



## RECRUITING

### Official Visit Procedures

- Coaching staff initiates the official visit checklist with the Compliance Office.
- The Compliance Office indicates by signature that they have been presented a high school transcript, standardized test score, the PSA has registered with the Eligibility Center verified the PSA is on UT IRL . The signed checklist **and the completed Preliminary Certification of PSA form** is then returned to the sport.
- The signed checklist is forwarded to Compliance with an itinerary, **all transcripts, and the completed Preliminary Certification of PSA form** for approval.
- The sport must notify the Compliance Office of all persons accompanying the prospective student-athlete to campus.
- If the PSA is arriving early (i.e., Thursday night to begin the official visit on Friday), the early arrival form must be attached to the official visit checklist (Requires prior approval). Expenses may only be paid to the prospective student-athlete.
- The official visit checklist is returned to the coaching staff to complete a travel authorization and purchase an airline ticket. If prospect is driving this step maybe skipped.
- Once approved, the Compliance Office documents the request and the sport provides the prospective student-athlete with the Graduation Rates, APR Report, GSR Report, Itinerary, Official Visit and NCAA Rules, and Hotel Charges Reminders prior to their departure for the official visit (Documents found on utsports.com).
- Prior to a current student-athlete serving as a student-host, a coaching staff member administers the Student Host Form. The coaching staff member and the student-host read and sign & date the document. This form also indicates the receipt of the student host money by the student-host.
- At the conclusion of the official visit prior to departure, the prospect signs & dates a prospect declaration form.
- At the conclusion of the official visit and prior to departure, the prospect signs and receives mileage reimbursement in the form of cash. Reimbursement is at The University of Tennessee State rate.
- At the conclusion of the official visit prior to departure, the prospect presents receipts for any charges that were incurred “en-route” to the official visit. These charges only are reimbursed if permissible by NCAA, SEC, and University rules and/or policy and procedures. A receipt will be issued documenting the transaction.
- At the conclusion of the official visit prior to departure, the prospect is provided a detailed receipt for any expenses that are not permissible under NCAA/SEC legislation that he/she incurred or their family/guests incurred during the official visit. The prospect will pay for these charges and will be issued a receipt prior to departure.

- Expenses and recruiting documentation must be submitted within 14 days from the end of the visit. Failure to do so will result in future official visits not being approved.
- After the visit, expenses are recorded and official visit paperwork is submitted to the Compliance Office for approval.
- If reimbursement is requested by a coaching staff member, an expense report will be filed according to University guidelines and included with the official visit paperwork for approval prior to reimbursement.
- All official visit documentation is filed in the Compliance Office.

## **Official Visit Policy**

### Policy Development

The development of the recruiting policies at the University of Tennessee reflects a comprehensive effort between the Athletic Department, the Faculty Athletics Representative, the University Chancellor and President. A committee was appointed to develop a draft of the policy that would address each of the issues designated by the NCAA Recruiting Task Force, the action of the Board of Directors of the NCAA, and any specific issues unique to our campus. The draft of the committee was presented to the Directors of Athletics, the Faculty Athletics Representative, the Chancellor and the President of the University. After the endorsement of each of these five individuals, the policies were adopted by the University and provided to the Southeastern Conference.

### Recruiting Philosophy

The recruiting philosophy of The University of Tennessee is to provide opportunities for prospective student-athletes to be exposed to the academic and athletic programs of the Institution as well as providing the coaching staff an opportunity to assess the compatibility and desire of the prospective student-athlete to attend the University. This philosophy will be expressed by means of in-person contact with prospective student-athletes, on and/or off campus, as well as through communication such as correspondence and/or telephone contact.

During the period of an official visit, the prospective student-athlete should be able to gain insight into the academic environment, campus life, the community of Knoxville, and the athletic traditions at the University. At the same time, the visit allows the coaching staff to interact with the prospective student-athlete in an effort to determine if he/she is the “best fit” for the University.

The total recruiting effort exists to provide the coaching staff an assessment and prospective student-athletes the information and experience to make an informed decision in the selection of the institution that offers the most appropriate opportunity to pursue his/her academic and athletic endeavors.

### Academic Responsibility

Coaches shall schedule an educational component in advance of the prospect's official visit and list it on the prospect's official visit itinerary. During a prospect's official visit to The University of Tennessee campus, one or more of the following three procedures must take place: 1) Visit with an academic counselor or administrator from the Thornton Center; 2) Tour the Thornton Center facility; 3) Visit with a professor or administrator from The University of Tennessee academic community, preferably someone from the field of study in which the prospect has interest.

