



**UTEP ATHLETICS  
COMPLIANCE  
Local Sports Club Handbook**

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## Introduction

1. The information provided to you in this handbook **applies to all sports**. All UTEP Athletics Department staff members who are involved with a local sports club are required to document such involvement with the Athletics Compliance Office on an annual basis. If any changes occur throughout the year, the staff member's responsibility is to notify the Athletics Compliance Office of such changes.
2. In accordance with NCAA guidelines, it is only permissible for a UTEP coach to provide athletics instruction with a prospect-aged individual on a regular basis if the involvement is through an organized local sports club.\*

*\*Exception exists in women's golf*

An organized local sports club is defined by the following requirements:

- It must be an established club that is operated independently of UTEP Athletics;
- It must have a name;
- It must be incorporated and operated according to appropriate business guidelines;
- It must have rules;
- It must have insurance or require such of its participants; and
- It must participate in competition against outside teams (*only if a UTEP coach owns or operates the club*).

\*Please note that any athletics activity that includes prospects throughout the year may only be conducted in accordance with NCAA guidelines. All other activity that occurs between a UTEP Athletics Department staff member and a prospect outside of these guidelines may be a violation of NCAA rules.



## **Required Documentation Checklist**

The below list outlines the forms and documents that are required by a UTEP staff member depending on your association with a local sports club. Every staff member is required to submit the forms and documents below to the Athletic Compliance Office before beginning employment with a local sports club. It is the staff member's responsibility to notify the Athletics Compliance Office, on an annual basis, of any changes within the local sports club during the year.

### **Owners of Local Sports Clubs**

- Ownership Declaration Form (Form A)
- Roster Declaration Form (Form B)
- Staff Declaration Form (Form C)
- Training Schedule
- Competition Schedule
- Local Sports Club Policies and Membership Criteria
- Trademark and Licensing approval of club name, colors, logos, uniforms, and website
- Facility Agreement (*if using UTEP facilities*)
- Articles of Incorporation
- Proof of Insurance
- Promotional Materials

### **Employees of Local Sports Clubs**

- Local Sports Club Employment Form (Form D)
- Training Schedule
- Competition Schedule



## I. Institutional Sponsorship

**Institutional Sponsorship.** It is not permissible for the UTEP Athletic Department or a UTEP booster group to sponsor (own or provide financial contributions) to a local sports club that includes prospects [NCAA Bylaw 13.11.2.4.3].

- i. Example.** You may not be involved (i.e., coaching, fundraising, serving on board, etc.) with a local sports club team that is sponsored by a UTEP department outside of athletics (i.e. Rec Sports) [NCAA Educational Column 11/7/2012].
- a. Expenses/Sponsorship.** Institutions may provide expenses to a coach related to permissible recruiting activities on behalf of the institution that occurs while the coach is also acting in a permissible capacity for a local sports club. [NCAA Bylaw 13.11.2.4.3.1].

  - i. Example.** You are recruiting for UTEP and coaching your local sports club. UTEP may pay for any of your expenses that are related to permissible recruiting activities (i.e. travel, meals, lodging, etc.).
- b. Mixing Club Duties with Institutional Duties.** You may receive expenses for a local sports club related to duties performed while acting in a permissible capacity for the sports club, while also in your capacity as a permissible institutional recruiter. While you may not perform institutional coaching duties and club duties at the same time you can perform them separately in the same local.

  - i. Example.** You are allowed to remain at the location of a local sports club event, training program, or associated event and engage in recruiting activities on behalf of your institution without having to return to campus and travel back to the same location.
- c. Use of Institution's Facilities.** A local sports club may rent a UTEP facility provided the facility is open to all groups and they are charged the regular rate for use of the facility [NCAA Staff Interp. 9/23/1992].
- d. Trademarks and Colors.** Local sports clubs may not use any UTEP trademarks, logos, or colors, including equipment, apparel, website, etc.



## **II. Separation of UTEP Business and Local Sports Club Business**

- a. Recruiting and Official Local Sports Club Business.** A UTEP staff member who is involved with a local sports club must keep recruiting and official business for UTEP and recruiting and official business for the sports club separate and distinct [NCAA Bylaws 13.14.1, 13.11.2.4.3, NCAA Ed. Columns 11/7/2012, 2/14/2013].

