

University of Hawai‘i
Recruiting Process for Campus Visits of Prospective Student-Athletes

RECRUITING PRACTICES DOCUMENT (RPD)

While engaged in its recruitment of student athletes, The University of Hawai‘i will conduct all of its activities in adherence with the following principles:

- The welfare of the prospective student-athlete (PSA) will be of the utmost concern, and operating policies and procedures to ensure the health and safety of the PSA while visiting the University of Hawai‘i will be set in place and strictly followed.
- All those involved in the recruiting process will follow NCAA, Western Athletic Conference, MPSF, and UH requirements.
- All recruiting activities will conform to acceptable and appropriate high moral and ethical standards of conduct, including adherence to all laws of the City & County of Honolulu and the State of Hawai‘i.
- In all of its recruiting activities, the UH is committed to promoting diversity and to supporting the athletic opportunities of women and of participants in non-revenue sports.

In compliance with these principles, the following policies for campus visits are adopted by UH:

- Prospective student-athletes and their families should be afforded the opportunity to fairly and ethically assess their opportunities for academic and athletic success and integration into the collegiate experience. There will therefore be minimal emphasis on preferences and inducements.

Responsibility for adherence to this principle will be shared by all participants.

- UH should be afforded the opportunity to fairly and reasonably evaluate a prospective student-athlete for admission and for participation in its intercollegiate athletics program.
- The recruiting process will be conducted with full regard for reasonable and acceptable forms of behavior.
- A set of internal controls sufficient to monitor compliance and ensure public confidence will be maintained.

In order to ensure compliance with UH principles and policies regarding the recruiting visits of PSAs, the official visit shall be divided into three periods as shown below, each with its stated purpose:

Pre visit

The purpose will be to ensure that information is shared and agreed upon, in order to lay the foundation so that the visit will conform with our policies and principles.

During visit

The purpose will be to ensure that the visit follows its planned itinerary and that all activities are properly supervised and supported.

Post visit

The purpose will be to complete documentation to monitor the official visit in order to ensure we are in compliance with our policies and principles.

In carrying out the above, our primary goal is to create a safe environment for the PSA and student host. Therefore we aim to carryout the following practices:

- There will be adequate communication and instructions for all who are involved in the official visit.
- Adequate supervision and follow-up, as necessary, will be provided during the PSA's free time. Free time activities for the PSA and student host must be on the list of pre-approved entertainment. During this time, the PSA, the student host, and the coach will remain contactable by cell phone or telephone.
- There will be a curfew for all PSAs who are not accompanied by their parents or guardians, and it will be agreed upon by all parties prior to the visit (e.g. midnight for PSAs under 18, 2 a.m. for those 18 and over). The student host will be responsible for seeing that the PSA is in his or her room by the set curfew.
- Party activities shall be engaged in carefully, and good judgment must be exercised where alcohol and other illegal and or harmful drugs are present.
- Neither PSAs nor student hosts will be allowed to consume alcohol or drugs during the entire official visit.
- Student hosts must be current student-athletes, UHAD student employees, or students designated by the UH to conduct campus visits or tours to prospective students in general. Otherwise, hosts, tour guides, or dorm mates of the opposite gender are not allowed.
- It is very important that the academic focus of the official visit be given primary time and attention. Therefore, a detailed itinerary which emphasizes academic components and that lists all entertainment activities and free/unstructured time will be developed by the coach for each PSA. The coach is responsible for knowing the whereabouts of the PSA during

his or her free time and will be available to be contacted by phone at all times during the visit.

- Pre communication with PSAs and parents or legal guardians will be conducted prior to the visit within 2 to 3 days of the visit.
- The student host/teammate or driver of any vehicle used to transport the PSA is prohibited from driving while under the influence of alcohol or other drugs.
- Athletic representatives, including booster club members, shall adhere to all NCAA rules and to the UH's recruiting practices involving official visits.

RESPONSIBILITIES OF THE PSA, STUDENT-HOST AND COACH

PSAs will follow these procedures:

- Follow itinerary – report deviations to the coach.
- Sign and adhere to the Prospective Student-Athlete Pledge (Attachment 1) to not engage in inappropriate behavior/conduct during the visit.
- Use the visit as an opportunity to see if the UH is the right fit for them.

