The San Jose State University (SJSU) Athletics Department will conduct all official paid visits in accordance with the guidelines set forth within this Policy to ensure compliance with NCAA Bylaws 13.5 & 13.6. All NCAA, associated Conferences and SJSU rules and regulations apply to each official visit and shall be adhered to at all times. The Official Visit Policy is meant to serve as a guideline for coaches, student-athletes, prospects, staff and all others involved in official visits.

**APPROVAL PROCESS**

Official Visits must be approved by the Compliance Office 48-hours prior to the start of the visit. Approval is communicated via email to the sport coaching staff and Business Office. The Compliance Office approval email must be received prior to arranging transportation or lodging for the visit.

In order to attain approval, the *Official Visit Approval Form* must be submitted to the Compliance Office along with the following items:

**High School/Prep School Prospects**
- Copy of official high school transcript (provided by coaching staff)
- Copy of official SAT, PSAT, ACT or PLAN scores (provided by coaching staff)
- Registered with NCAA Eligibility Center (EC), placed on SJSU’s Institutional Request List (IRL) and printed EC Status Report (completed by Compliance Office)
- Official Visit Itinerary (provided by coaching staff)

**Junior College (JC) Prospects**
- Copy of official JC transcript (provided by coaching staff)
- Proof of NCAA EC qualifier status via printed EC Status Report if prospect is enrolled in his/her first year of JC (completed by the Compliance Office)
- Official Visit Itinerary (provided by coaching staff)

**Four-Year College Prospects**
- Copy of official college transcript (provided by coaching staff)
- Permission to Contact letter from previous institution (provided by either coaching staff or Compliance Office)
- Official Visit Itinerary (provided by coaching staff)

Although only high school/prep school prospects are required to be registered with the EC and placed on SJSU’s IRL before being provided an official visit, the Compliance Office will place any prospect taking an official visit on the IRL if that prospect is registered with the EC.

**TRANSCRIPT EVALUATION REQUEST**

If a coaching staff wishes to receive a preliminary transcript evaluation for a prospect taking an official visit, a *Transcript Evaluation Request Form* must be submitted with the *Official Visit Request Form*. The transcript evaluation will be completed in accordance with the *Transcript Evaluation Policy*. 
FIRST OPPORTUNITY TO VISIT

High School Prospects may be provided an official visit no earlier than the first day of classes of the prospect’s senior year in high school.

- Men’s Basketball: Prospects may be provided an official visit after January 1 of their junior year in high school.
- Women’s Basketball: Prospects in their junior year of high school may be provided an official visit the Thursday after the conclusion of the Women’s Basketball Championship.

JC Prospects who have been deemed nonqualifiers by the EC may NOT be provided an official visit until he/she has completed one academic year at the JC.

Four-Year College Prospects may be provided an official visit only after SJSU has received permission to contact from the previous institution.

ANNUAL LIMITS ON THE NUMBER OF VISITS PER SPORT

The NCAA places the following annual (August 1 – July 31) limits on the number of official visits in the sports listed below:

- Football – 56 (6 may be carried over to the next academic year if unused)
- M/W Basketball – 12
- Baseball – 25

TIME LIMITATIONS

Official visits may not exceed 48 hours. In most cases, the official visit will begin when the prospect arrives on-campus or any entertainment is provided to the prospect prior to arriving on-campus. All prospects on official visits must depart the campus within 48 hours of the start of the official visit. A prospect may remain in the San Jose area past the 48-hour limit, but SJSU may not pay for any additional expenses, including return transportation for the prospect.

Exceptions – Benefits that may be provided to prospects on official visits without starting the 48-hour limitation. [10/19/12, 2 Official Interpretations]

- A prospect may receive lodging in the locale of the institution without beginning the 48-hour official visit period in instances in which he/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 prospect (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.
  - Men’s Basketball: A prospect’s parents or legal guardians (up to two people) may receive lodging in this instance but such expenses may not be provided for any other individual accompanying the prospect (e.g., spouse, children) prior to the start of the 48-hour period, including the cost of additional occupants in the same room.
TIME LIMITATIONS, cont’d…

Exceptions to 48-hour official visit limitation, cont’d…

- A prospect 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 prospect (e.g., parents, spouse, children) prior to the start of the 48-hour official visit period.
  - **Men's Basketball:** A prospect’s parents or legal guardians (up to two people) may receive the same drive-thru or "to-go" meal in this instance but such expenses may not be provided for any other individual accompanying the prospect (e.g., spouse, children) prior to the start of the 48-hour period.

