

End-of-the-Year Meeting

STUDENT-ATHLETE END-OF-YEAR MEETING

FOR:	Providing information on pertinent NCAA rules to returning student-athletes.
ACTION:	Assistant Athletics Director/Compliance reviews information with student-athletes and student-athletes are then required to sign a form.
DUE DATE:	No later than the Friday prior to the start of spring semester finals.
REQUIRED BY:	Athletics Department.
PURPOSE:	Assist in the documentation of pertinent NCAA rules.

A. Procedures

1. No later than the Friday prior to the start of spring semester finals all returning student-athletes and coaches will be required to attend an end-of-the-year meeting.
2. This meeting is conducted by the Assistant Athletic Director/Compliance (CO) and attended by a member of the Office of Academic Support for Student-Athletes and Sports Medicine staff.
3. During this meeting all relevant academic eligibility, camp/clinic employment, outside scholarships, promotional activities, gambling, outside participation, professional tryouts and the draft, amateurism/agents, NCAA drug testing, prospective student-athletes and any other rules deemed appropriate are reviewed.
4. Each returning student-athlete is required to complete and sign a Compliance & Rules Education Review Signature form.
5. Student-athletes are provided a Compliance & Rules Education review handout for them to keep which provides all relevant information covered in the meeting.
6. The summer residence information compiled on the Review signature form is provided to the Sports Medicine Staff for the summer drug testing.

Coaching and Recruiting Limitations

COACHES DECLARATION FORM/DECLARATION OF COACHING DUTIES	
FOR:	Providing documentation of coaching categories and responsibilities.
ACTION:	Head coach completes Coaches Declaration form and submits to Assistant Athletics Director/Compliance. Student assistants, administrative assistants, directors of specific sports and volunteer coaches complete Declaration of Coaching Duties form and submits to Assistant Athletics Director/Compliance.
DUE DATE:	Coaches Declaration form is due August 15 of each year with updates as needed. Declaration of Coaching Duties form is due no later than two weeks subsequent to the start date of the coach's employment.
REQUIRED BY:	NCAA Bylaws 11.7 and 13.1.2 and Athletics Department.
PURPOSE:	Assist in the documentation of coaching categories and duties.

A. General

The NCAA has specified the number of coaches an institution may have on staff in an attempt to minimize costs. These guidelines include limits on head, assistant, student assistants, administrative assistants, directors of specific sports and volunteer coaches. Head coaches should consult NCAA Bylaw 11 for information pertaining to the definitions for each coaching staff member and limitations on the number and duties of each coach.

B. Procedures

1. Head coaches are required to complete the Coaches Declaration form and submit it to the Assistant Athletics Director/Compliance (CO) prior to September 15 of each academic year. This form is provided to the head coach by the CO no later than September 1 of each year.
2. Once received the CO and Athletics Director review the forms to ensure compliance with NCAA Bylaw 11.
3. All student assistants, administrative assistants, directors of specific sports and volunteer coaches who are identified on the Coaches Declaration form are required to sign a Declaration of Coaching Duties form. This form outlines specific restrictions as they pertain to these coaches.

In addition, all volunteer coaches are required to meet with the Associate Athletics Director to review additional department rules and regulations. This meeting **MUST** occur no later than one week subsequent to the employees start date.

4. Head coaches are required to provide an updated Coaches Declaration form to the CO as needed throughout the academic year. Once received a review will be done to ensure compliance and any Declaration of Coaching Duties forms will be administered if needed.

Contact and Evaluations

CONTACT AND EVALUATION FORMS	
FOR:	Providing documentation of contacts, observations and evaluations.
ACTION:	All coaching staff members complete a form for each week/month they conduct contacts and evaluations with prospects or the prospect's parents/relatives, coach(s) and academic counselor(s).
DUE DATE:	Due the fifth of each month for the previous month's activities.
REQUIRED BY:	NCAA Bylaws 13.1.6 and 13.1.8 and Athletics Department.
PURPOSE:	Assist in documenting recruiting activities.

