SECTION 3 - RECRUITING
(Bylaw 13)
RECRUITING PROCEDURE

Purpose: Recruiting is essential to every NCAA institution. However, it is vitally important that the coaching staff be familiar with the extensive recruiting rules contained in NCAA Bylaw 13 and the Sun Belt Operating Manual.

NCAA Bylaws: 13

Responsibility: Coaching Staff
Athletics Compliance Office (ACO)

Procedure:

1. All coaching staff members, as declared in the Declaration of Coaches form, must satisfactorily pass the annual NCAA coaches certification test prior to August 1 each year before they can recruit off-campus.
2. All coaches should be knowledgeable regarding their respective recruiting calendars, ensuring that contacts and evaluations are only taking place during a permissible period.
3. Once a prospective student-athlete (PSA) has been identified, the coach shall require the PSA to complete a questionnaire, using the data to start a recruiting file for the PSA and input the PSA’s data into the Jump Forward database.
4. The coach should submit a PSA Monitoring Form to the ACO to enable the ACO to check if they have registered with the NCAA Eligibility Center (EC).
5. If the PSA has not registered with the EC we recommend that they do so immediately, submitting directly to the EC all high-schools transcripts and test scores along with the required one-time fee. (Note: It is important that the PSA keep sending updated transcripts and test scores once they have registered, including the final transcript with proof of graduation).
6. The coach should request a copy of the PSA’s transcripts and test scores so that a preliminary, unofficial academic review can be conducted. (See Transcript Evaluations and Transfer Academic Evaluations Chapter 14 for more details).
7. All evaluations, contacts, telephone conversations and electronic communications should be logged into the PSA recruiting file via JumpForward. For team sports, remember that when evaluating a team practice and/or competition a team roster should be submitted as per Bylaw 13.1.7.10. See procedures for Official and Unofficial Visits for details in Section 3.
PSA MONITORING REQUEST

Date: ___________________________  Sport: ______________________________

PSA: ___________________________  Birthdate: _________________________

Panther ID: ______________________  Eligibility Center ID: ________________

PSA Type:  HS  4 Yr   JC  
(Circle one)  Transfer Type:  JC  4 Yr   4-2-4

HIGH SCHOOL INFORMATION

High School Name: ____________________________________________________________

High School City/State: ________________________________________________________

TWO-YEAR COLLEGE INFORMATION

School Name: ___________________________  Dates Attended: _________ to _______

School Name: ___________________________  Dates Attended: _________ to _______

NCAA Qualifier/Non-Qualifier: ________________

FOUR-YEAR COLLEGE INFORMATION

School Name: ___________________________  Dates Attended: _________ to _______

School Name: ___________________________  Dates Attended: _________ to _______

DIVISION I, II, III, or NAIA: ______________

Head Coach’s Signature ___________________________  Recruiting Coach’s Signature ___________________________

ACO use only:

ACO Signature ___________________________  Date Received ___________________________
RECRUITING LOGS PROCEDURE

Purpose: To monitor the number and frequency of telephone calls, contacts and evaluations of prospective student-athletes, including their parents and/or legal guardians) by institutional coaching staff members to ensure NCAA compliance.

NCAA Bylaws: 13.1 (Contacts and Evaluations)  
13.1.1 (Countable Individuals)  
13.1.3 (Telephone Calls)  
13.1.5 (Contacts)  
13.1.7 (Limitations on Number of Evaluation)  
13.1.8 (Banquets, Meetings md NCAA Promotional Activities)

Responsibility: Athletic Compliance Office (ACO)  
Coaching Staffs  
Sports Administrator

Procedure: Jump Forward Program

1. Coaching should enter all prospective student-athletes (PSA) into JumpForward database as soon as he or she identifies the PSA.  
2. All coaching staff member should be on-line with JumpForward Compliance/Recruiting Solutions that will automatically log all calls placed by the coach from the cell and office lines.  
3. All contacts and evaluations shall be recorded on-line via the JumpForward data base that will be able to generate contact and evaluation reports.  
4. If the PSA is not on JumpForward when expenses reimbursements are submitted, the ACO will inform the coach that until the information is submitted to the database, expenses reimbursement will NOT be reviewed or approved.
RECRUITING TRAVEL PROCEDURE

Purpose: To ensure that the coaching staff follows the required FIU Policies & Procedures and NCAA recruiting rules.

NCAA Bylaw: 13 (Recruiting) 13.1 (Contacts and Evaluations)

FIU Travel Policies: Refer to the attached Athletics Travelers Guide

Responsibility: Athletics Business Office (ABO) Athletics Compliance Office (ACO) Sport Administrator Coaches

Procedure:

Prior to Travel

1. The coaching staff member should refer to the appropriate NCAA recruiting calendar as a reference guide when planning travel for recruiting.
2. The coaching staff member should complete an in-house Travel Authorization (TA) (ABO Form #1), specifying the name & location of the event, teams participating, estimated costs and signatures. The TA must be submitted to the Athletics Compliance Office (ACO) at least five business days prior to date of travel for approval. If requesting a cash advance, TA must be submitted at least ten business days prior to travel date via JumpForward.
3. The ACO will then review, approve, and send a copy to the Athletics Business Office (ABO) and the coaching staff.
4. An approved TA must be created in PantherSoft by the ABO prior to making travel arrangement as per FIU Travel Policies & Procedures. Football only – as a result of the high volume they will create their own and then forward to ACO for approval.
5. The coaching staff member may request a cash advance for travel or use a personal credit card. Requests for a cash advance must be submitted into the ABO attached to the TA for each trip. Complete a Cash Advance request form and sign. In addition:
   a. A Cash Advance is calculated at 80% of estimated out of pocket expenses.
   b. Cash Advances will be deposited to the Coach’s payroll direct deposit account.
   c. A maximum of three (3) Cash Advances are allowed at a time in a Coach’s name.
   d. An expense report must be submitted to the ABO within two (2) days after returning from a trip in order to reconcile the cash advance.
   e. The Controller’s Office will not approve a cash advance if three (3) cash advances are outstanding.
   f. If a cash advance is not resolved within thirty (30) days of the return date from the trip, the Coach will not be allowed another cash advance for 12 months per University policy.
6. FIU is exempt from the payment of Florida sales tax. Travelers must provide all vendors with an exemption certificate number before making purchases and/or reservations. If you cannot obtain a sales tax exemption, make a note on the receipt.
Upon Returning from Recruiting Trip

1. An Expense Report (ABO Form #2) should be submitted to the ABO within two days of the completion of the trip via PantherSoft.
2. Receipts must be submitted in order to obtain reimbursement for expenses incurred while traveling.
3. Receipts must be itemized, show form of payment, taped to a letter sized sheet of white paper, and be signed by the traveler.
4. Invoices requiring direct payment from FIU must be included with Expense Report.
5. A recruiting contact log must accompany all recruiting expenses paperwork. For team sports, the entire team roster should be attached with the log, as the NCAA considers evaluation of team sports as an evaluation for the entire team or teams participating in the game or practice.
6. All evaluations and contacts should be entered into the JumpForward System.
7. Once the ABO has reconciled the Expense Report and reviewed to ensure that FIU Policies and Procedure are being followed, the Expense Report will be forwarded to the ACO staff.
8. The ACO staff will review and verify all the information for NCAA compliance and check to verify that the PSA’s details have been entered into the JumpForward database. **ACO will not approval expense reimbursement if the recruiting data is not submitted into JumpForward database.**
9. Once the ACO is satisfied with the paperwork, the approved expense report returned to the ABO for submission to the FIU Controller’s Office.

**PLEASE REFER TO THE ABO FIU TRAVELERS GUIDE FOR DETAILED INFORMATION ON REIMBURSABLE EXPENSES**

If you have any questions, please contact the Athletic Business Office.

Sonia Petrick  305-348-3159  Michele McDonald  305-348-1391
Natalia Perez  305-348-3168  Albert Gonzalez  305-348-1392
Chelika Louissant  305-348-6244
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
TRAVEL AUTHORIZATION (TA)

(ABO-Form #1)

NAME ________________________________ Panther I.D. # ______________________ DATE ______________

PURPOSE OF TRIP ________________________________

DATE OF DEPARTURE ________________ HOUR OF DEPARTURE ____________________________

DESTINATION ________________________________

DATE OF RETURN ___________________________ HOUR OF RETURN __________________________

DATE(S) & TIME OF CONTESTS/EVENTS ________________________________

NUMBER OF TRAVELERS ________________________________

TRANSPORTATION ________________________________ LODGING ________________________________

Athletes ________________________________ Airline ________________ Number of Travelers ________________
Coach(es) ________________________________ Bus ________________ Number per room ________________
Athletic Trainer ____________________________ Rental Car ________________ Cost per room ________________
Manager(s) ________________________________ State Car ________________ Cost per room ________________
Media Relations ____________________________ Private Car ________________ Number of Rooms ________________
Administrator ________________________________ Other ________________ Total Cost per day ________________
TOTAL TRAVELERS ________________________________ TOTAL COST ________________________________

FOOD: Maximum Allowances as follows: Student-Athletes & Staff Members

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<thead>
<tr>
<th>Meal</th>
<th>Allowance</th>
<th>Time Conditions</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6.00</td>
<td>(when trip begins before 6:00am and extends beyond 8:00am)</td>
</tr>
<tr>
<td>Lunch</td>
<td>$11.00</td>
<td>(when trip begins before 12 noon and extends beyond 2:00pm)</td>
</tr>
<tr>
<td>Dinner</td>
<td>$19.00</td>
<td>(when trip begins before 6:00pm and extends beyond 8:00pm)</td>
</tr>
<tr>
<td>Per Day</td>
<td>$36.00</td>
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</tr>
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</table>

