



UNIVERSITY OF ARKANSAS ATHLETICS COMPLIANCE

Official Visit Checklist

Prospective Student-Athlete: _____ **Date of Visit:** _____

Sport: _____

<u>Complete (X)</u>	<u>Procedure</u>	<u>Submit Form to</u>
BEFORE VISIT		
_____	Official Visit Pre-Approval Form	Compliance
_____	Official Visit Expenditure Request Form	Compliance
_____	Transcript	Compliance
_____	Official Visit 5 Letter Sent	Recruit & Compliance
_____	Official Visit Itinerary	Recruit & Compliance
_____	Student-Athlete Registered with the NCAA Eligibility	
_____	Student-Athlete placed on your sport's IRL with the NCAA Eligibility Center	
DURING VISIT		
_____	PSA Reimbursement Form Signed by Recruit (if needed)	
_____	Post Official Visit Expense Form Signed by Recruit	
_____	Student Host Receipt/Instructions Form Signed by Host	
_____	Statement of Recruiting Responsibilities and Expectations Signed by Recruit and Student Host	
_____	Complete List of Attendees on Meal Attendees Form for each meal	
AFTER VISIT		
_____	Post Official Expense Visit Form	Business Office
	Student Host Receipt/Instructions Form	
	Statement of Recruiting Responsibilities and Expectations	
	All meal receipts/invoices	
	Copy of plane ticket invoice	
	Recruit reimbursement (if needed)	



UNIVERSITY OF ARKANSAS ATHLETICS COMPLIANCE Official Visit Invitation Letter

Dear _____ :

The University of Arkansas Athletic Department would like to invite you and your parents/guardians to be our guests on our campus, _____. This visit will be considered an official visit and will therefore count as one of your five allowed official visits. According to NCAA rules, we are allowed to provide the following:

FOR YOU – THE PROSPECT ONLY

Housing and meals during your official visit may be provided. Transportation costs including reimbursement for your plane, train, bus fare, or 42 cents per mile, round trip, (from your hometown) if you drive your own car.

FOR YOUR PARENTS/GUARDIANS

Housing and meals during your official visit may be provided.

As a prospective student-athlete visiting University of Arkansas, you will be required to abide by the same rules and code of conduct as students currently enrolled. More specifically, the following expectations will be placed upon you and your student host during your visit:

- No use of alcohol or illegal drugs.
- No activity that violates criminal law.
- No gambling or gaming activities.
- No involvement in the arrangement of sexual activities (i.e., sex used a recruiting device).
- Do **NOT** attend an activity or event at any location that may cause a perception of impropriety, i.e. strip clubs, gentleman's clubs, or an equivalent.
- All entertainment arranged for you by our staff during your visit will meet the University's expectation of appropriate activities and NCAA rules.

I am looking forward to visiting with you and I am sure you will enjoy your visit to University of Arkansas. If you have any questions, please be sure to call. We look forward to seeing you.

Sincerely,

GO HOGS GO!



UNIVERSITY OF ARKANSAS ATHLETICS COMPLIANCE

Student Host Receipt / Instructions

STUDENT HOST: _____

OFFICIAL VISIT DATE _____

PROSPECT(S): _____

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 the NCAA, (13.6.7.5), SEC and institutional regulations. Please **carefully** review the following rules:

1. Only one student-athlete per day from our school can serve as an official host. If you are a freshman, you must have been a high school qualifier. Other students may assist with hosting the prospect but shall pay for their own entertainment and meals.
2. A maximum of \$40 for each day (24-hour period) of the visit (maximum of \$80 for two 24-hour periods) may be provided to cover all actual costs of entertaining yourself, the prospect (and up to four family members accompanying the prospect), excluding the cost of meals and admission to campus athletic events. The cost of entertainment of the institution's athletics department staff members who accompany the prospect is also excluded. If an athletics department staff member serves as the prospect's host, his or her entertainment costs must be included in the entertainment allowance. **The entertainment allowance 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 \$20 per day for each additional prospect the host entertains.**
3. No cash may be given to the visiting prospect or anyone else.
4. You may not use vehicles provided or arranged for by any coach, institution staff member or booster of the university. **Never** allow the recruit to use or drive your car.
5. You may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus.
6. You should not allow recruiting conversations to occur on or off campus between the prospect and a booster of the athletic program. (If an unplanned meeting occurs, only an exchange of greetings is permissible.)
7. A visiting prospect may engage in recreational or workout activities, provided such activities are not organized or observed by members of the athletics department coaching staff and are not designed to test the athletics abilities of the prospect. Use of the institution's facilities for such activities is permitted, provided athletics department staff members or representatives of its athletics interests are not involved in the conduct, promotion or administration of the activity (other than activities incidental to supervising the use of the facilities).
8. You may receive a complimentary admission (no hard tickets) when accompanying a prospect to a campus athletic event.

