



## **Procedure: Student Host Form**

Tulane University will employ the following procedure to account for student-athlete host information on official visits:

1. The Head/Recruiting Coach can make copies, or pick up the Student Host Form from the Compliance Office.
2. The Head/Recruiting Coach will review the Student Host Form by reading it with each Student Host **prior to distributing host money**.
3. The Head/Recruiting Coach will sign the Student Host Form.
4. The Student Host will mark the applicable box that pertains to host monies received.
  - a. If the Student Host receives money, he/she will mark the appropriate box and indicate the amount of money he/she received.
  - b. If the Student Host does not receive money, he/she will mark the appropriate box.
5. The Student Host will sign the Student Host Form.
6. The Student Host Form must be submitted with all other post-official visit paperwork to the Compliance Office.
7. The Student Host Form will be kept on file in the Compliance Office.



## Student Host Form

Student Host(s): \_\_\_\_\_

Sport: \_\_\_\_\_

Prospect(s): \_\_\_\_\_

Date(s) of visit: \_\_\_\_\_

Your role as a STUDENT HOST is very important in the recruiting process for our University's athletic teams. You have a responsibility to understand and abide by the NCAA, C-USA and Tulane regulations, and the laws of Louisiana. As a host, you and Tulane University are responsible for the well being of your prospect. Please carefully review the following guidelines:

1. You must be a full-time enrolled student-athlete at Tulane, and a designated a qualifier by the NCAA Clearinghouse.
2. A maximum of \$30 per day (\$15 for each additional prospect) may be provided to cover all actual costs of entertaining yourself, the prospect, the prospect's parents, legal guardian or spouse, excluding the cost of meals and admission to campus athletic events.
3. Student host money may not be used to purchase apparel or merchandise items for either yourself or the prospect (e.g., t-shirts, hats, etc.)
4. No cash may be given to the prospect or anyone accompanying the prospect.
5. You may not provide the prospect with drinks containing alcohol or encourage the consumption of alcoholic beverages.
6. You may not use vehicles provided or arranged for by any coach, institutional staff member, or booster of the athletic program. Prospects are not permitted to use or drive your car.
7. You may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus.
8. You should not allow recruiting conversations or contact to occur on- or off-campus between the prospect and a booster of the athletic program or members of the media. If an unplanned meeting occurs, only an exchange of greeting is permissible.
9. A prospect may engage in recreational workout activities as long as the activities are not organized or observed by members of the athletics department coaching staff, and are not designed to test the athletics ability of the prospects.
10. You may receive a complimentary admission (no hard tickets) when accompanying a prospect to a campus event.
11. It is your responsibility, as the student host, to notify the coach at the conclusion of the official visit as to how and where your host money was spent, and to turn in any receipts or remaining cash advance.
12. You should carry your Tulane Alert Card at all times when hosting a prospect.

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I certify that I have read and discussed the above guidelines with the Student Host prior to distributing the student host money.

Head Coach Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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I certify that I have read the above guidelines. I hereby acknowledge that: (Please check one)

I received \$ \_\_\_\_\_ for the purpose of hosting the above named prospect.

I did not receive money to host the prospect.

Student Host Signature: \_\_\_\_\_

Date: \_\_\_\_\_