A. Procedures

1. Coaches are *required* to keep accurate logs on all contacts, evaluations and observations for all twelve (12) months of the year. Although coaches can record their data in individual logs, they *must* complete and hand-in a contact/evaluation summary report.
2. Coaches must record all activity on a weekly, biweekly or monthly basis, however this must be indicated on the sheet.
3. Coaches *must* fill out the sheet in full making sure to include all requested information.
4. Coaches who do not conduct any activities during a particular week(s) or month *must* still hand-in a form, indicating no activity for the week(s) or month.
5. Forms are *due the fifth of each month* for the previous month's activities. It is the head coach's responsibility to make sure that each month's sheet(s) are forwarded to the Assistant Athletics Director/Compliance (CO) by the due date.
6. Coaches should note that these forms are utilized to verify recruiting reimbursements and are crossed checked with off-campus recruiting requests (see Basketball Off-Campus Recruiting and Off-Campus Recruiting (except basketball)/Professional Development (all sports) procedures).
7. Coaches are required to submit to the Business Manager all receipts for any off-campus recruiting trips utilizing an Individual Travel & Expense Form.
8. This form will be provided to the CO by the Business Manager to ensure compliance.

Note – Coaches should refer to the Finance Office Budget/Travel section of the Athletics Department Manual for University policies regarding permissible recruiting expenses.

Telephone Calls

TELEPHONE CALLS FORM	
FOR:	Providing documentation of telephone calls.
ACTION:	All coaching staff members complete a form for each week/month they call prospects or the prospect's parents/relatives.
DUE DATE:	Due the Tenth of each month for the previous month's activities.
REQUIRED BY:	NCAA Bylaw 13.1.3 and Athletics Department.
PURPOSE:	Assist in documenting recruiting activities.

A. Procedures

1. Coaches are *required* to keep accurate logs on all telephone calls for all twelve (12) months of the year. Although coaches can record their data in individual logs, they *must* complete and hand-in a Department of Athletics Weekly Summary of Telephone Calls sheet.
2. Coaches must record all activity on a weekly/monthly basis and this must be indicated on the sheet.
3. Coaches *must* fill out the sheet in full making sure to include all requested information.
4. Coaches who do not conduct any calls during a particular week(s) *must* still hand-in a sheet, indicating no activity for the week(s).
5. Multiple coaches cannot appear on the same sheet, each coach *must* sign and date all sheets on which his or her name appears.
6. Telephone sheets are *due the tenth of each month* for the previous month's activities. It is the head coach's responsibility to make sure that each month's sheet(s) are forwarded to the Assistant Athletics Director/Compliance by the due date.

Basketball Off-Campus Recruiting

BASKETBALL OFF-CAMPUS RECRUITING RECORD	
FOR:	Providing documentation for off-campus recruiting in men's and women's basketball.
ACTION:	Coach completes and submits to Assistant Athletics Director/Compliance. Limit of eight (8) destinations/events per form
DUE DATE:	At least two (2) weeks prior to departure date.
REQUIRED BY:	NCAA Bylaws 13.1.6 and 13.1.8 and Athletics Department.
PURPOSE:	Assist in the documentation and approval of off-campus recruiting for basketball.

A. Procedures

1. Both the men's and women's basketball programs are required to complete a Basketball Off-Campus Recruiting Record for all off-campus contacts, observations and evaluations they wish to attend during the summer and academic year.
2. This form is to be completed in full making sure to include no more than eight (8) destinations on a form. Any late changes that are requested must be approved prior to the coach attending the destination/event.
3. No more than one (1) month should be included on a form as these forms are attached to a coach's Weekly/Monthly Summary of Contacts, Observations and Evaluations form.
4. Completed forms are to be provided to the Assistant Athletics Director/Compliance (CO) at least two (2) weeks prior to the departure date.
5. The CO will review the form to ensure the requested destination/events comply with all applicable recruiting legislation and provide approval of the events in the "For Official Use Only" section.
6. A copy of the form will be provided to both the head coach.
7. This approval form will then be utilized by the Business Manager to approve all flights, hotels and/or car rentals. Coaches who have not obtained approval will not be provided transportation and/or housing until such approval is received.
8. Copies of the form are located in the Compliance office.
9. This form along with the Weekly/Monthly Summary of Contacts, Observations and Evaluations form are reviewed by the CO at the end of each month to ensure that all destinations/events noted on the Weekly/Monthly Summary of Contacts, Observations and Evaluations form appear on the Recruiting Record.

Basketball “Recruiting Person” Days

BASKETBALL RECRUITING PERSON DAYS	
FOR:	Providing documentation of the men’s basketball 130 and women’s basketball 100 recruiting person days.
ACTION:	Assistant Athletics Director/Compliance updates each month utilizing the Weekly/Monthly Summary of Contacts, Observations and Evaluations form. Form will be provided to head coach by July 1 for confirmation and signature.
DUE DATE:	Form completed as needed throughout academic year with head coach confirmation and signature no later than August 1.
REQUIRED BY:	NCAA Bylaws 13.02.7 and 13.02.8 and Athletics Department.
PURPOSE:	Assist in the documentation of the permissible recruiting person days.

