



University of Richmond Department of Athletics Compliance Newsletter: SEPTEMBER 2009

Topics Covered:

- ✓ Recruiting calendar highlights
- ✓ Official visits (definition, procedures, reminders, Ed column w/ case studies)
- ✓ Playing & practice season reminders



RECRUITING CALENDARS:

Men's Basketball

Sept. 1 – Sept. 8 ~ Quiet Period
*Sept. 9 – Oct. 5 ~ Contact Period
*No evals at sites other than the prospect's educational institution

Women's Basketball

Sept. 1 – Sept. 15 ~ Quiet Period
Sept. 16 – Oct. 6 ~ Contact Period

Baseball

Sept. 1- Sept. 10 ~ Quiet Period
Sept. 11- Sept. 30 ~ Contact Period

Cross Country/ Track & Field

Sept. 1 – Sept. 30 ~ Contact Period

Football

Sept. 1 – Sept. 30 ~ Quiet Period
(42 possible evaluation days during the months of Sept, Oct & Nov)

Women's Lacrosse

Sept. 1 – Sept. 30 ~ Contact Period

All Other Sports

Sept. 1 – Sept. 30 ~ Contact Period

OFFICIAL VISITS

By definition, an official visit is financed in whole or in part by an institution. Prospect's may take a maximum of five expense paid official visits, with no more than one permitted to any single institution. The restriction applies regardless of the number of sports in which the prospect is involved and only for expense paid visits to Division I and II institutions. The duration of an official visit shall not exceed 48 hours.

The first opportunity that a prospect may take an official visit is after they start classes for their senior year in high school. Following the completion of high school, a prospect may take another five official visits beginning October 15 following completion of high school (post-high school visits).

It is permissible for a four-year college prospect to be provided with an official visit provided the appropriate documentation has been secured (permission to contact per 13.1.1.3).

The following are reminders for official visits occurring during the 2009-10 academic year:

- ✓ The updated official visit [procedure](#) and [checklist](#) are posted on the compliance website ...
- ✓ Use the new [Official Visit Request form](#) and submit to the compliance office no later than **3 working days** prior to the visit ...
 - Prospects must be registered with the NCAA Eligibility Center in order to make an official visit.
 - Eligibility Center ID no. is needed for the request in place of a prospect's social security number
 - Document who is accompanying the prospect during the visit, especially if it is someone other than a parent, or legal guardian (Aunt, older sibling, etc.)
 - Separate requests for complimentary admissions and meal vouchers are no longer required ...
 - Ensure hosts ([student host form](#)) and prospects ([prospect declaration](#)) read and sign the appropriate documentation (coaches must download the forms from the website)
- ✓ An itinerary must be submitted with the official visit request
 - If details of the visit change, please email those changes to the compliance office, or submit an updated itinerary
- ✓ Canceled visits are documented by the A-10 and CAA, so please let us know anytime a prospect cancels their official visit
- ✓ After the visit, submit the University travel and expense reimbursement, along with the student host form and prospect declaration to your immediate supervisor, who will then forward it to the compliance office. The compliance office, after reviewing the expenses, will submit the expenses to the Athletic Business Office.

Official Visits cont.

Official Visit Reminders:

- ✓ Meals and entertainment
 - We can only provide meals to the prospect, their parents/legal guardians, spouse or children
 - If anyone else is present, they must pay for their meals
 - Only one student host (per prospect) may receive the benefit of meals during the window of an official visit
 - The \$30/day entertainment money must cover all actual costs of entertaining the host, prospect and their parents/legal guardians; the cash may not be provided to the prospect
 - Entertainment must take place within a 30 mile radius of campus
- ✓ There cannot be any contact between the prospect (and anyone accompanying the prospect) and representatives of our interests (boosters, alumni, etc.) at any point during the visit

Interpretations and clarifications of unique situations related to official visits:

- ✓ Multiple hosts can be used for the duration of the visit, but keep in mind:
 - The \$30/day for entertainment may be used to cover the actual and necessary expenses incurred by the prospect and all hosts:
 - *It would be permissible for an entire team to take part in entertainment (mini-golf, movie, etc.) with a prospect on an official visit, with some student-athletes having their entertainment expenses paid for with the entertainment money and some paying with their own money. If a student-athlete has his/her entertainment expenses covered by the entertainment money, that student-athlete becomes a host – we would list them on the O.V. request and require them to sign the student host form.*
 - Only one of the hosts can receive the benefit of a meal when a restaurant is used
- ✓ Entertaining parents/guardians
 - The \$30/day is meant to cover the entertainment costs for the student host, the prospect **and** the prospect's parents, legal guardians or spouse.
 - This excludes the cost of meals, admission to athletic events, and the cost of entertainment of the athletics department staff accompanying the group.
 - This must be taken into account when entertaining the parents/guardians separate from the prospect and their student host
- ✓ Transportation can be provided ...
 - By any member of the athletics department from the nearest airport, bus or train station to the prospect and their parents, legal guardians or relatives
 - To view a practice or competition site, or to attend a home athletics contest at any local facility by an institutional staff member
- ✓ Visiting two or more institutions on the same trip
 - This is permissible provided there are no duplication of expenses, only actual and necessary expenses are provided, and each campus observes the 48-hour limit

The educational column that follows addresses the nuances of meals and lodging while in transit to an official visit. The details of certain actions or activities determine the permissibility of covering the expense, or could trigger the start of a visit. The case studies that follow lay out specific situations, which should provide helpful guidance.

