

Protocol: Managing Outside Requests for Positions in Athletics

November 2017

Athletic Department staff members occasionally receive unsolicited outside requests for the following:

1. Job Opportunities
2. Internship Opportunities
3. Job Shadowing Opportunities

The following protocol has been developed to ensure we provide appropriate and timely responses to all who seek to be a part of our Department:

1. *Outside Requests for Job Opportunities:* Refer (if by phone or word of mouth) or forward (if by written correspondence) all job opportunity requests to...
 - a. Kyle Young, kmyoung@clemson.edu, 864-656-1989
2. *Outside Requests for Internship Opportunities:* Refer (if by phone or word of mouth) or forward (if by written correspondence) all internship opportunity requests to...
 - a. Roberta Balliet, rballie@clemson.edu, 864-656-1940

Note: if you are interested in providing internship opportunities in your area, then proactively provide Roberta with descriptions of what the intern be asked to do and make her aware of the number of interns you are willing and able to support.
3. *Outside Requests for Job Shadowing Opportunities:* Employees should manage requests for job shadowing opportunities as they are presented to them by directly affirming or denying the request.
 - a. No specific contact

Note: If you affirm the request of a prospect-aged student to shadow you on the job, be sure of the following if the high school student is attempting to shadow to fulfill a high school curriculum requirement:

 - The shadowing will not occur with a Clemson University Athletic Department (CUAD) employee who has sport-specific responsibilities
 - The individual's high school is located within the locale of Clemson University
 - The individual is not being recruited while the shadowing activities take place
 - The shadowing opportunity is made available to any high school student
 - Ask Clemson University Athletic Compliance Services (CUACS) to review all details related to a job shadowing arrangement with a prospective student-athlete.
4. Other Notable Compliance Reminders:
 - Employment (inclusive of paid or volunteer opportunities) of an individual associated with a Basketball or Football prospective student-athlete should be reviewed with CUACS to determine if the eligibility of a prospective student-athlete or current student-athlete could be jeopardized.
 - Employment (inclusive of paid or volunteer opportunities) of a prospective student-athlete is permissible prior to completion of their senior year in high school if the prospective student-athlete has not received an offer of athletics aid from our institution and/or has not been recruited by our institution.

- Arrangement for employment (inclusive of paid or volunteer opportunities) of any prospective student-athlete is permissible as long as the employment does not begin prior to the following:
 - For high school prospects, prior to completion of the prospect's senior year in high school.
 - For two-year college prospects, prior to the prospect's official withdrawal or graduation from the two-year college
- Ask Clemson University Athletic Compliance Services (CUACS) to review all details related to employment of a prospect or any individual associated with a prospect.