

MONITORING CONTACTS & EVALUATIONS: NCAA BYLAW 13.1

Form(s) Used: **Contact and Evaluation Form**
Basketball Designation of Off-Campus Evaluation Days Form
Basketball Summer Evaluation Record
Football Fall Evaluation Period Designation Form
Football Spring Evaluation Period Designation Form
Softball Designation of Off-Campus Evaluation Days Form
Volleyball Designation of Off-Campus Evaluation Days Form

Purpose: **To record off-campus evaluation/contact recruiting activities.**

Action: **Forms to be completed by each coach participating in recruiting activities.**

Administrative Date: **To be maintained by coaches on a current basis.**

Submit To: **The Athletic Compliance Office.**

Procedures:

1. In **all sports**, the recruiting coach must record each **off-campus** contact and evaluation on the Contact and Evaluation Form. All information requested on the form must be completed. The Contact and Evaluation Form must be included with the Expense Report and submitted to the Business Office for Compliance Office review.
2. For the sports of men's/women's **basketball, football, softball and volleyball**, the Head Coach or designee must complete and sign the Designation of Off-Campus Evaluation Days form and submit to the Athletic Compliance Office prior to the first evaluation period of the academic year calendar.
3. In the sport of **football**, the Head Coach or designee must complete and sign the Football Permissible Recruiters Form.
4. In the sport of men's and women's **basketball**, each recruiting coach must complete and sign his/her own Basketball Summer Evaluation Record.

Reminders:

- In sports other than football and basketball, staff members are allowed seven recruiting opportunities per prospect and during the senior year not more than three of the opportunities may be contacts.
- In **women's basketball**, an institution is limited to 5 recruiting opportunities during the academic year; not more than three of the five opportunities may be in-person off-campus contacts during a prospect's senior year.
- In **men's basketball**, an institution is limited to 7 recruiting opportunities during the academic year; not more than three of the seven opportunities may be in-person off-campus contacts during a prospect's senior year.
- Football is allowed three evaluations during the academic year; one evaluation during the fall period and two evaluations during the spring period. In addition, football is allowed six in-person, off-campus contacts with a prospect or prospect's relatives during a prospect's senior year.

**FOOTBALL DESIGNATION OF OFF-CAMPUS
FALL EVALUATION DAYS: NCAA BYLAWS 11.7.2.2.1, 13.02.7.1, 13.1.7.9.3, and 13.17.4**

To be completed by the Head Coach or designee and submitted to the Athletic Compliance Office.

- Evaluation is any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect including any visit to a prospect's educational institution or the observation of a prospect participating in any practice or competition at any site.
- Seven (7) coaches may evaluate or contact prospects off-campus at the same time during any permissible recruiting calendar period.
- There may be one seven (7) day period in the fall period during which 10 coaches may evaluate. This period must be declared in writing before the first game.
- An evaluation day is defined as one coach engaged in the evaluation of any prospect on one day (12:01 a.m. to midnight). Two coaches making evaluations on the same day shall use two evaluation days.
- The combined total of such days for all staff members shall not exceed **42 evaluation days** during the months of September, October, and November.
- The days, selected at the discretion of the coaches, must be in writing in the Athletic Compliance Office.
- Coaches may not visit a prospect's educational institution on more than one calendar day during this period.

Instructions for completing form:

1. Highlight the designated seven day period in which no competition is scheduled and during which 10 coaches may evaluate. **This must be sent in writing to compliance prior to the first game.**
2. Indicate the number of coaches that will be recruiting off-campus on a given date and the total evaluation days used for each week, each month, and the entire fall evaluation period.
3. Submit this form to the Athletic Compliance Office on an up-to-date basis.
4. Maintain a copy of this form for sport office reference.

September 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

November 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

Total Fall Evaluation Days Used: _____

Signature of Head Coach

Date

Compliance Office Approval

Date

**FOOTBALL SPRING EVALUATION PERIOD DESIGNATION FORM:
NCAA BYLAWS 13.1.8.4, 13.1.8.4.1, 13.1.8.9.2, and 30.10.3**

To be completed by Head Coach or designee.

During the spring evaluation period, the head coach shall not engage in off-campus recruiting activities, participate in off-campus coaching clinics, visit a prospect's educational institution for any reason, or meet with a prospect's coach at an off-campus location.

Assistant coaches are permitted to evaluate a prospect on two occasions during the Spring Evaluation Period:

- One evaluation may be used to assess the prospect's athletics ability.
- One evaluation may be used to assess the prospect's academic qualifications.
- If an assistant coach conducts both an athletic and an academic evaluation of a prospect on the same day during the spring evaluation period, it counts as an academic evaluation only and a second athletics evaluation of the prospect is permitted on a separate day during the evaluation period.
- An evaluation day is defined as one coach engaged in the evaluation of any prospect on one day (12:01a.m. to midnight). Two coaches making evaluations on the same day shall use two evaluation days.
- Staff members may not visit a prospect's educational institution on more than two calendar days during the Spring Evaluation Period.
- Seven (7) coaches may evaluate or contact prospects off-campus at the same time during any permissible recruiting calendar period.
- The combined total of such days for all staff members shall not exceed **168 evaluation days** during the time period of April 15th to May 31st.
- The days, selected at the discretion of the coaches, must be in writing in the Athletic Compliance Office.

Instructions for completing form:

1. Indicate the number of coaches that will be recruiting off-campus on a given date and the total evaluation days used for each week, each month, and the entire fall evaluation period.
2. Submit this form to the Athletic Compliance Office on an up-to-date basis.
3. Maintain a copy of this form for sport office reference.

April 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
					15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Total Evaluation Days Used: _____

Signature of Head Coach

Date

Signature of Compliance Coordinator
7-2-08 paf 3-23-10 paf 6-29-10 te

Date

<p align="center">MEN'S BASKETBALL DESIGNATION OF OFF-CAMPUS EVALUATION DAYS: NCAA BYLAWS 13.1.5.3, 13.1.7.8 & 13.17.2</p>

To be completed by the head coach or designee and submitted to the Athletic Compliance Office.

- Evaluation is any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect including any visit to a prospect's educational institution or the observation of a prospect participating in any practice or competition at any site.
- Recruiting opportunities are limited to seven (7) per prospective student-athlete during the academic year.
- Three (3) coaches may evaluate or contact prospects off-campus at the same time during any permissible recruiting calendar period.
- An evaluation day is defined as one coach engaged in the evaluation of any prospect on one day 12:01a.m. to midnight; two coaches making evaluations on the same day shall use two evaluations.
- The combined total of such days for all staff members shall not exceed **130 recruiting-person days** during the academic year.
- The days, selected at the discretion of the coaches must be in writing in the Athletic Compliance Office.
- Coaches may not visit a prospect's educational institution on more than one calendar day during a particular week within an evaluation period that occurs during the academic year.

Men's Basketball Dead Periods (Bylaw 13.17.2):

1. Monday through Thursday of the week that includes the initial date for fall signing of the NLI.
2. December 24 through December 26.
3. Thursday immediately prior to the NCAA Championship game to noon on the Thursday after the game.
4. Monday through Thursday of the week that includes the initial date for spring signing of the NLI.
5. Day after the conclusion of the spring signing period to the day before the first day to conduct summer camps.
6. July 16 through July 21 (**see bylaw for exception**).

Instructions for completing the attached form:

1. Indicate the number of coaches that will be recruiting off-campus on a given date and the total evaluation days used for each week, each month, and the entire fall evaluation period.
2. Submit this form to the Athletic Compliance Office on an up-to-date basis.
3. Maintain a copy of this form for sport office reference.

Contact Period	
Evaluation Period	
Dead and Quiet Periods	

August 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

September 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

October 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

November 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

December 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

January 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

February 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28						

March 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

April 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

Total Evaluation Days Used _____

Signature of Head Coach _____

Compliance Office Approval _____

<p style="text-align: center;">SOFTBALL DESIGNATION OF OFF-CAMPUS EVALUATION DAYS: NCAA BYLAWS 13.02.7.2, 13.1.7.11, & 13.17.7</p>

To be completed by the head coach or designee and submitted to the Athletic Compliance Office.

- Evaluation is any off-campus activity designed to assess the academic qualification or athletics ability of a prospect including any visit to a prospect's educational institution or the observation of a prospect participating in any practice or competition at any site.
- Two (2) coaches may evaluate or contact prospects off-campus at the same time during any permissible recruiting calendar period.
- An evaluation day is defined as one coach engaged in the evaluation of any prospect on one day (12:01 a.m. to midnight); two coaches making evaluations on the same day shall use two evaluations.
- The combined total of such days for all staff members shall not exceed **fifty (50)** in the sport of softball. The fifty days may be selected at the discretion of the softball coaching staff.
- The employment of an institution's softball coach in instructional camps/clinics or the observation of prospects participating in high school softball competition is not included in the 50-day limitation.

Softball Dead Periods (Bylaw 13.17.7):

1. Monday through Thursday of the week that includes the initial date for fall signing of the NLI.
2. 12:01 a.m. on the day of registration for the national convention of the National Fast Pitch Coaches Association to 12:01 a.m. on the day after adjournment of the convention.
3. Monday through Thursday of the week that includes the initial date for spring signing of the NLI.
4. Tuesday prior to the NCAA Championship game to noon on the day after the game.

Instructions for completing the attached form:

1. Indicate the number of coaches that will be recruiting off-campus on a given date and the total evaluation days used for each week, each month, and the entire fall evaluation period.
2. Submit this form to the Athletic Compliance Office two times per year (after the fall semester and after the summer).
3. Maintain a copy of this form for sport office reference.

Contact Period	
Evaluation Period	
Quiet and Dead Periods	

August 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

September 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

October 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

November 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

December 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

January 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

February 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28						

March 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

April 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

May 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	1	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

June 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

July 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Total Evaluation Days Used _____

Signature of Head Coach _____

Compliance Office Approval _____

<p style="text-align: center;">VOLLEYBALL DESIGNATION OF OFF-CAMPUS EVALUATION DAYS: NCAA BYLAWS 13.02.7.2, 13.1.7.12 & 13.17.9</p>
--

To be completed by the head coach or designee and submitted to the Athletic Compliance Office.


- Evaluation is any off-campus activity designed to assess the academic qualification or athletics ability of a prospect including any visit to a prospect's educational institution or the observation of a prospect participating in any practice or competition at any site.
- Two (2) coaches may evaluate or contact prospects off-campus at the same time during any permissible recruiting calendar period.
- An evaluation day is defined as one coach engaged in the evaluation of any prospect on one day (12:01 a.m. to midnight); two coaches making evaluations on the same day shall use two evaluations.
- The combined total of such days for all staff members shall not exceed **eighty (80)** in the sport of volleyball. The eighty days may be selected at the discretion of the coaching staff.
- A coach's employment activities in instructional camps/clinic do not count toward the evaluation day limit.
- Outside the contact/evaluation period, an institution's coach who is involved with a local sports club must count those days toward the 80-day limitation.

Volleyball Dead Periods (Bylaw 13.17.9):

1. Monday through Thursday of the week that includes the initial date for fall signing of the NLI.
2. Wednesday prior to the NCAA Championship game through December 31 (**see bylaw for exceptions**).
3. Monday through Thursday of the week that includes the initial date for spring signing of the NLI.

Instructions for completing the attached form:

1. Indicate the number of coaches that will be recruiting off-campus on a given date and the total evaluation days used for each week, each month, and the entire year.
2. Submit this form to the Athletic Compliance Office two times per year (after the fall semester and after the summer).
3. Maintain a copy of this form for sport office reference.

Contact Period Evaluation Period Dead and Quiet Periods	
---	--

August 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

September 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

October 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

November 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

December 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

January 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

February 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28						

March 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

April 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

May 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	1	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

June 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

July 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Total Evaluation Days Used _____

Signature of Head Coach _____

Compliance Office Approval _____

<p align="center">WOMEN'S BASKETBALL DESIGNATION OF OFF-CAMPUS EVALUATION DAYS: NCAA BYLAWS 13.02.9, 13.1.7.8, & 13.17.3</p>

To be completed by the head coach or designee and submitted to the Athletic Compliance Office.

- Evaluation is any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect including any visit to a prospect's educational institution or the observation of a prospect participating in any practice or competition at any site.
- Recruiting opportunities are limited to five (5) per prospective student-athlete during the academic year.
- Three (3) coaches may evaluate or contact prospects off-campus at the same time during any permissible recruiting calendar period.
- An evaluation day is defined as one coach engaged in the evaluation of any prospect on one day 12:01 a.m. to midnight; two coaches making evaluations on the same day shall use two evaluations.
- The combined total of such days for all staff members shall not exceed **100 recruiting-person days**.
- The days, selected at the discretion of the coaches must be in writing in the Athletic Compliance Office.
- Coaches may not visit a prospect's educational institution on more than one calendar day during a particular week within an evaluation period that occurs during the academic year.

Women's Basketball Dead Periods (Bylaw 13.17.3):

1. Monday through Thursday of the week that includes the initial date for fall signing of the NLI.
2. December 24 through 26.
3. Friday prior to the NCAA Championship game through Thursday of the week that includes the initial date for spring signing of the NLI (**see bylaw for two exceptions**).
4. July 16 through July 21 (**see bylaw for exception**).

Instructions for completing the attached form:

1. Indicate the number of coaches that will be recruiting off-campus on a given date and the total evaluation days used for each week, each month, and the entire fall evaluation period.
2. Submit this form to the Athletic Compliance Office on an up-to-date basis.
3. Maintain a copy of this form for sport office reference.

Contact Period	
Evaluation Period	
Dead and Quiet Periods	

August 2010								September 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
1	2	3	4	5	6	7					1	2	3	4	
8	9	10	11	12	13	14		5	6	7	8	9	10	11	
15	16	17	18	19	20	21		12	13	14	15	16	17	18	
22	23	24	25	26	27	28		19	20	21	22	23	24	25	
29	30	31						26	27	28	29	30			
October 2010								November 2010							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
					1	2			1	2	3	4	5	6	
3	4	5	6	7	8	9		7	8	9	10	11	12	13	
10	11	12	13	14	15	16		14	15	16	17	18	19	20	
17	18	19	20	21	22	23		21	22	23	24	25	26	27	
24	25	26	27	28	29	30		28	29	30					
31															
December 2010								January 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
			1	2	3	4								1	
5	6	7	8	9	10	11		2	3	4	5	6	7	8	
12	13	14	15	16	17	18		9	10	11	12	13	14	15	
19	20	21	22	23	24	25		16	17	18	19	20	21	22	
26	27	28	29	30	31			23	24	25	26	27	28	29	
								30	31						
February 2011								March 2011							
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
		1	2	3	4	5				1	2	3	4	5	
6	7	8	9	10	11	12		6	7	8	9	10	11	12	
13	14	15	16	17	18	19		13	14	15	16	17	18	19	
20	21	22	23	24	25	26		20	21	22	23	24	25	26	
27	28							27	28	29	30	31			
April 2011															
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total								
					1	2									
3	4	5	6	7	8	9									
10	11	12	13	14	15	16									
17	18	19	20	21	22	23									
24	25	26	27	28	29	30									

Total Evaluation Days Used _____

Signature of Head Coach _____

Compliance Office Approval _____

DOCUMENTING TELEPHONE CALLS: NCAA BYLAW 13.1.3

System Used:	ACS (Recruiting Coordinator Module)
Purpose:	Record and monitor permitted telephone calls to a prospect or the prospect's relatives or legal guardian(s) through the ACS System.
Action:	Coach records in ACS each telephone call that is initiated by the coach to a prospect or the prospect's relatives or legal guardian(s).
Administrative Date:	Provide the date and result of the telephone call on ACS as calls are made.
Submit To:	Recruiting telephone logs in ACS will be analyzed by Compliance on a periodic basis. The Compliance Staff will run a Comply and Verify phone call analysis to compare to the telephone logs.

