



# SPC OFFICIAL VISIT STUDENT-ATHLETE HOST INSTRUCTIONS

Acting as a student host for a prospect on an official visit to SPC is an important responsibility. Appropriate conduct is required of you by institutional, conference and NCAA guidelines:

- Host must be enrolled as a full-time student at SPC. If you are a freshman, you must currently be academically eligible to practice with your team.
- Only the host will be provided money to entertain the prospect, the prospect's parents/legal guardians and spouse (if applicable), yourself and other student hosts who are assigned to host the prospect. Other students may assist in entertaining the prospect but must pay for their own entertainment.
- Host may not pay for entertainment of a prospect's friends, siblings or other relatives.
- A maximum of \$30 per day of the prospect's visit (not to exceed two days) may be provided to cover the entertainment of the above-mentioned persons. You may be provided with an additional \$15 per day for each additional prospect for whom you are designated as the student host. Three meals per day and one snack may be provided to a prospect, the cost of which does not have to be deducted from the student host money. Any other snacks or meals purchased, however, must be purchased from the host allowance. Meal voucher cards will be provided for meals which are eaten in the cafeteria. This voucher cannot be exchanged for money.
- No cash may be given to the prospect or the prospect's parents/legal guardians, relatives or friends.
- Host may not use the host allowance to purchase or provide the prospect or the prospect's parents/legal guardians, relatives or friends with gifts of value (e.g., souvenirs, t-shirts, etc.).
- Prospects may be transported only in vehicles normally used to transport prospective students, student athletes' personal vehicles, coach's personal vehicles, and standard rental vehicles.
- Host may transport only the prospect, the prospect's parents/legal guardians and the prospect's spouse within 30-miles of SPC. You may not provide transportation to any other relative or friend of the prospect.
- Host must not allow recruiting conversations to occur (on- or off-campus) between the prospect/parents/legal guardians/spouse and an SPC athletic booster.
- Prospect(s) must not participate in any athletic activity or test designed to evaluate the prospect(s) athletic abilities. However, prospect(s) may participate in recreational activities.
- At the conclusion of the visit host(s) are responsible for returning any remaining cash/funds and/or receipts for the student host monies that were advanced.
- Host may not leave a prospect(s) at any location and allow them to return to their place of lodging on their own.
- Coach should provide the host and prospect with emergency contact information.
- You will not consume or allow the prospect to consume alcoholic beverages.
- The use of illegal substances is strictly forbidden.
- **IF THE PROSPECT IS STAYING IN SPC HOUSING (E.G. DORMS) THEN THE STUDENT HOST IS RESPONSIBLE FOR COMPLETING THE NECESSARY PAPERWORK WITH THE OFFICE OF RESIDENCE LIFE TO HAVE AN OVERNIGHT GUEST!!!!!! NO EXCEPTIONS!!!!!!**

I certify that I have read these instructions and acknowledge receipt of \$\_\_\_\_\_ for the purpose of hosting the prospect mentioned below.

Prospect's Name: \_\_\_\_\_ Visit Date: \_\_\_\_\_

Student Host Name: \_\_\_\_\_ Sport: \_\_\_\_\_

Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**MUST BE COMPLETED ONE WEEK SUBSEQUENT TO THE CONCLUSION OF THE OFFICIAL VISIT:**

\_\_\_\_\_  
Student-Athlete Host Name: SPORT \_\_\_\_\_

\_\_\_\_\_  
Prospect's Name: Dates of Official Visit: \_\_\_\_\_

Amount of Entertainment Money Received: \_\_\_\_\_

I certify that the above listed amount of entertainment money was expended for entertaining the above-named prospect. Accordingly, I hereby return the remaining amount of money and / or receipts for the total amount that I received.

I also certify to the best of my knowledge, that I have followed all institutional, conference and NCAA regulations in hosting the prospect(s), and I am not aware of any regulations having been violated during the visit.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student-Athlete Host Signature Date \_\_\_\_\_

<p><b>OFFICE OF COMPLIANCE USE ONLY</b>  Reviewed by: _____  Date: _____</p>
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