

PERSONNEL

The Compliance Office is responsible for reviewing and evaluating the University's procedures for monitoring compliance with NCAA, A-10 Conference and University regulations regarding athletics department personnel. NCAA Bylaw 11 is the primary source for NCAA regulations dealing with athletics department personnel.

STAFF DESIGNATIONS

Any individual who coaches and either is uncompensated or receives compensation or remuneration of any sort from the institution, even if such compensation or remuneration is not designated for coaching, shall be designated as a head coach, assistant coach, volunteer coach, graduate assistant coach or student assistant coach by certification of the institution. If an institution has not reached its limit on the number of coaches in any category, any type of coach may be counted in that category.

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

Institutional staff members involved in noncoaching activities (e.g., administrative assistants, recruiting coordinators in sports other than football, 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 responsibilities may not participate with or observe student-athletes in the staff member's sport who are engaged in nonorganized voluntary athletically related activities (e.g., pick-up games).

VOLUNTEER COACHES

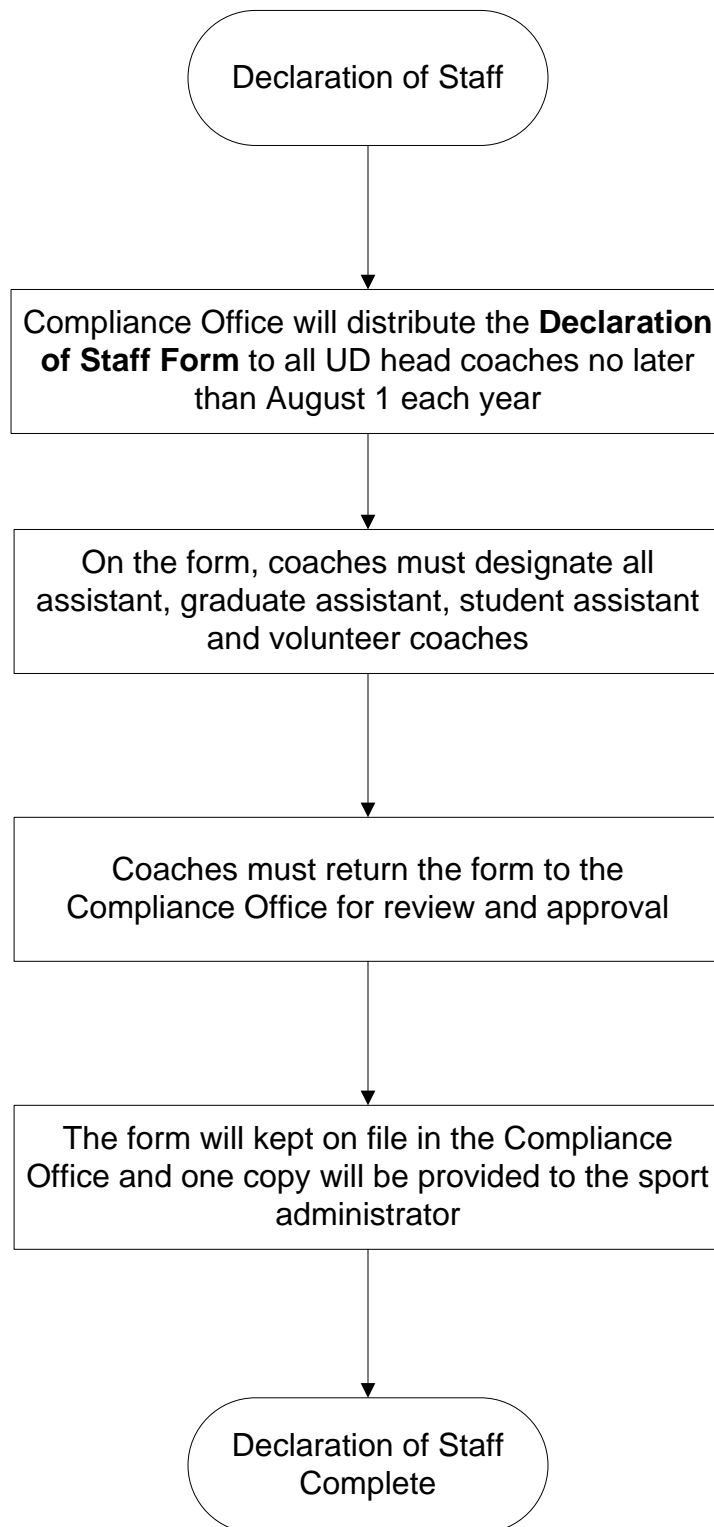
In sports other than basketball and football, a member institution may utilize the services of one volunteer coach. All University of Dayton volunteer coaches are required to fill out the appropriate "special payroll" forms through the Athletic Business Office at the beginning of their appointment as a volunteer coach. Please contact the Athletic Business Office for more information on this policy and the procedures.

PROCESS

Prior to the beginning of each academic year, the Compliance Office will distribute the Declaration of Staff Form to all UD head coaches. On the form, coaches must designate all assistant, graduate assistant, student assistant and volunteer coaches and return the form to the Compliance Office for review. Following approval, the form will be kept on file in the Compliance Office and one copy will be provided to the sport administrator.