Procedures:

- 1. You must keep an accurate phone log for every phone call you make to a prospect regardless of whether you make contact with the prospect.** This is necessary in order to document any reason why multiple calls to the same prospect were made in one week. Specifically, the following call types must be documented:
 - a. Recruiting Message was left (countable call),
 - b. Contact was made (countable call),
 - c. No contact was made (noncountable call),
 - d. Non-recruiting message left (noncountable call),
 - e. Dropped call (noncountable call),
 - f. Pocket Dial (noncountable call)
- 2. For each telephone call placed through the cell phone module, indicate the date, the phone used to make the call, name of the prospect and prospect's telephone number on your screen at the end of the phone call.**
- 3. Any telephone call placed on your office (or other) phone must be record in ACS using the computer module. The call must be recorded at the time the call is made by identifying the prospect in the recruiting coordinator for your sport, clicking the add phone call tab, and indicating the date, the phone used to make the call, name of the prospect and prospect's telephone number on your screen.**
- 4. Prospective student-athlete names and phone numbers must be updated in ACS by the 5th of every month. The point person in each sport is responsible for making sure the information entered for each prospective student-athlete is current and complete.**

Reminders:

- A message left on the answering machine of a prospect that does not include recruiting dialogue will not constitute use of the one call per week. If you choose to leave a message indicate “non-recruiting message left” from the drop down options.
- Messages that are given to a parent or other relative when no recruiting dialogue occurs do not count as the one call per week. Indicate “non-recruiting message left” from the drop down options in ACS and indicate that a message was left with that person under the Notes column.
- Institutional staff members may make unlimited telephone calls to a prospect during the five days immediately preceding the prospect’s official visit to campus.
- In sports other than football, unlimited telephone calls may be made on the initial date for signing the National Letter of Intent and during the two days immediately following the initial signing date. The NLI signing must be entered into ACS.
- Football may make unlimited telephone calls to a prospect during the 48 hours prior to and 48 hours after 7 a.m. on the initial signing date for the National Letter of Intent.
- Subsequent to a prospect signing a Letter of Intent with an institution there shall be no limit on the number of telephone calls by the institution to the prospect
- Subsequent to May 1 of a prospect’s senior in high school, unlimited telephone calls are permitted if the prospect has paid a financial deposit to the institution.
- Institutional staff members may make unlimited telephone calls on the day that a permissible off-campus contact occurs.
- In sports other than football and men’s and women’s basketball, baseball, cross country/track, softball and volleyball one telephone call per week beginning July 1st following the prospect’s junior year in high school.
- In baseball, cross/track, softball and volleyball, one telephone call per week beginning July 1st following the prospect’s junior year in high school outside contact period and unlimited calls during a contact period.
- Men’s Basketball: one call per month beginning June 15 following the prospect’s sophomore year through July 31 following the prospect’s junior year. May make two calls per week beginning August 1 prior to senior year outside a contact period. During a contact period, unlimited calls are permitted. May only make one call per week to junior college and four-year college prospects outside a contact period. During a contact period, unlimited calls are permitted.
- Football: one call from April 15 - May 31 of the prospect’s junior year, September 1 of senior year thereafter outside a contact period and unlimited during contact periods.
- Women’s Basketball: one call during April, May, June 1-20 and 21-30 of prospect’s junior year, and 3 calls during month of July (limit 1 per week). May make one call per week beginning August 1 prior to senior year outside a contact period and unlimited calls during contact period.

ALL-SPORT INDIVIDUAL RECRUITMENT RECORD
--

High School - Graduation Date

2-Year College - Graduation Date

PROSPECT:

PHONE: ()

HOME ADDRESS:

Street

City

State Zip

PARENTS:

PHONE: ()

SCHOOL:

COACH(S):

PHONE: ()

PHONE: ()

- **7 recruiting opportunities allowed per academic year (contacts and evaluations combined).**
- **3 in-person off-campus contacts allowed during the prospect's senior year in high school.**
- **Number of evaluations is determined by the number of contacts used.**

Record date the recruiting activity occurred; check type of activity involved e.g., contact or evaluation. Check which activity occurred and identify the coach(s) responsible for such activity and the location of the activity. If visiting a prospect's educational institution, provide the date that permission was received from the principal or executive officer.

SENIOR YEAR

	<u>Date</u>	<u>Contact</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> <small>(home, school)</small>	<u>Permission</u> <small>(date)</small>
1.		<input type="checkbox"/>	<input type="checkbox"/>			
2.		<input type="checkbox"/>	<input type="checkbox"/>			
3.		<input type="checkbox"/>	<input type="checkbox"/>			
4.		<input type="checkbox"/>	<input type="checkbox"/>			
5.		<input type="checkbox"/>	<input type="checkbox"/>			
6.		<input type="checkbox"/>	<input type="checkbox"/>			
7.		<input type="checkbox"/>	<input type="checkbox"/>			

OFFICIAL VISIT DATE TO UNL:

GRADUATION RATE:

BANNED DRUG LIST:

CAMPUS VISIT GUIDELINES:

NOTES:

PROSPECT:

GRADUATION DATE:

CURRENT YEAR:

CLASS: Freshman Sophomore Junior

	<u>Date</u>	<u>Contact</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> (event, home, school)	<u>Permission</u> (date)
1.		<input type="checkbox"/>	<input type="checkbox"/>			
2.		<input type="checkbox"/>	<input type="checkbox"/>			
3.		<input type="checkbox"/>	<input type="checkbox"/>			
4.		<input type="checkbox"/>	<input type="checkbox"/>			
5.		<input type="checkbox"/>	<input type="checkbox"/>			
6.		<input type="checkbox"/>	<input type="checkbox"/>			
7.		<input type="checkbox"/>	<input type="checkbox"/>			

PROSPECT:

GRADUATION DATE:

CURRENT YEAR:

CLASS: Freshman Sophomore Junior

	<u>Date</u>	<u>Contact</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> (event, home, school)	<u>Permission</u> (date)
1.		<input type="checkbox"/>	<input type="checkbox"/>			
2.		<input type="checkbox"/>	<input type="checkbox"/>			
3.		<input type="checkbox"/>	<input type="checkbox"/>			
4.		<input type="checkbox"/>	<input type="checkbox"/>			
5.		<input type="checkbox"/>	<input type="checkbox"/>			
6.		<input type="checkbox"/>	<input type="checkbox"/>			
7.		<input type="checkbox"/>	<input type="checkbox"/>			

PROSPECT:

GRADUATION DATE:

CURRENT YEAR:

CLASS: Freshman Sophomore Junior

	<u>Date</u>	<u>Contact</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> (event, home, school)	<u>Permission</u> (date)
1.		<input type="checkbox"/>	<input type="checkbox"/>			
2.		<input type="checkbox"/>	<input type="checkbox"/>			
3.		<input type="checkbox"/>	<input type="checkbox"/>			
4.		<input type="checkbox"/>	<input type="checkbox"/>			
5.		<input type="checkbox"/>	<input type="checkbox"/>			
6.		<input type="checkbox"/>	<input type="checkbox"/>			
7.		<input type="checkbox"/>	<input type="checkbox"/>			

FOOTBALL INDIVIDUAL RECRUITMENT RECORD

High School- Graduation Date

2-Year College– Graduation Date

PROSPECT:

PHONE: ()

HOME ADDRESS:

Street

City

State Zip

PARENTS:

PHONE: ()

SCHOOL:

COACH(S):

PHONE: ()

PHONE: ()

- **3 evaluations allowed during academic year; 1 during fall period, 2 during spring period.**
- **6 in-person off-campus contacts allowed at any site during the prospect’s senior year.**

Record date the recruiting activity occurred; check type of activity involved e.g., contact or evaluation; Identify the coach(s) responsible for such activity and the location of the activity. If visiting a prospect’s educational institution, provide the date that permission was received from the principal or executive officer.

<u>Date</u>	<u>Contact</u>	<u>Evaluation</u>	<u>Person(s) Responsible</u>	<u>Location</u> <small>(home, school)</small>	<u>Permission</u> <small>(date)</small>
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

OFFICIAL VISIT DATE TO UNL:

GRADUATION RATE:

BANNED DRUG LIST:

CAMPUS VISIT GUIDELINES:

NOTES:

PROSPECT:

GRADUATION DATE:

CURRENT YEAR:

CLASS: Freshman Sophomore Junior

<u>Date</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> (event, home, school)	<u>Permission</u> (date)
1.	<input type="checkbox"/>			
2.	<input type="checkbox"/>			
3.	<input type="checkbox"/>			

NOTES:

CURRENT YEAR:

CLASS: Freshman Sophomore Junior

<u>Date</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> (event, home, school)	<u>Permission</u> (date)
1.	<input type="checkbox"/>			
2.	<input type="checkbox"/>			
3.	<input type="checkbox"/>			

NOTES:

CURRENT YEAR:

CLASS: Freshman Sophomore Junior

<u>Date</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> (event, home, school)	<u>Permission</u> (date)
1.	<input type="checkbox"/>			
2.	<input type="checkbox"/>			
3.	<input type="checkbox"/>			

NOTES:

MONITORING INDIVIDUAL RECRUITMENT: NCAA BYLAW 13

Form(s) used:	Men's Basketball Individual Recruitment Record Women' Basketball Individual Recruitment Record Football Individual Recruitment Record Individual Recruitment Record
Purpose:	To document in-person off-campus recruiting activities involving an individual prospect. To document the provision of required recruiting materials to a prospect.
Action:	Coach provides all information pertaining to contacts and evaluations, and documents the dates that required recruiting materials are provided to a prospect.
Administrative Date:	Record recruiting activities as they occur and maintain the record in the prospect's file.
Submit To:	Compliance Office Staff

Procedures:

1. Complete all general information regarding the prospect including name, social security number, home address, parent(s) name(s), coach's name, high school name, high school principal name and all relevant telephone numbers.
2. Record off-campus recruiting activities including the date that the activity occurred, the type of activity (contact or evaluation) and the number for such activity. Provide the name of the coach(s) responsible for the activity.
3. Record on-campus recruiting activities including official visit date and notification letter date. Indicate all unofficial visit dates.
4. Maintain the Individual Recruitment Record in the prospect's file.

Reminders:

- A coach must obtain permission from the high school principal or the institution's executive officer prior to visiting a prospect's educational institution during academic/class hours.
- Any incidental contact between a prospect and a recruiter at the site of competition or at the prospect's high school, prep-school or two-year institution is considered a contact regardless of the conversation that occurs.
- Subsequent to the calendar day on which a prospect signs a National Letter of Intent, there shall be no limit on the number of contacts by an institution with which the prospect has signed; recruiting calendar restrictions still apply.

PROSPECT: _____

GRADUATION DATE: _____

CURRENT YEAR: _____

CLASS: Freshman Sophomore Junior

<u>Date</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> (event, home, school)	<u>Permission</u> (date)
1. _____	<input type="checkbox"/>	_____	_____	_____
2. _____	<input type="checkbox"/>	_____	_____	_____
3. _____	<input type="checkbox"/>	_____	_____	_____
4. _____	<input type="checkbox"/>	_____	_____	_____
5. _____	<input type="checkbox"/>	_____	_____	_____
6. _____	<input type="checkbox"/>	_____	_____	_____
7. _____	<input type="checkbox"/>	_____	_____	_____

NOTES:

PROSPECT: _____

GRADUATION DATE: _____

CURRENT YEAR: _____

CLASS: Freshman Sophomore Junior

<u>Date</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> (event, home, school)	<u>Permission</u> (date)
1. _____	<input type="checkbox"/>	_____	_____	_____
2. _____	<input type="checkbox"/>	_____	_____	_____
3. _____	<input type="checkbox"/>	_____	_____	_____
4. _____	<input type="checkbox"/>	_____	_____	_____
5. _____	<input type="checkbox"/>	_____	_____	_____
6. _____	<input type="checkbox"/>	_____	_____	_____
7. _____	<input type="checkbox"/>	_____	_____	_____

NOTES:

PROSPECT: _____

GRADUATION DATE: _____

CURRENT YEAR: _____

CLASS: Freshman Sophomore Junior

<u>Date</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> (event, home, school)	<u>Permission</u> (date)
1. _____	<input type="checkbox"/>	_____	_____	_____
2. _____	<input type="checkbox"/>	_____	_____	_____
3. _____	<input type="checkbox"/>	_____	_____	_____
4. _____	<input type="checkbox"/>	_____	_____	_____
5. _____	<input type="checkbox"/>	_____	_____	_____
6. _____	<input type="checkbox"/>	_____	_____	_____
7. _____	<input type="checkbox"/>	_____	_____	_____

NOTES:

WOMEN'S BASKETBALL INDIVIDUAL RECRUITMENT RECORD

High School - Graduation Date

2-Year College - Graduation Date

PROSPECT:

PHONE: ()

HOME ADDRESS:

Street

City

State

Zip

PARENTS:

PHONE: ()

SCHOOL:

COACH(S):

PHONE: ()

PHONE: ()

- **5 recruiting opportunities allowed per academic year (contacts and evaluations combined).**
- **3 in-person off-campus contacts allowed during the prospect's senior year in high school.**
- **Number of evaluations is determined by the number of contacts used.**

Record date the recruiting activity occurred; check type of activity involved e.g., contact or evaluation; Identify the coach(s) responsible for such activity and the location of the activity. If visiting a prospect's educational institution, provide the date that permission was received from the principal or executive officer.

SENIOR YEAR

<u>Date</u>	<u>Contact</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> <small>(event, home, school)</small>	<u>Permission</u> <small>(date)</small>
1.	<input type="checkbox"/>	<input type="checkbox"/>			
2.	<input type="checkbox"/>	<input type="checkbox"/>			
3.	<input type="checkbox"/>	<input type="checkbox"/>			
4.	<input type="checkbox"/>	<input type="checkbox"/>			
5.	<input type="checkbox"/>	<input type="checkbox"/>			

OFFICIAL VISIT DATE TO UNL:

GRADUATION RATE:

BANNED DRUG LIST:

CAMPUS VISIT GUIDELINES:

NOTES:

PROSPECT:

GRADUATION DATE:

CURRENT YEAR:

CLASS: Freshman Sophomore Junior

<u>Date</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> (event, home, school)	<u>Permission</u> (date)
1.	<input type="checkbox"/>			
2.	<input type="checkbox"/>			
3.	<input type="checkbox"/>			
4.	<input type="checkbox"/>			
5.	<input type="checkbox"/>			

NOTES:

CURRENT YEAR:

CLASS: Freshman Sophomore Junior

<u>Date</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> (event, home, school)	<u>Permission</u> (date)
1.	<input type="checkbox"/>			
2.	<input type="checkbox"/>			
3.	<input type="checkbox"/>			
4.	<input type="checkbox"/>			
5.	<input type="checkbox"/>			

NOTES:

CURRENT YEAR:

CLASS: Freshman Sophomore Junior

<u>Date</u>	<u>Evaluation</u>	<u>Recruiting Coach</u>	<u>Location</u> (event, home, school)	<u>Permission</u> (date)
1.	<input type="checkbox"/>			
2.	<input type="checkbox"/>			
3.	<input type="checkbox"/>			
4.	<input type="checkbox"/>			
5.	<input type="checkbox"/>			

NOTES:

**PROSPECTIVE STUDENT-ATHLETE
CHECKED BAG REIMBURSEMENT**

A prospective student-athlete on an official visit may be reimbursed for the first checked bag fee charged by the airline. In order to be reimbursed the prospective student-athlete must provide a receipt showing the actual cost. Please attach a copy of the receipt to this form.

