

Education and Student Affairs Committee Memorandum
Board of Regents, State of Iowa

Subject: Institutional Athletic Recruitment Policies

Prepared by: Anthony G. Girardi *ASN*

Date Submitted: September 1, 2004

Recommended Action:

Receive the information submitted by the universities.

Executive Summary:

The athletic recruitment policies of each of the Regent universities and a copy of the National Collegiate Athletic Association Division I's August 5, 2004 emergency legislation on athletic recruitment are attached. The guidelines provide rules and instructions concerning the hosting of prospective student athletes.

Background:

Committee asked for policies in June

At its June 15, 2004 meeting, the Education and Student Affairs committee asked the universities to provide copies of their athletic recruitment policies and agreed to include review of the policies in its work plan. The committee also asked for a copy of the NCAA Division I's pending new rules on athletic recruitment. The NCAA Division I Board of Directors adopted new athletic recruitment rules on August 5, 2004. With their adoption by the Division I Board of Directors, these rules become embedded in the existing NCAA Division I operating bylaws.

Concern for uniformity of institutional policies

The committee's June discussion primarily concerned the need for a uniform Board-level policy on athletic recruitment where uniformity is appropriate.

Institutional and new NCAA rules are attached

The institutional policies on athletic recruitment are attached as indicated below. Also attached are the NCAA Division I rules on athletic recruitment. The existing NCAA Division I operating bylaws on recruitment are included in the Regent Exhibit Book.

SUI (three policy documents)

Attachment A: Administering Student Host Guidelines

Attachment B: Guidelines for Prospective Student-Athletes and Their Student Hosts

Attachment C: Student Host Receipt/Instructions

ISU (three policy documents)

Attachment D: Cyclone Recruiter Instructions

Attachment E: Policy for Recruiting Visits

Attachment F: Student Host Instructions

UNI (three policy documents)

Attachment G: Guidelines for Prospective Student-Athletes and UNI Student Hosts

Attachment H: Monitoring Student Host Guidelines

Attachment I: Student Host Instructions / Receipt

NCAA

Attachment J: NCAA Division I Emergency Legislation Recommended by the NCAA Task Force On Recruiting And Adopted By The Board Of Directors at the August 5, 2004, Meeting

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Administering Student Host Guidelines

The Iowa Athletic Department will take the following steps in administering Recruiting Guidelines to prospective student-athletes and their student hosts.

1. The University of Iowa Guidelines for Prospective Student-Athletes and Their Student Hosts will be incorporated into the student-athlete Orientation and Certification guides.
2. The Guidelines will be provided to and discussed with Iowa student-athletes in August by Athletics Student Services staff during the Certification/Orientation meetings that are required of all Iowa student-athletes.
3. Prior to hosting recruits, each team's prospective student hosts will meet with the Head Coach and Iowa Compliance Staff to review the guidelines and address any questions. Each student-athlete will affirm his or her understanding of the Guidelines at that time.
4. Student-athletes will receive the Guidelines and affirm their understanding a second time when they sign for host monies.
5. Application of these Guidelines to all recruit visits will be monitored by Athletic Department Compliance Staff and/or designated coaches.
6. Prospective student-athletes will be forwarded a copy of the Guidelines at the time an official visit is confirmed.

**THE UNIVERSITY OF IOWA COMPLIANCE PROGRAM
GUIDELINES FOR PROSPECTIVE STUDENT-ATHLETES AND THEIR STUDENT HOSTS**

The following guidelines have been established to ensure that the hosting of prospective student-athletes is conducted in a manner consistent with NCAA and University regulations.

Student-athletes who serve as a host must understand that each and every one of them is an official representative of the Department of Athletics and The University of Iowa. Therefore, appropriate conduct is expected at all times.

Prospective student-athletes' initial visits to our campus also provide an opportunity for them to see what behaviors are expected of our student-athletes.

1. Underage drinking (below 21) is illegal in the State of Iowa. Prospective student-athletes are not allowed to indulge in this activity. It is the student host's responsibility to discourage and report transgressions of this law.
2. If a prospective student athlete is of legal age (21) and may enter a local bar, it is the student host's responsibility to ensure that the prospective student-athlete is aware that alcohol abuse will NOT be tolerated. Prospects who are not yet 19 years old are prohibited from being in a bar after 10:00 p.m.
3. The University of Iowa will not tolerate sexual harassment by anyone associated with our athletic teams. Student hosts must be aware of the University's prohibition of this type of activity and work to ensure that prospects they are hosting conduct themselves appropriately.
4. Prospective student-athletes and student hosts may be provided up to \$30.00 per day for entertainment expenses. It is the host's responsibility to handle the monies involved. At no time may cash be given to a prospective student-athlete.
5. A prospective student-athlete may not have contact with representatives of the University's athletics interests. It is the responsibility of the student host to ensure that such contact does not take place when they are entertaining prospective student-athletes.
6. It is the responsibility of the University to ensure the safety and well being of prospective student-athletes visiting our campus. At the same time, it is incumbent upon prospective student-athletes and their student hosts to avoid any situations or activities that would jeopardize their safety or would be against NCAA, University or local laws, rules and regulations.
7. All entertainment of prospective student-athletes should be confined to the University community. Student hosts responsible for ensuring that Prospects do not leave the Iowa City-Coralville area during their visits.
8. Prospective student-athletes will have a curfew of 12:30 a.m. unless they are participating in activities supervised or arranged by Iowa coaching staff.

