

## PENN STATE ATHLETICS COMPLIANCE OFFICE



### Recruiting Visit Policy

#### **I. Introduction**

The Pennsylvania State University and its Department of Intercollegiate Athletics are committed to the proper recruitment, safety and welfare of prospective student-athletes. To that end, the University strives to recruit individuals of exemplary character and integrity, with strong academic and athletic ability, who understand what is expected of a student-athlete at The Pennsylvania State University. Recruiting visits are intended to determine whether the prospect and The Pennsylvania State University are a good fit for one another in terms of educational, athletic and social expectations. The primary consideration, therefore, in selecting activities for these visits must be to provide information that will assist the prospect and his or her family in making that decision.

The University is committed to the highest standards of behavior and practices in all areas and has historically emphasized and strictly enforced compliance with all NCAA requirements regarding recruiting. The University has established this policy to further ensure that its administrators, coaches, current student-athletes and prospective student-athletes comply with all applicable University, NCAA and Big Ten requirements regarding recruiting and youth protection, including those requirements enacted by the NCAA Task Force on Recruiting which apply to prospective student-athletes' official and unofficial visits to the University.

#### **II. Methodology**

This policy was developed by the Athletics Administrator for Compliance, in conjunction with key University constituents, to comply with the requirements set forth in NCAA legislation adopted by the NCAA Board of Directors in August of 2004. The policy was reviewed by the Student Athletic Advisory Board, Faculty Athletics Representative, Youth Program Compliance, Athletic Administrators, coaches and the Director of Intercollegiate Athletics. After the policy and appropriate forms were finalized, they were submitted to the University President for his review and approval. Subsequent updates shall be submitted to the President for review and approval. In accordance with NCAA rules, this policy is subject to external review every four years.

#### **III. Oversight of this Policy**

While the overall control of the Intercollegiate Athletics Program rests with the University President and the Director of Intercollegiate Athletics, each head coach is ultimately responsible for the control and oversight of his or her sport, including compliance with all NCAA and Big Ten rules and those rules described in this policy. The head coach will be held accountable for violations of this policy, whether those violations are committed by the head coach, assistant coaches, staff members, student hosts or prospective student-athletes.

- The responsibilities of all coaches (including the head coach) are clearly described in this policy. Coaches and student hosts are also required to follow all applicable university policies.
- Athletic Administrators are responsible for communicating with coaches and student-athletes for the sports they supervise to ensure that the coaches are fulfilling their obligations as described herein.
- Athletic Administrators, coaches and student-athletes should report any concerns regarding the recruiting process to the Athletics Compliance Office staff or an appropriate reporting outlet.

#### **IV. Education**

The Athletics Compliance Office staff will annually reinforce and review this through the Compliance Rules Education Program.

- This policy will be included in the following materials provided to coaches, Administrators and student-athletes: (1) Department of Intercollegiate Website, (2) Rules Education Programming, (3) Student-athlete Handbook, (4) New Staff Compliance Orientation Program.
- Student-athletes will be informed of this policy during the NCAA Pre-Participation Fall compliance education meeting.
- Prior to any official visit, the coach responsible for the recruitment of a prospect shall communicate to the prospect, and his or her parents or legal guardians, all expectations of behavior and conduct. This may take the form of providing the “Official Visit Information for Prospective Student-Athletes” document or incorporating expectations for conduct into an invitation or confirmation letter sent by the coaching staff in advance of the visit.

#### **V. Compliance Forms Used for Prospects and Student Hosts**

- Request for Prior Approval for Official Visit (Appendix A)
- Official Visit Information for Prospective Student-Athletes (Appendix B)
- Student Host Instructions and Entertainment Receipt Form (Appendix C)
- Prospect Itinerary and Official Visit Form (Appendix D)
- Prospective Student-Athlete Reimbursement of Expenses for Official Visit (Appendix E)
- Prospect Itinerary and Unofficial Visit Form (Appendix F)

#### **VI. Initial Approval of Visit**

Prior to an official visit by a prospect, the coach responsible for the prospect’s recruitment shall submit the Request for Prior Approval for Official Visit Form to the Athletics Compliance Office using the aforementioned required forms.

#### **VII. Student Hosts**

Once a visit is arranged, the coach responsible for recruitment of the prospect shall select an eligible student host who will represent the University, the Department of Intercollegiate Athletics and the team appropriately. Student-athletes may not be required to provide hosting services on a required day off and must receive adequate notice of their selection as a student host. For official visits, the coach is responsible to ensure the host’s full understanding of all behavioral expectations presented in the “Student Host Form”. For unofficial visits, the coach shall inform the student host of acceptable and inappropriate behavior, making sure to point out the activities which are strictly prohibited under NCAA rules and under this policy. Prior to distributing student host money for an official visit, the coach shall ensure that the student host signs the form confirming the student host’s understanding of, and agreement with, his or her responsibilities during the prospect’s visit.