Student hosts will follow these procedures:

- Follow itinerary – report deviations to coach.
- Sign and adhere to the Recruiting Student-Host Instructions & Receipt (Attachment 4) to care for the PSA and not engage in inappropriate behavior during the visit.
- Verify the Prospective Student-Athlete Itinerary for accuracy and list any changes to activities.

Coaches will follow these procedures:

- Ensure that the health and safety of the PSA and the student hosts are the highest priority and that the PSA has an opportunity to experience student life and know student/athlete demands and expectations.
- Prepare and submit the Official Visit Information (Attachment 2) form to the compliance coordinator.
- Prepare the PSA Itinerary for the 48-hour campus visit and submit it to the athletic administrator and the compliance coordinator with the Official Visit Information form and the PSA Campus Visitation Form- Entertainment Expense Allowance (Attachment 3).
- Prepare and submit the Official Visit Summary (Attachment 5) form to the athletic administrator and the compliance coordinator.
- Have the PSA and the hosts complete the pledge/statement prior to the visit.
- Conduct the pre-visit communication with PSA and his or her parents and go over the pledge/statement, the itinerary, and the curfew to be set (if a parent or guardian does not accompany the PSA).

LIST OF PROHIBITED ACTIVITIES

The participation of a PSA or a student host in the following activities is strictly prohibited:

Alcoholic beverages – no consumption of alcohol beverages

Drugs – no use of illegal drugs (e.g., marijuana, crystal meth, ecstasy).

Sex – no use of sex as a recruiting device; no use of strippers, hostess bars, gentlemen's clubs or the equivalent.

Nightclubs – no nightclubbing activities will be allowed for PSA who is under 18. Age requirements must be followed i.e., 18 or 21 no consumption of alcoholic beverages is permitted by PSA or student host.

Gambling Activities – NCAA rules prohibit the PSA and student host from engaging in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling. The PSA and student host shall not participate in any illegal gambling activity as defined by State law (e.g. craps, poker, black jack, etc.).

No other criminal or illegal behavior will be allowed. (e.g. assaults, fighting, disorderly conduct, shoplifting).

RECRUITING PRACTICES/RULES

When providing for the PSA during the official visit, the UH will adhere to the following rules:

Air Transportation:

Only commercial transportation at coach-class airfare with no upgrades will be provided to PSA's. The use of private charter planes is not permitted.

Ground Transportation:

Only an institutional vehicle or the personal vehicle of a coach, staff member, host, or teammate may be utilized to provide ground transportation on campus, to and from the airport, and while touring/entertaining the PSA. The use of taxis is also permitted.

Meals:

Pursuant to Bylaw 13.7.5 and 13.7.6.7, a prospect on an official visit shall be provided lodging and take meals as regular students normally do. Additionally, meals must be

comparable to those provided to student-athletes during the academic year. In this regard, meals provided during an official visit will be considered standard if they are similar in nature to campus meals, including training table meals. Additionally, institutions should not that the training table meal standard is considered the upper limit for all sports regardless of whether training table is typically provided in a particular sport. Further, pursuant to Bylaw 13.5.2, a member institution may not arrange or permit excessive entertainment of a prospect on the campus or elsewhere. This restriction includes special arrangements for admittance to exclusive or elite restaurants where such opportunities are not generally available to the public. (Per NCAA 2004 Hot Topic #10 – Issues Related to Campus Recruiting Visits (I)).

The following are the maximum amounts allowed per person for meals, not including tax and tip:

Breakfast	\$12.00	Brunch	\$25.00
Lunch	\$20.00	Dinner	\$30.00

Lodging:

Only standard lodging that does not include special amenities (e.g., Jacuzzis) will be provided. When possible, PSAs should be lodged in student housing.

Hotel lodging in Waikiki should not be in suites. “Standard lodging” means the hotel’s definition/designation of a standard room. City or mountain views are permissible. Room rate will be not more than \$150, not including taxes. Excessive decoration of hotel rooms is prohibited.

Personalized Recruiting Aides:

The use of various personalized recruiting aides is prohibited (e.g., personalized jerseys, personalized audio/video scoreboard presentations). Also prohibited is engaging in game-day simulations during a PSA’s official or unofficial visit. A PSA may be present in the locker room prior to or subsequent to a competition and may stand on the sidelines during

pre-game activities prior to being seated in the regular seating areas during the competition.