These guidelines have been established to ensure that each prospective student-athlete's visit to our campus is a quality one. Your compliance with these guidelines is absolutely necessary and greatly appreciated. Incidents contrary to these guidelines may result in a decision by the University to decline to admit or grant financial aid to a prospective student-athlete and also may result in penalties to student-athletes up to and including dismissal from the team.

Student Host Signature

Date

STUDENT HOST RECEIPT/INSTRUCTIONS The University Of Iowa Compliance Program

STUDENT HOST _____ SPORT _____

PROSPECT(S) _____ OFFICIAL VISIT DATE _____

Your role as a STUDENT HOST is very important in the recruiting process for our university athletic teams. You have a responsibility to understand and abide by NCAA Bylaw 13.7.5.5, and institutional regulations. Please **carefully** review the following rules.

1. Several students may host a prospect, but only one student host per prospect may be provided a free meal if restaurant facilities are utilized. A non-qualifier may not serve as a student host in his/her first academic year in residence.
2. A maximum of \$30 for each day of the visit may be provided to cover all actual costs of entertaining the prospect (and the prospect's parents, legal guardians, or spouse), excluding the cost of meals and admission to campus athletics events. These funds may not be used for the purchase of souvenirs such as t-shirts or other institutional mementos. It is permissible to provide the student host with an additional \$15 per day for each additional prospect the host entertains.
3. NO cash may be given to the visiting prospect or to anyone else.
4. You may not use vehicles provided by or arranged for by any institutional staff member or representative of our athletics interests. **Never** allow the prospect to use your vehicle.
5. You may not transport the prospect, or anyone accompanying the prospect outside the Iowa City, Coralville area.
6. You should not allow recruiting conversations to occur on or off campus between the prospect and a representative of our athletics interests. (If an unplanned meeting occurs, only an exchange of a greeting is permissible).
7. A visiting prospect may participate in physical workouts or other recreational activities, provided such activities are not organized or observed by the coaching staff and are not designed to test the athletic abilities of the prospect.
8. You may receive a complimentary admission (no hard tickets) when accompanying a prospect to a campus athletics event.

I certify that I have read and understand these guidelines, and instructions and hereby acknowledge the receipt of \$_____ for the purpose of hosting the above named prospect(s).

Student Host Signature

Date

Coach's Signature

Date



Iowa State University Cyclone Recruiter Instructions

ACCOUNTABILITY

Iowa State is accountable for the actions of individuals involved in athletic department student groups. An NCAA rules violation committed by a Cyclone Recruiter could result in loss of eligibility for the student-athlete or prospective student-athlete. Additional sanctions against Iowa State could include forfeiture of contests, loss of revenue, elimination of scholarships, or other penalties deemed appropriate by the NCAA.

DEFINITIONS

Prospect - Anyone who has started classes for the ninth grade.

Official (Paid) Visit - An official visit is when a prospect visits the campus at the expense of Iowa State. A prospect is limited to five official visits, with no more than one official visit to any single institution. An official visit may not last longer than 48 hours.

Unofficial (Nonpaid) Visit - An unofficial visit is when a prospect visits the campus at his/her own expense. A prospect can visit an institution's campus an unlimited number of times.

Student Support Group (Cyclone Recruiters) - A student support group is any group that assists with the recruitment of a prospect. Iowa State is not permitted to provide members of a student support group with meals or entertainment. This differs from the student host who is usually a member of the team.

TRANSPORTATION

Official Visit - The institution provides round trip transportation from the prospect's home to Ames. Iowa State also may provide transportation to and from the hotel to campus, competition site, educational institution, the Des Moines airport or other off-campus facility within a 30 mile radius of campus.

Unofficial Visit - The institution may only provide transportation to view off-campus practice & competition sites in the prospect's sport, and other institutional facilities. No other transportation may be provided which includes transportation to a home contest, and any rides from supporters and students.

Cyclone Recruiters may not provide transportation to prospects.

ENTERTAINMENT

Official Visit - An institution may entertain a prospect and the prospects legal guardians and spouse on a scale comparable to that of normal student life within 30 miles of the institution's campus. The prospect may receive entertainment not to exceed that which may be covered by the three complimentary admissions to a Iowa State home athletics contest and the \$60 in host money that NCAA rules allow Iowa State to provide.

Unofficial Visit - An institution may not entertain a prospect off campus. On campus entertainment is limited to three complimentary admissions for a home athletic competition.

Cyclone Recruiters may not pay for entertainment expenses for a prospect, and may not receive the benefit of student host money.

MEALS

Official Visit - The cost of actual meals, not to exceed three per day, may be provided for a prospect and the prospect's legal guardians and spouse by Iowa State University.

Cyclone Recruiters may not purchase or provide a meal to the prospect or the prospect's family.

LODGING

Official Visit – Iowa State may provide lodging for a prospect, prospect's legal guardians and spouse on or off campus.

Unofficial Visit - A prospect must pay for their own lodging, however he/she may stay in an enrolled student-athlete's on-campus dorm room.

Cyclone Recruiters are not permitted to assist in any manner with providing a prospect's lodging or costs associated with lodging.

TELEPHONE CALLS

Enrolled students shall not make or participate in telephone calls to prospects at the direction of a coaching staff member or financed by the institution or a representative of its athletics interests; however:

Cyclone Recruiters shall not call or receive telephone calls from prospects at any time.

