

*This form must be completed annually by all noncoaching staff members with sport-specific responsibilities to document the application of NCAA Bylaws 11.7.2 and 11.7.3 as it relates to the duties and responsibilities of noncoaching staff members.*

**11.6.1 Off-Campus, In-Person Scouting Prohibition.** Off-campus, in-person scouting of future opponents (in the same season) is prohibited, except as provided in Bylaws 11.6.1.1 and 11.6.1.2. *(Adopted: 1/11/94 effective 8/1/94, Revised: 1/14/97 effective 8/1/97, 1/19/13 effective 8/1/13, 1/15/14)*

**11.7.2 Noncoaching Staff Member with Sport-Specific Responsibilities -- Men's Basketball. [A]** In men's basketball, 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, 6/26/24, 7/11/24 effective 8/1/24)*

**11.7.3 Noncoaching Staff Member with Sport-Specific Responsibilities -- Sports Other than Men's Basketball and Football. [A]** In sports other than men's basketball and football, a noncoaching staff member with sport-specific responsibilities (e.g., director of operations, administrative assistant) may participate in limited on-court or on-field activities (e.g., assist with drills, throw batting practice) during practice and competition involving student-athletes on a regular basis. A noncoaching staff member with sport-specific responsibilities 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) and is prohibited from signaling plays during practice and competition (see Bylaw 11.02.2). *(Adopted: 7/11/24 effective 8/1/24)*

### Noncoaching Staff Member Acknowledgement (to be completed by the Noncoaching Staff Member):

Noncoaching Staff Member Name: \_\_\_\_\_ Sport: \_\_\_\_\_

UM Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please **INITIAL** below to acknowledge each of the following statements:

\_\_\_\_\_ I understand that I may not engage in any gambling activities related to NCAA-sponsored sports at any level (e.g., professional, collegiate, or amateur), or provide insider information to outside individuals or entities (e.g., the status or availability of players for upcoming University of Miami contests).

\_\_\_\_\_ I understand that I may not engage in off-campus recruiting activities of prospective student-athletes (PSAs).

\_\_\_\_\_ I understand that I must adhere to the NCAA rules and regulations related to telephone calls involving PSAs and/or family members or coaches of PSAs. This includes using only institutional-issued devices (if applicable) and/or manually logging all calls with a recruiting nexus in the designated compliance monitoring software.

\_\_\_\_\_ I understand that I may not perform any in-person scouting of opponents.

***By signing below, I acknowledge that, as a Noncoaching Staff Member, I am required to comply with all NCAA, ACC, and University of Miami rules and regulations, and I agree to adhere to the statements outlined above.***

Noncoaching Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

### Head Coach Acknowledgement (to be completed by the Head Coach):

***By signing below, I acknowledge that the individual listed above is designated as a Noncoaching Staff Member for my sport's program and understand that he/she is required to comply with all NCAA, ACC, and University of Miami rules and regulations governing Noncoaching Staff Members.***

Head Coach: \_\_\_\_\_ Date: \_\_\_\_\_

### Compliance Acknowledgement (to be completed by Compliance):

Noncoaching Staff Member Rules Ed Completed  IAWP Check Completed  Added to Teamworks/ARMS

Compliance: \_\_\_\_\_ Date: \_\_\_\_\_

DUTIES OF COACHING STAFF, NONCOACHING STAFF MEMBERS & STUDENT MANAGERS	Coaching Staff Member	Noncoaching Staff Member	Student Manager
<b>OPERATIONS &amp; ADMINISTRATIVE DUTIES</b>			
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)	Yes	No	No
Contact institutional faculty/staff (e.g., professors, teaching assistants) about student-athlete academic matters	No #	No #	No #
Edit/splice game film; coordinate film exchange	Yes	Yes	Yes
Provide academic assistance or tutoring	No	No	No
Track academic progress of student-athlete	Yes	Yes	Yes
Provide any 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 contests, events or activities	No	No	No
<b>RECRUITING</b>			
Engage in off-campus recruiting activities (i.e., contacts & evaluations)	Yes	No	No
On-campus evaluations (i.e., live events)	No*	No	No
Analyze/evaluate videotapes of prospects; filter and sort date related to PSAs	Yes	Yes	Yes
Initiate calls to a PSA, PSA's parents, legal guardians or coaches of PSA	Yes^	Yes^	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 (e.g., meals with PSA within 30 mile radius of campus)	Yes^	Yes^	Yes^
Be present at Unofficial Visit recruiting events (e.g., meals with PSA within 1 mile radius of campus)	Yes^	Yes^	Yes^
Arrange/conduct campus tours (not during camps/clinics)	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 (e.g., registrar, guidance counselor, etc.) related to admissions/academic issues provided nothing further is discussed & no solicitation of the PSA occurs.	Yes^	Yes^	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)	Yes^	No*	No
<b>PRACTICE &amp; COMPETITION</b>			
Provide technical and/or technical coaching instruction to student-athletes (on-field and off; video)	Yes	No*	No
Participate in LIMITED on-court/on-field activities during practice or competition (e.g., ball shagging, rebounding, pitch batting practice)	Yes	Yes	Yes
Participate in full practice on-court/on-field activities	Yes	No	No
Signal in plays at the direction of a coach (hold play cards)	Yes	Yes	No
Sit on bench/sideline & be in game huddles	Yes	Yes	Yes
Participate with or observe voluntary activities of student-athletes	No*	No	Yes*
Perform administrative duties during practice or competition (e.g., 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 and/or organize strategy with coaches prior to practice or competition (with no student-athletes present)	Yes	Yes	Yes
Analyze video of institution's or opponent's team	Yes	Yes	Yes
Handle/assign equipment	Yes	Yes	Yes
Run practice clock	Yes	Yes	Yes
Assist with warm-up activities	Yes	No	Yes
In-person scouting of opponents	No	No	No
Provide "instructive" word(s) of encouragement	Yes	No	No
# = Best practice      ^ = Recruiting calendar permitting      * = Exceptions apply, contact Compliance			