### **VIII. During A Prospect's Visit**

The coach responsible for the recruitment of the prospect shall prepare an itinerary for the prospect's visit. The coach shall be responsible for all activities that are planned for the prospect during any visit. In addition to touring the campus and the athletic facilities, as well as meeting with the appropriate coaches, Administrators and staff personnel, the prospect is encouraged to meet with his or her prospective Morgan Academic Support Center counselor.

During the prospect's visit, the coach or staff member, shall transport the prospect in an institutional vehicle normally used to transport prospective students, or may use his or her own personal vehicle.

### **IX. Responsibilities of the Student Host**

The coach responsible for recruitment shall advise the prospective student-athlete and student hosts about appropriate behavior and responsibilities while the prospect is on his or her visit, including during the prospect's "free time." Activities which are strictly prohibited during a prospect's visit include, but are not limited to, the following:

- 1) Use of alcohol, illicit drugs or sex as a recruiting device
- 2) Activities which violate Pennsylvania or Federal criminal laws
- 3) Activities which violate the Athletics Code of Conduct
- 4) Gambling or gaming activities
- 5) Use of strippers or attendance at adult entertainment establishments

The above list of prohibited activities is included in the Student Host Form attached to this policy.

Student hosts and recruits shall comply with all University rules, as well as local, state and federal laws regarding alcohol and drug use. Student hosts found to have provided alcohol to a prospect, or to have persuaded a prospect to consume alcohol, or found to have engaged in drinking alcoholic beverages, using illegal drugs or participating in any criminal activities during the prospect's official visit, shall be subject to disciplinary action by the Intercollegiate Athletics Department, the University's Office of Student Conduct and/or Centre County, Pennsylvania legal authorities.

Entertainment during an official visit shall be limited to the provisions stated in the Student Host Form, as well as to activities which are not prohibited under this policy, the University's general policies and the NCAA's rules and regulations. The student host and prospect are expected to behave responsibly when making decisions about the prospect's entertainment.

Student hosts may use their own personal vehicles to transport prospects around campus during official and unofficial visits but shall not permit a prospect to operate the student host's vehicle.

### **Curfew Expectations**

The coach responsible for recruitment of the prospect shall instruct student hosts to ensure that prospects return to their rooms at a time that is consistent with the schedule of activities during the visit and which will provide sufficient sleep time for the prospect to allow them to take effective advantage of the academic, athletic, and student life aspects of the official visit. The student host is considered to be

responsible for the care, custody and control of the prospect. Therefore, student host is to provide adequate supervision and must be aware of the prospect's whereabouts and should be concerned with the prospect's safety and well-being at all times.

#### **X. After the Prospect's Visit**

After the prospect has left campus, the coach responsible for the recruitment of the prospect must file an official or unofficial visit report within 15 business days, which includes a copy of the itinerary referenced in Section VIII of this policy. The Student Host Form must be submitted with the official visit report and must include a list of expenses incurred by the student host during the prospect's visit. The student host shall sign the form, certifying that the list of expenses submitted by the student host is a true and accurate record of expenses actually incurred.

The coach responsible for recruitment of the prospect is strongly encouraged to meet with the student host to discuss the prospect and the official visit. The student host's input and evaluation should be considered valuable information to the recruitment process and should be carefully considered.

#### **XI. Coaches Responsibilities During Recruitment**

- Coaches are responsible for evaluating a recruit's character, citizenship and academic ability throughout the recruiting process.
- If a coach or other athletics staff member discovers that a recruit may have had incidents in his/her background such as arrests, citations or any other potentially embarrassing incidents or incidents that would indicate a lack of character, the coach shall notify the Director of Intercollegiate Athletics or the appropriate Sport Administrator in a timely manner and a joint decision will be made on whether to continue the recruitment.
- Any coaches or athletics staff member who has knowledge of a recruit's criminal conduct (e.g., arrests, citations, etc.) and does not inform the Sport Administrator in a timely fashion is subject to institutional disciplinary actions (e.g., letter of reprimand, loss of recruiting privileges, loss of scholarships, termination of employment, etc.).
- The head coach, the Sport Administrator or the Director of Intercollegiate Athletics have the individual ability to terminate a prospect's recruiting visit and/or recruitment at any time if it is found that the recruit has been involved in any of the aforementioned inappropriate activities or is/has been involved in any illegal/criminal activity.

#### **XII. Enforcement of this Recruiting Policy**

Any violations of this policy shall be reported, in writing, to the Director of Intercollegiate Athletics. Violations of this policy by a student host, a coach or staff member will result in the imposition of an appropriate sanction as determined by the proper institutional authorities. If the violation of this policy also constitutes a violation of the Athletics Code of Conduct, the University's Code of Conduct or any University policy, the procedures for adjudication of those policies and any appropriate sanctions will also apply in addition to any action taken by the Department of Intercollegiate Athletics, The Pennsylvania State University, the Big Ten Conference or the NCAA.