COMPLIMENTARY ADMISSIONS

Official and Unofficial Visit - Each prospect is allowed three complimentary admissions to a home athletics event.

Complimentary admissions are not issued in the form of hard tickets but through a pass list.

Cyclone Recruiters are not permitted to use a prospect's complimentary admissions.

INDUCEMENTS

Enrolled students are not permitted to provide a prospect with any benefits, including:

- An employment arrangement for a prospect or prospect's relatives.
- Gifts of clothing, equipment, merchandise or other tangible item.
- Co-signing, arranging, or providing a loan.
- Cash and gift certificates.
- Free or reduced cost services, rentals, or purchases of any kind.
- Free or reduced cost housing.

PUBLICITY

Iowa State may not publicize a prospect's visit to campus. Cyclone Recruiters should refer all questions from the media to the coaches.

A student group is not permitted to meet a prospect at an off-campus bus station or airport, inasmuch as such activity would constitute publicity.

CAMPUS TOURS

While in the company of a prospect or prospect's family, Cyclone Recruiters are asked to avoid discussing the likelihood of the prospect receiving an athletic scholarship, other schools that may be recruiting the prospect, or any other topic directly related to the prospect's athletic ability.

And always remember that ONLY authorized staff members (coaches) may engage in off-campus recruiting activity.

Off-campus contact with a prospect by any Cyclone Recruiter is expressly prohibited.

Always remember that as a Cyclone Recruiter you are a staff member of Iowa State University. As an ISU Staff Member, romantic involvement of any kind - and at any time - with prospects is Prohibited.

EXTRA BENEFITS

Extra Benefit - An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or their family a benefit not expressly authorized by NCAA legislation.

The extra benefit rules for student-athletes and their relatives state that you:

- May not give them cash or loans in any amount.
- May not sign or co-sign a note for a student-athlete or his/her relative with an outside agency to arrange a loan.
- May not give them gifts of any kind (Birthday, Christmas) or free services (Laundry, Restaurant Meals).
- May not allow them to use your telephone to make free long distance calls.
- May not provide them with use of an automobile.
- May not provide free or reduce housing or rent
- May not provide tickets to an athletics, institutional or community event.
- May not provide promise of financial aid for post-graduate education.

However, receipt of a benefit is not a violation if it is demonstrated that the same benefit is generally available to others on a basis unrelated to athletics ability. For example, the engineering dean invites all 3.5 GPA engineering students to his home for a meal and provides a gift to each. A student-athlete that is an engineering student with a 3.5 GPA could, therefore, receive a gift from the dean without it being considered an extra-benefit.

Other actions may be permissible, such as providing student-athletes with an occasional meal at your home, but you must call the Athletic Compliance office before providing any benefit to a student-athlete to verify that it would be permissible.

GAMBLING

NCAA rules preclude student-athletes from placing, soliciting, accepting or participating in any gambling activity related to these events. This prohibits student-athletes and staff members' participation in a pool among friends, wagering through a bookmaker, or wagering through legal means in Nevada.

Penalties for violations of the gambling prohibition start at the loss of one season of competition/ineligibility for one calendar year and include permanent ineligibility for student-athletes and termination of employment for staff members.

ACADEMIC FRAUD

Academic Fraud – Includes copying of another student's work, providing answers to another student, plagiarism, conspiracy to commit academic dishonesty, and violations of departmental or college academic integrity policies.

When does it become an NCAA violation?

- Anytime an institutional staff member (Cyclone Recruiter, Coach, Professor) knowingly is involved in arranging fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete, regardless of whether the institutional staff member acted alone or in concert with the prospective or enrolled student-athlete.
- Anytime a student-athlete, acting alone or in concert with others, knowingly becomes involved in arranging fraudulent academic credit or false transcripts.

Penalties for violations are typically one year of ineligibility for a student-athlete and termination for a staff member.

I certify that I have read and will abide by the instructions listed above while serving as a Cyclone Recruiter.

Cyclone Recruiter Signature: _____ Date: _____

REMEMBER TO ASK BEFORE YOU ACT!

QUESTIONS? CALL COMPLIANCE at 294-9060.

**IOWA STATE UNIVERSITY
ATHLETIC DEPARTMENT
POLICY FOR RECRUITING VISITS**

The intercollegiate athletic department at Iowa State University is concerned with the health, safety, and welfare of the student-athletes who participate in our programs and represent the University in competitive athletics. It is our goal to provide an environment for our recruits which encourages them to see our university as an institution where they can develop their individual talents and reach their full potential as student-athletes and citizens.

The recent scandals at several NCAA member institutions concerning alleged abuses associated with the recruitment of student-athletes (e.g., sex parties, escorts, excessive entertainment, improper transportation, sexual assault) reinforce the important role of a risk management plan and NCAA rules compliance strategy in preventing and resolving such problems. In light of these scandals, the athletic department has reviewed its existing policy and will create and implement additional policy to further protect the integrity of the university and the welfare of our student-athletes.

