

**NCAA DIVISION I COACHES OFF CAMPUS RECRUITING GUIDE – SPORTS OTHER THAN FOOTBALL AND BASKETBALL**

**Effective August 1, 2008**

<b>Freshman/Sophomore</b>	<b>Junior</b>	<b>Senior</b>	<b>Two-Year College Prospects</b>	<b>Four-Year College Prospects</b>	<b>Evaluations and Contacts</b>
<b>Recruiting materials -</b> <ul style="list-style-type: none"> <li>• Questionnaires and camp brochures only.</li> </ul> <b>Telephone calls -</b> <ul style="list-style-type: none"> <li>• Women’s Ice Hockey - one call to international prospect during month of July following sophomore year.</li> <li>• Men’s Ice Hockey – recruiting materials following sophomore year. Phone calls once per Month June 15 following sophomore year.</li> </ul>	<b>Recruiting materials -</b> <ul style="list-style-type: none"> <li>• September 1.</li> </ul> <b>Telephone calls -</b> <ul style="list-style-type: none"> <li>• Once per week July 1 following junior year for all but Men’s Ice Hockey.</li> </ul> Men’s Ice Hockey – <ul style="list-style-type: none"> <li>• Once per month through July 31.</li> </ul> <b>Off-campus contact -</b> <ul style="list-style-type: none"> <li>• July 1 following junior year.</li> <li>• Gymnastics – off-campus contact - July 15 following junior year.</li> </ul>	<b>Telephone calls -</b> <ul style="list-style-type: none"> <li>• Once per week.</li> </ul> Men’s Ice Hockey – <ul style="list-style-type: none"> <li>• Once per week beginning August 1.</li> </ul> <b>Off-campus contact -</b> <ul style="list-style-type: none"> <li>• July 1.</li> </ul> <b>Official visit -</b> <ul style="list-style-type: none"> <li>• Opening day of prospect’s classes.</li> </ul>	<b>Telephone calls -</b> <ul style="list-style-type: none"> <li>• Once per week.</li> </ul> <b>Qualifier -</b> <ul style="list-style-type: none"> <li>• Contacts permissible.</li> </ul> <b>Nonqualifier -</b> <ul style="list-style-type: none"> <li>• No contacts until after completion of first year of enrollment at the two-year college.</li> </ul> <b>Official visits -</b> <ul style="list-style-type: none"> <li>• October 15 following prospect’s completion of high school.</li> </ul>	<b>NCAA or NAIA institution -</b> <ul style="list-style-type: none"> <li>• Only after written permission has been granted by the student-athlete’s institution.</li> </ul> <b>Other four-year institution -</b> <ul style="list-style-type: none"> <li>• Written permission not necessary.</li> </ul> <b>Telephone calls -</b> <ul style="list-style-type: none"> <li>• Once per week following permission.</li> </ul> <b>Official visits -</b> <ul style="list-style-type: none"> <li>• October 15 following prospect’s completion of high school.</li> </ul>	<b>Softball -</b> <ul style="list-style-type: none"> <li>• 50 evaluation days between August 1 through July 31.</li> </ul> <b>Women’s volleyball -</b> <ul style="list-style-type: none"> <li>• 80 evaluation days between August 1 through July 31.</li> </ul> <b>Other sports -</b> <ul style="list-style-type: none"> <li>• Seven recruiting opportunities (contacts and evaluations combined) per prospect and not more than three of the seven opportunities may be contacts.</li> <li>• Practice/competition site restrictions (see other side).</li> </ul>

\*Please note that this document should not be used as a substitute for the NCAA manual. Coaches are encouraged to contact the athletics compliance office for additional information.

**DEFINITIONS**

**Contact**

A contact is any face-to-face encounter between a prospect or the prospect’s parents, relatives or legal guardian(s) and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged (e.g., positions himself/herself in a location where contact is possible) or that takes place on the grounds of the prospect’s educational institution or at the site of organized competition or practice involving the prospect or the prospect’s high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of whether any conversation occurs. However, an institutional staff member or athletics representative who is approached by a prospect or the prospect’s parents, relatives or legal guardian(s) at any location shall not use a contact, provided the encounter was not prearranged and the staff member or athletics representative does not engage in any dialogue in excess of a greeting and takes appropriate steps to immediately terminate the encounter.

**Evaluation**

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 (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.

**Evaluation Days**

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.

**Recruited Prospective Student-Athlete**

Actions by staff members or athletics representatives that cause a prospect to become a recruited prospect at that institution are:

- Providing the prospect with an official visit;
- Having an arranged, in-person, off-campus encounter with the prospect or the prospect’s parent(s), relatives or legal guardian(s);
- Initiating or arranging a telephone contact with the prospect, the prospect’s relatives or legal guardian(s) on more than one occasion for the purpose of recruitment; or
- Issuing a National Letter of Intent or the institution’s written offer of athletically related financial aid to the prospect (excluding summer term awards prior to initial full-time enrollment).