As always, when questions or complications arise, please let us know as soon as possible.

NCAA Educational Column:

Meals and Lodging while in Transit to Official Visit (I)

Date Published: May 5, 2009

In accordance with NCAA Division I Bylaws 13.6.4, 13.6.6, 13.6.7.1.1, 13.6.7.7, 13.6.8, and 13.6.9, institutions should note the following in regard to an institution providing meals and lodging to a prospective student while in transit to an official visit:

- a) A prospective student-athlete may receive lodging in the locale of the institution without beginning the 48-hour official visit period in instances in which he or she arrives in the locale too late to begin the official visit that day. Such expenses may not be provided for any other individual who is accompanying the prospective student-athlete on the official visit (e.g., parents, spouse) prior to the start of the 48-hour official visit period, including the cost of additional occupants in the same room.
- b) A prospective student-athlete may receive a meal at or in the vicinity of his or her place of lodging without beginning the 48-hour official visit period in instances in which he or she arrives in the locale of the institution too late to begin the official visit that day, provided no athletics department staff members or student-athletes are present during the meal. Such expenses may not be provided for any other individual who is accompanying the prospective student-athlete on the official visit (e.g., parents, spouse, children) prior to the start of the 48-hour official visit period.
- c) A prospective student-athlete may receive a drive-thru or "to-go" meal while in transit with an athletics department staff member from the major airport or bus or train station nearest the institution without beginning the 48-hour official visit period. Such expenses may not be provided for any other individual who is accompanying the prospective student-athlete on the official visit (e.g., parents, spouse, children) prior to the start of the 48-hour official visit period.
- d) A prospective student-athlete may receive a "sit-down" meal at the major airport or bus or train station nearest the institution while accompanied by an athletics department staff member at the time of his or her arrival for an official visit or a "sit-down" or "drive-in" meal enroute to the institution's campus with an athletics department staff member, even if such a meal occurs outside a 30-mile radius of the institution's campus; however, such a meal begins the 48-hour official visit period. Under these circumstances, the prospective student-athlete's parents (or legal guardians), spouse and/or children may also receive such a meal.

The following case studies are designed to assist member institutions in applying the legislation.

Case Study No. 1

Mary, a prospect, and her parents will arrive in the locale of University College at 9 p.m. on the night before the start of her official visit. University College has arranged a hotel room for Mary and a separate room for her parents.

Question: Is it permissible for University College to provide expenses for the hotel rooms to Mary and her parents?

Answer: *No, it is only permissible for Mary to receive the lodging. Her parents must pay the expenses for their own room since the 48-hour period has not yet started. If expenses are provided to Mary's parents, the 48-hour period begins.*

Question: Is it permissible for Mary's parents to stay in her hotel room?

Answer: *Yes; however, Mary's parents would have to pay any additional costs as expenses may only be provided for the prospective student-athlete.*

Case Study No. 2

Bill, a prospective student-athlete, arrived at 8 p.m. the night before his official visit. A coach at University College picked up Bill at the nearest major airport. As they were walking through the airport to collect Bill's luggage, Coach bought a "to-go" meal for Bill to take with him on the drive to the hotel.

Question: Does the receipt of this meal begin the 48 hour official visit period?

Answer: No, the 48 hour period does not begin with Bill's receipt of the to-go meal as this meal is considered to be received while in transit.

Question: If Bill's father accompanied him, is it permissible for the coach to also purchase a "to-go" meal for Bill's father?

Answer: Yes, but the provision of a "to-go" meal to Bill's father would start the 48-hour official visit period. Therefore, the coach should not purchase a "to-go" meal for Bill's father if they do not want the 48-hour period to start.

Case Study No. 3

Sean, a prospective student-athlete, arrived for his official visit at 11 a.m. at the nearest major airport. A coach at University College picked up Sean at the airport. Sean and the coach stopped to eat lunch at a "sit-down" restaurant in the airport since it is an hour drive back to campus.

Question: Does the provision of a meal begin the 48-hour official visit period?

Answer: Yes, 48-hour official visit period begins when the coach and prospect stop to eat the "sit-down" meal at the airport.

Question: If Sean's father accompanied him, could the coach also provide a meal to Sean's father?

Answer: Yes, the coach may provide a meal to Sean's father because the official visit already began with the provision of a meal to Sean.

