

HIRE OR ACQUIRE STAFF/COACHES:

- An event operator, staff member of a league or member of any team may not participate if the individual has been found guilty or pleaded guilty in a court of law for having been involved in sports bribery, point shaving or game fixing.
- Compensation provided to event personnel must be consistent with the going rate for event personnel of like teaching ability and event experience.
- Make arrangements to have qualified medical personnel present at the event. Events are required to have a medical professional/trainer on staff to care for injured athletes, etc.
- If scrimmages will occur, determine who will officiate.
- Operators may need to hire staff who can effectively present the information required for the mandatory educational session or someone to monitor the video presentation to ensure that all participating prospects are in attendance and presented with all of the required information.
- Operator is responsible for having staff/volunteers to enforce the separate seating areas and for clearing out any general spectator from the designated NCAA coaches section; so, make plans to have enough staff to do so. It is suggested that the separate coaches section be for NCAA coaches only and the both two-year college and media representatives be required to sit elsewhere if at all possible.

COACHES FOR INDIVIDUAL EVENTS: As a condition of certification, an event operator is required to verify that all individuals involved in coaching activities have been granted the NCAA Participant Approval by LexisNexis prior to participation. This requirement applies to both team and individual events/camps. See: [Participant Approval Program](#). If the event is more skills and drills in nature and coaches are not utilized for team competition, the individuals involved in instruction will still need to obtain a participant approval as this is considered "coaching activities."

Event operators will need to collect the name, address, telephone number, birth date and the last four digits of the social security number for each coach utilized. This information will be required as part of the post-event review form submission along with the compensation paid to each individual. If you are going to list "per hour" amounts for compensation, you need to include the total number of hours worked or list total amount paid.

DEMOGRAPHIC INFORMATION FOR STAFF: Event operators will need to collect the name, address and telephone number for any volunteer or employee involved in the operation of their event including, but not limited to, the administrative staff, clock and stat personnel, score keepers, officials/referees, ticket takers, concession, the required medical personnel/trainer, etc. This information will be required as part of the post-event review form submission along with the compensation paid to each individual. If you are going to list "per hour" amounts for staff compensation, you need to include the total number of hours worked or list total amount paid.