

Sun Devil Athletics Manual (SDA)

SDA 410: Official Visits

Effective: 8/1/2021

Revised: 2/28/2025

Purpose

To codify best practices.

Sources

National Collegiate Athletic Association (NCAA)

Sun Devil Athletics (SDA)

Applicability

Student-athletes

Athletics Coaches and Staff

Policy

I. Arizona State University's Recruiting Philosophy

The pillars of Arizona State University's Sun Devil Athletics department (SDA) are Championship Performance, Culture and Social Impact, Championship Life, and Resource and Asset Innovation. These pillars serve as the starting point for the commitment that SDA and its sports programs have made to excel on the playing field, in the classroom, and in the community. SDA's recruiting philosophy is designed to further that commitment by attracting young men and women who have character and whose conduct are consistent with the expectations of ASU, its Conference, and the NCAA.

II. Policy Development and Maintenance

ASU's original official visit policy draft in 2004 was a result of a committee convened to review existing sport-specific policies, research best practices, and draft a new policy along with its related forms. The committee, comprised of various members of SDA's administrative and coaching staffs, created a draft policy that was reviewed and approved by SDA senior administration. In accordance with NCAA legislation, the official visit policy has been reviewed and updated every four years (2008, 2012, 2016, 2021 (one year gap due to COVID-19 shutdown period), 2024). This policy has been reviewed by SDA senior sport administrators and the Office of General Counsel and will be forwarded to ASU's President for his signature. The policy will be published on SDA's Compliance Office website: <https://sundevilcompliance.asu.edu>.

III. Official Visit Experience

The main purpose of the official visit at ASU is to provide prospective student-athletes (prospects) a comprehensive view of what their lives would be like if they choose to become an ASU student-athlete. To accomplish that goal, components of an official visit at ASU may include:

- Meetings with the academic coach assigned to a prospect's sport and other members of the Office of Student-Athlete Development;
- Meetings with faculty members in areas of academic interest;
- Meetings with coaching staffs and members of athletics teams;
- Tours of academic facilities (e.g., computer lab, quiet study and tutoring rooms, structured study lab, tutorial coordinator area, etc.);
- Tours of campuses, residential housing, and athletics facilities; and
- Attendance at SDA events and practices.

IV. Official Visit Guidelines

ASU and the NCAA have rules and regulations related to providing official visits to prospects. These rules have been summarized below:

Hosts - Only current student-athletes who are enrolled full-time (unless approved as part-time under NCAA legislation) will be allowed to act as student-athlete hosts. If possible, student-athlete hosts will be of the same gender and participate in the same sport as the prospects.

Campus tours - Campus tours may only be provided by designated student-athlete hosts, SDA coaches or staff, or students who are designated in a manner consistent with ASU's policy for providing campus tours (e.g., Devils' Advocates). Individuals who are involved solely in administrative functions (e.g., student workers employed by SDA, including any that work with an individual sports program, that stuff envelopes or handle complimentary admissions) may not lead or accompany prospects on tours.

Transportation - Only coach-class commercial flights will be used to transport prospects (and their parents or legal guardians) to and from ASU's campus. Transportation on the official visit at ASU will be provided only by the use of standard vehicles, including institutional, SDA staff member, and student-athlete automobiles and golf carts. If necessary, larger automobiles (without added amenities) may be rented to transport multiple prospects and their parents or legal guardians. In no case, will a prospect or a prospect's parents or legal guardians be permitted access to any of these vehicles on their own.

Lodging - ASU will provide standard lodging for prospects and family members (up to four per prospect) within a 30-mile radius of ASU's Tempe campus ("30-mile radius of ASU"). Standard lodging is defined as a normal hotel room with no special accessories or upgrades (e.g., jacuzzis, suites).

Meals - Meals provided to prospects and family members (up to four per prospect) accompanying them will be comparable to those provided to student-athletes during the academic year. Reasonable snacks (e.g., pizza, hamburger, etc.) may be provided in addition to three meals per day. All meals must occur within a 30-mile radius of ASU.

Entertainment - Entertainment activities on official visits are only permitted within a 30-mile radius of ASU. A sport program is permitted to spend up to \$60 on a prospect during the prospect's entire official visit. An additional \$60 may be spent on each family member (up to four family members) and the student host participating in the entertainment. The entertainment money cannot be used to purchase, or otherwise provide the prospect or anyone accompanying him/her, gifts (e.g., souvenirs, t-shirt, hat). At no time is a student host permitted to give cash to a prospect or anyone accompanying the prospect.

