions, position work, pick-up games, captain’s practices, etc.)	No	No	Yes, with restrictions
Perform administrative duties during practice or competition (Keep play chart/ statistics)	Yes	Yes	Yes
Observe practice for evaluation/analysis of performance with coaches only	Yes	Yes	Yes
Attend & participate in meetings involving coaching activities/Set-up/organize strategy with coaches prior to practice or competition (no SA’s present)	Yes	Yes	Yes
Analyze video of institution’s or opponent’s team	Yes	Yes	Yes
Assemble/gather/organize SA’s on the sideline before they enter the field (e.g., gather up SA’s who are serving on special teams so that they are ready to go on the field for a 4th down punt)	No	Yes	Yes
Handle/assign equipment	Yes	Yes	Yes
Run practice clock	Yes	Yes	Yes
Assist with warm-up activities	No	Yes	Yes
In-person scouting of opponents	No	No	No
Provide words of encouragement	Yes	Yes	Yes
Provide “ instructive ” word of encouragement	No	Yes	No

**Recruiting Calendar restrictions may apply*

#Best Practice