

HIRE OR ACQUIRE STAFF:

- 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.
- Determine who will officiate.
- Operators of team events need to plan ahead to have enough registration staff to fulfill the NCAA requirements for checking coaches approvals; identifying which coaches and athletes listed on the roster will actually participate in the event; and reviewing roster information for coaches approvals, adjoining state violations, same or incorrect contact information, etc.
- 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.

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.