



IUPUI

Compliance Manual

Recruiting

Forms & Policies



The IUPUI Department of Intercollegiate Athletics promotes the ethical and professional recruitment of prospective student-athletes to ensure that IUPUI and the Athletics Department is viewed positively by the surrounding community, state, the Summit League, and the NCAA. It is expected that the coaching staff will recruit student-athletes that meet the institution's standard admissions requirements and are qualified athletically to compete at the Division I level. Furthermore, the IUPUI Principles of Undergraduate Learning define the experience of IUPUI students and play an integral part during the recruitment process.

IUPUI Recruiting Policy

All recruiting activities shall be done in accordance with NCAA and IUPUI policies and procedures. Each staff member involved in the recruitment of prospective student-athletes shall possess a sound working knowledge of all policies and procedures as well as pass the NCAA Coaches Test on an annual basis.

- All campus visits must be approved, in advance using the required departmental forms, under the regulations developed by the IUPUI Athletic Department and University administration.
- All pre-visit communication from members of the IUPUI Athletic Department to prospects and their parents or legal guardians must follow the NCAA recruiting rules.
- Head coaches are responsible for communicating the University's policies for campus visits to prospects and their parents or guardians prior to the start of the visit.
- IUPUI cannot use private or chartered airplanes when transporting prospects; instead prospects must travel on commercial airlines in coach class.
- IUPUI must use standard vehicles to transport prospective student-athletes and those accompanying them on official visits.
- Prospects and their parents or legal guardians must be housed in standard lodging and offered standard meals during official visits.
- IUPUI must provide an educational component of the official visit. A meeting with a school's academic advisor is encouraged. A meeting with the Assistant AD for Compliance and/or the Associate AD for Academics is also encouraged.
- Student hosts must be current student-athletes or students who conduct visits or tours as part of the admissions process. Non-qualifiers in their first year of enrollment are not permitted to serve as student hosts.
- Student hosts are responsible for the welfare and safety of prospects during campus visits.
- Student hosts and prospects must obey the legal curfew set by the City of Indianapolis and/or team rules. Any unstructured time must be spent in a productive manner.
- During the visit, student host may only use the "host money" for approved expenses; receipts must be submitted for all expenses at the conclusion of the visit by the head coach.
- IUPUI is not permitted to use personalized recruiting aids (such as jerseys or scoreboard presentations) or game day simulations during campus visits.
- Student-athletes, prospects, and coaches found to be in violation of NCAA, Summit League and/or institutional rules will be subject any and all disciplinary sanctions. All violations will be submitted to the conference office.

In addition, categories of prohibited recruiting activities, practices, and conduct by any institutional employee, athlete, student, and booster as well as prospective student-athlete include, but are not limited to, the following:

- Excessive meals and transportation
- Use of escorts or exotic dancers
- Use of alcohol
- Visits to adult entertainment facilities or clubs
- Use of drugs or sex as a recruiting device
- Activity that violates criminal law
- Gambling activities
- Activity that violates the IUPUI Code of Conduct

Official Visit Meal Policy

In order to ensure compliance with NCAA recruiting legislation and IUPUI budget restrictions, all official visit meal expenses will be limited to the federal per diem rate set for the city of Indianapolis. Current per diem rates are:

Breakfast: \$7
Lunch: \$11
Dinner: \$23

Meal expenses cannot exceed \$41.00 per day per prospect. Daily meals that cost more than this total will be considered “excessive.”

Camps and Clinics Policy

A student-athlete may be employed in any institutional or non-institutional sports camp or clinic as long as the following requirements are met:

- The student-athlete must perform duties that are of a general supervisory character in addition to any coaching or officiating assignments.
- Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skills of the student-athlete.
- A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic.
- The student-athlete does not participate in practice activities outside the playing season.
- Transportation to and from the camp location is not provided unless it is provided to all employees.
- The student-athlete receives permission from the Compliance Office.

Prospective Student-Athlete Alert Form

[The Alert Form](#) is used to collect a prospective student-athlete's (PSA) contact and educational information. This form contains all the necessary information in order to obtain a PSA's Clearinghouse/Eligibility Center record.

Coaches' Responsibilities:

- Obtain all required information from the PSA
- Complete form in its entirety and submit it to compliance at the start of recruitment
- Alert Compliance of any special circumstances (multiple high school attendance, prep school attendance, learning disability).

Compliance Office Responsibilities:

- Request each PSA's record from the NCAA Eligibility Center

Contact/Evaluation Log

[The Contact/Evaluation Log](#) is used by each coach to record his/her monthly contacts and evaluations of all prospective student-athletes. This form may be produced in Scoutware as well.

