



Wilmington University Compliance

Policies and Procedures for Official Visits

ALL NCAA BYLAWS MUST BE ADHERED TO IN REGARDS TO RECRUITING AND OFFICIAL VISITS!!

1. Coach must complete an "Official Visit Pre-Approval Form" and return to Compliance Coordinator two weeks prior to visit.
2. The following must be done prior to any Official Visit taking place:
 - University must have a copy of PSA's HST on file;
 - University must have a copy of PSA's SAT/ ACT scores on file;
 - PSA must be registered with the Clearinghouse; and
 - University must have the PSA on the institutional request list.
3. Compliance Coordinator will review form and check with Budget person to ensure funds are in the team's recruiting budget.
4. Compliance Coordinator will send out a letter of notification to high school prospects.
5. Once transcripts are received by the Compliance Coordinator, the Pre-Approval form will be completed and a copy will be placed in the PSA's file and another will be given to the head coach.
6. The coach will notify the Compliance Coordinator of the dates of the visit and whether or not a tour will be needed from Admissions. The Compliance Coordinator will set up the tour.
7. The coach must set up all transportation, lodging and meal needs.
8. If the student-athlete needs to speak with an Academic Advisor, he or she **MUST** make this appointment by contacting the Academic Advising Office prior to the visit. **ALL TWO-YEAR TRANSFERS MUST MAKE AN APPOINTMENT WITH ADVISING!!**
9. If a student host is used, he/she must complete the "Student Host Form" verifying receipt and use of money.
10. At the conclusion of the visit, all receipts must be turned in to the budget person.
11. At the end of the visit, the prospect must submit an "Official Visit Form—Prospective student athlete" .