“Hodge Podge”
Mondays With Your Manual
November 6, 2017
OVERVIEW

- Official Visits
- Entertainment
- Meals
- Unofficial Visits
- Q&A
OFFICIAL VISITS
GENERAL OV RULES

• **Submission in ARMS** – Official Visit requests should be submitted in ARMS 10 or more days prior to the visit. This ensures that host money and GWorld cards are ready and available 24 hours before the visit begins.

• **Transportation** – If your program is purchasing the PSA’s flight/train ticket, we advise purchasing the ticket through Concur. Ticket prices that exceed $500.00 should be approved by your sport administrator before you purchase.

• **Academic Meeting** – Required for all PSAs coming on an Official Visit; even if they arrive outside of normal business hours. Can be with coach or visit to class.

• **Post OV Forms** – Post Official Visit paperwork should be submitted 48-hours after you receive GWorld Activity Reports.
1. Increased the # of people you can add under the “Accompanied by how many others?” question

2. Added supplemental questions regarding family members attending the visit
3. Increased the # of hosts you can add
1. Added supplemental questions regarding last minute additional family members attending the visit

**TRAVEL ITINERARY**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload completed visit itinerary (do not upload flight itinerary or mileage)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were there any changes to the travel itinerary as included on the Official Visit Request?</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>How many people attended the visit with the PSA?</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Name #1</td>
<td>Jane</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td>Parent</td>
<td></td>
</tr>
<tr>
<td>Was this individual included on the original request?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Name #2</td>
<td>Jack</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td>Sibling</td>
<td></td>
</tr>
<tr>
<td><strong>ENTERTAINMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was this individual included on the original request?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
CHANGES TO POST-OV FORM

- Name #1: Jane
- Relationship: Parent
- Was this individual included on the original request? Yes
- Name #2: Jack
- Relationship: Sibling
- Was this individual included on the original request? No
- Why?
### ENTERTAINMENT

<table>
<thead>
<tr>
<th>How many activities were attended?</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entertainment Activity #1</strong></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Ice Skating</td>
</tr>
<tr>
<td>Date</td>
<td>11/01/2017</td>
</tr>
<tr>
<td><strong>Cost of Entertainment (Per Person)</strong></td>
<td>######</td>
</tr>
</tbody>
</table>

THIS VALUE IS REQUIRED.

**Who attended?**

THIS VALUE IS REQUIRED.
HOSTING ON AN OFFICIAL VISIT

• Hosts should pick up their host envelopes **24-hours** prior to when the visit begins (Friday for visits starting on Sunday or Monday morning).
  - If there are two hosts, both will need to come in and sign the host form.
  - Only one host is allowed at meal with PSA.

• GWorld cards and entertainment money should not be spent at 7/11 or CVS.

• Hosts should never give the PSA or a teammate their host envelope (unless there are two hosts for the visit).

• Hosts need to turn in itemized receipts for both the GWorld card and entertainment money.
ENTERTAINMENT

- Entertainment may be provided on the OV for the PSA and up to four family members
  - Must be within a 30-mile radius of GW
  - Cannot entertain friends of PSA
- Team Entertainment can occur in conjunction with an Official Visit
  - Must receive prior approval from Athletics Compliance Office/Submit form in ARMS
- Cost of entertainment cannot exceed the permissible $40/day ($80 total for 48-hour visit)
  - Permissible to provide student host an additional $20 per day for each additional PSA the host entertains.
  - Cost of entertainment of GW staff who accompany PSA is excluded unless they are the host.
- Indicate Complimentary Admissions on the OV Form
  - Even if you’re not sure if you will be attending the sporting event
MEALS
MEALS

- Meals
  - A PSA and up to 4 family members accompanying the PSA may receive three meals per day in addition to a snack.
    - Need not be included in $40-per-day entertainment expense.
    - Meals must be comparable to those provided SAs during academic year.
    - A luncheon, dinner or brunch at the home of a GW staff member (e.g., AD, coach, faculty member) may occur provided the entertainment is on a scale comparable to that of normal student life, is not excessive in nature and occurs on only one occasion.
OCCASIONAL MEALS

- An occasional meal for the entire team is permissible provided there is a special occasion and you’ve received prior approval from the Athletics Compliance Office (Submit form in ARMS).
- Occasional meals should not occur in conjunction with an Official Visit.
  - If the Official Visit coincidentally is taking place when an occasional meal has been approved, it is okay for the PSA to attend.
- You may feed the entire team in conjunction with entertainment occurring during an Official Visit.
  - E.g., buying pizza at a bowling alley
UNOFFICIAL VISITS
UNOFFICIAL VISITS

- A visit financed entirely by the PSA.
- Host form required to be administered by coach if PSA stays overnight with host or host attends meal.
- PSA Declaration form required to be administered by coach if PSA stays overnight, attends meal OR additional meetings/day extended.
- Visit itinerary required if PSA stays overnight, attends meal OR additional meetings/day extended.
- GW Department policies allow a PSA to stay overnight in the residence halls with their host (1 night ONLY).
- PSA may not receive free meals
  - PSA may pay actual cost of meals (or regular cost of training-table meals) and eat with other PSAs who are on their official visits or with enrolled student-athletes (meals must occur on campus or within 1 mile of campus).
- Hosts or SAs may NOT receive free meals. If they attend a meal with the coaching staff and PSA/PSA’s family members they MUST pay for their meal.
UNOFFICIAL VISITS

- Entertainment
  - PSA may not receive entertainment other than a maximum of 3 complimentary admissions to a home athletics event (may receive 2 additional tickets for nontraditional family members).
    - Tickets must be issued through a pass list.
    - Seats must be in general seating area only.
  - GW may not reserve tickets to be purchased by a PSA (or individuals accompanying the prospect) on an unofficial visit.
    - Tickets must be purchased in same manner as general public.
Q & A