

Longwood University

Official Visit Guidelines

Department of Athletics Mission Statement

The Mission of the Department of Athletics is to foster a broad-based athletics program emphasizing the personal growth and development of all student-athletes. The Department of Athletics operates in synergy with the University's stated purpose and goals, namely, Longwood University is an institution of higher education dedicated to the development of citizen leaders who are prepared to make positive contributions to the common good of society. The Department encourages attitudes of self-discipline, group loyalty, good sportsmanship, and personal integrity; an appreciation for the benefits of hard work, motivation, and perseverance; and a feeling of pride in achievement.

Through a dedicated commitment to educational excellence, a strong athletic program and integrity in all areas, the student-athletes, coaches, and staff strive to bring credit and recognition to Longwood University. Furthermore, the Department of Athletics strives to develop student-athletes academically and athletically with the total commitment to aiding their development in a manner that enables them to advance in a chosen career as productive citizen leaders upon graduation.

Methodology

The Official Visit Policy document was revised after a meeting with the coaching staff on one occasion, two distributions of drafts for comment to head coaches, and meetings conducted by the Director of Athletics with several individual coaches for additional discussion.

Recruiting Philosophy

The primary recruitment goal is to encourage the application and enrollment of outstanding student athletes who excel in the classroom and athletic competition. The Coaching Staff is dedicated to the development of citizen leaders who will be an integral part of the student body and enhance the quality of the University community.

Prior to the Official Visit:

1. Submit completed Request for Travel Authorization (RTA) to the compliance office.
2. Submit completed Official Visit Request Form, student's high school transcript and proof of a test score (PSAT, SAT, ACT) to the compliance office.
3. Purchase airline ticket, if necessary. Ticket may only be coach-class fare on a regular commercial airline. Charter flights, private jets, or first-class tickets are prohibited.
4. Arrange hotel accommodations, if applicable. Accommodations may only be standard rooms. If staying in the dormitories, the Prospective Student-Athlete must be housed in a standard, single room or with a current member of the team.
5. Arrange transportation. Transportation may be provided to, from the airport, and around campus/town. Only standard vehicles may be used (no limousines or luxury vehicles).
6. Official Visit rules must be communicated with the visiting PSA prior to the initiation of the visit.
7. The student host must read and sign Student Host Money Form prior to the arrival of the PSA.

During the Official Visit:

1. Only a current member of the team may be designated as the student host for the PSA.
2. The use of personalized jerseys, game-day simulations, or other means of personalized recruiting aides are prohibited.
3. The PSA may be treated to outside meals provided these meals are of reasonable cost and are not excessive in nature. (Main course under \$30.00)

4. The head coach of each sport will be responsible for reviewing plans for on and off-campus entertainment for a PSA on an Official Visit. The head coach will be required to:
 - a. Review all policies relevant to official visits with student hosts, PSAs and parents/guardians.
 - b. Strongly discourage and counsel against inappropriate behavior/entertainment during the visit.
 - c. Periodically monitor the entertainment activities of the PSA during the campus visit.
 - d. Ensure that underage drinking, the use of illegal drugs, gambling, sexual favors, or the promise of such favors is not a part of the official visit.
 - e. Establish and enforce a reasonable curfew for the PSA and student host during the campus visit.
5. Each PSA making an official visit to the University will meet with one or more of the following individuals/ groups: 1) Department of Admissions, 2) the Athletics Department's Academic Advisor, 3) one or members of the faculty to discuss the University's academic program. Student hosts will be required to have the PSA attend at least one class if the visit includes a day/time when classes are held.

Following the Official Visit:

1. Submit the Travel Reimbursement Form, along with original receipts, to the compliance office within two days after the official visit is complete.
2. Submit the Official Visit Reconciliation, along with copies of the receipts, to the compliance office within two days after the official visit is complete.
3. Submit the Student Host Money Form, signed by the student host, to the compliance office with the reconciliation paperwork.

**COMPLIANCE WITH OFFICIAL VISIT POLICIES IS
CONSIDERED PART OF UNIVERSITY EMPLOYEE
CONTRACTUAL EMPLOYMENT OBLIGATION TO ADHERE TO
ALL NCAA RULES. VIOLATIONS OF SUCH RULES ARE SUBJECT**

**TO THE SAME PENALTIES AS APPROPRIATE FOR VIOLATION
OF THOSE RULES. THE UNIVERSITY WILL FORWARD AN
ANNUAL REPORT OF VIOLATIONS TO THE NCAA NATIONAL
OFFICE.**

11/30/04