

UNIVERSITY OF MEMPHIS

COACHES RECRUITING HANDBOOK

2009-2010



THIS HANDBOOK BELONGS TO:

NAME: _____

PHONE: _____

E-MAIL: _____

Athletic Compliance Office
570 Normal Street
Memphis, TN 38152

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CALENDARS
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CALENDARS (tab back)

2009-10 ACADEMIC CALENDAR

FALL 2009	Day / Date
First Day of Classes	Sat / Aug 29, 2009
Labor Day	Mon / Sep 7, 2009
Fall Break	Sat–Tue / Oct 17–20, 2009
Thanksgiving Holiday	Thu–Sun / Nov 26–29, 2009
Last Day of Classes	Wed / Dec 9, 2009
Study Day	Thu / Dec 10, 2009
Exams	Fri–Thu / Dec 11–17, 2009

Spring 2010	Day / Date
First Day of Classes	Thu / Jan 14, 2010
M. L. King, Jr. Holiday	Mon / Jan 18, 2010
Spring Break	Mon–Sun / Mar 8–14, 2010
Last Day of Classes	Wed / Apr 28, 2010
Study Day	Thu / Apr 29, 2010
Exams	Fri–Thu / Apr 30–May 6, 2010

Summer 2010	Day / Date
<i>Pre-Session</i>	
First Day of Classes	Mon / May 17, 2010
Memorial Day Holiday	Mon / May 31, 2010
Last Day of Classes	Thu / Jun 3, 2010
Exams	Fri / Jun 4, 2010
<i>Full Session</i>	
First Day of Classes	Mon / Jun 7, 2010
Break for Full Term	Fri–Mon / July 2–5, 2010
Last Day of Classes	Thu / Aug 12, 2010
Exams	Fri / Aug 13, 2010
<i>1st Session</i>	
First Day of Classes	Mon / Jun 7, 2010
Independence Day Holiday	Sun–Mon / July 4–5, 2010
Last Day of Classes	Thu / July 8, 2010
Exams	Fri / July 9, 2010
<i>2nd Session</i>	
First Day of Classes	Tue / July 12, 2010
Last Day of Classes	Thu / Aug 12, 2010
Exams	Fri / Aug 13, 2010

AUGUST 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						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					

OCTOBER 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				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

SEPTEMBER 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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			

NOVEMBER 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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					

DECEMBER 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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		

FEBRUARY 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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						

JANUARY 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					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						

MARCH 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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			

APRIL 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				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	

JUNE 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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			

MAY 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						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					

JULY 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				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

INITIAL ELIGIBILITY
(tab front)

**NCAA DIV. I FRESHMAN-ELIGIBILITY STANDARDS
(COLLEGE ENTRANTS FALL 2008 AND THEREAFTER)**

QUALIFIER

Can practice, compete and receive athletics scholarship as a freshman.

REQUIREMENTS

- Graduation from high school,
- Successful completion of a required core curriculum consisting of a minimum number of courses in specified subjects,
- The highest scores achieved on the verbal and mathematics sections of the SAT or the highest scores achieved on the four individual tests of the ACT may be combined to achieve the highest scores, and
- The following minimum grade-point average in the **16** core courses meeting the NCAA core course definition with the corresponding ACT sum or SAT total score needed:

**INITIAL ELIGIBILITY
(tab back)**

GPA & SAT / ACT	HIGH SCHOOL CORE COURSES
Use the GPA and SAT / ACT sliding scale on pages 10-11	<ul style="list-style-type: none"> • At least 4 years English;
	<ul style="list-style-type: none"> • At least 3 years math; Algebra 1 or higher;
	<ul style="list-style-type: none"> • At least 2 years natural or physical science, including 1 lab course if offered by any high school attended;
	<ul style="list-style-type: none"> • At least 1 year of additional English, math, or natural or physical science;
	<ul style="list-style-type: none"> • At least 2 years of social science; and
	<ul style="list-style-type: none"> • 4 years of additional academic courses in any of the above areas, or foreign language, computer science, philosophy or comparative religion.

NONQUALIFIER (Does not meet standards for qualifier)

No practice or competition during freshman year. Three seasons of competition. May receive institutional need-based aid only during freshman year, which may not be from an athletics source.

**NCAA DIVISION I SLIDING SCALE
CORE GRADE-POINT AVERAGE / TEST-SCORE
New Core GPA / Test Score Index**

Core GPA	SAT Verbal and Math ONLY	Sum ACT
3.550 & above	400	37
3.525	410	38
3.5	420	39
3.475	430	40
3.45	440	41
3.425	450	41
3.4	460	42
3.375	470	42
3.35	480	43
3.325	490	44
3.3	500	44
3.275	510	45
3.25	520	46
3.225	530	46
3.2	540	47
3.175	550	47
3.15	560	48
3.125	570	49
3.1	580	49
3.075	590	50
3.05	600	50
3.025	610	51
3	620	52
2.975	630	52
2.95	640	53
2.925	650	53
2.9	660	54
2.875	670	55
2.85	680	56
2.825	690	56
2.8	700	57
2.775	710	58

**NCAA DIVISION I SLIDING SCALE
CORE GRADE-POINT AVERAGE / TEST-SCORE
New Core GPA / Test Score Index**

Core GPA	SAT Verbal and Math ONLY	Sum ACT
2.75	720	59
2.725	730	59
2.7	730	60
2.675	740-750	61
2.65	760	62
2.625	770	63
2.6	780	64
2.575	790	65
2.55	800	66
2.525	810	67
2.5	820	68
2.475	830	69
2.45	840-850	70
2.425	860	70
2.4	860	71
2.375	870	72
2.35	880	73
2.325	890	74
2.3	900	75
2.275	910	76
2.25	920	77
2.225	930	78
2.2	940	79
2.175	950	80
2.15	960	80
2.125	960	81
2.1	970	82
2.075	980	83
2.05	990	84
2.025	1000	85
2	1010	86

2009-2010 ACT NATIONAL TESTING DATES

Test Date	Registration Deadline	(Late Fee Required)
September 12, 2009*	August 7, 2009	August 8–21, 2009
October 24, 2009	September 18, 2009	Sept 19–Oct 2, 2009
December 12, 2009	November 6, 2009	November 7–20, 2009
February 6, 2010**	January 5, 2010	January 6–15, 2010
April 10, 2010	March 5, 2010	March 6–19, 2010
June 12, 2010	May 7, 2010	May 8–21, 2010

* The September 2009 test date is offered **only** within the 50 United States and D.C.

** No test centers are scheduled in New York for the February test date

2009-2010 SAT NATIONAL TESTING DATES

Test Date
October 10* and 18, 2009
November 7 and 8, 2009
December 5 and 6, 2009
January 23 and 24, 2010
March 13 and 14, 2010
May 1 and 2, 2010
June 5 and 6, 2010

According to our formula, test dates fall on the first Saturday in November, December, May and June; the second Saturday in October and March; and the fourth Saturday in January.

* The Sunday test date for October 2009 will be moved to Oct. 18 to avoid conflict with the Jewish holiday of Simchat Torah.

SAT Phone: (800) 728-7267
Institutional code: 1459

ACT Phone: (800) 553-6244
Institutional code: 3992

REQUIREMENTS FOR ADMISSION TO UM

Admission to UM is based on the student's probable success at the University. Criteria taken into consideration include but is not limited to high school curriculum, ACT or SAT scores, and/or collegiate records.

The deadlines for submitting applications for admission are:

- **July 1st** for the fall semester,
- **December 1st** for the spring semester, and
- **May 1st** for the summer session.

NOTE: Applicants must submit a non-refundable application fee of \$25.00 for domestic students, and \$50.00 for international students.

Admission Standards

HIGH SCHOOL GRADUATES

Degree Seeking Undergraduates

Must meet the following requirements to be eligible for automatic admissions:

- Must be a graduate of a recognized high school
- Entrance Examination Score
 - A minimum ACT composite score of **26** or the equivalent on the SAT
- Grade Point Average
 - A minimum high school cumulative GPA of **3.5** on a **4.00** scale
- Required Core Courses
 - English = **4**
 - Math = **3**
 - Social Science = **2**
 - Natural/Physical Science = **2**
 - Visual/Performing Arts = **1**
 - Foreign Language = **2** (units must be in one foreign language, i.e. Spanish I, Spanish II)

NOTE: Student success at the University of Memphis is strongly predicted by academic performance in high school and also linked to performance on the ACT. Therefore, an Admissions Index will be calculated for each applicant by first multiplying the cumulative high school GPA by 30 and then adding the ACT composite score. The admission of first-time freshmen is selective based on the calculated index, and also includes an evaluation of the required high school curriculum completed. Students who do not have a minimum ACT score of 16 or a minimum SAT score of 770 will require a Presidential Exception.

COLLEGE TRANSFERS

Transfer applicants with less than 24 credit hours:

The University of Memphis welcomes applications from students who have begun college elsewhere. Students who are transferring with less than 24 credit hours of college-level coursework must satisfy the following criteria:

- Meet the requirements of entering freshmen;
- Have earned a 2.00 GPA (as computed by the University of Memphis) on all attempted college level as well as developmental or remedial courses; and
- Be in good standing with the college or university previously attended.

Transfer applicants who have been academically dismissed from the last institution they attended *but* meet the GPA requirements listed above will not be considered for admission until at least one regular semester (not to include summer sessions) has elapsed. After this period, these applicants must submit a new application (no additional fee required).

Students who meet the high school requirements, but do not have a 2.00 GPA on attempted college coursework may be considered for admission. These applicants will be reviewed by the Office of Academic Status and Retention Services. Students' major, types of courses taken, and pattern of progress, as well as high school records and standardized test scores, will be considered in the admissions process.

Transfer applicants with 24 credit hours or more:

Students who are transferring with 24 credit hours or more must meet one of the following admissions options:

- Have earned an overall combined 2.00 GPA (as computed by the University of Memphis) on all transfer hours attempted.
NOTE: Students who have failed any developmental or remedial coursework will not be eligible for admission until they have completed these courses with a passing grade.
- Have earned an associate degree in a University Parallel or University Transfer program from a regionally accredited community, junior, or senior college with an overall combined 2.00 GPA (as computed by the University of Memphis).

INTERNATIONAL STUDENTS

International students must meet the same academic standards for admissions as those required of domestic students. In addition, they must present UM with the following:

- 3.0 or greater, or a 26 ACT, or an 95 admissions index;
- TOEFL score of 173 or higher;
- World Educational Service (WES) Evaluation; and
- Final Leaving Certificate of Examination in the original language with a translation.

TOEFL scores are required for all international students who **(1)** have completed their secondary education in a country where English is not the native language, **(2)** have completed fewer than two years of study in a United States high school, or **(3)** have completed fewer than two years of collegiate training in an accredited United States college or university (must complete two years of ENGL ~ i.e. ENG 101 and ENG 102 or its equivalent).

**NATIONAL LETTER
OF INTENT
(tab front)**

NATIONAL LETTER OF INTENT (tab back)

NATIONAL LETTER OF INTENT (NLI) LEGISLATION

Bylaw 13.9.1 NCAA Eligibility Center Registration and Institutional Request List

An institution shall not provide a high school or preparatory school prospective student-athlete a written offer of athletically related financial aid until he or she has registered with the NCAA Eligibility Center and the institution has placed the prospective student-athlete on its institutional request list (IRL) with the NCAA Eligibility Center.

Bylaw 13.1.6.7 National Letter of Intent Signing

Any in-person, off-campus contact made with a prospective student-athlete for the purpose of signing a letter of intent or other commitment to attend the institution or attendance at activities related to the signing of a letter of intent or other commitment to attend the institution shall be prohibited.

Bylaw 13.1.6.7.1 Delivery of NLI

In-person, off-campus delivery of a letter of intent by an institutional staff member shall be prohibited. The letter may be delivered by express mail, courier service, regular mail, electronic mail or facsimile machine.