- A prospect may receive a meal at or in the vicinity of his/her place of lodging without beginning the 48-hour official visit period in instances in which he/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 prospect on the official visit (e.g., parents, spouse, children) prior to the start of the 48-hour official visit period.
  - **Men's Basketball:** A prospect’s parents or legal guardians (up to two people) may receive the same meal in this instance but such expenses may not be provided for any other individual accompanying the prospect (e.g., spouse, children) prior to the start of the 48-hour period.

- A prospect 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/her arrival for an official visit or a "sit-down" or "drive-in" meal en route to campus with an athletics department staff member, even if such a meal occurs outside a 30-mile radius of campus; however, such a meal begins the 48-hour official visit period. **Under these circumstances, the prospect’s parents (or legal guardians), spouse and/or children may also receive such a meal.**

TRANSPORTATION

By Automobile

- When a prospect travels by automobile for an official visit, the institution may pay round-trip expenses to the individual incurring the expense (except to the prospect’s coach).
- The prospect may use any automobile so long as the automobile is not owned or operated or its use arranged by the institution or a booster.
- When traveling by automobile, a prospect’s friends or relatives may accompany the prospect cost free.
- An SJSU coach may accompany a prospect to campus via automobile with the understanding that the 48-hour official visit period begins as soon as the transportation to campus begins (as opposed to when the prospect arrives on campus).

To receive reimbursement for travel by automobile, the prospect and SJSU coaching staff must complete the *Official Visit Travel Voucher* and submit it, along with a *Travel Claim* to the Business Office.
TRANSPORTATION, cont’d...

By Air

- SJSU may provide air transportation to a prospect to and from an official visit using only commercial transportation at coach-class airfare. SJSU must make the arrangements for the ticket to avoid the prospect taking advantage of ticket bonuses, rebates, upgrades, or other benefits which are impermissible per the NCAA.
- Coaching staff members may not accompany a prospect during air travel.
- SJSU may NOT provide air transportation for friends or relatives of the prospect accompanying the prospect.
  - **Men’s Basketball**: An institution may pay the actual round-trip costs for a prospect’s parents or legal guardians (up to two people) to accompany the prospect.
  - SJSU may pay the prospect's actual round-trip transportation costs for his/her official visit to campus from any location, provided the prospect returns to the original point of departure, or if return transportation is provided to the prospect's home, educational institution or site of competition, the cost does not exceed round-trip expenses from the prospect's original point of departure. Use of a limousine or helicopter for such transportation is prohibited. **If the prospect does not travel to and from the same location, return travel arrangements must be approved in advance by the Compliance Office.**
  - Any member of the Athletic Department may provide ground transportation for a prospect and the prospect’s parents/legal guardians between the campus and any bus or train station or airport. If the prospect does not arrive at the San Jose bus, train or airport, the 48-hour visit period begins upon initiation of this ground transportation.

Local Transportation

- SJSU may provide transportation for a prospect (and those accompanying him/her) on an official visit to view institutional practice or competition sites or other institutional facilities (even outside a 30-mile radius) and to attend athletics contests at local facilities when accompanied by an institutional staff member (must be within a 30-mile radius).
- On-campus transportation may be provided only if institutional vehicles normally used to transport prospects around campus are used. Coaches and student hosts may use personal vehicles to transport prospects and those accompanying the prospect around campus during the visit.
- SJSU or an SJSU booster may not provide an automobile for use during an official visit by the prospect or the student host.
- SJSU may arrange/pay for a prospect’s parking during an official visit.
MEALS AND LODGING

A prospect on an official visit shall be provided lodging and take meals as regular students normally do. Local commercial facilities may be used but at a scale comparable to that of normal student life and only within a 30-mile radius of the SJSU campus.

