Cheyney University Policy OP-AACC-2014-0116

Policy on Recruiting Documentation-Travel Requests

Approved by:  Athleti: Academic Compliance Committee, 9/17/2014
               President’s Cabinet, 10/29/14

History:      Issued- 10/29/14
               Revised-

Related Policies:

Additional References:

A. Purpose

The purpose of this policy is to provide the adequate time needed to approve and process recruiting travel requests so that violations do not occur during the contact and dead periods during the recruitment year.

B. Scope:

This policy applies to all off campus recruiters

C. Key Word(s) & Phrases:

NCAA Bylaw 13.1.2.11 Off Campus Recruiters; An institutional staff member is not permitted to recruit off campus until he or she has been certified on an annual basis as to the knowledge of applicable recruiting rules as per Bylaw 11.5.11

NCAA Bylaw 13.1.17 Recruiting Calendars; *Recruiting calendar change by academic year. Updated calendar information can be found in the appropriate academic year’s bylaw guide. Recruiters are only allowed to observe athletes during certain period of the recruiting calendar.

NCAA Bylaw 13.02.4.1 Contact Period. A contact period is that period of time when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations.

NCAA Bylaw 13.02.4.2 Evaluation Period. An evaluation period is that period of time when it is permissible for authorized athletics department staff members to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospective student-athletes. No in-person, off-campus recruiting contacts shall be made with the prospective student-athlete during an evaluation period.

NCAA Bylaw 13.02.4.3 Quiet Period. A quiet period is that period of time when it is permissible to make in-person recruiting contacts only on the member institution’s campus. No in-person, off-campus recruiting contacts or evaluations may be made during the quiet period.
NCAA Bylaw 13.02.4.4 Dead Period. A dead period is that period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the member institution's campus or to permit official or unofficial visits by prospective student-athletes to the institution's campus. The provision of complimentary admissions to a prospective student-athlete during a dead period is prohibited, except as provided in Bylaw 13.7.2.5 for a prospective student-athlete who visits an institution as part of a group. During such a dead period, a coaching staff member may not serve as a speaker at or attend a meeting or banquet at which prospective student-athletes are in attendance, except as provided in Bylaws 13.1.9 and 13.1.9.1, and may not visit the prospective student-athletes' educational institutions. It remains permissible, however, for an institutional staff member to write or telephone prospective student-athletes during such a dead period. (Revised: 1/11/94)

D. Policy & Procedures:

Off-campus recruiters are required to turn in the mandatory documentation and special request form to the office of compliance 14 days in advance of scheduled travel, in order ensure that said coach are recruiting off campus during the appropriate time (contact and evaluation periods). After approved, the paperwork will be submitted to the Athletic Department Business Manager for financial approval.