Bylaw 13.1.6.8 Contacts After National Letter of Intent Signing or Other Written Commitment – Sports Other Than Women’s Basketball and Football

In sports other than women’s basketball and football, after the calendar day on which a prospective student-athlete signs a National Letter of Intent, there shall be no limit on the number of contacts by the institution with which the prospective student-athlete has signed. For an institution not using the National Letter of Intent in a particular sport, there shall be no limit on the number of contacts with the prospective student-athlete or the prospective student-athlete’s relatives or legal guardians by that institution after the calendar day of the prospective student-athlete’s signed acceptance of the institution’s written offer of admission and/or financial aid. However, the following conditions continue to apply:

- (a) Any contact at the prospective student-athlete’s educational institution in men’s basketball shall be confined to the permissible contact period and shall not exceed one visit per week;
- (b) No in-person, on- or off-campus contact may be made during a “dead period;”
- (c) No on- or off-campus contact (including correspondence and telephone calls) may be made by a representative of the institution’s athletics interests except those involving permissible pre-enrollment activities (e.g., a discussion of summer employment arrangements); and

- (d) Contact at the site of a prospective student-athlete's competition shall continue to be governed by the provisions of Bylaw 13.1.7.2. Note: contact with the prospective student-athlete's relatives or legal guardians at the site of the prospective student-athlete's competition shall be permitted (see Bylaw 13.1.7.2.2).

Bylaw 13.1.6.8.1 Contacts After National Letter of Intent Signing or Other Commitment – Women's Basketball

In women's basketball, after the calendar day on which the prospective student-athlete signs the National Letter of Intent (NLI), there shall be no limit on the number of contacts by the institution with which the prospective student-athlete has signed. For an institution not using the NLI in women's basketball or for those prospective student-athletes not eligible to sign the NLI (e.g., four-year college transfer), there shall be no limit on the number of contacts with the prospective student-athlete or the prospective student-athlete's relatives or legal guardians by that institution after the calendar day of the prospective student-athlete's signed acceptance of the institution's written offer of admission and/or financial aid. However, the following conditions continue to apply:

- (a) No in-person, on- or off-campus contact may be made during a "dead period;"
- (b) No on- or off-campus contact (including correspondence and telephone calls) may be made by a representative of the institution's athletics interests except those involving permissible pre-enrollment activities (e.g., discussion of summer employment arrangements); and
- (c) Contact at the site of a prospective student-athlete's competition shall continue to be governed by the provisions of Bylaw 13.1.7.2. Note: contact with the prospective student-athlete's relatives or legal guardians at the site of the prospective student-athlete's competition shall be permitted (see Bylaw 13.1.7.2.2).

Bylaw 13.1.6.8.2 Contact After National Letter of Intent Signing or Other Written Commitment – Football

In football, after the calendar day on which a prospective student-athlete signs a National Letter of Intent, there shall be no limit on the number of contacts by the institution with which the prospective student-athlete has signed. For an institution not using the National Letter of Intent in football, there shall be no limit on the number of contacts with the prospective student-athlete or the prospective student-athlete's relatives or legal guardians by that institution after the calendar day of the prospective student-athlete's signed acceptance of the institution's written offer of admission and/or financial aid. However, the following conditions continue to apply:

- (a) Contact at the prospective student-athlete's educational institution shall be confined to the permissible contact period and the spring evaluation period (see Bylaw 30.10.3). Contact at the educational institution during the contact period shall not exceed one visit per week. A visit to the educational institution during the spring evaluation period that only includes contact with a signed prospective student-athlete shall be considered one of the institution's two permissible days at that institution (see Bylaw 13.1.8.9.2);
- (b) No in-person, on- or off-campus contact may be made during a "dead period;"
- (c) No on- or off-campus contact (including correspondence and telephone calls) may be made by a representative of the institution's athletics interests except those involving permissible pre-enrollment activities (e.g., discussion of summer employment arrangements); and
- (d) Contact at the site of a prospective student-athlete's competition shall continue to be governed by the provisions of Bylaw 13.1.7.2. Note: contact with the prospective student-athlete's relatives or legal guardians at the site of the prospective student-athlete's competition shall be permitted.

Distribution of Materials

Two copies of the NLI are needed for each signing; therefore, each letter is to be completed in duplicate, with one copy to be retained by the prospect, one by the institution, and a copy to be forwarded to the Conference office.

Financial Aid Agreement (FAA)

An NLI is invalid if the prospect does not receive in writing at the time of the signing an award for athletics financial aid for the entire academic year. Mid-year junior college football transfers must receive an award for the remainder of the academic year. Forms in the signing packet should be returned to the Compliance Coordinator for review purposes, and the Compliance Coordinator will forward the materials to the appropriate departments.

Academic Credentials

The Center for Athletic Academic Services (CAAS) must evaluate the prospect's academic credentials prior to sending an NLI and/or FAA for signatures.

Signatures

The NLI and FAA must be signed by the Director of Financial Aid, the Director of Athletics (or his/her designee), and the Faculty Athletic Representative before submitting them to the prospect and parent/legal guardian for their signatures. The prospective student-athlete and his/her parents or legal guardian must sign the NLI and FAA within 14 days of issuance.

- The parent/legal guardian only needs to sign if the prospect is under the age of 21.
- When mailing the NLI early, the date of issuance cannot be earlier than the initial signing date for that period.

Signing Time Regulations

NLI cannot be signed by the prospect or parent/legal guardian prior to 7:00 a.m., local time, on the initial signing date.

Announcement and Publicity Signings

It is very important that the athletic department staff members review Bylaw 13.10 regarding publicity of national letter signing.

NOTE: The Media Services office must wait for confirmation from the Department of Athletics Compliance office before releasing the names of signees to the media.

COMPLIANCE PROCEDURES (tab front)

2009-2010 NLI SIGNING DATES

Sport	Initial Signing Date	Final Signing Date
Basketball and All Other Sports Not Listed (Early Period)	November 11, 2009	November 18, 2009
Football (Midyear JC Transfer)	December 16, 2009	January 15, 2010
Football (Regular Period)	February 3, 2010	April 1, 2010
Field Hockey, Soccer, Track and Field, Cross Country, Men's Water Polo	February 3, 2010	August 1, 2010
Basketball (Regular Period)	April 14, 2010	May 19, 2010
All Other Sports Not Listed (Regular Period)	April 14, 2010	August 1, 2010

Additional information about the NLI including Guidelines, Provisions, Releases and Appeals and Frequently Asked Questions can be found at www.national-letter.org

COMPLIANCE PROCEDURES

COMPLIANCE PROCEDURES (tab back)

1. Official Visit

Prior to Beginning of Visit

Coach is required to submit the appropriate forms and documents (listed below) to the Athletic Compliance Office in order to receive approval for the Official Visit.

A. High School Prospects

- Recruitment Activation/Roster Management Form
- Copy of all high school transcripts
- Score report or transcript that contains the PSA's PSAT, SAT, PLAN or ACT test score
- The PSA is also required to register with the NCAA Eligibility Center

B. College Transfer Prospects

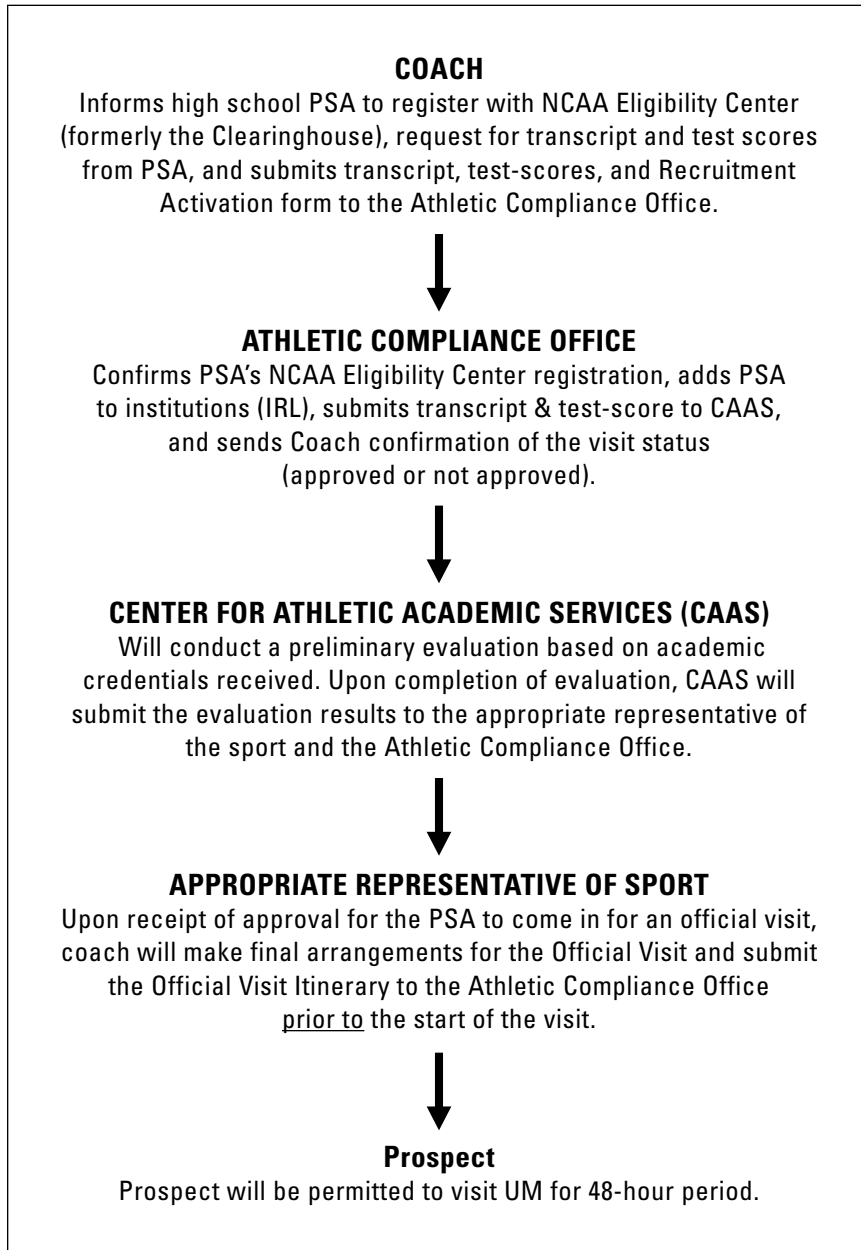
- Recruitment Activation/Roster Management Form
- Copy of collegiate transcripts from all schools the transfer has attended
- If approved, coach will be notified and will be required to submit the Official Visit Itinerary to the Athletic Compliance Office no later than the day the prospect arrives for his/her visit.
- If not approved, the coach will be notified what is needed to receive approval.

