



RECRUITING PHILOSOPHY & OFFICIAL VISIT POLICY

INTRODUCTION

This document reflects SPC's philosophy and procedures related to the recruitment of prospective student-athletes and outline the policies the Department of Athletics has developed for recruiting visits made to SPC's campus and locale. This document is intended to:

- Guide its staff, coaches, student-athletes and visiting prospects;
- Clearly communicate SPC's expectations for recruiting visits;
- Establish a mechanism for personnel and students to report concerns about recruiting practices;
- Identify consequences for staff and students found in violation of these policies;
- Provide a framework for the education and training of personnel and student-athletes regarding these standards; and
- Help prevent abuses in the recruitment of prospective student-athletes to SPC.

RECRUITING PHILOSOPHY

SPC is committed to the fair and respectful treatment of all students and prospective student and to operating an athletics program with the highest standards of behavior and practices in all areas, including recruiting. The recruiting process should assist prospective student-athletes and their families in making informed decisions regarding their possible enrolment at SPC as both a student and an athlete, and to honestly evaluate their opportunities for successful integration into the SPC academic, athletic and social communities.

SPC personnel should be afforded the opportunity to fairly and reasonably evaluate the potential of a prospective student-athlete for academic and athletic success and for integration into the SPC community.

Prospects who decide to attend SPC will be expected to contribute constructively to the academic mission of the university and in turn, benefit by gaining knowledge and skills through education and athletics participation that will prepare them professionally and personally to contribute to society.

COACHES RESPONSIBILITIES

Head coaches are expected to operate their respective programs in a reputable and honest manner. As such, their responsibilities related to the recruiting process include:

- Evaluating the character and personal integrity of prospects.
- Recruiting individuals who will share SPC's dedication to the highest standards of behavior.
- Communicating these expectations to prospects and their parents prior to a prospect's recruiting visit.
- Notifying their sport administrator of a prospect's history of inappropriate behavior, past arrests, citations or other potentially embarrassing behavior that might indicate a lack of character. Upon informing the administrator, a joint decision will be made as to whether or not to continue recruitment of the prospect. Should a decision be made to continue recruitment, the Director of Athletics must be informed and must approve the decision. This information will be communicated to the appropriate staff, if the prospect is to be considered for admissions.
- Selecting reliable student hosts who will follow instructions and avoid inappropriate behaviors and activities during the recruiting visit.

- Instructing their staff and current student-athletes regarding appropriate and inappropriate activities and behaviors during recruiting visits (see below for a list of some appropriate / inappropriate activities for recruiting visits).
- Informing the student host that providing alcohol to anyone under the age of 21 is prohibited by New Jersey state laws and will not be tolerated.
- Reviewing with student hosts the social activities planned for the visit.
- Following up by reviewing with student hosts the activities that took place during the visit.
- Providing student-athlete hosts and their prospects emergency contact information.

Note: Coaches and student hosts are permitted to involve other student-athletes in planned activities with prospects. The only other student who may be involved in hosting a prospect are individuals who are members of groups that report to an office outside of Athletics (e.g., Admissions) and perform the same duties for all prospective students.

ACTIVITIES DURING RECRUITING VISITS

Good judgment is expected of student hosts during recruiting visits. Although this document cannot account for all possible activities, following are some examples of both appropriate and inappropriate activities for recruiting visits.

Appropriate activities:

- Take the prospect :
 - for a snack,
 - to the movies,
 - to an on-campus athletics or student event,
 - to play pool,
 - to participate in recreational activities (e.g., bowling, paintball, etc.),
 - to meet with their sport's administrator.
- Recruiting visits must include an academic component, such as attending a class, meeting with a professor, department chair, dean or other faculty member, or meeting with an academic advisor. This may occur on an official or unofficial visit and may not be conducted by a coach.

Inappropriate Activities:

- Any activity that violates any law, SPC policy or NCAA rule,
- Attendance at adult entertainment facilities,
- Excessive meals and transportation,
- Provision of alcohol and / or drugs to any prospective student-athlete,
- Permitting any prospective student-athlete to consume alcohol and / or drugs during a recruiting visit,
- Consumption of alcohol and / or drugs by current student-athletes in conjunction with the prospect's visit,
- Provision of excessive transportation, such as limousines,
- Use of escort services, exotic dancers, or any other similar services,
- Activities at any location that may cause a perception of impropriety.

