

Official and Unofficial Visits

NEWLY ADOPTED LEGISLATION

2015-16

Newly Adopted Legislation

Autonomy Proposal No. 2015-21

Permits meals, lodging and entertainment for up to four family members accompanying a PSA on an official visit.

- A family member is defined as a spouse, parent or legal guardian, child, sibling, grandparent, domestic partner or any individual whose close association with the PSA is the practical equivalent of a family relationship.

Permits up-to six complimentary admissions to a home athletics event to the PSA and those individuals accompanying him/her on an official visit.

Newly Adopted Legislation

Proposal No. 2015-53

In men's basketball, permit the institution to provide up to 24 official visits in a rolling two-year period.

Example:

- 2016-17 = 10 official visits
- 2017-18 = 14 official visits
- 2018-19 = 8 official visits
- 2019-20 = 16 official visits

24 official visits in 2016-17 and 2017-18.

22 official visits in 2017-18 and 2018-19.

24 official visits in 2018-19 and 2019-20.

OFFICIAL AND UNOFFICIAL VISITS

THE RULES

Official Visit Definition

- Prospective student-athlete's visit to an NCAA member institution's campus that is financed in whole, or in part by the institution.

Official Visit Limitations

- Prospective Student-Athletes:
 - One visit, per institution.
 - A maximum of five expense-paid visits.
 - Prospective student-athlete may receive five additional visits beginning October 15 after completion of high school.
- Sport Limits:
 - MBA - 25
 - MBB - 24 per rolling two year period [Effective 8/1/2016]
 - WBB-12
 - All other Sports-no limit
- First Permissible Date:
 - MBB - January 1 of PSA's junior year.
 - WBB - Thursday after WBB Championship of PSA's junior year.
 - All Other Sports - Opening day of classes of the PSA's senior year.

Official Visit Limitations

- Official visits shall not exceed 48 hours in length.
- Transfers:
 - A PSA, who is a nonqualifier, shall not be provided an official visit in his or her first year of enrollment at a two-year institution.
 - A PSA from a four-year institution is permitted to take an official visit to a second four-year institution after receiving permission from his original four-year institution.

Requirements for Official Visit

- High school (or college) academic transcript.
- ACT/SAT test score (or equivalent practice test).
 - Exceptions to this requirement can be granted by the compliance office
- Prospective student-athlete must register with the NCAA Eligibility Center.
- Prospective student-athlete must be placed on institutional request list with the NCAA Eligibility Center.



Transportation on Official Visit

- Prospective student-athlete may be provided actual round-trip transportation costs.
- Round-trip from any location (return to origin).
 - If PSA does not return to original point of departure (e.g., home or high school), cost cannot exceed round-trip cost.
- Airfare may not exceed coach (or comparable) class.
 - Extra leg room / exit row seating are okay as long as it is still considered coach-class airfare.

Transportation on Official Visit (continued)

- Prospective student-athlete travelling by automobile may receive round-trip mileage expenses at the same rate institution's staff members receive. Cannot pay for a rental car.
- Institution's coach may transport; however, the 48-hour period starts when the coach starts transporting the PSA.
- In basketball, an institution may provide round trip cost for parents or legal guardians.

Lodging

- Within a 30-mile radius of institution's campus.
- Scale comparable to that of normal student life with no special accessories.
- Only for PSA and the parents (or legal guardians) or spouse.
- May pay PSA's reasonable meals and lodging while in transit to and from campus from visit.

Entertainment

Prospective student-athlete and parents/legal guardians may be provided:

- Reasonable entertainment.
- \$40 per day.
- Within 30 miles of campus.
- Normal retail cost.

Meals

- Prospective student-athlete and parents or legal guardians, spouse and children may be provided three meals per day.
- A reasonable snack may be provided in addition to the meals
- Does not come out of the \$40 per day entertainment money.
- Must be comparable to those provided to SA during the academic year.



Complimentary Admissions

- Maximum of three complimentary admissions to home athletics event within a 30-mile radius of campus.
- Nontraditional family may receive two additional complimentary admissions.
- Prospective student-athlete may not receive complimentary admissions to a conference tournament, NCAA or other postseason competition.

Student Host

- Maximum of \$40 per day to cover entertainment.
- May receive meals if accompanying PSA.
- Only one student-host may be provided a free meal if accompanying PSA.
 - You can have an occasional meal for the rest of the team to eat during the official visit as long as it meets the occasional meal criteria (in the locale of institution, occurs on infrequent/special occasion)

Unofficial Visit Definition

Prospective student-athlete's visit to an NCAA member institution's campus that is financed in whole by the PSA or his/her family.

Limitations

- No limit in number permitted.
- May be prior to senior year.
 - May not occur during dead period.
 - Men's Basketball.
 - May not occur during the month of July.
 - Women's basketball.
 - May not occur during the July evaluation period.

Transportation

- May provide transportation to view practice and competition sites in PSA's sport and other institutional facilities and to attend a home athletics contest at any local facility.
- Institution's staff member must accompany PSA.

Lodging

Prospective student-athlete may stay on campus with an enrolled SA only if he or she pays the regular institutional rate for lodging.

Entertainment and Meals

- Maximum of three complimentary admissions may be provided to any home athletics event at any facility within a 30-mile radius of campus.
- Prospective student-athlete may pay the actual cost of meals to eat on campus.

Activities During Official and Unofficial Visits

Not Permissible during official or unofficial visit.

- Personalized recruiting aids.
- Game-day simulations.
- Decorative items.
- Balloons/welcome signs in hotel room/lobby.
- Name plate on locker.

Bylaws 13.6.7.9 and 13.7.3

OFFICIAL AND UNOFFICIAL VISITS INSTITUTIONAL GUIDELINES

Unofficial Visit Process



UNOFFICIAL VISIT FORM

ATHLETICSCOMPLIANCE

PROSPECTIVE STUDENT-ATHLETE INFORMATION

Name of Prospect _____ Sport _____

Name of Recruiting Coach(es) _____

Date of Visit _____

Address _____ City/State _____ Date of Birth _____

Phone Number _____

NCAA RULES

Per NCAA rules, prospective student-athletes visiting an institution on an unofficial visit may participate in recreation activities in an institution's facility that is not regularly open to the general public. (NCAA Bylaw 13.11.2.2) An unofficial visit is a visit by a prospect to a member institution at the prospect's own expense. (NCAA Bylaw 13.02.16.2) Please see below for additional rules surrounding a prospect's unofficial visit.

Dead Period Restriction: Unofficial visits MAY NOT occur during a sport's recruiting dead period. During this time, prospects MAY NOT visit campus.

Meals during an Unofficial Visit: A prospect on an unofficial visit must pay the actual cost of their meal. Meals at an off-campus site must be considered a permissible off-campus contact and the prospect MAY NOT have off-campus contact with a current student-athlete or non-coaching staff member.

Housing/Lodging during an Unofficial Visit: A prospect may stay in an enrolled student-athlete's dorm room provided the prospect pays the regular institutional rate for staying in an on-campus facility. During an unofficial visit, a prospect MAY NOT stay in a current student-athlete's off-campus apartment.

Transportation during an Unofficial Visit: It is permissible to provide transportation to a prospect when accompanied by an institutional staff member to visit competition sites and other institutional facilities.

Recreation Activities during an Unofficial Visit: A prospect may participate in recreational activities during an official or unofficial visit provided the activities are not organized or observed by athletic department staff members and are not designed to test the athletic ability of the prospect.

ACKNOWLEDGEMENT OF NCAA RULES

By signing below, I confirm that the information provided above is correct and I have read and agree to comply with the NCAA rules listed above.