A. Procedures

1. In order to ensure compliance with the permissible recruiting person days in men’s and women’s basketball the Assistant Athletics Director/Compliance (CO) will utilize the Men’s Basketball 130 Recruiting Person Days form and the Women’s Basketball 100 Recruiting Person Days form throughout the academic year.
2. These forms will be used in conjunction with each program’s individual Weekly/Monthly Summary of Contacts, Observations and Evaluations forms
3. Occasionally the CO will e-mail the respective program their form as a spot check to ensure they have the same information.
4. No later than July 1st the CO will provide the head coach of each program their respective form to review and sign.
5. The head coach is required to review and sign their form by August 1st and return it to the CO.

Off-Campus Recruiting (except basketball)/Professional Development (all sports)

OFF-CAMPUS RECRUITING/PROFESSIONAL DEVELOPMENT	
FOR:	Providing documentation for off-campus recruiting in all sports except men's and women's basketball and all professional development (e.g., sport conventions) for all sports.
ACTION:	Coach completes, obtains all required signatures and submits to the Business Manager
DUE DATE:	At least two (2) weeks prior to departure date.
REQUIRED BY:	NCAA Bylaws 13.1.6 and 13.1.8 and Athletics Department.
PURPOSE:	Assist in the documentation of off-campus recruiting activities and professional development.

A. Procedures

1. All programs, except men's and women's basketball, are required to complete a Request for Off-Campus Recruiting/Professional Development form (Appendix II) for off-campus recruiting activities (i.e., contacts, observations and evaluations). All programs are required to complete the same form for any professional development (e.g., sport conventions) they will be attending.
2. This form is to be completed in full. Any late changes that are requested must be approved prior to the coach attending the destination/event.
3. Completed forms must be approved by the respective program's head coach along with the Sports Administrator. In addition, the Assistant Athletics Director/Compliance (CO) must approve any recruiting requests. Once these signatures have been procured the completed form should be given to the Manager of Fiscal Operations (FO) at least two (2) weeks prior to the departure date.
4. The FO will review the form to ensure all required signatures have been obtained. If approved the FO will sign the form and provide a copy to the CO and head coach.
5. This approval form will then be utilized by the FO to approve all flights, hotels and/or car rentals. Coaches who have not obtained approval will not be provided transportation and/or housing until such approval is received.
6. This form along with the Weekly/Monthly Summary of Contacts, Observations and Evaluations (see Contact and Evaluation procedures) form are reviewed by the CO at the end of each month to ensure that all destinations/events noted on the Weekly/Monthly Summary of Contacts, Observations and Evaluations form appear on the Request for Off-Campus Recruiting/Professional Development form for all recruiting activities.

Softball and Volleyball Evaluation Day Limitation

EVALUATION DAY LIMITATION	
FOR:	Providing documentation of softball's 50 and volleyball's 80 evaluation days.
ACTION:	Assistant Athletics Director/Compliance updates each month utilizing the Weekly/Monthly Summary of Contacts, Observations and Evaluations form. Form will be provided to head coach by August 15 for confirmation and signature.
DUE DATE:	Form completed as needed throughout calendar year (August 1 – July 31) with head coach confirmation and signature no later than September 1.
REQUIRED BY:	NCAA Bylaw 13.02.6.2 and Athletics Department.
PURPOSE:	Assist in the documentation of the permissible evaluation days.

A. Procedures

1. In order to ensure compliance with the permissible evaluation days in softball and volleyball the Assistant Athletics Director/Compliance (CO) will utilize the Softball 50 Evaluation Days form and the Volleyball 80 Evaluation Days form throughout the calendar year (August 1 – July 31).
2. These forms will be used in conjunction with each programs individual Weekly/Monthly Summary of Contacts, Observations and Evaluations forms.
3. Occasionally the CO will e-mail the respective program their form as a spot check to ensure they have the same information.
4. No later than August 15th the CO will provide the head coach of each program their respective form to review and sign.
5. The head coach is required to review and sign their form by September 1st and return it to the CO.