TOTAL NUMBER OF TRAVELERS ________________________________
MAXIMUM PER DAY ________________________________
TOTAL PER DAY ________________________________
NUMBER OF DAYS ________________________________
TOTAL COST ________________________________

SIGNATURE (ONLY NEEDED FOR TEAM TRAVEL)
STAFF MEMBER SUBMITTED ________________ DATE ________________
SUPERVISOR’S INITIALS ________________ DATE ________________

APPROVALS
BUSINESS OFFICE ________________ DATE ________________
COMPLIANCE ________________ DATE ________________

FINAL APPROVAL
DIRECTOR OF ATHLETICS ________________ DATE ________________
OR SR. ASSOCIATE AD ________________ DATE ________________

APPROVAL TO BOOK TRAVEL ARRANGEMENTS ________________ DATE ________________

FOR ADMINISTRATIVE USE ONLY

<table>
<thead>
<tr>
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<th>Estimated Cost</th>
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<td>COMMON CARRIER</td>
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<tr>
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<td>FOOD</td>
<td>$_____________</td>
</tr>
<tr>
<td>INCIDENTAL EXPENSES</td>
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<tr>
<td>TOTAL ESTIMATED COST</td>
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<td>ACCOUNT #</td>
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<td>SPORT</td>
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CASH ADVANCE $ ________________
# TRAVEL EXPENSE REPORT

TRAVELER’S NAME: _______________________________ DATE OF REPORT: _________________

DESTINATION: ______________________________________ PURPOSE: ________________________

DATE OF DEPARTURE: _____________________________ TIME: ___________________________

DATE OF RETURN _________________________________ TIME: ___________________________

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<td>PRE/POST GAME MEALS</td>
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<tr>
<td>OTHER MEALS</td>
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<tr>
<td>AIRFARE</td>
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<tr>
<td>BAGGAGE FEES</td>
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<tr>
<td>LODGING</td>
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<tr>
<td>RENTAL CAR</td>
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<tr>
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<td>GAS (rental car only)</td>
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<td>TOLLS</td>
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<td>TAXI/SHUTTLE</td>
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<tr>
<td>BAGGAGE HANDLING TIPS</td>
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<td>OTHER</td>
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TOTAL CASH ADVANCE CASH RETURNED/OWED

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<th>DESCRIPTION</th>
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<td>LODGING</td>
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<td>LODGING</td>
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<tr>
<td>BUS SERVICE</td>
<td>______</td>
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<tr>
<td>FOOD</td>
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<td>OTHER</td>
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</tbody>
</table>

ABO - Rev. 8/22/11
PROSPECTIVE INTERNATIONAL STUDENT-ATHLETE (PISA) RECRUITMENT PROCEDURE

Purpose: To ensure amateurism of prospective international student-athletes, in accordance with NCAA rules and regulations.

NCAA Bylaw: 12.1.1

Responsibility: Athletics Compliance Office (ACO)
Head Coach
Sport Administrator
Office of General Counsel

Procedure:

Prospective International Student-Athletes (PISA) - High School, Secondary, or Transfer

1. All coaches are responsible for determining if a high or secondary school prospective international student-athlete (PISA) may be contacted according to NCAA Bylaw 13.1.1.1.
2. All coaches must follow the following procedure in recruiting international transfer student-athletes:
   a. The coach should document the international student-athlete's name (correct spelling), international transfer institution, fax number, phone number and/or electronic mail address of contact (e.g., athletic director, registrar, coach, etc.) from transfer institution.
   b. The Athletics Compliance Office will contact the transfer institution via a transfer request form (the form requests information regarding the eligibility of the inquiring student-athlete).

   NOTE: Per NCAA Bylaw 13.1.1.3, it is no longer necessary to receive permission from the international transfer institution prior to contacting the international student-athlete. This only applies to NCAA and NAIA institutions.
3. The ACO shall conduct a preliminary review of the information submitted on the international prospect, and shall submit a recommendation to ACO Admissions Coordinator.
4. The ACO Admissions Coordinator shall review any other relevant information in order to base a recruiting authority determination.
5. If the ACO Admissions Coordinator provides authority to recruit the PISA, the ACO may request more information (send questionnaires to PISA, the PISA coach, federation, in order to complete the requirement related to the PISA checklist, etc.) in regard to the international student-athlete's amateurism.
6. Coaches shall obtain an unofficial transcript with test scores for all PISA’s being actively recruited and forward it to the ACO. The transcript, which shall be written in the foreign country's official language, shall be obtained directly from the prospect's institution and shall include an English translation. The ACO will send the transcript to the Undergraduate International Admissions Office for an unofficial evaluation.
7. Coaches will notify all transfer PISA’s of the official documentation to be sent to the Undergraduate International Admissions Office, including official transcripts from each institution attended, ACT or SAT scores (if applicable), TOEFL, and an Application for Admission.
8. Coaches should encourage international student-athletes to register with the Eligibility Center to initiate the certification process and remind all international students attending secondary school outside the United States to arrange for the Eligibility Center to receive official or certified copies of their academic records throughout their attendance at each secondary school. Records should list the subjects and the grade or mark indicating that each subject was completed. Records should
also include copies of any diploma, degrees, or other certificates received. All official records should be in the original language with English translations attached.

9. Coaches must document all contacts of PISA’s on the JumpForward database. Coaches are required to input recruiting data to the JumpForward system daily per regular departmental recruiting policy to the Athletics Compliance Office.

Recruiting Activity Documentation Policy and Procedures

The Athletics Department shall retain complete documentation of all international recruiting activities. Therefore, all coaches are required to enter PSA information into the Jump Forward system regardless of whether any calls, contacts or evaluations took place. Failure to maintain current data may result with disciplinary action.

Information pertaining to the applicable recruiting periods and recruiting and eligibility legislation is located within the NCAA recruiting guides. All University personnel shall adhere to the following procedure pertaining to recruiting logs:

1. Coaches are educated by the ACO as to what (and what does not) constitute recruitment.

2. Coaches are required to maintain complete records of all prospects' contacts, evaluations, and phone calls on JumpForward. Coaches should maintain a record of any Web sites that are used to scout, evaluate or procure information on prospective international student-athletes.

Click here to see the complete NCAA International Student-Athlete 10-10a forms or visit: http://grfx.cstv.com/photos/schools/beth/genrel/auto_pdf/InternationalAmaterismForm.pdf
PISA - NLI/GRANT-IN-AID REQUEST CHECKLIST

☐ STEP 1: Prior to NLI/Grant-In-Aid Request a FIU Coach will have the PISA complete the FIU PISA Historical Questionnaire and return it to the Coach to be forwarded to the Athletic Compliance Office.

☐ STEP 2: PSA must register with the NCAA Eligibility Center (EC) and is responsible for submitting all transcripts, including translated transcripts, and all test scores. In addition, the PSA must complete the Amateurism form to be officially registered with the Eligibility Center.

☐ STEP 3: For ANY athletic participation items listed on the FIU PISA Historical Questionnaire, the FIU coach must forward to the PISA, the NCAA Amateurism Team Statement/Questionnaires for each separate athletic participation item listed in the FIU PISA Historical Questionnaire. These forms are to be completed by an administrator/manager of the team and not the PISA or Coach. These forms should be returned to the FIU Coach and forwarded to the Athletic Compliance Office.

☐ STEP 4: If there are gaps in athletic participation listed, the PISA must complete the FIU Statement of Athletic Participation Gaps Form and return to the FIU Coach to be forwarded to the Athletics Compliance Office.

☐ STEP 5: Coach signs the Certification of Amateurism Form and returns to compliance office.

☐ STEP 6: Once all paperwork is completed and submitted to the Athletic Compliance Office, an NLI and or GIA will be issued to the FIU Coach for the PISA.

☐ STEP 7: PISA completes NCAA International PSA Questionnaire during reporting day compliance meeting which is reviewed by the Certifying Officer for student-athlete eligibility.

☐ STEP 8: Applicable Steps 1 – 6 must be completed prior to the PISA receiving I-20.
PISA HISTORICAL QUESTIONNAIRE

Eligibility for Intercollegiate Athletics (NCAA Bylaw 12.01.1).
Only an amateur student-athlete is eligible for intercollegiate athletics participation in a particular sport.

Individuals jeopardize their intercollegiate eligibility if they accept any excessive or improper expenses. These are expenses received from a sponsor other than their parent or legal guardian, and/or an outside amateur sports team, club team, or an organization in excess of actual and necessary travel, apparel, equipment, and room and board.

Name: __________________________________  Sport: __________________________

Home Country: ___________________________  Date of Birth: ____________________

Educational Background:

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>School</th>
<th>Country</th>
<th>Tuition paid by: (e.g. Parents, coach, Team, government)</th>
<th>Graduation Date</th>
<th>Where did you live?</th>
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Athletics Participation:

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>School</th>
<th>Country</th>
<th>Tuition paid by: (e.g. parents, coach, Team, government)</th>
<th>Graduation Date</th>
<th>Where did you live?</th>
</tr>
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</table>

Additional Questions:

1. Did you receive any money above actual and necessary expenses for your participation on any of the teams mentioned?  
   Yes _____  No _____
   If yes, please explain what you received and which team(s) provided the compensation.

*Attach additional sheets if necessary.
2. Did any members of your team receive money above actual and necessary expenses for their participation on any of the teams on which you participated (e.g., salary, bonus)?  
   Yes_____ No_____ I Don’t Know _____  
   If yes, please indicate which team(s) provided the compensation to your teammates.