CURRENT STRATEGIES

The athletic department's current risk management and rules compliance strategies are designed to proactively address problems associated with NCAA recruiting infractions and state criminal violations. In order to deter recruiting abuses, the following measures are included in our current prevention strategy:

- The head football coach reviews the team's written rules at the beginning of each season. All student-athletes are provided a copy of the team rules. The team rules clearly state that "each student-athlete must do what is right and avoid what is wrong" and "treat others as you would have them treat you."
- Football provides a pre-season workshop for its student-athletes with both local and federal law enforcement. Sexual assault and responsible decision making are reviewed with the team at this workshop.
- The director of football operations meets every Friday with the student-athlete hosts to review each prospect's itinerary and NCAA rules concerning official visits.
- The director of football operations provides an educational session for student recruiters the Wednesday prior to the first game. Further, he advises the recruiters that they are prohibited from placing phone calls and having romantic involvement with the prospects.

- The Office of Compliance meets with each team twice a year and reviews NCAA rules for official visits. The review includes permissible expenditures the student-athletes can make with the host money provided to them for official visits. Each student-athlete host is required to sign off on an official visit form acknowledging that host money was spent in compliance with specified NCAA rules.
- The Office of Compliance conducts monthly rules educational sessions with a liaison from each coaching staff in order to supply the coaches with information necessary to run their program within the rules of the NCAA and Big 12 Conference. These meetings include information regarding recruiting guidelines.
- Official visits require extensive monitoring and are reviewed on an on-going basis. The Office of Compliance reviews records to insure the regulations are met in the following areas: prior approval of the visit, 48-hour time limit, student-host money distribution, meal information, complimentary admissions, and lodging information. Hotel, entertainment, and off-campus dining bills are filed in the Athletic Business Office and reviewed by the Office of Compliance.
- The Office of Student-Athlete Services provides an annual orientation program for incoming student-athletes which includes a review of the University's policy against sexual harassment and assault.
- The Athletic Department has provided bi-annual sexual harassment training by a professional consultant for our staff and student-athletes.
- Contracts for head coaches provide Iowa State the full range of disciplinary responses, including but not limited to termination of employment, for recruiting violations.
- Head Coaches are evaluated annually concerning adherence to NCAA and Big 12 rules and their ability to invoke appropriate team discipline.
- According to the terms of our Interim Suspension Policy for Criminal Violations, if a student-athlete violates a local, state or federal law which involves a violent action (i.e. rape, assault) and/or felony charge(s) are filed, the student-athlete shall be suspended by an Associate Athletics Director from participation in intercollegiate athletics until the charges have been resolved by the legal system.
- The Student-Athlete Code of Conduct states that unethical conduct by a current student-athlete includes knowing involvement in offering or providing a prospect an improper inducement or extra benefit.

FUTURE POLICY

The department's current strategies provide a general definition of permitted and prohibited recruiting activities, practices and conduct, including what constitutes permissible "entertainment" and impermissible "excessive entertainment" under NCAA Bylaws. In light of the recent scandals, the athletic department recognizes the need to create a formal policy which provides a more specific list of prohibited activities and educational programming.

If student-athletes are aware of and understand the rules, they will be less likely to violate the rules set forth by the NCAA, Big 12 and Iowa State University. The Office of Compliance has developed a written form for student-athletes and will require their signature acknowledging their understanding of permissible and impermissible recruiting activities for official visits (See Attachment A). The form will be completed by each student-athlete prior to the first day of competition.

The department's official visit host form notifies the host that their role as a student-athlete host is very important in the recruiting process and of their responsibility to understand and abide by NCAA and Big 12 regulations. The form includes a list of eight NCAA rules that must be adhered to during an official visit and the host signs the form acknowledging their understanding. The official visit form will be revised to include a more comprehensive list of categories of prohibited recruiting activities, practices and conduct by any student-athlete, including, but not limited to the following:

- Excessive meals and transportation.
- Use of escorts or exotic dancers.
- Trips to bars with under-aged prospects.
- Gentlemen and adult entertainment facilities visits.
- Activities or events at any location that may cause a perception of impropriety.

Further, the athletic department will continue to provide bi-annual sexual harassment training for our staff and student-athletes by a recognized expert. The student-athletes and staff have benefited greatly from the previous two workshops and the Office of Student-Athlete Services will supplement this training through our life skills program. The athletic department will utilize these periodic employee/student-athlete awareness programs to continually communicate Iowa State's expectations and position on preventing recruiting abuses.

The athletic department will implement strict guidelines and educational programs for student recruiters to prevent sexual harassment/assault issues and any appearance of impropriety. The department has developed a thorough written policy for recruiters that must be reviewed and signed by each recruiter before representing the university in any recruiting activity (See Attachment B). The Office of Compliance will meet with the recruiters in all sports annually and provide an educational session concerning NCAA rules and permissible visit activities. Compliance will oversee and maintain records of each recruiter's signed acknowledgement form.

Prospective student-athletes visiting campus, and their host student-athletes, are not permitted to participate in any activities that will permit the use of alcohol. It should be understood that possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of Iowa state liquor laws. Likewise, it is illegal for anyone to supply alcoholic beverages to persons under the age of 21. The following suspension and dismissal guidelines will be added to the student-athlete code of conduct:

- The Director of Athletics may suspend or dismiss from practice and/or competition any student-athlete if he/she is reasonably convinced that the student-athlete has either consumed alcohol in the presence of a prospect or supplied alcoholic beverages to the prospect during a recruiting visit. A student-athlete suspended or dismissed under this provision by the Director of Athletics may appeal under the guidelines stated in the Interim Suspension Policy for Criminal Violations.
- Head coaches also may have more restrictive rules and, therefore, may suspend or dismiss from practice and/or competition for longer periods of time any student-athlete on his/her team if the head coach is reasonably convinced that the student-athlete has either consumed alcohol in the presence of a prospect or supplied alcoholic beverages to the prospect during a recruiting visit. A student-athlete suspended or dismissed under this provision by the head coach may appeal under the guidelines provided for Violations of Team Rules.

