

Department of Intercollegiate Athletics Policy Manual

COMPLIANCE

Institutional Control

Recruiting

A. Recruiting Activities

Recruiting Calendars: Each sport has specific recruiting periods that must be strictly followed. The Compliance Office will send out reminders to coaches of upcoming non-recruiting periods, but it is ultimately the responsibility of the Head Coaches to ensure all recruiting is performed during the permissible recruiting periods.

Permissible Recruiters: Only authorized institutional staff members (head and assistant coaches that count towards the NCAA countable coach limitations) may contact prospective student-athletes off-campus. The Compliance Office and the Faculty Athletics Representatives are responsible for administering the annual NCAA Recruitment Examination to all recruiting coaches.

Recruiting Records: Recruiting coaches are required to record telephone calls, evaluations, and contacts with prospective student-athletes in the web-based database provided (ACS). It is also recommended that the sport office maintain a central correspondence file for every prospect being actively recruited (questionnaires, personalized correspondence, etc.). These activity records will be audited by the Compliance Office at least quarterly and all records must be maintained for six years.

Social Media: Coaches and individual staff members are responsible for social media profiles. Institutional social media accounts and private individual accounts must follow all NCAA recruiting rules. The Compliance Office may randomly audit coach's social media profiles for possible NCAA infractions.

Contacts and Evaluations: Coaches must record all contacts and evaluations into their respective recruiting database. The Compliance Office will review recruiting opportunities recorded in the recruiting database with recruiting travel expense reports. Additionally, Men's and Women's Basketball, Volleyball, Softball, and Football have specific evaluation days that must be monitored in accordance with the NCAA regulations.

Phone Calls: The departmental expectation is that coaches use their department-issued cell phone to make all recruiting telephone calls. Additionally, the departmental cell phone will have the ACS Coach +App loaded onto the phone in which coaches should use to log recruiting telephone calls. In sports that have unlimited telephone calls to prospective student-athletes, it is expected that the initial recruiting telephone call be logged in ACS to determine the start of recruitment. Unlimited phone calls after the first permissible date to initiate telephone calls are no longer required to be logged in ACS. Sports that have limits on the number of telephone calls made to prospective student-athletes (i.e. 1 a week) are expected to log all telephone calls made to a prospective student-athlete in ACS during these restrictive periods.

On-Campus Visits

- **Unofficial Visits:** A prospective student-athlete may make unlimited visits to University of Iowa at his or her own expense. Unofficial visits must remain on campus; any activity off-campus becomes a countable contact. Coaches are not required to record an unofficial visit if the prospect is receiving complimentary admission to a ticket event or if the prospect arrived unannounced to campus (e.g. not an arranged visit). Coaches will need to complete record of an unofficial visit in ACS if the prospective student-athlete did not receive a complimentary admission to a ticketed event and either made an arranged visit to campus or took part in a meal activity or event on campus. The Compliance Office also reviews all documentation with regards to all unofficial visits related to a sport's Junior Day.
- **Official Visits:** The University of Iowa may finance only one visit to its campus for a prospective student-athlete. These official visits must be preapproved by the Compliance Office. In order for the Compliance Office to approve an official visit, the prospective student-athlete must register with the NCAA Eligibility Center, be on the University of Iowa's institutional request list (IRL) through

the NCAA Eligibility Center, and present the University of Iowa with a national standardized test score and an academic transcript.

- **Complimentary Admissions:** For complimentary admissions on official and unofficial visits, coaches must submit request through ACS. The Compliance Office will then work with the Athletic Ticket Office to ensure that the correct number of complimentary admissions are allotted to the prospective student-athletes and their guests. The Compliance Office is responsible for controlling the Complimentary Admissions Entrance at all home football games. The Ticket Office assumes this responsibility for all other sporting events.

Camps and Clinics: The Director of Athletics at the University of Iowa has oversight of UI Sports Camps and Clinics. Daily operations are carried out by the Director of Sports Camps, who must monitor every aspect of a University of Iowa camp or clinic offering to ensure compliance with NCAA rules and regulations. Due to recruiting implications, the Compliance Office also has the responsibility to monitor camps and clinics.

Clubs: The Compliance Office is responsible for the monitoring and periodic rules education of any clubs associated with the University of Iowa's Athletic Programs.

- **Local Sports Clubs:** A local sports club is an organization in the institution's home community that may provide sport participation opportunities for youth, prospect-aged students, college aged students as well as adults. In sports other than basketball, all prospects must reside within a 50 mile radius of the institution or it is the closest documented participation opportunity for the prospect for an institutional staff member to be involved with the local sports club. Many NCAA, Conference and University policies and procedures must be adhered to for permissible participation in local sports clubs by both our staff members and our student-athletes.
- **Booster Clubs:** A booster club exists to support the athletic efforts of a team. It is not established to be a developmental program for prospective student-athletes. All booster club functions that include the team, student-athlete(s), or coaches must be approved in advance by the appropriate Department of Athletics.

- **Fan Clubs:** The role of a fan club is to increase awareness and participation from fans in Iowa Athletics. It is not designed to act as a fundraiser for the Athletics Department or any sport. NCAA recruiting regulations restrict membership of Kid Fan Clubs to 8th grade or lower.

B. University Admission

Coaches and other departmental staff are not permitted to have direct contact with Admissions, International Student & Scholarship Services (ISSS), or Housing regarding the status of a prospect. All contacts must be made through the compliance liaison.

Each sport must submit to the Compliance Office a list of the names of recruits whom they wish to monitor their admission status. The recruits will be identified in MAUI as a prospective student-athlete.

C. NCAA Eligibility Center Institutional Request List (IRL)

An NCAA Eligibility Center Institutional Request List (IRL) must be submitted to the NCAA Eligibility Center by the Compliance Office in order to receive status reports from the Center. Prior to a student being provided an Official Visit or a NLI, the prospect is required to have registered and be placed on the UI IRL.

All first year students (i.e., freshmen and transfers) who want to compete in intercollegiate athletics must be certified through the Eligibility Center.

D. National Letter of Intent (NLI)

In order to request a National Letter of Intent, the Head Coach must complete the *Tender and National Letter of Intent Request* form. The completed form must be submitted to the Director of Compliance Operations. The Director of Compliance Operations will generate the NLI through the NCAA Eligibility Center, provided the prospective student-athlete has registered with the NCAA Eligibility Center, appears on the institution's IRL, and the Amateurism Certification process has been initiated by the prospect through the NCAA Eligibility Center. The financial aid tender is also prepared with signatures from the Director of Athletics and Director of Financial Aid. The NLI and tender are sent via email to the prospect by the Director of Compliance Operations.

Once the NLI and tender is signed, it must be returned to the Director of Compliance Operations, who will then notify the head coach and sports communication liaison

about receipt of a valid NLI. At that point, the information may be released to the public.

Copies of the signed NLI and tender are to be sent to the Student Financial Aid office and Conference Office.