

STAFF DESIGNATION AND CERTIFICATION

Sport: _____ Signature of Head Coach: _____

Date: _____ Circle Y or N to indicate responsibilities in each of the five categories.

Passed NCAA Exam	Off-Campus Recruiting	Off-Campus Evaluation	On-Campus Recruiting	Certified in First Aid, CPR and AED
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Check page 20 of the NCAA Manual for number limits for the purpose of off-campus recruiting.

HEAD COACH

_____	Y	N	Y	N	Y	N	Y	N	Y	N
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ASSISTANT COACHES

_____	Y	N	Y	N	Y	N	Y	N	Y	N
_____	Y	N	Y	N	Y	N	Y	N	Y	N
_____	Y	N	Y	N	Y	N	Y	N	Y	N
_____	Y	N	Y	N	Y	N	Y	N	Y	N
_____	Y	N	Y	N	Y	N	Y	N	Y	N

VOLUNTEER COACH

(Bylaw: 11.01.5)

May NOT be involved with off-campus recruiting or scouting. May not perform recruiting coordination functions. May receive complimentary meals incidental to organized team activities (i.e., pre- post-game meals, occasional meals, meals associated with official visits). May also receive two complimentary admissions to home contests. No other compensation is permitted. May use one volunteer coach for each sport, two for combined sports (11.7.6.2.3).

_____	Y	N	Y	N	Y	N	Y	N	Y	N
_____	Y	N	Y	N	Y	N	Y	N	Y	N

UNDERGRAD ASSISTANT COACHES (Bylaw: 11.01.4)

Must be within the 5-year rule and enrolled at Cornell as a full-time undergraduate student. Must have exhausted eligibility or been injured and certified as unable to ever again compete. May receive no compensation other than financial aid benefits received as a student-athlete. May NOT be involved with off-campus recruiting and scouting. May not perform recruiting coordination functions. The limit on the number of undergraduate assistant coaches is the same as the limit of coaches in each sport (11.7.4.2.2).

_____	Y	N	Y	N	Y	N	Y	N	Y	N
_____	Y	N	Y	N	Y	N	Y	N	Y	N

MANAGERS (Bylaw: 11.01.6)

Must be a full-time undergraduate or graduate student at Cornell. May participate in limited on-court or on-field practice; other than this limited activity no other CARA activity is allowed. May not provide instruction to SAs. In baseball, SA must forfeit any remaining eligibility.

_____	Y	N	Y	N	Y	N	Y	N	Y	N
_____	Y	N	Y	N	Y	N	Y	N	Y	N
_____	Y	N	Y	N	Y	N	Y	N	Y	N
_____	Y	N	Y	N	Y	N	Y	N	Y	N
_____	Y	N	Y	N	Y	N	Y	N	Y	N

OTHER SPORT SPECIFIC PERSONNEL (i.e., Director of Operations, Video) (Bylaw: 11.7.3)

May participate in organized activities involving only the coaching staff or may perform administrative duties (e.g., attend meetings involving coaching activities, analyze video of institution's or opponent's team, track statistics during practice/competition). Is prohibited from participating in instructional activities with SAs and any on-court or on-field activities (e.g., assist with drills), and is prohibited from participating/observing SAs in the staff member's sport who are engaged in nonorganized voluntary athletically related activities (e.g., pick-up games).

_____	Y	N	Y	N	Y	N	Y	N	Y	N
_____	Y	N	Y	N	Y	N	Y	N	Y	N

Do you employ any other people, e.g., Sports Psychologist/Psychiatrist, Nutritionist, Massage Therapist (paid or volunteer), to work with your team? If yes, provide name and brief description of the role/service they provide.

* Please remember that any and all personnel (paid or volunteer) must complete appropriate paperwork with Human Resources.