General Information

Name:

Airline:

Actual Checked Bag Fee: x 2 = Roundtrip Checked Bag Fee:

FOR PROSPECTIVE STUDENT-ATHLETE TO COMPLETE

I certify that the above information is correct. I have received the amount of \$_____ for roundtrip checked bag fee reimbursement to the University of Nebraska for my Official Visit during the date(s) of _____ to _____.

Prospect's Signature: _____ Date: _____

APPROVAL PROCEDURES FOR OFFICIAL CAMPUS VISITS: NCAA Bylaw 13.6.3

Prior to a prospective student-athlete being provided an Official Visit to the University of Nebraska, the Athletics Certification Coordinator must give approval. All required high school or transfer academic transcripts and test score documents must be received by the University of Nebraska. Coaching staff members must follow these procedures:

1. Complete the top portion of the **Official Visit Approval Form (OVAF)** for each prospective student-athlete who will be invited to participate on an official visit to the University of Nebraska campus.
2. Obtain and attach high school or transfer college transcript and official test score information.
3. Fax, mail or courier the OVAF(s) to the: Athletics Certification Office
59 Administration Building 0411
Fax (402) 472-0736

The Certification Office will confirm the receipt of all required documents listed on the OVAF. Once all of the required information and proper documents are received on campus, the Athletic Certification office will approve the official visit.

4. Upon review, the Certification Office will provide a copy of the approval form to the sport secretary and/or coaching staff member. The Certification Office will also forward a copy of the Official Visit Approval Form to the Athletic Compliance Office.

REMINDERS:

A Division I institution that wishes to offer an official visit to a prospective student athlete in any sport needs to meet the requirements in Bylaw 13.6.3. These regulations permit an institution to provide an official visit to a prospect only if:

- (a) A high school or preparatory school prospect must present the institution with a score from a PSAT, SAT, PLAN or ACT taken on a national testing date under national testing conditions, except that a state-administered ACT may be used to meet the requirement. The score must be presented through a testing agency document, on a high school or preparatory school academic transcript (official or unofficial) or through the use of the applicable testing agency's automated-voice system. A foreign prospect who requires a special administration of the PSAT, SAT, PLAN or ACT may present such a score upon the approval of the Academics Cabinet or the Initial-Eligibility Waiver Committee;
 - (b) A prospect must present the institution with a high school (or college) academic transcript;
 - (c) A high school or preparatory school prospect must register with the NCAA Eligibility Center; and
 - (d) A high school or preparatory school prospect must be placed on the institution's institutional request list (IRL) with the NCAA Eligibility Center.
- **No prospective student-athlete is allowed to arrive on campus for an official visit without prior approval from the Athletic Certification Office.**

OFFICIAL VISIT CHECK LIST

This form serves as a check list in the reconciliation process of an official visit and must be completed by a coaching staff member or designate. At the conclusion of the official visit, this form must be submitted with all expenses and required official visit documentation to the Compliance Office.

Prospect:

Official Visit Date:

Pre-Visit Requirements

- | | |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Official Visit Approval Form |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Campus Visit Conduct Guidelines Provided |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Copy of Cash Advance Check with Stub |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Campus Visit Itinerary |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a | Airline Ticket Request/Itinerary |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a | Host Information Guidelines |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a | Request for Complimentary Admissions |

Post-Visit Requirements

- | | |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Official Visit Report |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a | Airline Itinerary or Ticket Request |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a | Checked Bag Reimbursement (prospect's signature) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a | Mileage Reimbursement (prospect's signature) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a | Hotel Receipt (names of those staying) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a | Meal Receipts (names of those eating included) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a | Host Money Signatures |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a | Complimentary Request Forms |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Expense Voucher Filed in Business Office |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Verification of Campus Visit Conduct Guidelines Provided |

OFFICIAL VISIT COMPLIANCE AUDIT

- A. Campus Visit Guidelines provided.....yes no**
- B. Official Visit occurred during permissible dates.....yes no**
- C. Arrival & departure dates & times match Official Visit Form**
 - 1. Airline ticket..... n/a yes no
 - 2. Itinerary yes no
 - 3. Hotel Receipt.....n/a yes no
 - 4. Did official visit exceed 48 hours.....yes no
- D. Transportation by Airplane.....yes no**
 - 1. Travel by commercial flight..... yes no
 - a. Did Nebraska staff transport from airport..... yes no
 - 1. If no, who transported_____
- E. Mileage Reimbursement..... yes no**
 - 1. Prospect's personal or parent's vehicle.....yes no
 - a. If no, whose vehicle was used_____
 - 1. Was use permissible.....yes no
 - 2. Correct mileage rate used (____/mile).....yes no
- F. Prospect brought guests on official visit.....yes no**
 - 1. Can we cover their expenses.....yes no
 - a. If no, did they pay own expenses.....yes no
- G. Student Host provided..... yes no**
 - 1. Student Host Regulations.....yes no
 - 2. Same amount listed on all documents..... yes no
 - 3. Student host provided vehicle for transportation.....yes no
 - 4. No more than one host per prospect received restaurant meal(s).....yes no
- H. Meals & Lodging**
 - 1. Meals & names listed on OVR or receipts.....yes no
 - 2. Dates on receipts correct.....yes no
 - a. Meal(s) in transit provided to prospect.....yes no
 - b. No more than three meals provided per day.....yes no
 - c. Snack(s) provided.....yes no
 - 3. Occasional Meals occurred at permissible location.....yes no
 - 4. Any incidental room charges for prospect or accompaniment.....yes no
 - a. If yes, can we pay for.....yes no
- I. Complimentary admissions..... n/a yes no**
- J. Academic approval for visit.....n/a yes no**

Compliance Office Approval:_____

Date_____

OFFICIAL VISIT LOG: NCAA BYLAW 13.6.2.6 Academic Year
--

Head Coach:

Sport:

Prospect's Name	High School/2-Year College	Visit Date(s)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		
13)		
14)		
15)		
16)		
17)		
18)		
19)		
20)		

OFFICIAL VISIT LOG- ALL SPORTS (cont.)

Prospect's Name	High School/2-Year College	Visit Dates
21)		
22)		
23)		
24)		
25)		
26)		
27)		
28)		
29)		
30)		
31)		
32)		
33)		
34)		
35)		
36)		
37)		
38)		
39)		
40)		

I certify that the information provided on this form is complete and accurate. I confirm that each official visit was conducted in accordance with all NCAA, Big 12 Conference and institutional guidelines. I also verify that each prospect listed received only one official visit to the University of Nebraska.

Head Coach

Date

Compliance Office Approval

Date

OFFICIAL VISIT LOG: NCAA BYLAW 13.6.2.6
BASEBALL
Academic Year

Prospect's Name	High School/2-Year College	Visit Date(s)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		
13)		
14)		
15)		
16)		
17)		
18)		
19)		
20)		

OFFICIAL VISIT LOG: BASEBALL (cont.)

21)		
22)		
23)		
24)		
25)		

I certify that the information provided on this form is complete and accurate. I confirm that each official visit was conducted in accordance with all NCAA, Big 12 Conference and institutional guidelines. I also verify that each prospect listed received only one official visit to the University of Nebraska.

Head Coach

Date

Compliance Office Approval

Date

OFFICIAL VISIT LOG: NCAA BYLAW 13.6.2.6
FOOTBALL
Academic Year

Prospect's Name	High School/2-Year College	Visit Date(s)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		
13)		
14)		
15)		
16)		
17)		
18)		
19)		
20)		

OFFICIAL VISIT LOG: FOOTBALL (cont.)

Prospect's Name	H.S./2-Year College	Visit Dates
21)		
22)		
23)		
24)		
25)		
26)		
27)		
28)		
29)		
30)		
31)		
32)		
33)		
34)		
35)		
36)		
37)		
38)		
39)		
40)		
41)		
42)		
43)		
44)		

OFFICIAL VISIT LOG: FOOTBALL (cont.)

Prospect's Name	H.S./2-Year College	Visit Dates
45)		
46)		
47)		
48)		
49)		
50)		
51)		
52)		
53)		
54)		
55)		
56)		

I certify that the information provided on this form is complete and accurate. I confirm that each official visit was conducted in accordance with all NCAA, Big 12 Conference and institutional guidelines. I also verify that each prospect listed received only one official visit to the University of Nebraska.

Director of Football Operations **Date**

Head Coach **Date**

Compliance Office Approval **Date**

<p>OFFICIAL VISIT LOG: NCAA BYLAW 13.6.2.6 MEN'S BASKETBALL Academic Year</p>

Prospect's Name	High School/2-Year College	Visit Dates
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		

I certify that the information provided on this form is complete and accurate. I confirm that each official visit was conducted in accordance with all NCAA, Big 12 Conference and institutional guidelines. I also verify that each prospect listed received only one official visit to the University of Nebraska.

 Director of Basketball Operations Date

 Head Coach Date

 Compliance Office Approval Date

OFFICIAL VISIT LOG: NCAA BYLAW 13.6.2.6
WOMEN'S BASKETBALL
Academic Year

Prospect's Name	High School/2-Year College	Visit Dates
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		

I certify that the information provided on this form is complete and accurate. I confirm that each official visit was conducted in accordance with all NCAA, Big 12 Conference and institutional guidelines. I also verify that each prospect listed received only one official visit to the University of Nebraska.

Director of Basketball Operations

Date

Head Coach

Date

Compliance Office Approval

Date

PROSPECTIVE STUDENT-ATHLETE MILEAGE REPORT

General Information

Name:

Sport:

Address:

Street

City

State

Zip

Arrived Campus:

Date

Time

Departed Campus:

Date

Time

Point of Origin:

City

State

Total Round-Trip Mileage:

miles X \$0. /mile = \$

Who Owns the Vehicle:

State of Registration:

Prospect's Relationship to Owner of Vehicle: Parent Self Other

If other, please provide owner's name and describe relationship:

FOR PROSPECTIVE STUDENT-ATHLETE TO COMPLETE

I certify that the above information is correct. I have received the amount of \$_____ for mileage reimbursement to the University of Nebraska for my Official Visit during the date(s) of _____ to _____.

Prospect's Signature: _____ Date: _____

MONITORING NUMBER OF OFFICIAL VISITS: NCAA BYLAWS 13.6.2.1 & 13.6.2.6.4
--

Form(s) used:	Official Visit Log Form
Purpose:	To monitor compliance with NCAA Bylaw 13.6.2.1 which allows an institution to provide one official visit to its campus and NCAA 13.6.2.6.4 which requires written documentation of all Baseball, Basketball and Football official visits.
Action:	Head Coach or designee maintains log as official visits occur.
Administrative Date:	Ongoing throughout year.
Submit To:	Official Visit Log is filed in the Athletic Compliance Office when visit total is met or at the end of the relative year.

Procedures:

1. Provide the name of each prospective student-athlete who attends the University of Nebraska on an official visit.
2. Provide the name of the educational institution that the prospect attended at the time of the official visit (high school, prep school, two-year or four-year institution).
3. Provide the dates that the official visit occurred for the prospect.
4. Sign and date the form to verify the accuracy of all information.

Reminder(s):

- The University of Nebraska is allowed to provide one official visit per prospective student-athlete.
- Official Visits may not occur during a **Dead Period** on the recruiting calendar.
- Official Visits may not exceed a 48 hour period.
- Women's Basketball: No visits during the July evaluation periods.
- In the sport of football, an institution may retain a maximum six (6) unused visits from the previous academic year. Such visits may be used only during the subsequent academic year.
- The following sports are limited to a specific number of visits: Baseball – 25
Basketball – 12 and Football – 56

OFFICIAL CAMPUS VISITS: NCAA BYLAW 13.6
--

- Forms used:** Official Visit Approval Form
Official Visit Report
Student-Athlete Host Regulations
Prospective Student-Athlete Mileage Report
Checked Bag Fee Reimbursement Form
Request for Complimentary Admissions
Performance Buffet Access Form
Supplemental Meal Sheet
Campus Visit Conduct Guidelines
Official Visit Check List
Official Visit Compliance Audit
- Purpose:** To document pre-visit, post-visit and during visit recruiting benefits and activities that occur involving members of the coaching staff and student-athletes along with the prospective student-athlete and the accompanying parent(s), legal guardian(s) and/or spouse.
- Action:** A member of the coaching staff or designee completes required forms.
- Administrative Date:** The forms and all documentation must be submitted to appropriate offices for reconciliation and monitoring with copies of all forms and documentation must be filed in the prospect's recruiting file.
- Submit To:** The Athletics Certification Office, Athletic Business Office and Athletic Compliance Office will approve, reconcile and monitor Official Campus Visits.

Procedures prior to the Official Visit:

1. Submit all academic requirements to the Athletics Certification Office.
2. Provide the prospect a Letter of Notification and a copy of the Campus Visit Conduct Guidelines.
3. Submit a Cash Advance Request to the Business Office.
4. Identify student-athlete host and review Student-Athlete Host Regulations. Coach should distribute student-athlete host entertainment money and sign the regulations with the student-athlete host prior to the visit.
5. Submit Request for Complimentary Admissions form to the ticket office.
6. Prepare a campus visit itinerary for the prospect.

Procedures at the conclusion of the Official Visit:

1. Complete the Official Visit Report and submit all supporting documentation and verification to appropriate offices.
2. Maintain copies of all official visit documentation in prospect's folder or notebook; documentation should be on file for **five years**.

OFFICIAL VISIT RECONCILIATION

The Official Visit Report must be completed by a designated recruiting coach and provided to the respective sport secretary at the conclusion of the official visit. The Official Visit Report serves as documentation and verification of compliance with NCAA rules in the areas of pre-visit certification, notification, transportation, meals, lodging, entertainment and admissions. All completed documents along with proper signatures and receipts must be included with each Official Visit Report in order to complete this reconciliation process.

At the conclusion of the Official Visit, the respective sport secretary must submit the following information to the designated office:

1. The Original Expense Voucher, all Original Receipts and the Original Official Visit Report along with copies of all required documentation listed below must be sent to the Athletic Business Office.
2. All Original Blanket Orders and/or Direct Billing Invoices must be sent directly to the Athletic Business Office.
3. Copies of the Official Visit Report and copies of all the required documentation listed below must be sent directly to the Athletic Compliance Office.
4. Maintain a copy of all documentation in the prospective student-athlete's file. **These records must be kept by your sport office for five years.**

The following items must be included with the Official Visit Report:

1. Receipts for all meal, lodging (including trade-out rooms), entertainment and travel expenses.
2. A copy of the Advance Check with Check Stub.
3. A copy of the Official Visit Approval from the Athletic Certification Office.
4. A copy of the Prospect's Campus Itinerary for Official Visit.
5. A copy of the Prospect's Air Travel Itinerary from Travel and Transport.
6. A copy of the Student-Athlete Host Regulations.
7. A copy of the Request for Complimentary Admissions.
8. A copy of the Prospect's Mileage Reimbursement Form.
9. A copy of the Expense Voucher.
10. **A copy of the Official Visit Confirmation Letter and/or Verification that Campus Visit Conduct Guidelines were provided to Prospect.**

Reminders:

- Expense reports are due no later than 30 days from the issue date of the cash advance check. Cash advances will be taxed if all paperwork and unused portion of the cash advance are not received in the Business Office by the 30-day date. Also, no further cash advances will be issued until all prior cash advance paperwork is submitted.
- By signing expense vouchers, each individual verifies the accuracy of the financial information submitted, and further guarantees compliance with NCAA, conference and institutional rules and regulations.
- Cash advances must be used for requested areas only, i.e., do not recruit on a team travel advance or use a holiday meal money advance for team motivation or promotion expenses.