Post Visit

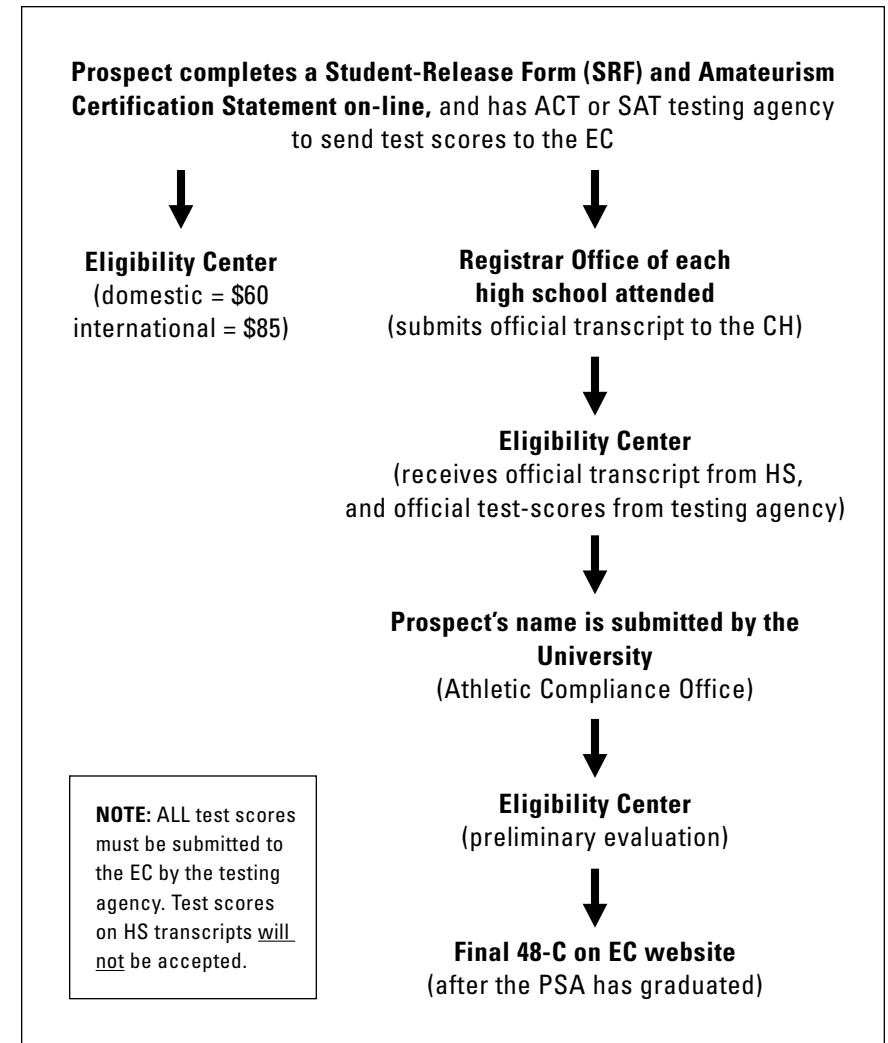
Coach will be required to submit Athletic Recruitment Expense Claim, Request for Meal Reimbursement, and attach a copy of receipts for any travel arrangements (i.e. airfare or mileage reimbursements) and lodging financed by UM even if such travel or lodging was free or "comped."

NOTE: In order to receive an Academic Evaluation only, Coach should submit all available academic records: up to date transcripts and all available test scores- attached to a Recruitment Activation Form with the note "**For Evaluation Only**" to the Athletic Compliance Office. The Athletic Compliance Office will be responsible for submitting the documents to CAAS for an academic review.

OFFICIAL VISIT APPROVAL FLOW CHART



2. NCAA Eligibility Center (EC)



A. Please indicate to the CAAS staff at the earliest possible date if the prospect has a known learning or physical disability. The NCAA waiver process is lengthy and involves a number of individuals.

NOTE: Students with a learning disability can process their own waivers prior to matriculation by indicating the need for a waiver on the Eligibility Center Student Release Form.

- B. International students must also submit documentation to the Eligibility Center. These students complete an Application for Foreign Student-Athletes, not the student release form completed by domestic students. The fee is \$75.00 and must be in U.S. dollars.

NOTE: All transcripts, leaving certificates, and grade records must be submitted with a certified, literal English translation and must be **original academic records** or attested copies of the original documents. ACT or SAT scores must also be provided.

3. Amateurism Certification Procedures for Prospective Student Athletes

- A. Log in to your account at www.ncaaclearinghouse.net;
- B. From the menu options, select "Enter/Update Amateurism Questionnaire";
- C. Enter or verify the accuracy of your answers;
- D. After you have correctly and honestly answered all questions, scroll to the end of the page and click the "Final Authorization Signature" button. Enter the information requested, read the statement and click "Submit" to request final certification;
- E. After you have completed these steps, your request for final amateurism certification has been made and no further changes to your questionnaire can be made; and
- F. Before logging out of your account, make sure your e-mail and other personal information is current should the Eligibility Center staff need to contact you for additional information.

4. Admission to University of Memphis

The completed application and application fee (**\$25** domestic or **\$50** international) from prospective student-athletes should be sent directly to the Admissions Office. The application can be completed online at <http://www.memphis.edu/admissions/apply.php>.

Official documents such as high school transcripts, test scores, and/or college transcripts are to be sent directly from the sending institution(s) to the Admissions Office or to the Assistant Director for CAAS.

NOTE: Documents that are not submitted directly to the Admissions Office from the educational institution or testing agency cannot be used for admission purposes if they are not in a sealed envelope from the appropriate agency and/or educational institution.

5. Financial Aid

- A. A student must be fully admitted before the financial aid package can be processed. It is very important that all students submit their financial aid applications to the appropriate federal and University agencies at the earliest possible time. A student may pick up information on federal programs from their high school counselor. A coach may obtain both the University and federal aid applications from the Financial Aid and Scholarship Office in Wilder Tower or phone 901-678-4825. In addition, a student can file on-line at www.fafsa.ed.gov. The federal code for UM students is 003509.
- B. All athletic aid must be reduced by other countable aid outlined in Bylaws 15.02. in order to comply with NCAA full grant-in-aid limits. It is important to make the PSA aware of the NCAA rules regarding financial aid.

6. Recruiting Logs

- A. All recruiting activities of prospects must adhere to NCAA rules and regulations. Any violations must be reported immediately to the Athletic Compliance Office.
- B. Contact/Evaluation and Telephone Logs should be maintained accurately for each individual prospect. The logs should reflect actual recruiting activities and should be turned in upon the request of the Athletic Compliance Office.

7. Student-Athlete Host

- A. Per NCAA Bylaw 13.6.7.5(a); a "student-athlete host" can receive a maximum of **\$30** for each day of the visit for the first prospective student athlete and **\$15** a day for each additional prospective student athlete to cover all actual costs of entertaining the prospect, excluding the cost of meals and admissions to campus athletic events.
- B. Can receive a complimentary meal when accompanying the prospect during an Official Visit.
- C. Should complete and sign a Student-Athlete Host Form.

8. Official Visit Expense Reimbursement

- A. Coach should submit the Athletic Recruitment Expense Claim to the Athletic Compliance Office as soon as possible after the Official Visit.
- B. Request for Meal Reimbursement should be attached along with all receipts for meals and other expenses.

- C. If host money was given out, the Student Athlete Host is required to sign a Student Athlete Host Form and sign in the appropriate section of the Athletics Recruitment Expense Claim.
- D. All travel that is financed by UM should be documented on the Athletic Recruitment Expense Claim and receipts should be attached.
- E. All lodging, including lodging for parents and/or legal guardians, should be documented on the Athletic Recruitment Expense Claim and receipts/folios should be attached.

NOTE: A receipt/folio for ALL hotel rooms is necessary, even if the hotel was donated or "comped".

9. Recruiting File / Records

- A. Each sport and or designated recruiting coach will keep a Master Recruiting file which contains recruiting documents for all coaches and Prospective Student Athletes.
- B. The Master Recruiting File should include the following for each coach:
 - Contact/Evaluation Logs with copies of corresponding travel claims
 - Telephone Logs
 - Copies of monthly telephone bills

The Master Recruiting File should include the following for each Prospect Student Athlete:

- PSA Profile Sheet
- Recruitment Activation Form with attached transcripts and test scores
- Official Visit Itinerary
- Copy of all Athletic Recruitment Expense Claims and Request for Meal Reimbursements (and corresponding receipts) for each PSA who has come on an Official Visit
- Copy of Student Host Form

The Master Recruiting File should also include up to date copies of:

- Official Visit Roster
- Unofficial Visit Roster
- Recruiting Person Day or Evaluation Day Log (for applicable sports)

NOTE: The Master Recruiting File should be kept up to date and made readily available to the Athletic Compliance Office upon request. All files, forms, and logs kept in the Master Recruiting File should be submitted to the Athletic Compliance Office within the time periods prescribed at the monthly rules education meetings.

10. Complimentary Admissions for Prospects

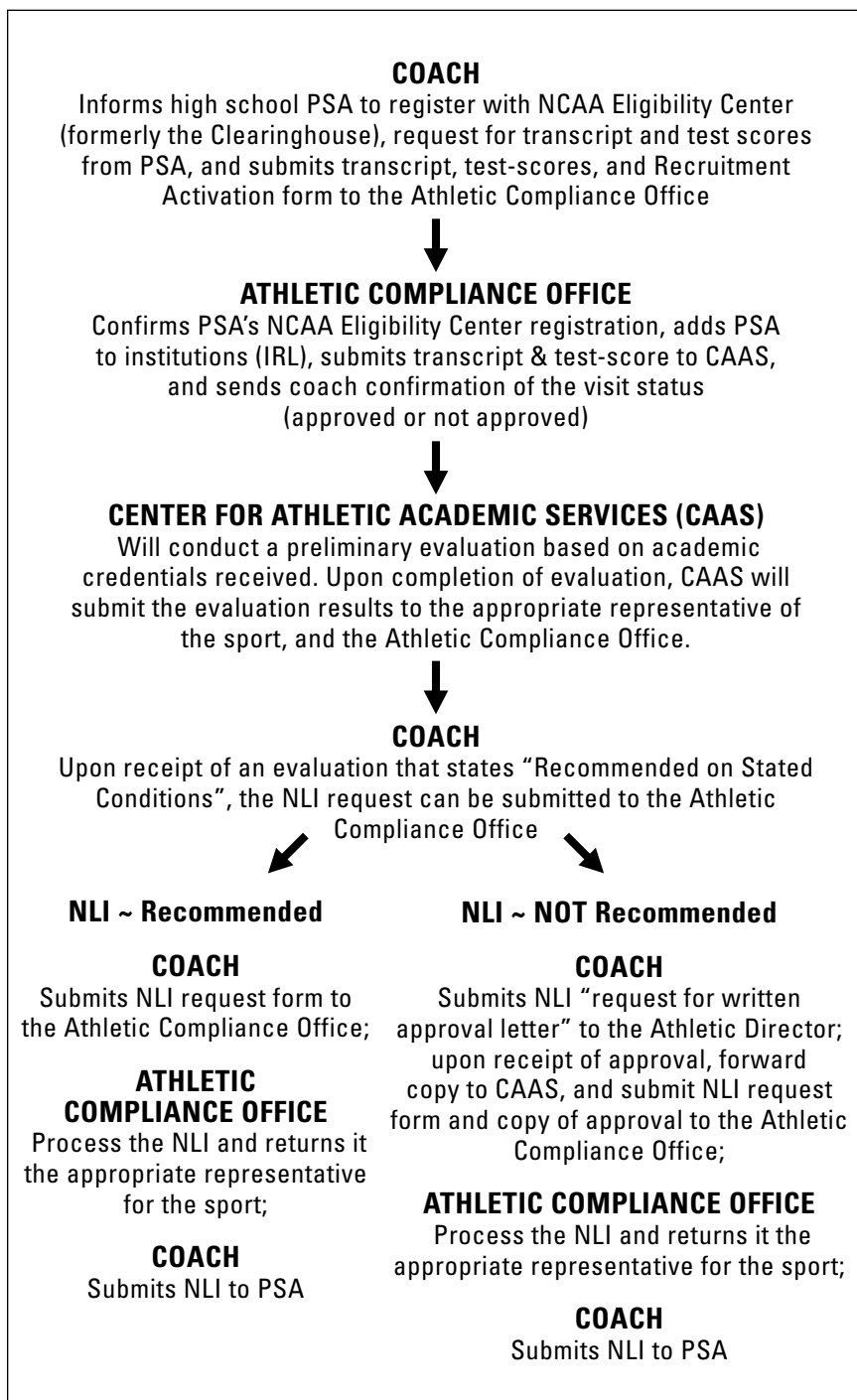
Prospects on an Official or Unofficial Visit will be permitted **(3)** complimentary admissions to any home athletics event.

- A. Coaches will submit names of prospects interested in receiving Complimentary Admissions to the Athletic Business Office no later than **72** hours prior to the day of the athletic event.
- B. The Athletic Business Office will process the request and inform the coach if tickets are available.
- C. If tickets are available, the PSA will be responsible for entering through the appropriate gate/entrance. A PSA must show a photo ID to receive his/her tickets but it is not necessary for the PSA's guests to show ID unless they do not arrive with the PSA.
 - The tickets can only be used by the prospect and those persons designated by the prospect.
 - Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event.
 - Complimentary admissions for prospects to attend conference or NCAA championship events are prohibited.