Meals
- The provision of meals on an official visit is limited to the prospect, the prospect’s parents/legal guardians, spouse and children. Such meals must be comparable to those provided to student-athletes during the academic year.
  - **Football**: An institution may provide meals for up to four family members, or their equivalent, accompanying a prospect on an official visit.
- Prospects may be provided a maximum of three meals each day plus a snack.
- A prospect may be provided a luncheon, dinner or brunch at the home of an institutional staff member during an official visit so long as any entertainment provided is comparable to that of normal student life, is not excessive in nature, and occurs on only one occasion. Boosters may not be present.

Lodging
- During an official visit, SJSU may provide lodging to the prospect, the prospect’s parents/legal guardians, and the prospect’s spouse.
- Lodging may not include special accessories (e.g., hot tubs, suites) that are not available generally to all guests residing at the establishment.
- Additional persons may stay in the same room as the prospect, the prospect’s parents/legal guardians, or spouse (e.g., sibling, friend, child) but SJSU may not pay the costs resulting from the additional occupants.
- SJSU may not pay for any hotel charges incurred above and beyond the room rate (e.g., long distance telephone charges, damage fees, etc).

Meals and lodging may be provided while the prospect is in transit to and from the official visit. The prospect and SJSU coaching staff must complete the *Official Visit Travel Voucher* and submit it, along with a *Travel Claim* to the Business Office for reimbursement of such meals and/or lodging.

COMPLIMENTARY ADMISSIONS

**Sports other than Football**: A prospect is permitted a maximum of three complimentary admissions to a home athletics event at any facility within a 30-mile radius of the SJSU campus.
- **Nontraditional Family**: Prospects who are members of a nontraditional family (e.g., divorce, separation) may receive two additional complimentary admissions to accommodate parents and stepparents.

**Football**: A prospect is permitted up to five complimentary admissions to a home athletics event at any facility within a 30-mile radius of the SJSU campus.
COMPLIMENTARY ADMISSIONS, cont’d...

The following NCAA rules govern complimentary admissions:

- They are for the exclusive use of the prospect and those people accompanying him/her on the visit. Prospects may not sell their complimentary admissions.
- The admissions must be issued only through a pass list on an individual-game basis.
- Seating must be in the general seating area of the facility utilized for the conduct of the event.
- Providing seating during the conduct of the event (including intermission) for the prospect and those individuals accompanying the prospect in the facilities press box, special seating boxes, or bench area is prohibited.
- SJSU may not provide complimentary admissions to a prospect for a Conference post season tournament or an NCAA Championship Event. The prospect may purchase tickets only in the same manner as any other member of the general public for NCAA Championships or Conference Tournaments.
- SJSU may reserve tickets for use by immediate family members accompanying a prospect during an official visit provided those additional tickets are purchased by the prospect and/or his/her guests at face value.

All requests for complimentary admissions must be indicated on the Official Visit Approval Form and a Complimentary Admissions Request List must be completed and submitted to the Compliance Office, along with the Official Visit Approval Form.

ENTERTAINMENT

SJSU may provide entertainment to prospects during the official visit. Entertainment is limited to the prospect, his/her parents/legal guardians and spouse in accordance with the NCAA regulations below:

- The entertainment may not be excessive in nature.
- The entertainment must be located within a 30-mile radius of campus.
- SJSU is limited to a $40 per day entertainment allowance (excluding meals and complimentary admissions) for the cost of entertaining the prospect, prospect’s parents/legal guardians, spouse and student host.
- No cash may be given to the prospect (or anyone accompanying the prospect) for entertainment expenses.
- If a boat, ATV, or similar item is used to entertain a prospect during an official visit, the normal retail cost of the use of such item (even if the institution does not incur the full cost) shall be assessed against the $40 entertainment allowance.
- The entertainment allowance may not be used to purchase souvenirs (such as t-shirts) or other institutional mementos.
- Prospect's may not have contact with any SJSU boosters or members of the media during an official visit. If an unplanned meeting occurs, only an exchange of greetings is permissible.
- A prospect may not participate in physical workouts while on-campus that are arranged by the coaching staff, viewed by the coaching staff or that are designed to test the prospect’s athletic ability.
  - **Basketball**: On Campus Evaluations are permitted in accordance the Compliance Office On-Campus Evaluation Policy.
STUDENT HOSTS

