



**The Ohio State University  
Department of Athletics  
Local Sports Club Handbook**



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## **Introduction**

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

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

- It must be an established club that is operated independent of Ohio State 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 you own or operate 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 an Ohio State Athletics Department staff member and a prospect outside of these guidelines may be a violation of NCAA rules.



### **Required Forms and Documentation**

The below list outlines the forms and documents that are required by an Ohio State University 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 Compliance Office prior to beginning employment with a local sports club. It is the staff member's responsibility to notify the Compliance Office on an annual basis changes within the local sports club during that year.

#### **Owners of Local Sports Club**

- Ownership Declaration Form
- Roster Declaration Form
- Staff Declaration Form
- 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
- Articles of Incorporation
- Proof of Insurance
- Promotional Materials

#### **Employees of Local Sports Club**

- Local Sports Club Employment Form
- Training Schedule
- Competition Schedule



## I. Institutional Sponsorship

**Institutional Sponsorship.** It is not permissible for the Ohio State Athletics Department or an Ohio State 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 an Ohio State department outside of athletics (i.e. Rec Sports) [NCAA Educational Column 11/12/2012].
- b. Expenses/Sponsorship.** Ohio State may not offset any expenses for a local sports club, including coach's salary, travel expenses, etc. [NCAA Staff Interp. 08/11/1989].

  - i. Example.** You are coaching both Ohio State and your local sports club. Ohio State may not pay for any of your expense (travel, meals, lodging, etc.) since it will be offsetting the local sports club expenses.
- c. Mixing Club Duties with Institutional Duties.** Ohio State and local sports club business must be conducted separately, and may not occur at the same time [NCAA Bylaw 13.14.1].

  - i. Example.** You are on a trip to meet a potential Ohio State donor; you may not solicit donations for your local sports club during the trip.
- d. Use of Institution's Facilities.** A local sports club may rent an Ohio State facility provided the facility is open to all groups and they are charged the regular rate for the use of the facility [NCAA Staff Interp. 09/23/1992].
- e. Trademarks and Colors.** Local sports clubs may not use any Ohio State trademarks, logos or colors, including equipment, apparel, website, etc.



## II. Separation of Ohio State Business and Local Sports Club Business

- a. Recruiting and Official Local Sports Club Business.** An Ohio State Athletics staff member who is involved with a local sports club must keep recruiting and official business for Ohio State 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 11/07/2012, 02/14/2013].

### i. Recruiting

1. Ohio State 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 Ohio State, including student-athletes [NCAA Bylaw 11.7.2, 13.01.3].

### ii. Travel Funds

1. Ohio State University may not provide travel expenses (e.g., meals, per diem, lodging, transportation, etc.) to an Ohio State staff member for any activity connected with a local sports club, regardless of whether the activity occurs in conjunction with Ohio State business [NCAA Educational Columns 11/07/2012, 02/14/2013].

### 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. Ohio State staff members may not provide names of boosters to a local sports club for the purpose of soliciting donations [NCAA Educational Columns 11/07/2012].

### iv. Ohio State University Devices

1. An Ohio State staff member may not use any 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., 04/26/2013];
2. Ohio State 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 11/07/2012, 02/14/2013].



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

- a. **Coach Involvement.** An Ohio State 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 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 13.11.2.4, NCAA Official Interp., 09/16/1993].
  - i. **Basketball.** Basketball coaches may not be involved with a basketball local sports club [NCAA Bylaw 13.11.2.4].
  - ii. **Private Lessons.** It is permissible for an Ohio State coaching staff member to provide private lessons to a prospect though the local sports club provided:
    - 1. The prospect is a member of the local sports club; and
    - 2. Private lessons are a part of the coaches responsibilities within the local sports club [Big Ten Interp. 8/14/2013].
- b. **Institution's Coaching Staff Member Owning a Local Sports Club.** An Ohio State coaching staff member may use their own funds to establish and/or operate a local sports club independent of Ohio State [NCAA Official Interp. 09/26/1996].
- c. **Non-Coaching Staff Member Involvement.** An Ohio State non-coaching staff member (e.g., director of athletics, academic advisor, and 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 Ohio State while participating in local sports club activities [NCAA Official Interp. 05/17/2000].
- d. **Student-Athlete Employment.** A student-athlete may be employed at a local sports club provided they are only paid for work performed, at the going rate in the locality for similar services and are not paid for their athletic ability or reputation. A student-athlete may provide private lessons to a prospect, provided it is approved by the Compliance Office prior to the lesson [NCAA Bylaws 12.4.1 and 12.4.1.1].



#### **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 in order to participate on your local sports club [NCAA Bylaw 13.11.2.4].
  - i. Temporary Relocation.** A prospect may not temporarily relocate or move to participate on 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 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 an Ohio State 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.** Ohio State coach may not provide housing or discounted housing to members of the local sports club.
- c. Student-Athlete Club Participants.**
  - i. Teams 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 11/07/2012].
    - 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 11/07/2012].