11. National Letter of Intent (NLI)/ Financial Aid Agreement (FAA)

- A. A completed NLI/FAA request form must be completed and submitted to the Athletic Compliance Office.
- B. The Athletic Compliance Office will process the NLI/FAA packet and return the completed packet to the head coach.
- C. The coach is responsible for submitting the packet to the prospect and informing the prospect to complete and return **all** forms.
- D. The prospect and the parent/legal guardian (if prospect is under the age of 21) must complete and return all forms within 14 days of issuance [NLI and FAA form can be faxed back to UM prior to mailing].
- E. Coaches are responsible for submitting **all** returned documents to the Compliance Office.
- F. Documents will be reviewed by Compliance Coordinator to assure all information is in compliance with the NCAA and Conference rules and regulations prior to submitting the documents to their appropriate offices.

NLI FLOW CHART



AMATEURISM CERTIFICATION FREQUENTLY ASKED QUESTIONS

Who will be certified?

Every college-bound student-athlete, both domestic and international, who is attending an NCAA Division I or II institution for the first time, must be certified by the Eligibility Center. This includes college-bound student-athletes who are transferring from any two- or four-year institutions (including international institutions) that are not members of NCAA Division I or II. Thus, if an individual wants to participate in athletics at an NCAA Division I or II institution, the college-bound student-athlete must register with the Eligibility Center and submit the appropriate documentation to receive a certification decision.

When should I register with the Eligibility Center?

Register for the Eligibility Center at the beginning of your junior year in high school. The athletics participation section should be updated regularly so that institutions recruiting you will have up-to-date information about you. Be sure to ask your high school guidance counselor to send your high school transcript to the Eligibility Center after you have completed at least six semesters of high school coursework.

If I have been participating in events related to my sport for a significant period of time, what events do I need to list on the amateurism registration form?

You should include all events in which you participated, beginning with the ninth grade and thereafter.

What if I enroll in an NCAA Division I or II institution and decide to participate in a sport other than one of the three I had listed on the amateurism certification registration form?

If you decide to participate in a sport other than one listed on the registration form, the Eligibility Center will need to be contacted so you can add this sport and be certified under the amateurism certification process.

If I complete the registration process but don't attend a Division I or II institution immediately following high school, do I need to complete the registration process again if I want to attend a Division I or II institution later?

Before being certified for a Division I or II institution, you will be required to update the information you provided for the amateurism questions. You will not be charged a registration fee to update your file.

If I am transferring from a junior college to either a Division I or II institution and all I need is my amateur certification, do I need to pay the full amount to register?

Yes, the fee is a flat rate: \$60 for domestic college-bound student-athletes and \$85 for international college-bound student-athletes.

If I am transferring from a junior college to either a Division I or II institution, do I have to receive an academic and an amateurism certification?

You will definitely need to receive an amateurism certification. However, you may not need an academic certification. The institution that is recruiting you will be able to advise you on this matter based on your specific academic record.

How often can I update my information?

You can update your information as often as you need until you request a final certification of your amateurism status. At that point, you will no longer be able to update your amateurism information.

When can I request final amateurism certification?

Beginning April 1 for fall enrollees and beginning October 1 for spring/winter enrollees.

Once I complete the amateurism questions, how long will it take to find out if I am certified as an amateur?

After you complete all of the questions, the length of time it will take for you to receive your "preliminary status report" will depend on the answers you provided.

**RULES TO REMEMBER
(tab front)**

RULES TO REMEMBER (tab back)

RULES TO REMEMBER

Prospective Student-Athlete

Bylaw 13.02.11 – Prospective Student-Athlete

A prospective student-athlete (PSA) is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. An individual remains a prospective student-athlete until one of the following occurs (whichever is earlier):

- (a) The individual officially registers and enrolls in a minimum full-time program of studies and attends classes in any term of a four-year collegiate institution's regular academic year (excluding summer); **or**
- (b) The individual participates in a regular squad practice or competition at a four-year collegiate institution that occurs before the beginning of any term; **or**
- (c) The individual officially registers and enrolls and attends classes during the summer prior to initial enrollment and receives institutional athletics aid.

Recruiting

Bylaw 13.02.12 – Recruiting

Recruiting is any solicitation of a prospect or a prospect's relatives [or legal guardian(s)] by an institutional staff member or by a representative of the institution's athletics interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletics program.

Bylaw 13.02.12.1 – Recruited Prospective Student-Athlete

Actions by staff members or athletics representatives that cause a prospective student-athlete to become a recruited prospective student-athlete at the institution are:

- (a) providing the PSA with an official visit
- (b) having an arranged, in person, off-campus encounter with the PSA or the PSA's parent(s), relatives, or legal guardian(s)
- (c) initiating or arranging a telephone contact with the PSA, the PSA's relative or legal guardian(s) on more than one occasion for the purpose of recruitment

- (d) issuing a National Letter of Intent or the institution's written offer of athletically related financial aid to the PSA. Issuing a written offer of athletically related financial aid to a PSA to attend a summer session prior to full-time enrollment does not cause the prospective student-athlete to become recruited.

Contacts

Bylaw 13.1.6.1 – Permissible Number of Contacts

In sports other than football and basketball, each institution is limited to seven (7) recruiting opportunities (contacts and evaluations combined) per prospective student-athlete. During the senior year of high school, not more than three (3) of the seven opportunities may be off-campus contacts at any site and shall include contacts with the prospective student-athlete's relatives or legal guardian(s), but shall not include contacts made during an official visit per Bylaw 13.6.

Bylaw 13.1.6.2 – Permissible Number of Contacts – Football

In football, each institution shall be limited to six (6) in-person, off-campus recruiting contacts per prospective student-athlete at any site and shall include contacts made with the prospective student-athlete's relatives or legal guardian(s), but shall not include contacts made during an official visit per Bylaw 13.6.

Bylaw 13.1.6.1 – Permissible Number of Contacts – Men's Basketball

In men's basketball, during the academic year, each institution shall be limited to seven (7) recruiting opportunities (contacts and evaluations combined) per prospective student-athlete; however, during the prospective student-athlete's senior year, the institution is limited to not more than three (3) in-person, off-campus contacts (see Bylaw 13.1.6.6.). Men's basketball staff members shall not exceed 130 recruiting-person days during the academic year contact and evaluation periods.

Bylaw 13.1.6.1 – Permissible Number of Contacts – Women's Basketball

In women's basketball, during the academic year, each institution shall be limited to five (5) recruiting opportunities (contacts and evaluations combined) per prospective student-athlete; however, during the prospective student-athlete's senior year, the institution is limited to not more than three (3) in-person, off-campus contacts (see Bylaw 13.1.6.6). Women's basketball staff members shall not exceed 100 recruiting-person days during the academic year contact and evaluation periods.

Bylaw 13.1.1.2 – Two-Year College Prospective Student-Athletes

A prospective student-athlete who was not a qualifier as defined in Bylaw 14.02.9.1 and who is enrolled in the first year of a two-year college may not be contacted in person on or off an institution's campus for recruiting purposes.

Bylaw 13.1.7.1 – Prospect's Educational Institution

Any staff member desiring to contact a prospect at the prospect's high school, college preparatory school, or two-year college first shall obtain permission for such contact from that institution's executive officer (or the executive officer's authorized representative). Contact may be made only when such permission is granted. Member institutions also are bound by this provision when recruiting foreign student-athletes.

Bylaw 13.1.7.2 – Practice or Competition Site

Recruiting contact may not be made with a prospect prior to any athletics competition in which the prospect is a participant during the day or days of competition, even if the prospect is on an official or unofficial visit. In Division I, such contact includes the passing of notes or verbally relaying information to a prospective student athlete by a third party on behalf of an institutional staff member and telephone calls.

Such contact shall be governed by the following rules:

- (a) Contact shall not be made with the prospective student-athlete at any site prior to the contest on the day or days of competition;
- (b) Contact shall not be made with the prospective student-athlete from the time he or she reports on call (at the direction of his or her coach or comparable authority) and becomes involved in competition-related activity (e.g., traveling to an away-from-home game) to the end of the competition even if such competition-related activities are initiated prior to the day or days of competition;
- (c) Contact shall not be made after the competition until the prospective student-athlete is released by the appropriate institutional authority and departs the dressing and meeting facility;
- (d) Contact shall not be made with the prospective student-athlete involved in competition that requires participation on consecutive days (e.g., a tournament) until after his or her final contest is completed and he or she is released by the appropriate institutional authority and leaves the dressing and meeting facility. Contact shall not be made with a prospective student-athlete involved in a tournament that is not conducted on consecutive days until after his or her final contest is completed on a day before a break in the days of the tournament and he or she is released by the appropriate institutional authority and leaves the dressing and meeting facility;
- (e) Contact with a prospective student-athlete who is on an extended road trip (e.g., traveling with a team from one contest or event to another), is permitted at the conclusion of a competition and prior to the commencement of travel to the next competition, provided he or she has been released by the appropriate institutional authority and departs the dressing and meeting facility; and

- (f) Coaching staff members may not send electronic correspondence to a prospective student-athlete while he or she is on call for competition at the competition site (e.g., arena, stadium). Coaching staff members may send general correspondence (including electronic correspondence) to a prospective student-athlete while he or she is on call and not at the competition site or while the prospective student-athlete is at any location once he or she has been released by the appropriate authority, provided the general correspondence is sent directly to a prospective student-athlete (e.g., the front desk of the hotel, the prospective student-athlete's personal fax machine) and there is no additional party (e.g., camp employee, coach) involved in disseminating the correspondence (see Bylaw 13.4). For additional restrictions in basketball, see Bylaw 13.1.7.2.2.

Bylaw 13.1.8.1 – Visit (without contact) to Prospect's Educational Institution

A visit (without contact) by a coaching staff member to a prospect's educational institution counts as an evaluation for all prospective student-athletes in that sport at that educational institution.

Evaluations

Bylaw 13.1.8.3 – Limitation on Number of Evaluations – Sports Other than Football and Basketball

In sports other than football and basketball, during the academic year, each institution shall be limited to seven (7) recruiting opportunities (contacts and evaluations combined) per prospective student-athlete and not more than three (3) of the seven opportunities may be contacts. (see Bylaws 13.1.6.1 and 13.1.6.5)

Bylaw 13.1.8.4 – Limitations on Number of Evaluations – Football

In football, institutional staff members shall be limited to three (3) evaluations during the academic year during which the prospective student-athlete competes or practice on any team. Not more than one evaluation may be used during the fall evaluation period and not more than two evaluations may be used during April 15 through May 31 evaluation period. An authorized off-campus recruiter may use one evaluation to assess the prospective student-athlete's athletics ability and one evaluation to assess the prospective student-athlete's academic qualifications during the April 14 through May 31 evaluation period. If an institution's coaching staff member conducts both an athletics and an academic evaluation of a prospective student-athlete on the same day during the April 15 through May 31 evaluation period, the institution shall be charged with the use of an academic evaluation only and shall be permitted to conduct a second athletics evaluation of the same prospective student-athlete on a separate date during the evaluation period.

NOTE: In bowl subdivision football, the head coach shall not engage in off-campus recruiting activities during the April 15 through May 31 evaluation period. (see Bylaw 13.1.8.4.1)

Bylaw 13.1.8.5 – Limitations on Number of Evaluations – Men's Basketball

In men's basketball, each institution shall be limited to seven (7) recruiting opportunities (contacts and evaluations combined) during the academic year per prospective student-athlete; however during the prospective student-athlete's senior year, the institution is limited to not more than three (3) in-person, off-campus contacts (see Bylaws 13.1.6.3 and 13.1.6.5). Men's basketball coaching staff members shall not exceed 130 recruiting-person days during the academic year contact and evaluation periods.

Bylaw 13.1.8.6 – Limitations on Number of Evaluations – Women's Basketball

In women's basketball, each institution shall be limited to five (5) recruiting opportunities (contacts and evaluations combined) during the academic year per prospective student-athlete; however, during the prospective student-athlete's senior year, the institution is limited to and not more than three (3) in-person, off-campus contacts (see Bylaws 13.1.6.4 and 13.1.6.5). Women's basketball staff members shall not exceed 100 recruiting-person days during the academic year contact and evaluation period.

