Cheyney University Policy OP-AACC-2014-0120

Policy on Recruitment Logs: Initial Contact and Current Logs

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 coaches are documenting initial and continuing contact with perspective student athletes.

B. Scope:

This policy applies to all off and on campus recruiters

C. Key Word(s) & Phrases:

The primary source of documentation for all recruiting information is Front Rush. Each coach is responsible to maintaining accurate logs of all correspondence with recruits, their parents, coaches, and other third parties. Coaches should keep logs of the following information; phone calls, electronic correspondence (emails/texts), written correspondence, contacts, and evaluations, through the methods described below.

- **Phone Calls**
  
  All initial phone calls must be logged in Front Rush. Additional phone calls should be logged for record keeping purposes. Prior to any official visit, in- home visit, or scholarship/NLI offer a phone number must be on file within Front Rush. Call records will be checked periodically and when requested, coaches must submit phone records to assist with inquiries into violations.

- **Email**
  
  All email correspondence to prospects, their parents, coaches or third parties should be kept on file. This correspondence may be kept via a flash drive, or on the prospect’s Front Rush profile. All correspondence to recruits, their parents, coaches or third parties must be sent to/from the coaches’ @cheyney.edu email account or through Front Rush. No personal email address should be used other than @cheyney.edu addresses.
Contacts/Evaluations  All contacts and evaluations must be logged in *Front Rush*. At the conclusion of each recruiting trip, coaches should submit a Trip Report to the Business Manager and the Compliance Office, even if no reimbursement is requested-for accurate record keeping.

Printed Correspondence  Copies of all printed correspondence materials (not the actual correspondence) should be kept by each the coaching staff for the compliance team to review, if necessary.

D. Policy & Procedures:

All campus recruiters are required to keep up to date information in the Front Rush database. Hard copy documentation of initial contact should be submitted to the compliance office on a bi-weekly basis on the appropriate form. All other contact information should be logged into the Front Rush database including phone calls, emails, contacts/evaluations and printed correspondence.