

# **Boise State University Athletics Department Official Visit Policies**

## **Statement of Purpose and Recruiting Philosophy**

The purpose of the intercollegiate athletic program at Boise State University is twofold:

1. To provide opportunities for a meaningful athletic experience for as many students as possible
2. To develop and maintain a competitive Division I-A athletics program that competes on a regional and national basis and strives for excellence in both men's and women's athletics within the boundaries of integrity and honesty

The athletic program is an integral part of the University and its total educational purpose. The University adheres to the principles of fair play and amateur athletic competition as defined by the NCAA. The University is concerned with the physical welfare of the student-athletes and strives to ensure that every student-athlete has the opportunity to succeed academically and obtain a degree.

The official visit shall serve as a mutual exploration by the prospective student-athlete

and the institutional personnel. The emphasis of the official visit must be to help the student-athlete in making a decision about where to pursue his or her athletic and academic future. Selecting activities for these visits should be to provide information that will assist the prospective student athletes and their families in making the best decision possible. Prospective students-athletes and their families should be afforded the opportunity to fairly and ethically assess their opportunities for academic and athletics success and integration into the collegiate experience.

## **Process for Establishing Official Visit Policies**

1. Compliance office developed official visit policies through recommendations of the Conference Office and the NCAA Division I Board of Directors.
2. Director of Compliance discussed official visit policies at head coaches meeting and encouraged feedback from head coaches and administration.
3. Athletic Director, Faculty Athletic Representative, Associate Athletic Director/SWA and the Director of Compliance reviewed official visit policies.
4. Intercollegiate Athletic Advisory Committee (IAAC) reviewed and approved official visit policies.
5. President of Boise State University reviewed and approved official visit policies.
6. Official visit policies were sent to the Conference Office.
7. Official visit policies and forms were distributed to coaches, printed in the compliance manual and made accessible electronically.

## **Boise State University Official Visit Checklist**

### **Prior to Visit:**

- Complete official visit request form. Submit to compliance office along with unofficial transcript. Test scores are no longer required by the NCAA for an official visit; however, it is strongly recommended to have test scores available prior to the visit for evaluation purposes.
- Compliance completes a Core-Course Evaluation of the prospective student-athlete student-athletes high school transcript
- Note: If you are asking prospective student-athlete student-athletes to fax their transcript, please have them indicate the sport/coach on the fax so that it will come directly to you.**
- If you have a transfer student request, their transcript will need to be evaluated by Registrar (NCAA Athletic Certification Specialist). Please submit transcripts early to allow extra time for evaluation.
- If you need a hotel room, make sure you indicate your hotel preference and the actual dates the room is needed.

**Please do not submit your official visit request until you have all of the information. If the request is not complete, it will be sent back.**

### **Once the visit is approved:**

- Purchase airline ticket.
- Email the Ticket Office the names of your host and prospective student-athletes for any complimentary admission requests.
- Compliance office meets with Student Host (s) to explain rules and sign paperwork.
- Head coach must meet with the prospective student-athlete to sign the pre-visit and post visit host forms.

### **After the Visit:**

#### **Forms that need to be submitted within one week after the visit ends:**

- T-form
- Itinerary
- Student host summary, pre and post visit rules with all signatures.
- Official Visit Summary. If you have more than one recruit and they were at all the same meals, you only need one summary. If there are different meals, then you will need one for each recruit.
- T-card/Check card summary.
- If you used your T-card: copies of all receipts\*.
- If you used the checkbook: original receipts\*.
- Any deposit slips if you put money back in the bank and carbon of all checks that were written.

**\*All receipts must be itemized. If no receipt is available, please ask the vendor to write one up for you.**

If you have any questions about the process, please contact Jenny Bellomy at 6-2811. If you have specific questions about hotel requests and accommodations, please contact Danielle Charters at 6-5185. If you have specific questions about the reconciliation process, please contact Matthew Mayer at 6-2796.

## **Official Visit Guidelines**

### **Head Coach Participation**

The head coach is responsible for meeting with the prospective student-athlete at the beginning of an official visit to review guidelines, including a review of activities prohibited during the visit. At the end of the visit, the head coach must meet with the student host and prospective student-athlete to determine that all the guidelines were followed during the visit. The coach, student host, and prospective student-athlete are responsible for signing the student host form at the beginning of the visit and the official exit summary at the conclusion of the visit.

### **Student Host Expectations**

A student who hosts prospective student-athlete student-athletes during either official or unofficial visits must be either a full-time enrolled student-athlete at Boise State and a designated qualifier by the NCAA Eligibility Center, or a student designated in a manner consistent with the institution's policy for providing campus visits or tours to students in general.

A maximum of \$40 per day of the official visit may be provided to cover all actual costs of entertaining the host, the prospective student-athlete, the prospective student-athlete's parents, legal guardian or spouse, excluding the cost of meals and admission to campus athletic events. Student host money may not be used to purchase apparel or merchandise items for self or the prospective student-athlete. Student host cannot give cash to the prospective student-athlete or anyone accompanying the prospective student-athlete. Student hosts are not allowed to use vehicles provided by any coach, institutional staff member or booster of the athletic program. Prospective student-athlete are not allowed to use the host or coaches' vehicles during their visit.