Offers and Inducements

Bylaw 13.2.1 – Offers and Inducements – General Regulations

An institution's staff member or any representative of its athletics interests shall not be involved, directly or indirectly, in making arrangements for or giving or offering to give any financial aid or other benefits to a prospective student-athlete or his or her relatives or friends, other than expressly permitted by NCAA regulations. Receipt of a benefit by a prospective student-athlete or his or her relatives or friends is not a violation of NCAA legislation if it is determined that the same benefit is generally available to the institution's prospective students or their relatives or friends or to a particular segment of the student body (e.g. international students, minority students) determined on a basis unrelated to athletics ability.

Bylaw 13.2.1 – Offers and Inducements – Specific Prohibitions

Specifically prohibited financial aid, benefits and arrangements include, but are not limited to, the following:

- (a) An employment arrangement for a prospective student-athlete's relatives;
- (b) Gift of clothing or equipment;
- (c) Cosigning of loans;
- (d) Providing loans to a prospective student-athlete's relatives or friends;
- (e) Cash or like items;

- (f) Any tangible items, including merchandise;
- (g) Free or reduced-cost services, rentals or purchases of any type;
- (h) Free or reduced-cost housing;
- (i) Use of an institution's athletics equipment (e.g., for a high school all-star game);
- (j) Sponsorship of or arrangement for an awards banquet for high school, preparatory school or two-year-college athletes by an institution, representatives of its athletics interests or its alumni groups or booster clubs; and
- (k) Expenses for academic services (e.g., tutoring, test preparation) to assist in the completion of initial-eligibility or transfer-eligibility requirements or improvement of the prospective student-athlete's academic profile in conjunction with a waiver request.

Recruiting by Representative of Athletics Interests

Bylaw 13.02.13 – Representative of Athletics Interests

A "representative of the institution's athletics interests" is an individual, independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization who is known (or who should have been known) by a member of the institution's executive or athletics administration to:

- (a) Have participated in or to be a member of an agency or organization promoting the institution's intercollegiate athletics program;
- (b) Have made financial contributions to the athletics department or to an athletics booster organization of that institution;
- (c) Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospective student-athletes;
- (d) Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or
- (e) Have been involved otherwise in promoting the institution's athletics program.

Bylaw 13.01.4 – Recruiting by Representative of Athletics Interests

Representatives of an institution's athletics interests (as defined in Bylaw 13.02.13) are prohibited from making in-person, on- or off-campus recruiting contacts, or written or telephonic communications with a prospective student-athlete or the prospective student-athlete's relatives or legal guardians.

Bylaw 13.1.2.2 (d) – Established Family Friend / Neighbor

Contacts made with a prospective student-athlete by an established family friend or neighbor are permissible, it being understood that such contacts are not made for recruiting purposes and are not initiated by a member of an institution's coaching staff.

Telephone Calls to Prospective Student-Athletes

Bylaw 13.1.3.1 – Time Period for Telephone Calls – General Rule

Telephone calls to an individual or the individual's relatives or legal guardians may not be made before July 1 following the completion of the junior year in high school (subject to the exceptions below); thereafter, staff members shall not make such telephone calls more than once per week.

Bylaw 13.1.3.1.1 – Exception – Football

In football, one telephone call to a prospective student-athlete (or the prospective student-athlete's relatives or legal guardians) may be made from April 15 through May 31 of the prospective student-athlete's junior year in high school. Additional telephone calls to a prospective student-athlete (or the prospective student-athlete's relatives or legal guardians) may not be made before September 1 of the beginning of the prospective student-athlete's senior year in high school; thereafter, such telephone contact is limited to once per week outside of a contact period. During a contact period, such telephone contact may be made at the institution's discretion.

Bylaw 13.1.3.1.2 – Exception – Men's Basketball

In men's basketball, an institution is permitted to make one telephone call per month to a prospective student-athlete (or the prospective student-athlete's relatives or legal guardians) on or after June 15 of the prospective student-athlete's sophomore year in high school through July 31 of the prospective student-athlete's junior year in high school. An institution is permitted to make two telephone calls per week to a prospective student-athlete (or the prospective student-athlete's relatives or legal guardians) beginning August 1 prior to the prospective student-athlete's senior year in high school. An institution is permitted to make one telephone call per week to a two-year or four-year college prospective student-athlete (or the prospective student-athlete's relatives or legal guardians).

Bylaw 13.1.3.1.3 – Exception – Women's Basketball

In women's basketball, telephone calls may be made to a prospective student-athlete (or the prospective student-athlete's relatives or legal guardians) as follows:

- (a) One telephone call during the month of April of the prospective student-athlete's junior year in high school on or after the Thursday after the conclusion of the NCAA Division I Women's Final Four.

- (b) One telephone call during the month of May of the prospective student-athlete's junior year in high school.
- (c) One telephone call on or after June 1 through June 20 of the prospective student-athlete's junior year in high school.
- (d) One telephone call on or after June 21 through June 30 of the prospective student-athlete's junior year in high school.
- (e) Three telephone calls during the month of July following the prospective student-athlete's junior year in high school, with no more than one telephone call per week [see Bylaw 13.1.7.2.2-(c)].
- (f) Thereafter, one telephone call per week.

Bylaw 13.1.1.2 – Two-Year College Prospective Student-Athletes

A prospective student-athlete who was not a qualifier as defined in Bylaw 14.02.9.1 and who is enrolled in the first year of a two-year college may not be contacted in person on or off an institution's campus for recruiting purposes.

Bylaw 13.1.3.3.1 – Official Visit Exception

Institutional coaching staff members may make unlimited telephone calls to a prospect during the five days immediately preceding the prospect's official visit to that institution.

Bylaw 13.1.3.3.2 – Letter of Intent Signing Date Exception

Institutional coaching staff members may make unlimited telephone calls to a prospect on the initial date for the signing of the National Letter of Intent and during the two days immediately following the initial signing date.

Bylaw 13.1.3.3.2 – Football Exception

In football, institutional coaching staff members may make unlimited telephone calls to prospects during the 48 hours before and 48 hours after 7 a.m. on the initial signing date for the National Letter of Intent.

Bylaw 13.1.3.3.3 – Telephone Calls After National Letter of Intent Signing or Other Written Commitment

After the calendar day on which a prospective student-athlete signs a National Letter of Intent, there shall be no limit on the number of telephone calls by the institution with which the prospective student athlete has signed.

Bylaw 13.1.3.3.4 – Off-Campus Contact Exception

Institutional coaching staff members may make unlimited telephone calls to a prospective student-athlete on the day a permissible, in-person, off-campus contact occurs with the prospective student-athlete.

Official Visits

Bylaw 13.02.15.1 – Official Visit

An official visit to a member institution by a prospective student-athlete is a visit financed in whole or in part by the member institution.

Bylaw 13.6.2.1 – One Visit Limitation

A member institution may finance only one visit to its campus for a prospect.

Bylaw 13.6.2.2 – Number of Official Visits – Prospect Limitation

A prospective student-athlete may take a maximum of five expense-paid visits, with no more than one permitted to any single institution. This restriction applies regardless of the number of sports in which the prospect is involved and only for expense paid visits to Divisions I and II institutions.

Bylaw 13.6.2.2.1 – First Opportunity to Visit

A prospective student-athlete may not be provided an expense-paid visit earlier than the opening day of classes of the prospective student-athlete's senior year in high school.

Bylaw 13.6.2.6 – 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:

- (a) Football – 56.
- (b) Basketball – 12.
- (c) Baseball – 25.

Bylaw 13.6.3 – Requirements for Official Visit

The following requirements must be met before an institution may provide an official visit to a prospective student-athlete:

- (a) A high school or preparatory school prospective student-athlete must present the institution with a score from a PSAT, SAT, PLAN or ACT taken on a national testing date under national testing conditions, except that a state-administered ACT may be used to meet the requirement. The score must be presented through a testing agency document, on a high school or preparatory school academic transcript (official or unofficial) or through the use of the applicable testing agency's automated-voice system. An international prospective student-athlete who requires a special administration of the PSAT, SAT, PLAN or ACT may present such a score upon the approval of the Academics Cabinet or the Initial-Eligibility Waiver Committee;

- (b) A prospective student-athlete must present this institution with a high school (or college) academic transcript;
- (c) A high school or preparatory school prospective student-athlete must register with the NCAA Eligibility Center; and
- (d) A high school or preparatory school prospective student-athlete must be placed on the institution's institutional request list (IRL) with the NCAA Eligibility Center.

Bylaw 13.6.2.3.1 – Non-qualifier in First Year

A person who is not a qualifier and who is enrolled at a two-year college may not be provided an expense-paid visit to a member institution until he or she has completed an academic year at a two-year college.

Bylaw 13.6.2.3.2 – Transfer Student

If a student-athlete attending a four-year institution desires to transfer and that institution provides the permission required (per Bylaw 13.1.1.3), it is permissible for a second institution to provide the student-athlete one official visit to that institution's campus.

Bylaw 13.6.4 – Length of Official Visit

An official visit to an institution shall not exceed 48 hours. A prospect may remain in the locale in which the institution is located after the permissible 48-hour period for reasons unrelated to the official visit, provided that at the completion of the 48-hour visit, the individual departs the institution's campus and the institution does not pay any expenses thereafter, including the cost of return transportation to the prospect's home. Additionally, if the prospect does not return home prior to attending the institution, the one-way transportation to the campus would be considered a violation of 13.5.4, which prohibits transportation to enroll.

Bylaw 13.6.4.1 – 48-Hour Period Defined

The 48-hour period of the official visit begins at the time the prospect arrives on the institution's campus, rather than with initiation of the prospect's transportation by a coach or the time of the prospect's arrival at the airport or elsewhere in the community. The prospect's transportation to and from the campus must be without delay for personal reasons or entertainment purposes. The institution may not pay any expenses for entertainment (other than the actual and reasonable cost of meals) in conjunction with the prospect's transportation. At the completion of the 48-hour visit, the prospect must depart the institution's campus immediately; otherwise, the institution may not pay any expenses incurred by the prospect upon departure from the institution's campus, including the cost of the prospect's transportation home.

Exception: Coaching staff members shall not accompany a prospect in the coach's sport to or from an official visit unless the prospect travels only by automobile. If

such transportation is used, the 48-hour period of the official visit shall begin when the coach begins transporting the prospect to campus.

Bylaw 13.6.4.1.1 – Coach Accompany Prospect

When a coach accompanies a prospective student-athlete on an official visit by automobile, per Bylaw 13.6.2.2.3, that 48-hour period shall begin when the coach begins transporting the prospect to campus. A coach who makes an in-person, off-campus contact (any dialogue in excess of an exchange of a greeting) with the prospect or the prospect's parents during a permissible contact period prior to transporting the prospect to campus for an official visit is charged with a countable contact. Upon completion of the 48-hour period, the coach shall terminate contact with the prospect and his or her parents immediately.

Bylaw 13.5.2.2 – Automobile Transportation

When a prospective student-athlete travels by automobile on an official paid visit, the institution may pay round-trip expenses to the individual incurring the expense (except the prospect's high school coach as provided in Bylaw 13.8.1.1) at the same mileage rate it allows its own personnel. Any automobile may be used by the prospect, provided the automobile is not owned or operated or its use arranged by the institution or any representative of its athletics interest.

Bylaw 13.5.2.2.1 – Prospective Student-Athlete's Friends and Relatives

A prospective student-athlete's friends, relatives or legal guardians(s) may receive cost-free transportation to visit a member institution's campus only by accompanying the prospective student-athlete at the time the prospective student-athlete travels in an automobile to visit campus.

Admissions and Graduation Data

Bylaw 13.3.1.2 – Report Distribution

Member institutions shall provide to prospective student-athletes and to prospective student-athletes' parents or legal guardians the information contained within the report. The NCAA shall provide a compilation of graduation data to the prospective student-athletes' guidance offices and high school and two-year college coaches. The information shall be provided at the earliest opportunity after the institution's first arranged in-person encounter with the prospective student-athlete or upon request; however, in no event shall an institution provide the information later than the day prior to a prospective student-athlete's signed acceptance of the National Letter of Intent or signed acceptance of the institution's written offer of admission and/or financial aid. An institution may provide the information in hard copy or electronic form (e.g., electronic mail, link to Web site).