These procedures must be used as a *minimum* guideline to a prospect's visit. Additional events that a prospect should participate in if time permits and persons are available could include a tour of the campus preferably during times in which classes are in session, and a visit to a class.

### Responsibilities of the Head Coach

It will be the responsibility of the Head Coach to hold a team meeting (the team meeting shall be mandatory of all participants in the sport, including assistant coaches, managers, trainers, etc.), prior to the first campus visit of any prospective student-athlete, for the sole purpose of communicating the University's recruiting standards and policies. The Head Coach is responsible for communicating the expectations of the program, the University, and stressing the importance of setting a good example.

#### This meeting must include:

- 1) the expectation of upholding strong moral character;
- 2) use of alcohol, drugs, sex, is prohibited during the campus visit of a prospective student-athlete;
- 3) no activity that violates criminal law will be tolerated;
- 4) gambling/gaming activities are not allowed;
- 5) use of strippers, gentlemen's clubs, ladies clubs, or an equivalent are not allowed;
- 6) appropriate entertainment activities;
- 7) entertainment is limited to a 30 mile radius of campus;
- 8) the appropriate use of host money;
- 9) curfew restrictions;
- 10) potential disciplinary action for violation of recruiting policy

A member of the Compliance staff shall be included at these meetings and will be provided the opportunity to further explain expectations, activities, and potential disciplinary actions.

### Student Host Responsibilities

Only currently enrolled student-athletes or students who provide campus visits or tours to prospective students in general may serve as official visit hosts for prospective student-athletes. Hosts have an important responsibility to ensure that the prospect is not placed in an inappropriate situation. In that regard student hosts must follow the following protocol:

- Student-athlete hosts must review and sign a form that outlines NCAA and institutional policies regarding official visits prior to the start of the visit.
- Hosts should remain with the prospect at all times.
- Hosts should not consume alcohol or drugs during the official visit, shall not knowingly permit the prospective student-athlete to consume alcohol or drugs during the visit and should not arrange for sexually inappropriate encounters for the prospect.
- Hosts are given \$30 to be used for meals and appropriate entertainment with the prospective student-athlete.
- An additional \$15 is given for meals and entertainment if the same student-athlete is hosting more than one prospective student-athlete, not another \$30.

### Official Visit Compliance Documentation Requirements

The following documentation must be completed **prior** to the official visit:

- Official Visit Checklist must be submitted to the Compliance Office.
- A visit itinerary must be submitted to Compliance a minimum of 48 hours prior to the visit.
- “Official Visits and NCAA Rules”, official visit itinerary, NCAA graduation rates, APR and GSR Reports must be sent to the prospective student-athlete and his/her parents or legal guardians.
- A student host must review and sign the student host form. This form also indicates that the host is in receipt of the host entertainment money and the permissible uses of such funds.

The following documentation must be completed after the official visit:

- Prospective Student-Athlete’s Declaration Form. This form, when signed by the prospective student-athlete, confirms that all University of Tennessee, SEC and NCAA official visit rules and policies have been followed during the official visit.
- Post Official Visit Form and Expense Form. This documentation summarizes the activities of the official visit and permits the appropriate coach, sports program and/or prospective student-athlete to be reimbursed for official visit expenses.

### Pre-visit Communication with Prospects and Parents

- Coaches must send the Official Visits and NCAA Rules form to prospects & parents prior to the visit.
- The coach must send an official visit itinerary, NCAA graduation rates, APR and GSR Reports to the prospect and his or her parents (or legal guardians) prior to the visit.

### Entertainment

Entertainment of prospective student-athletes, on or off campus, shall be limited to activities in keeping with normal student life and should be of appropriate moral character. When such entertainment is directed by a staff member, the staff member shall be present throughout the activity. When such entertainment is provided at the discretion of the host, the host and the head coach shall be held responsible for the behavior of the provider (host). Alcohol, drugs, and sex shall not be used as a recruiting inducement. Entertainment shall not include any activity that is a violation of criminal law and activities that include, but are not limited to, strippers, gentlemen's clubs, ladies clubs, or an equivalent are prohibited.