### **i. Recruiting**

1. UTEP staff members may not recruit on behalf of a local sports club unless they are employed by the local sports club [NCAA Bylaw 11.3.2.8];
2. Local sports club employees may not recruit on behalf of UTEP, including student-athletes [NCAA Bylaw 11.7.2, 13.01.3].

### **ii. Travel Funds**

1. UTEP may not provide travel expenses (e.g., meals, per diem, lodging, transportation, etc.) to a UTEP staff member if those expenses would offset the expenses of a local sports club. However, expenses may be provided for permissible recruiting activities conducted by the coach on behalf of the institution [NCAA Bylaw 13.11.2.4.3.1 & Educational Columns 11/07/2012, 2/14/2013].

### **iii. Fundraising**

1. Staff Members who are not involved with a local sports club may not assist in fundraising (i.e., speaking at a fundraising event, donating an item for auction, etc.).
2. UTEP staff members may not provide names of boosters to a local sports club for the purpose of soliciting donations [NCAA Educational Column 11/7/2012].

### **iv. UTEP Devices**

1. A UTEP staff member may not use an institutional device (e.g., cellular or desk telephone, computer, etc.) to engage in recruiting or official business for a local sports club [NCAA Bylaw 13.14.1 and AMA Interp., 4/26/2013].
2. UTEP staff members are not permitted to allow local sports club personnel to use institutional devices to conduct business (i.e., booking travel, recruiting, fundraising, etc.) [NCAA Educational Columns 11/7/2012, 2/14/2013].



### **III. Coach, Staff, and Student-Athlete Involvement**

- a. Coach Involvement.** A UTEP coach may be involved in any capacity (e.g., participant, administrator, instructor, or coach) with a local sports club provided the club is located in the institution's home community, engages in competition (only if the coach owns or operates local sports club) and all prospect aged participants live within a 50-mile radius of the institution (See club participants) [NCAA Bylaw 12.11.2.4, NCAA Official Interp., 9/16/1993].
- i. Basketball.** Basketball coaches may not be involved with a basketball local sports club [NCAA Bylaw 13.11.2.4].
  - ii. Football.** Football coaches may not be involved with a football local sports club [NCAA Bylaw 13.11.2.4].
  - iii. Private Lessons.** It is permissible for a UTEP coaching staff member to provide private lessons to a prospect through the local sports club provided:
    - 1. The prospect is a member of the local sports club; and
    - 2. Private lessons are a part of a coach's responsibilities within the local sports club [Big Ten Interp. 8/14/2013].
  - iv. Additional Restrictions – Volleyball.** In women's volleyball, during a dead or quiet period, institutional coaching staff members may not coach a local sports club team at an off-campus competition where prospects are present [NCAA Bylaw 13.11.2.4.4].
    - 1. It is permissible for institution's coaches to coach their own local sports clubs in practice activities during a dead or quiet period.
- b. Institution's Coaching Staff Member Owning a Local Sports Club.** A UTEP coaching staff member may use their funds to establish and/or operate a local sports club independent of UTEP athletics [NCAA Official Interp. 9/26/1996].
- c. Non-Coaching Staff Member Involvement.** A UTEP non-coaching staff member (e.g., director of athletics, academic advisor, director of operations) may be involved with a local sports club that includes prospects, regardless of where the prospects reside, provided the staff member does not engage in any recruiting activities on behalf of UTEP while participating in local sports club activities [NCAA Official Interp. 5/17/2000].