________________________________________________________________________________________

*Attach additional sheets if necessary.

3. Did you sign any type of agreement to participate on any of the teams mentioned above?  
   Yes _____ No _____  
   If yes, please indicate for which team(s) and please provide a copy of the agreement(s).

________________________________________________________________________________________

*Attach additional sheets if necessary.

4. Did any of the teams you participated on call themselves professional?  
   Yes____ No ____  I Don’t Know ____
   If yes, which team?  __________________________________________________________________________

5. Please provide any websites that list box scores of games you participated on.

________________________________________________________________________________________

*Attach additional sheets if necessary.

6. Did you have a written or verbal agreement with an agent or agency or someone that represented you while you were participating in athletics?  
   Yes _____ No _____

7. Have you or any of your family ever accepted any benefits from an agent or anyone associated with an agent?  
   Yes_____ No _____ I Don’t Know _____

8. Have you ever accepted any benefits not listed on this form from anyone other than your parents?  
   Yes_____ No _____
   If yes, please describe: ________________________________________________________________________

*Attach additional sheets if necessary.

9. a. Have you ever been involved in an advertisement or promotion?  
   Yes_____ No _____  
   b. If yes, did you receive any money or other benefits for such activity?  
      Yes_____ No _____  
   c. If yes, to (a) or (b) above please explain:  ________________________________________________________________________

*Attach additional sheets if necessary.

10. Have you ever accepted any prize money based on your place finish for your participation in athletics?  
    Yes_____ No _____
    If yes, please describe: ________________________________________________________________________

*Attach additional sheets if necessary.
Please list below all athletics activities you participated in after your 21st birthday.

<table>
<thead>
<tr>
<th>Date of Competition</th>
<th>Name/Type of Competition</th>
<th>Prize Money Received</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Recruiting:

1. How did you learn about this institution?

___________________________________________________________________________________________
___________________________________________________________________________________________

2. Please list the name of all individuals who contacted you (e.g., by e-mail, letters, telephone calls, in-person visits, etc.), and encouraged you to attend this institution?

___________________________________________________________________________________________
___________________________________________________________________________________________

3. Please list all visits taken to an institution paid for by the institution?

___________________________________________________________________________________________
___________________________________________________________________________________________

4. Did you or someone on your behalf ever utilize a recruiting service (or another individual) to assist you in finding this institution or to assist you in obtaining an athletic scholarship?

   Yes _____ No _____ I Don’t Know _____

If yes, please list all individuals:

___________________________________________________________________________________________
___________________________________________________________________________________________

Be advised that this is a questionnaire used in the recruiting process in order to help the institution understand your eligibility under NCAA rules. Please provide the most complete answer in order for FIU to be able to assist you through this process.

Print Name __________________________ Signature __________________________ Date __________________________
STATEMENT OF ATHLETIC PARTICIPATION GAPS

I, ______________________ (Student-Athlete Name) hereby list any gaps in athletic participation that explain and justify vacancies in time prior and subsequent to collegiate enrollment.

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<th>Location of Activity</th>
<th>Administrator’s Contact Person</th>
<th>Activity Dates</th>
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<td>Note: This is an administrator</td>
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<tr>
<td></td>
<td>of the league, team or club but</td>
<td></td>
</tr>
<tr>
<td></td>
<td>not a Coach</td>
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<table>
<thead>
<tr>
<th>Administrator’s Address</th>
<th>Administrator’s Phone number</th>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>Describe Activity with any and all relevant information</td>
<td>Administrator’s Email Address</td>
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<tr>
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<td></td>
<td>of the league, team or club but</td>
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<td></td>
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<th>Administrator’s Phone number</th>
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<tbody>
<tr>
<td>Describe Activity with any and all relevant information</td>
<td>Administrator’s Email Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that all the information on this form is complete and accurate to the best of my knowledge and understand that misleading, incomplete, or false statements will constitute sufficient cause for termination of any and all NCAA eligibility.

I authorize FIU to investigate information regarding my athletic participation, gaps in participation, and all other aspects of my background that are relevant to my NCAA eligibility. I release FIU and its employees from all liability arising from such investigation.

____________________________________________ ___________________________________________
PRINT Full name     Signature

_____________________________________________ ___________________________________________
PRINT Title     Date
COACHES CERTIFICATION OF INTERNATIONAL AMATEUR STATUS

PISA Name: ___________________________________ Sport: ____________________

Please answer all the following questions:

1. Are you aware or do you have knowledge of this prospective international student-athlete (PISA) ever signing a contract or statement of intent to contract with any professional team, league, sports agent or agency?  
   Yes _____  No _____  
   If yes, explain:

2. Are you aware or do you have knowledge of this PISA ever verbally agreeing to sign a contract in the future with any professional team, league, sports agent or agency?  
   Yes _____  No _____  
   If yes, explain:

3. Are you aware or do you have knowledge of this PISA ever being paid or promised the payment of money or a benefit of any kind by a professional team, league, sports agent/agency or athletics booster?  
   Yes _____  No _____  
   If yes, explain:

4. Are you aware or do you have knowledge of this PISA ever being solicited or asked to sign a contract or a statement of intent to contract by any professional team, league, sports agent or agency?  
   Yes _____  No _____  
   If yes, explain:

5. Are you aware or do you have knowledge of this PISA ever giving anyone consent to negotiate on their behalf with any professional team or league?  
   Yes _____  No _____  
   If yes, explain:

6. Are you aware or do you have knowledge of this PISA or member of PISA’s family ever being paid money, borrowed money or received any other benefit of any kind from a professional team, league, sports agent/agency or athletics booster?  
   Yes _____  No _____  
   If yes, explain:
7. Are you aware or do you have knowledge of this PISA ever using their athletics skill, directly or indirectly, to earn pay (i.e. salary, cash, merchandise, special benefits) because of their athletics reputation or skill in any sport?  
Yes _____ No _____
If yes, explain:
_________________________________________________________________________________
_________________________________________________________________________________

By these signatures we hereby certify that to the best of our knowledge, the above responses are correct.

Recruiting Coach’s Signature  Date

Head Coach’s Signature  Date

ACO Signature  Date
OFFICIAL VISITS PROCEDURE

Purpose: To ensure that all official visits by prospective student-athletes to Florida International University (FIU) occurs within all NCAA Guidelines.

NCAA Bylaws: 13.5.2 (Transportation on Official Paid Visit)
13.6.2.1 (One-Visit Limitation)
13.6.2.2 (Number of Official Visits)
13.6.2.3 (Post-High School Visits)
13.6.2.3.2 (Transfer Student)
13.6.3 (Requirements for Official Visit)
13.6.4 (Length of Official Visit)

Responsibility: Athletic Business Office (ABO)
Athletics Compliance Office (ACO)
Coaches

Procedure:

Prior to the Official Visit
A. Academic Evaluation.
   High-School Prospects:
   a. Depending on the sport, the prospect student-athlete (PSA) must have commenced a certain year of high school.
   b. Ensure that all the PSA information has been submitted into the JumpForward data base.
   c. The coach shall submit to the Athletics Compliance Office (ACO) a PSA Monitoring Form (Form #3) so that the PSA can be placed on the FIU IRL with the NCAA Eligibility Center. (Note: This should be submitted as soon as the staff starts recruiting a PSA to ensure that they have not already signed an NLI with another institution).
   d. The PSA must present FIU with a copy of at least a 6th semester high-school official or unofficial (including high school name) transcript(s);
      i. An official transcript for NCAA purposes is any one of the following:
      ii. A transcript that has the official school seal imprinted;
      iii. A transcript signed by a counselor, registrar, etc., certifying that the transcript is official; and
      iv. A transcript that has been stamped indicating that it is official. OR
      v. A photocopy of any of the above; or
      vi. A fax of any of the above.
   e. The PSA (through either the transcript or testing agency) must present FIU with all ACT, SAT, PSAT, or PACT Plus test score(s);
   f. Preparing and making arrangements for the official visit. (See 2. below)

Transfer Prospects:
   a. If a PSA is transferring from a 4-year college, FIU must have in its possession a release from his/her current collegiate institution per Bylaw 13.1.1.3 PRIOR to arranging an official visit.
   b. Once the written release is in hand, then the qualifier status of the PSA must be determined prior to arranging an official visit.
c. The Coach must submit *PSA Monitoring Form* (Form #3) so that the PSA can be placed on the IRL with the NCAA Eligibility Center. (Note: This should be submitted as soon as the staff starts recruiting a PSA to ensure that they have not already signed an NLI with another institution if coming from a 2 year institution). If the PSA has never registered with the NCAA Eligibility Center, it is assumed that their status is NON-QUALIFER.

d. The PSA must present FIU with a copy of all collegiate official or unofficial transcript(s).

An official transcript for NCAA purposes is any one of the following:

i. A transcript that has the official school seal imprinted;

ii. A transcript signed by a counselor, registrar, etc., certifying that the transcript is official; and

iii. A transcript that has been stamped indicating that it is official. OR

iv. A photocopy of any of the above; or

v. A fax of any of the above.

B. Preparing and making arrangements for the Official Visit.

a. Coach receives a satisfactory academic evaluation from ACO/SAAC (See Transcript and Transfer Evaluations).

b. Coach should check his/her recruiting calendar to ensure the visit is during a permissible period.

c. Coach submits the *Official Visit Approval Form* (Form #4) to the ACO for review and approval and a *Travel Authorization (TA) Form* (ABO Form #1) so that transportation may be arranged via JumpForward.

d. Once the *Official Visit Approval Form* and TA are approved and returned to the coach, the coach must submit the approved TA immediately into the Athletics Business Office (ABO) so that they can create an official TA in PantherSoft.

e. The coach can now make travel and hotel arrangements and once finalized the coach must provide the PSA with a letter notifying the PSA that this will be one of the permissible five official visits, along with a detailed itinerary of the visit clearly outlining the 48 hour period.

f. Coach will determine who will be the student-host, if applicable, and they must complete the *Student Host Form* (Form #5).