Official Visits

REQUESTS FOR OFFICIAL VISITS	
FOR:	Certify compliance with NCAA rules and regulations to assist in maintaining records of Official Visits.
ACTION	Coach completes an Institutional Permission for Official Visit Form and submits it to the Assistant Athletics Director/Compliance with all required documentation. Upon receipt the Assistant Athletics Director/Compliance provides the prospect with a visit letter. Prior to the visit the student host is required to read and sign a Student Host Instruction and Entertainment Receipt form. In addition, during the visit the prospect must complete a Prospect Declaration Form.
DUE DATE:	Initial paperwork must be completed at least two weeks prior to official visit with visit letter being mailed at least one week prior to visit. All other paperwork must be completed at time of visit.
REQUIRED BY:	NCAA Bylaw 13.6 and Athletic Department.
PURPOSE:	Adhere to NCAA and University policies related to official visits while assisting in the documentation of official visits.

A. Institutional Permission for Official Visit – *Pre-Visit*

1. Procedures

- i. At least two weeks prior to a scheduled official visit, but no later than one week prior, the head coach is responsible for completing, in full, an Institutional Permission for Official Visit form. The forms are located on the K drive.
- ii. This form must include all requested information, specifically: sport, full name, legal address, social security number, recruiting coach, applicable dead periods for the sport, prospect's educational status (high school or college), sport administrator's signature, arrival and departure dates and times, individual(s) accompanying the prospect, transportation and/or accommodations for the prospect and his/her guests, complimentary admissions (if applicable) and the student host, entertainment money amount.

Coaches should note that if air transportation is used it must be by commercial flight only (copy of flight itinerary must be included to ensure 48 hour period). Train or bus itineraries or directions printed from MapQuest for mileage reimbursement must be attached if this is the mode of transportation. Any on or off-campus transportation that is used by the coaching staff and/or hosts to view the campus and surrounding area cannot be excessive (e.g., limousines). Coaches should also note that any lodging or meals that are provided must be standard in nature (e.g., not excessive in nature). Coaches need to also ensure that student hosts are current eligible student-athletes from their sport.

- iii. In addition to completing the form in full the coach must also attach a visit itinerary (see below), an ACT, SAT, PSAT or PLAN scores and a high school transcript for any high school prospect, 2-year college prospect who is a qualifier and is in his/her first semester at their junior college or a 4-year college prospect who is in his/her first semester at their collegiate institution. A college transcript must be attached for a 2-year college qualifier prospect after his/her first semester, a 2-year college non-qualifier prospect after s/he has completed at least one academic year at a two-year college, or a 4-year prospect after his/her first semester.

- iv. The completed form and attached documentation should be provided to the Assistant Athletics Director/Compliance (CO) at least two weeks but no later than one week prior to the official visit. If a visit is scheduled at the last minute (less than three days prior to the visit) the head coach will be responsible for providing the visit letter and other included documentation to the prospect upon his or her arrival to campus.
- v. Upon receipt of the documentation the CO will check to ensure the prospect has registered with the NCAA Eligibility Center (see NCAA Eligibility Center procedures) and review the transcripts and test scores to ensure the prospect will be a qualifier (freshman) or meets other eligibility requirements (transfers) as needed.
- vi. Any questions (e.g., eligibility) and/or issues (e.g., not registered with NCAA Eligibility Center) will be directed to the head coach.

B. Visit Itinerary

1. Procedures

- i. Head coaches are required to provide the CO with a DETAILED visit itinerary for the prospect.
- ii. This itinerary should be provided to the CO with the Permission for Official Visit form but must be provided to the CO no later than the day before the prospect arrives on campus.
- iii. Coaches MUST include time for an academic meeting with a member of the Office of Academic Support for Student-Athletes. If a visit occurs over a weekend in which no member of that Office is available, it is the head coach's responsibility to obtain the packet of information this Office reviews with prospects so that the head coach can review the information with the prospect during the visit.
- iv. Coaches should note that if they will be providing a recruiting presentation that it should be noted on the itinerary and that no personalized recruiting aids (e.g., personalized jerseys, or personalized audio or video scoreboard presentations) or game-day simulations may be provided.

C. Official Visit Letter

1. Procedures

- i. Once the Permission form has been received and the documentation reviewed, the CO types up an official visit letter, signs the Permission form and indicates the date written notification will be sent to the prospect. [If a visit is scheduled at the last minute (less than three days prior to the visit) the head coach will be responsible for providing the visit letter and other included documentation to the prospect upon his or her arrival to campus.]
- ii. The Athletics Director (AD) then reviews all of the documentation and, if approved, signs the official visit letter (this letter may also be signed by the CO in the AD's absence).

- iii. A copy of the official visit letter is then provided to the head coach and the CO.

If complimentary admission will be provided during the visit the CO will provide the ticket manager with a completed Official Visit Complimentary Ticket Pass List.

