

References to student, student-athlete, prospective student-athlete, and student-host are used throughout this document. The definition of “student” found in the University Policies section of the LMU Student Handbook should be applied for all references stated above. Further, all student-athletes functioning as a student-host must meet all applicable NCAA Eligibility requirements prior to serving in that capacity.

The following policies, procedures and guidelines were developed through a collaborative effort including members of the LMU Athletics administrative staff (Athletics Director, Sr. Associate AD/SWA, and Assoc. AD/Compliance), coaching staff (coaches representing team and individual sports, both genders and revenue/non-revenue producing programs), University administration (University President and Vice President Student Affairs), and University legal counsel.

## **LMU Policy and Responsibilities Regarding Recruiting**

Loyola Marymount University expects its coaches and athletics staff, within the traditions of the Jesuit and Marymount educational philosophy, to recruit athletically talented individuals who have the ability and capability of meeting the academic rigors of the institution and are of sound character. It is the expectation that the recruiting process will be conducted in accordance with the rules and guidelines established by Loyola Marymount University, the various conferences in which the athletics teams compete, and the National Collegiate Athletics Association (NCAA). The University also expects all individuals involved in the recruitment of prospective LMU student-athletes to obey the law and respect the rights of others. In this connection, it should expressly noted that the use of alcohol, drugs, gambling and sex are prohibited at all times in the recruiting process.

It is the responsibility of university and athletic administrators, coaches, student-athletes, representatives of athletics interests, student-hosts and prospective student-athletes to be knowledgeable of and abide by all established rules and guidelines set by Loyola Marymount University, the various conferences in which the athletics teams compete, and the NCAA. All individuals involved in the student-athlete recruiting process will be held accountable for action or behavior that does not meet established rules and standards.

## **Potential Actions for Non-Compliance with Recruiting Policy**

Abuses or actions that are determined to be in violation of rules and guidelines established by Loyola Marymount University, the various conferences in which the athletics teams compete, and the NCAA may result in NCAA Enforcement action as well as serious disciplinary action of various forms including but not limited to dismissal as an employee of the University. Furthermore, abuses by student-athletes, student-hosts, faculty, staff, administrators, prospects, and others with athletics interests will not be tolerated and may result in NCAA Enforcement action as well as discipline including, among other things, disassociation of the offending groups or individuals from the University’s Athletics program.

## **Policies on Investigating Complaints, Alleged Abuses or NCAA Violations Involving Any Person Associated With the Recruitment of a Prospective Student-Athlete**

The University and the Athletics Department encourages any person who believes a recruiting violation may have occurred to file a complaint, forward an allegation of abuse, or provide evidence of potential recruiting violations to any athletics staff member or coach, Faculty Athletics Representative, or the Vice President for Student Affairs. The following policies will be utilized in handling complaints, alleged abuses or violations of established rules:

1. Receipt of and procedures for handling NCAA rules violations are set out in the Coaches Compliance Handbook.
2. Complaints or reports of University rules or Code of Conduct violations will be processed according to established University Policies and procedures regarding the specific allegation. See, LMU student Handbook; LMU Faculty Handbook; and, University Staff Policy Handbook.

## **NCAA / LMU Rules Education Regarding Recruiting**

The recruitment of prospective student-athletes plays a critical role in the success of the athletics program at Loyola Marymount University. Recruiting success requires educating all those involved in the athletic recruiting process about the University's expectations and the rules and regulations concerning student-athlete recruitment.

The commitment of the Athletics Department is to ensure that this education is mandatory, scheduled and regularly ongoing. Therefore, rules education will be conducted on a regularly scheduled basis with the following individuals:

1. Coaches
2. Athletics Administrators and Support Staff
3. Student-Athletes
4. Representatives of Athletics Interests
5. Prospects
6. Select University Staff Involved in Recruitment Process (e.g. Admissions, Financial Aid, Faculty)

Additionally, training seminars are conducted by Human Resources regarding sexual harassment and are required of all Athletics personnel.

Educational methods include but are not limited to:

- Monthly Department Meetings
- Student Host Training with SAAC Representatives and Select Student-Athletes
- Post information on Bulletin Boards in Department
- Post Updated Information on Recruiting in Coaches Compliance Handbook
- Post Information on Athletic Dept. Website (including links to information provided by Human Resources)
- Post Information in Student-Athlete Handbook
- Provide Informational Documents to Prospects Prior to Official Visit
- Develop Acknowledgment Form for Coaches/Administrators – Signed Annually

Forms of education include:

- Procedures for Granting Official Visits
  - Student-Host/Prospect Form
  - Official Visit Request Form
  - Materials Requirements
  - Post-Visit Documentation
- Training Seminars on Sexual Harassment Conducted by Human Resources
- Periodic Review of Applicable NCAA Rules
- Signed Statement – Recruitment Conduct / Adherence to NCAA Rules
- Procedures for Acting as a Student-Host
- Documentation to Prospects
  - Welcome Letter
  - Travel Itinerary

# **ATHLETICS CODE OF CONDUCT**

## **Department and Team Rules**

Coaches are expected to provide structure and leadership for their respective teams which may include rules specific to the team. Student-athletes are expected to adhere to the established team rules, the LMU Student-Athlete Manual, and University policies regarding student behavior and conduct. Sanctions for breach of established rules and/or policies may be imposed by the University and the Athletics Department, which may include suspension from practice or events, additional workouts, community service, release from team, and withdrawal of the student-athletes grant-in-aid.

