San José State University
Athletic Department
COMPLIANCE OFFICE

General Rules Governing Recruiting Contacts, Evals, Calls and Correspondence

October 15 & 17, 2013
1. A coach speaks with a prospect for 5 minutes after the prospect has been dismissed following a contest. This interaction would be considered an evaluation.

- False

- Pursuant to Bylaw 13.02.4, a **contact** is any face-to-face encounter between a prospect or the prospect's parents, relatives or legal guardians and an institutional staff member or booster during which any dialogue occurs in excess of an exchange of a greeting.
2. A coach speaks to HS coach following HS game regarding a prospect’s athletics ability. There is no interaction with the prospect. The interaction between the coach and HS coach would be considered an evaluation.

• True

• Per Bylaw 13.02.7, an **evaluation** is any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect’s school (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.
3. It is permissible to meet with a HS counselor at the HS during a Quiet Period.

- False
- Per Bylaw 13.02.5.4, a quiet period is a period of time when it is permissible to make in-person recruiting contacts only on the institution's campus. No in-person, off-campus recruiting contacts or evaluations may be made during the quiet period.
4. A prospect may receive complimentary tickets during a Dead Period.

• False

• Per Bylaw 13.02.5.5, a **dead period** is a period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the institution's campus or to permit official or unofficial visits by prospects to campus.

• The provision of complimentary admissions to a prospect during a dead period is prohibited, except as provided in Bylaw 13.7.2.5 (visit unrelated to recruitment) for a prospect who visits an institution as part of a group.
5. A booster can lose their status if they haven’t made a contribution to SJSU in the last ten years.

- False

- Pursuant to Bylaw 13.02.14.1, once an individual, independent agency, corporate entity or other organization is identified as a representative of an institution’s athletics interests, the person, independent agency, corporate entity or other organization retains that identity indefinitely.
6. A call via Skype must be counted as a telephone call.

- True
- Per Bylaw 13.02.15, all electronically transmitted human voice exchange (including videoconferencing and videophones) shall be considered telephone calls.
7. If a telephone call limitation has been reached, it is permissible to call the prospect to leave a voice message.

• False

• Per Bylaw 13.1.3.1.7, once an institution reaches the applicable limit on telephone calls to a prospect (or the prospect's relatives or legal guardians) for a particular time period (e.g., one per month, one per week, two per week), the institution may not initiate an additional telephone call during the same time period, even if no direct conversation occurs during the additional call (e.g., voicemail message).
8. A prospect may call a coach at any time.

• True

• Pursuant to Bylaw 13.1.3.2.2, institutional staff members may receive telephone calls placed by a prospect at the prospect’s own expense at any time, including before July 1 following the prospect’s junior year in high school.
9. During half time of a coach’s SJSU competition, it is permissible for the coach to call a prospect.

- False
- Per Bylaw 13.1.3.2.1, telephone calls to a prospect (or the prospect’s relatives or legal guardians) may not be made during the conduct of any of the institution's intercollegiate athletics contests in that sport from the time the institution's team reports on call at the competition site at the direction of the coach until the competition has concluded and the team has been dismissed by the coach.
10. If a prospect’s registration for an institutional camp is incomplete, it is permissible to call the prospect regarding his/her camp registration at any time.

• True

• Pursuant to Bylaw 13.1.3.7, telephone calls to an individual (or his or her parents, legal guardians, relatives or coach) that relate solely to institutional camp or clinic logistical issues (e.g., missing registration information) are not subject to the restrictions on telephone calls, provided no recruiting conversation or solicitation of particular individuals to attend a camp or clinic occurs during such calls.
11. If an evaluation and a contact occur on the same day it will be counted as a contact and an evaluation.

• False

• Per Bylaw 13.1.5.5, evaluations that occur during the academic year count against the permissible number of recruiting opportunities, except for evaluations that occur on the same day as a permissible contact, in which case, only a contact is used.
12. If a coach contacts a prospect at school and then again at the prospect’s home two hours later, this will count as only one contact for the day.

- True
- Per Bylaw 13.1.5.6, any number of contacts made during the same day (defined as 12:01 a.m. to midnight) shall count as one contact.
13. It is permissible to use a prospect’s parent to relay information to a prospect participating in competition.

• False

• Per Bylaw 13.1.6.2, recruiting contact may not be made with a prospect prior to any athletics competition in which the prospect is a participant during the day or days of competition. Contact includes the passing of notes or verbally relaying information to a prospect by a third party on behalf of an institutional staff member and telephone calls.

