

Austin Peay State  
University

## Athletic Recruiting-Official and Unofficial Visits

### **POLICIES**

**Issued:** January 12, 2017

**Responsible Official:** Director of Athletics

**Responsible Office:** Athletics Office

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#### **Policy Statement**

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It is the policy of Austin Peay State University to establish a recruiting process for prospective student-athletes that is in compliance with NCAA and OVC guidelines.

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- APSU Student Host Form

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- APSU Travel Website
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#### **Procedures**

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##### **Statement of Institution's Recruiting Philosophy**

The recruiting process offers prospective student-athletes an opportunity to extend athletic participation at the University. This process also allows an opportunity for coaches and

prospective student-athletes to understand and grasp the importance of the academic mission of the institution. Prospects can then make an informed decision on how an education at the University will prepare them for their careers and future contributions to society.

The University is committed to conducting a prospect's campus visit without recruiting abuses and to avoid even the slightest taint of impropriety. The University shall use best efforts to comprehensively educate all groups involved in the conduct of recruiting visits and shall investigate all allegations of recruiting-related misconduct. Internal controls have been established to monitor compliance and will be reviewed periodically for effectiveness. If applicable NCAA, OVC, Austin Peay or criminal policies are violated, immediate disciplinary action shall be taken. Such action could include termination of University employment and permanent loss of eligibility for prospects or student-athletes.

**Description of Method Used to Develop Policies** In response to legislation recommended by the NCAA Task Force on Recruiting and approved by the NCAA Board of Directors, the Athletic Department established a committee to establish recruiting visit guidelines. This committee consisted of the Director of Athletics, the Faculty Athletics Representative and the Director of Athletics Compliance. The institution's Athletic Committee was also consulted. Policy was forwarded to the University Policy Committee and University Attorney for review. Following any revisions, the policies were forwarded to the Conference office for approval. Upon approval from conference office, the policy was signed by the University president.

**Description of the Educational Component of Recruiting Visits** All requests for official visits shall be submitted to the Compliance Office along with transcripts and the visit itinerary (if applicable) for approval prior to the visit. The Academic or Director of Athletics Compliance will perform an evaluation of the high school or college transcripts. This evaluation gives the coach and prospective student athlete a guideline as to what needs to be accomplished academically in order to be admitted to the University and to be eligible for competition. A review of the institution's academic expectations and requirements of student-athletes and students generally will be undertaken with prospects on all official visits. This is an important step to determine if the prospect and APSU are compatible, not just athletically, but academically as well. At a minimum, all prospects should meet with Athletic Academic Services staff, but effort should be made

to have a meeting with a faculty member in the academic discipline prospect is wishing to enter.

**Statement of the Responsibilities of Hosts**

Student hosts are an important part of an official visit. Currently enrolled student athletes of good character who demonstrate a commitment to academic and athletic success should be selected to fulfill this important role. Student hosts will be required to read and sign a statement as to expectations, NCAA rules regarding official visits and their responsibilities while acting as a host to prospective student athletes (see Student Host Form). Responsibilities of the student hosts include, but are not limited to:

- Entertainment money – to be used to entertain within a 30 mile radius the prospect only – no souvenirs, no expenses for anyone other than prospect and/or parents/legal guardians
- Entertainment will not include alcohol, drugs, sexual activities, gambling and/or illegal activities of any kind
- Must follow all NCAA, OVC, APSU rules and policies during visit
- Must use good judgement at all times

Student athlete will have an opportunity to ask any questions. The host will then be held responsible for full compliance with the policies, for representing the institution in accordance with its stated mission for recruiting visits, and for avoiding even the perception of impropriety during recruiting visit activities.

**Precommunication with Prospects and Parents/Legal Guardians**

Precommunication with prospective student-athletes and parents/legal guardians shall be included in efforts to educate all groups involved in the conduct of recruiting visits. The head coach (or designee) is responsible for communicating the University's recruiting mission statement and recruiting visit policies applicable to student-athletes and prospective student-athlete conduct and expectations with prospects and parents (legal guardians) in advance of official visits.

**Forms and Receipts Policies Used for Prospects and Student Hosts**

The Recruit Expense Form must be filed after visit with a detailed account of official visit accommodations, activities and expenditures (see Recruit Expense Form). All expenditures shall be in accordance with NCAA bylaws and APSU policies (<http://www.apsu.edu/accounting-services/travel>). The Student Host Form will be required to be signed by athlete host and prospective student athlete affirming that they have received and understand the recruiting visit policies. For unofficial visits,

PSA's and guest are required to sign the unofficial visit record affirming no expenses were received.

**Participation of Head Coaches in Communicating Standards and Policies**

Head coaches must be a fundamental participant in the recruiting visit process. Head coaches are ultimately responsible for ensuring that recruiting visits in their programs are in full compliance with recruiting visit legislation, policies and applicable laws. Head coaches must be committed to and effectively communicate the policies to any individuals (e.g., student-athlete hosts, assistant coaches, student managers and athletics staff) involved in recruiting visits.

**Recruiting Visit Activities**

All recruiting visit activities will be in full compliance with NCAA, OVC, and Austin Peay legislation and policies and with all laws and ordinances of the institution's locale. Such prohibitions include but are not limited to the underage use of alcohol and the use of illegal drugs. In addition, sex shall not be used as a recruiting device and sexual harassment will not be tolerated. Gambling and gaming activities and the use of strippers, gentlemen's clubs or an equivalent entity are strictly banned from recruiting visit activities. Lodging and meal expenses will be consistent with state per-diem guidelines. Prospects and their families must be housed in standard lodging that does not include special accessories (e.g., Jacuzzis, suites). There will be no use of luxury or modified vehicles (e.g., limousines, modified with televisions or special décor) when transporting a prospect. If a prospect is flown in for a visit, coach-class airfare with no upgrades will be used. Entertainment activities should be pre-approved by a member of the coaching staff and be limited to a 30-mile radius of campus. Violations of these provisions will result in immediate and appropriate disciplinary action, which could include termination and permanent loss of eligibility.

**Curfew and Unstructured Time**

While the University deemed a curfew unnecessary at this time, coaches are advised to have prospects and student hosts in at a reasonable hour.

**Applicable Sanctions, Including a Provision for an Annual Report of Violations to the Conference Office**

Secondary violations of recruiting visit policies will be submitted to the Ohio Valley Conference, along with all other secondary violations. After investigation, any major or suspected major violation shall also be reported to the Conference office. A list of all secondary violations will be kept on file in the Director of Athletics Compliance's office. At the conclusion of the academic year, this list of Level II violations will be

submitted to NCAA Enforcement Services. The Conference office will be copied.

It is the responsibility of the Director of Athletics Compliance and director of athletics to ensure all violations are adequately addressed, including that appropriate sanctions are self-imposed and that procedures are established to avoid similar future violations.

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**Related Forms**

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**APSU Student Host Form** See Below

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**Links**

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**APSU Travel Website** <http://www.apsu.edu/accounting-services/travel>

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**Revision Dates**

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APSU Policy 8:002 (previously 1:026) – Rev.: January 12, 2017  
APSU Policy 8:002 – Issued: April 21, 2016

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

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President: signature on file

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