   - The coaching staff is responsible for ensuring the student host understands how the host money can be used, and signs the host form after reading it.

   g. Once the travel arrangement are made, the coach should submit the following packet of paperwork to the ACO for final review and approval:

      i. *Official Visit Approval Form* (Form #4);

      ii. *TA* (ABO Form #1);

      iii. *Student Host Form* (Form #5);

      iv. Flight itinerary (if applicable);

      v. Copy of the official visit letter and visit itinerary showing activities, especially when the official visit starts and ends;

      vi. ACO/SAAC academic evaluation;

      vii. Transcript and test scores; and

      viii. Proof of NCAA EC registration.

h. Once the packet has been reviewed and approved by ACO, ACO will sign off on the in-house *TA* (ABO Form #1) that includes estimates of costs and make two copies of the official visit packet.

   i. Original – Athletic Compliance Office (ACO)

   ii. Copy #1 – Coach

   iii. Copy #2 – Athletics Business Office (ABO) in-house TA estimates only.

C. Complimentary Tickets.

See *Complimentary Tickets* for policy regarding tickets to prospective student-athletes and their parents.
D. During the Official Visit.

a. Ensure that the PSA completes and signs the PSA Official Visit Declaration Form (Form #6). Ensure that the PSA reads the form prior to signing it;
b. Ensure that the PSA completes the PSA Official Visit Reimbursement Form (Form #7) that includes a copy of the MapQuest mileage, or any other permissible reimbursement expenses (e.g. flight itinerary, hotel or meal in transit), if applicable; and
c. Ensure that the Post Official Visit Summary Form (Form #8) is completed along with a list of all person that attended meals and entertainment.

E. Post Official Visit.

a. After the official visit is concluded the coach should compile the following, up-dated packet of paperwork including:
   i. TA (ABO Form #1);
   ii. Expense Report (ABO Form #2);
   iii. Official Visit Approval Form (Form #4);
   iv. Student Host Form – ensure the Student Host signed the form again upon conclusion of the visit (Form # 5);
   v. Flight itinerary (if applicable);
   vi. Copy of the official visit letter and final itinerary;
   vii. Copy of ACO/SAAC academic evaluation;
   viii. Copy of Transcript and test scores;
   ix. Copy of Proof of NCAA EC registration;
   x. PSA Official Visit Declaration Form (Form #6); 
   xi. PSA Official Visit Reimbursement Form (Form #7) if applicable;
   xii. Post Official Visit Summary Form (Form #8);
   xiii. All receipts (taped to a sheet of paper); and
b. Coach should submit the complete packet to ABO, with the TA, Receipts and Expense Report at the front of the pack.
c. Once ABO has received and reviewed the TA (ABO Form #1), all receipts and the Expense Report (ABO Form #2) paperwork to ensure that all the University and State regulations have been met, they will generate an expense report through PantherSoft.
d. Once the Expense Report (ABO Form #2) has been generated, the ABO will forward all the packet to the ACO for a final NCAA review and sign-off.
e. Once ACO sign-off on paperwork, the packet is returned to the ABO who will then submit the expense report.

F. Football, Basketball and Baseball ONLY.

The football, basketball and baseball programs have a limit on the number of official visit that can host during each academic year (August 1 thru July 31 each year).

- Football: 56
- Basketball: 12
- Baseball: 25

Using the ACO Official Visit Record Form, the ACO is responsible for tracking the number of official visit that are hosted each year. However, the sport staff and the ABO will also track the official visits to ensure a shadow system is in place to prevent an unintentional violation. The tracking log will be regularly compared to ensure a checks and balance in the system.
## DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

### TRAVEL AUTHORIZATION (TA)

**FOOD:** Maximum Allowances as follows:

- **Student-Athletes & Staff Members**
  - Breakfast: $6.00 (when trip begins before 6:00 am and extends beyond 8:00 am)
  - Lunch: $11.00 (when trip begins before 12 noon and extends beyond 2:00 pm)
  - Dinner: $19.00 (when trip begins before 6:00 pm and extends beyond 8:00 pm)
- **Per Day:** $36.00

**TOTAL NUMBER OF TRAVELERS ____________________________**

- **MAXIMUM PER DAY ____________________________**
- **TOTAL PER DAY ____________________________**
- **NUMBER OF DAYS ____________________________**
- **TOTAL COST ____________________________**

**NAME**
- **Panther I.D. #**
- **DATE**

**PURPOSE OF TRIP**

**DATE OF DEPARTURE ____________________________**
**HOUR OF DEPARTURE ____________________________**

**DESTINATION**

**DATE OF RETURN ____________________________**
**HOUR OF RETURN ____________________________**

**DATE(S) & TIME OF CONTESTS/EVENTS**

### NUMERICAL OF TRAVELERS

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<td>TOTAL COST</td>
<td>TOTAL</td>
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**FOOD: Maximum Allowances as follows:**

- Breakfast: $6.00 (when trip begins before 6:00 am and extends beyond 8:00 am)
- Lunch: $11.00 (when trip begins before 12 noon and extends beyond 2:00 pm)
- Dinner: $19.00 (when trip begins before 6:00 pm and extends beyond 8:00 pm)
- **Per Day:** $36.00

**COMMON CARRIER** $________

**LODGING** $________

**FOOD** $________

**INCIDENTAL EXPENSES** $________

**TOTAL ESTIMATED COST** $________

**ACCOUNT #** ____________________________

**SPORT** ____________________________

**CASH ADVANCE:** $________

---

**FOR ADMINISTRATIVE USE ONLY**

**APPROVING OFFICIAL**
- **RECRUITING**
- **OFFICIAL VISIT**
- **TEAM TRAVEL**
- **OTHER**

**APPROVAL TO BOOK TRAVEL ARRANGEMENTS**
- **DATE**

---

**STAFF MEMBER SUBMITTED**
- **DATE**

**SUPERVISOR’S INITIALS**
- **DATE**

**APPROVALS**
- **BUSINESS OFFICE**
- **DATE**
- **COMPLIANCE**
- **DATE**

**FINAL APPROVAL**
- **DIRECTOR OF ATHLETICS**
- **DATE**

- **OR SR. ASSOCIATE AD**
- **DATE**

---

**CASH ADVANCE:** $________

---

Section 3 - Rev. 2/25/2013
TRAVEL EXPENSE REPORT

TRAVELER’S NAME: _______________________________ DATE OF REPORT: _________________
DESTINATION: ______________________________________ PURPOSE: ________________________
DATE OF DEPARTURE: _____________________________ TIME: ___________________________
DATE OF RETURN _________________________________ TIME: ___________________________

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__________    -   ______________      = ____________________

TOTAL   CASH ADVANCE  CASH RETURNED/OWED

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</tbody>
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Rev. 8/22/11
PSA MONITORING REQUEST FORM

Date: ___________________________  Sport: ___________________________

PSA: ___________________________  Birthdate: _________________________

Panther ID: _____________________  Eligibility Center ID: ________________

PSA Type:   HS  4 Yr   JC  Transfer Type:   JC  4 Yr   4-2-4
(Circle one)

HIGH SCHOOL INFORMATION

High School Name: _______________________________________________________

High School City/State: __________________________________________________

TWO-YEAR COLLEGE INFORMATION

School Name: ___________________________  Dates Attended: ________ to ________

School Name: ___________________________  Dates Attended: ________ to ________

NCAA Qualifier/Non-Qualifier: __________________

FOUR-YEAR COLLEGE INFORMATION

School Name: ___________________________  Dates Attended: ________ to ________

School Name: ___________________________  Dates Attended: ________ to ________

DIVISION I, II, III, or NAIA: ____________

Head Coach’s Signature ___________________________  Recruiting Coach’s Signature ___________________________

ACO use only:

ACO Signature ___________________________  Date Received ___________________________
OFFICIAL VISIT APPROVAL FORM

PSA Name __________________________________ Sport ____________________________

GENERAL INFORMATION

NCAA Eligibility Center # _________________________________ Date of Birth _____________________
Address __________________________________________________________________________________
_________________________________________________________________________________________

Phone Number ________________________ Parent(s) Names ______________________________________
High School/Other _____________________ City, State, Zip _______________________________________

OFFICIAL VISIT INFORMATION

Official Visit      Official Visit
Begins: Date _____ Time _____ AM PM  Ends: Date _____ Time _____ AM PM

PSA Accompanied by Others? If yes, please list names & relationship to PSA. (Circle one) YES NO
Name ____________________________________________________ Relationship __________________________
________________________________________________________________________________________

Method of Travel: Air ___ Auto* ___ Other ___
*If auto, who owns the vehicle? (NCAA Bylaw 13.5.2.2) ________________________________

Will FIU be reimbursing the PSA for any travel expenses? (Circle one) YES NO

**Please remember that you may not pay the travel expenses for others accompanying the PSA unless
they are traveling by automobile.

ACCOMMODATIONS

PSA: Campus Facility _______________________ Hotel/Other __________________________
Parents: Campus Facility _______________________ Hotel/Other __________________________

Please attach copies of transcript(s), test scores, visit letter, travel itinerary (may be tentative) and air travel information (if applicable).

I certify that all information stated above is correct and FIU recruiting policies were followed, if applicable.

