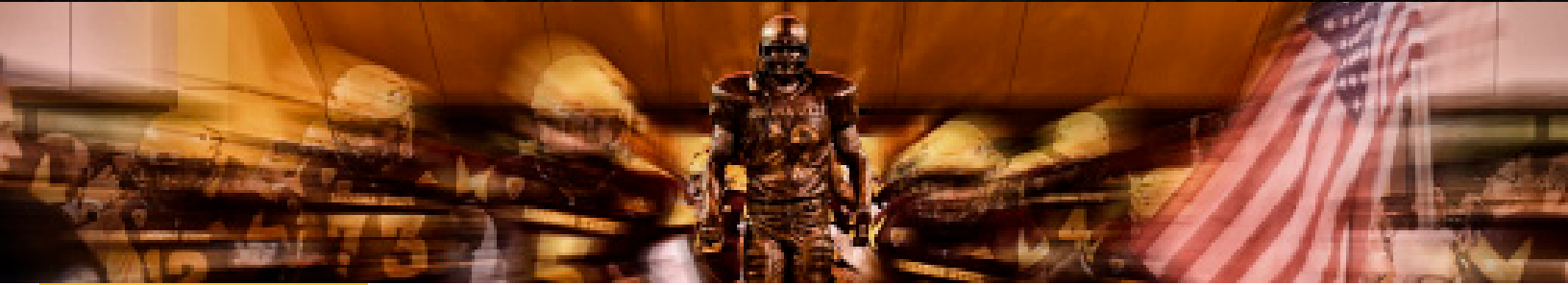




SUN DEVIL COMPLIANCE

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Inside This Issue

In the News	2
Outside Camps	2
Vacation CARAs/RARAs	3
Holiday Gifts	3
Holiday Cards	3
Recruiting Calendars	4

Official Visit Request Process

The Compliance Office developed the current official visit workflow to meet SDA business office and NCAA requirements. The separation of steps 1 and 3 allow sport staffs more flexibility in planning trips especially when trip details are sometimes known at the last minute. Here are the steps a sport staff member will take to complete the official visit process:

****Step 1 - Initial Submission:**** After identifying a prospect for a paid campus visit, the staff member launches the workflow from the prospect's TCR profile by clicking the "Official Visit" button. This step requires basic prospect information and preferred arrival and departure dates. *Tip: If the prospect's profile already contains information, some fields will auto-populate.*

****Step 2 - First Compliance Approval:**** The Compliance Office reviews the request to ensure NCAA requirements are met. This includes confirming the visit is not during a dead period or recruiting shutdown, verifying a transcript has been provided, and ensuring the prospect is registered with the NCAA Eligibility Center. Once Step 2 is approved, the sport staff member may begin booking travel through the Concur system.

****Step 3 - Visit Details:**** The sport staff member must complete Step 3 before the visit begins. This step includes submitting a finalized itinerary, including who will travel with the prospect and who will receive meals, lodging, and entertainment. A student host is also declared at this stage.

****Step 4 - Final Compliance Approval:**** With trip details finalized, the Compliance Office reviews the information to verify all NCAA requirements are still met. This final approval accounts for any changes between Steps 1 and 3, verifying that all updates remain permissible.

****Step 5 - Post Visit:**** After the visit, the TCR workflow requires confirmation that the visit occurred and whether a student host was used. This completes the TCR process. Additionally, prospect guidelines and entertainment money forms (if applicable) must be completed—either provided by the Compliance Office or launched and signed digitally via Teamworks Hub. The sport staff member must also promptly close out the Concur expense report.



RECRUITING SHUTDOWN PERIODS

Recruiting shutdown periods are periods of time when no forms of recruiting (e.g., contacts, evaluations, visits, phone calls, correspondence) is permissible. The purpose of recruiting shutdown periods are becoming more common to give coaches and staff a forced break from recruiting. Currently, women's basketball, baseball, swimming and diving, and lacrosse have all implemented recruiting shutdown periods. These sport programs are encouraged to review the NCAA educational column on these periods by clicking [here](#).

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CARA Reminder: December 1 is the last day for CARAs for out-of-season sports for the fall semester (one week before finals).

IN THE NEWS

University of Dayton - Camps and Clinics

Dayton was penalized when its women's volleyball program violated recruiting correspondence and tryout rules related to camps and clinics.

First, the volleyball program held camps that were not open to any and all entrants as required by NCAA rules because the camp registration links were difficult to find for interested members of the general public.

- The women's volleyball camp coordinator worked with an outside website vendor to hide the camp registration link below the staff roster (instead of in the camp information section) where it could not be easily located.
- A link for a specific camp would be posted on the website a few days before the camp, and coaches would send emails with instructions for finding the hidden link to specific prospects who were too young to take unofficial visits.

Additionally, the program's camp invitations were determined to be recruiting correspondence and thus were impermissibly sent to prospects before the first permissible date.

- The camp and clinic invitation emails contained specific information relating to the volleyball program (can only include general camp and clinic information), and the emails were personalized and contained links to screenshots, videos, and statistical information.
- The program also sent recruiting questionnaires that included statistics about the program.