**Telephone Calls**

All electronically transmitted human voice exchange (including videoconferencing and videophones) shall be considered telephone calls. All electronically transmitted correspondence (e.g., electronic mail, facsimiles) shall not be considered telephone calls.

**Contacts, Evaluations and Telephone Calls**

**Off-Campus Recruiters**

An institutional staff member is not permitted to recruit off campus until he or she has been certified on an annual basis as to knowledge of applicable recruiting rules.

**Telephone Calls During Conduct of Athletics Contest**

Telephone calls to a prospect [or the prospect’s relatives or legal guardian(s)] may not be made during the conduct of any of the institution’s intercollegiate athletics contests in that sport until the competition has concluded and the team has been dismissed by the coach.

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**DEFINITIONS (cont.)**

**Telephone Calls - Institutional Staff Members -- General Rule**

All telephone calls to prospects (or the prospects' parents, legal guardians or coaches) must be made by the head coach or one or more of the assistant coaches who count toward the numerical limitations in that sport.

**Visits to a Prospect's Educational Institution**

Visits to a prospect's educational institution that will occur during that portion of the day when classes are being conducted for all students must receive the approval of the executive officer (or the executive officer's designated representative) of the prospect's educational institution.

**Counting Contacts and Evaluations**

Evaluations that occur during the academic year count against the permissible number of recruiting opportunities. Outside of the academic year, evaluations do not count against the annual number of recruiting opportunities. Contacts that occur with a prospect count against the permissible number of total recruiting opportunities regardless of the time period (e.g., academic year or outside the academic year). All contacts and evaluations are subject to recruiting calendar restrictions.

**Practice or Competition Site**

Recruiting contact may not be made with a prospect prior to any athletics competition in which the prospect is a participant during the day or days of competition, even if the prospect is on an official or unofficial visit. Contact includes the passing of notes to a prospective by a third party on behalf of an institutional staff member. Contact shall not be made with the prospect as follows:

- a. At any site prior to the contest on the day or days of competition;
- b. From the time the prospect reports on call and becomes involved in competition-related activity to the end of the competition;
- c. After the competition, including competition that requires more than one day of participation (e.g., a tournament), until the prospect is released by the appropriate institutional authority and departs the dressing and meeting facility; and
- d. Coaching staff members may send general correspondence to a prospect while the prospect is participating in an athletics event, provided the general correspondence is sent directly to a prospect (e.g., the front desk of the hotel, the prospective student-athlete's personal fax machine) and there is no additional party (e.g., camp employee, coach) involved in disseminating the correspondence.

**Visit (Without Contact) to Prospective Student-Athlete's Educational Institution**

A visit (without contact) by a coaching staff member to a prospect educational institution counts as an evaluation for all prospects in that sport at that educational institution.

**Evaluations Are Sport Specific**

The limitations on evaluations are sport specific; therefore, a prospect being earnestly recruited by an institution in more than one sport may be evaluated on the permissible number of occasions in each of those sports during the academic year. Evaluations are counted against the sport of the coach making the evaluation.

**Exception: Recruiting Opportunities in Cross Country and Track and Field**

An institution is limited to a total of seven recruiting opportunities (contacts and evaluations combined) during the academic year during which the prospect competes in any or all of the sports of cross country and indoor and outdoor track and field, provided not more than three of the opportunities are contacts.

**Evaluations in Team Sports**

In team sports, an institution shall use an evaluation for each prospect participating in a practice or contest observed by the institution's coach, even if a contact is made during the same day. An institution's coach who is attending an event in which prospects from multiple educational institutions participate in drills (e.g., combine) shall use an evaluation only for each prospective student-athlete participating in the event that the coach observes engaging in the drills.

**Evaluations in Individual Sports**

An institution's coach who is attending a practice or an event in which prospects from multiple institutions participated in drills (e.g., combine) or competition in an individual sport on a specific day shall use an evaluation only for those participants that the coach observes engaging in practice or competition and the evaluation is counted even if a contact is made during the same day.

**Tournament Evaluations**

Evaluation during each day of a tournament held during the academic year shall count as a separate evaluation except as follows:

- a. Evaluation of multiple contests in a tournament that occurs on consecutive days (and normally at the same site) shall count as a single evaluation;
- b. Evaluation of multiple contests in a single tier of a tournament (e.g., sectional, district, regional) shall count as a single observation. If a particular tier of a tournament is subdivided into identifiable segments (e.g., conducted on different weekends), evaluation of contests in each identifiable segment counts as a single observation.

**Other Multi-Day Events**

Evaluations at a multiple-day event (e.g., jamboree, round robin, showcase) constitute separate evaluations for each day of the event unless the event is conducted in a tournament format (i.e., a winner of the event is determined).

**Evaluations/Contact at Prospective Student-Athlete's Educational Institution**

If a coach makes an in-person recruiting contact at a prospect's educational institution, all evaluations (other than observations of practice or competition) made on that calendar day at the prospect's educational institution shall not count among the permissible number of evaluations for any prospect at that institution in the applicable sport.