**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 11/07/2012].

**a. Exception.** During the summer, student-athletes competing in individual sports may practice with your local sports club [NCAA Educational Column 11/07/2012].

**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 11/07/2012].

**a. Exception.** During the summer, student-athletes competing in individual sports may compete with your local sports club [NCAA Educational Column 11/07/2012].

**IV. General Rules, Exceptions and Definitions**

- a. General Rule Prohibiting Tryouts of Prospective Student-Athlete.** Ohio State staff members, on its campus or elsewhere, shall not conduct any practice, test or tryout at which one or more prospects reveal, demonstrate or display their athletic ability in any sport, unless it meets a legislated exception, including involvement in a local sports club [NCAA Bylaw 13.11.1].
  
- b. Definition of Prospect.** In sports other than men's basketball, the term prospective student-athletes includes any individual who has started classes for the ninth grade and is not enrolled full-time at Ohio State at the time of the practice or tryout [NCAA Bylaw 13.11.1.1].



**CLUB DIRECTOR & OSU STAFF MEMBER:** This form is to be completed by the club director and Ohio State University staff member who will be working with a local sports club. Institutional staff members may only be involved in local sports clubs that meet all NCAA and institutional requirements.

*NCAA Bylaw 13.11.2.4 – In sports other than basketball, 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 club teams 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.*

Name of Club	Sport
Club Address	Club President/Director
Club President/Director E-mail	Club President/Director Phone Number
Ohio State Staff Member Employed	Club Phone Number

- Yes     No     N/A    1. Do club participants live within a 50-mile radius of the university campus?  
 Yes     No     N/A    2. Do any club participants reside with a host/billet family?  
 Yes     No     N/A    2. What is the age group for the club's participants?  
        Age 12 and under     Ages 13-18     Age 18 and over  
 Yes     No     N/A    3. Does your club involve multiple teams or multiple sports?  
 Yes     No     N/A    4. Will the coach listed above be involved as a participant, administrator, or  
       in instructional or coaching activities?  
       *(\*If No, please list the responsibility of the above-named coach)*  
       \_\_\_\_\_
- Yes     No     N/A    5. Are any Ohio State student-athletes participating in this club?  
       *(\*If Yes, please attach list of student-athletes)*
- Yes     No     N/A    6. Do you employ any Ohio State student-athletes in this club?

Please list the coach's responsibilities with this 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 an Ohio State University staff member to be involved with the local sports club in any capacity, and that doing so may result in a NCAA violation.*

Signature of Camp Operator or Director	Date
Signature of Ohio State Staff Member	Date
Signature of Athletic Compliance Office	Date



**CLUB DIRECTOR:** This form is to be completed and submitted with the required documents by The Ohio State University 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 The Ohio State University. Local sports clubs may not use The Ohio State Universities name, colors, logo, website or uniforms in order to make it appear that they are affiliated with the university.

Name of Local Sports Club	Sport
Name of Club President/Director for Local Sports Club	Club President/Director Phone Number
Address, City, and State of Local Sports Club	Club Phone Number

The following documentation **must be included** with this Ownership Declaration for approval by the Compliance Office:

- Roster Declaration Form
- Staff Declaration Form
- Training Schedule
- Competition Schedule
- Local Sports Club Articles of Incorporation, Club Policies, and Membership Criteria
- Trademark and Licensing approval of club name, colors, logos, website and uniform
- Facility Agreement (*if using Ohio State facilities*)
- Proof of Insurance
- Hiring of audit agency for yearly financial audit
- 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 of Ohio State Athletics Staff Member	Date
Athletic Compliance Approval	Date



**OSU STAFF MEMBER/CLUB OWNER:** This form is to be completed by the club owner. Please provide the names and associated resident information for all individuals who are members of the local sports club.

**Club Information**

Name of Local Sports Club	Owner
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**Participant Information**

Name	Grade	Address City/State	Distance from Institution (Miles)	Membership Dues Paid (\$)	Membership Discount?
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> 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 all NCAA, Big 10 Conference, and institutional regulations.*

Signature of Ohio State Staff Member	Date
Signature of Athletic Compliance Office	Date



**OSU STAFF MEMBER/CLUB OWNER:** This form is to be completed by the club owner. Please provide the names and associated information for all individuals involved with or employed by the local sports club.

**Club Information**

Name of Local Sports Club	Owner
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**Employee Information**

Name	Job Title	Compensation	Job Description at Local Sports Club
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> 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 all NCAA, Big 10 Conference, and institutional regulations.*

Signature of Ohio State Staff Member	Date
Signature of Athletic Compliance Office	Date