MEALS:

<u>In Transit</u>	<u>Location</u>	<u>Prospect</u>	<u>Cost</u>
(D)			\$

<u>Day 1</u>	<u>Location</u>	<u>Persons</u>	<u>Cost</u>
(B)			\$
(L)			\$
(D)			\$
(S)			\$

<u>Day 2</u>	<u>Location</u>	<u>Persons</u>	<u>Cost</u>
(B)			\$
(L)			\$
(D)			\$
(S)			\$

<u>Day 3</u>	<u>Location</u>	<u>Persons</u>	<u>Cost</u>
(B)			\$
(L)			\$
(D)			\$
(S)			\$

COMPLIMENTARY ADMISSIONS:

Request for Complimentary Admissions submitted to the ticket office? Yes No

STUDENT HOST NAME: **Host Amount: \$**

Does the student host own the automobile used during the visit? Yes No

If no, explain:

ENTERTAINMENT:

Other than complimentary admissions to athletics events, did the prospect or parents who accompanied the prospect receive entertainment? Yes No

If yes, please provide the following information:

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Persons</u>	<u>Cost</u>
				\$

MISCELLANEOUS:

Recruiting Coach

Date

PERFORMANCE BUFFET ACCESS FORM

***This form must be submitted to the Performance Buffet for meal services.
 A copy may be included with the Official Visit Report.**

Date of Meal:

Meal	Name of Attending Athletic Host	List Name of each Guest or Recruit
<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	1.	1.
<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	1.	1.
<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	1.	1.
<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	1.	1.
<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	1.	1.
<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	1.	1.
<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	1.	1.
<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	1.	1.
<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	1.	1.
<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	1.	1.

Department to be Billed

Authorization Name

Total # B L D

_____ **Authorization Signature for this Budget**

STUDENT-ATHLETE HOST REGULATIONS: NCAA BYLAW 13.6.7.5
--

Student Host:

Sport:

Prospect:

Date of Visit:

Acting as a student host is an important service to the University of Nebraska and the Athletic Department. As a representative of the Athletic Department, appropriate conduct is required of you based on guidelines defined by the University of Nebraska, the Big XII Conference and the NCAA. It is your responsibility to know and abide by all guidelines that relate to the recruitment of a prospective student-athlete. You should notify your Head Coach or the Athletic Compliance Office immediately with questions or concerns that pertain to serving as a Student-Athlete Host. Please **carefully** review the following NCAA rules:

- A. You must be enrolled at the University of Nebraska. If you are a freshman student, you must have been certified by the NCAA Clearinghouse as a “qualifier”.
- B. A maximum of \$30 per day may be provided to the student host to cover the entertainment expenses of the host, multiple hosts, the prospect and/or the prospect’s parents, legal guardians or spouse. This money **may not** be used to entertain other individuals e.g., sister, brother, coach or friend who accompany the prospect on the visit. The cost of meals and admission to campus athletics events is excluded from this allowance. These funds **may not** be used to purchase or otherwise provide the prospect with gifts of value e.g., clothing, souvenirs or memorabilia items. A host may also be provided an additional \$15 per day for each prospect entertained by the host.
- C. No cash may be given to the prospect or anyone else accompanying him/her on the visit.
- D. You may not use a vehicle that is provided or arranged for by any institutional staff member or booster of the athletics program. **Never** allow the prospect to use your vehicle.
- E. You may not entertain or transport the prospect or anyone accompanying the prospect more than 30 miles from the University of Nebraska campus.
- F. You should not allow recruiting contact or conversations to occur on or off campus between the prospect and a booster of the athletics program. (If incidental contact occurs, only an exchange of greetings is permissible.)
- G. The prospect may participate in physical workouts or other recreational activities provided such activities are not organized or observed by the coaching staff and are not designed to test the athletic abilities of the prospect. In addition, it is not permissible for an institution to provide the prospect with apparel, shoes or gear in order to participate in such activities.
- H. You may receive a complimentary admission (not a hard ticket) when accompanying a prospect to a campus athletic event. In addition, a host may receive a complimentary meal when accompanying the prospect to the meal.

I certify that I have read and understand the above guidelines and hereby acknowledge the receipt of \$_____ for the purpose of hosting the above-named prospect on said date(s).

Head Coach/Recruiting Coach

Date

Student Host

Date

OFFICIAL VISIT REPORT SUPPLEMENTAL MEAL SHEET
--

Prospect:

Date of Meal:

Meal Provided: Breakfast Lunch Dinner Snack

Location of Meal:

	<u>NAME</u>	<u>RELATIONSHIP</u>	<u>\$ PAID</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

**UNOFFICIAL VISIT LOG: NCAA BYLAW 13.7
Academic Year**

- Activity Key:** (1) Attended Athletics Event (Comp Admission/Pass List) (5) Paid to Eat in Dorm
 (2) Toured Facilities with Staff Member (6) Paid to Stay in Dorm
 (3) Met with Academic Advisor (7) Paid to Eat in Hewit
 (4) Met with Coaches (8) Other (provide explanation)

Prospect's Name	High School/2-Year College	Visit Date(s)	Activities
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			
16)			
17)			

UNOFFICIAL VISIT LOG (cont.)

Prospect's Name	High School/2-Year College	Visit Date(s)	Activities
18)			
19)			
20)			
21)			
22)			
23)			
24)			
25)			
26)			
27)			
28)			
29)			
30)			
31)			
32)			
33)			
34)			
35)			

I certify that the information provided on this form is complete and accurate. I confirm that each UNOFFICIAL visit was conducted in accordance with all NCAA guidelines. I also affirm that the prospects listed did not receive benefits that would classify the visit as an official visit.

Director of Operations **Date**

Head Coach **Date**

Compliance Office Approval **Date**

MONITORING UNOFFICIAL VISITS: NCAA BYLAW 13.7
--

Form(s) Used:	Unofficial Visit Log
Purpose:	To record unofficial visits made by prospective student-athletes to the University of Nebraska.
Action:	Log to be completed by head coach or designee.
Administrative Date:	To be maintained throughout the year in the recruiting file.
Submit To:	The Athletic Compliance Office will audit recruiting file on a periodic basis.

Procedures:

1. Enter the name of the prospect, the educational institution that they attend and the date(s) of the visit.
2. Using the "Activity Key", indicate each activity that the prospect participated in during the unofficial visit.
3. Refer to the Complimentary Admissions section for guidelines and procedures regarding complimentary admissions to athletics event.

Reminders:

- A prospect may visit a campus at his/her personal expense an unlimited number of times.
- Men's Basketball: No unofficial visits during the month of July.
- Women's Basketball: No visits during the July evaluation periods.
- A prospect must pay for all meals (on or off campus) and lodging and entertainment during an unofficial visit.
- An institution may provide three complimentary tickets through a pass list for a prospect and up to two people who are accompanying the prospect.
- Transportation may only be provided by the institution to off-campus practice and competition sites and other institutional facilities located within a 30-mile radius.
- Complimentary tickets may not be provided to pre- or post-season conference or NCAA Championship events. Tickets must be purchased by the prospect.
- Any face-to-face contact with a prospect off-campus during an unofficial visit must count as one of the permissible number of contacts and must occur during the contact period on the recruiting calendar.

CAMPUS VISIT CONDUCT GUIDELINES FOR THE STUDENT-ATHLETE HOST AND THE PROSPECTIVE STUDENT-ATHLETE

As a prospective student-athlete, I verify receiving a copy of the University of Nebraska Campus Visit Conduct Guidelines in conjunction with my visit to the University of Nebraska campus.

Date(s) of Visit: _____

Print Name: _____

Signature: _____

Date: _____

The Campus Visit Conduct Guidelines were provided by:

Print Name: _____

Signature: _____

Date: _____

A copy of this document must be included with the Official Visit Report and submitted to the Athletic Compliance Office

<p style="text-align: center;">CAMPUS VISIT CONDUCT GUIDELINES FOR THE STUDENT-ATHLETE HOST AND THE PROSPECTIVE STUDENT-ATHLETE</p>
--

The following guidelines have been established by the University of Nebraska Athletic Department to ensure that the hosting and entertainment of a prospective student-athlete is conducted in accordance with NCAA, Big XII Conference and University rules and regulations.

Student-athletes who serve as a student-athlete host have been informed that he/she is an official representative of the University of Nebraska as well as the Athletic Department. As a representative of the Athletic Department, the student-athlete host is expected to exhibit appropriate conduct and behavior at all times.

During a campus visit, a prospective student-athlete is allowed to evaluate academic opportunities, view campus and athletics facilities and meet institutional staff members who will participate in the development of the prospect during their undergraduate career as well as assess their future involvement with a specific sport team. This is also a time that a prospect evaluates the behaviors and social practices of the student-athletes on a team and within our entire athletic department. It is the responsibility of the student-athlete host to know and to understand the following Athletic Department Campus Visit Conduct Guidelines. The student host should consult his/her coach when questions or concerns arise while hosting a prospective student-athlete. Please note the following guidelines:

1. Activities that include the use of any alcohol or drug related product is not allowed. Underage drinking (below 21) or the use of a controlled substance is illegal in the state of Nebraska. A prospective student-athlete of any age is not allowed to participate in the use of alcohol or controlled drug substances during a campus visit. It is the student host's responsibility to discourage a prospect's interest from engaging in the use of alcohol or drugs. It is also a student host's responsibility to ensure the safety and well-being of the prospect by not taking the prospect to activities or establishments that promote the use of alcohol or other controlled substances. A student host should report the use of alcohol or drugs by a prospect to his/her head coach. The head coach should report violations of this policy to the athletic director or his designee.
2. Activities or actions that include the arrangement for, the attending of or the participation in any sexually related affair is **strictly prohibited**. It is not permissible to take a prospect to a "gentleman's lounge", arrange for male/female strippers, exotic dancers or arrange for escort services or "call girls" to participate in any campus visit activity involving a prospective student-athlete. In addition, the University of Nebraska will not tolerate any form of sexual harassment whether it is verbal slanders or physical improprieties. It is the responsibility of a student host to conduct him/herself in an appropriate manner at all times. Inappropriate behaviors by a prospect should be reported to the head coach.

3. According to NCAA rules and regulations, it is not permissible for a student-athlete and/or a prospective student-athlete to participate in sports wagering or gambling activities at any time during a campus visit. This includes athletic competitions involving intercollegiate or professional athletics as well as “tip boards,” friendly bracket “pools,” “fantasy” leagues and/or games. Violations by either the host or the prospect should be reported to the head coach.
4. It is not permissible for a student host or a prospective student-athlete to participate in activities or actions that violate local community and/or criminal laws. The University of Nebraska has an established Student Code of Conduct that will be referenced when consequences for violations must be served. Violations of this nature must be reported to the Head Coach.
5. A maximum of \$30 per day may be provided to the student host to cover the entertainment expenses of the host, multiple hosts, the prospect and/or the prospect’s parents, legal guardians or spouse. The cost of meals and admission to campus athletics events is excluded from this allowance. These funds may not be used to purchase or otherwise provide the prospect with gifts of value e.g., clothing, souvenirs or memorabilia items. NO CASH may be given to the prospect or anyone else accompanying him/her on the visit at any time.
6. A prospective student-athlete may not have contact with a booster, alumni or any other representative of athletics interests. It is the responsibility of the student host to ensure such contact does not occur when entertaining a prospect.
7. It is the responsibility of the University, athletic department, sports program and student host to ensure the safety, comfort and well-being of a prospective student-athlete during a visit to our campus. As it is important that we follow all NCAA rules, University and local laws and regulations, it is just as important that we exercise sound judgment in choosing activities that will not place the prospect in harms way nor bring discomfort to them. A prospect depends on us to choose activities that will enhance their experience during a visit to our campus. They trust our decisions and choices to ensure that they will receive an accurate account of our campus life and community environment; never should we arrange for or allow any activity that would jeopardize a prospect’s safety, comfort and well-being.
8. All entertainment of a prospective student-athlete must occur within a 30-mile radius of our campus. It is the responsibility of the student host to ensure that the prospect abides by this limitation. Never allow a prospect the use of a vehicle at any time during a campus visit.
9. Each sport program may identify and enforce a curfew restriction. It is the responsibility of the Head Coach to communicate and enforce these guidelines and restrictions to both the student host and the prospective student-athlete.
10. Serving as a student host is a privilege with several benefits that compliment the duties and responsibilities of being a host. Actions or incidents that are contrary to the Student Host Guidelines may result in a decision by the University to deny the admission of or financial aid award to a prospective student-athlete. In

addition, a student host may be penalized in ways that could include dismissal from his/her team.

11. Violations of any of the Campus Visit Guidelines must be reported to the Head Coach of the respective sport. The Head Coach must report such violation to the respective sport administrator. When an alleged violation occurs, the respective sport administrator is responsible for investigating and reporting the violation to the Athletic Director. The Athletic Director/Designee will prepare a written report of violations of the established Campus Visit Conduct Guidelines to the Big 12 Conference Office on an annual basis.

REQUEST FOR COMPLIMENTARY ADMISSIONS HIGH SCHOOL COACHES: NCAA BYLAW 13.8.1
--

Per NCAA Bylaw 13.8.1, a high school, preparatory school or 2-year college coach or any other individual involved in teaching or directing the activities of a prospect may be provided with a maximum of two (2) complimentary admissions to an institution's home athletic event. These admissions must be issued only through a pass list.

Requested by:

Date:

Sport:

Telephone:

TICKET RECIPIENT INFORMATION

Coach Name:

Telephone:

High School/Club Team:

Address:

Date of Contest:

Name of Contest:

Opponent Name:

Guest Name:

I verify that the above information is complete and accurate and further verify that the use of these complimentary tickets are being provided in accorded with all NCAA, Big 12 Conference and institutional rules and regulations.

Signature of Requestor _____ Date _____

Return form to: **Kristi Reetz**
kreetz@huskers.com

Athletics Ticket Office
625 Stadium Drive, Suite E 0124
Lincoln, NE 68588-0124

Fax: 472-0064

COMPLIMENTARY ADMISSIONS: NCAA BYLAW 13.6.7.2 and 13.7.2.1

- Form(s) used:** Request for Complimentary Admissions – Prospect
Request for Complimentary Admissions – Prospect’s Coach
- Purpose:** Monitor the number of admissions per prospect during an official or unofficial visit to the University of Nebraska. Monitor the limitation of admissions provided to a prospect’s coach to attend a home athletic contest.
- Action:** Coaching staff member submits the proper admissions request form to the ticket office.
- Administrative date:** 48-hours prior to the home athletic contest.
*Request for football game tickets must be made by 5:00 pm on the Wednesday prior to the home contest.
- Submit to:** The request form must be submitted to the Athletic Ticket Office. A copy of the request form must also be included with the Official Visit Report documentation.

Procedures:

1. When submitting the Request for Complimentary Admissions, the coach must provide the name of the prospect, and the name(s) of those individuals accompanying the prospect. Provide the date and general information about the event.

Reminders:

- Per NCAA Bylaws 13.6.7.2 and 13.7.2.1, during an official or unofficial campus visit, three complimentary admissions issued through a pass list may be provided for the exclusive use by a prospect and those persons accompanying the prospect on the campus visit.
- Per NCAA Bylaw 13.8.1, an institution may provide a prospect’s coach with two (2) complimentary tickets issued through a pass list to a home athletic contest. No season passes are allowed.