REQUIRED FORMS

- | | |
|--|--------------|
| 1. Prospective Student-Athlete Pledge | Attachment 1 |
| 2. Official Visit Information (yellow form) | Attachment 2 |
| 3. PSA Campus Visitation Form –
Entertainment Expense Allowance | Attachment 3 |
| 4. PSA Itinerary | |
| 5. Recruiting Student-Host Instructions & Receipt | Attachment 4 |
| 6. Official Visit Summary (green form) | Attachment 5 |

Typical itinerary

Copy to PSA, parents, athletic administrator-c/c

Meet with coach(es)

Meet student host

Tour upper campus

Tour athletic facilities

Visiting housing/meals

Visiting class(es)

Visit academic center

Meet w/professor

Meet with Academic advisor

Meet with Athletic Administrator

Meet with Team Members

Entertainment

Approved Activities

Athletic events

Meal times

Beach

Island tour

Shopping

Movies

PENALTIES

Participants in the recruiting process who knowingly violate the principles, policies, procedures or practices during the recruitment of the PSA will be held accountable and face possible sanctions. These participants include the following: athletic staff, student and student-athlete hosts, and athletic representatives that may become involved in the recruiting process and interact with PSAs. Sanctions may include warning, reprimand, suspension, and termination, including loss of privileges and benefits associated with UH.

The Athletic Director or designee is responsible for the process of enforcement if staff/hosts and/or PSAs violate recruiting policies, procedures, and practices.

The UH may be required to cease the recruitment of the PSA if there are major violations of the RPD. In addition, the UH will be held accountable to the WAC and NCAA. The UH Chancellor shall submit an annual report on recruiting activities, violations, and sanctions to the WAC office by July 1st. This report shall be prepared by the Athletic Department and a copy will be given to the Faculty Athletic Representative and the AAB.

OUTSIDE REVIEW

The WAC office will review these documents prior to filing them at the conference office. The WAC office shall review the UH Campus Visit policies at least once every four years (i.e. in 2008, 2012 *et seq.*).

The distribution of the recruiting practices document (RPD) to those who are involved with recruiting will be the responsibility of the Associate A.D. of Student Services and the Compliance Coordinator. This document will be treated as part of our compliance efforts and will be included in our compliance and department manual. All staff involved with recruiting activities will be provided a copy of or access to this document. All new staff and coaches will be oriented to the recruiting practices document before engaging in recruiting activities.

RECRUITING PRACTICES DOCUMENT (RPD) PROCESS:

The initial RPD was drafted by the Athletic Department administration and shared with staff for input. The RPD was also distributed to the various constituent groups for review and comment.

Constituent Groups:

	Name/Group	Date of meeting/email	Completed
1.	AAB	10/11/04 via e-mail and met with	Recv'd comment
2.	FAR	10/19/04 via e-mail and met with 11/8	“
3.	Wendy Pearson/Chancellor's Office	10/11/04 via e-mail and met with	“
4.	Head Coaches/Assistant Coaches	10/04/04 and 10/22/04, met with	“
5.	COA – through AAB	10/11/04	“
6.	Alan Yang's office	10/21/04 via email	none
7.	Bev McCreary/Jill Nunokawa/Jayne Bopp	Met with	“

8.	Nancy Stockert (Alcohol/Other Drug Education)	11/09/04 via e-mail	“
9.	SAAC	10/05/04 and met with	“
10.	General Counsel	10/12/04 via e-mail & discussed 11/9	“
11.	WAC Office	10/11/04 via e-mail and discussed	“
12.	Booster Club Presidents via Vince Baldemor	11/09/04 via e-mail	“
13.	Athletics Administration	11/09/04 met and discussed	“

The final RPD will also be distributed to:

UH Campus Security

UH Risk Management

PROCESS/TIMELINE

Sept-04 Draft by UHAD

Oct-06-4 Submitted to coaches for input

Oct-11-04 Submit to WAC office for review and comment

Oct-11-04 Submit to constituent groups for review & comment

Nov 1-15 Revision by UHAD. Administration reviews on 11/8

Nov 15 Submitted to Chancellor for final review and approval

Dec. 1 Submit to WAC office

**PROSPECTIVE STUDENT-ATHLETE CAMPUS VISITATION FORM
Entertainment Expense Allowance**

DATE: _____

PROGRAM: _____

STUDENT HOST: _____ **SS#** _____

VISITING STUDENT ATHLETE(S):

1. _____

2. _____

PERIOD OF VISITATION: _____ **TO** _____

AMOUNT PER BY-LAW 13.7.5.5 (\$15/day per individual): \$ _____

This allowance is for the actual and necessary entertainment expense for the student-host and student-athletes.

