



HUSKIE ATHLETIC COMPLIANCE OFFICE

Two empty rectangular boxes for identification or tracking numbers.

# Official Visit Request Form

## PSA Information

Name: \_\_\_\_\_ Sport: \_\_\_\_\_ NCAA ID: \_\_\_\_\_

## Visit Information

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

*(The PSA must depart campus within 48 hours of their arrival.)*

Method of Travel:  Air  Car/Bus  Train

Host: \_\_\_\_\_

Names/Relationship of those accompanying the PSA: \_\_\_\_\_

Complimentary admissions (date/sport): \_\_\_\_\_

*(Please complete the passlists.com information at least 24 hours in advance of the contest.)*

Entertainment (activity description/normal retail value): \_\_\_\_\_

Meals:	Day 1	Day 2	Day 3
	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Breakfast
	<input type="checkbox"/> Lunch	<input type="checkbox"/> Lunch	<input type="checkbox"/> Lunch
	<input type="checkbox"/> Dinner	<input type="checkbox"/> Dinner	<input type="checkbox"/> Dinner

*(Meals are limited to 3 per day and 6 per visit. In-transit meals are excluded in the 6 per visit limit.)*

## NCAA Legislation

**13.6.7.1 General Restrictions**---An institution may provide entertainment, which may not be excessive, on the official visit only for a prospective student-athlete and the prospective student-athlete's parents (or legal guardians) or spouse and only within a 30-mile radius of the institution's main campus. Entertainment and contact by representatives of the institution's athletics interests during the official visit are prohibited. It is not permissible to entertain other relatives or friends (including dates) of a prospective student-athlete at any time at any site.

**13.6.7.9 Activities During Official Visit**---An institution may not arrange miscellaneous, personalized recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations) and may not permit a prospective student-athlete to engage in any game-day simulations (e.g., running onto the field with the team during pregame introductions) during an official visit. Personalized recruiting aids include any decorative items and special additions to any location the prospective student-athlete will visit (e.g., hotel room, locker room, coach's office, conference room, arena) regardless of whether the items include the prospective student-athlete's name or picture.

## Coach Certification

Submitted visit itinerary  Submitted transcript  Submitted test score

By signing below, I certify that the above information is complete and accurate. I also affirm that I will inform the Huskie Athletic Compliance Office of any changes to the information reported on this form.

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

## Compliance Verification

Date HS transcript received: \_\_\_\_\_

Activated to IRL:  Yes  No

Date test score received: \_\_\_\_\_

Approved (date/initial): \_\_\_\_\_

Approval email sent



HUSKIE ATHLETIC COMPLIANCE OFFICE

## Student Host Instruction Form

Name: \_\_\_\_\_

Sport: \_\_\_\_\_

Hosting a prospective student-athlete is a privilege, which carries certain responsibilities. These responsibilities include being aware of the prospect's itinerary and the required campus meetings the prospect is obligated to attend. Additionally, a student host must understand and abide by all applicable NCAA, Conference and NIU regulations. These regulations prohibit the following activities:

- Providing alcohol to a prospect.
- Providing or encouraging the use of drugs or sex.
- Engaging in any behavior that could be considered a violation of criminal law.
- Participating in any form of gambling activities.
- Providing strippers, visiting gentlemen's clubs, or any equivalent

This signed Student Host Instruction Form is required prior to the approval of your assigned prospect's official visit to our campus. **Please carefully review the following rules and regulations:**

