Cheyney University Policy OP-AACC-2014-0118

Policy on Permission to Contact Requests

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

History: Issued- 10/29/14

Related Policies:

Additional References:

A. Purpose

The purpose of this policy is to ensure that accurate contact records are maintained in the office of compliance in regards to Prospective Student-Athletes at other institutions of higher education.

B. Scope:

This policy applies to all off-campus recruiters and all prospective student-athletes.

C. Key Word(s) & Phrases:

PSA: Prospective Student Athlete

NCAA Bylaw 13.1.1.1 High School Prospective Student-Athletes. In-person, off-campus recruiting contacts and telephone calls shall not be made with a prospective student-athlete or a prospective student-athlete’s relatives or legal guardians before June 15 immediately preceding the prospective student-athlete’s junior year in high school. (Revised: 1/10/91 effective 7/1/91, 1/11/94 effective 3/15/94, 1/10/95, 1/14/97, 1/12/99, 1/11/00 effective 8/1/00, 1/14/12 effective 6/15/12; for any prospective student-athlete entering his or her junior year in high school 6/15/12 and thereafter)

NCAA Bylaw 13.1.1.2 Four-Year College Prospective Student-Athletes. An athletics staff member or other representative of the institution’s athletics interests shall not make contact with the student-athlete of an NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the first institution’s athletics director (or an athletics administrator designated by the athletics director) to do so, regardless of who makes the initial contact. If permission is not granted, the second institution shall not encourage the transfer and shall not provide athletically related financial assistance to the student-athlete until the student-athlete has attended the second institution for one academic year. If permission is granted to contact the student-athlete, all applicable NCAA recruiting rules apply. (See Bylaw 13.1.6 for legislation regarding contacts and Bylaw 13.1.3.1 for legislation regarding telephone calls.) (Revised: 1/10/91, 1/16/93, 1/11/94, 1/10/05 effective 8/1/05, 1/9/06, 1/14/12 effective 6/15/12; for any prospective student-athlete entering his or her junior year in high school 6/15/12 and thereafter)
**NCAA Bylaw 13.1.1.2.1 Hearing Opportunity.** If the institution decides to deny a student-athlete’s request to permit any other institution to contact the student-athlete about transferring, the athletics director (or his or her designee) shall inform the student-athlete in writing, within 14 consecutive calendar days from receipt of a student-athlete’s written request, that he or she, on request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and non-athletics faculty/staff members). The notification of the hearing opportunity shall include a copy of the institution’s policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete’s request for the hearing. (Adopted: 1/11/94, Revised: 1/8/07 effective 8/1/07, 1/14/08 effective 8/1/08)

**D. Policy & Procedures:**

**Procedures for Obtaining Permission to Contact a PSA from another institution**

1. Coaches must give the name, sport and prospects institution(s) to the Compliance Coordinator in order to prepare the “Permission to Speak Letter.”
2. The Compliance Team will request permission to speak to the PSA and notify the coach as soon as permission is granted.
3. The requesting coach will then be given a written copy of the permission of speak notice for their records.
4. If any Cheyney University of PA staff member receives written permission to contact directly for the prospective transfer or their institution, they must immediately provide a copy of the notice to the Office of Compliance and the Director of Athletics.

**Procedures for Current Student-Athlete to Obtain Permission to Contact**

1. Current student-athletes who are thinking of transferring out of Cheyney University of PA are required to first meet in-person with their Head Coach to discuss leaving the team and institution.
2. Once the Head Coach has been notified, the student-athlete must go to the Director of Athletics (or designee) office to request permission to contact.
3. At that time, the student-athlete must give a list of schools to the Director of Athletics (or designee); BLANKET LETTERS WILL NOT BE SENT OUT.
4. The Director of Athletics and or designee will verify with the Head Coach that the student-athlete has met with him/her about the possibility of transferring.
5. The Compliance Coordinator will then send out the “Permission to Speak” letter to the prospective institutions.
6. Any requests from other institutions to contact current Cheyney University of PA athletes will not be granted until the student-athlete’s Head Coach is notified and the student-athlete gives his/her permission for the request to be granted.
7. If a request is denied a hearing will be sent by the Faculty Athletic Representative (FAR). (See: Transfer Appeal Process)