Banned Drug List & Information about Nutritional Supplements

Bylaw 13.3.2.2 – Report Distribution

Member institutions shall provide to all incoming prospective student-athletes and to prospective student-athletes' parents the NCAA banned drug list, or the NCAA Web site address at which the list is located, and information about nutritional supplements (see Bylaw 31.2.3.4). The information shall be provided at the earliest practical opportunity (e.g., after the institution's first arranged in-person encounter with the prospective student-athlete) or upon request; however, in no event shall an institution provide the information later than July 1 before the prospective student-athlete's initial enrollment at the institution. For a prospective student-athlete whose recruitment is initiated after July 1, the institution must send the banned drug list and information about nutritional supplements at the earliest opportunity.

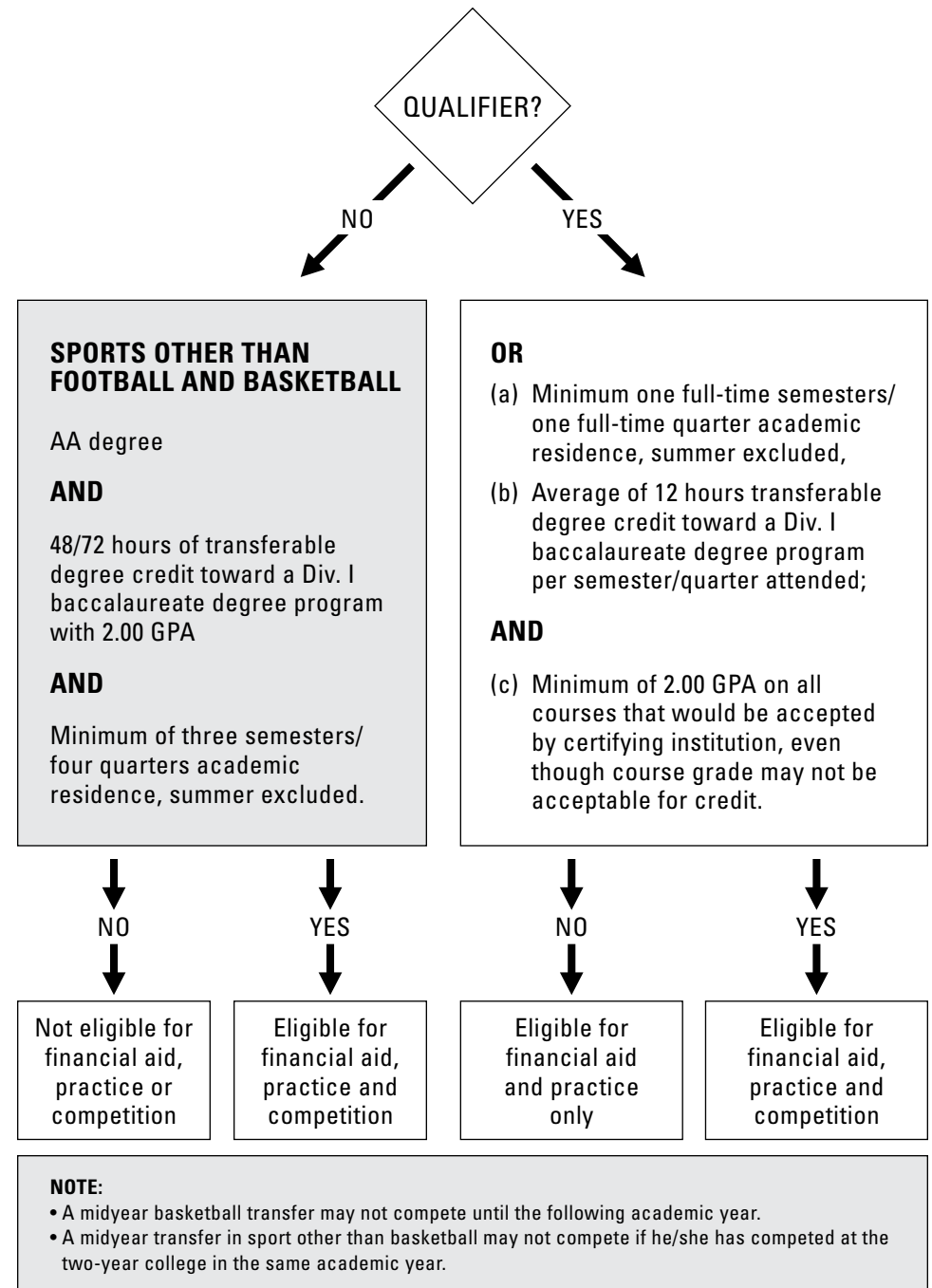
Bylaw 13.3.3 – Notification of Initial-Eligibility Standards

Member institutions shall provide to high school prospective student-athletes and their parents or legal guardians information regarding the initial-eligibility standards contained in Bylaw 14.3. The information shall be provided at the earliest opportunity after the institution begins recruiting the prospective student-athlete, but not later than the day prior to the prospective student-athlete's signed acceptance of the National Letter of Intent or institution's written offer of admission and/or financial aid. An institution may provide the information in hard copy or electronic form (e.g., electronic mail, link to Web site).

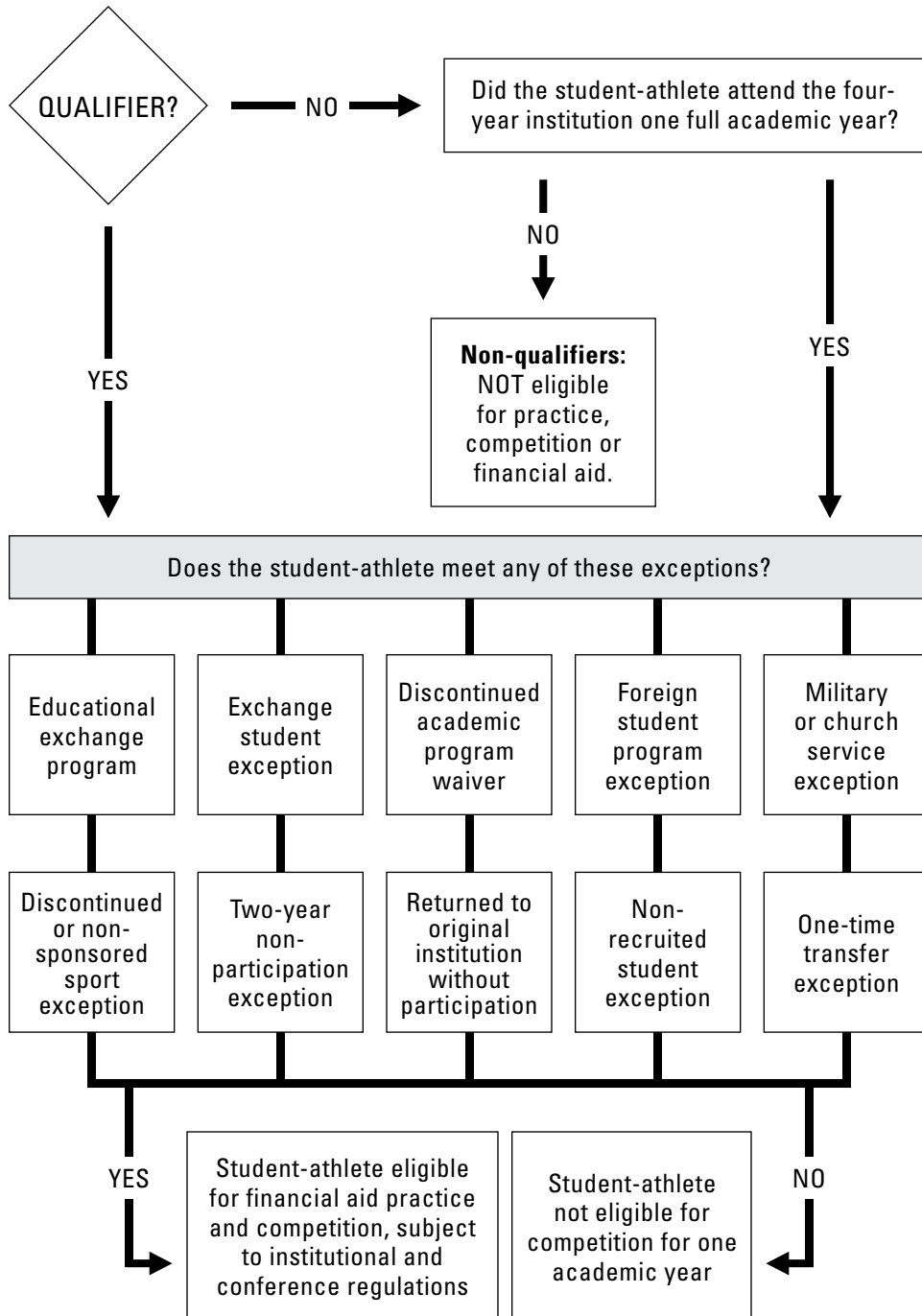
TRANSFER RULES (tab front)

TRANSFER RULES (tab back)

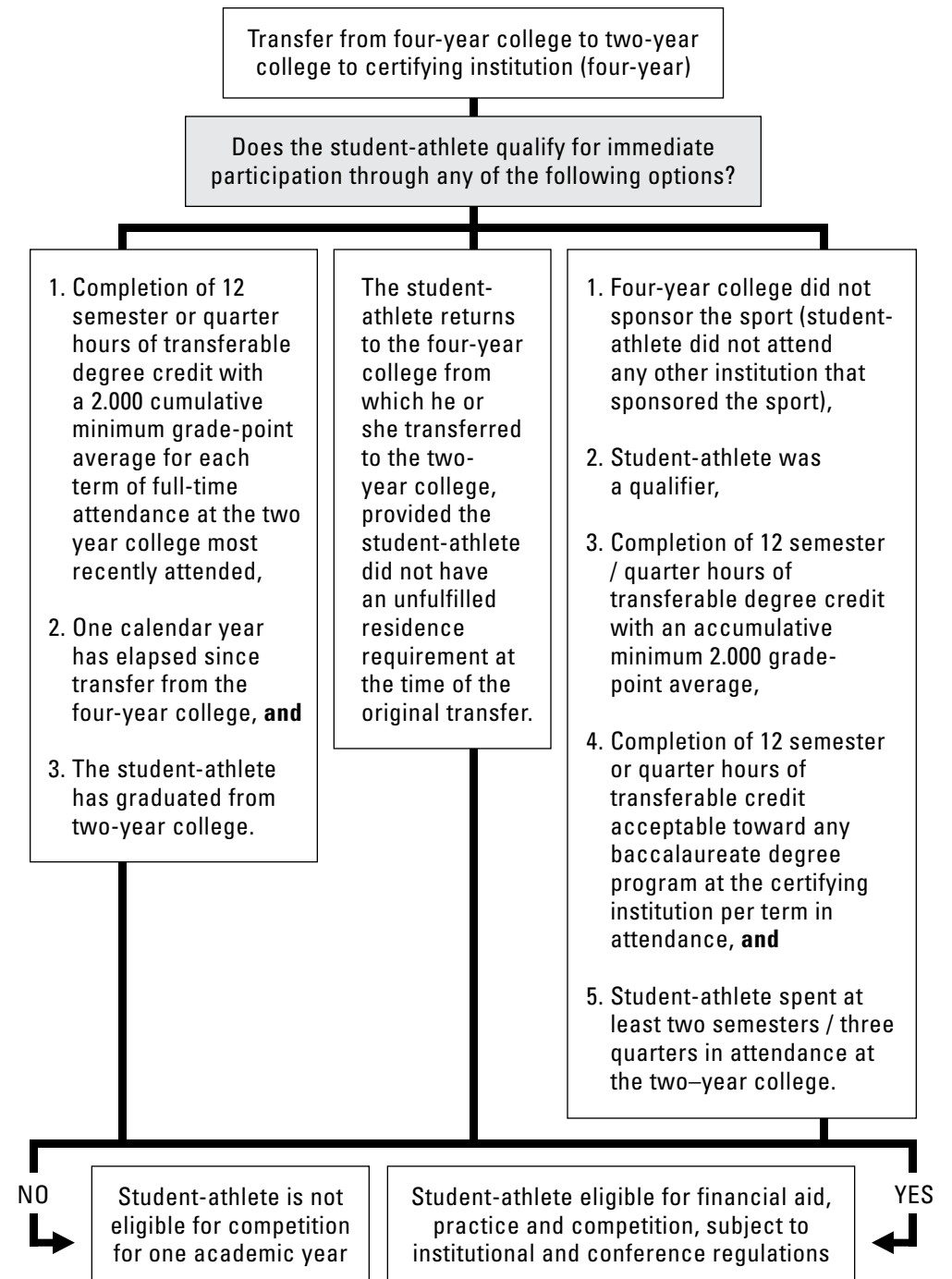
TWO-YEAR COLLEGE TRANSFER to Division I Institution



