



Two empty rectangular boxes for identification or tracking numbers.

OFFICIAL VISIT REQUEST

Instructions: Please complete this form and submit to the Compliance Office at least 48 hours prior to the visit. Once received the Compliance Office will review the request and notify you whether the official visit has been approved.

PERSONAL INFORMATION

PROSPECT'S NAME _____

SPORT

STREET ADDRESS _____

SSN/NCAA ID _____

STATE/ZIP _____

CITY _____

SCHOOL _____

E-MAIL ADDRESS _____

TRAVEL INFORMATION

ARRIVAL DATE/TIME _____

DEPARTURE DATE/TIME _____

NAME OF PERSON(S) ACCOMPANYING PROSPECT _____

METHOD OF TRAVEL Air Car/Bus Train

ENTERTAINMENT

- | | | |
|------------------------------------|------------------------------------|------------------------------------|
| 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 |

**Limit of Six Meals during Official Visit

COMPLIMENTARY ADMISSION (NAME OF ATHLETIC EVENT) _____

**Please complete the attached PSA Complimentary Pass List Form if your PSA will be attending a home athletic event.

NAME OF STUDENT HOST _____

**Please complete the attached PSA Student Host Information Sheet if applicable.

Note: Entertainment and contact by representatives of the institution's athletics interest during the official visit is prohibited.

I certify that I have submitted all required NCAA documents and that I understand the applicable NCAA legislation. I also verify that this visit does not occur during a dead period and that the prospective student-athlete will depart within 48 hours of arrival.

SIGNATURE OF COACH _____

DATE _____

THIS PORTION IS TO BE COMPLETED BY THE COMPLIANCE OFFICE

- TRANSCRIPT HAS BEEN PROVIDED
- TEST SCORE HAS BEEN PROVIDED
- PSA HAS REGISTERED WITH NCAA ELIGIBILITY CENTER
- PSA HAS BEEN PLACED ON INSTITUTION'S INSTITUTIONAL REQUEST LIST (IRL)
- OFFICIAL VISIT LETTER AND MATERIALS HAVE BEEN SENT TO PSA

SIGNATURE OF ASSISTANT AD _____

DATE _____



STUDENT HOST INFORMATION

SPORT _____

Instructions: Please complete this form if a student will be hosting a prospective student-athlete on an Official Visit. You must also review the regulations outlined on this sheet with the student host prior to the student serving as a host. Upon conclusion of the Official Visit, the student host must submit receipts for actual expenses incurred to the Business Office and return any remaining money.

STUDENT HOST _____

DOLLAR AMOUNT PROVIDED _____

PROSPECT'S NAME _____

OFFICIAL VISIT DATE _____

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, OVC, and Southeast 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 exotic dancers, 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 Southeast 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 thirty mile radius of the Southeast campus.
4. A maximum of thirty dollars (\$30.00) for each day of the visit may be provided by Southeast Missouri State University to cover all **actual** costs of entertaining 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, Southeast may provide the host with an additional fifteen dollars (\$15.00) 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 \$30.00 allotted for entertainment. If the normal retail cost exceeds the \$30.00 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 money 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, and 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 \$30 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 Southeast. 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, but 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" ticket to a campus athletic event. However, no "hard tickets" may be provided 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.

By submitting this form, I certify that I have reviewed the student host instruction sheet with the assigned student host and they have agreed to abide by the above instructions.

SIGNATURE OF COACH _____

DATE _____



PSA COMPLIMENTARY PASS LIST REQUEST

Instructions: Please complete this form if the prospective student-athlete will be receiving complimentary admission to an event. Once completed, please return the form to the Compliance Office. The form will then be forwarded on to the Ticket Office. At the pass gate, the prospective student-athlete and his/her guest(s) will be required to sign this form in order to receive admission into the event.

GENERAL INFORMATION

PROSPECT'S NAME _____ SPORT _____

EVENT ATTENDING _____ DATE OF EVENT _____

Please list those persons attending the event with the prospective student-athlete.

Note: Guests must present a photo ID at the pass gate.

PROSPECT _____ SIGNATURE _____

GUEST 1 _____ SIGNATURE _____

GUEST 2 _____ SIGNATURE _____

APPLICABLE LEGISLATION

NCAA Bylaw 13.6.7.2

During the official visit, a maximum of three complimentary admissions to a home athletics event at any facility within a 30-mile radius of the institution's main campus in which the institution's intercollegiate team practices or competes may be provided to a prospective student-athlete. Such complimentary admissions are for the exclusive use of the prospective student-athlete and those persons accompanying the prospective student-athlete on the visit and must be issued only through a pass list on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility used for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospective student-athlete or those persons accompanying the prospective student-athlete in the facility's press box, special seating box(es) or bench area is specifically prohibited.

COACH CERTIFICATION

I certify that the information reported on this form is complete and accurate.

SIGNATURE OF COACH _____ DATE _____

COMPLIANCE CERTIFICATION

I have reviewed this information and approve the above named PSA's (and guests) receipt of complimentary admission through our institutional pass list.

SIGNATURE OF ASSISTANT AD _____ DATE _____

TICKET OFFICE CERTIFICATION

I certify the above named PSA (and guests) received complimentary admission through our institutional pass list on the date listed above.

SIGNATURE OF TICKET MANAGER _____ DATE _____