• Contact at a practice or competition site is governed by the following:
a) Contact shall not be made with the prospect at any site prior to the contest on the day or days of competition;

b) Contact shall not be made with the prospect from the time he/she reports on call (at the direction of his or her coach or comparable authority) and becomes involved in competition-related activity (e.g., traveling to an away-from-home game) to the end of the competition;

c) Contact shall not be made after the competition until the prospect is released by the appropriate authority and departs the dressing and meeting facility;
d) Contact shall not be made with the prospect involved in competition that requires participation on consecutive days (e.g., a tournament) until after his/her final contest is completed and he/she is released by the appropriate authority and leaves the dressing and meeting facility;

e) Contact with a prospect who is on an extended road trip (e.g., traveling with a team from one contest or event to another), is permitted at the conclusion of a competition and prior to the commencement of travel to the next competition, provided he/she has been released by the appropriate authority and departs the dressing and meeting facility; and
f) Coaching staff members may not send electronic correspondence to a prospect while he/she is on call for competition at the competition site (e.g., arena, stadium). Coaching staff members may send general correspondence (including electronic correspondence) to a prospect while he/she is on call and not at the competition site or while the prospect is at any location once he/she has been released by the appropriate authority, provided the general correspondence is sent directly to a prospect (e.g., the front desk of the hotel, the prospect’s personal fax machine) and there is no additional party (e.g., camp employee, coach) involved in disseminating the correspondence.
14. It is not permissible to deliver an NLI to a prospect off-campus.

- True
- Pursuant to Bylaw 13.1.5.7.1, in-person, off-campus delivery of an NLI by an institutional staff member is prohibited. The NLI may be delivered by express mail, courier service, regular mail, electronic mail or facsimile machine.
- It is permissible to provide a prospect with an NLI on campus (coach’s office, Order of Sparta Room).
15. If a coach visits an educational institution, all prospects at the institution will be charged with an evaluation.

• True

• Per Bylaw 13.1.7.1, a visit (without contact) by a coaching staff member to a prospect's school counts as an evaluation for all prospects in that sport at that school.
16. If an institution is participating in an open event against prospects, the day must count as an evaluation.

- False

- Pursuant to Bylaw 13.1.7.16, an institution does not use an evaluation if the institution's team competes in an open event (e.g., track and field meet) in which prospects also compete.
17. In sports other than volleyball, a coach who is involved with a local sports club must count all evaluations while acting in that capacity.

- False

- Per Bylaw 13.1.7.20, a coaching staff member is not required to count evaluations for any observations of prospects that occur while he or she is participating in permissible activities and acting on behalf of a local sports club (e.g., coaching or instructional activities, scouting future opponents).
18. It is permissible to send general correspondence to a prospect on or after November 1 of the prospect’s junior year.

- True

- Per Bylaw 13.4.1, in sports other than men's basketball at SJSU, an institution shall not provide recruiting materials, including general correspondence related to athletics, to an individual (or his/her parents or legal guardians) until September 1 at the beginning of his/her junior year in high school.

- In men's basketball, an institution shall not provide recruiting materials, including general correspondence related to athletics, to an individual (or his or her parents or legal guardians) until June 15 at the conclusion of his sophomore year in high school.
19. When sending general correspondence, a coach may write in red ink on a sheet of paper that is not the letterhead.

- False

20. Multiple sheets of letterhead may be sent in a single envelope to a prospect.

- False
General Correspondence. General correspondence may be sent only by mail, subject to the following provisions:

1) The correspondence shall include a single sheet of institutional letterhead, which shall not exceed 8 1/2 by 11 inches in size;

2) There are no restrictions on the design or content of one side of the single sheet of institutional letterhead. The opposite side shall be blank, except for text (typed or handwritten) used to communicate a message to the recipient and any other handwritten information;
Bylaw 13.4.1.1(a), cont’d…

3) Additional pages of the correspondence shall be limited to plain white paper (not to exceed 8 1/2 by 11 inches in size) and **black ink**. The additional pages shall be blank, except for text (typed or handwritten) used to communicate a message to the recipient and any other handwritten information;

4) Attachments to general correspondence may only include materials printed on plain white paper (not to exceed 8 1/2 by 11 inches in size) with **black ink** that are not created for recruiting purposes, except for other permissible printed materials (e.g., camp brochures, questionnaires);
5) An envelope used to send the correspondence may only include the institution's name and logo or an athletics logo (in addition to the postage, return address and addressee information) on the outside, must be blank on the inside when produced and may not exceed 9 by 12 inches; and

6) All institutional staff members (e.g., faculty members, athletics department staff members and administrators) may prepare general correspondence.
21. It is permissible to provide a prospect on an unofficial visit with a game program during the visit.

- True

- Pursuant to Bylaw 13.4.1.1, game programs (which may not include posters) may be provided to a prospect ONLY during official and unofficial recruiting visits and may NOT be mailed.
22. It is permissible to include a logo on the inside fold of an institutional note card sent to prospects.

