Countable Coach – An athletics department must count against coaching limits as soon as the individual participates (in any manner) in the coaching of the intercollegiate team practice, games or organized activities directly related to that sport, including any organized staff activity directly related to that sport. [11.7.1.1.1]

Noncoaching Activities – Institutional staff members involved in noncoaching 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 videotape or film involving the institution’s or an opponent’s team), and are not involved in any off-campus recruitment of prospects or scouting of opponents. A noncoaching staff member with sport specific responsibility may not participate with or observe student-athletes (in the staff member’s sport) who are engaged in nonorganized voluntary athletically related games (e.g., pick-up games). [11.7.1.1.1.1]

Recruiting Coordination Functions - All recruiting coordination functions (except routine clerical tasks) must be performed by the head coach or one or more of the full-time assistant coaches. Such functions include:
(a) Activities involving athletics evaluation and/or selection of prospects.
(b) Telephone calls to prospective student-athletes (or prospective student-athletes' parents, legal guardians or coaches).
(c) Preparation of general recruiting correspondence to prospective student-athletes (or prospective student-athletes' parents or legal guardians). [11.7.1.2]

In Division I-A football and women’s rowing, a graduate assistant coach may perform the functions set forth in (a) (on-campus only) and (b) if the coach has successfully completed the coaches’ certification exam. [New legislation effective August 1, 2006]

The following is a list of permissible duties for administrative assistants and managers. The list is not exhaustive. Please use the list as a guide, but please remember to check with the compliance staff if you have specific questions regarding permissible duties.

Permissible Activities
Practice Activities
✓ Observe practice (but not for evaluation purposes)
✓ Set up practice
✓ Run practice clock
✓ Retrieve/rebound balls (permissible only for managers)
✓ Chart/track statistics on sideline
✓ Assign equipment
Game Day Activities
✓ Arrange team travel
✓ Sit on bench during game (may NOT participate in team or coaches huddle or engage in any coaching activity or discussion of strategy)
✓ Keep play charts, track statistics
✓ Coordinate filming of game
✓ Coordinate complimentary admissions
✓ Arrange home pregame and postgame meals
✓ Greet officials

Postgame Activities
✓ Produce highlight video
✓ Splice game film (analysis or evaluation of game film is prohibited)
✓ Coordinate film exchange

On-Campus Recruiting Duties
✓ Participate in on-campus recruiting
✓ Arrange meals and entertainment
✓ Arrange transportation to/from airport
✓ Arrange transportation during visit
✓ Pick up recruits at airport (not permissible for managers)
✓ Arrange and/or conduct campus tours (not permissible for managers)
✓ Arrange academic meetings
✓ Prepare compliance documentation

Other Activities
✓ Arrange coaches’ off-campus travel with travel agent
✓ Coordinate public service activities (in conjunction with Angela Howard – Life Skills)
✓ Track academics
✓ Attend staff meetings that are non-coaching related (e.g., recruiting, compliance)
✓ Organize/run institution’s camp or clinic
✓ Coach at institution’s camp or clinic
✓ Track compliance information
✓ Respond to mail from alumni and other non-recruits

Nonpermissible Activities
✗ Participate in any activity considered to be coaching in nature
✗ Attend meetings involving coaching activities
✗ Analyze videotape/film involving own team, opponents or prospects
✗ Scout opponents
✗ Participate in off-campus recruiting (contacts and evaluations)
✗ Observe practice for evaluation purposes
✗ Use sport-related equipment to work with student-athletes
✗ Set up offenses, defenses or strategy
✗ Provide analysis of a practice session
✗ Participate in team drills beyond feeding/retrieving balls
✗ Telephone or correspond with prospects, prospects’ parents or prospects’ coaches
✗ Participate with or observe student-athlete’s engaged in nonorganized voluntary activities