Case Study No. 4

Katie, a prospective student-athlete, arrived at 10 p.m. the night before her official visit. A coach at University College picked up Katie at the airport and took her to the hotel. The coach informed Katie that she could order a meal from room service after the coach left if she was hungry.

Question: Does receipt of a room service meal begin the 48-hour official visit period?

Answer: No, the 48-hour period does not begin when Katie receives the room service meal, provided the coach is not present during the meal as this meal is considered to be received while in transit.

Question: If Katie's mother accompanied Katie on the visit, would it also be permissible for the institution to provide a room service meal to her?

Answer: Yes, but the receipt of a room service meal by Katie's mother would start the 48-hour official visit period. Therefore, the institution should not provide a room service meal to Katie's mother if they do not want the 48-hour period to start.

PLAYING AND PRACTICE SEASONS

[**\(Link to more information related to countable athletically related activities\)**](#)

The basics:

	<u>In Season</u>	<u>Out of Season (during the academic year)</u>
Limit per day	4 hours	4 hours
Limit per week	20 hours	8 hours
Required days off	1 day	2 days
Special Notes:	Competition: Counts for 3 hours; no countable athletically related activity can occur after competition; regardless of participation in the competition	Skill Instruction (<i>up to 2 hours/week</i>): <ul style="list-style-type: none"> • Prior to September 15, and after April 15 limit is four student-athletes at any one time in any facility
	Daily and weekly hour limitations do not apply during preseason practice (prior to first day of classes, or first scheduled contest, whichever is earlier), or during official vacation periods	All athletically related activities are prohibited one week prior to the beginning of the institution's final exam period through the conclusion of each student-athlete's final exams (Monday, November 30) ...

Below is a partial list of common activities that count and those that do not count against daily and weekly time limits:

Countable* Athletically Related Activities	Non-countable Athletically Related Activities
Practices (not more than four hours per day).	Compliance meetings.
Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meetings).	Meetings with a coach initiated by the student-athlete (as long as no countable activities occur).
Competition (& associated activities, regardless of length, count as 3 hours). <i>[Note: No countable athletically related activities may occur after the competition.]</i>	Drug/alcohol educational meetings or CHAMPS/Life Skills meetings.
Field, floor or on-court activity.	Study hall, tutoring or academic meetings.
Setting up offensive and defensive alignment.	Student-athlete advisory committee/Captain's Council meetings.
On-court or on-field activities called by any member of the team and confined primarily to members of that team.	Voluntary weight training not conducted by a coach or staff member.
Required weight-training and conditioning activities.	Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).
Required participation in camps/clinics.	Traveling to and from the site of competition (as long as no countable activities occur).
Visiting the competition site in the sports of cross country, golf and skiing.	Training room activities (e.g., treatment, taping), rehabilitation activities and medical examinations.
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.	Recruiting activities (e.g., student host).
Discussion or review of game films.	Training table meals.
Participation in a physical activity class for student-athletes only and taught by a member of the athletics staff (coach)	Attending banquets (awards or postseason banquets) OR fundraising activities or public relations/promotional activities and community service projects.

Outside the playing season (during the academic year), student-athletes are limited to not more than eight (8) hours per week of certain countable athletically related activities ... see below:

Permissible Countable Athletically Related Activities (Out-of-Season Period)	Nonpermissible Activities During the Out-of-Season Period
Required weight training and conditioning activities supervised by an athletics department staff member.	Conditioning drills may not simulate offensive or defensive alignments.
In sports other than baseball and football , participation in up to two hours per week of skill instruction with no limit on the number of student-athletes who may participate at any one time between September 15 through April 15. Prior to September 15 and after April 15, participation in up to two hours per week of skill instruction is permitted, provided not more than four student-athletes are involved at any one time in any facility.	No equipment related to the sport may be used during conditioning activities. <ul style="list-style-type: none"> Exception: In the sport of swimming and diving, a student-athlete may be involved in in-pool conditioning with swim-specific equipment (e.g., starting blocks, kickboards, pull buoys).
In baseball , from September 15 to one week prior to exams in the fall term and from January 15 through April 15, skill instruction may include more than four student-athletes. Prior to September 15, from the opening day of classes of the institutions second academic term (for institution's starting prior to January 15) and after April 15, skill instruction is limited to four student-athletes at any one time in any facility.	
In football , participation in up to two hours per week of watching and reviewing films.	No participation in any other countable athletically related activity that may have been permissible during the in-season period.
Any voluntary athletically related activity in which the student-athlete chooses to participate (does not count in the eight hours) (e.g., initiated by student-athlete, no attendance taken, no coach present).	All athletically related activities are prohibited one week prior to the beginning of the institution's final exam period through the conclusion of each student-athlete's final exams.
Participation in a physical fitness class conducted by a member of the athletics department staff.	No required participation in any countable athletically related activities during any institutional vacation period outside the declared playing and practice season.