#### **IV. Club Participants**

- a. Pre-Prospect Aged Participants.** Pre-prospect-aged individuals may be a member of your local sports club, regardless of where they reside.
- b. Prospect Aged Participants.** Prospect-aged participants must live within a 50-mile radius of the institution's campus to participate in your local sports club [NCAA Bylaw 13.11.2.4].
  - i. Temporary Relocation.** A prospect may not temporarily relocate or move to participate in your local sports club or to attend an educational institution while maintaining a permanent residence outside of the 50-mile radius [NCAA Bylaw 13.11.2.4.2].
  - ii. Exception to 50-mile Radius Rule.** The 50-mile radius restriction does not apply to a prospect if the Athletics Compliance Office can document that your local sports club is the closest opportunity for the prospect to participate in the sport [NCAA Bylaw 13.11.2.4.1].
  - iii. Actual and Necessary Expenses.** A local sports club may provide prospect participants with actual and necessary expenses related to their participation in the club (i.e., membership dues, travel expenses, etc.) [NCAA Staff Interp. 12/18/2002].
  - iv. Recruiting Inducements.** It is not permissible for a UTEP staff member or representative of athletics interests to arrange or provide any benefits to a prospect-aged club participant or their relatives or friends (i.e., housing, transportation, meals) [NCAA Bylaw 13.2.1].
    - 1. Example.** UTEP coaches may not provide housing or discounted housing to members of a local sports club.
- c. Student-Athlete Club Participants.**
  - i. Team Sports.**
    - 1. Practice.** Student-athletes with remaining eligibility may not practice with your local sports club at any time, including vacation periods during and outside of the academic year [Educational Column 11/7/2012].



- 2. Competition.** Student-athletes with remaining eligibility may not compete with your local sports club at any time, including vacation periods during and outside of the academic year [Educational Column 11/7/2012].

## ii. Individual Sports.

- 1. Practice.** Student-athletes with remaining eligibility may not practice with your local sports club during the academic year, including vacation periods during the academic year [Educational Column 11/7/2012].
  - a. Exception.** During the summer, student-athletes competing in individual sports may practice with your local sports club [NCAA Educational Column 11/7/2012].
- 2. Competition.** Student-athletes with remaining eligibility may not compete with your local sports club during the academic year, including vacation periods during the academic year [Educational Column 11/7/2012].
  - a. Exception.** During the summer, student-athletes competing in individual sports may compete with your local sports club [NCAA Educational Column 11/7/2012].



LOCAL SPORTS CLUB OWNERSHIP DECLARATION (FORM A)



CLUB DIRECTOR: This form is to be completed and submitted with the required documents by the UTEP staff member who has ownership of a local sports club. It will be the staff member's responsibility to submit all required documentation on an annual basis in addition to any changes within the local sports club during that year. In accordance with NCAA guidelines, it is permissible for an Ohio State coaching staff member to be involved with a prospective student-athlete on a regular basis only if the involvement is through an organized local sports club. Local sports clubs are external groups of UTEP. Local sports clubs may not use UTEP's name, colors, logo, website, or uniforms in order to make it appear that they are affiliated with the university.

Club Name: \_\_\_\_\_

Sport: \_\_\_\_\_

Club President/Director: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Club Address: \_\_\_\_\_

Club Phone Number: \_\_\_\_\_

The Following Documentation must be included with this Ownership Declaration Form for approval by the Athletics Compliance Office.

- checkbox Roster Declaration Form
checkbox Staff Declaration Form
checkbox Training Schedule
checkbox Competition Schedule
checkbox Local Sports Club Articles of Incorporation, Club Policies, and Member Criteria
checkbox Trademark and Licensing approval of club name, colors, logos, website, and uniform
checkbox Facility Agreement (if using UTEP facilities)
checkbox Proof of Insurance
checkbox Hiring of audit agency for yearly financial audit
checkbox Promotional materials

As an owner of a local sports club,

- I acknowledge my understanding of the rules and regulations regarding my involvement with owning a Local Sports Club. Failure to abide by such rules and regulations could result in a violation of NCAA legislation.
I have submitted complete and accurate information. In addition, I will notify the Athletic Compliance Office of any changes that may occur with this Local Sports Club.
I will not participate in any activity with my Local Sports Club until I receive final approval from the Athletic Compliance Office.
I agree to document with the Athletic Compliance Office any outside income earned as a result of my involvement with my Local Sports Club.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Athletics Compliance Office Use Only:

UTEP Compliance Office: [ ] APPROVED [ ] DENIED INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_



UNIVERSITY OF TEXAS AT EL PASO

ATHLETICS COMPLIANCE OFFICE

LOCAL SPORTS CLUB ROSTER DECLARATION (FORM B)



UTEP STAFF MEMBER/CLUB OWNER: This form is to be completed by the Local Sports Club Owner. Please provide the name and associated resident information for all individuals who are members of the Local Sports Club. Please attach additional forms if extra space is required.