Conclusion

There have been no charges brought against a host student-athlete or prospect which stemmed from an incident during a recruiting visit since Dan McCarney has been the Head Football Coach at Iowa State University. Iowa State will strengthen its current policy by creating clear and detailed written guidelines that specifically outline Iowa State's position against recruiting abuses. Iowa State will eliminate any form of activity, practice or conduct that is inconsistent with NCAA Bylaw 13. Iowa State will investigate all complaints or allegations of recruiting improprieties and take immediate and appropriate disciplinary action if violations of NCAA legislation or state criminal statutes occur.

Iowa State provides a clear chain of communication for employees and student-athletes to report a complaint or allegation. The Student-Athlete Handbook provides a grievance policy for student-athletes that believe a member of the athletic department or fellow student-athlete(s) has displayed unfair or unprofessional behavior. The policy allows for both an informal and formal resolution.

Every athletic department employee is reminded to refrain from recruiting abuses and to immediately bring forth any available evidence of such behavior to the appropriate administrative level for further investigation. Administrators and coaches are held responsible for taking immediate corrective action to deal effectively with recruiting abuses once such behavior has been brought to their attention. All athletic department

staff members are required to report NCAA violations to the Director of Athletics and they sign a report acknowledging their compliance with this regulation on an annual basis.

Iowa State's athletic department believes that the implementation of the aforementioned policies will effectively prevent the recruiting abuses that are occurring at other NCAA institutions from happening at Iowa State University. These policy changes have been created by athletics administration and will be provided to Iowa State's coaches for comment. Once the coaches have responded, the new policies will go into effect immediately.

The NCAA Task Force to Review Recruiting Abuses recently presented its recommendations for changes to recruiting practices. These recommendations will be acted on legislatively and any legislative changes will be implemented accordingly. The athletic department's policy will also be revised to accommodate any further rules adopted by the Management Council and Board of Directors.



Iowa State University

Student Host Instructions for Official Visits

An "official" campus visit is a visit to our campus by a prospective student-athlete, during which the prospect's expenses (transportation, meals, lodging) are paid by the university. As a student host you have a responsibility to understand and abide by the NCAA, Big XII and Iowa State University regulations. **Read and remember the following rules:**

- A host cannot go to the airport to pick up a prospect on their official visit or ride with a coach to pick up the prospect. You may not transport the prospect or anyone accompanying the prospect more than 30 miles from campus.
- A booster should not have a recruiting conversation on or off campus with a prospect. If an unplanned meeting occurs, please limit the meeting to a short exchange of greetings.
- Reasonable entertainment may be provided on the official visit only for a prospect and the prospect's parents or spouse. It is **not** permissible to entertain other relatives or friends of a prospect.
- A host may receive a maximum of \$30.00 for each day of the visit for actual costs of entertaining the prospect and the prospect's parents or spouse. No cash may be given to anyone, and these funds may not be used for the purchase of souvenirs such as T-shirts or hats. A host may receive an additional \$15.00 each day for each additional prospect the host entertains. Do not accept money from boosters for entertainment purposes as only institutional funds may be used to entertain a prospect.
- If several students host a prospect, the \$30.00 per day entertainment money may be utilized to cover the actual and necessary expenses incurred by the prospect and all hosts. Only one student host per prospect may receive a free meal.
- Meals, lodging, and admission to campus athletic events may be provided to the prospect and the prospect's parents and spouse in addition to the \$30.00 per day entertainment allowance. Special seating is not permitted.
- No vehicles may be provided or arranged for by any coach, staff member, or booster, and no prospect should ever drive or use your car.
- A prospect may engage in recreational or workout activities so long as the activity is not organized or observed by members of the athletic department coaching staff and is not intended to test the athletics ability of the prospect.
- It is **not** permissible to provide a prospect with alcohol or drugs or to use alcohol or drugs in the presence of a prospect. It is **not** permissible to provide a prospect with an escort or exotic dancer or to bring a prospect to a party with exotic dancers present. Do **not** bring a prospect to a bar or club.
- You are responsible for representing Iowa State University in a professional manner and you are accountable for your actions in the presence of a prospect. Do not take part in any activities or events at any location that may cause even a perception of impropriety.

I certify that I have read and will abide by the instructions listed above while serving as a student-host.

Student-Host Signature: _____ Date: _____

University of Northern Iowa Athletic Department

Guidelines for Prospective Student-Athletes and UNI Student Hosts

The following guidelines have been established to ensure that the hosting of prospective student-athletes is conducted in a manner consistent with NCAA and UNI regulations.

Student-athletes who serve as a host must understand that they are an official representative of the Department of Athletics and the University of Northern Iowa. Therefore, appropriate conduct is expected at all times.