- iv. The original letter is then mailed with a copy of the NCAA Division I Graduation-Rates Report, APR and GSR data, a copy of the NCAA list of banned drugs along with information on supplements, NCAA Initial Eligibility Standards and a copy of the Athletics Department Policy on Official Visits by Prospects to the prospect.

D. Student Host Instructions and Entertainment Receipt

1. Procedures

- i. At least one (1) day prior to the visit, but no earlier than three (3) days, the student host is required to read and sign a Student Host Instructions and Entertainment Receipt form.
- ii. This form is administered by the CO or his/her designee.
- iii. The student host receives the host money if applicable, at this time. The student host should be reminded that all receipts and unused entertainment funds if provided, must be returned to the head coach. No additional official visits will be provided to a program until all previous visits have been reconciled.

In addition, receipts **MUST** have dates and vendors clearly printed on them.

- iv. If there is a last minute host change the head coach must notify the CO of the change. In addition, if the host does not pick up his/her money prior to the visit s/he will not be entitled to receive the funds after the visit and, therefore, **NO** entertainment may take place as neither the host nor prospect may use their own funds for entertainment purposes.
- v. This form also requires the signature of the CO or his designee.
- vi. Once completed a copy of the form is provided to the head coach.

E. Prospect Declaration Form

1. Procedures

- i. Prior to the visit the CO will provide the head coach with a Prospect Declaration form.
- ii. The head coach is required to administer this form to the prospect at the first available opportunity the prospect arrives on campus.
- iii. Upon review of the document the prospect and his/her parent(s)/legal guardian(s), if accompanying the prospect, should be encouraged to ask questions.

- iv. Once the prospect has reviewed the form s/he must print their name and the sport and then sign and date the form. In addition, the prospect's parent/legal guardian is also required to review and sign the form if they are on the visit.
- v. The head coach is required to return the original to the CO subsequent to the visit.

F. Institutional Permission for Official Visit – Post Visit

1. Procedures

- i. Subsequent to the visit the CO will provide the head coach with the original Permission form.
- ii. The head coach is required to review the form and make any additions or changes as needed (e.g., entertainment activity, meals provided).
- iii. Once the head coach has reviewed the form s/he is required to sign and date the form and return it to the CO along with any receipts and/or unused host money, if provided, and the Prospect Declaration form.
- iv. Head coaches are required to return all forms and receipts together as opposed to piece meal.
- v. Once received the CO provides a copy of the Permission form to the head coach.
- vi. Coaches are required to submit to the CO all meal, travel and lodging receipts for the visit utilizing an Individual Itinerary & Itemization of Expenses form.
- vii. This form will be provided to the CO to ensure compliance.
- viii. Once reviewed the CO will sign and date the form. Any issues will be forwarded to the Athletics Director for review.

Unofficial Visits

INSTITUTIONAL DOCUMENTATION OF UNOFFICIAL VISITS

FOR:	Providing documentation for unofficial visits.
ACTION:	Coach completes an unofficial visit form and returns to the Assistant Athletics Director/Compliance.
DUE DATE:	Form should be completed during the prospect's unofficial visit and submitted no later than one week subsequent to the prospect's visit.
REQUIRED BY:	Athletics Department.
PURPOSE:	Assist in the documentation of recruiting activities involving unofficial visits.

A. Unofficial Visit Form

1. Procedures

- i. Coaches are responsible for completing an Unofficial Visit form anytime a prospect comes to campus for an unofficial visit and meets with any member of the coaching staff or other Athletics Department staff member and/or a student host (e.g., meeting with a coach, tour of the campus by a student host, etc.)
- ii. The form should be completed either during or subsequent to the unofficial visit but **NOT BEFORE**.
- iii. Prospects who will be staying overnight **MUST** pay the overnight rate.
- iv. The Unofficial Visit Form should be completed in full and signed and dated by the recruiting coach.
- v. All unofficial visit forms should be submitted to the Assistant Athletics Director/Compliance (CO) no later than two weeks subsequent to the visit.
- vi. This form will be provided to the CO to ensure compliance.
- vii. Once reviewed the CO will sign and date the form. Any issues will be forwarded to the Athletics Director for review.

B. Student Host Instructions for an Unofficial Visit

1. Procedures

- i. At least one (1) day prior to the visit, but no earlier than three (3) days, the student host is required to read and sign a Student Host Instructions for an Unofficial Visit form (Appendix TT).
- ii. This form is administered by the head coach and is available on the K drive.
- iii.

Coppin State University

Department of Intercollegiate Athletics

Recruiting Manual