

## **Official Visit Policy**

### **PROHIBITED ACTIVITIES**

The University of North Carolina at Charlotte and the Charlotte Athletic Department expect the NCAA rules and regulations guiding Official and Unofficial Visits to be followed by each individual associated with Charlotte Athletics. When a coach and/or student-athlete invites a prospective student-athlete on campus either for an Official or Unofficial Visit, UNC Charlotte expects that coach and/or student-athlete to both ensure the safety of the prospect and act in an ethical manner.

The University of North Carolina at Charlotte does not condone and will not tolerate misconduct during official visits by athletic administration, coaches, student-athletes, prospective student-athletes, and/or representatives of Charlotte's athletics interest. The following is a list of activities and practices that are prohibited during official visits (and unofficial visits):

- Excessive Meals and Transportation
- The consumption of Alcohol (Official Visits are Alcohol-free)
- Use of Escorts or Exotic Dancers
- Trips to bars where the student-athlete and/or prospective student-athlete do not meet the age requirement
- Gentlemen and Adult Entertainment Facilities

### **PENALTIES**

If any member of the Charlotte Athletic Staff, coaches, student-athletes, representatives of Charlotte's athletics interest, and/or prospective student-athletes engage in any of the above prohibited activities, the Director of Athletics has the discretion to implement any or all of the following penalties:

- Student-Athlete required to reimburse the Charlotte Athletic Department the Student Host money prior to their next scheduled contest
- Student-athlete prohibited from being student-host for the remainder of the academic year
- Student-athlete suspended from a number of competitions specified by the Director of Athletics
- Community Service hours mandated
- Athletic Staff member will receive a Letter of Reprimand
- Coach not permitted to continue recruiting the prospective student-athlete who was involved in the prohibited activities during his/her Official or Unofficial Visit.
- Athletic Staff member subject to suspension or termination of employment
- Teams subject to a reduction of athletic scholarships

## **HEAD COACHES RESPONSIBILITY**

Prior to a prospective student-athlete coming on an Official Visit, it is the responsibility of the head coach to ensure that all academic documentation has been submitted to the Athletic Academic Center for review. Once the Athletic Academic Center has verified that all academic documentation has been received, the coach will submit an Official Visit Request to the Assistant Athletic Director for Compliance. The Assistant Athletic Director for Compliance will verify that all academic documents have been received, and will sign the Official Visit Request and forward it to the Senior Associate Athletic Director for Business for processing. Once the Official Visit Request is signed, the coach may extend an invitation to the prospective student-athlete to visit the UNC Charlotte campus at the expense of the Charlotte Athletic Department.

Prior to the Official Visit, it is the responsibility of the head coach to have the student-athlete host sign the Student Host Receipt Form, which outlines the above restrictions and penalties. In addition, the head coach is responsible for ensuring that the official visit policy has been reviewed with the student-athlete host, and that the student-athlete understands the restrictions and penalties associated with an official visit.

Prior to the Official Visit, the head coach is responsible for ensuring that the official visit policy has been reviewed with the prospective student-athlete, and that the prospective student-athlete understands the restrictions and penalties associated with an official visit. To ensure that a review of the Official Visit Policy has taken place, the Assistant Athletic Director for Compliance will send an email or letter to the prospective student-athlete detailing the prohibited activities associated with official visits.

Subsequent to the official visit, the head coach has the option of asking the prospective student-athlete to complete a Prospective Student-Athlete Post-Visit Form, which will verify that, to the best of the prospect's knowledge, all NCAA, conference, and institutional rules were followed during the Official Visit.

Subsequent to the official visit, it is the responsibility of the head coach to have the student-athlete host complete the Student-Athlete Host Expense Report, which will specify how the student host money was spent. In addition, the assigned student-athlete host will verify that, to the best of his/her knowledge, all NCAA, conference, and institutional rules were followed during the Official Visit.

Once the Student-Athlete Host Form, the Prospective Student-Athlete Post-Visit Form (Optional), and the Student-Athlete Host Expense Report have been completed, the head coach will submit the Official Visit Voucher (including the above named forms) to the Assistant Athletic Director for Compliance. Once the Assistant Athletic Director has verified that these forms have been completed, the Official Visit Voucher will be sent to the Senior Associate Athletic Director for Business.

## **STUDENT-ATHLETE HOST RESPONSIBILITIES**

It is the responsibility of the coaches to ensure that Official and Unofficial Visits are not abused. However, if misconduct is found to have occurred on a visit, the student-host will also take responsibility and may be subject to the above penalties.

Student-Athletes will sign an Official Visit Policy at the start of the Academic Year, which will outline the above restrictions and penalties. If a student-athlete does not sign the form, he/she will not be permitted to act as a student host during official visits. The signed Official Visit Policy will be kept on file in the Compliance Office.

Prior to an Official Visit, the assigned student host will sign the student-athlete Host Receipt Form, which will outline the above restrictions and penalties. Student-Athletes will verify that they received money to host a prospective student-athlete by signing this form. The form must be filed in the Compliance Office prior to the Official Visit.

Subsequent to the Official Visit, the assigned student-athlete host will sign the Student-Athlete Host Expense Report, which will specify how the student host money was spent. In addition, the assigned student-athlete host will verify that, to the best of his/her knowledge, all NCAA, conference, and institutional rules were followed during the Official Visit.

## **ATHLETIC ACADEMIC CENTER**

The Athletic Academic Center (AAC) serves as a liaison between the Athletic Department and the Admissions Office. Early in the recruitment process the coaches send the academic records of the prospect they are interested in recruiting to the AAC. The Director or Advisor screens the records for 1.) Admissibility to UNC Charlotte and 2.) Eligibility as deemed by the NCAA. An Initial Eligibility Screening worksheet for each prospect is posted on the AAC Information J drive under the appropriate team file. An Admission's Information list is also maintained for each team noting the date of received for all materials – application, fee, all transcripts and test scores. Any additional information needed for international admissions is also logged on this form. The AAC tries to evaluate and log in all prospects within 48 hours of receipt.

The AAC staff and Compliance staff have access to all files. The coaches only have access to their individual team information files. The Compliance Director checks the files for the appropriate records when a request for an official visit is made. If the Compliance Director can not find a record of a prospect's files on the J drive he calls to see if the AAC staff have the record and have not processed it into the system yet. If the AAC has the appropriate records the Compliance Director approves the visit.

The coach notifies the AAC that a prospect is coming in for an official visit. An appointment is made for the prospect to meet with the appropriate Athletic Academic Advisor. If the prospect wants to meet with a faculty member or attend a class, the Athletic Academic Advisor assists in making these arrangements. The coach sends out an itinerary for everyone involved in the official visit.

The content covered during the official visit by the Athletic Academic Advisor varies depending on the particular needs of the prospect. But the general purpose and resources of the AAC is always presented as well as a general overview of the University's academic accomplishments and expectations.

### **OFFICIAL VISIT POLICY APPROVAL**

The Official Visit Policy was developed by the Faculty Athletic Representative, the Director of Athletics, the Senior Associate Athletic Director for Business, the Senior Associate Athletic Director for Internal Affairs/SWA, and the Assistant Athletic Director for Compliance. Prior to the Official Visit Policy being submitted to the Chancellor for final approval, it was reviewed by the Student-Athlete Advisory Committee. The Official Visit Policy was submitted to the Chancellor on \_\_\_\_\_, and was approved on \_\_\_\_\_.

\_\_\_\_\_  
Chancellor's Signature

\_\_\_\_\_  
Date