<p align="center">REQUEST FOR COMPLIMENTARY ADMISSIONS: NCAA Bylaws 13.6.7.2 and 13.7.2.1</p>
--

Official Visit

Unofficial Visit

Sport:

Recruit Name:

Guest(s) with Recruit/Relationship:

[Per NCAA Bylaws 13.6.7.2 and 13.7.2.1, during an official or unofficial campus visit, three complimentary admissions issued through a pass list may be provided for the exclusive use by a prospect and those persons accompanying the prospect on the campus visit.]

Date of Contest:

Name of Athletic Contest:

Nebraska vs. Opponent Name:

Notes:

Date of Request:

Coach:

Telephone:

Please return to the:

**Athletic Ticket Office
625 Stadium Drive, 0153
Fax: 472-0064
Attention: Kristi Reetz**

<p style="text-align: center;">REQUEST FOR COMPLIMENTARY ADMISSIONS HIGH SCHOOL COACHES: NCAA BYLAWS 13.8.1</p>
--

Per NCAA Bylaw 13.8.1, a high school, preparatory school or 2-year college coach or any other individual involved in teaching or directing the activities of a prospect may be provided with a maximum of two (2) complimentary admissions to an institution's home athletic event. These admissions must be issued only through a pass list.

Requested by:

Date:

Sport:

Telephone:

Ticket Recipient Information

Coach Name:

Telephone:

High School/Club Team:

Address:

Date of Contest:

Name of Contest:

Opponent Name:

Notes:

I verify that the above information is complete and accurate and further verify that the use of these complimentary tickets are being provided in accordance with all NCAA, Big XII Conference and institutional rules and regulations.

Signature of Requestor

Date

**Return form to: Kristi Reetz
Athletic Ticket Office
625 Stadium Drive, Suite E 0124
Fax: 472-0064**

Cc: Sport File

NATIONAL LETTER OF INTENT PROCESS: NCAA BYLAW 13

Form(s) used:	National Letter of Intent Request Form National Letter of Intent Financial Aid Agreement
Purpose:	To administer the written agreement between a prospective student-athlete and the University of Nebraska. To monitor the permissible amount of countable financial aid or scholarship limits per sport.
Action:	The sport staffs will request National Letters of Intent to be prepared by the Compliance Office.
Administrative Date:	Dates are established annually by the Collegiate Commissioners Association.
Submit to:	Assistant Director of Compliance

Procedures:

1. The Athletics Compliance Office staff will provide Administrative Guidelines and Interpretations for the National Letter of Intent (NLI) to each sport staff on an annual basis.
2. The Compliance and Sport staffs will have joint responsibility to complete the NLI and Financial Aid Agreement (FAA).
3. The sport staff will send Compliance the NLI Request Form with the date in which the NLI is needed. The Sport Staff will complete the FAA and email a copy to Compliance for review.
4. The administrator's signature will be obtained and the NLI returned to the sport staff by the date requested.
5. The sport staff will be responsible for sending the NLI and FAA to the prospects.
6. The sport staff send both set of documents to the prospective student-athlete along with an explanation of when and how to complete the documents. Prospects should be reminded to read the guidelines that pertain to the NLI and FAA.
7. After the prospect and the parent/guardian sign the NLI and FAA the prospects keeps one copy of each. The other set of document will be returned to the respective sport office. The prospect may return the NLI via mail, email or fax.
8. The sport staff will provide the Assistant Director of Compliance with the returned copies of the NLI and FAA to verify their validity. The Assistant Director of Compliance will notify Media Relations when it is permissible to release a prospect's signing to the media.
9. Compliance will electronically send a copy of the NLI and FAA to the Big 12 Office. A copy of the NLI and FAA will remain on file in the Compliance Office.

National Letter of Intent

Summary 2010

- Early Signing Period – Wednesday, Nov. 10-Wednesday, Nov. 17
 - ✓ All sports except Football, Soccer and Track/Cross Country
 - ✓ Prospect and parent/guardian cannot sign before 7:00 a.m. local time on Nov. 10 and must sign prior to midnight local time on Nov. 17.
- High school and junior college prospects are eligible to sign an NLI
 - ✓ Four-year college transfers are not able to sign an NLI. They are able to sign a Financial Aid Agreement.
- A prospect must be registered with the NCAA Eligibility Center and on our Institutional Request List (IRL) prior to issuing an NLI.
 - ✓ I will notify you if one of the prospects you wish to issue an NLI is not registered.
- All NLI's will be completed by the Compliance Office. Please get the names of your signees to your staff assistant.
 - ✓ We populate all the prospects' information and complete the NLI directly from the Eligibility Center.
- Scholarships will still be completed by the sport staffs.
- NLI's may be sent via regular or express mail, email or fax.
- An NLI may not be hand-delivered off-campus.
 - ✓ An NLI may be given to a prospect while on campus.
- No conditions or clauses may be added to the NLI.
 - ✓ There have been media reports in the past that institutions added conditions to a prospect's NLI (e.g. coaching change) that would release the prospect from the NLI. This is not permissible. We would be in violation of the NLI provisions and be penalized.
- Deadlines
 - ✓ The prospect must sign the NLI within 14 days of issuance. If signing in the early period, the NLI must be signed by the final date of the signing period;
 - ✓ The NLI must be filed with the Big 12 Office 21 days after the prospect has signed.

NATIONAL LETTER OF INTENT LEGISLATION: NCAA BYLAW 13

The following NCAA Bylaws pertain to the National Letter of Intent program. The bylaws are listed in chronological order as they are found in the NCAA Manual.

Bylaw 13.1.3.3 Telephone Calls Exceptions

Bylaw 13.1.3.3.2 Letter-of-Intent Signing-Date Exceptions.

Institutional staff members may make unlimited telephone calls to a prospect on the initial date for the signing of the National Letter of Intent and during the two days immediately following the initial signing date.

Bylaw 13.1.3.3.2.1 Football Exception-Division I.

Institutional staff members may make unlimited telephone calls to prospects during the period 48 hours prior to and 48 hours after 7 a.m. on the initial signing date for the National Letter of Intent.

Note: *You may use your one telephone call for the week (Sunday through Saturday) in addition to the exceptions listed above.*

Bylaw 13.1.3.3.3 Telephone Calls After National Letter of Intent Signing or Other Written Commitment.

After the calendar day on which a prospect signs a National Letter of Intent, there shall be no limit on the number of telephone calls by the institution with which the prospect has signed. For an institution not utilizing a National Letter of Intent in a particular sport, or for a prospect who is not eligible to sign a National Letter of Intent (e.g., four-year college transfer), there shall be no limit on the number of telephone calls to a prospect or the prospect's relatives or legal guardian(s) by that institution after the calendar day on which the prospect signs the institution's written offer of admission and/or financial aid.

Bylaw 13.1.5.7 Letter of Intent Signing.

Any in-person, off-campus contact made with a prospect for the purpose of signing a letter of intent or other commitment to attend the institution or attendance at activities related to the signing of a letter of intent or other commitment to attend the institution shall be prohibited.

Bylaw 13.1.5.7.1 Delivery of Letter of Intent.

In-person, off-campus delivery of a letter of intent by an institutional staff member shall be prohibited. The letter (and financial aid agreement) may be delivered by express mail, courier services, regular mail, or facsimile machine.

Bylaw 13.1.5.8 Contacts Subsequent to National Letter-of-Intent Signing or Other Written Commitment – Sports Other Than Women's Basketball & Football.

After the calendar day on which a prospect signs a National Letter of Intent, there shall be no limit on the number of contacts by the institution with which the prospect has signed. However, the following recruiting guidelines continue to apply.

- a) Any contact at the prospect's educational institution in Division I football and men's basketball shall be confined to the permissible contact period and shall not exceed one visit per week;
- b) No in-person, on- or off-campus contact may be made during a "dead period";
- c) No on- or off-campus contact (including correspondence and telephone calls) may be made by a representative of the institution's athletic interests in Division I except those involving permissible pre-enrollment activities (e.g., a discussion of summer employment arrangements); and
- d) Contact at the site of a prospect's competition shall continue to be governed by the provisions of 13.1.6.2 except that contact with the prospect's relatives or legal guardian(s) at the site of the prospect's competition shall be permitted.

Bylaw 13.1.5.8.1 Contacts After National Letter-of-Intent Signing or Other Written Commitment – Women's Basketball.

In women's basketball, after the calendar day on which a prospect signs the NLI, there shall be no limit on the number of contacts with the prospect. However, the following guidelines continue to apply:

- a) No in-person, on- or off-campus contact may be made during a "dead period";
- b) No in-person or off-campus contact (including correspondence and telephone calls) may be made by a representative of athletic interests except those involving pre-enrollment activities and employment opportunities; and
- c) Contact at the site of competition shall continue to be governed by Bylaw 13.1.6.2.

Bylaw 13.1.5.8.2 Contacts After National Letter-of-Intent Signing or Other Written Commitment – Football.

In football, after the calendar day on which a prospect signs the NLI, there shall be no limit on the number of contacts with the prospect. However, the following guidelines continue to apply:

- a) Contact at a prospect's educational institution shall be confined to the permissible contact period and the spring evaluation period. Contact at the educational institution during the contact period shall not exceed one visit per week. A visit to the educational institution during the spring evaluation period that only included contact with a signed prospect shall be considered one of the institution's two permissible das at that institution.
- b) No in-person, on- or off-campus contact may be made during a "dead period";
- c) No in-person or off-campus contact (including correspondence and telephone calls) may be made by a representative of athletic interests except those involving pre-enrollment activities and employment opportunities; and
- d) Contact at the site of competition shall continue to be governed by Bylaw 13.1.6.2.

Bylaw 13.1.7.17 Evaluations Subsequent to National Letter of Intent Signing or Other Written Commitment.

After the calendar day on which a prospect signs a National Letter of Intent, there shall be no limit on the number of evaluations by the institution with which the prospect signed subject to applicable recruiting calendar restrictions.

Bylaw 13.3 Admissions, Graduation Data, Banned Drug List and Initial Eligibility Standards

Bylaw 13.3.1.1 Report Publication.

The NCAA shall publish annually the admission and graduation-rate data, academic progress rate and graduation success rate and shall identify the information on an institution-specific basis.

Bylaw 13.3.1.2 Report Distribution.

The NCAA Eligibility Center shall provide the information contained within the report to a prospect, or his or her parents or legal guardians after he or she has registered with the Eligibility Center and the Eligibility Center has received an institution's request to add the prospect to the institution's request list.

Bylaw 13.3.2.1 Report Publication.

The Association's national office annual shall publish the banned drug list and shall update the list on its Web site.

Bylaw 13.3.2.2 Report Distribution.

The NCAA Eligibility Center shall provide the NCAA banned drug list, and information about nutritional supplements to a prospect, or his or her parents or legal guardians after he or she has registered with the Eligibility Center.

Bylaw 13.3.3 Notification of Initial-Eligibility Standards.

Member institutions shall provide to high school prospective student-athletes and their parents or legal guardian information regarding the initial-eligibility standards contained in Bylaw 14.3. The information shall be provided at the earliest opportunity after the institution begins recruiting the prospective student-athlete, but not later than the day prior to the prospective student-athlete's signed acceptance of the National Letter of Intent or institution's written offer of admission and/or financial aid.

Bylaw 13.4.1.1 Printed Recruiting Material

(h) Pre-enrollment Information.

Necessary pre-enrollment information regarding orientation, conditioning, academics and practice activities may be sent to prospects, provided the prospect has signed a National Letter of Intent or institutional financial aid agreement or has been officially accepted for enrollment..

Bylaw 13.4.1.1.1 Express Mail Delivery.

An institution may use express mail delivery to send a prospect the National Letter of Intent or other written admissions and/or financial aid commitment.

Bylaw 13.9 Letter-of-Intent Programs, Financial Aid Agreement

Bylaw 13.9.2 Letter of Intent Restriction.

A member institution may not participate in an institutional or conference athletics letter-of-intent program or issue an institutional or conference financial aid agreement that involves a signing date that precedes the initial regular (as opposed to early) signing date for the National Letter of Intent program in the same sport. However, an institution may permit a prospective student-athlete to sign an institutional or conference letter of intent during the National Letter of Intent early signing period in the applicable sport.

Bylaw 13.9.2.1 Mailing of Financial Aid Offer.

An institutional or conference financial aid form may be included in the normal mailing of the National Letter of Intent, but none of the forms enclosed in the mailing may be signed by the prospect prior to the initial signing date for that sport in the National Letter of Intent program.

Bylaw 13.9.2.2 Offer of Aid Prior to Signing Date.

Prior to August 1 of a prospective student-athlete's senior year in high school, an institution shall not provide a written offer of athletically related financial aid or indicate in writing to the prospective student-athlete that an athletically related grant-in-aid will be offered by the institution. On or after August 1 of a prospective student-athlete's senior year in high school, an institution may indicate in writing to a prospective student-athlete that an athletically related grant-in-aid will be offered by the institution; however, the institution may not permit the prospective student-athlete to sign a form indicating his or her acceptance of such an award before the initial signing date in that sport in the National Letter of Intent program.

Bylaw 13.10 Publicity

Bylaw 13.10.2 Comments Prior to Signing.

Prior to the signing of a prospect to a National Letter of Intent or an institution's written offer of admission and/or financial aid, a member institution may comment publicly only to the extent of confirming its recruitment of the prospect. The institution may not comment generally about the prospect's ability or the contribution that the prospect might make to the institution's team; further, the institution is precluded from commenting in any manner as to the likelihood of the prospect's signing with that institution. Violations of this bylaw do not affect a prospect's eligibility; however, the violation shall be considered an institutional violation.

Bylaw 13.10.9 Media Releases Regarding Signing

Publicity released by an institution concerning a prospect's commitment to attend the institution shall occur only after prospect has signed a National Letter of Intent or subsequent to the prospect's signed acceptance of the institution's written offer of admission and/or financial aid. Such communications (with no limit to number or content) may be released to media forums at the institution's discretion. An institution is prohibited from purchasing or receiving commercial advertising (e.g., print, media or billboard) to be used to identify a prospect by name or picture. There are no limits on the number of occasions that an institution may release such information. Violations of this bylaw do not affect a prospect's eligibility; however, the violation shall be considered an institutional violation.

Bylaw 13.10.9.2 Announcement of All Signings.

An institution may conduct one formal press conference on the institution's campus for the purpose of presenting the names of all the prospects in a sport who have signed a National Letter of Intent or accepted written offers of admission and/or financial aid from the institution, with the understanding that no prospects (or their friends or relatives) may be in attendance at such an announcement.

Bylaw 13.10.9.4.1 Highlight Video.

An institution may produce a single highlight film (one per sport) which included video clips of all prospects who have signed a National Letter of Intent or accepted a written offer of admission and/or financial aid from the institution, to show in conjunction with celebratory functions. Other prospects may appear in the video clips comprising the highlight film, provided the focus of the clips is related to the prospect who has committed to the institution.

Bylaw 13.10.9.5 Signing On Campus.

An institution is responsible for signings on its campus (whether involving an individual or a group of prospects). Any contact by the media with prospects on campus during the time the prospect signs a National Letter of Intent or tender of financial aid shall be considered to be prima facie evidence of institutional involvement in arranging media involvement and shall be prohibited.

National Letter of Intent
Administration Process
October 2010

The National Letter of Intent (NLI) is a very important document for both the University of Nebraska and for those prospects who sign with the institution. Therefore, it is imperative that the process for administering an NLI is followed closely to ensure that all prospects' NLI's are valid. If you have any questions regarding the process or the NLI itself, please contact Laure Ragoss in the Compliance Office.