Head Coach (or Designee) Signature __________________________ Date ______________________

FOR ATHLETIC COMPLIANCE USE ONLY

Check Receipt:
☐ High School Transcript(s)  ☐ College Transcript(s)  ☐ Test Score(s)
☐ Dead Period Checked  ☐ 48-Hour Time Period Checked  ☐ First Day to Visit Checked
NCAA Eligibility Center Submitted  ☐ Date ______________________

☐ Approved  ☐ Not Approved

ACO Signature __________________________ Date ______________________
STUDENT HOST FORM

Print PSA Name __________________________________ Sport ________________________

Student-Athlete Host Name (Day One) __________________________________________

Student-Athlete Host Name (Day Two) __________________________________________

Acting as a student-athlete host is an important service to FIU and the Department of Intercollegiate Athletics. While serving as a student-athlete host, appropriate conduct within institutional, Conference and NCAA guidelines are expected and required of you. If you do not abide by these guidelines stated below, you may be subject to prescribed sanctions.

- You must be enrolled as a full-time student;
- A maximum of $40 per day may be provided to cover the entertainment expenses for you, the prospective student-athlete and his/her parent(s) (legal guardian(s)) or spouse. Other student-athletes may assist with hosting the prospective student-athlete as well. You may be provided an additional $20 per day for each additional prospective student-athlete entertained by you;
- You **may not** use entertainment funds to purchase, or otherwise provide the prospective student-athlete with, gifts of value (e.g., souvenirs, t-shirt, hat, etc.);
- **No cash** may be given to the visiting prospective student-athlete or anyone else accompanying him/her;
- **You are responsible** for having your prospective student-athlete on time for all appointments;
- **You may not** use or provide to the prospective student-athlete alcohol or illegal substances during an official visit;
- **You may not** entertain the prospective student-athlete by attending a gentleman’s club or providing an opportunity for a sexual encounter (e.g., strip club, escort service, etc.);
- **You may not** put the prospective student-athlete and anyone accompanying him/her in any compromising situation;
- During all times, including unstructured time periods, of the official visit, **you must** adhere to all NCAA, Conference and FIU policies;
- **You may not** use a coach’s car or any other institutional vehicle to provide transportation to the prospective student-athlete. A coach can, however, provide you and the prospective student-athlete with a ride during an official visit;
- **You may not** transport the prospective student-athlete or anyone accompanying him/her more than 30 miles from FIU;
- **You should not** allow recruiting conversations to occur on or off campus between the prospective student-athlete and a representative of FIU’s athletics interests (e.g., boosters). If an unplanned meeting occurs, only an exchange of a greeting (e.g., hello) is permissible;
- **You may** receive a complimentary admission when accompanying a prospect to an FIU athletics event; and
- **You may** receive a complimentary meal when attending a meal with the prospective student-athlete. *Only one host can attend a meal with the PSA that is paid for by FIU.*

*(TURN OVER THE PAGE)*
MUST BE COMPLETED PRIOR TO OFFICIAL VISIT

I certify that I have read the above instructions and hereby acknowledge the receipt of $_____ for the purpose of hosting the above named prospective student-athlete.

____________________________________________________ ________________________
Student-Athlete Host Signature  Date

If a second student-athlete host was used:
I certify that I have read the above instructions and hereby acknowledge the receipt of $_____ for the purpose of hosting the above named prospective student-athlete.

____________________________________________________ ________________________
Student-Athlete Host Signature  Date

I certify that I have reviewed the FIU recruiting policies as well as the student-athlete host guidelines with the above named student-athlete prior to the start of the visit.

____________________________________________________ ________________________
Head Coach Signature  Date

MUST BE COMPLETED AT CONCLUSION OF OFFICIAL VISIT

I certify that I met with the head coach (or his/her designee) at the conclusion of the official visit and have reviewed all activities that occurred during the visit and verify that I have abided all of the stated guidelines.

____________________________________________________ ________________________
Student-Athlete Host Signature (Day 1)  Date

____________________________________________________ ________________________
Student-Athlete Host Signature (Day 2, if different from day 1)  Date

I certify that I have met with the student-athlete host at the conclusion of the official visit and have reviewed all activities that occurred during the official visit.

____________________________________________________ ________________________
Head Coach Signature  Date
NCAA Bylaw 13.6 outlines all regulations governing a prospective student-athlete’s (PSA) official visit to FIU. All institutional staff members, student-athletes and prospective student-athletes (and their family) must adhere to all NCAA, Conference and FIU regulations, as well as Federal and State Laws. If you do not abide by these guidelines stated below, you may be subject to prescribed sanctions. Verification of the prospective student-athlete’s official visit activities will be documented and submitted to the Athletics Compliance Office (ACO) at the conclusion of the Official Visit.

PSA Name ______________________________  Sport ____________________

48-Hour Rule

Official Visit       Official Visit
Begin: Date ________ Time _____ AM/PM Ends: Date ______  Time _____ AM/PM

I affirm that with respect to my official visit to FIU, I will NOT (prior to the visit) AND have NOT (at the conclusion of the visit):

1. Received transportation to and from the campus in excess of my actual round-trip transportation costs on a direct route between my home (or site of my athletics competition or educational institution) and the institution’s campus for an official visit;
2. Received reimbursement of my travel expenses (automobile mileage, airfare, parking, meals or lodging) to and from the campus that were excessive in nature;
3. Received paid expenses for my return trip home after remaining in FIU’s locale after the 48-hour visit expired;
4. Had any knowledge that my friends or relatives received reimbursement or cost-free transportation or travel expenses for the visit;
5. Received cash for entertainment purposes during the official visit;
6. Received souvenirs (e.g., t-shirt or other institutional mementos) purchased by a student host or other individuals entertaining me;
7. Received at reduced or no cost, athletics gear during the official visit;
8. Received or been entertained outside 30 miles of FIU’s campus during the official visit;
9. Received an automobile for use by my student host or any other individual to use during the official visit;
10. Been provided alcohol or illegal substances by the student host or any other individual entertaining me during the official visit;
11. Been provided or used weapons/firearms (including fireworks) during the official visit;
12. Been hazed or teased in any manner that is derogatory or hurtful (including references to race, religion or sexual orientation);
13. Been entertained by the student-athlete or any other individual by attending a gentleman’s club or being provided an opportunity for a sexual encounter;
14. Been involved in any gambling or gaming activity;
15. Violated any NCAA, Conference and FIU policies, as well as Federal and State Laws, throughout the entire official visit, including during structured or unstructured time periods;
16. Had incidental in-person contacts with athletics boosters, alumni or former student-athletes who are not currently enrolled during the official visit either on or off campus;
17. Received hard tickets to FIU’s athletics contest during the official visit;
18. Received complimentary or reduced-cost admissions from FIU for an NCAA championship (all rounds) or post-season football;

(TURN OVER PAGE)
19. Participated in physical workouts or other recreational activities that involve any sport for which I am being recruited while the coach was present; and
20. Had more than five expense-paid visits only to NCAA member institution.

MUST BE COMPLETED UPON CONCLUSION OF THE OFFICIAL VISIT

As the prospective student-athlete, I certify that I understand the FIU recruiting rules, including NCAA and Conference rules, and will abide by them during my official visit.

Prospective Student-Athlete Signature

Date

I certify that I have reviewed the FIU recruiting policies, as well as NCAA and Conference rules, with the prospective student-athlete at the beginning of the official visit.

Head Coach (or his/her Designee) Signature

Date
Per NCAA rules, FIU is only permitted to reimburse the prospective student-athlete directly. For this reimbursement, FIU requires the prospective student-athlete to sign the Travel Authorization Form and the Travel Reimbursement Form.

<table>
<thead>
<tr>
<th>Sport: ___________________________</th>
<th>Date: ___________________________</th>
</tr>
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</table>

Automobile Transportation [ ]  Airplane Transportation [ ]

*(Should only be for Extenuating Circumstances)*

**Name of PSA:** ___________________________

**Social Security Number:** ___________________________

**Address:** ___________________________

**Panther ID:** ___________________________

**Airplane Transportation:**

If reimbursing for airplane transportation, a copy of the entire flight itinerary/ticket must be attached with an explanation of why we are reimbursing the prospective student-athlete (e.g., if sharing a visit with another institution, etc.).

**Airplane Flight** (or Portion) *Please attach itinerary/tickets*

$_________

**Other** (Cab, Parking, etc.) *Please attach receipts*

$_________

**TOTAL AMOUNT DUE TO PARTY**

$_________

**Automobile Transportation:**

If reimbursing for automobile transportation, it must be for mileage only (not for the use of a rental car). The mileage will be determined by using MapQuest or Google, which must be attached to this form.

**Owner of Automobile:** ___________________________

**Date Arriving:** ___________________________  **To/From:** ___________________________  **# of Miles:** _________

**Date Leaving:** ___________________________  **To/From:** ___________________________  **# of Miles:** _________

**Total Mileage:** _________

**Amount Due** (Total Mileage x $.445/mile)  $_________

**Other** (Cab, Parking, etc.) *Please attach receipts* (Tolls)  $_________

**TOTAL AMOUNT DUE TO PARTY**  $_________

This is to certify that the expense paid visit of the prospective student-athlete named above is within the permissible limits per NCAA Bylaw 13.5 and 13.6.

**Head Coach:** ___________________________  **Date:** ___________________________
PSA – POST OFFICIAL VISIT SUMMARY FORM

PSA Name ____________________________________ Sport __________________________

48-Hour Rule

Official Visit
Begins: Date _________ Time _____ AM PM Official Visit Ends: Date _________ Time _____ AM PM

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<tr>
<th>Date of Day One: ________________</th>
<th>Time</th>
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<td>Breakfast: Yes ___ No ___</td>
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Head Coach Signature ___________________________ Date ________________

Attach a list of all persons that were included in each meal or entertainment and the date.
Dear <First Name>,

We are very pleased that you have chosen to make an official visit to Florida International University (FIU) to evaluate our academic and athletic programs. Please find attached your detailed visit itinerary.

