**LOCAL SPORTS CLUBS**

**NCAA Bylaw: 13.11.2.3 Local Sports Clubs.**
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 (before the ninth grade), regardless of where such individuals reside. (In women's volleyball, see Bylaw 13.1.8.12 for regulations relating to a coach's involvement with a local sports club and the permissible number of evaluation days.)

**Forms Used for Documentation:**
1. LSC Registration form
2. LSC Information form
3. LSC Employee Information form
4. LSC Membership Information form
5. LSC Rules Education materials

**Individuals and Departments Involved:**
1. Coach
2. Compliance Office

**Policy:**
1. Virginia Commonwealth University coaches must identify their involvement in local sports clubs annually to the compliance office.
2. A local sports club may rent VCU facilities for the going market rate; the local sports club may not use VCU facilities free-of-charge or at below-market rates. Local sports club practices must never be held at the same time as VCU practices in the same facility.
3. Any information regarding membership, rosters and club changes must be reported as those qualifiers are altered continually.
4. Any individual wishing to conduct a local sports club on VCU’s campus or in VCU’s athletics facilities must register with the compliance office and maintain necessary documentation prior to the clubs commencement.
5. The local sports club should have written bylaws providing for a board and executive officers (e.g., president, secretary); membership qualifications, dues and related items should be in
writing, as well. The reason for this is to demonstrate that the local sports club is a bona fide organization with an actual mission and structured organization.

6. Donations to the local sports club are for use only by the local sports club. The local sports club cannot have accounts with VCU and can receive no money from VCU for expenses (this includes the use of VCU vehicles and the use of VCU facilities without charge).

7. No money from or raised by VCU or an VCU athletics department staff member can be used to benefit the local sports club, nor can they donate funds to the local sports club or set up an account to provide funds to the local sports club. (This helps to avoid a violation of NCAA recruiting or extra benefits legislation if the local sports club has any prospective student-athletes or enrolled student-athletes as participants.)

8. Local sports club fundraising and the local sports club itself may have no connection to VCU, and the local sports club may not write checks to the VCU coaching staff or for the benefit of the VCU athletics program.

9. Neither VCU nor a VCU athletics department staff member may donate money to the local sports club to defray expenses of the local sports club's competitive tours for an enrolled student-athlete from VCU who will participate in the tour.

10. Overlap between members of a board of the VCU booster Club and the board of the local sports club is permissible as long as the two groups are distinct entities with different purposes and missions.

11. The local sports club must keep accurate records of attendance at club practices. Each local sports club practice should be open to all club members (with the exception of age groups), and no practice may include special arrangements to benefit prospective or current student-athletes.

12. VCU coaches are not permitted to be involved with a local sports club during the academic year if VCU student-athletes are members of the club. The coach may have year-round involvement if no current student-athlete or prospective student-athlete outside of the 50-mile radius is a member of the club.

13. VCU student-athletes may compete with the local sports club only during any official vacation period, as long as it is outside of VCU's declared playing and practice season. Otherwise, participation with the local sports club during the academic year will result in the forfeiture of eligibility for the remainder of that year and the following academic year.

14. If a VCU coach is present at a local sports club practice to coach, all prospective student-athletes (i.e., those in the 9th grade or older) must be legal residents of the Richmond area (within a 50-mile radius). If a VCU coach is not a local sports club coach, he or she should not be present unless it is counted as one of the permissible evaluations.
15. Any check written to an enrolled student-athlete (e.g., to an athlete who is participating in a club-sponsored summer event) must be carefully documented to demonstrate that the athlete is not receiving any extra benefit (i.e., payments which are not itemized nor incentive payments); all reimbursements should be based upon itemized expenses. In addition, the local sports club, if it is sending VCU student-athletes to club sporting events (during VCU's summer break), should document how it decides which athletes to send to which events. No payment should be made to a student-athlete local sports club participant that is not made to every other local sports club member.

Procedure:
1. All coaches at VCU must annually identify their involvement, or lack thereof in a local sports club by completing a registration form.
2. Coaches involved in a local sports club will then complete all club information forms and process those to the compliance office.
3. The compliance office will coordinate all documentation and review for accuracy or deficiencies and follow up accordingly.
4. Any mid-year changes to the information collected must be made known to the compliance office by the coaches involved in the club.
5. The Compliance Office will hold the documentation on file and periodically correspond with the involved coach to verify information.