Process

1. Compliance and the sport staff will have joint responsibility to complete the NLI document and Scholarship Agreement.
2. The sport staff will send Compliance the NLI Request Form with the date in which the NLI is needed. The sport staff will complete the Scholarship Agreement and email a copy to Compliance for review.
3. Compliance will prepare the NLI by populating the prospect's information from the Eligibility Center website.
4. The administrator's signature will be obtained and the NLI returned to the sport staff by the date requested.
5. The sport staff will be responsible for sending the NLI and the Scholarship Agreement to the prospect.
6. The prospect will return the NLI to the sport staff.
7. When the NLI is returned, the sport staff will send a copy to Compliance to verify its validity.
8. Compliance will notify Media Relations when it is permissible to release a prospect's signing. Media Relations will not be permitted to release any information without verification from Compliance.
9. Compliance will electronically send a copy of the NLI and Scholarship Agreement to the Big 12 Office. A copy of the NLI and Scholarship Agreement will remain on file in the compliance office.



University of Nebraska Athletics Grant-in-Aid Conditions and Regulations

Period of Award

The athletics scholarship you receive is for the period of award indicated in the Financial Aid Agreement. This period will not exceed one academic year. An athletics scholarship is an annual agreement that can be renewed, increased, reduced or cancelled at the end of the period of award.

Outside Financial Aid

The NCAA regulations limit the total amount of financial aid that a student-athlete may receive. Any additional financial aid from an outside source (i.e. community scholarship, service club scholarship, etc.) and/or other countable institutional financial aid may impact athletically related and other institutional financial aid. If you receive financial aid from an outside source it is your responsibility to notify the Compliance Office or the Athletics Certification Office of the aid. The outside scholarship may replace a portion of your athletics scholarship to meet NCAA regulations.

Increase, Reduction or Cancellation

The NCAA regulations do not permit athletically related financial aid to be increased, reduced or cancelled during the period of the award for an athletics reason. Therefore, the scholarship amount will not be increased, reduced or cancelled due to your performance; contribution to your team's success; injury or illness; or any other reason related to your participation.

The NCAA does permit your scholarship to be reduced or cancelled for any of the conditions outlined below:

1. You become ineligible for intercollegiate competition;
2. You fraudulently misrepresent any information on an application, National Letter of Intent or financial aid agreement;
3. You engage in serious misconduct for which you are disciplined by the university's student disciplinary authority;
4. You voluntarily withdraw from your team at any time; and
5. You violate department and/or team policies regarding academics and/or conduct.

As an intercollegiate student-athlete you must maintain your amateur status to be eligible to receive athletics aid and to represent Nebraska in competition. Your athletics aid must be cancelled if you:

1. Sign a professional sports contract for your sport(s);
2. Accept money for playing in an athletic contest that causes you to exceed the cost of a full athletic grant-in-aid;
3. Agree to be represented by an agent; or
4. Accept money and/or receive other aid that causes you to exceed the cost of a full grant-in-aid.

Appeals Hearing

If your athletically related financial aid is reduced or cancelled at any time during the period of award you will be notified in writing by the Office of Financial Aid. You will also be notified of your right to an appeals hearing that is heard by a board outside of the Department of Athletics. The policies and procedures for the hearing opportunity will be included in the notification letter.

**FOOTBALL DESIGNATION OF SUMMER CAMP AND CLINIC
CONSECUTIVE DAYS: NCAA BYLAWS 13.12.1.1.3**

To be completed by the Head Coach or designee and submitted to the Athletic Compliance Office and the Athletic Director's Office.

Bylaw 13.12.1.1.3:

- An institution's football camp or clinic shall be conducted on the institution's campus, within the state in which the institution is located or, if outside the state, within a 50-mile radius of the institution's campus.
- In addition, an institution's football camp or clinic may be conducted only during **two periods of 15 consecutive days in the months of June and July or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 30-June 5).**
- The dates of the two 15-day periods must be on file in the office of the athletics director.

Instructions for completing form:

1. Indicate the two periods of 15 consecutive days during which football camps or clinics will be conducted.
2. Submit this form to the Athletic Compliance Office and Athletic Director's Office on an up-to-date basis.
3. Maintain a copy of this form for sport office reference.
4. The dates highlighted in grey are days not eligible for hosting a camp.

Summer 2010

May							June							July							August						
<u>S</u>	<u>M</u>	<u>Tu</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>S</u>	<u>S</u>	<u>M</u>	<u>Tu</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>S</u>	<u>S</u>	<u>M</u>	<u>Tu</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>S</u>	<u>S</u>	<u>M</u>	<u>Tu</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>S</u>
						1		1	2	3	4	5						1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30	31							
30	31																										

Signature of Head Coach

Date

Signature of Compliance Coordinator

Date

**UNIVERSITY OF NEBRASKA ATHLETIC DEPARTMENT
CAMP/CLINIC APPROVAL EMPLOYEE FORM
YEAR: _____**

Camp Name _____

Coach/Director _____

Employee Name	Program Affiliation (HS/AAU)	Regular Job Title (Coach, manager)	Compensation Amount	Other Expenses Provided	Responsibilities at camp	Associated with recruited Prospect (y/n)
1			\$			
2			\$			
3			\$			
4			\$			
5			\$			
6			\$			
7			\$			
8			\$			
9			\$			
10			\$			
11			\$			
12			\$			
13			\$			
14			\$			
15			\$			
16			\$			
17			\$			
18			\$			

Submitted by _____

Camp Director

Date

Approved by _____

Compliance

Date

UNIVERSITY OF NEBRASKA ATHLETIC DEPARTMENT
SPORTS CAMP/CLINIC APPROVAL FORM
YEAR: _____

Camp Name _____

Coach/Director _____

Student-Athlete Name	Years of Eligibility Remaining	Compensation Amount	Other Expenses Provided	Job Description				
				Coach	Official	Dorm	Store	Other
1		\$						
2		\$						
3		\$						
4		\$						
5		\$						
6		\$						
7		\$						
8		\$						
9		\$						
10		\$						
11		\$						
12		\$						
13		\$						
14		\$						
15		\$						
16		\$						
17		\$						
18		\$						

Submitted by _____ Reviewed by _____ Approved by _____
 Camp Director Compliance Office Date Athletic Director Date

CAMP/CLINIC BROCHURE APPROVAL FORM

Camp Name: **Date:**
Camp Director: **Telephone:**

1. Are all photos of current student-athletes in the camp counselor section?
 YES NO NOTES:

2. Does the brochure meet the single page, 2-sided, 17 x 22" criteria?
 YES NO NOTES:

3. Does the brochure address transportation issues?
 YES NO NOTES:

4. Does brochure include discount/deadline information applicable to registrants?
 YES NO NOTES:

5. Are give-a-way items included with registration (t-shirt, ball)?
 YES NO NOTES:

6. Are camp dates during permissible time period?
 YES NO NOTES:

7. Does the brochure state that the camp is "open to any and all" registrants limited only by number, age, grade level and/or gender?
 YES NO NOTES:

8. Does the brochure include quotes from coaches of PSAs? Only quotes from former campers or parents of former campers may be used.
 YES NO NOTES:

9. Does the brochure contain only one logo/trademark per sponsor?
 YES NO NOTES:

Overall notes:

Audit by: Date:

HIGH-SCHOOL/TWO-YEAR COLLEGE COACHES' CLINIC WORK SHEET PROCEDURES

- Form(s) Used:** Coaches' Clinic Worksheet
- Purpose:** To document the instructional coaches' clinic conducted by a Nebraska coaching staff.
- Action:** The clinic director is responsible for completion of the Coaches' Clinic Worksheet.
- Administrative Date:** The Coaches' Clinic Worksheet must be submitted prior to the coaches' clinic.

Submit to: Athletic Compliance Office

Procedures:

1. Provide all information requested on the Coaches Clinic Worksheet.
2. Include a detailed account of all items that clinic attendees will receive.
3. Include a copy of the clinic flyer/brochure with the Coaches' Clinic Worksheet to the Athletic Compliance Office.
4. Describe how the proceeds/profit from the clinic will be used.

Reminders:

- All discounts or special rates must be listed in the clinic flyer/brochure and available to all registrants that meet the discount policy criteria.
- Arrangements by an institution that involve a material benefit for a high school, preparatory school or 2-year college coach or any individual responsible for teaching or directing an activity in which a prospective student-athlete is involved, are prohibited.
- It is not permissible for an institution to provide gifts to a high school, preparatory school or 2-year college coach in conjunction with its coaches' clinic or other events.
- Door prizes are prohibited EVEN if the cost of the prize is included in the fee charged to each individual.
- It is permissible to provide clipboards, file folders and/or handout materials to each person attending the clinic provided the items are included in the registration or admission fee.

HIGH-SCHOOL/TWO-YEAR COLLEGE COACHES' CLINIC WORK SHEET
--

Name of Clinic: _____

Clinic Coordinator (if any): _____

Date(s) of Clinic: _____

Location: _____

Number of Coaches Anticipated: _____ Coaching Grade Levels: _____

Fair Market Value of Meals/Goods Received by Coaches (List each item below, including items that have been donated, and indicate each item's fair market value):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Value:	\$ _____

Attendance fee charged to clinic participants: \$ _____

Clinic Flyer/Brochure is attached: YES NO

Will a facility usage fee be assessed? YES NO

Will student-athletes be employed? YES NO

If yes, describe duties _____

Proceeds from the clinic will benefit: _____

Head Coach/Clinic Director Signature

Date

Compliance Office Approval

Date

FORM 1 - CAMP OR CLINIC DESCRIPTION
--

Form(s) Used:	Camp/Clinic Description Form
Purpose:	To provide specified information about a camp/clinic
Action:	The camp/clinic director is responsible for the completion of the Camp/Clinic Description form.
Administrative Data:	The Sports Camp/Clinic Description form must be returned prior to the first camp session.
Submit to:	Athletic Compliance Office

Procedures:

1. Provide all the information that is requested on the form.
2. Provide copies of all methods of solicitation.
3. The Camp/Clinic Director must sign and date the "Camp/Clinic Description Form" to verify accuracy of information.

Reminders:

- Institutional camp/clinic shall be one that:
 - Places special emphasis on a particular sport and provides specialized instruction, practice or competition;
 - Involves activities designed to improve overall skills and general knowledge in the sport; or
 - Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.
- An institutional camp/clinic must be open to any and all entrants (limited only by number and age).
- Advertisements for an Institutional camp/clinic in a recruiting publication must be located in a designated "camp section" of the publication that includes multiple listings of summer camps and the size of the advertisement does not exceed one-half page.
- Camp/clinic advertisements in high school/2-year college game programs are not permissible.
- It is not permissible to employ prospective student-athletes in an institutional camp/clinic or to allow a prospect to own/operate concessions at a camp/clinic.
- Awards may be provided to participants as long as the cost of such awards is included in the admission fees charged to all participants in the camp/clinic.

FORM 2 – SPORTS CAMP/CLINIC PAYMENT LEDGER

Camp/Clinic: _____ **Date(s):** _____

	Name of Camper	Fee Owed	Amount and Method of Payment			Total Paid	Comments
			Cash	Check*	Discount/Free**		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							

** Free or reduced admission to an individual must be documented on Form 4.

** Group discounts must be documented on Form 5.

#	Name of Camper	Fee Owed	Amount and Method of Payment			Total Paid	Comments
			Cash	Check*	Discount/Free**		
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							

Were any checks returned due to insufficient funds?

Yes No

If yes, attach a list of ISF return to this form and describe what means were used to collect the money.

** Free or reduced admission to an individual must be documented on Form 4.

** Group discounts must be documented on Form 5.

Camp/Clinic Director's Signature

Date

Head Coach Signature

Date

FORM 2 – SPORTS CAMP/CLINIC PAYMENT LEDGER

- Form(s) Used:** Sports Camp/Clinic Payment Ledger Form
- Purpose:** To provide documentation of each individual participant who attends a camp/clinic along with the method of payment used for registration.
- Action:** The camp/clinic director is responsible for the completion of the Sports Camp/Clinic Payment Ledger.
- Administrative Date:** Sports Camp/Clinic Payment Ledger form must be submitted at the conclusion of camp.
- Submit to:** Athletic Compliance Office

Procedures:

1. Provide the individual's name who will be attending the camp/clinic.
2. Indicate the monetary amount that the individual owes for attending.
3. Indicate the amount in the appropriate column by which payment was received (cash, check, discount/free, or a combination of any of them).
4. If the individual's payment was made by check, it is recommended that a copy of the check accompanies the payment ledger.
5. Indicate the total amount that the individual paid.
6. If an individual or an individual that was apart of a group received a discount/free admission, the comments section must indicate the form (Form 4 or Form 5), the page of the form (i.e. Pg. 1), and the line number where the individual's or group's name can be found (i.e. Line 1).
7. If an individual receives a refund, the comments section must indicate that it was recorded on Form 3 by listing form 3, the page of the form, and the line number where the individual's name can be found (i.e. Form 3, Pg. 1, Line 1)
8. Provide a checkmark in the proper box and if "YES" was checked, specify how the money was collected.
9. The Camp/Clinic Director must sign and date the "Sports Camp/Clinic Payment Ledger" to verify accuracy of information.

Reminders:

- No free or reduced admission privileges may be provided to a prospective student-athlete including high school, preparatory school or 2-year college athletic award winners or any individual that the institution is recruiting.

FORM 3 – SPORTS CAMP/CLINIC REFUND LIST

Camp/Clinic:

Date(s):

What is the camp's refund policy?

- | | |
|--------------------|----------------|
| 1. Name: | Refund Amt: \$ |
| Reason for Refund: | Reference # |
| 2. Name: | Refund Amt: \$ |
| Reason for Refund: | Reference # |
| 3. Name: | Refund Amt: \$ |
| Reason for Refund: | Reference # |
| 4. Name: | Refund Amt: \$ |
| Reason for Refund: | Reference # |
| 5. Name: | Refund Amt: \$ |
| Reason for Refund: | Reference # |
| 6. Name: | Refund Amt: \$ |
| Reason for Refund: | Reference # |
| 7. Name: | Refund Amt: \$ |
| Reason for Refund: | Reference # |
| 8. Name: | Refund Amt: \$ |
| Reason for Refund: | Reference # |
| 9. Name: | Refund Amt: \$ |
| Reason for Refund: | Reference # |

10. Name:	Refund Amt: \$
Reason for Refund:	Reference #
11. Name:	Refund Amt: \$
Reason for Refund:	Reference #
12. Name:	Refund Amt: \$
Reason for Refund:	Reference #
13. Name:	Refund Amt: \$
Reason for Refund:	Reference #
14. Name:	Refund Amt: \$
Reason for Refund:	Reference #
15. Name:	Refund Amt: \$
Reason for Refund:	Reference #
16. Name:	Refund Amt: \$
Reason for Refund:	Reference #
17. Name:	Refund Amt: \$
Reason for Refund:	Reference #
18. Name:	Refund Amt: \$
Reason for Refund:	Reference #
19. Name:	Refund Amt: \$
Reason for Refund:	Reference #
20. Name:	Refund Amt: \$
Reason for Refund:	Reference #

Camp/Clinic Director's Signature

Date

Head Coach Signature

Date

FORM 3 – SPORTS CAMP/CLINIC REFUND LIST
--

- Form(s) Used:** Sports Camp/Clinic Refund Form
- Purpose:** To provide documentation of each individual camper who was unable to attend camp and provided a refund for such.
- Policy:** Each camp/clinic is required to have a written policy concerning refunds. **THE REFUND POLICY MUST BE INCLUDED IN THE CAMP BROCHURE.** Refunds shall be recommended and approved by the camp director. Refunds may be based on illness, injury or according to specific date requirements. Refunds may also be based on medical documentation.
- Action:** The camp/clinic director is responsible for the completion of the Sports Camp/Clinic Refund List.
- Administrative Date:** The Sports Camp/Clinic Refund Form must be submitted at the conclusion of camp.
- Submit to:** Athletic Compliance Office

Procedures:

1. Provide the individual's name that the refund was issued to.
2. Indicate the monetary amount of the refund.
3. Provide a brief description on the basis for the refund.
4. The refund must be made in check form from the camp/clinic accounts and is entered on the "Sports Camp/Clinic Payment Ledger" comment column (Form 2).
5. Indicate as a reference in the "Reference #" space the number of the check that was issued to the individual.
6. The Camp/Clinic Director must sign and date the "Sports Camp/Clinic Refund List" to verify accuracy of information.