1. Underage drinking (below 21) is illegal in the State of Iowa. Prospective student-athletes are not allowed to indulge in this activity. It is the student host's responsibility to discourage and report transgressions of this law.
2. If a prospective student athlete is of legal age (21) and may enter a local bar, it is the student host's responsibility to ensure that the prospective student-athlete is aware that alcohol abuse will **NOT** be tolerated. Prospects who are not yet 19 years old are prohibited from being in a bar after 11:00 p.m.
3. The University of Northern Iowa will not tolerate sexual harassment by anyone associated with our athletic teams. Student hosts must be aware of UNI's prohibition of this type of activity and work to ensure that prospects they are hosting conduct themselves appropriately.
4. Student hosts may be provided up to \$30.00 per day for entertainment expenses. It is the host's responsibility to handle the monies involved. At no time may cash be given to a prospective student-athlete.
5. A prospective student-athlete may not have contact with representatives of the University of Northern Iowa's athletics interests (boosters). It is the responsibility of the student host to ensure that such contact does not take place when they are entertaining prospective student-athletes. If an unplanned meeting occurs, only an exchange of greeting is permissible.
6. It is the responsibility of the University of Northern Iowa to ensure the safety and well being of prospective student-athletes visiting our campus. At the same time, it is incumbent upon prospective student-athletes and their student hosts to avoid any situations or activities that would jeopardize their safety or would be against NCAA, University or local laws, rules and regulations.
7. All entertainment of prospective student-athletes should be within a 30-mile radius of the University of Northern Iowa.
8. Prospective student-athletes will have a curfew of 12:30 a.m. unless they are participating in activities supervised or arranged by the UNI coaching staff.

These guidelines have been established to ensure that each prospective student-athlete's visit to the University of Northern Iowa is a quality one. Your compliance with these guidelines is absolutely necessary and greatly appreciated. Incidents contrary to these guidelines may result in a decision by the University to decline to admit or grant financial aid to a prospective student-athlete and also may result in penalties to student-athletes up to and including dismissal from the team. I certify that I understand the above guidelines.

Student Host Signature

Date

University of Northern Iowa Athletic Department

Monitoring Student Host Guidelines

The University of Northern Iowa Athletic Department will take the following steps in administering/monitoring Recruiting Guidelines to prospective student-athletes and their student hosts.

1. The University of Northern Iowa Guidelines for Prospective Student-Athletes and their Student Hosts will be incorporated into the Student-Athlete Handbook and Compliance Guide.
2. The Guidelines will be provided to and discussed with UNI student-athletes during the orientation meetings that are required of all UNI student-athletes.
3. Prior to hosting recruits, each student-athlete will review the guidelines and address any questions with their respective coach or the Compliance Director. Each student-athlete will affirm his/her understanding of the Guidelines at that time.
4. The signed Guidelines Form and the Student Host Form will be submitted, along with the official visit expense report, to the compliance office at the conclusion of the official visit.
5. Prospective student-athletes will receive the Guidelines when they arrive on campus for their official visit.

Revised 7/1/04

**EMERGENCY LEGISLATION RECOMMENDED BY THE NCAA TASK FORCE ON
RECRUITING AND ADOPTED BY THE BOARD OF DIRECTORS
AT THE AUGUST 5, 2004, MEETING**

PROPOSAL NO. 2004-92 – RECRUITING – OFFICIAL VISITS – INSTITUTIONAL POLICIES.

Status: Adopted, 60-Day Override Period

Intent: To require an institution to establish 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 chief executive officer and kept on file at the institution and conference office; further, to specify that an institution is responsible for the development and enforcement of appropriate policies and sanctions regarding specified areas as identified by the NCAA Division I Board of Directors; in addition, to require an institution to have its policies evaluated by an outside entity (e.g., conference office) once every four years; finally, to specify that the institution may be held accountable through the NCAA enforcement program for activities that clearly demonstrate disregard for its stated policies.

Bylaws: Amend 13.7 by adding new 13.7.1, pages 108-113 , as follows:

"13.7 OFFICIAL (PAID) VISIT

"13.7.1 Institutional Policies. 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 chief executive officer and kept on file at the institution and conference office. The institution is responsible for the development and enforcement of appropriate policies and penalties regarding specified areas, as identified by the NCAA Division I Board of Directors. The institution shall have an outside entity (e.g., conference office) evaluate its policies related to official visits once every four years. The institution may be held accountable through the NCAA enforcement program for activities that clearly demonstrate a disregard for its stated policies."

[13.7.1 through 13.7.7 renumbered as 13.7.2 through 13.7.8, unchanged.]

Source: NCAA Division I Board of Directors (Task Force on Recruiting).

Effective Date: Immediate; policies must be in placed prior to the institution providing any official visits for the 2004-05 academic year and thereafter, subject to final approval by the conference office not later than December 1, 2004.

Proposal Category: Amendment

Topical Area: Recruiting

Rationale: This proposal will ensure the establishment of a set of principles and guidelines for the recruiting process with full regard for reasonable and acceptable forms of behavior and promote institutional accountability through a set of internal controls sufficient to monitor compliance. The proposal further recognizes that simply setting national rules regarding recruiting policies is not as effective in changing current behaviors as permitting institutions to adapt such policies to their unique environments along with clear accountability standards, which can include accountability through the Association.

Estimated Budget Impact: None.

Impact on Student Athlete's Time: None.

PROPOSAL NO. 2004-93 – RECRUITING – OFFICIAL VISITS – AIR TRANSPORTATION.

Status: Adopted, 60-Day Override Period

Intent: To specify that an institution that provides air transportation to a prospect to and from an official visit must use commercial transportation at coach-class airfare with no upgrades.