1. Only full-time students at NIU who are eligible to practice may serve as hosts. Partial qualifiers or non-qualifiers are not eligible to serve as a prospect's host.
2. Only one student may serve as an official host; other students may assist the host but must pay for their own entertainment and meals.
3. The official visit may last no more than 48 hours once the PSA arrives on campus, and all entertainment must occur within a 30-mile radius of the NIU campus.
4. A maximum of forty dollars (\$40.00) for each day of the visit may be provided by NIU to cover all actual costs of entertaining the prospect and the prospect's parents or legal guardians or spouse. These funds may not be used to purchase souvenirs such as T-shirts or other institutional mementos. If more than one prospect is being entertained by a single student host, NIU may provide the host with an additional twenty dollars (\$20.00) per day.
5. If recreational equipment (e.g., Jet-ski, fishing poles, bowling shoes, ice skates) is used to entertain a prospect or the prospect's parents or legal guardians or spouse, the normal retail cost of the use of such equipment must be assessed against the \$40.00 allotted for entertainment. If the normal retail cost exceeds the \$40.00 per day allowance, such equipment may not be provided.
6. No cash, including any portion of the entertainment money provided to the host, may be given to the prospect or anyone else.
7. Entertainment moneys may not be used for any person other than the host, the assigned prospect, the prospect's parents or legal guardians, and/or the prospect's spouse. Additional persons (e.g., the prospect's siblings or friends) may accompany the prospect at their own expense but only if they are not prospects.
8. The cost of actual meals, not to exceed three (3) per day, on the official visit for the host, the prospect, the prospect's parents or legal guardians, and/or the prospect's spouse, need not be assessed against the \$40 entertainment expense limit. A dessert or after-dinner snack at the coach's residence may also be excluded.
9. The prospect may be provided lodging in an on-campus facility at the institution's expense. The host may not allow the prospect to stay in the host's room overnight without the permission of the recruiting coach.
10. The host may not stay in the prospect's hotel room overnight without the permission of the recruiting coach. If permission is granted, the host must be aware that room service meals, telephone calls billed to the room, in-room pay-per-view movies, and similar expenses are the responsibility of the host and the prospect.
11. The host must provide transportation during the official visit and may not use vehicles provided or arranged for by a coach or institutional staff member or booster.
12. The host must not allow recruiting conversations to occur, on- or off-campus between the prospect and a booster or alumni or former athlete of NIU. If an incidental, unplanned meeting occurs, an exchange of greetings is permissible, but in a polite manner do not allow the contact to go beyond a greeting.
13. The prospect may engage in recreational or workout activities, including the sport for which the prospect is being recruited. Hosts may engage in athletic activities with prospects, however coaches may not be present during such activities.
14. The host, the prospect, and the prospect's parents or legal guardians and/or spouse, may receive a complimentary "general admission" --but no hard tickets -- to campus athletic events during the official visit. A photo ID will be required for admission at the pass gate. Prospects and their parties may not be seated in reserved or special seating areas; seating in the press box or on the team bench is specifically prohibited.

### **Coach Certification**

By signing below, I certify that I have reviewed the Student Host Instruction Form with the above mentioned student host and that they have agreed to abide by the above instructions.

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date



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# Student Host Money Receipt Form

## Reimbursement Information

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_  
 Student Host: \_\_\_\_\_ Visit Date(s): \_\_\_\_\_  
 Prospect 1: \_\_\_\_\_ Prospect 2: \_\_\_\_\_

## NCAA Legislation

**13.6.7.5 Student Host**---The student host must be either a current student-athlete or a student designated in a manner consistent with the institution's policy for providing campus visits or tours to prospective students in general. The institution may provide the following to a student host entertaining a prospective student-athlete:

- (a) The student host must be either a current student-athlete or a student designated in a manner consistent with the institution's policy for providing campus visits or tours to prospective students in general. The institution may provide the following to a student host entertaining a prospective student-athlete:
- (b) Complimentary meals, provided the student host is accompanying the prospective student-athlete during the prospective student-athlete's official visit; and
- (c) Complimentary admissions to campus athletics events, provided the student host is accompanying the prospective student-athlete to the events during the prospective student-athlete's official visit.

**13.6.7.5.2 Nonqualifier Prohibition**--- The student host must be enrolled in the member institution being visited by a prospective student-athlete. A nonqualifier (see Bylaw 14.02.11) may not serve as a student host during his or her first academic year in residence.

## Coach Certification

By signing below, I certify that I provided the above mentioned student host with the permissible entertainment allowance acknowledged below.

\_\_\_\_\_ I acknowledge providing: \$ \_\_\_\_\_  
*Coach Signature* *Date*

## Student Host Certification

By signing below, I certify that I have utilized the student host money received from my coach for the purpose of hosting the above name prospective student-athlete(s). In addition, I affirm that my coach reviewed the Student Host Instruction Form with me and that I understand and have complied with the NCAA rules regarding hosting a prospective student-athlete on-campus.

\_\_\_\_\_ I acknowledge receiving: \$ \_\_\_\_\_  
*Student Host Signature* *Date*