Reminders:

- A policy or description of the refund criteria must be included in the camp brochure and administered to each individual that meets the policy criteria.

FORM 4 – INDIVIDUAL DISCOUNTS

Camp/Clinic:

Date(s):

What is the camp's discount policy?

- | | |
|---------------------|------------------|
| 1. Name: | Amt of Discount: |
| Basis for Discount: | |
| 2. Name: | Amt of Discount: |
| Basis for Discount: | |
| 3. Name: | Amt of Discount: |
| Basis for Discount: | |
| 4. Name: | Amt of Discount: |
| Basis for Discount: | |
| 5. Name: | Amt of Discount: |
| Basis for Discount: | |
| 6. Name: | Amt of Discount: |
| Basis for Discount: | |
| 7. Name: | Amt of Discount: |
| Basis for Discount: | |
| 8. Name: | Amt of Discount: |
| Basis for Discount: | |
| 9. Name: | Amt of Discount: |
| Basis for Discount: | |
| 10. Name: | Amt of Discount: |
| Basis for Discount: | |

11. Name: Amt of Discount:

Basis for Discount:

12. Name: Amt of Discount:

Basis for Discount:

13. Name: Amt of Discount:

Basis for Discount:

14. Name: Amt of Discount:

Basis for Discount:

15. Name: Amt of Discount:

Basis for Discount:

16. Name: Amt of Discount:

Basis for Discount:

17. Name: Amt of Discount:

Basis for Discount:

18. Name: Amt of Discount:

Basis for Discount:

19. Name: Amt of Discount:

Basis for Discount:

20. Name: Amt of Discount:

Basis for Discount:

Camp/Clinic Director's Signature

Date

Head Coach Signature

Date

FORM 4 – INDIVIDUAL DISCOUNTS

- Form(s) Used:** Individual Discounts Form
- Purpose:** To provide documentation of the individual's that received reduced rate admissions.
- Policy:** Each camp/clinic is required to have a written policy concerning free or reduced admissions. **THE REFUND POLICY MUST BE INCLUDED IN THE CAMP BROCHURE.** Any requests for free and/or reduced admission to a sport camp must meet NCAA guidelines.
- Action:** The camp/clinic director is responsible for the completion of the Individual Discounts Form.
- Administrative Date:** The Individual Discounts Form must be returned at the conclusion of the camp.
- Submit to:** Athletic Compliance Office

Procedures:

1. The sports camp/clinic director or coach must approve, prior to the start of the camp/clinic, all individuals who will receive free admission.
2. All free or reduced admission recipients must complete a camp application or registration form.
3. Provide the individual's name that will receive a discount.
4. Indicate the monetary discount that will be given to the individual.
5. Provide a brief description for the basis of the discount.
6. All free or reduced admission recipients must be included on the Sports Camp/Clinic Payment Ledger and identified in the comments column (Form 2).
7. The Camp/Clinic Director must sign the "Individual Discounts Form" to verify accuracy of information.

Reminders:

- An institution may not provide free or reduced admission privileges to a prospective student-athlete including the high school, preparatory school or 2-year athletics award winner.
- An institution may not provide free or reduced admission privileges to ANY individual being recruited by the institution; regardless of the high school class status.

FORM 5 – GROUP DISCOUNTS

Camp/Clinic:

Date(s):

What is the camp's discount policy?

Name of Group:

Basis for and Amount of Discount:

Name of Recipients:

Name of Group:

Basis for and Amount of Discount:

Name of Recipients:

Name of Group:

Basis for and Amount of Discount:

Name of Recipients:

Name of Group:

Basis for and Amount of Discount:

Name of Recipients:

Name of Group:

Basis for and Amount of Discount:

Name of Recipients:

Name of Group:

Basis for and Amount of Discount:

Name of Recipients:

Camp/Clinic Director's Signature

Date

Head Coach Signature

Date

FORM 5 – GROUP DISCOUNTS

Form(s) Used:	Group Discounts Form
Purpose:	To provide documentation of the groups and individual's within those groups who will be receiving reduced rate admissions.
Policy:	Each camp/clinic is required to have a written policy regarding group or multiple-person discounts. THE GROUP DISCOUNT MUST BE INCLUDED IN THE CAMP BROCHURE. All group discount requests to a sport camp or clinic must meet NCAA guidelines.
Action:	The camp/clinic director is responsible for the completion of the Group Discounts Form.
Administrative Date:	The Group Discounts Form must be submitted at the conclusion of camp.
Submit to:	Athletic Compliance Office

Procedures:

1. The sports camp/clinic director or coach must approve, prior to the start of the camp, all groups who will receive free admission.
2. All free or reduced admission recipients must complete a camp application or registration form.
3. Provide the group name that will receive a discount.
4. Provide a brief description and indicate the monetary discount that will be given to the group.
5. Specify individual names that will be apart of the group mentioned.
6. All free or reduced admission recipients must be included on the "Sports Camp/Clinic Payment Ledger" and identified in the comments column (Form 2).
7. The Camp/Clinic Director must sign and date the "Group Discounts Form" to verify accuracy of information.

Reminders:

- Camp discounts must be applicable to all who meet the criteria for such.
- The camp discount policy must be included in the camp brochure.
- It is not permissible to provide free or reduced admissions for a prospective student-athlete.

FORM 6 – SPORTS CAMP/CLINIC STAFF AND COMPENSATION

Camp/Clinic:

Date(s):

Camp/Clinic Director:

Please list all camp/clinic employees and identify their current employment status i.e., high school coach, student-athlete, athletic department employee, club coach, etc.:

	Name	Camp/Clinic Staff Position	Sessions Worked	Compensation Amount	Current Employment Status
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

	Name	Camp/Clinic Staff Position	Sessions Worked	Compensation Amount	Current Employment Status
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					

Description of Duties for Student-Athlete Employees:

For each of the employees that do not belong to the categories mentioned above, identify the individual by current employment, background, or status as a prospective student-athlete:

-
1. Will transportation expenses/mileage be provided or reimbursed for any camp employee? Yes No
(If yes, include a notation and the value associated with this benefit in the compensation column.)
 2. Will the son/daughter of any camp employee receive free/reduced admission to the camp? Yes No
(If yes, include a notation and the value associated with this benefit in the compensation column.)

Camp/Clinic Director's Signature

Date

Head Coach Signature

Date

FORM 6 – SPORTS CAMP/CLINIC STAFF AND COMPENSATION

- Form(s) Used:** Sports Camp/Clinic Staff and Compensation Form
- Purpose:** To provide documentation of who was employed and the amount of compensation provided for each camp/clinic employee.
- Policy:** Each camp is required to have a written job description and policy regarding the pay scale for counselors, coaches, student-athletes and other camp employees.
- Action:** The camp/clinic director is responsible for the completion of the Sports Camp/Clinic Staff and Compensation Form.
- Administrative Date:** The Sports Camp/Clinic Staff and Compensation Form must be submitted at the conclusion of the camp.
- Submit to:** Athletic Compliance Office

Procedures:

1. Sports camps/clinics are required to have a written document regarding job descriptions and pay scale for each camp/clinic employee/position.
2. All camp employees must be paid in check form from the camp account, not a camp director or coach's personal account.
3. Provide the name of each employee that was compensated for their involvement in the camp.
4. Indicate the position, duties, or responsibilities that the employee was involved with.
5. Indicate the dollar amount that was given as compensation for camp employment. (Note: Procedure #9 is associated with this column)
6. Provide in the "Current Employment Status" section the job that the employee currently holds (i.e. high school coach, club coach, athletic department employee). If the employee is a current student-athlete, indicate "student-athlete" in this section.
7. Provide a description of the duties and responsibilities that the student-athlete performed.
8. Indicate a yes or no answer for the two questions provided. If a "yes" answer is checked, make a notation and write the dollar amount in the compensation column.
9. The Camp/Clinic Director and/or Head Coach must sign the "Sports Camp/Clinic Staff and Compensation Form" to verify accuracy of information.

Reminders:

- It is not permissible to employ prospective student-athletes in institutional camps/clinics.
- It is not permissible to compensate a prospect's coach an amount based on the athletic ability of a prospect or the number of camp participants that the coach brings to camp.
- It is not permissible to provide travel expenses (mileage or gasoline) to a prospect's coach when he/she is transporting prospects to the camp/clinic.

FORM 7 – LOCAL TRANSPORTATION FOR CAMPERS
--

Camp/Clinic:

Date(s):

What is the camp's transportation policy?

1. Camper's Name:
Arrival/Departure Date/Time:
2. Camper's Name:
Arrival/Departure Date/Time:
3. Camper's Name:
Arrival/Departure Date/Time:
4. Camper's Name:
Arrival/Departure Date/Time:
5. Camper's Name:
Arrival/Departure Date/Time:
6. Camper's Name:
Arrival/Departure Date/Time:
7. Camper's Name:
Arrival/Departure Date/Time:
8. Camper's Name:
Arrival/Departure Date/Time:
9. Camper's Name:
Arrival/Departure Date/Time:
10. Camper's Name:
Arrival/Departure Date/Time:

11. Camper's Name:

Arrival/Departure Date/Time:

12. Camper's Name:

Arrival/Departure Date/Time:

13. Camper's Name:

Arrival/Departure Date/Time:

14. Camper's Name:

Arrival/Departure Date/Time:

15. Camper's Name:

Arrival/Departure Date/Time:

16. Camper's Name:

Arrival/Departure Date/Time:

17. Camper's Name:

Arrival/Departure Date/Time:

18. Camper's Name:

Arrival/Departure Date/Time:

19. Camper's Name:

Arrival/Departure Date/Time:

20. Camper's Name:

Arrival/Departure Date/Time:

Was transportation provided to all the campers that requested/needed it? Yes No

If no, explain:

Camp/Clinic Director's Signature

Date

Head Coach Signature

Date

FORM 7 – LOCAL TRANSPORTATION FOR CAMPERS
--

- Form(s) Used:** Local Transportation for Campers Form
- Purpose:** To provide documentation of transportation provided during participation in camp activities.
- Policy:** Each camp is required to have a written policy regarding local transportation from the airport, bus station or train depots for campers. **THE LOCAL TRANSPORTATION POLICY SHOULD BE INCLUDED IN THE CAMP BROCHURE.**
- Action:** The camp director is responsible for the completion of the Local Transportation for Campers Form.
- Administrative Date:** Local Transportation for Campers Form must be submitted at the conclusion of camp.
- Submit to:** Athletic Compliance Office

Procedures:

1. Provide each of the individual's name who have requested transportation
2. Indicate the time and date of both the arrival and departure of the camper
3. The Camp/Clinic Director must sign and date the "Local Transportation for Campers Form" to verify accuracy of information.

Reminders:

- Local transportation is a benefit if offered by the camp, must be offered and provided to all camp participants who request/need such service.
- The cost of the transportation benefit must be included in the cost of the camp registration fee.
- The transportation policy must be identified in the camp brochure.

<p style="text-align: center;">STUDENT-ATHLETE EMPLOYMENT APPROVAL FORM: NCAA BYLAW 13.13.2.1.2 SPORTS CAMPS AND CLINICS AUDIT</p>

Camp Name: _____

Date: _____

Camp Director: _____

Telephone: _____

1. Are all student-athletes listed on the employment form also listed on the relative squad list/roster for the academic year?
 YES NO NOTES:

2. Has each student-athlete attended UNL during the academic year prior to summer camp employment? [Bylaw 13.12.2.1]
 YES NO NOTES:

3. Is compensation paid commensurate with the going rate for such services? [Bylaw 13.12.2.1.(b)]
 YES NO NOTES:

4. Are any student-athletes being compensated for demonstrating or lecturing only?
 YES NO NOTES:

5. Are other expenses being provided legitimate and offered to all members of the camp staff performing the same duties and responsibilities?
 YES NO NOTES:

6. Has the Camp Director verified all of the information with signature?
 YES NO NOTES:

Compliance Office Check: _____

Date: _____

SUMMER CAMPS COMPLIANCE AUDIT

Form 1

- A. Were proper methods of solicitation used? (13.12.1.5, 13.4.1.1(c)).. yes no
- B. Are the concession stands operated properly? (13.12.1.6.3) yes no
- C. Are awards included in the administration fees? (13.12.1.5.4)..... yes no

Form 3

- A. Does the refund comply with the camp's refund policy..... yes no

Form 4 & 5

- A. Are discounts given to prospective student-athletes? yes no
- B. Are the discounts awarded consistent with the camp's policy? yes no

Form 6

- A. Are current student-athletes employed at the camp? (13.12.2.1)..... yes no
 - 1. Are their duties supervision and coaching/officiating? yes no
 - 2. Is the compensation the going rate for camp counselors?..... yes no
- B. Are high school, two-year college coaches employed? (13.12.2.2) ... yes no
 - 1. Is the compensation the going rate for counselors/teaching? yes no
 - 2. Is the coach compensated for mileage to the camp?..... yes no
 - a. If yes, did the coach transport athletes to the camp? yes no

Form 7

- A. Is the transportation provided consistent with the camp's policy? yes no
- B. If offered, is transportation given to all campers who request it?..... yes no

Compliance Office Approval: _____

Date _____
Date _____

ATHLETIC COMPLIANCE OFFICE – SUMMER PRIOR TO ENROLLMENT - BASKETBALL

This tip sheet is intended to provide a summary of NCAA and Big Twelve rules related to permissible activities and benefits for basketball prospects during the summer prior to initial full-time enrollment. Please remember to contact the Compliance Office if you have any questions as the applicable NCAA, Big Twelve and Nebraska rules change over time.

NCAA Bylaw 13.02.11 Prospective Student Athlete – A prospective student-athlete is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. An individual remains a prospect until one of the following occurs (whichever is earlier):

- (a) The individual officially enrolls full-time and attends classes in the academic year
- (b) The individual participates in a regular squad practice
- (c) The individual enrolls and attends classes during the summer prior to initial full-time enrollment and receives institutional athletics aid
 - i) A prospect enrolled in and attending classes and receiving aid in the summer prior to initial full-time enrollment is not subject to the Bylaw 13 contact limitations and is considered a student-athlete for purposes of Bylaw 16.
 - ii) A prospect enrolled in and attending classes in the summer prior to initial full-time enrollment remains a prospect for the remaining provisions of Bylaw 13 and other bylaws.

NCAA Bylaw 13.2.6 Academic Support Services/Use of Training-Room Facilities.

NCAA Bylaw 13.2.8 Medical Expenses – Basketball.

NCAA Bylaw 13.11.3.9 – Voluntary Summer Conditioning – Basketball.

NCAA Bylaw 13.11.3.9.1 Mandatory Medical Examination.