KEY TAKEAWAYS :

1. Camps must be clearly and obviously open to any and all participants. So place camp registration links in an obvious spot that can easily be located by the general public. Camp and clinic advertisements and links may not be hidden or arranged in a way in which only specific prospects are invited to attend.
2. Follow SDA's [camp and clinic policy and process](#) when setting up camps and clinics, including waiting for all required Compliance Office approvals.
3. Any camp/clinic information or questionnaires intended to be sent to prospects before the first permissible date for recruiting correspondence must be approved by the Compliance Office before being delivered.

Outside Camps

As a reminder, noninstitutional, outside camps must meet all NCAA rules relating to institutional camps. This includes, but is not limited to, the open-to-any-and-all and 14-day advertisement rules.

Before committing to work a camp, please complete the TCR Camp/Clinic Request (Outside) workflow, so the Compliance Office can review the outside camps to help make sure they meet NCAA camp rules.

SPOT THE VIOLATION

The University of Argon women's tennis coaches decided to host a last-minute camp. The tennis coaches only began advertising the camp seven days before the camp started. In addition, the coaches put the registration link below the staff roster instead of in the camp information section. And finally, the coaches sent a mass email through the compliance software system to certain 9-12th graders in the system. Included in the email was the language "We are excited to invite you to our upcoming camp."



VACATION PERIOD CARAs/RARAs

	In-season sports:	Out-of-season sports:
CARAs:	In-season sports have unlimited CARAs through January 12 and must have one day off each week.	The last day for CARAs for out-of-season sports was December 1. Out-of-season sports may not conduct CARAs (including virtual CARAs) over the vacation period.
RARAs:	In-season sports may have RARAs throughout the winter break except on off days.	Out-of-season sports may have some RARAs (e.g., team-building activities, entertainment, recruiting), but the activities should be voluntary.

VACATION MEALS

Sports that are in season during the vacation period may provide student-athletes with meal money on days they are required to be on campus for practice or competition. Student-athletes may receive up to \$46 per day (\$10 for breakfast, \$12 for lunch, \$24 for dinner). Student-athletes may also receive up to two additional meals incidental to participation per day (which must be labeled as such), but may not receive meal money and food for the same meal (e.g., a coach could not pay for an in-person team breakfast and also give breakfast meal money on the same day). Student-athletes living at home are eligible for vacation meal money, and may be included in the meal money request. Please send completed requests to Leo Gannon in the Compliance Office for review.

HOLIDAY GIFTS

With the holiday season upon us, remember that NCAA rules prohibit coaches and other staff members from providing gifts (regardless of value or type) to student-athletes. If your team hosts a gift exchange or Secret Santa event, please make sure student-athletes only exchange gifts with other student-athletes (no coaches or staff) and their participation is voluntary.



HOLIDAY CARDS



Holiday cards sent to prospects, like all other correspondence, must comply with the recruiting materials time restrictions. Also, holiday cards must meet NCAA size restrictions relating to general correspondence (e.g., may not exceed 8 1/2 by 11 inches when fully opened) and envelopes (e.g., may not exceed 9 by 12 inches) and may not be bought in a store.

Note: The rules above also apply to an individual linked to a prospect (e.g., coach, family member).

AND THE ANSWER IS . . .



A violation occurred when the women's tennis program did not advertise the camp for at least 14 days. In addition, multiple violations occurred because the camp emails that included impermissible language (e.g., invite to camp) were impermissibly sent to prospects before the first permissible date to send them recruiting correspondence.

RECRUITING CALENDARS

For information about permissible dates for various recruiting activities, check out our Recruiting 101 tip sheet, available [here](#). And please see sport recruiting calendars listed below.

DECEMBER 2024

CALENDAR KEY

 EVALUATION PERIOD
  CONTACT PERIOD (Recruiting Period in MBB)
  QUIET PERIOD
  DEAD PERIOD

FOOTBALL

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MEN'S BASKETBALL/ WRESTLING

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TRACK/CROSS COUNTRY

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

VOLLEYBALL

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19*	20	21
22*	23	24	25	26	27	28
29	30	31				

* May evaluate on only one day and may attend only one event (within a 30-mile radius from the DI volleyball championship) on that day during this period.

SOCCER

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BASEBALL

1*	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22*	23*	24*	25*	26*	27*	28
29	30	31				

*Recruiting shutdown period: No visits, off-campus recruiting, emails, texts, phone calls, etc.

WOMEN'S BASKETBALL

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MEN'S GOLF

1	2	3	4	5	6	7
8	9	10*	11*	12*	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WOMEN'S GOLF

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SWIMMING/ DIVING

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18*	19*	20*	21*
22	23	24*	25*	26*	27*	28*
29	30	31*				

*Recruiting shutdown period: No visits, off-campus recruiting, emails, texts, phone calls, etc.

LACROSSE

1*	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22*	23*	24*	25*	26*	27	28
29	30	31*				

*Recruiting shutdown period: No visits, off-campus recruiting, emails, texts, phone calls, etc.

SOFTBALL

1*	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22*	23*	24*	25*	26*	27	28
29	30	31*				

*Recruiting shutdown period: No visits, off-campus recruiting, emails, texts, phone calls, etc.

GYMNASTICS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BEACH VOLLEYBALL

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

ALL OTHER SPORTS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Please note this table has dates that run until December 31. Many of the periods run past December 31.

Visit the [NCAA Recruiting Calendars website](#) for full recruiting calendars and NCAA sport-specific recruiting guides.

ASK FIRST!