Bylaws: Amend 13.6.2.3 , page 107 , as follows:

"13.6.2.3 Air Transportation. *The air fare for commercial transportation for the official visit may not exceed coach (or comparable) class* **An institution providing air transportation to a prospect to and from an official campus visit must use commercial transportation at coach-class airfare.** Coaching staff members shall not accompany a prospect to or from an official visit when air travel is used, except as permitted in Bylaw 13.6.2.4.

"13.6.2.3.1 Ticket Discounts. An institution may not arrange payment of the airline ticket to allow a prospect [or the prospect's relatives, friends or legal guardian(s)] to take advantage of ticket bonuses, rebates, refunds, **upgrades** or other benefits connected with the purchase of the ticket.

"13.6.2.3.2 *Institution's Airplane. An institution may use its own airplane to transport a prospect to the campus for an official visit, provided relatives, other friends or legal guardian(s) do not accompany the prospect.*

"13.6.2.3.3 *Noncommercial Airplane. Whenever an aircraft (other than a commercial airplane) is used to transport a prospect, payment for its use shall be at the established charter rates at the airport where the craft is based. The institution shall be prepared to demonstrate satisfactorily that such payment has been made.*"

Source: NCAA Division I Board of Directors (Task Force on Recruiting).

Effective Date: Immediate

Proposal Category: Amendment

Topical Area: Recruiting

Rationale: This proposal should assist institutions in establishing a reasonable environment during an official visit, while minimizing excessive expectations created by the use of private or chartered airplanes. The Recruiting Task Force recognized that institutions are not always located within convenient distances from a commercial airport, but noted that this fact should not be avoided during recruitment nor be a surprise to the prospect who is traveling to the institution for initial enrollment. The Task Force further recognized that game times, multisport prospects and other factors may complicate itineraries, but agreed there should be an appropriate time period to study the impact of the change before creating any legislative exceptions. Finally, an institution may seek a waiver from the NCAA Administrative Review Subcommittee to address emergency situations where the use of commercial transportation is not practical or feasible.

Estimated Budget Impact: Potential cost savings as result of using commercial air transportation instead of private or chartered airplanes.

Impact on Student Athlete's Time: None.

PROPOSAL NO. 2004-94 – RECRUITING – OFFICIAL VISIT – CAMPUS TRANSPORTATION.

Status: Adopted, 60-Day Override Period

Intent: To specify that an institution that transports a prospect (and those accompanying the prospect) around campus during an official visit must use an institutional vehicle normally used to transport prospective students while visiting the institution's campus; further, to permit coaching staff members or student hosts to use personal vehicles to transport a prospect (and those accompanying the prospect) around campus during an official visit.

A. Bylaws: Amend 13.5.2 , page 106 , as follows:

"13.5.2 Excessive Entertainment. A member institution may not arrange or permit excessive entertainment of a prospect on the campus or elsewhere (e.g., hiring a band for a dance specifically for the entertainment of the prospect, a chauffeured limousine, a helicopter). **An institution transporting a prospective student-athlete (and those accompanying a prospective student-athlete) around campus during the official visit must use institutional vehicles normally used to transport prospective students while visiting the campus. In addition, coaching staff members or student hosts may use personal vehicles to transport a prospect (and those accompanying the prospect) around campus during an official visit.**"

B. Bylaws: Amend 13.6.2.2 by adding new 13.6.2.2.4, pages 106-107 , as follows:

"13.6.2.2 Automobile Transportation. When a prospect travels by automobile on an official paid visit, the institution may pay round-trip expenses to the individual incurring the expense (except the prospect's coach as provided in Bylaw 13.9.1.1) at the same mileage rate it allows its own personnel. Any automobile may be used by the prospect, provided the automobile is not owned or operated or its use arranged by the institution or any representative of its athletics interests.

[13.6.2.2.1 through 13.6.2.2.3 unchanged.]

"13.6.2.2.4 On-Campus Transportation. **An institution transporting a prospective student-athlete (and those accompanying a prospective student-athlete) around campus during the official visit must use institutional vehicles normally used to transport prospective students while visiting the campus. In addition, coaching staff members or student hosts may use personal vehicles to transport a prospect (and those accompanying the prospect) around campus during an official visit.**"

Source: NCAA Division I Board of Directors (Task Force on Recruiting).

Effective Date: Immediate

Proposal Category: Amendment

Topical Area: Recruiting

Rationale: This proposal should assist institutions in establishing a reasonable and appropriate environment during an official visit by prohibiting the use of special vehicles (e.g., modified with televisions or special decor or appointments) to transport prospects around campus.

Estimated Budget Impact: Potential cost savings to the institution.

Impact on Student Athlete's Time: None.

PROPOSAL NO. 2004-95 – RECRUITING – OFFICIAL VISITS – MEALS AND LODGING.

Status: Adopted, 60-Day Override Period

Intent: To specify that during an official visit, an institution must house a prospect (and the prospect's parents or legal guardians) in standard lodging that does not include special accessories (e.g., jacuzzis, suites) that are not available generally to all guests residing at the establishment and must provide standard meals comparable to meals provided to student-athletes during the academic year; further, to specify that an institution also may provide a prospect (and the prospect's parents or legal guardians) a reasonable snack (e.g., pizza, hamburger) in addition to the three meals.

A. Bylaws: Amend 13.7.4 , page 110 , as follows:

"13.7.4 Accommodations on Official Visit. 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 institution's campus. **Lodging may not include special accessories (e.g., jacuzzis, suites) that are not available generally to all guests residing at the establishment.** (See Bylaw 13.7.5.7 for restrictions on meals provided to prospects on official visits.)"