	PSA's enrolled in summer term and receiving Summer Aid	NLI Signees Not Receiving Summer Aid	Non-NLI Signees (Walk-ons) NO Summer Aid
Workouts/Equipment			
Coaching staff member observing voluntary workouts	At no time may the coaching staff observe or receive reports on voluntary workouts.		
Voluntary conditioning supervised and conducted by strength and conditioning coach	X	X	Only if enrolled in summer school
Use of Nebraska athletic apparel	X	X	Only if enrolled in summer school
Medical Expenses			
Medical expenses resulting from athletic or non-athletic injuries	X	X - Athletic only	
Use of Nebraska training room facilities	X	Only if enrolled in summer school	Only if enrolled in summer school
Medical exam administered by Nebraska	X	X	Only if accepted for full-time enrollment
Academics			
Tutoring and general academic counseling	X	X	Only if enrolled in summer school
Benefits			
Occasional home meals	X		
Transportation to attend summer school	You cannot transport a prospect to Nebraska for summer school		
Reasonable local transportation (only on an occasional basis)	X		
Extra benefits	You cannot provide any prospect with any extra benefit, including a loan, a phone or phone card, an automobile or use of an automobile, being a co-signature on a lease or an I-20, or providing any other special arrangement		
Employment			
Employment arranged by Nebraska	X	X	X
Housing			
Prospect summer housing contracts must be completed and filed in the Compliance Office	X	X	X

ATHLETIC COMPLIANCE OFFICE – SUMMER PRIOR TO ENROLLMENT - FOOTBALL

benefits for
the Office if

NCAA Bylaw 13.02.11 Prospective Student Athlete – A prospective student-athlete is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. An individual remains a prospect until one of the following occurs (whichever is earlier):

- (a) The individual officially enrolls full-time and attends classes in the academic year
- (b) The individual participates in a regular squad practice
- (c) The individual enrolls and attends classes during the summer prior to initial full-time enrollment and receives institutional athletics aid
 - i) A prospect enrolled in and attending classes and receiving aid in the summer prior to initial full-time enrollment is not subject to the Bylaw 13 contact limitations and is considered a student-athlete for purposes of Bylaw 16.
 - ii) A prospect enrolled in and attending classes in the summer prior to initial full-time enrollment remains a prospect for the remaining provisions of Bylaw 13 and other bylaws.

NCAA Bylaw 13.2.6 Academic Support Services/Use of Training-Room Facilities.

NCAA Bylaw 13.2.7.1 Medical Expenses -- Bowl Subdivision Football. FBS

NCAA Bylaw 13.11.3.8.1 Voluntary Summer Conditioning -- Bowl Subdivision Football. FBS/FCS

NCAA Bylaw 13.11.3.8.3 Mandatory Medical Examination.

	PSA's enrolled in summer term and receiving Summer Aid	NLI Signees Not Receiving Summer Aid	Non-NLI Signees (Walk-ons) NO Summer Aid
Workouts/Equipment			
Coaching staff member observing voluntary workouts	At no time may the coaching staff observe or receive reports on voluntary workouts.		
Voluntary conditioning supervised and conducted by strength and conditioning coach	X	X	Only if enrolled in summer school
Use of Nebraska athletic apparel	X	X	Only if enrolled in summer school
Medical Expenses			
Medical expenses resulting from athletic or non-athletic injuries	X	X - Athletic only	
Use of Nebraska training room facilities	X	Only if enrolled in summer school	Only if enrolled in summer school
Medical exam administered by Nebraska	X	X	Only if accepted for full-time enrollment
Academics			
Tutoring and general academic counseling	X	X	Only if enrolled in summer school
Benefits			
Occasional home meals	X		
Transportation to attend summer school	You cannot transport a prospect to Nebraska for summer school		
Reasonable local transportation (only on an occasional basis)	X		
Extra benefits	You cannot provide any prospect with any extra benefit, including a loan, a phone or phone card, an automobile or use of an automobile, being a co-signature on a lease or an I-20, or providing any other special arrangement		
Employment			
Employment arranged by Nebraska	X	X	X
Housing			
Prospect summer housing contracts must be completed and filed in the Compliance Office	X	X	X

ATHLETIC COMPLIANCE OFFICE – SUMMER PRIOR TO ENROLLMENT – SPORTS OTHER THAN FOOTBALL AND BASKETBALL

s during the
le NCAA,

NCAA Bylaw 13.02.11 Prospective Student Athlete – A prospective student-athlete is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. An individual remains a prospect until one of the following occurs (whichever is earlier):

- (a) The individual officially enrolls full-time and attends classes in the academic year
- (b) The individual participates in a regular squad practice
- (c) The individual enrolls and attends classes during the summer prior to initial full-time enrollment and receives institutional athletics aid
 - i) A prospect enrolled in and attending classes and receiving aid in the summer prior to initial full-time enrollment is not subject to the Bylaw 13 contact limitations and is considered a student-athlete for purposes of Bylaw 16.
 - ii) A prospect enrolled in and attending classes in the summer prior to initial full-time enrollment remains a prospect for the remaining provisions of Bylaw 13 and other bylaws.

NCAA Bylaw 13.2.6 Academic Support Services/Use of Training-Room Facilities.

NCAA Bylaw 13.11.3.10.1 Mandatory Medical Examination.

	PSA's enrolled in summer term and receiving Summer Aid	NLI Signees Not Receiving Summer Aid	Non-NLI Signees (Walk-ons) NO Summer Aid
Workouts/Equipment			
Coaching staff member observing voluntary workouts	Coaches may not observe or receive reports on voluntary workouts, unless it is in a sport that has a safety exception <u>and</u> the prospect is enrolled in summer school, in which case the coach can provide safety or skill instruction in the regular practice facility, but cannot conduct an individual workout.		
Voluntary conditioning supervised and conducted by strength and conditioning coach	X	X	X
Use of Nebraska athletic apparel	X	X	X
Medical Expenses			
Medical expenses resulting from athletic or non-athletic injuries	X		
Use of Nebraska training room facilities	X	Only if enrolled in summer school	Only if enrolled in summer school
Medical exam administered by Nebraska	X	X	Only if accepted for full-time enrollment
Academics			
Tutoring and general academic counseling	X	Only if enrolled in summer school	Only if enrolled in summer school
Benefits			
Occasional home meals	X		
Transportation to attend summer school	You cannot transport a prospect to Nebraska for summer school		
Reasonable local transportation (only on an occasional basis)	X		
Extra benefits	You cannot provide any prospect with any extra benefit, including a loan, a phone or phone card, an automobile or use of an automobile, being a co-signature on a lease or an I-20, or providing any other special arrangement		
Employment			
Employment arranged by Nebraska	X	X	X
Housing			
Prospect summer housing contracts must be completed and filed in the Compliance Office	X	X	X

Nebraska Athletics Autograph/Donation Policies

Personal Requests

The University of Nebraska Athletic Department, its athletic director, coaches and student-athletes receive numerous autograph requests each year. We regret that we are unable to fill each request. In order to remain compliant with NCAA rules, requests cannot be accepted by Husker Boosters, Marketing, Development, Communications, Sports Information, Ticket Office, individual sport offices or any other department entity. **We cannot accept items for signature, and items will be returned unsigned if sent to departments or individual sport offices.**

Many autographed items are now available at Huskers Authentic, located across the street from West Stadium in Lincoln. Autographs may also be obtained at the annual Football Fan Day and other designated autograph events.

We appreciate your adherence to this policy as it is essential to the continued success of our coaches and student-athletes.

Requesting Autographs of Current Student-Athletes

Current Nebraska student-athletes across many sports are available for autographs during their competitive seasons at select events, including Nebraska Football Fan Day (August), and women's soccer's Meet-N-Beat the Huskers (August). Nebraska volleyball, soccer, softball, men's and women's basketball, baseball and women's gymnastics student-athletes are also available for 10 to 20 minutes in an organized fashion following each home competition during the season. Select Nebraska teams are also available throughout the football season at the Husker Nation Pavilion.

Other special autograph sessions may also be coordinated by the Nebraska Athletic Department, which are announced in advance on Huskers.com and other media outlets.

We cannot accept items for signature, and items will be returned unsigned if sent to departments or individual sport offices.

Charitable Donation Requests

The Nebraska Athletic Department is pleased to be able to assist charitable events or fundraisers for several worthy causes in obtaining discounted autographed items as long as the funds raised will not go toward any prospective student (i.e. high school-aged youth) or any college scholarships/funds. A prospective student is defined as anyone older than eighth grade. If you are seeking a discount on an autographed item for a silent auction, raffle, or other fundraiser or benefit event, please visit www.huskers.com/autograph to be directed to begin the request process. This request process may take up to seven business days. *Please note that we are unable to assist any fundraisers or events which benefit high schools or high school students or will help set up college scholarships/funds, per NCAA regulations.* **We cannot accept items for signature, and items will be returned unsigned if sent to departments or individual sport offices.**

Ticket Requests

As tickets to Nebraska Athletics events are deemed state property, it is our policy not to donate tickets to any Husker sporting events. Tickets can be purchased for fundraisers, benefits, or gifts as available from the Nebraska Athletic Ticket Office on-line at www.huskers.com, by calling 800-8-BIG RED, or visiting the office in person (located just across the street from West Stadium). Thank you for understanding.

Name
Title/Organization
Address
City, State Zip Code

Dear Name,

We have received your request for a University of Nebraska memorabilia item and it has been reviewed by our Athletic Department Compliance Staff.

Based on the information that you have provided to us, I am sorry to inform you that your request does not meet the NCAA guidelines that allow an institution to be involved with such activities and events.

Due to NCAA rules, the University of Nebraska is not allowed to directly or indirectly benefit high school age kids as all students grade 9 – 12 are considered to be prospective student-athletes. This means that we cannot be involved in any way with raising funds for high school students.

We hope that you understand our obligation and commitment to abide by NCAA rules and regulations. Not doing so would place the entire Nebraska athletic department in violation of NCAA rules as well as jeopardize our institution's good standing within the organization. Complying with these rules will ensure that our Husker student-athletes will remain eligible for competitions to represent the University of Nebraska as well.

If you would like to purchase Husker items for your cause, we recommend that you visit Huskers Authentic at 625 Stadium Drive in Lincoln or <http://www.huskers.com/sell/SellHome.dbml>. You may also telephone the store at (402) 472-3633 or (800) 965-8674.

Sincerely,

Compliance Associate

Nebraska Autograph and Memorabilia Request Form

Nebraska Autograph and Memorabilia Request Form

Required Fields in Bold

Nebraska Autograph and Memorabilia Request Form

- ▶ **Which item are you requesting (maximum two per sport)? (Prices listed reflect a 40% discount off retail prices) - Please Note: Individual sport offices are unable to fulfill autograph requests at this time. Please respect the coaches time and refrain from bringing items to be autographed to the coaches offices. Not all items may be available, but if your request is approved and the item(s) you request are not available, a store representative will contact you about suitable alternatives. You will be contacted within five working days of submission.**

- Baseball Coach Signed - \$23.99
- Softball Coach Signed - \$20.99
- Men's Basketball Coach Signed - \$35.99
- Soccer Ball Coach Signed - \$20.99
- Volleyball Coach Signed - \$35.99
- Volleyball Team (Laser Etched) - \$29.99
- Football Head Coach Signed - \$47.99
- Football Team (Laser Etched) - \$29.99
- Football Coach Signed Replica Helmet - \$107.99
- Football Athletic Director Signed - \$42.99

▶ **Last Name**

▶ **First Name**

▶ **Email Address**

▶ **Telephone Number**

▶ **Address**

▶ **City**

▶ **State**

▶ **Zip Code**

▶ **Name of Organization**

▶ **Type of Organization**

- Charitable Organization or Educational Agency
- Non-Profit Organization
- UNL Organization; fraternity, sorority, student government, etc.
- NCAA Institution
- Other

▶ **If answered "Other", please describe:**

▶ **Reason the item is being requested**

▶ **Is this event/project for fundraising purposes**

- Yes
- No

▶ **Proceeds from the event/project will be used for**

▶ **Information (e.g. flyer, brochure, news article, etc.) about the event is being e-mailed to autograph@huskers.com**

- Yes
- No

▶

▶ **Will high school-age students (9th-12th grades) benefit**

- Yes
- No

▶ **Date needed by**

NCAA guidelines require that the following conditions be met in regards to institutional memorabilia and autographs: 1. The requested item may not be used in fundraising events for any high school organization, high school fund raising event that

will benefit a charity or educational project or any high school or prospect-aged individual. High school is defined as grades nine through twelve. 2. All monies derived from the promotions activity or project must go directly to the charity, non-profit agency or educational institution listed above. 3. The requested item involving student-athlete's names may not involve co-sponsorship, advertisement or promotion by a commercial agency other than a company's logo or trademark on printed materials. 4. An authorized representative of the agency must sign a waiver agreeing to adhere to all NCAA guidelines regarding this request. 5. Use of the memorabilia item must have written approval from the Athletic Compliance Office. 6. Memorabilia may not be re-sold for any purpose without Athletic Compliance Office approval.

By clicking submit, I confirm my knowledge of the NCAA rules and regulations pertaining to this request and agree to abide by all said guidelines. I understand that the University of Nebraska reserves the right to request the return of the memorabilia or autographed item when guidelines are not followed.

Name
Title/Organization
Address
City, State Zip Code

Dear Name,

Thank you for contacting the University of Nebraska Athletic Department! Each year, we receive hundreds of requests for tickets, autographs and memorabilia for community events. At this time, we do not have any items available for donation. Items may become available again a later date.

We appreciate the invitation to be a part of your activity.

Thank you and Go Big Red!

Sincerely,

Compliance Associate

**PRE-COLLEGE EXPENSE DISCLAIMER – ATHLETIC STAFF &
STUDENT-ATHLETE AUTOGRAPHS AND MEMORABILIA ITEMS:
BYLAW 13.16**

Forms used: Online Request Form
Request Process Letter/ Out of Items Letter/ Denial Letter
Nebraska Autograph & Memorabilia Request Form
Email Responses

Purpose: To document requests related to Pre-College Expenses

Action: All individuals requesting athletic staff & student-athlete autographs and memorabilia items complete and provide proper documentation.

Administrative Date: To be processed on an in-coming basis.

Submit to: Athletic Compliance Office

Procedures:

1. All organizations who request an autograph or a memorabilia item will be directed to complete the NAMR form on www.huskers.com/autograph.
2. Individuals not representing a charitable organization will be directed to purchase items directly from Huskers Authentic.
3. Compliance Office may contact requestor for supporting documentation
4. Once the NAMR form and supporting documentation is received, all items will be reviewed by the Compliance Office.
5. The Compliance Office will evaluate the request and forward the NAMR form to Huskers Authentic indicating that the request has been:
 - **APPROVED** – We may fulfill the request for an autographed/memorabilia item.
 - Compliance Office will respond to the requestor by sending a notice of approval;
 - Huskers Authentic will complete the request by sending memorabilia to the requestor.

DENIED – If donation is not considered, a denial notice will be sent to requestor suggesting they purchase the request item at a retail price from Huskers Authentic.

Date

Name

Company name

Address

City, State ZIP Code

Dear Name :

Thank you for contacting the University of Nebraska Athletic Department! Each year, we receive hundreds of requests for tickets, autographs and memorabilia for community events. In order to fulfill these as best we can in compliance with NCAA guidelines, we ask those requesting items to answer a few questions to determine the nature of the event or organization making the request. Those who do not meet the NCAA guidelines that allow an institution to be involved with the activity or event still have the opportunity to purchase the item(s) requested at retail price through Huskers Authentic, our official team store.

To begin the request process, please go to the following link www.huskers.com/autograph.

You may also visit Huskers Authentic's online outlet at www.huskers.com/sell/SellHome.dbml to purchase official Husker merchandise. We appreciate the invitation to be a part of your activity.

Thank you and Go Big Red!

Sincerely,