

# UNIVERSITY OF MICHIGAN – COMPLIANCE SERVICES OFFICE



## Football Staff Intern Job Descriptions

### Duties of the Football Staff Intern are as follows:

- Assist with management of the service and support functions of the Football program.
  - General Duties
    - Maintain and update football computer database. Attach opponent data to video to allow assistant coaches to efficiently view opponent video.
    - Work with football administration to help organize player housing.
    - Type and print documents created by Assistant Coaches.
    - Assist academic support staff with class checking of current student-athletes.
    - Assist academic support staff with organizing and monitoring study table.
    - Copying and distributing weekly opponent scouting reports.
    - Creating, copying, and distributing team playbook.
    - Monitor team curfew during pre-season training camp.
    - Lifestyle monitoring of student-athletes. Monitor off-campus student-athlete housing.
  - Recruiting
    - Assist recruiting coaches with campus tours during official visits.
    - Transport prospects to and from the airport during official visits.
    - Transport prospects to and from academic meetings during official visits.
    - Provide tours of Schembechler Hall for prospects on unofficial visits.
    - Assist recruiting coaches with athletic campus tours during official visits.
  - Game Day
    - Chart and record play calls and opponent play calls.
    - Provide assistant coaches with statistical data compiled during the game.
  - Summer Camps
    - Provide administrative support to the position coaches for summer camp.
    - Assist in organization of position skill instruction.

### The Football Staff Intern is prohibited from engaging in the following “countable” coaching activities:

- Evaluate or watch prospect aged athletes (grade 9-12) in competition or athletic activities.
- Have any off campus contact or face to face interaction with prospect’s families.
- Evaluate or analyze recruiting film.
- Participate in actions considered to be “coaching “ in nature [e.g. participation in any type of coaching activities or sessions, evaluation of game statistics, assisting with game plans, providing technique instruction to student-athletes, player personnel advisement, etc.
- Conduct or participate in drills in practice.
- Conduct pre-game warm-up.
- Participate in drills, regardless of whether instruction is given, including ball passing, etc.
- Be a practice player on the scout team.
- Demonstrate how to do a drill or conditioning activity.
- Participate with or observe student-athletes in the staff member’s sport who are engaged in organized or non-organized voluntary athletically related activities (e.g. pick-up games).
- Make recruiting calls or communicate with “unsigned” prospective student-athletes via phone, regardless of who placed the call.
- Set up offenses, defenses, or strategy.
- Officiate a scrimmage.
- Use sport related equipment to work with a student-athlete.
- Scout opponents.

The Football Staff Intern may attend football practices and coaches meetings as an observer only.

The undersigned parties understand and agree to the above conditions with respect to \_\_\_\_\_ role with the University of Michigan men’s football program.

\_\_\_\_\_, Football Staff Intern

\_\_\_\_\_  
Date

Rich Rodriguez, Head Coach – Men’s Football

\_\_\_\_\_  
Date

## **Limitations on the Duties of Coaches**

NCAA Bylaw 11.7.1.1.1 defines a countable coach as:

***11.7.1.1.1 Countable Coach.** 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 activity directly related to the sport.*

Coaching activity includes, but is not limited to, attending meetings involving coaching activities, analyzing videotape or film involving the institution's or an opponent's team, and any off-campus recruitment of prospects or scouting of opponents.

## **Non-coaching Staff Members with Sport-Specific Responsibilities**

Non-coaching staff members with sport-specific responsibilities may not perform any on-court or on-field duties that could be considered coaching during practice, games and organized activities (e.g., ball shagging, bounce-passing drills, throw batting practice, signaling in plays) without counting in the coaching limitations stipulated in Bylaw 11. For example, if a director of softball operations throws batting practice, the director of softball operations must be counted toward the coaching limitations in Bylaw 11 even if no skill instruction is provided. While non-coaching staff members with sport-specific responsibilities should not be involved in any manner with practice activities, it is permissible for these individuals to observe practice without having to count toward the coaching limitations. Finally, non-coaching staff members with sport specific responsibilities may sit on an institution's bench or stand on the sidelines during an institution's contest provided the individual does not engage in any coaching activities. If an institution permits non-coaching staff members with sport specific responsibilities to sit on the bench or stand on the sidelines during games, the institution is responsible for ensuring that these individuals are not engaging in any coaching activities.

A non-coaching staff member with sport-specific responsibilities (e.g., director of operations, administrative assistant) may participate in organized activities involving only the coaching staff or administrative duties (e.g., attend meetings involving coaching activities, analyze video of the institution's or an opponent's team, track statistics during practice or competition). However, such an individual is prohibited from participating in instructional activities with student-athletes and any on-court or on-field activities (e.g., assist with drills, throw batting practice), and is prohibited from participating with or observing student-athletes in the staff member's sport who are engaged in non-organized voluntary athletically related activities (e.g., pick-up games).

## **Managers**

It is not permissible to hire a manager to perform only on-court or on-field activities (e.g., ball shagging, bounce-passing drills, throw batting practice). Nonstudent managers may not perform any on-court or on-field duties that could be considered coaching without counting in the coaching limitations stipulated in Bylaw 11.7. Student managers may perform limited on-court or on-field activities during practice, games and organized activities (e.g., ball shagging, bounce-passing drills, throw batting practice, signaling in plays at the direction of a coaching staff member) provided they also perform traditional managerial functions (e.g., run clock at practice, laundry, fill water bottles). Finally, under no circumstances may a manager provide skill instruction without being counted in the coaching limitations.