FOUR-YEAR COLLEGE TRANSFER



"4-2-4" COLLEGE TRANSFER STUDENTS



NOTE: A midyear basketball transfer may not compete until the following academic year

DIRECTORY
(tab front)

DIRECTORY (tab back)

STAFF DIRECTORY

**Athletic Department Mailing Address:
570 Normal Street
Memphis, TN 38152**

Athletic Director's Office

R.C. Johnson, Athletic Director	901-678-5395	rjohnson@memphis.edu
Lish Trice, Assistant to the AD	901-678-3083	ltrice@memphis.edu
Judy Davis-Lewis, Administrative Associate	901-678-5395	jlewis6@memphis.edu
Carole Murray, Administrative Secretary	901-678-2300	cmurray1@memphis.edu

Compliance Office

Lynn Parkes, Associate AD–Compliance/SWA	901-678-2088	lparkes@memphis.edu
Nicole Green, Asst. AD–Compliance	901-678-3085	ngreen@memphis.edu
Sally Andrews, Asst. Compliance Coordinator	901-378-4122	sandrews@memphis.edu
Ryan Crews, Compliance Assistant TBA, Life Skills Coordinator	901-678-3046 901-678-2388	rccrews@memphis.edu kldale@memphis.edu

Athletic Media Relations

Bob Winn, Associate AD–External Affairs	901-678-2337	bwinn@memphis.edu
Jennifer Rodrigues, Asst. AD–Media Relations	901-678-2397	jmpowers@memphis.edu
Lamar Chance, Asst. Media Relations Director	901-678-2349	lchance1@memphis.edu
Tammy DeGross, Asst. Media Relations Director	901-678-5787	tdegross@memphis.edu
Brandon Kolditz, Asst. Media Relations Director	901-678-2444	wkolditz@memphis.edu
Jason Redd, Asst. Media Relations Director	901-678-4340	jredd@memphis.edu
Shawn Smith, Intern	901-678-5294	sdsmith10@memphis.edu
Brian Crawford, Intern	901-678-5294	bjcrwfrd@memphis.edu

Preston McClellan, Student Assistant	901-678-5294	pmc11n@memphis.edu
Martha Woods, Administrative Secretary	901-678-2337	mwoods@memphis.edu

Athletic Training

Amos Mansfield, Head Trainer	901-678-2847	amansfie@memphis.edu
Natasha Platt, Asst. Athletic Trainer	901-678-2340	nplatt@memphis.edu
Chris Simmons, Asst. Athletic Trainer	901-678-2247	cbsimmons@memphis.edu

Marketing

Brandon Hays, Interim Director of Marketing	901-678-4142	bhays@memphis.edu
Erin Shaw, Interim Asst. Director of Marketing	901-678-4324	elshaw@memphis.edu

Ticket Office

Melissa Moore, Asst. AD–Ticketing	901-678-4143	mmoore@memphis.edu
Susan Day, Asst. Ticket Manager	901-678-4573	susanday@memphis.edu
Letonia Williams, Ticket Office Asst.	901-678-5584	llwill@memphis.edu
Carlos Lambert, Ticket Office Asst.	901-678-2454	
Sonya Evans-Cathey, Ticket Office Asst.	901-678-0821	smvnscth@memphis.edu

Tiger Scholarship Fund

Bill Landsen, Associate AD–Development	901-678-2334	blansden@memphis.edu
Kenneth Siegfried, Asst. AD–Development	901-678-2334	ksiegfrd@memphis.edu
Judy Gupton, TSP Athletic Development Coordinator	901-678-2334	jgupton1@memphis.edu
Carl Evans, Director of Annual Giving	901-678-5346	csevans1@memphis.edu
Michael Oblinger, Asst. Director–Development	901-678-2334	mblinger@memphis.edu
Donna LaRiviere, Administrative Assistant	901-678-2334	dlarivir@memphis.edu
Jason Nease, Athletic Development Asst.	901-678-2334	jmease@memphis.edu
Esther Hollie, Office Coordinator	901-678-2338	ehollie@memphis.edu
Lori Shumpert, M Club Coordinator	901-678-4878	lshmpert@memphis.edu

Corporate Development / Tiger Sports Properties

Brad Harrison, General Manager	901-763-1112	bharrison@learfield.com
Mike Legg, Account Executive	901-763-1112	mlegg@learfield.com
Corey Bush, Account Executive	901-763-1112	cbush@learfield.com
Todd Kucinski, Assoc. General Manager	901-763-1112	tkucinski@ tigersportsproperties.com
Jack Magolio, Sponsorship Coordinator	901-763-1112	jmaglio@learfield.com

Athletic Department Support Staff

Bill Lofton, Associate AD–Finance	901-678-2088	wlofton@memphis.edu
Eddie Cantier, Asst. AD–Support Services	901-678-2847	ecantler@memphis.edu
Susan Blackwell, Accounting Clerk	901-678-4113	sbckwll@memphis.edu
Barbara Chapman, Secretary for Olympic Sports	901-678-2452	bchapman@memphis.edu
Frankie Conklin, Spirit Squads Coordinator	901-624-9000	fconklin@memphiselite.com
Darby Dunnagan, Videographer	901-678-4129	ddnnagan@memphis.edu
Stella Green, Admin. Secretary / Olympic Sports	901-678-4118	slgreen@memphis.edu
Richard Hogans, Asst. Strength Coach	901-678-2461	rhogans@memphis.edu
Marc Hohorst, Equipment Manager	901-678-2848	mhohorst@memphis.edu
Mike Jenkins, Asst. Strength Coach	901-734-9954	mpjnkns@memphis.edu
Charlotte Peterson, Special Administrative Assistant	901-734-0262	cepetrns@memphis.edu
Mike Stark, Strength Coach	901-678-5027	mstark@memphis.edu
Fred Stewart, Business Manager	901-678-4116	fstewart@memphis.edu
Lou Strasberg, Travel Coordinator	901-678-3856	lstrsbrg@memphis.edu
Jennifer Walker, Administrative Secretary	901-378-2088	jjwalker@memphis.edu
Wes Wheeler, Computer Analyst	901-678-5319	wwheeler@memphis.edu

Baseball

Daron Shoenrock, Head Coach	901-678-4137	
Mike Federico, Asst. Coach	901-678-4139	mfederic@memphis.edu
Jerry Zulli, Asst. Coach	901-678-4139	jzulli@memphis.edu

Football

Tommy West, Head Coach	901-678-4110
Clay Helton, Offensive Coordinator / QBs	901-678-5119
Rick Mallory, Offensive Line	901-678-5119
Darin Hinshaw, Wide Receivers	901-678-5119
Kenny Ingram, Defensive Coordinator / LBs	901-678-5119
Brent Pry, Defensive Line	901-678-5119
James Joseph, Running Backs	901-678-5119
Lytrel Pollard, Cornerbacks	901-678-5119
John Flowers, Director of Football Operations	901-678-5119
Justin Crouse, Director of Player Personnel	901-678-4140
Sherri Schwartz, Office Coordinator / Recruiting	901-678-5119
David Davis, Graduate Assistant	901-678-5119
Patrick Nagoski, Graduate Assistant	901-678-5119
Shawn Howe, Graduate Assistant	901-678-5119

Golf

Grant Robbins, Head Men's Golf Coach	901-678-4136	crobbins@cc.memphis.edu
Beth Harrelson, Head Women's Golf Coach	901-678-4121	eharrlsn@memphis.edu

Men's Basketball

Josh Pastner, Head Coach	901-678-4904
Willis Wilson, Asst. Coach	901-678-2327
Glynn Cyprien, Asst. Coach	901-678-4587
Jack Murphy, Asst. Coach	901-678-4110

Rifle

Butch Woolbright, Head Coach	901-678-2452	lwlbrght@memphis.edu
John Dowdy, Asst. Coach	901-678-2452	

Softball

Windy Thees, Head Coach	901-678-2315	wthees@memphis.edu
Killian Roessner, Asst. Coach	901-678-3432	kressner@memphis.edu
Ashley Blanton, Asst. Coach	901-678-2315	ablantn1@memphis.edu

Soccer

Richie Grant, Head Men's Coach	901-678-4141	rjgrant@memphis.edu
Nick Glaser, Asst. Men's Coach	901-678-5949	nglaser@memphis.edu
Mark Franklin, Asst. Men's Coach	901-678-5949	mtfml1@memphis.edu
Brooks Monaghan, Head Women's Coach	901-678-3427	bmonaghn@memphis.edu
Jodi Grant, Asst. Women's Coach	901-678-2958	jodi.grant@memphis.edu

Tennis

Paul Goebel, Head Men's Coach	901-678-5309	pgoebel@memphis.edu
Mark Finnegan, Asst. Men's Coach	901-678-5309	mjfinngn@memphis.edu
Lee Taylor Walker, Head Women's Coach	901-678-2328	ltwalker@memphis.edu
Matt Walker, Asst. Women's Coach	901-678-2328	mrwalker@memphis.edu

Track & Field / Cross Country

Kevin Robinson, Head Track Coach	901-678-4295	kmrobsn@memphis.edu
Nick Fortenberry, Asst. Coach	901-678-1430	nfrtnbrr@memphis.edu
Toby Reep, Asst. Coach	901-678-4318	tgreep@memphis.edu
Gail Lee, Asst. Coach	901-678-5924	cglee@memphis.edu
Amaechi Oselukwue, Asst. Coach	901-678-5924	aoselukw@memphis.edu
Tyler Fraizer, Asst. Coach	901-678-5924	tfraizer@memphis.edu

Volleyball

April Jauregui	901-678-4232	aharrimn@memphis.edu
Anne Cote	901-678-2312	annecote@memphis.edu
Marko Majstorovic	901-678-2312	mmjstrvc@memphis.edu

Women's Basketball

Melissa McFerrin, Head Coach	901-678-4120	
Danielle O'Banion, Asst. Coach	901-678-2313	djbanion@memphis.edu
Michael Wholey, Asst. Coach	901-678-3738	mwholey@memphis.edu
Brett Schneider, Asst. Coach	901-678-4794	brett.schneider@ memphis.edu

Donease Smith, Dir. of Operations	901-678-2123	smsmth12@memphis.edu
Larrick Johnson, Office Coordinator	901-678-4120	ljohnsn8@memphis.edu
Robbie Allred, Recruiting Secretary	901-678-4532	rallred@memphis.edu

Academic Support

Dr. Joe Luckey, Director of Athletic Academic Services	901-678-2714	jluckey@memphis.edu
Kimya Massey, Asst. Director	901-678-2707	kfmassey@memphis.edu
Valerie Lott, Academic Counselor	901-678-3982	vlott@memphis.edu
Fred Quarles, Academic Counselor	901-678-4467	fquarles@memphis.edu
Jessie Mills, Academic Counselor	901-678-2447	jlmills@memphis.edu
Bridget VanLandenghem, Academic Counselor	901-678-3309	bvnIndgh@memphis.edu

UM ADMISSIONS

Application Fee

Domestic – \$25
International – \$50
www.memphis.edu

Testing Codes

ACT Code – 3992
SAT Code – 1459

WES Contact Info.

