

## NCAA DIVISION II COACHES OFF-CAMPUS RECRUITING GUIDE

Please note this document should not be used as a substitute for the NCAA Manual. Coaches are encouraged to contact the athletics compliance office for additional information.

| Freshman/<br>Sophomore                                                                                                                   | June 15 prior to Junior<br>Year                                                                                                                                                                                                                                                                                                                                                                                                                                   | Senior                                                                                                                | Two-Year College Prospects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Four-Year College Prospects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Evaluations and Contacts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p><b>Recruiting materials:</b></p> <p>Questionnaires, camp brochures, NCAA materials and nonathletics recruiting publications only.</p> | <p><b>There are no limits on the following recruiting functions for prospects entering their junior year:</b></p> <ul style="list-style-type: none"> <li>• Athletically related recruiting materials.</li> <li>• Electronic Media and Transmissions (e.g. email, facsimiles, text messaging, instant messages, etc.). Must be private between sender and recipient.*</li> <li>• Telephone Calls.</li> <li>• In-person, off-campus recruiting contacts.</li> </ul> | <p><b>Official Visits:</b></p> <ul style="list-style-type: none"> <li>• Opening day of prospect's classes.</li> </ul> | <p><b>Official Visits:</b></p> <ul style="list-style-type: none"> <li>• September 1 following prospect's completion of high school.</li> </ul> <p><b>There are no limits on the number or frequency of the following recruiting functions for two-year transfers:</b></p> <ul style="list-style-type: none"> <li>• Electronic Media and Transmissions (e.g. email, facsimiles, text messaging, instant messages, etc.). Must be private between sender and recipient.*</li> <li>• Telephone Calls.</li> <li>• In-person, off-campus recruiting contacts.</li> </ul> | <p><b>Official Visits:</b></p> <ul style="list-style-type: none"> <li>• <b>Only after written permission has been granted by the student-athlete's NCAA or NAIA institution:</b> September 1 following prospect's completion of high school.</li> </ul> <p><b>NCAA or NAIA Institution:</b></p> <ul style="list-style-type: none"> <li>• <b>Only after written permission has been granted by the student-athlete's institution, there are no limits on the number or frequency of the following recruiting functions for four-year transfers.</b></li> </ul> <ul style="list-style-type: none"> <li>• Electronic Media and Transmissions (e.g. email, facsimiles, text messaging, instant messages, etc.). Must be private between sender and recipient.*</li> <li>• Telephone Calls.</li> <li>• In-person, off-campus recruiting contacts.</li> </ul> <p><b>Other Four-Year Institution:</b></p> <ul style="list-style-type: none"> <li>• Written permission not necessary.</li> </ul> | <ul style="list-style-type: none"> <li>• No restriction on the number of evaluations.</li> <li>• Contacts are restricted at the prospect's practice/competition site until such time as the competition has concluded and the prospect has been released by the appropriate authority.</li> <li>• Electronically transmitted correspondence may not be sent to a prospective student-athlete during the conduct of any of the institution's intercollegiate athletics contests in that sport.</li> </ul> |

\* Electronically transmitted correspondence may not be sent during the conduct of any of the institution's intercollegiate athletics contests in that sport from the time the institution's team reports on call at the competition site at the direction of the coach until the competition has concluded and the team has been dismissed by the coach (Bylaw 13.4.5.1).

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### **DEFINITIONS:**

#### **Contact**

A contact is any face-to-face encounter between a prospect or the prospect's relatives or legal guardian(s) and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged (e.g., positions himself/herself in a location where contact is possible) or that takes place on the grounds of the prospect's educational institution or at the site of organized competition or practice involving the prospect or the prospect's high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of whether any conversation occurs. However, an institutional staff member or athletics representative who is approached by a prospect or the prospect's relatives or legal guardian(s) at any location shall not use a contact, provided the encounter was not prearranged and the staff member or athletics representative does not engage in any dialogue in excess of a greeting and takes appropriate steps to immediately terminate the encounter.

#### **Evaluation**

Evaluation is any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect's educational institution (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.

#### **Prospective Student-Athlete**

A prospective student-athlete is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete, if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. An individual remains a prospective student-athlete until one of the following occurs (whichever occurs earlier):

- a. The individual officially registers and enrolls in a minimum full-time program of studies and attends classes in any term of a four-year collegiate institution's regular academic year (excluding summer); or
- b. The individual participates in a regular-squad practice or competition at a four-year collegiate institution.

#### **Recruited Prospective Student-Athlete**

Actions by staff members or athletics representatives that cause a prospect to become a recruited prospect at that institution are:

- a. Providing the prospect with an official visit;
- b. Having an arranged, in-person, off-campus encounter with the prospect or the prospect's relatives or legal guardian(s);
- c. Initiating or arranging a telephone contact with the prospect, the prospect's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment; or
- d. Issuing a National Letter of Intent or the institution's written offer of athletically related financial aid to the prospect.

#### **Contacts, Evaluations and Telephone Calls**

#### **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 knowledge of applicable recruiting rules.

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### Telephone Calls and Other Correspondence During Conduct of Athletics Contest

Telephone calls and electronically transmitted correspondence to a prospect [or the prospect's relatives or legal guardian(s)] may not be made during the conduct of any of the institution's intercollegiate athletics contests in that sport until the competition has concluded and the team has been dismissed by the coach.

### Visits to a Prospect's Educational Institution

Visits to a prospect's educational institution that will occur during that portion of the day when classes are being conducted for all students must receive the approval of the executive officer (or the executive officer's designated representative) of the prospect's educational institution.

### Practice or Competition Site

Recruiting contact may not be made with a prospect prior to any athletics competition in which the prospect is a participant during the day or days of competition, even if the prospect is on an official or unofficial visit. Contact includes the passing of notes to a prospective by a third party on behalf of an institutional staff member. Contact shall not be made with the prospect as follows:

- a. At any site prior to the contest on the day or days of competition;
- b. From the time the prospect reports on call and becomes involved in competition-related activity to the end of the competition; and
- c. After the competition, including competition that requires more than one day of participation (e.g., a tournament), until the prospect is released by the appropriate institutional authority and departs the dressing and meeting facility.

### NOTES: