



PROCEDURES FOR COMPLETING CONTACT/EVALUATION LOGS

1. Complete Contact/Evaluation Logs fully, including the following information:
 - **Name** of prospect/prospect's parent/legal guardian/relative/team (whoever you contacted/evaluated).
 - Mark (e.g., circle, place a line through) whether the encounter was a contact or evaluation or both.
 - The date and time of your contact or evaluation.
 - The **site** of the contact or evaluation. (Be as specific as possible).
 - The **city and state** of the contact or evaluation.
 - Please note to document a tournament, list the name of each team that you observed on your evaluation log and list the specific prospect(s) that you were observing in the contest (not every athlete on that team).
 - For contacts:
 - Anyone else who was present at the contact, including other SPC coaches.
 - School administrator who provided permission for you to be in the school (if the contact took place at a school).
 - Contacts are institution specific. Therefore, you need to communicate with other SPC coaches and the prospect when recruiting a multi-sport prospect to ensure that SPC does not exceed its contact limits.
2. Complete a form for each month in which your respective program has a contact or evaluation period, regardless of whether you actually made any contacts/evaluations. This is to include summer months.

If you complete a recruiting-related expense report prior to the end of the month, please submit with the expense report a **copy** of your Contact/Evaluation Logs to date. **Only submit your original at the end of the month.**

3. You **must** sign and date each form you submit. Thus, if you submit more than one form in a particular month, you must **sign and date all forms**. Make copies for your own records.
4. All forms should be submitted within one week of the end of the month.
5. Your business expense reports and credit card statements will not be processed without your recruiting logs on file. If you complete a recruiting-related expense report prior to the end of the month, please submit with the expense report a **copy** of the log to-date. Only submit your original at the end of the month – continue to make copies for your own records.

NOTE: You are not required to submit tournament or camp/clinic programs with your Contact/Evaluation logs. However, **YOU ARE REQUIRED TO KEEP SUCH PROGRAMS ON FILE FOR A PERIOD OF FIVE YEARS.** Thus, for tournaments attended during the 2005-06 academic year, records must be retained through the 2009-10 academic year.



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