Coach's Signature

ACCOUNT CODE: _____

AUTHORIZED BY: _____ **DATE:** _____

**UNIVERSITY OF HAWAII ATHLETIC DEPARTMENT
RECRUITING STUDENT-HOST INSTRUCTIONS & RECEIPT**

INSTRUCTIONS: Fill in the information below. Prior to distributing host money, please have the student-host carefully read through each item, initial on the line beside each item and sign at the bottom. A coach is also required to sign as a witness affirming the proper administration of this form. Submit this completed form with the Official Visit Summary Form and the PSA Itinerary Form.

STUDENT-HOST: _____ RECRUIT: _____

DATE(S) OF VISIT: _____ SPORT: _____

As a student-host, you are representing the University of Hawaii and the Athletic Department. Appropriate conduct is expected and required of you by UH, WAC Conference and NCAA standards. In order to serve as a host, you must understand and follow the guidelines listed below:

- _____ 1. You must be enrolled as a full-time student at the University of Hawaii.
- _____ 2. You shall be provided a maximum of \$30.00 per day with which to entertain only the recruit and the recruit's parents/legal guardians or spouse. You may be provided with an additional \$15.00 per day for each additional recruit entertained by you. Other students may assist with hosting the recruit, but shall pay for their own entertainment and meals.
- _____ 3. No cash may be given to the visiting recruit or anyone else.
- _____ 4. You may not use the entertainment funds to purchase or otherwise provide the recruit with gifts of value (e.g. souvenirs or clothing). In no circumstances is money provided by the University to you, as host, to be used in any illegal fashion or to purchase alcoholic beverages.
- _____ 5. You may not use vehicles (including team vans) provided or arranged for by a UH staff member or booster. Also, you may not transport the recruit off-island.
- _____ 6. You should not allow recruiting conversations to occur, on or off-campus between the prospect and a UH athletics booster. If an unplanned meeting occurs, you may only exchange greetings.
- _____ 7. The recruit may be allowed to participate in athletics activity involving or related to their sport as long as it is not observed by a coach or used as a form of tryout. (eg: student-athlete observes and reports back to coach)
- _____ 8. You may receive a complimentary admission (no hard tickets) when accompanying a recruit to a UH athletics event. If you receive complimentary (at zero or reduced cost) entertainment for any other entertainment (shows, boat rides, etc.) you must subtract the equivalent amount from your host allowance and return it to the business office.
- _____ 9. Only the money which you receive as a host (maximum \$30.00 per day) may be used for entertaining the recruit and yourself. If you run out of money, do not use your own money or borrow money from someone else. If you receive entertainment (non-UH athletic event) at zero-cost, you must debit that amount from your total host allowance and return it to the Business Office.
- _____ 10. You must complete the PSA Itinerary Form as soon as the official visit ends and make any changes to the detailed itinerary so that it is accurate. You must also inform your coach of such changes.
- _____ 11. Free time activities for the you and your recruit must be on the list of pre-approved entertainment and that you will provide adequate supervision.
- _____ 12. During free time activities, you, your recruit and coach will remain contactable by cell phone or telephone.

- _____ 13. Your recruit must be in their room by the set curfew (eg: midnight for under 18 years old; 2:00 a.m. for 18 years and older) if not accompanied by their parent or guardian.
- _____ 14. You and your recruit will adhere to the PSA Pledge and not engage in inappropriate behavior (eg: consumption of alcohol or drugs; use of sex as a recruiting device) during the official visit.
- _____ 15. You and your recruit will adhere to the age requirement in regards to attending nightclubs and understand that no consumption of alcoholic beverages is permitted regardless of whether you or your recruit are of legal age (21 years or older).
- _____ 16. You and your recruit will not participate in any illegal gambling activity as defined by State law (eg: craps, poker, black jack, etc.). NCAA rules also prohibit engaging in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.
- _____ 17. You promise to adhere to all laws of the City and County of Honolulu and the State of Hawaii.

I have read and understand the above instructions and have received \$ _____ for the purpose of hosting the above named recruit(s). I will provide my coach a complete outline of all expenses and update the PSA Itinerary Form following this visit.

Student-Host Signature

Date

Coach's Signature

Date