TRAVEL, MEALS, LODGING, RECRUITING AIDES

Following are some basic guidelines regarding recruiting visits:

- Prospects utilizing air transportation to visit campus must use coach class commercial airfare.
- Prospects visiting campus may be transported only in vehicles normally used to transport prospective students during campus visits, personal vehicles of student-athletes, and personal vehicles of coaches. Further, it is permissible to rent standard vehicles (as opposed to luxury vehicles) for transportation purposes, provided these vehicles are considered basic transportation and not modified in any manner for this purpose.
- For official visits, all prospects and their parents / guardians will be housed either in a student-athlete's on- or off-campus residence or at a local hotel. Hotel rooms provided for prospects and their parents / guardians must be standard (e.g., may not include any special accessories or amenities not available to all guests residing at that hotel). Hotel rooms must be pre-approved per the individual team's recruiting budget.
- All meals provided to prospects and their parents / guardians will be comparable to meals provided to student-athletes during the academic year.
- No personalized recruiting aides (such as personalized jerseys, personalized audio or video scoreboard presentations, etc.) may be used.
- Prospects may not participate in game day / competition day simulations.

STUDENT-ATHLETE HOSTS

- Student-athlete Hosts are required to read and sign the Student-athlete Host Instruction Form prior to receiving host money and meal vouchers.
- Student-athlete host entertainment money may be used to entertain prospects in line with the appropriate forms or entertainment as outlined in this document and on the Student-athlete Host Instructions Form.
- Following entertainment activities, student-athlete hosts must ensure that the prospect or prospects they are hosting safely return to their place of lodging by a reasonable hour or by curfew established by the head coach.
- Student hosts may not leave a prospect or prospects at any location and allow them to return to their place of lodging on their own.
- All unused host monies must be returned to the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator.
- Receipts for unused monies are required.
- Student hosts must inform the head or assistant coach of the entertainment activities that occurred during the visit.

EDUCATION

In order for this recruiting philosophy and recruiting visit policy to be effective, it must be communicated to all constituents involved in the recruiting process. To this end, the following activities will occur in an attempt to ensure that proper communication and understanding of the policy occurs:

- The Athletics Director, or designee, will review and reinforce these policies with the coaching staff periodically throughout the year.
- The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will arrange for annual recruiting policy review sessions for all coaches and for student-athletes.

- This recruiting policy will be included in the annual NCAA rules review sessions for all coaches, in the New Staff Compliance Orientation, in the Student-Athlete Handbook, and in the compliance section of the Department of Athletics' web site.

OVERSIGHT, MONITORING AND ENFORCEMENT

While final authority over the Athletics program rests with the President of SPC and the Director of Athletics, others at SPC must play important roles in ensuring that SPC recruiting philosophy, policies and procedures are followed.

- The Office of Compliance will ensure that a complete itinerary including methods of transportation, documentation of individuals present at all meals, signed Student Host Instructions forms (with both sides completed), and a completed Official Visit Record for each prospect are submitted with each Travel and Expense Report after each official visit.
- Staff, coaches and student-athletes are expected to report any violations of this policy to any of the following individuals: the head coach of the relevant sport, the Assistant Director of Athletics / Compliance Officer / Senior Woman or the Faculty Athletics Representative. If a violation of this policy is reported to the Faculty Athletics Representative or a head coach, that individual must report the violation to the Assistant Director of Athletics / Compliance Officer / Senior Woman. The Office of Compliance, in conjunction with the sport administrator, shall review each reported instance of a violation of this policy and communicate such information with the Athletics Director.
- Staff, coaches, student-athletes and prospective student-athletes found to be in violation of these policies could face disciplinary action, which may include, but is not limited to, the following:
 - For staff members and coaches:
 - Letter of reprimand,
 - Limited suspension from recruitment activities,
 - Termination of recruitment of a particular prospect or prospects, and
 - Termination of employment.
 - For student-athletes:
 - Removal from consideration as a student-athlete host,
 - Limited suspension from the team,
 - Cancellation of athletics aid, and
 - Removal from the team.
 - For prospective student-athletes:
 - Suspension from team activities upon enrollment, and
 - Termination of recruitment.
- In cases of potential NCAA infractions, the institutional policy for reporting and investigating violations will be followed.