Student hosts should not allow recruiting conversations to occur on- or off-campus between the prospective student-athlete and a booster of the athletic program. If an unplanned meeting occurs, only an exchange of greeting is permissible.

A prospective student-athlete may engage in recreational workout activities as long as the activities are not organized or observed by members of the athletics department coaching staff, and are not designed to test the athletics ability of the prospective student-athlete.

The student host may receive a complimentary admission (no hard tickets) when accompanying a prospective student-athlete to a campus event.

It is the responsibility of the student host to notify the coach at the conclusion of the official visit as to how and where the money was spent, and to turn in any receipts or remaining cash advance.

Involvement in any type of inappropriate behavior or activities could result in the student host and prospective student-athlete student-athlete's loss of scholarship, eligibility or participation in the athletic program. The coach reviews this information with the student host and prospective student-athlete during the official visit process.

### **Academic Advisors**

The prospective student-athlete will meet with a Boise State University Athletic Academic Advisor while on an official visit to review academic expectations. If time and schedule permits, a prospective student-athlete may attend a class and meet with an academic advisor in their area of interest. All transfer prospective student-athlete student-athletes' academic records must be evaluated by the registrar to determine transferable credits and future eligibility.

### **Initial-Eligibility**

The prospective student-athlete will meet with a member of the Boise State University Compliance Office staff while on an official visit to review initial-eligibility requirements (including conference and NCAA transfer requirements for 2-4, 4-4 and 4-2-4 transfer students).

### **Transportation**

A member institution may pay the prospective student-athlete student-athlete's actual round-trip transportation costs for his or her official visit to campus provided a direct route between the prospective student-athlete student-athlete's home and campus is used. Airfare will not exceed coach class. **FOOTBALL AND BASKETBALL ONLY:** In football and basketball, we may pay the actual round-trip costs for a prospective student-athlete's parents or legal guardians (expenses for up to two people) to accompany the prospective student-athlete on his or her official visit.

The prospective student-athlete (and those accompanying a prospective student-athlete) may be transported around campus during the official visit using institutional vehicles normally used to transport students while visiting the campus. In addition, coaching staff members or student hosts may use personal vehicles to transport a prospective student-athlete (and those accompanying the prospective student-athlete) around campus during an official visit. Prospective student-athletes are not allowed to use the host or coaches' personal vehicles while during their visit.

### **Meals and Lodging**

A prospective student-athlete shall be provided lodging and take meals as regular students do. Local commercial facilities may be used but at a scale comparable to that of normal student life and only within a 30-mile radius of the campus. Meals may only be provided to the prospective student-athlete and their families on an official visit and within a 30-mile radius of the campus.

### **Use of Alcohol/Drugs/Illegal Activity**

Prospective student-athlete student-athletes under the age of 21 are not allowed to be associated with alcohol while on an official visit to Boise State University.

The prospective student-athlete will not engage in any illegal activities (i.e., activity that violates criminal law) while on an official visit including drug use or the association of drug use.

The use of sex, prostitution, strippers or attendance at an adult entertainment club (e.g., a gentlemen's club) or activities associated thereof, is strictly prohibited during an official visit.

### **Gambling/Gaming**

Participation in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling is prohibited during an official visit.

### **Curfew**

At the beginning of an official visit, the head coach will meet with the student host and recruit to determine a curfew for each night of the official visit.

### **Entertainment**

Excessive entertainment of a prospective student-athlete on campus or elsewhere (e.g., hiring a band for a dance specifically for the entertainment of the prospective student-athlete, a chauffeured limousine, a helicopter, etc.) is not permissible. Entertainment provided to the prospective student-athlete should be comparable to that of normal student life and not excessive in nature. Entertainment provided to a prospective student-athlete and his or her family members may occur only at the institution's campus (or, on an official visit, within 30 miles of the institution's campus). Entertainment of friends or other people associated with a prospective student-athlete at any site is prohibited.

### **Use of Personalized Recruiting Aids**

Boise State University is prohibited from arranging miscellaneous, personalized recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations) and any game-day simulations during an official visit. The appropriate personnel, outside the coaching staffs, have also been informed of this regulation. These personnel include team videographers, Taco Bell Arena Production, and the Boise State University Marketing and Promotion Department.

### **Institutional Sanctions**

If violations of the official visit policies occur, Boise State University will self-report violations to the Conference Office as well as the NCAA and will apply appropriate sanctions against the individuals who are involved in the violations.

Boise State University staff members engaging in or condoning violations of the recruiting policy will be held accountable and could be subject to disciplinary actions, up to and including termination.

Institutional personnel will be required to participate in a department hearing process and could face possible sanctions such as a warning, a letter of reprimand, suspension, loss of benefits and privileges associated with the university, or job termination.