



Idaho State University

POLICIES AND PROCEDURES

Athletics Recruiting

ISUPP 8140

POLICY INFORMATION

Policy Section: *Athletics*

Policy Title: *Athletics Recruiting*

Responsible Executive (RE): *Director of Athletics*

Sponsoring Organization (SO): *Department of Athletics*

Dates: Effective Date: *May 14, 2013*

Revised: *May 23, 2016*

Review Date: *May 2021*

I. POLICY STATEMENT

It is the responsibility of each coach to be familiar with and adhere to all National Collegiate Athletics Association (NCAA), Big Sky Conference, and Idaho State University (ISU) rules and regulations governing recruitment and eligibility of student-athletes for their sport.

Coaches and other ISU officials shall NOT knowingly recruit prospective student-athletes who have been convicted of a felony or who have a juvenile disposition of a crime, which would constitute a felony if committed by an adult. Exemptions to this restriction may be granted ONLY by the president of ISU upon recommendation from the director of athletics (AD) and the faculty athletic representative (FAR).

The Department of Athletics (Department) will be equitable and fair in recruiting, regardless of gender and/or sport programs.

II. AUTHORITY AND RESPONSIBILITIES

- A. Coaches are responsible for identifying and marking evaluation periods, contact periods, quiet periods, and dead periods for their sport (see NCAA Bylaw 13) on a yearly time line, then given to the Compliance Office for approval.

- B. It is the responsibility of each head coach to determine the criminal behavior record of all prospective student-athletes and to ensure that ISU does not knowingly recruit prospective student-athletes in violation of this policy. The recruiting coach should consult with the prospective student-athlete, parents, coaches, and other individuals in order to obtain the requisite information.
- C. Each head coach will be required to provide the Department their recruiting philosophy and procedures and to certify, in writing, that they have complied with this policy for all recruited prospective student-athletes.

III. PROCEDURES TO IMPLEMENT

- A. Before coaches can contact or evaluate prospective student-athletes off campus, they must complete the NCAA recruiting certification (see NCAA Bylaw 11). This certification must be renewed annually (see NCAA Bylaw 13).
- B. When information obtained renders the prospective student-athlete ineligible for further recruitment, the coach is expected to terminate ISU recruiting efforts. If extenuating circumstances are present, the coach may request an exemption from this policy through the AD to the president.
- C. All head coaches are to create and update their own written plans for recruitment. These plans will change yearly based on individual needs. All coaches are also strongly encouraged to recruit potential student-athletes from the western United States (or regionally).
- D. Head coaches are urged to follow *the Department of Athletics Policy 8070 - Academics and Idaho State University Department of Athletics Policies and Procedures* for academic standards for prospective student-athletes being recruited by ISU.
- E. NCAA recruiting opportunities will be followed by all sports. Each coach must submit their recruiting plan so that the AD and assistant athletic director/university business officer (UBO) can scrutinize the recruiting dollars spent to ensure equitable spending.
- F. Complete recruiting policies are contained in the *Student-Athlete Recruiting Policies*.
- G. Official Visits

The following guidelines are required prior to an official visit from a prospective student-athlete:

1. Prospective student-athletes must meet academic requirements (see NCAA Bylaw 13.6.3).

2. Prospective student-athletes must meet the NCAA Eligibility Center requirements.
 - a. Prospective student-athletes must be registered in the NCAA Eligibility Center.
 - b. Compliance Office must activate and deactivate prospective student-athletes on ISU's Institutional Request List (IRL) per NCAA Bylaw 13.6.
 - c. Transcripts and test scores must be in the Eligibility Center and a copy of an official transcript and test scores must be submitted to ISU (see NCAA Bylaw 13.6).
 - d. The assistant athletic director for compliance and athletic academic advisors will work with University Admissions to determine the academic eligibility of each prospective student-athlete. The coach will then be notified by the athletic academic advisor of the prospective student-athlete's academic status.
 - e. The pre-approval process may take up to five (5) working days.
 - f. Coaches must submit an Official Visit Pre-Approval/Travel Authorization Form of all official (paid) visits to the assistant athletic director for compliance and the UBO.
3. Transportation of prospective student-athletes.
 - a. Air travel for prospective student-athletes shall be booked through the Department's authorized travel agent. However, a sport may elect to purchase the necessary airline ticket(s) by using their ISU issued P-Card as the form of payment. In either case, an Official Visit Pre-Approval/Travel Authorization Form must be completed and signed by the assistant athletic director for compliance or assistant athletic director for academics and the UBO before a ticket is purchased. The pre-approval form is faxed to the approved travel agency before tickets will be issued.
 - b. If mileage is paid for a prospective student-athlete traveling by car, it will not exceed ISU guidelines for mileage.
 - c. Accurate records must be kept and filed in the AD's Office.
4. Student Host (see NCAA Bylaw 13.6.7)
 - a. The prospective student-athlete and the student host must sign the *Student-Athlete Recruiting Policy Agreement*.
 - b. The student host is also required to sign the *Student Host Instructions for an Official Visit Form*.
 - c. Coaches must request, pick up and sign for student host money from the UBO.
 - i. A *Student Host Instructions for an Official Visit Form* must be filled out for student host's money, including the prospective student-athlete's name and student host's name.

ii. Itemized receipts for all allowable expenditures must be turned into the UBO.

5. Entertainment (see NCAA Bylaw 13.6.7)

- a. ISU may provide entertainment, which may not be excessive, on the official visit only for a prospective student-athlete and the prospective student-athlete's parents (or legal guardians) or spouse and only within a 30-mile radius of the ISU's main campus.
- b. Entertainment and contact by representatives of the ISU's athletics interests during the official visit are prohibited.
- c. It is not permissible to entertain other relatives or friends (including dates) of a prospective student-athlete at any time at any site.

6. Meals

- a. The cost of actual meals, not to exceed three per day, on the official visit for a prospective student-athlete and the prospective student-athlete's parents, legal guardians, spouse or children need not be included in the NCAA mandated limit of entertainment expenses. Meals must be comparable to those provided to student-athletes during the academic year. A reasonable snack (e.g., pizza, hamburger) may be provided in addition to the three meals. (see NCAA Bylaw 13.6.7.7)
- b. A detailed or itemized receipt from the restaurant must be obtained.

7. End of Official Visit – coaches must submit an Official Visit Summary after a prospective student-athlete visits ISU.

H. Unofficial Visits (refer to NCAA Bylaw 13.7)

1. Unofficial visits may be made by a prospective student-athlete to any campus at any time, except during dead periods, any number of times.
2. A coach may give the prospective student-athlete a tour of the campus and set up academic meetings.
3. Nothing can be provided to the prospective student-athlete except for complimentary admission to a home athletic event (see ISUPP 8050 *Athletic Event Complimentary Admissions*).