Declaration of Coaching Staff

This section contains information relevant to coaching personnel issues.

POLICIES

- It is ultimately a head coach’s responsibility to maintain a staff that is compliant with NCAA bylaws.
- The coaching staff is responsible for informing the Compliance Office of who is on their coaching staff or is working with their program. Any changes that occur to the coach or staff roster from the Staff Designation Form submitted for the academic year must be communicated to the Compliance Office immediately.
- Coaching and Staff categories are the following:
  - **Countable Coach**: A head coach or an assistant coach who has passed the NCAA Recruiting Exam for the year in which they are recruiting.
    - A countable coach may be paid or unpaid.
  - **Countable, Non-Recruiting Coach**: An assistant coach who fits within countable coach limitations, but MAY NOT perform any recruiting activities.
    - A countable, non-recruiting coach may be paid or unpaid.
    - To be able to travel with the program for away-from-home competitions, a countable, non-recruiting coach must pass the NCAA Recruiting Exam unless special permission is granted by the Sport Administrator.
  - **Volunteer Coach**: A coach who does not receive compensation or remuneration from the athletic department or from an organization funded by the athletic department or that is involved primarily in the promotion of the institution’s athletics program (e.g., booster club, Flynn Fund, etc.).
    - Football and Men’s & Women’s Basketball are not permitted to have a volunteer coach.
    - To be able to travel with the program for away-from-home competitions, a volunteer coach must pass the NCAA Recruiting Exam unless special permission is granted by the Sport Administrator.
  - **Student Manager**: An undergraduate or graduate student who is enrolled full-time and performs managerial duties with the program.
  - **Non-Coaching Staff Member**: An employee (other than a work-study) who works directly with your program and is neither a coach nor a student. Examples include administrative assistant, director of operations, quality control personnel, video coordinators, etc.).
  - **Graduate Assistant Coach** (Football and Rowing only): An assistant coach who is also a graduate student enrolled in at least 50% of a full graduate course load.
- Certification expires on July 31 of the corresponding academic year and all recruiting activities must cease until a coach renews certification.

PROCEDURES

1. Each semester, the head coaches for all sports other than football are required to submit the Coaching Staff Designation Form (Attachment P-1). This form must include the name of all individuals working specifically with their program whether or not they are a paid/unpaid employee or a volunteer.
   - Further, each individual other than a countable, recruiting coach must complete one of the following forms depending on their position within the program:
     - **Countable, Non-Recruiting Coach Agreement** (Attachment P-6)
     - **Volunteer Coach Agreement** (Attachment P-3)
     - **Non-Coaching Staff Member Agreement** (Attachment P-4)
     - **Student Manager Form** (Attachment P-5)
2. **FOOTBALL**: Each semester, the head coach is required to submit the Football Staff Designation Form (Attachment P-2) by. The Football Staff Designation Form must include the name of all
individuals working specifically with their program whether or not they are a paid/unpaid employee or a volunteer.

- Further, each individual other than a countable coach or graduate student-assistant coach must complete one of the following forms depending on their position within the program:
  - Non-Coaching Staff Member Agreement (Attachment P-4)
  - Student Manager Form (Attachment P-5)

3. The Compliance Office must be notified immediately of any further changes to a program’s staff after the Staff Designation Form has been submitted.
Declaration of Playing Season

This section contains information regarding playing and practice season requirements.

POLICIES

• It is ultimately a head coach’s responsibility to maintain a permissible playing and practice season per NCAA rules (found in Bylaw 17: Playing and Practice Seasons).
• Scheduling of the beginning of the year compliance eligibility meetings are based on first practice and competition dates as reported on Playing and Practice Season Declaration Form (Attachment P-7).
• The Playing and Practice Season is defined as the period of time between the first practice session and the last competition or practice session. Recognized practices and competitions can only take place during the playing and practice season as defined on the Playing and Practice Season Declaration Form (Attachment P-7). The Playing and Practice Season is broken down into two segments:
  o Championship Segment — the portion of the playing season that concludes with the NCAA championship in that sport.
  o Non-Championship Segment — the remaining portion of the playing season.
• Outside competition is defined as an athletics competition against any other athletics team that does not represent the intercollegiate program at this institution.
  o Student-athletes cannot participate in outside competitions unless certified eligible to compete. (See Sections II. and III. for more detailed information.)

PROCEDURES

1. Each head coach is required to submit a completed Playing and Practice Season Declaration Form (Attachment P-7) with an up to date competition schedule prior to the beginning of a playing season.
   a. All sports competing in the fall must submit a completed form to the Compliance Office by June 1st.
      i) Fall sports must submit their spring, non-championship segment schedules to the Compliance Office for approval by the end of January in the spring semester
   b. All other sports must submit a completed form to the Compliance Office by June 1st
   c. All outside competitions, including scrimmages, exhibitions, and alumni games must be reported.
   d. A coach can define their week starting with any day of the week. However, the seven consecutive day period (week) must remain consistent for the entire segment once it is officially defined on the Playing and Practice Season Declaration Form (Attachment P-7) (ex: Wed.-Tues.).
2. The Compliance Office will review the form and schedule for playing season compliance, maximum and minimum dates/competitions, minimum participants, and sports sponsorship.
3. Any changes in a playing and practice season or competition schedule must be immediately reported to the Compliance Office in writing.
   a. The compliance office will follow the same procedure as outlined above to assure changes are within NCAA guidelines and that all other offices are notified of the changes.
**Countable Athletically Related Activities**

This section contains information regarding countable athletically related activities (CARA) requirements within the playing and practice season requirements.

**POLICIES**

- It is ultimately a head coach’s responsibility to maintain a permissible playing and practice season per NCAA rules *(found in Bylaw 17: Playing and Practice Seasons)*.
- Recognized practices and competitions and other CARA can only take place during the playing and practice season as defined on the **Playing and Practice Season Declaration Form (Attachment P-7)**.
- A coach must record CARA according to the seven consecutive day period (week) as officially defined on the **Playing and Practice Season Declaration Form (Attachment P-7)** (ex: Wed.-Tues.).
- When submitting out the **Countable Athletically Related Activities Forms** the coach must include the actual start and end times of practice. For teams that practice off-campus, the departure and return time must also be listed. As you know, the travel portion does not count against your permissible hours; however the compliance office would like to know how long the travel portion is for practice.
- Each competition needs to be recorded as 3 hours no matter how long the competition lasts.
- Both forms need to be submitted even when hour limitations do not apply:
  - Preseason practice prior to the first competition or the first day of classes, whichever is earlier,
  - Official vacation period between terms, and
  - NCAA/Conference Championships.
- Alumni are permitted to participate in an occasional practice with the team. Occasional is defined as three times per month or less. If an alumnus is to practice with a team, the coach must notify the Compliance Office prior to the practice.
- Spot checks will be made by the Compliance Office periodically.

**PROCEDURES**

1. Each month, a coach must submit **Countable Athletically Related Activities** through **JumpForward** by the 10th of the subsequent month.
2. Upon submission, the Compliance Office will notify a minimum of one student-athlete to confirm that the **Countable Athletically Related Activities** are correct with a signature on the forms as well. Student-athletes will be pre-identified to approve logs.
3. The strength and conditioning staff will also be asked to confirm the **Countable Athletically Related Activities**.
   a. The Compliance Office will receive the submitted CARA report from the coach and will then submit the logs to the Strength and Conditioning Staff for confirmation.