- False

- Per Bylaw 13.4.1.1, institutional note cards may not exceed 8 1/2 by 11 inches when opened in full. In addition, such cards may only contain the institution's name and logo or an athletics logo on the outside, must be blank on the inside (one side of the card when opened in full) when produced and may include only handwritten information (e.g., words, illustrations) on the inside when provided to the recipients.
23. It is permissible to send a prospect a media guide on a flash drive or DVD.

- False
- Per Bylaw 13.4.1.1.2, an institution may produce a printed media guide; however, an institution shall not provide a printed media guide to a prospect, his/her parents or legal guardians, the prospect’s school or any individual involved in the coaching of a prospect. An institution may not create a printed portfolio of information to be used in the recruiting process. **An institution may only provide a media guide to a prospect via an electronic mail attachment or hyperlink.**
24. It is permissible to include a color attachment in an email.

• True

• Per Bylaw 13.4.1.2, color attachments may be included with electronic mail correspondence, provided the attachment only includes information that is not created for recruiting purposes, except for items that are specifically permitted as printed recruiting materials (e.g., questionnaires), a media guide and video and audio materials.
25. An entity outside of the institution may create a computer-generated recruiting presentation.

- False
- Pursuant to Bylaw 13.4.1.5.3, an institution may produce a computer-generated recruiting presentation (e.g., using presentation software) to show to, play for or provide to a prospect, subject to the following provisions:
  
  (a) The presentation may be posted to the institution's website;
  (b) The presentation may include general informational video/audio material that relates to an institution or its athletics programs and is not created for recruiting purposes;
  (c) The presentation may not be personalized to include a prospect's name, picture or likeness; and
  (d) The presentation may not be created by an entity outside the institution.
Recruiting Calendars & Guides

• Nick sent NCAA sport-specific recruiting calendars and guides to coaches via email on August 5...If you did not get that email, or need us to send it again, let us know.

• Compliance website is being updated, and will have a “Coaches” section that will have links to the calendars and guides...
16.7 Entertainment in Conjunction with Practice or Competition. An institution, conference or the NCAA may provide reasonable entertainment (but may not provide cash for such entertainment) to student-athletes in conjunction with practice or competition.

- May entertainment be provided in conjunction with skill instruction outside the playing season? NO, entertainment may only be provided during the declared playing season (20 hour weeks).
16.7 Entertainment in Conjunction with Practice or Competition, cont’d…

- *May meals be provided as entertainment?* NO, the entertainment in conjunction with practice/competition legislation should not be a vehicle that is used to provide student-athletes with meals.

- *May a staff member personally provide entertainment to student-athletes (e.g., provide professional athletics tickets)?* NO, entertainment expenses must be provided by the institution.
16.8.1 Permissible (expenses provided by the institution for practice and competition). An institution, conference or the NCAA may provide actual and necessary expenses to a student-athlete to represent the institution in practice and competition (including expenses for activities/travel that are incidental to practice or competition). In order to receive competition-related expenses, the student-athlete must be eligible for competition.

• NECESSARY does not include meals associated with on-campus practice activities but DOES include meals associated with off-campus practice activities.
16.8.1 Permissible (expenses provided by the institution for practice and competition), cont’d...

- May an institution provide practice-related expenses outside the playing season related to required conditioning and skill instruction? NO, it is not permissible for an institution to provide expenses to student-athletes in conjunction with conditioning or skill instruction activities that may occur outside the playing season during the academic year. However, an institution may pay a fee related to the conduct of permissible conditioning activities (e.g., fee for use of and instruction related to a ropes course, fee related to a conditioning program).
Bylaw 16 meals & entertainment, cont’d...

Bylaw 16.5.2 Permissible (benefits incidental to participation that may be provided at any time).

(g) **Nutritional Supplements.** An institution may provide permissible nutritional supplements to a student-athlete for the purpose of providing additional calories and electrolytes. Permissible nutritional supplements do not contain any NCAA banned substances (<30 grams protein) and are identified according to the following classes: carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters and vitamins and minerals.

(h) **Fruit, Nuts and Bagels.** An institution may provide fruit, nuts and bagels to a student-athlete at any time.

- *MWC has ruled that the provision of spreads (e.g., peanut butter, cream cheese, jelly) is permissible.*
16.11.1.6 Incidental Benefits -- Reasonable Refreshments.

An institution may provide student-athletes with reasonable refreshments (e.g., soft drinks, snacks) for student-athlete educational and business meetings and, on an occasional basis, for celebratory events (e.g., birthdays).

- The NCAA has ruled that reasonable snacks include pizza and hamburgers (Bylaw 13.6.7.7).