## **Hazing/Initiation**

All acts of hazing by a student-athlete are prohibited. It is a violation of California state law, Board of Trustees policy and LMU policy for students to engage in any activity that may be described as hazing. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; or which inflicts or intends to cause mental or physical harm or anxieties; or which may demean, degrade or disgrace any person regardless of location, intent or consent of participants. In addition, hazing can be defined as any action or situation which intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation or full admission, or affiliation with any organization operating under the sanction of LMU. The University believes that any activity which promotes a class system with organizations is inappropriate. Subservience in any form is unacceptable. Subsequently, activities which facilitate inappropriate levels of authority over students may be deemed as hazing and will not be allowed.

## **Recruiting**

Prospects, current LMU student-athletes, coaches, administrators, and representatives of athletics interests are responsible and held accountable for conducting recruitment of prospects in accordance with the rules and guidelines of Loyola Marymount University and its athletics program, all conference in which its athletics teams compete, and of the NCAA and the policies and procedures of LMU Athletics. Recruitment is to be conducted with full regard for reasonable and acceptable forms of behavior and within the laws of the State of California, the City and County of Los Angeles, and the policies of LMU. Official and unofficial visits, as permitted by the NCAA, should be a reflection of the normal lifestyle of a college student at LMU and the Mission of the University and Athletics Department.

## **Recruiting – Permissible and Prohibited Activities**

Loyola Marymount University expects its athletics program to attract and recruit athletically talented individuals who have the ability and capability of meeting the athletic and academic rigors of the institution and are of sound character. It is also the expectation that all University employees, students, and student-athletes involved in the recruitment of prospective student-athletes will conduct themselves in a manner consistent with the ideals and traditions of the Jesuit and Marymount educational philosophy. Recruitment activities associated with official visits should be conducted in accordance with all rules and guidelines established by the University, all conference affiliations, and the NCAA. These rules include but are not limited to:

- Provision of only standard meals comparable to meals provided to student-athletes for away-from-home contests not to exceed University per diem limit of \$50 per day per person.
- Standard lodging comparable to team travel hotels not including special accessories and approved by Assoc. AD – Business.
- Commercial airlines and coach class only.
- No private air transportation.
- No consumption or provision of alcohol or illegal drugs.
- No on or off campus organized activity that promotes or provides sexual, illicit, or illegal entertainment.
- Established reasonable and appropriate time to return prospective student-athlete to his/her hotel or dorm room at the end of each day's activities.
- Transportation to and from the campus will not be in excess of actual round-trip transportation costs on a direct route between the prospect's home (or site of my athletics competition or educational institution) and the institution's campus for an official visit.
- Maximum of \$30 cash per day for entertainment purposes during the official visit;
- No provision of souvenirs (e.g. t-shirts or other institutional momentos) purchased by a student host or other individuals entertaining the prospect;
- No purchase or provision of reduced or no cost athletics gear during the prospect's official visit;

- No use of a University, staff member, or athletic's boosters' automobile by the prospect or the student-host during the official visit;
- No in-person contacts with athletics boosters, alumni, or former student-athletes who are not currently enrolled during the official visit either on or off campus;
- Entertainment outside 30 miles of the LMU campus is prohibited during the prospect's official visit;
- No participation by the prospect in recreational or physical workouts that involve any sport for which he/she is being recruited while any member of the coaching staff was present;
- No paid expenses for the return trip home after remaining in the institution's locale after the 48-hour visit expired;
- No hard tickets to any LMU Athletics contest during the prospect's visit;
- No complimentary or reduced-cost admissions from the institution for any NCAA Tournament;
- Reimbursement of travel expenses (automobile mileage, airfare, parking, meals, or lodging) to and from the campus will not be excessive or above standard in nature;
- No reimbursement for or cost-free transportation or travel expenses for friends and relatives of the prospect during the visit;
- No more than five (5) expense paid visits to NCAA members institutions;
- No personalized recruiting aids (e.g. scoreboard presentations or personalized jerseys);
- No provision of seating on team bench or standing on sidelines during any LMU Athletics contest.

## **Recruiting Practices**

Loyola Marymount University is committed to the following recruiting practices:

- Reporting all NCAA rules violations.
- Eliminating all recruiting abuses.
- Prohibiting unofficial gender-specific support organizations from recruitment activities.
- Ensuring that student-hosts did not serve or provide source for alcohol or other illicit substances to prospective student-athletes.
- Implementing strict guidelines and educational programs for student-hosts and prospective student-athletes to prevent sexual harassment and assault issues.
- Promptly investigating all complaints and alleged recruiting abuses.
- Taking immediate and appropriate disciplinary action.
- Ensuring that all prospects taking an official visit to the University receive information that offers an educational component that will assist the individual in making an informed decision about attending LMU. Information may include but is not limited to:
  - ✓ Meeting(s) with academic Deans, academic advisors, and/or athletics academic coordinator
  - ✓ Attending one or more classes
  - ✓ Meeting(s) with admissions counselor(s)
  - ✓ Meeting(s) with professor(s)
  - ✓ Meeting(s) with counselor(s) in the Learning Resource Center
  - ✓ Receiving admissions and academic pamphlets
  - ✓ Receiving an NCAA Guide for the College Bound Student-Athlete
  - ✓ Receiving a copy of the Athletics Department academic expectations
- Compliance with LMU recruitment practices including the submission and approval of required recruitment authorizations and forms.