NCAA regulations require that we inform you in writing before your scheduled visit, that you may take a maximum of five expense-paid visits to Division I or II NCAA member institutions, with no more than one permitted to any single institution. You may however, make as many visits at your own expense as you wish.

NCAA rules further require that your visit shall not exceed 48 hours from the time you arrive and depart the campus. Time spent being transported back and forth to the airport, if applicable, is not included in the 48 hour period, if no entertainment or meals are provided during that time.

Your travel expenses will be provided by FIU. Should your parents or any other family/friends accompany you on the trip, they are responsible for their own travel arrangements and expenses. Entertainment, meals and lodging may only be provided to you and your parents.

We look forward to your arrival and hope that your visit will be interesting, informative, and most of all, enjoyable.

Sincerely,

Head Coach
Sport

Florida International University

Cc Mr. Pete Garcia
   Athletics Compliance Office
Number of Official Visits -- Institutional Limitation.

The total number of official visits a member institution may provide prospective student-athletes in the following sports on an annual basis (August 1 through July 31) shall be limited to: **Baseball – 25**

<table>
<thead>
<tr>
<th>Prospect's Name</th>
<th>Date of Visit</th>
<th>Student Host (if applicable)</th>
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Number of Official Visits -- BASEBALL

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<th>Prospect’s Name</th>
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Head Coach Signature

Athletic Compliance Office Signature
Number of Official Visits -- Institutional Limitation.

The total number of official visits a member institution may provide prospective student-athletes in the following sports on an annual basis (August 1 through July 31) shall be limited to: **Basketball – 12**

<table>
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<tr>
<th>Prospect’s Name</th>
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*Head Coach’s Signature* ________________________  *Date*

*Athletic Compliance Office Signature* ________________________  *Date*
OFFICIAL VISIT RECORD – BASKETBALL WOMEN

ACADEMIC YEAR: ____________

Number of Official Visits -- Institutional Limitation.

The total number of official visits a member institution may provide prospective student-athletes in the following sports on an annual basis (August 1 through July 31) shall be limited to: **Basketball – 12**

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**Head Coach’s Signature**  
Date

**Athletic Compliance Office Signature**  
Date
OFFICIAL VISITS RECORD - FOOTBALL

ACADEMIC YEAR: ____________

Number of Official Visits -- Institutional Limitation.

The total number of official visits a member institution may provide prospective student-athletes in the following sports on an annual basis (August 1 through July 31) shall be limited to: **Football – 56**

<table>
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<th>Prospect’s Name</th>
<th>Date of Visit</th>
<th>Student Host (if applicable)</th>
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Number of Official Visits -- FOOTBALL

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<tr>
<th>Prospect’s Name</th>
<th>Date of Visit</th>
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Number of Official Visits – FOOTBALL

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<th>Prospect’s Name</th>
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*Alert – FB has only 2 OV remaining.*

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| 56. |               |                             |
UNOFFICIAL VISITS PROCEDURE

Purpose: To ensure that all prospects’ unofficial visits to campus are within NCAA guidelines.

NCAA Legislation: NCAA Bylaws 13.02.13.2, 13.5.3, 13.7

Responsibility: Athletic Compliance Office Sport Administrator
Athletics Compliance Office (ACO)
Recruiting Coach
Assistant Director for Ticket Operations

Procedure:

1. An unofficial visit may take place at any time once the prospect’s freshman year (9th grade) has begun. The only exception is during recruiting Dead Periods that occur periodically throughout the year.
2. Ensure that the PSA’s information has been entered into the JumpForward database.
3. The coach should inform the ACO of the unofficial visit at least 48 hours prior to the visit and enter appropriate information into JumpForward database.
4. The ACO will review and approve, retain a copy in the ACO sport file and return the original to the coach.
5. If the prospect’s unofficial visit will ONLY consist of attending an FIU athletics event then only the complimentary ticket request form is needed to document the visit.
6. If complimentary tickets are requested, an FIU PSA Ticket Request Form shall be submitted to the ACO by noon on the day prior to a home football game, or in the sports home game (other than football) at least half a business day prior to the event, or if on the weekend, on the day prior to the event.
7. After reviewing and approving the complimentary admissions, the ACO makes a photocopy of the Complimentary Admissions Request Form. The original is submitted to the Ticket Office and the copy is placed on file in the ACO.
UNOFFICIAL VISIT DOCUMENTATION FORM

Per NCAA Bylaw 13.7.2.1 - During an unofficial visit, the institution may NOT pay any expenses or provide any entertainment except a maximum of three (3) complimentary admissions (issued through a pass list) to a home athletics event at any facility with a 30-mile radius of the FIU main campus. The complimentary tickets are for the exclusive use of the PSA and those persons accompanying the PSA on the visit, and must be issued on an individual game basis, in a general seating area only.

TO BE COMPLETED BY COACH

PSA Name ____________________________________________ Sport ________________________

Begins: Date ___________ Time ______ AM/PM   Ends: Date ___________ Time _____ AM/PM

Mode of Transportation to Campus & By Whom ____________________________________________

PSA accompanied by others? Yes_____ No _____

If yes, please list names & relationship to PSA.

Name ____________________________________________ Relationship ________________________

Lodging while visiting FIU: None _____ Hotel _____ Dorm _____ Other (explain) _____________

1. Was the unofficial visit prearranged or walk-in? Pre-arranged ____ Walk-in ______

2. Did the PSA receive complimentary admissions? Yes_____ No _____

   If yes: Event ____________________________________________ Date _____________

3. Was the PSA’s presence on campus unrelated to recruitment (i.e., part of a campus tour)?

   Yes_____ No _____

4. Did the PSA eat meals with other PSAs on campus for official visits/enrolled student-athletes?

   Yes_____ No _____

   If yes, where & did the PSA pay the actual cost of such meals?

   Location ____________________________________________ Cost ________________________

   If not, the visit should be counted as an official visit.
5. Did the PSA stay in institutional housing (dorm)?
   Yes_____ No_____ 
   If yes, where & did the PSA pay the regular institutional rate?
   Location ____________________________  Cost __________________________ 
   If not, the visit should be counted as an official visit.

6. Was the PSA provided transportation to view off-campus practice and competition sites or other institutional facilities?
   Yes_____ No_____ 
   If yes, was the competition/practice site in the PSA’s sport?
   Location ____________________________  Yes_____ No_____ 
   If yes, was the site viewed within a 30-mile radius of FIU? 
   Yes_____ No_____ 

7. Was the PSA provided transportation to attend a home contest?
   Yes_____ No_____ 
   If yes, the visit should be counted as an official visit.

PROSPECT VERIFICATION

I certify that all information stated above is correct and that I abided by the FIU recruiting policies while visiting FIU.

PSA Signature ____________________________  Date ____________________________

COACH VERIFICATION

I certify that all information stated above is correct and the FIU recruiting policies were provided, if applicable.

Head Coach (or his/her Designee)  Signature ____________________________  Date ________________

ATHLETICS COMPLIANCE USE ONLY

☐ Approved  ☐ Not Approved  ACO Signature ____________________________  Date ________________
COMPLIMENTARY TICKETS
PROSPECTIVE STUDENT-ATHLETES
HIGH SCHOOL/JC COACHES
PROCEDURE

Purpose
To ensure distribution of complementary tickets to prospective student-athletes and high school/JC coaches are in accordance with NCAA rules and regulations.

NCAA Bylaws:
13.6.7.2 Official Visit Complimentary Tickets
13.6.7.2.1 Non-traditional Family
13.7.2.1 Unofficial Visit Complimentary Tickets

Responsibility:
Athletic Compliance Office (ACO)
Head Coach
Operations
Assistant Athletic Director Ticket Ops and Sales

Procedure:

PSA Complimentary Tickets

1. During an official or unofficial visits, a maximum of three (3) complimentary tickets may be provided to the prospective student-athlete (PSA) to attend a home athletics event (at a facility within a 30-mile radius of the institution’s main campus).
2. An additional two (2) tickets may be provided to the PSA from a non-traditional family (e.g. divorced or separated parents, step-parents).
3. The staff will enter the PSA’s names and their guests into the JumpForward system.
4. ACO will review and approve and the Ticket Office will produce a pass list prior to the game.
5. The Sport will inform the high school or JC coach(es) the following:
   • The gates will open 90 minutes prior to kick-off;
   • 3 tickets only (2 extra for non-traditional family) Not hard tickets shall be issues, only entrance stubs;
   • Photo ID required for admission via a pass list;
   • Gate closing time;
   • After the gate is closed, they will have to buy a ticket to gain entry;
   • PSA wearing opposing team colors will not be provided a complimentary ticket;
6. Only persons on the list will be admitted to the game, upon presenting identification.
7. The Ticket Office will keep the list on file.

High School or JC Coaches Complimentary Tickets

1. A maximum of one (1) ticket may be provided to High-School and JC collegiate coaches to attend a home athletics event (at a facility within a 30-mile radius of the institution’s main campus).
2. The High School/JC Coaches Complimentary Ticket Request Form should be completed and submitted to the ACO by noon on the day prior to the event.
3. ACO will review and approve the *High School/JC Coaches Complimentary Ticket Request Form*, make a copy and file on the Compliance Drive, the original is submitted to the Ticket Office by 3.00 pm on the day prior to the event for processing.