Following are the NCAA rules and SJSU behavioral expectations pertaining to student hosts:

- Must be a current student-athlete, but may not be a nonqualifier in his/her first year of enrollment.
- May assist in managing the prospect’s entertainment so long as the guidelines set forth under “Entertainment” above are adhered to and the Student-Athlete Host Form is signed and submitted at the conclusion of the visit.
- May be provided complimentary meals while accompanying the prospect during the official visit. More than one student-athlete host may be assigned to a prospect so long as only one host receives the benefit of a free meal.
- Must conduct oneself in a manner that upholds the traditions and ethical standards of SJSU. Student-athlete hosts must abstain from underage drinking, tobacco products, and non-therapeutic drugs; such products may not be provided to prospects and their use must be discouraged. SJSU explicitly condemns sexual harassment, sexual assault, or other sex offenses. Student-athlete hosts and prospects may not engage in any sexual offenses. Student-athlete hosts may not arrange for sexual encounters for prospects. Student-athlete hosts may not engage in any gambling activities. Finally, student-athlete hosts are required to report any observed offenses of the standards of conduct or violations of NCAA rules to the Compliance Office.

SJSU may provide a student-athlete host with a maximum of $40 per day of the official visit to cover the actual costs of entertaining the prospect. It is permissible to provide the student host an additional $20.00 per day for each additional prospect the host entertains. A Student-Athlete Host Form, along with a Travel Claim must be submitted to the Business Office at the conclusion of the visit for reimbursement of the host money.

RECRUITING AIDS

SJSU may not arrange the following (or any other similar activities/acts) during an official visit:

- Personalized jerseys
- Personalized audio/video scoreboard presentations
- Any other miscellaneous, personalized recruiting aids
- Decorative items and special additions to any location the prospect will visit (e.g., locker room, hotel room, arena)
- Game-day simulations (i.e. running onto the field with the team) or participation in game day activities

PROSPECT DECLARATION

At the conclusion of the official visit, a member of the coaching staff must review the Prospect Declaration Form with the prospect. The Declaration Form outlines the NCAA rules governing official visits and the behavioral expectations of the prospect during the visit. The prospect must verify that the rules and expectations were observed during his/her visit by signing the Declaration Form. The Declaration Form must also be signed by a member of the coaching staff and submitted to the Compliance Office.
DISCIPLINARY ACTION

Disciplinary actions for violations of this Policy may include, but are not limited to, the following:

- Suspension from practice and/or competition
- Temporary suspension of coaching duties
- Loss of athletics aid
- Fines
- Increased recruiting restrictions
- Any self imposed or NCAA imposed penalties
- Termination of employment

REPORTING A SUSPECTED VIOLATION OF THIS POLICY

NCAA Bylaw 10.1 requires all known or suspected violations of NCAA rules to be reported to the appropriate authorities. Reports of violations will be kept confidential and should be communicated to the Director of Athletics or the Associate Athletics Director for Compliance (ADC). The ADC will gather all pertinent information and investigate the allegations with particular attention given to protecting the interests of all parties involved. Should the investigation result in a violation of NCAA legislation, a report will be filed with the NCAA and Mountain West Conference. The findings of the investigation will be presented to the Director of Athletics.

PRESIDENTIAL APPROVAL

In accordance with NCAA Bylaw 13.6.1, an institution must have written departmental policies related to official visits that apply to prospects, student hosts, coaches and other athletics administrators that are approved by the institution's president and kept on file at the institution and conference office. The institution may be held accountable through the NCAA enforcement program for activities that clearly demonstrate a disregard for its stated policies.

______________________________________________________
Signature of University President    Date