The responsibilities of the student host are detailed on the Student Host Form. This form requires the signature of the host and the Head Coach. The responsibilities of the prospective student-athlete are detailed in the Official Visit & NCAA Rules Form which is provided to the family of the prospective student-athlete prior to the visit and again upon his/her arrival on campus. It is the responsibility of the Head Coach to provide the Official Visit & NCAA Rules Form to the prospective student-athlete and his/her family. Violations of this policy will be subject to disciplinary action from the Director of Athletics.

### Providing Cold Weather Gear to Recruits

Sports are permitted to issue cold weather gear to prospects visiting campus provided the issuance and retrieval of such gear is documented by a full-time staff member. Cold weather gear includes only coats, toboggan hats and gloves. Any other items to be provided must be approved in advance by the Compliance Office. Prospects are not allowed to keep (or purchase) any of these items.

### Air Transportation Policy

- Only commercial air service at coach-class airfare with no upgrades may be used to transport prospective student-athletes to campus for official visits.
- UT may not pay for, or reimburse, the air travel of parents, friends, coaches, advisors or other individuals accompanying the prospective student-athlete to campus.
- UT staff members may not arrange payment of airline tickets that allows a prospect (or the prospect's relatives or friends) to take advantage of ticket bonuses, rebates,

- refunds, upgrades or other benefits connected with the purchase of the ticket.
- Private or charter planes may not be used to transport prospects for official visits.

#### Ground Transportation Policy

- A coach or student host may use his or her own personal vehicle to transport a prospect (and those accompanying the prospect) around campus during an official visit.
- A coach may use an institutional vehicle that is normally used to transport prospective students while visiting campus to transport prospective student-athletes (and those accompanying the prospect).
- Vehicles with special appointments (e.g., televisions, refrigerators, video games) may not be utilized to transport prospective student-athletes.
- Coaches may rent vehicles for transportation purposes as needed, pursuant to institutional policy, provided those vehicles are considered basic transportation and not modified in any manner for this purpose.
- Unmodified golf carts and the like may be considered basic transportation and may, therefore, be used to transport prospects around campus.
- Limousines shall never be used to transport a prospect at any time.

#### Meals and Lodging

- A prospective student-athlete shall be provided lodging and meals as regular students normally receive.
- Commercial facilities may be used at a scale comparable to that of normal student life and only within a 30-mile radius of the UT campus.
- Prospects (and the prospect's parents or legal guardians) must be housed 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.
- Penthouses or suites shall not be permitted.
- A prospect may be provided three meals per day on an official visit (not including any food purchased with the \$30 per day host money).
- Meals must be comparable to those provided to student-athletes during the academic year. There is a \$40 limit per person on all meals. This is not an average cost per person.
- Any meal that may or will exceed this amount must be approved by the Athletic Director prior to the meal.
- Student-host money may only be used for the entertainment of prospect/parents and the student host.
- Student-hosts may not use personal funds for entertainment during an official visit.
- A reasonable snack (e.g., pizza, hamburger) may be provided in addition to the three allowable meals.
- Meals are limited to \$40 per day before tax and tip. Prior written approval is required from the Athletic Director in order to exceed the \$40 limit.

### Personalized Recruiting Aids

- UT shall not arrange or permit personalized recruiting aids (e.g., personalized jerseys, signs, painting The Rock, personalized audio/video scoreboard presentations, etc.) during a prospective student-athlete's official or unofficial visit to campus.
- UT staff members shall not permit a prospect to engage in any game-day simulations (e.g., running onto the field with team during pre-game introductions, mock press conferences, Vol Walk, etc.) during an official visit.
- Prospects may be present in a team's locker room prior to or after a competition and may stand on the sidelines during pre-game activities.
- Access to suites and other restricted seating is not permitted during competition.

### Alcohol Policy

- Prospects and their guests shall not consume alcohol during their official visit to The University of Tennessee.
- Student Hosts and University staff shall not provide to or knowingly permit prospects to consume alcohol during their official visits.
- UT staff members and their spouses shall not consume alcohol during a prospect's official or unofficial visit to The University of Tennessee.

### Drug Policy

- Prospects shall not engage in the use of illegal drugs during their official visit to the University of Tennessee.
- Student-hosts and University staff shall not provide to or knowingly permit prospects to consume illegal drugs during their official visits.

### Gambling Policy

- Prospective student-athletes and their hosts shall not participate in any form of gambling or gaming activities.