Coaches' Responsibilities:

- Keep track of all contacts and evaluations on a monthly basis
- Submit the contact/evaluation logs to the Assistant Athletics Director for Compliance at the *end of each month*.
- Maintain copies of the contact/evaluation logs.

Compliance Office Responsibilities:

- Monitor all coaches recruiting activities.
- Maintain copies of contact/evaluations logs.
- Conduct monthly checks of contact/evaluation logs.

Official Visit Request

The [Official Visit Request Form](#) is to be completed before a prospective student-athlete (PSA) can make an official visit to IUPUI. A complete official visit request includes:

- Official visit request form
- Copies of High School/College transcripts
- Copies of SAT/ACT test scores
- Signed student-host form
- Visit itinerary

Coaches' Responsibilities:

- Request a copy of an official or unofficial transcript and test score (SAT or ACT) from the PSA.
- Ensure the PSA is registered with the NCAA Eligibility Center (Clearinghouse)
- Complete the official visits request, visit itinerary, student-host form, and attach the PSA's academic information.
- Submit request form to the Assistant Athletics Director at least *48 hours* in advance for approval. Visits must be approved by compliance and the Director of Athletics before any travel arrangements can be made.

Compliance Office Responsibilities:

- Approve the official visit request when the appropriate paperwork has been submitted and the PSA is eligible to visit. The Business Manager, Administrative Assistant, and Head Coach will be notified once the visit has been approved.
- Review visit itinerary and provide any necessary feedback to coaches (impermissible activities, etc).
- Place PSA on Clearinghouse IRL.
- Maintain all Official Visit records.

Student-Athlete Host Form

The [Student-Athlete Host Form](#) is used to inform the student-athlete of the NCAA regulations when dealing with a prospective student-athlete.

Coaches' Responsibilities:

- Read through the procedures with the student-host.
- Ensure that the student-host has signed the form prior to the official visit request form being submitted.

Compliance Office Responsibilities:

- Ensure that the selected student-athlete is eligible to serve as a student-host.
- Notify the Business Manager of who the student-host is as well as the amount of host money that should be dispersed.

Student-Athletes' Responsibilities:

- Meet with coach/compliance and review student-host instructions prior to official visit; read and sign student-host form.
- Pick up student-host money from the Business Manager.

Prospect Declaration Form

[The Prospect Declaration Form](#) is completed at the end of the prospective student-athlete's official visit. This declares that the PSA and IUPUI did not violate any NCAA recruiting regulations during the visit.

Coaches' Responsibilities:

- Read through the declaration with the PSA at the end of his/her official visit
- Submit the Prospect Declaration Form to the Assistant Athletics Director for Compliance.

Prospective Student-Athletes' Responsibilities:

- Read and sign the declaration.

Compliance Office Responsibilities:

- Review and file the declaration with the PSA's official visit paperwork.

Official Visit Expense Report

The [Official Visit Expense Report](#) is to be submitted immediately following an official visit. It is used to record all expenses during a visit. A complete Official Visit Report includes:

- Official Visit Expense Report form
- Itemized meals form
- Original receipts for any expenses that need to be reimbursed
- Signed activity chart

Coaches' Responsibilities:

- Complete all required forms and submit them with original receipts attached to the Assistant Athletics Director for Compliance following the PSA's official visit.
- Ensure the activity chart and itemized meal forms have been signed by student-host.

Compliance Responsibilities:

- Review visit expense report and forward any reimbursement requests to the Business Manager.
- File copy of expense report with PSA's Official Visit Request documents.

Business Manager Responsibilities:

- Complete all reimbursement requests.

Unofficial Visit Record

[The Unofficial Visit Record](#) is to be completed when a prospective student-athlete (PSA) makes an unofficial visit to IUPUI

Coaches' Responsibilities:

- Complete the unofficial visit record
- Submit a copy to the Assistant Athletics Director for Compliance

Compliance Office Responsibilities:

- Maintain copies of unofficial visit records in sport file.

Camp and Clinic Checklist

The [Camp and Clinic Checklist](#) is to be provided by the director of any camp regardless of site or ownership in order to ensure that no NCAA rules will be violated. The camp director must also provide a list of all employees and participants at the camp showing the amount paid and if there were any permissible free or reduced admission participants.

Coaches' Responsibilities:

- Complete the camp and clinic checklist and submit to the Assistant Athletics Director for Compliance at least one week prior to the start of the camp and/or clinic.
- Create and submit a list of all camp employees (including student-athletes) to the Assistant Athletic Director for Compliance at least one week prior to the start of the camp and/or clinic.
- Submit a list of all participants to the Assistant Athletics Director for Compliance showing the amount paid and if there were any free or reduced admission participants no later than two weeks after the conclusion of each camp session.

Compliance Office Responsibilities:

- Review all documentation to ensure compliance with NCAA rules and keep record of all documentation.