4. The Ticket Office will produce a pass list prior to the game.

5. The Sport will inform the high school or JC coach(es) the following:
   - Gate opens 90 minutes prior to game time;
   - One (1) ticket only (Hard tickets shall not be issues, only an entrance stub);
   - Photo ID required for admission via a pass list at specified entrance;
   - After the gate is closed, they will have to buy a ticket to gain entry.
   - Persons wearing opposing team colors will not be provided a complimentary ticket;

6. Only persons on the list will be admitted to the game, upon presenting identification.

7. The Ticket Office will keep the list on file.
Please complete and submit to the Athletics Compliance Office by Noon of the day prior to the day of event.

**SECTION ONE: EVENT REQUESTED:**
- Sport: __________________________
- Date: _______________
- Opponent: FIU vs __________________________

**SECTION TWO: REQUESTED BY:**
- Name: __________________________
- Sport: __________________________
- Signature: _______________________
- Date: __________________________

**SECTION THREE: COMPLIMENTARY TICKET REQUEST**

<table>
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<tr>
<th>NAME OF COACH</th>
<th>HIGH SCHOOL/JC</th>
<th>#TICKETS</th>
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Please call the Athletics Compliance Office at 7-4417 if you have any questions regarding the NCAA rules and regulations.
Please call the Ticket Office 7-4263 if you have any questions regarding the complimentary admissions.

**FOR OFFICE USE ONLY:**
- Athletics Compliance Office Approval _______________________
- Date _______________________

Section 3 - Rev. 2/25/2013
Purpose
To ensure distribution of complementary tickets to FIU student-athletes is in accordance with NCAA rules and regulations.

NCAA Bylaws:
16.2 (Complimentary Admissions & Tickets Benefits)

Responsibility:
Athletic Compliance Office (ACO)
Head Coach
Operations
Assistant Athletic Director Ticket Ops and Sales

Procedure:

Home and Away regular season competitions - An institution may provide four (4) complimentary tickets per home or away competition to a student-athlete in their sport, with the exception of post-season competition.

Tournaments – An institution may provide complimentary admissions to the members of the team for all athletics events in a tournament in which the team is participating, rather than only the games in which the team participates. However, the contests must be at the same site.

Post-Season Competition (e.g. Conference Championship, NCAA Championship, NIT or Bowl game) – An institution may provide, six (6) complimentary admissions to all athletics events at the site at which the student (or team) participates.

1. Student-athletes submit a complete list of names and relationship to the person named to the Ticket Office which is entered into the JumpForward database at the beginning of each season.
2. The student-athletes must then name persons from that list that will be attending each game, at least half a business day prior to game time.
3. The Ticket Office is then able to produce a pass list via JumpForward prior to the game.
4. The student-athletes shall inform their guests the following:
   - Gate opens 90 minutes prior to game;
   - Four (4) ticket only (Hard Tickets shall not be issued, only an entrance stub);
   - Photo ID required for admission via a pass list at Gate;
   - After the gate is closed, they will have to buy a ticket to gain entry;
   - Persons wearing opposing team colors will not be permitted to enter.
5. Only persons on the list will be admitted to the game, upon presenting identification.
6. The Ticket Office will keep the list on file.
GROUP COMPLIMENTARY TICKET REQUEST PROCEDURE

Purpose
To ensure distribution of complementary tickets to groups are in accordance with NCAA rules and regulations.

NCAA Bylaws: 13.6.7.1 (General Restrictions)

Responsibility:
- Athletic Compliance Office (ACO)
- Assistant Athletics Director for Student-Athlete Development & Community Relations (AAD-SADC)
- Head Coach
- Operations
- Assistant Athletic Director Ticket Ops and Sales

Procedure:

1. The requesting group shall complete and submit the Ticket Request Form to AAD-SADC, at least ONE WEEK prior to the event date.
2. Athletics Director (or designee) gives approval or disapproval.
3. AAD-SADC forwards to ACO for review and approval.
4. If approved, the tickets request list is submitted by ACO to the Ticket Office by 1:00 pm on the day prior to the event for processing.
5. The Ticket Office will keep the list on file.
Please list everyone who will be attending with your group and fax the completed list to Liz Augustin at 304-348-668, at least one week prior to the event. If additional spaces are needed, please complete another form. Call Liz Augustin at (305) 348-0154 with questions.

**SECTION ONE: EVENT REQUESTED**

Sport: ___________________________  Date: _______________  Opponent: FIU vs ___________________________

**SECTION TWO: COMPLIMENTARY ADMISSION REQUESTS**

GROUP NAME: ___________________________  HIGH SCHOOL: ___  OTHER: ___  -  AGE/GRADE RANGE: _____

CONTACT PERSON: ___________________________  SIGNATURE: ___________________________

CONTACT INFO (PHONE AND/OR EMAIL): ___________________________  DATE: _________________

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<th>Coaches/Chaperone</th>
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Total Number of Admissions Requested: ___________________________  Total Number of Admissions Used: ___________________________

Please fax to: _____ Athletics Compliance Office (305) 348-6402  Other: ___________________________

Athletic Compliance Office Approval: ___________________________  Date: ___________________________

IDs Required  YES  Signatures Required  YES

This form may be duplicated as needed
FOOTBALL – GAME DAY VISITS
PROCEDURE
(Official and Unofficial)

Purpose: To ensure that prospective student-athlete attending our home football games are provided the opportunity to see our games while being our guests, and not violating NCAA rules.

NCAA Bylaws:
13.7 Unofficial Visit
13.7.2.1 Unofficial Visit - Entertainment and Tickets
13.7.3 Activities During Unofficial Visit
13.6 Official Visits
13.6.7.1 Official Visit Entertainment and Tickets
13.6.7.2 Unofficial Visit Complimentary Admissions

Responsibility: Athletics Compliance Office (ACO)
Football recruiting staff
Ticket Office
Facility Staff
Panther Club
Development Staff

Procedure:

Also see Complimentary Tickets Policy and Procedure

Sports other than Football

1. All sports will enter names of recruits taking an visit by noon prior to game day into JumpForward.
2. ACO will review and the Ticket Office produce the pass list prior to the game.
3. All sports will send a letter to invited prospective student-athletes containing instructions regarding their visit:
   - The gates will open 90 minutes prior to kick-off;
   - 3 tickets only (2 extra for non-traditional family) Hard tickets shall not be issued, on entrance stubs;
   - Photo ID required for admission via a pass list at Gate No. 1;
   - Gate closing time after the first quarter;
   - After the gate is closed, they will have to buy a ticket to gain entry;
   - PSA wearing opposing team colors will not be provided a complimentary ticket;
   - Only persons on the list will be admitted to the game, upon presenting identification.
   - The Ticket Office will keep the list on file.

Football Only

1. Football staff will enter the names of recruits and guests) taking a visit by noon prior to game day into JumpForward, high-lighting the “preferred” recruits and/or those on an official visit.
2. ACO will review and the Ticket Office will produce the pass list(s) prior to the game.
Preferred Recruits:

1. Prior to the game, the Football staff will send a letter to invited/preferred prospective student-athletes containing instructions regarding their visit:
   - Enter stadium via the Football Stadium Office;
   - The doors will open 90 minutes prior to kick-off.
   - 3 tickets only (2 extra for non-traditional family) Hard tickets shall not be issued, only entrance stubs;
   - Photo ID required for admission via a pass list the football offices;
   - Gate closing time is 20 prior to kick-off;
   - After the gate is closed, they can go the Gate No. 1;
   - Gate No. 1 closes after the first quarter;
   - After Gate No. 1 closes, the PSA will have to purchase a ticket;
   - PSA wearing opposing team colors will not be provided a complimentary ticket;

2. Only persons on the list will be admitted to the game, upon presenting identification.

3. The Ticket Office will keep the list on file.

Game Day - Preferred Recruits Procedure

- **A football staff member will be present the entire time the doors are open.**
- Upon arrival they will be checked in, given their tickets and a credential, then be escorted by the football staff up the stairs to the recruiting room;
- The recruits are then escorted by football staff to the field via the patio area.
- When the football players leave the field prior to the start of the game, the recruits will be directed to their seat in the stadium.
- A bathroom will be designated for their use prior to the game opposite the recruiting room and separate from the designated donor bathroom.
- Donors attending the game with use of suites in the football offices, will be admitted through the front door, separate from the recruited and escorted upstairs via the elevator. Care must be taken to keep the donors and the recruits separate at all times.

All other football recruits:

1. Prior to the game, the Football staff will provide the prospective student-athletes (and/or the HS/JC coaches) instructions regarding their visit:
   - Enter stadium via the Gate No. 1;
   - The doors will open 90 minutes prior to kick-off.
   - PSA may receive three (3) tickets only (two (2) extra for non-traditional family). HS or JC coach may only receive one (1) ticket. Hard tickets shall not be issued, on entrance stubs;
   - Photo ID required for admission via a pass list via Gate No. 1;
   - Gate closing time is after the first quarter;
   - After Gate No. 1 closes the PSS or HS/JC coach will have to purchase a ticket;
   - PSA wearing opposing team colors will not be provided a complimentary ticket.

2. Only persons on the list will be admitted to the game, upon presenting identification.

3. The Ticket Office will keep the list on file.

Game Day – Regular Recruits Procedure

- **A football staff member will be present the entire time the gate is open.**
PROSPECTIVE STUDENT-ATHLETE (PSA)
PRE-ENROLLMENT ACTIVITIES
PROCEDURE

Purpose: To monitor each prospective student-athlete (signed or unsigned) that wants to participate in pre-enrollment activities and/or moves to Miami from his/her hometown prior to enrollment in classes at FIU.