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

Student Host Signature

Date

Coaching Staff Member Signature

Date

cc: Relevant Staff (i.e., Coach, Compliance, Business Office)



UNIVERSITY OF ARKANSAS ATHLETICS COMPLIANCE

Statement of Recruiting Responsibilities & Expectations

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

Student-athletes who serve as a host must understand that they are an official representative of the University of Arkansas Athletics Department and The University of Arkansas. 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. Prospective student-athletes and student hosts are not allowed to indulge in alcohol or drug use. 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 and drug use will NOT be tolerated.
3. A prospective student-athlete and student host will not indulge or be provided an opportunity to indulge in the use of escort services/strippers/use of gentleman's club (or an equivalent) or adult entertainment or sex as a recruiting device.
4. Prospective student-athletes and student hosts are not allowed to partake in gambling or sports wagering activities. This includes soliciting and accepting bets.
5. The University of Arkansas 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.
6. Prospective student-athletes and student hosts may be provided up to \$40.00 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.
7. 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.
8. 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 violate NCAA or University rules and regulations or violate local or criminal laws.
9. All entertainment of prospective student-athletes by a student-host should be confined to the University community. Student hosts are responsible for ensuring that prospects do not leave the Fayetteville and Springdale area during their visits (30 mile radius).
10. Prospective student-athletes will have a curfew of 1:00 AM, unless they are participating in activities supervised or arranged by the Arkansas coaching staff, or are checked into the hotel/residence hall by a member of the coaching staff.

These guidelines have been established to ensure that each prospective student-athlete's visit to our campus is a quality one. 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.

Prospect Signature

Date

Student-Athlete Signature

Date



UNIVERSITY OF ARKANSAS ATHLETICS COMPLIANCE Post Official Visit Expense Form

PSA INFORMATION:

PSA Name: _____ PSA Sport: _____

High School: 2-Yr College (1st Yr): 2-Yr College (2nd Yr): 4-Year:

Name of PSA's HS, JUCO, or 4-Yr Institution: _____

Arrival Date: _____ Arrival Time: _____ Departure Date: _____ Departure Time: _____

48 Hr Start Date: _____ 48 Hr Start Time: _____ 48 Hr End Date: _____ 48 Hr End Time: _____

Did anyone accompany this PSA on his/her official visit? YES NO

Name & Relationship of All Individuals Who Accompanied PSA on Visit (Travel Party):

1. _____ Relationship to PSA: _____
2. _____ Relationship to PSA: _____
3. _____ Relationship to PSA: _____
4. _____ Relationship to PSA: _____
5. _____ Relationship to PSA: _____
6. _____ Relationship to PSA: _____

**If more space is needed, please attach a complete list of individuals who accompanied the PSA to this form.*

TRANSPORTATION:

Was PSA's transportation paid for by UA? YES NO *If Yes, attach transportation invoices*

FB/BSK ONLY—Was parents/legal guardians' transportation paid for by UA? YES NO *If Yes, attach transportation invoices*

MEALS:

Were any meals provided during the official visit? YES NO

If Yes, attach the itemized receipts for each meal provided and the "Meal Attendee Form"

Were there any individuals accompanying the PSA on his/her visit that did not have their meals paid for by UA? YES NO

If Yes, please list those individuals: _____

Student Host(s): _____

COMPLIMENTARY ADMISSIONS:

Were complimentary admissions provided to PSA and individuals accompanying him/her on the visit? YES NO

Sporting Event #1: _____ Sporting Event #2: _____ Sporting Event #3: _____

of tickets provided: _____ # of tickets provided: _____ # of tickets provided: _____

OFFICIAL VISIT REIMBURSEMENT FOR PSA:

Did the PSA incur any expenses that he/she will be reimbursed for? YES NO

If Yes, attach receipts and explain expenses incurred: _____

ALL SPORTS—Meals In Transit for PSA (If applicable): YES NO *If Yes, attach receipts*

ALL SPORTS—Lodging In Transit for PSA (If applicable): YES NO *If Yes, attach receipts*

OFFICIAL VISIT REIMBURSEMENT FOR PARENTS/LEGAL GUARDIANS:

Did the Parents/Legal Guardians incur any expenses? YES NO If Yes, attach receipts and explain below:

Expenses Incurred: _____

ALL SPORTS—Lodging provided in Locale of Institution *before* Visit: YES NO

Location of Lodging: _____ # of nights: _____ # of rooms: _____

Individuals in Room(s): _____

FB/BSK ONLY—Meals In Transit: YES NO *If Yes, attach receipts*

FB/BSK ONLY—Lodging In Transit: YES NO *If Yes, attach receipts*

I certify that the above information is correct and that I understand I may engage in recreational or workout activities, provided such activities are not organized or observed by members of the athletics department coaching staff and are not designed to test my athletics abilities. I further understand that I may use the institution's facilities for such activities, provided athletic department staff members or representatives of its athletics interests are not involved in the conduct, promotion or administration of the activity (other than activities incidental to supervising the use of the facilities). Additionally, I realize this official visit constitutes my one allowable visit to the **UNIVERSITY OF ARKANSAS** and counts towards my maximum of five official visits as mandated by NCAA rules.

Prospect's Signature: _____ *Date:* _____

EXPENSES RECAP FOR BUSINESS OFFICE USE:

Entertainment funds to student host: YES NO \$ _____

Local expenses for recruiting coach: YES NO \$ _____

Recruiting Coach Mileage: _____ Total Miles _____ Mileage Rate _____ Tolls/Parking \$ _____

PSA/Family Member Lodging: \$ _____

Meals for PSA/Up to Four Family Members: \$ _____

Meals In Transit (If applicable): \$ _____

PSA Air Travel Cost: _____ Commercial _____ Baggage \$ _____

PSA Travel by Automobile: _____ Total Miles _____ Mileage Rate \$ _____

TOTAL EXPENSES \$ _____

Additional Comments:

I certify that the above information herein is correct:

Coach Signature: _____

Compliance/Designee: _____

Date: _____

Date: _____