Signature of Prospective Student-Athlete

Date

Signature of Head Coach

Date

- During an unofficial visit, please have the recruit sign the Unofficial Visit Form to acknowledge they understand the rules of an unofficial visit
- After the visit, please turn the completed and signed form in to the Compliance Office

Pre-Approval Process

- Complete and turn in a Permission to Recruit Form to Jill
- Must also turn in an official/unofficial transcript and test score with the form
- If the visit is approved, Jill will email you
 - The email will also include the Official Visit Guidelines Form, Post Official Visit Form, and Official Visit Tip Sheet
- Work with Academic Advisors to set-up any meetings with on-campus advisors
- Select your student host and make sure they know the rules of hosting



PERMISSION TO RECRUIT FORM

ATHLETICSCOMPLIANCE

PROSPECTIVE STUDENT-ATHLETE INFORMATION

☐ HS Prospect ☐ JC Transfer ☐ 4-Year Transfer ☐ Other _____

Name _____ Sport _____ Email _____

Eligibility Center ID# _____ Date of Birth _____

Mailing Address _____ Apt/Unit# _____

City/State _____ Zip _____ Phone Number _____

Name of former school(s) (e.g., HS or JC) _____

1st Term of Full-Time College Enrollment _____ First Term at UWM _____

OFFICIAL VISIT / RECRUITING INFORMATION

Will the prospect take an official visit? ☐ Yes ☐ No

The following must be submitted to Athletic Compliance in order for an official visit to be approved (please check):

☐ Transcript (may be unofficial) ☐ Test Scores (for HS only) ☐ Registered w/ Eligibility Center
(HS or prep prospects only)

Date of Arrival _____ Time(am/pm) _____

Date of Departure _____ Time(am/pm) _____

Will the prospect likely be offered aid? ☐ Yes ☐ No

By signing below, I certify the information above is accurate. An email will be sent to the prospect if their visit has been approved.

Signature of Head Coach or Designee _____

Date Requested _____

Athletic Compliance ONLY

☐ Transcript Rec'd ☐ Test Scores Rec'd (HS only) ☐ Does not exceed 48hrs/not during dead period☐ Added to Eligibility Center IRL ☐ Post OV Materials Rec' (Post OV Form and OV Guidelines) ☐ NLI Signee/Intent to Enroll☐ VISIT APPROVED☐ VISIT NOT APPROVED_____
Signature of Athletic Compliance_____
Date

- The Official Visit Approval section is the middle section
- All information must be filled out in order for the visit to be approved
- If a recruit went to more than one high school please try to get a transcript from each school

During the Visit

- Make sure to keep copies of all receipts for meals and lodging
- Have the student host and recruit sign the official visit guidelines form at the beginning of the visit
- Housing offers Sandburg tours every hour on the hour from 9am-3pm (only applies to North, South and West Tower)
- If you have an appointment with an on-campus advisor (or any other individual) please make sure to be on time for the appointment



OFFICIAL VISIT GUIDELINES FORM

ATHLETICS COMPLIANCE

OFFICIAL VISIT GUIDELINES FOR PROSPECTS AND STUDENT-ATHLETE HOSTS

The University of Wisconsin-Milwaukee is committed to providing an informative and safe environment for prospective student-athletes while visiting UWM on official recruiting visits. The following guidelines have been established to ensure that prospective student-athletes and student-athletes who will be serving as campus hosts conduct themselves in a manner that is consistent with NCAA regulations and UWM guidelines.