### Sexual Activity Policy

- Sex shall not be used as an inducement for prospective student-athletes to attend the University of Tennessee.
- During official visits, prospects are not permitted to attend strip clubs or any similar establishment operated under a different name.

### Curfew Policy

- The curfew for all official visit activities shall be 1:00 a.m., local time and must be stated on the official visit itinerary. Head coaches may request an exception to this

policy, for a specific event, prior to the event. The exception may only be granted by the Director of Athletics.

### Sanctions and Reporting Process

Failure to abide by the University's recruiting policies will result in disciplinary action. The disciplinary action will be imposed by the appropriate Director of Athletics (men's or women's depending upon department) and the action will be administered by the Compliance staff.

Disciplinary actions may include but are not limited to:

#### Student-Athlete

- Suspension on serving as a host
- Removal of athletic related financial aid
- Dismissal from team

#### Prospective Student-Athlete

- Suspension of contact from the University
- Declaration of ineligibility to participate in intercollegiate athletics at UT

#### Athletics Department Staff Member

- Written reprimand
- Financial penalty
- Dismissal

Sanctions will be rendered at the discretion of the appropriate Director of Athletics and will require the approval of the Faculty Athletics Representative who serves at the behest of the University Chancellor.

Additionally, the University will provide an annual report to the Southeastern Conference. This report will be provided no later than one week prior to the Spring Meeting of the SEC membership. The report will contain any violations of the University recruiting policies and the sanctions imposed as a result of said violations. It will be the responsibility of the Directors of Athletics, through the Compliance Office, to submit the report.

### **Unofficial Visits**

Record all unofficial visits using the '*Add Unofficial Visit*' button within the Recruiting Coordinator function of ACS. (Click in the following order: Recruiting Coordinator, Activity Manager, Add Unofficial Visit, select the name of the visiting prospect.) The completion of this electronic form is mandatory, and

will replace the paper version used in the past. Please include the names and relationships of all individuals accompanying the prospect, lodging information, transportation and meal expenses.

- Football records all unofficial visits on the Unofficial Visit Record and submits to the Compliance Office. The visits will then be entered into the online recruiting software.

### **Complimentary Admissions for Prospective Student-Athletes**

- Coaches submit the request for complimentary admissions on the complimentary admissions form to the ticket office.
- The ticket and Compliance Office staff the gate: all prospects and guests are required to present a photo ID when signing for complimentary admissions.
- **A Tennessee coach/full-time staff member must accompany all PSA's; if a Tennessee coach is not present and the PSA(s) do not have a photo ID the PSA(s) will be denied admission.**
- The Athletics Department uses the pass list as documentation for unofficial visits.
- Compliance Office staff is present at the complimentary ticket table for all Football, all Men's Basketball and home Women's Basketball contests.
- Athletic Department staff members may not make special arrangements or give their complimentary tickets to high school coaches or individuals associated with a prospect.

### **Complimentary Admissions for High School Coaches**

- The same process is followed for high school coaches and their one allowable guest.
- High school coaches and guest are required to have photo ID.
- Tennessee Coaches may request complimentary admissions for head high school coaches **only** in his/her sport.

### **Ticket Office Signature**

- The ticket office personnel that staff(s) the pass gate(s) will sign the complimentary pass list verifying that all ID's have been checked for each person receiving a complimentary admission.
- In the event that a photo ID is not provided a member of the coaching staff will sign verifying the identity of the recipient of the complimentary admission.

## **Forms**

Official Visit Check List (*UT Compliance Website, Coaches Page*)

Official Visits and NCAA Rules (*UT Compliance Website, Coaches Page*)

Hotel Charges Reminders (*UT Compliance Website, Coaches Page*)

Graduation Rate Report (*UT Compliance Website, Coaches Page*)

Request for Early Arrival (*UT Compliance Website, Coaches Page*)

Student Host Form (*UT Compliance Website, Coaches Page*)

Prospect Declaration (*UT Compliance Website, Coaches Page*)

Post Official Visitation Form (*UT Compliance Website, Coaches Page*)

Official Visit Meal Tracking Form (*UT Compliance Website, Coaches Page*)

Contest Complimentary Admissions List (*UT Compliance Website, Coaches Page*)

Official Visit Roster (*Kept in Compliance Office*)

Unofficial Visit Record - Football (*UT Compliance Website, Coaches Page*)

Contest Complimentary Admissions List – High School Coaches (*UT Compliance Website, Coaches Page*)