Curfew/unstructured time - It is at each sport's discretion to set a curfew for the prospect and student host to follow during an official visit.

Prohibited activities - The following are prohibited during an official visit:

- The use of alcohol or illegal substances [Note: If a parent or legal guardian of a prospect wishes to consume alcohol at a meal, a separate bill will be obtained and paid from the sport's foundation account];
- The use of strippers, gentlemen's clubs, or their equivalent;
- The use of sexual activity as a recruiting device;
- Activities that violate Arizona or federal law;
- Gambling or gaming activities;
- The use of personalized recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations); and
- Game-day simulations (e.g., running out of the tunnel for pre-game introductions).

V. Responsibilities of Coaches and Student Hosts

Under NCAA and ASU rules and regulations, head coaches are responsible for the recruiting activities of their staffs. SDA head coaches are expected to educate their personnel, student-athletes, and prospects regarding the recruiting guidelines for official visits that are included in this policy. Head coaches are also responsible for their staff's adherence to the policy.

Before an official visit, SDA coaches and student-athlete hosts are required to review and sign the **Official Visit – Entertainment Guidelines Form**. During the visit, coaches should meet with each prospect, and if applicable, any accompanying family members, to explain ASU's official visit policy. Coaches and prospects will be provided the **Official Visit – Prospective Student-Athlete Guidelines** via email when the visit is approved by the Compliance Office.

VI. Official Visit Process

The following describes SDA's pre-approval and post-visit reconciliation processes

1. The official visit pre-approval process starts before a prospect begins travel for an official visit. The sport program must seek approval from the Compliance Office by completing the **Official Visit Request Form** in the compliance software system. The sport program must provide the prospect's required academic information including:
 - a. An unofficial or official transcript.
 - i. For a high school prospect, a high school transcript for at least six semesters or nine trimesters is needed. In the sport of basketball, a high school transcript for at least five semesters is acceptable.
 - ii. For a junior college prospect in his or her first year, a high school transcript and junior college transcript or class schedule is needed.
 - iii. For a junior college prospect in at least his or her second year, a junior college transcript is needed.
 - b. If more information is needed, the Compliance Office will contact the requesting sport program. The requesting sport may need to resubmit information and begin from Step 1.
2. The Compliance Office will then conduct an evaluation of the prospect's eligibility and record the results in the compliance software system when prompted by the **Transcript Evaluation Form**.

3. If approved by the Compliance Office, a notification will be sent to the Business Office and the requesting sport program. The sport program may now begin Business Office processes (e.g., Concur, booking travel, cash advances).
4. Upon approval from the Business Office, the sport program will then submit an official visit itinerary to the Compliance Office in the compliance system software. The official visit itinerary must include a tentative plan of scheduled events and locations – as well as the prospect’s travel itinerary (if applicable). If approved by the Compliance Office, the sport program will be prompted to complete the **Official Visit – Entertainment Guidelines Form** and the prospect and staff will receive the **Official Visit – Prospective Student-Athlete Guidelines**. The sport program may now conduct the official visit.
5. The post-visit reconciliation process begins after the official visit. After the official visit, the sport program must provide the following documents to the Business Office:
 - a. All receipts for expenses in accordance with Business Office policy;
 - b. Completed **Official Visit – Entertainment Guidelines Form**;
 - c. Prospect’s hotel and/or flight itinerary, if applicable; and
 - d. **Official Visit – Prospective Student-Athlete Reimbursement Form**, if applicable.
1. After the Business Office receives and reviews the documents, they will be forwarded to the Compliance Office. The Compliance Office will then review all documentation and expenses from the official visit to verify compliance with ASU, its Conference, and NCAA rules and regulations.

VII. Sanctions/Penalties

Depending on their nature and circumstances, violations of ASU’s recruiting policy may lead to penalties dispensed at the discretion of the head coach, sport administrator and/or Director of Athletics. Penalties for student-athletes may include community service, the loss of athletics aid, suspension from practice and/or competition, or expulsion from the team. Penalties for a prospect may include immediate termination of the visit or the prospect’s recruitment. Penalties for coaches, staff members, and other individuals involved with recruiting visits may include letters of admonishment or reprimand, the temporary loss of recruiting privileges, or the loss of employment. In addition, the sport may have the number of official visits reduced for the current or subsequent academic year. All violations of NCAA rules will be reported in accordance with SDA’s **Rules Violation Reporting** policy.