Club Name: \_\_\_\_\_

Owner: \_\_\_\_\_

PARTICIPANT INFORMATION

Table with 6 columns: Name, Grade, Address, City/State, Distance from UTEP (Miles), Membership Dues Paid (\$), Membership Discount? (Y/N)

I certify that the information on this form is complete and accurate to the best of my knowledge. I confirm that my involvement with this Local Sports Club is in accordance with NCAA, CUSA, & UTEP regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Athletics Compliance Office Use Only:

UTEP Compliance Office: [ ] APPROVED [ ] DENIED INITIALS: \_\_\_\_\_

DATE: \_\_\_\_\_





**UNIVERSITY OF TEXAS AT EL PASO**  
**ATHLETICS COMPLIANCE OFFICE**  
**LOCAL SPORTS CLUB**  
**EMPLOYMENT FORM (FORM D)**



**CLUB DIRECTOR & UTEP STAFF MEMBER:** This form is to be completed by the Local Sports Club Director and UTEP staff member who will be working with a Local Sports Club. UTEP staff members may only be involved with Local Sports Clubs that meet all NCAA and institutional requirements.

*13.11.2.4 Local Sports Clubs. In sports other than basketball and football, an institution's coach may be involved in any capacity (e.g., as a participant, administrator, or in instructional or coaching activities) in the same sport for a local sports club or organization located in the institution's home community, provided all prospective student-athletes participating in said activities are legal residents of the area (within a 50-mile radius of the institution). In all sports, an institution's coach may be involved in any capacity (e.g., as a participant, administrator or in instructional or coaching activities) in a sport other than the coach's sport for a local sports club or organization located in the institution's home community, provided all prospective student-athletes participating in said activities are legal residents of the area (within a 50-mile radius of the institution). Further, in clubs or organizations involving multiple teams or multiple sports, the 50-mile radius is applicable only to the team with which the institution's coach is involved; however, it is not permissible for the coach to assign a prospective student-athlete who lives outside the 50-mile area to another coach of the club. A coach also may be involved in activities with individuals who are not of a prospective student-athlete age, regardless of where such individuals reside. (In women's volleyball and women's beach volleyball, see Bylaws 13.1.7.9 and 13.1.7.10, respectively, for regulations relating to a coach's involvement with a local sports club and the permissible number of evaluation days.)*

Club Name: \_\_\_\_\_ Sport: \_\_\_\_\_

Club Address: \_\_\_\_\_ Club Phone Number: \_\_\_\_\_

Club President/Director: \_\_\_\_\_ Club President/Director Email: \_\_\_\_\_

Club President/Director Phone: \_\_\_\_\_ UTEP Staff Member Employed: \_\_\_\_\_

Do club participants have a permanent residence within a 50-mile radius of UTEP's Campus? Yes \_\_\_ No \_\_\_

What is the age group of the club's participants? (check all that apply) ≥12 \_\_\_ 13-17 \_\_\_ ≤18 \_\_\_

Does your club involve multiple teams or multiple sports? Yes \_\_\_ No \_\_\_

Will the coach above be involved as a participant, administrator, or in instructional/coaching activities (check all that apply) Participant \_\_\_ Administrator \_\_\_ Coach/Instructor \_\_\_

Are any UTEP student-athletes participating in this club? Yes \_\_\_ No \_\_\_

Do you employ any UTEP student-athletes in this club? Yes \_\_\_ No \_\_\_

Please describe the coach's responsibilities with this Local Sports Club:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I hereby certify that to the best of my knowledge the above-named Local Sports Club meets the requirements of all NCAA rules and regulations. Additionally, I understand that if the Local Sports Club does not meet NCAA requirements that it may be impermissible for a UTEP staff member to be involved with the Local Sports Club in any capacity and that doing so may result in an NCAA violation.*

Camp Operator/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UTEP Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Athletics Compliance Office Use Only:**

UTEP Compliance Office:  APPROVED  DENIED INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_