B. Bylaws: Amend 13.7.5.7 , page 112 , as follows:

"13.7.5.7 Meals on Official Visit. The cost of actual meals, not to exceed three per day, on the official visit for a prospect and the prospect's parents, legal guardian(s) or spouse need not be included in the \$30-per-day entertainment expense. *A dessert or after-dinner snack at the coach's residence also may be excluded.* **Meals must be comparable to those provided to student-athletes during the academic year. A reasonable snack (e.g., pizza, hamburger) may be provided in addition to the three meals.**"

Source: NCAA Division I Board of Directors (Task Force on Recruiting).

Effective Date: Immediate

Proposal Category: Amendment

Topical Area: Recruiting

Rationale: This proposal should assist institutions in establishing a reasonable and appropriate environment during an official visit that more closely resembles normal life for an enrolled student-athlete. The Recruiting Task Force noted that although the legislation would not require institutions to provide meals on-campus, on-campus dining should be encouraged as a "best practice" for providing meals to a prospect (and the prospect's parents or legal guardians) during an official visit.

Estimated Budget Impact: Potential cost savings to institutions related to meals and lodging.

Impact on Student Athlete's Time: None.

PROPOSAL NO. 2004-96 – RECRUITING – OFFICIAL AND UNOFFICIAL VISITS – STUDENT HOSTS.

Status: Adopted, 60-Day Override Period

Intent: To specify that students who host prospects during either official or unofficial visits must be either current student-athletes or students designated in a manner consistent with the institution's policy for providing campus visits or tours to prospective students generally.

A. Bylaws: Amend 13.7.5.5, page 111, as follows:

"13.7.5.5 Student Host. **The student host must be either a current student-athlete or a student designated in a manner consistent with the institution's policy for providing campus visits or tours to prospective students in general.** The institution may provide the following to a student host entertaining a prospect:"

[13.7.5.5-(a) through 13.7.5.5-(c) unchanged.]

B. Bylaws: Amend 13.8.2.1 by adding new 13.8.2.1.7, pages 113-114, as follows:

"13.8.2.1 General Restrictions. During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions (issued only through a pass list) to a home athletics event at any facility within a 30-mile radius of a member institution's main campus in which the institution's intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospect or the prospect's parents [or legal guardian(s)] or spouse in the facility's press box, special seating box(es) or bench area is specifically prohibited.

[13.8.2.1.1 through 13.8.2.1.6 unchanged.]

"13.8.2.1.7 Student-Host. **A student host used during an unofficial visit must either be a current student-athlete or a student who is designated in a manner consistent with the institution's policies for providing campus visits or tours to prospective students in general.**"

Source: NCAA Division I Board of Directors (Task Force on Recruiting).

Effective Date: Immediate

Proposal Category: Amendment

Topical Area: Recruiting

Rationale: A prohibition against gender based groups being involved in recruiting activities on official and unofficial visits should assist institutions in establishing a more reasonable environment that is consistent with the recruitment of other prospective students who visit their campuses.

Estimated Budget Impact: None.

Impact on Student Athlete's Time: None.

PROPOSAL NO. 2004-97 – RECRUITING – OFFICIAL VISIT – PERSONALIZED RECRUITING AIDS.

Status: Adopted, 60-Day Override Period

Intent: To prohibit an institution from arranging miscellaneous, personalized recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations) and from engaging in any game-day simulations during a prospect's official or unofficial visit.

A. Bylaws: Amend 13.7.5 by adding new 13.7.5.9, pages 110-112 , as follows:

"13.7.5 Entertainment/Tickets on Official Visit

[13.7.5.1 through 13.7.5.8 unchanged.]

"13.7.5.9 Activities. An institution may not arrange miscellaneous, personalized recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations) and may not permit a prospect to engage in any game-day simulations (e.g., running onto the field with the team during pre-game introductions) during an official visit."

B. Bylaws: Amend 13.8.2.1 by adding new 13.8.2.1.7, pages 113-114 , as follows:

"13.8.2.1 General Restrictions. During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions (issued only through a pass list) to a home athletics event at any facility within a 30-mile radius of a member institution's main campus in which the institution's intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospect or the prospect's parents [or legal guardian(s)] or spouse in the facility's press box, special seating box(es) or bench area is specifically prohibited.

[13.8.2.1.1 through 13.8.2.1.6 unchanged.]

"13.8.2.1.7 Activities. An institution may not arrange miscellaneous, personalized recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations) and may not permit a prospect to engage in any game-day simulations (e.g., running onto the field with the team during pre-game introductions) during an official visit."

Source: NCAA Division I Board of Directors (Task Force on Recruiting).

Effective Date: Immediate

Proposal Category: Amendment

Topical Area: Recruiting

Rationale: This proposal should assist institutions in establishing a reasonable and acceptable environment during an official visit by eliminating the "keeping up with the Jones" mentality that often leads to excessive activities designed to induce the prospect to attend the institution. The Recruiting Task Force noted that the proposal would not preclude a prospect from being present in the locker room prior to or subsequent to a competition or standing on the sidelines during pregame activities prior to being seated in the regular seating areas during the competition.

Estimated Budget Impact: Significant cost savings for the institutions.

Impact on Student Athlete's Time: None.