- It is the responsibility of UWM to ensure the safety and well-being of prospective student-athletes visiting campus. At the same time, it is incumbent upon prospective student-athletes and their student host to avoid any situations or activities that would jeopardize their safety or collegiate eligibility.
- All entertainment of prospects is limited to a 30-mile radius of UWM. It is the responsibility of the head coach and the student host to supervise all activities, structured and unstructured, of the prospect while visiting our campus for the purpose of recruitment.
- The use of alcohol and banned substances (illegal drugs) are prohibited, regardless of age, during any official/unofficial visit to the University of Wisconsin-Milwaukee. It is the responsibility of the student host to discourage and report any violations of these guidelines.
- Campus visits are to exclude other inappropriate behavior including, but not limited to, sexual activity, sexual harassment, and/or any type of visitation to strip clubs. It is the responsibility of the student host to discourage and report any violations of these guidelines.
- Any gambling activities during the prospect's official visit are strictly prohibited. No visit to any establishment where gambling activities take place will be acceptable. It is the responsibility of the student host to discourage and report any violations of these guidelines.
- A prospective student-athlete may not have contact with representatives of UWM's athletics interests (boosters).
 - It is the responsibility of the student host to ensure that such contact does not take place when they are entertaining prospective student-athletes. Only an unarranged exchange of greeting is permissible.
- Any incidental hotel expenses (e.g., phone calls, movies, room service, etc.) will not be covered by UWM. A prospect will be responsible for all incidental charges upon check-out.
- UWM may not publicize a prospect's visit and may not permit a prospect to participate in team activities that would make the public aware of the prospect's visit to the University (e.g., on-court appearances, pre-game/post-game activities, etc.).
- A prospect may voluntarily engage in recreational activities while visiting campus, provided coaches are not present at the activity.
- An enrolled student-athlete may participate as the student host during a prospective student-athlete's official visit to UWM. The student host may receive a maximum of \$40.00 per day to cover actual costs of entertaining prospects (and the prospect's parents, legal guardians or spouse), excluding the cost of meals and admission to UWM events. A max of \$80 may be given to the student host for the duration of the official visit. These funds may not be used for the purchase of souvenirs such as T-shirts or other UWM mementos. At no time may a prospect receive cash from the student host.

I received a total of \$ _____, while serving as a student host.

By signing below, I confirm I have read the Official Visit Guidelines and agree to comply with all rules and regulations outlined above.

_____ Name of Student Host	_____ Signature of Student Host	_____ Date
_____ Name of Prospect	_____ Signature of Prospect	_____ Date
_____ Name of Head Coach (or Designee)	_____ Signature of Coach (or Designee)	_____ Date

ATHLETICS COMPLIANCE

- Make sure that both the student host and recruit read the guidelines before signing
- If no host money is being used, write 0 on the host money line

Post Visit Process

- Complete the Post Official Visit Form and turn it in to Jill within 2 weeks after the visit
 - Copies of receipts for all meals, lodging and transportation must accompany the completed form
 - If you did not provide an expenses (i.e. did not reimburse for travel, did not pay for breakfast) please also note that on the form
 - Must also include the signed Official Visit Guidelines form



POST OFFICIAL VISIT FORM

ATHLETICSCOMPLIANCE

Post Official Visit Requirements

1) Post Official Visit Form and 2) Official Visit Guidelines Form

Please submit all forms and documentation no later than 2 weeks after the official visit

PROSPECTIVE STUDENT-ATHLETE INFORMATION

Name _____ Sport _____ Email _____

OFFICIAL VISIT INFORMATION

Date of Arrival _____ Time of Arrival (am/pm) _____

Date of Departure _____ Time of Departure (am/pm) _____

Transportation or Parking Provided: ☐ Yes ☐ No details: _____

Mileage Reimbursement: ☐ Yes ☐ No (must provide copy of TER for miles reimbursement)

Meals Provided: Please note if no meals were provided.

Date	Meal (breakfast, lunch, dinner, or snack)	Location	Persons Present (List Names)

* Copies of receipts required for all meals, lodging, transportation provided to recruit and family must accompany this form.

Lodging Provided Recruit:

☐ Off-campus hotel ☐ On-campus housing (e.g., Sandburg) ☐ No lodging provided

Lodging Provided Parent(s):

☐ Off-campus hotel ☐ On-campus housing (e.g., Sandburg) ☐ No lodging provided

Student Host: Please attach OV guidelines signed by prospect and student host

Name of Student Host _____

Amount of money provided to student-athlete host: \$ _____

By signing below, I certify the information above is accurate. Please also remember to submit an Official Visit Guidelines Form signed by both the prospect and student host (if applicable).

Signature of Head Coach (or Designee) _____

Date _____

ATHLETICSCOMPLIANCE

- Make sure to complete all the information (including noting if an expense was not provided)
- If you need more space for meals, please attach a separate sheet

Questions...