See Process Document – **Designation of Staff**

Form	Process
Declaration of Staff	Declare staff of countable coaches



Certification to Recruit Off Campus

Only those coaches who have been certified (successfully passed the NCAA Coaches Certification Exam) may contact or evaluate any prospective student-athlete off-campus. Certification must occur on an annual basis. The Compliance Office, in conjunction with the Faculty Athletics Representative and the A-10 Conference office, administers and monitors the certification of all UD coaches.

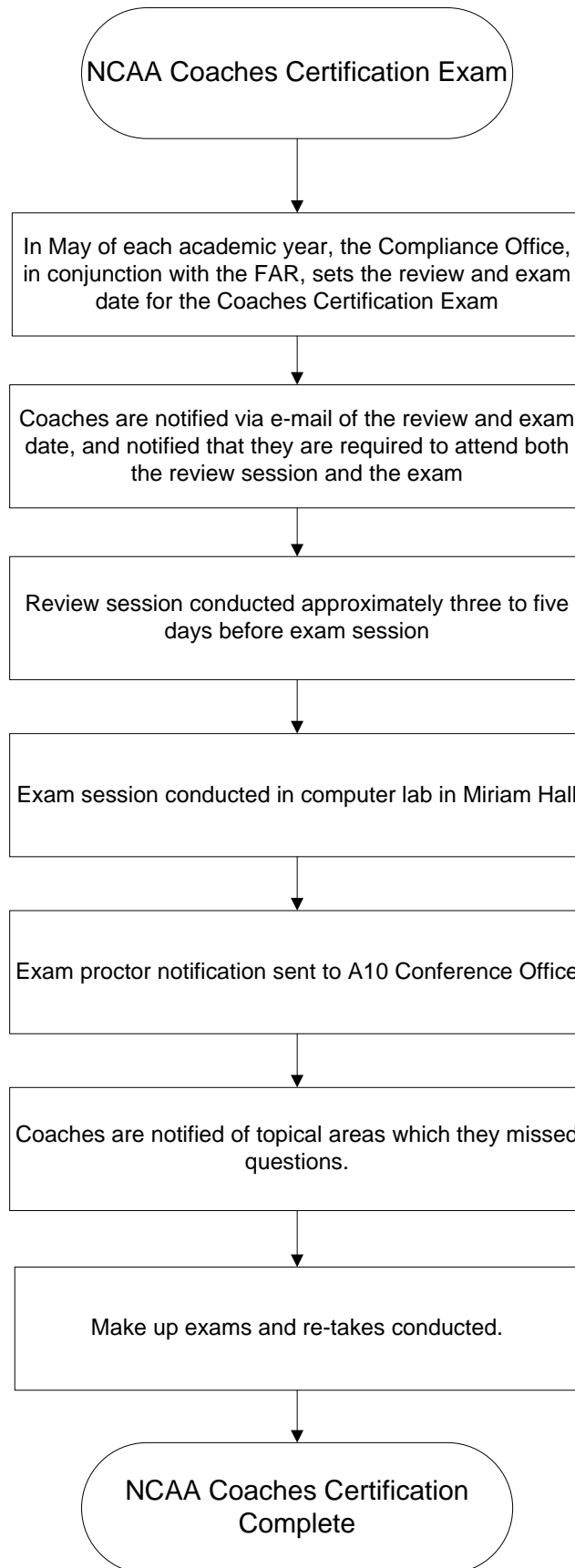
The actual NCAA Coaches Certification Exam consists of 40 true/false and multiple choice questions related to legislation contained in the NCAA bylaws. The NCAA considers a score of at least 32 out of 40 passing. It is the University of Dayton's policy that any coach who scores below a 35 must attend an individual comprehensive review session with the compliance office.

Process

See Process Document – **Coaches Certification Exam**

Forms

Form	Process
NCAA Coaches Certification Practice Exam	Practice for coaches exam
UD Educational Presentation	Presentation by UD Compliance to review for exam



Athletically Related Outside Income

Contractual agreements, including letters of appointment, between a full-time or part-time athletics department staff member (excluding secretarial or clerical personnel) and an institution shall include the stipulation that the staff member is required to provide a written detailed account annually to the chief executive officer for all athletically related income and benefits from sources outside the institution. In addition, the approval of all athletically related income and benefits shall be consistent with the institution's policy related to outside income and benefits applicable to all full-time or part-time employees. Sources of such income shall include, but are not limited to, the following:

- (a) Income from annuities;
- (b) Sports camps;
- (c) Housing benefits (including preferential housing arrangements);
- (d) Country club memberships;
- (e) Complimentary ticket sales;
- (f) Television and radio programs; and
- (g) Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.

Process

The University of Dayton Outside Athletically Related Income forms will originate from the Compliance Office and will be forwarded to the staff in early summer. All athletics department staff members (excluding secretarial or clerical personnel) will complete and signed the forms regardless of whether outside income was earned.

See process document – **Athletically Related Outside Income**

Forms

Form	Process
Athletically Related Outside Income Reporting Form	NCAA requirement to report outside income