NCAA Bylaw: Bylaw 13.11.1.1 Definition of a PSA for Tryout-Rule Purposes – Sports other than Men’s Basketball.
Bylaw 13.11.1.2 Definition of a PSA for Tryout-Rule Purposes – Men’s Basketball.
Bylaw 13.11.2.2 Tryouts – Permissible - Recreation Activities.
Bylaw 13.11.2.2.1 Tryouts – Permissible – Recreational Activities – After signing an NLI.
Bylaw 13.11.3.7.3 Mandatory Medical Examination.

Responsibility: Athletics Compliance Office (ACO)
Head Coaches

Procedure:

Bylaw 13.11.1.1 - Definition of "Prospective Student-Athlete" for Tryout-Rule Purposes -- Sports Other Than Men's Basketball.
In sports other than men's basketball, for purposes of the tryout rule, the phrase "prospective student-athlete" shall include any individual who has started classes for the ninth grade and is not enrolled in the member institution at the time of the practice or test therein described.

Bylaw 13.11.1.2 - Definition of "Prospective Student-Athlete" for Tryout-Rule Purposes -- Men's Basketball.
In men's basketball, for purposes of the tryout rule, the phrase "prospective student-athlete" shall include any individual who has started classes for the seventh grade and is not enrolled in the member institution at the time of the practice or test therein described.

Who and when can a prospective student-athlete (PSA) participate in pre-enrollment activities on the FIU campus?

1. **Participation during a summer term in which the PSA is enrolled.** A PSA may participate in summer voluntary workouts conducted by the institution's strength and conditioning coach with department-wide duties (or, in championship subdivision football, a countable coach who is a certified strength and conditioning coach) only during the period of an institution's summer term (opening day of classes through last day of final exams) in which he or she is enrolled.

   **Men’s Basketball Only.** Effective summer 2012, in men's basketball, a prospective student-athlete (freshman or transfer) who is enrolled in the institution's summer term or terms may engage in required weight-training, conditioning and skill-related instruction for up to eight weeks (not required to be consecutive weeks). Participation in such activities is limited to a maximum of eight hours per week with not more than two hours per week spent on skill-related instruction. Participation is limited to the period of the institution's summer term or terms (opening day of classes through last day of final exams) in which the prospective student-athlete is enrolled.
2. **Participation during the summer, but outside a summer term in which the PSA is enrolled.**
   A PSA may participate in voluntary weightlifting or conditioning activities (e.g., conditioning on the track) on the institution's campus in the presence of (as opposed to conducted by) the institution's strength and conditioning coach during the periods of the summer that are outside the actual duration of the term or terms in which the prospective student-athlete is enrolled, provided such activities are not prearranged, the strength and conditioning coach is performing normal duties and responsibilities in the supervision of the weight room or facility in use (e.g., track) and does not work directly with the PSA.

3. **Participation during the summer prior to initial full-time enrollment when PSA is not enrolled in the summer term, but has signed a National Letter of Intent. In sports other than football,** a PSA who has signed a National Letter of Intent (or a four-year college transfer who has signed a written offer of financial aid and/or admission), but who is not enrolled in an institution's summer term may participate in voluntary weightlifting or conditioning activities (e.g., conditioning on the track) on the institution's campus in the presence of the institution's strength and conditioning coach, provided such activities are not prearranged, the strength and conditioning coach is performing normal duties and responsibilities in the supervision of the weight room or facility in use (e.g., track) and he or she does not work directly with the PSA. Involvement by the strength and conditioning coach (other than in a supervisory capacity) or the involvement of any coaching staff member in any capacity would constitute a tryout.

4. **Participation prior to initial full-time enrollment at the certifying institution (other than during the summer prior to enrollment).** A PSA who has signed a National Letter of Intent (or a four-year college-transfer PSA who has signed a written offer of financial aid and/or admission) may participate in voluntary weightlifting or conditioning activities (e.g., conditioning on the track) on the institution's campus in the presence of the institution's strength and conditioning coach, provided such activities are not prearranged, the strength and conditioning coach is performing normal duties and responsibilities in the supervision of the weight room or facility in use (e.g., track) and he or she does not work directly with the PSA. Involvement by the strength and conditioning coach (other than in a supervisory capacity) or the involvement of any coaching staff member in any capacity would constitute a tryout.

**What need to occur PRIOR to pre-enrollment activities occurring on the FIU campus?**

1. Each PSA shall complete a physical and sickle cell test prior to commencing any weight training and conditioning activities. Contact the training room to set up the date.
2. The training room will inform the ACO if the PSA is cleared for strength and conditioning activities.
3. At least five (5) business days prior to the PSA arriving on campus, the coaching staff shall complete and submit to the Athletics Compliance Office (ACO), the PSA Pre-Enrollment Activities Information Form for each PSA’s that will be utilizing the FIU weight room facility.
4. Once the ACO staff has review and approved the PSA Pre-Enrollment Activities Information Form, the ACO will contact the sports and the weight room staff.

**Prohibited activities while NOT enrolled at FIU during the summer or thereafter:**

1. The PSA cannot receive any FIU equipment or apparel to participate in pre-enrollment activities.
2. The PSA cannot receive room and board expenses from FIU staff or representatives of athletics interest.
3. The PSA cannot receive any transportation expenses from FIU staff or representatives of athletics interest.
4. The PSA cannot receive any supplements or vitamins from FIU staff or representative of athletics interest.
5. The PSA cannot use the FIU training room staff or facilities.
Complete this form for each prospective student-athlete (signed or unsigned) in your sport that will be utilizing the FIU weight room facilities prior to enrollment in classes at FIU.

**General Info:**
Name of Prospect: ______________________________  Sport: ____________________________
Cell Phone #:   _________________________________  Email: ____________________________
Prospect's Home Address: _____________________________________________________________
Has the PSA signed a NLI and/or athletics scholarship agreement?  Yes______  No_______

**Which of the following applies to this PSA:**
___ 1. Participation during a summer term in which the PSA is enrolled;
___ 2. Participation during the summer, but outside a summer term in which the PSA is enrolled;
___ 3. In sports other than Football and Basketball - Participation during the summer prior to initial full-time enrollment when PSA is not enrolled in the summer term, but has signed a National Letter of Intent; and/or
___ 4. Participation prior to initial full-time enrollment at the certifying institution (other than during the summer prior to enrollment).

**Lodging/Meals:**
Where in Miami is prospect living? (include address): ______________________________________
Is prospect living with other people?  Yes_____  No_____
If yes, who is the prospect living with? ____________________________________________________
Will the prospect eat on or off campus?  ___________________________________________________
If on-campus, what is the meal plan (provide documentation from Student Receivables)? ___________

**Employment:**
Does the prospect have a job?  Yes_____  No_____
If yes, who is the prospect's employer? ____________________________________________________
Employer's address: ___________________________________________________________________
If yes, did a FIU staff member assist the prospect in obtaining the job?  Yes_____  No_____
If so, who assisted the prospect in obtaining the job?

**Acknowledgment**
The information above is accurate and complete. I understand my responsibility as a departmental staff member to comply with NCAA, Conference and institutional rules and regulations in regards to ALL prospective student-athletes who participate in pre-enrollment activities on the FIU campus prior to full-time enrollment at Florida International University. I understand that failure to adhere to these rules and regulations may result in a more restrictive policy prohibiting prospects in my sport from participating in pre-enrollment activities prior to his/her enrollment date.

Head Coach:  ______________________________________  ____________________________
             Signature                                           Date

ACO:  ____________________________  ____________________________
       Signature                                           Date

Yes______  No______
COACHES PARTICIPATION WITH LOCAL SPORTS CLUB PROCEDURE

Purpose: To ensure that if FIU coaching staff are involved with prospected aged students at local sports clubs, the NCAA, Conference and Institutional rules are followed.

NCAA Bylaw: Bylaw 13.11.2.4 Local Sports Club

Responsibility: Athletics Compliance Office (ACO)
Coaching staff

Procedure:

1. The coach should first seek permission from FIU regarding a possible conflict of interest. (See HR.)
2. If the local sports club is in the same sport as the sport coached at FIU, the participants must be legal residents within a 50-mile radius of the sports club. **Basketball is prohibited from coaching in a local sports club in the same sport.**
3. If the local sport club is in another sport than the sport coached at FIU, all sport coaches may participate, provided the participants are legal residents within a 50-mile radius of the sport club.
4. The coach shall complete the Local Sports Club Approval Form, and return it to the Athletics Compliance Office (ACO), prior to commencing with the local sports club.
5. The ACO will review and approve/deny based on the information provided and any further information requested, and inform the coach of the decision.
6. The Local Sports Club Approval Form will then be filed in the ACO.
NAME: _______________________________ SPORT OR UNIT: ____________________________

In accordance with NCAA Bylaw 13.11.2.4, in a sport other than basketball, a coach may be involved in any capacity (e.g., as a participant, administrator, or in instructional or coaching activities) with a local sports club in their same sport. Provided all the prospective student-athletes participating in said activities are legal residents of FIU’s home community (within 50-mile radius of FIU).

In all sports FIU’s coach may be involved in any capacity in a sport other than the coach’s sport for a local club or organization located in FIU’s home community.

The 50-mile radius is applicable only to the team with which FIU’s coach is involved; however it is not permissible for the coach to assign a prospective student-athlete who lives outside of the 50-mile radius to another coach of the club.

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<th>POSITION WITH TEAM: __________________</th>
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**Required Signatures**

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**Head Coach or Institutional Staff Member**

______________________  ________________________

Date

Approved: _________  Denied: _________

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**Athletic Compliance Office**

______________________  ________________________

Date