Phone: 212-966-6311
E-mail: info@wes.org or <http://wes.org>

TOEFL

Phone: 609-921-9000
www.ets.org/toefl

Submit OFFICIAL transcripts to:

University of Memphis
c/o Kimya Massey
Athletic Academics
600 Wilder Tower
Memphis, TN 38152
901-678-2707

NCAA ELIGIBILITY CENTER

Registration Fee

Domestic – \$50
International – \$75
www.ncaaclearinghouse.org

Testing Codes

ACT Code – 9999
SAT Code – 9999

Submit OFFICIAL documents to:

NCAA Eligibility Center mailing address:
NCAA Eligibility Center
1802 Alonzo Watford Sr. Drive,
Indianapolis, IN 46202

Contact Numbers

Domestic – 877-262-1492
International – 317-223-0700
Fax Number – 317-968-5100

**RECRUITING PERSON
DAY LOG
(tab front)**

This form shall be used to document compliance with NCAA Bylaws 13.02.7, 13.02.7.1, and 13.02.8 which limit the number of permissible recruiting-person days for Men's and Women's Basketball

NCAA Bylaw 13.02.7 & 13.02.8 Recruiting Person Days– Men's & Women's Basketball

In men's basketball, a **recruiting-person** day is defined as one coach engaged in an off-campus recruiting activity of a men's basketball prospective student-athlete, including a prospective student-athlete who has signed a National Letter of Intent (or the institution's written offer of admission and/or financial aid), on one day (12:01 a.m. to midnight); two coaches engaged in **recruiting** activities on the same day shall use two **recruiting-person days**.

- 1) Men's basketball staff members shall not exceed 130 recruiting-person days during the academic year contact and evaluation periods. *(Adopted: 4/28/05 effective 8/1/05, Revised: 3/28/07, 5/9/08)*
- 2) Women's basketball staff members shall not exceed 100 recruiting-person days during the academic year contact and evaluation periods. *(Adopted: 4/28/05 effective 8/1/05, Revised: 1/8/07 effective 8/1/07, 3/27/07, 5/9/08)*

NCAA Bylaw 13.02.7.1 Tournament Application

Each day of a tournament or tier of a tournament in which a coach engages in off-campus evaluation activity shall count as a separate recruiting-person day. *(Adopted: 12/12/06)*

**RECRUITING PERSON
DAY LOG
(tab back)**

Coach	Date	Location	Comments
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Coach	Date	Location	Comments
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Coach	Date	Location	Comments
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Coach	Date	Location	Comments
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**EVALUATION DAY LOG
(tab front)**

This form shall be used to document compliance with NCAA Bylaws 13.02.6.2 which limits the number of permissible evaluation days for Football, Softball, and Women's Volleyball

NCAA Bylaw 13.02.6.2

An evaluation day is defined as one coach engaged in the evaluation of any prospective student-athlete on one day (12:01 a.m. to midnight). Two coaches making evaluations on the same day shall use two evaluation days. The combined total of such days for all staff members shall not exceed 42 in football (54 for U.S. service academies), 50 in softball and 80 in women's volleyball. *(Adopted: 1/9/96 effective 8/1/96; Revised: 1/12/99 effective 8/1/99, 4/27/00 effective 8/1/01, 4/25/02 effective 8/1/02, 4/28/05 effective 8/1/05, 1/14/08 effective 8/1/08, 4/14/08)*

EVALUATION DAY LOG
(tab back)

Coach	Date	Location	Comments
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Coach	Date	Location	Comments
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PSA RECRUITING PROFILE (tab front)

PSA RECRUITING PROFILE (tab back)

DESCRIPTION OF FORMS

PSA Profile

The PSA Profile is designed as an aid to assist each coach in maintaining complete, accurate, and up to date files for each recruit. Coaches and individual sports are free to use their own profile sheets or the PSA Profiles in the Coaches Recruiting Handbook. Coaches must submit documentation of all phone calls and contacts/evaluations in the time period prescribed by the Athletic Compliance Office. Coaches may do this by submitting Telephone Recruiting Logs and Contact/Evaluation Logs on a monthly basis. The PSA Profile **IS NOT** intended to replace these logs but is designed as an aid to assist in recording and documenting all telephone calls and contacts/evaluations.

Telephone Recruiting Log

Telephone Recruiting Logs should be completed by each coach on a monthly basis and submitted to the Athletic Compliance Office in the prescribed time period. Telephone Recruiting Logs should be filled out completely and accurately.

Contact/Evaluation Log

Contact/Evaluation Logs should be completed by each coach and submitted as an attachment to the travel reimbursement for each recruiting trip. If a contact/evaluation takes place at any time and the coach does not submit a travel reimbursement then the Contact/Evaluation Log should be submitted as soon as possible following the Contact/Evaluation. Contact Evaluation Logs should be filled out completely and accurately.

Athletics Recruitment Expense Claim and Request for Meal Reimbursement

Athletic Recruitment Expense Claims and Request for Meal Reimbursements should be submitted in a timely manner following each and **EVERY** Official Visit. These forms are included in the Coaches Recruiting Handbook as examples only and can be found at <http://bf.memphis.edu/forms/finance.php>.

PSA RECRUITING PROFILE

Name _____ DOB _____ / _____ / _____
 Home Phone _____ Cell _____ Email _____ State _____ Zip _____
 Address _____ City _____ (other) _____
 Legal Guardian Phone # (Mom) _____ (Dad) _____

ACADEMICS

Current Counselor _____ Phone _____
 High Schools Attended: (1) _____
 (2) _____ (3) _____
 Colleges Attended: (1) _____ 2YR or 4YR
 (2) _____ 2YR or 4YR
 Graduation Date _____ ACT _____ GPA _____
 Core Courses _____ Passed _____ In Progress _____
 Core Courses Needed _____

Coach _____ Email _____
 Cell _____ Other _____
 AAU / Club Team _____
 Position _____ Best Marks _____
 Desired Position _____ Injuries _____
 Strengths / Weaknesses _____
 Other _____

ATHLETICS

MEN'S BASKETBALL
Sophs: 1 call per month beginning on June 15th
Juniors: 1 call per month through July 31st after Jr. year
Seniors: 2 calls per week beginning Aug 1st of Sr. year
FOOTBALL
Juniors: 1 phone call between April 15th and May 31st
Seniors: 1 phone call per week beginning Sept 1st
****Unlimited phone calls to Seniors during contact periods****

WOMEN'S BASKETBALL
Juniors: 1 call during April on/after Thurs. following Final 4
 1 phone call during the month of May;
 1 phone call between June 1st and 20th;
 1 phone call between June 21st and 30th; and 3 phone calls during the month of July after Jr. year
Seniors: 1 phone call per week beginning August 1st

ALL OTHER SPORTS
Juniors: 1 phone call per week beginning July 1st after Jr. year of high school
Seniors: 1 phone call per week

MEN'S BASKETBALL
 No more than 7 recruiting opportunities (contacts and evaluations combined).
 Not more than 3 opportunities can be contacts.

WOMEN'S BASKETBALL
 Not more than 5 recruiting opportunities (contacts and evaluations combined) during the academic year. No more than 3 opportunities can be contacts.

FOOTBALL
Contacts: 6 contacts (no more than 1 during any calendar week) beginning on November 29
Evaluations: 1 Fall Evaluation; 2 Evaluations (1 athletic and 1 academic) between April 15-May 31

ALL OTHER SPORTS
 No more than 7 recruiting opportunities (contacts and evaluations combined).
 No more than 3 of the seven opportunities can be contacts.

PSA RECRUITING PROFILE

PSA's Full Name _____ Contact Numbers: (1) _____ (2) _____

PHONE CALLS					
Week of:	Call, Contact, Evaluation, Other	Week of:	Call, Contact, Evaluation, Other	Week of:	Call, Contact, Evaluation, Other
	2009				
15-Apr		27-Jul		1-Mar	
20-Apr		3-Aug		8-Mar	
27-Apr		10-Aug		15-Mar	
4-May		17-Aug		22-Mar	
11-May		24-Aug		29-Mar	
18-May		31-Aug		5-Apr	
25-May		7-Sep		12-Apr	
1-Jun		14-Sep		19-Apr	
8-Jun		21-Sep		26-Apr	
15-Jun		28-Sep		3-May	
22-Jun		5-Oct		10-May	
29-Jun		12-Oct		17-May	
6-Jul		19-Oct		24-May	
13-Jul		26-Oct		31-May	
20-Jul		2-Nov		7-Jun	
		9-Nov		14-Jun	
				21-Jun	
				28-Jun	
2010					
		4-Jan			
		11-Jan			
		18-Jan			
		25-Jan			
		1-Feb			
		8-Feb			
		15-Feb			
		22-Feb			
Notes:					

CONTACTS AND EVALUATIONS					
Date	Date	Date	Date	Date	Date
Coach	Coach	Coach	Coach	Coach	Coach
Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval

UM COACH PRINT NAME _____ SIGNATURE _____ DATE _____

PSA RECRUITING PROFILE

Name _____ DOB _____ / _____ / _____
 Home Phone _____ Cell _____ Email _____ State _____ Zip _____
 Address _____ City _____ (other) _____
 Legal Guardian Phone # (Mom) _____ (Dad) _____

ACADEMICS

Current Counselor _____ Phone _____
 High Schools Attended: (1) _____
 (2) _____ (3) _____
 Colleges Attended: (1) _____ 2YR or 4YR
 (2) _____ 2YR or 4YR
 Graduation Date _____ ACT _____ GPA _____
 Core Courses _____ Passed _____ In Progress _____
 Core Courses Needed _____

Coach _____ Email _____
 Cell _____ Other _____
 AAU / Club Team _____
 Position _____ Best Marks _____
 Desired Position _____ Injuries _____
 Strengths / Weaknesses _____
 Other _____

ATHLETICS

MEN'S BASKETBALL
Sophs: 1 call per month beginning on June 15th
Juniors: 1 call per month through July 31st after Jr. year
Seniors: 2 calls per week beginning Aug 1st of Sr. year
FOOTBALL
Juniors: 1 phone call between April 15th and May 31st
Seniors: 1 phone call per week beginning Sept 1st
Unlimited phone calls to Seniors during contact periods

WOMEN'S BASKETBALL
Juniors: 1 call during April on/after Thurs. following Final 4
 1 phone call during the month of May;
 1 phone call between June 1st and 20th;
 1 phone call between June 21st and 30th; and 3 phone calls during the month of July after Jr. year
Seniors: 1 phone call per week beginning August 1st

ALL OTHER SPORTS
Juniors: 1 phone call per week beginning July 1st after Jr. year of high school
Seniors: 1 phone call per week

MEN'S BASKETBALL
 No more than 7 recruiting opportunities (contacts and evaluations combined).
 Not more than 3 opportunities can be contacts.

WOMEN'S BASKETBALL
 Not more than 5 recruiting opportunities (contacts and evaluations combined) during the academic year. No more than 3 opportunities can be contacts.

FOOTBALL
Contacts: 6 contacts (no more than 1 during any calendar week) beginning on November 29
Evaluations: 1 Fall Evaluation; 2 Evaluations (1 athletic and 1 academic) between April 15-May 31

ALL OTHER SPORTS
 No more than 7 recruiting opportunities (contacts and evaluations combined).
 No more than 3 of the seven opportunities can be contacts.

PSA RECRUITING PROFILE

PSA's Full Name _____ Contact Numbers: (1) _____ (2) _____

PHONE CALLS					
Week of:	Call, Contact, Evaluation, Other	Week of:	Call, Contact, Evaluation, Other	Week of:	Call, Contact, Evaluation, Other
	2009				
15-Apr		27-Jul		1-Mar	
20-Apr		3-Aug		8-Mar	
27-Apr		10-Aug		15-Mar	
4-May		17-Aug		22-Mar	
11-May		24-Aug		29-Mar	
18-May		31-Aug		5-Apr	
25-May		7-Sep		12-Apr	
1-Jun		14-Sep		19-Apr	
8-Jun		21-Sep		26-Apr	
15-Jun		28-Sep		3-May	
22-Jun		5-Oct		10-May	
29-Jun		12-Oct		17-May	
6-Jul		19-Oct		24-May	
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			2010		
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		11-Jan			
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CONTACTS AND EVALUATIONS					
Date	Date	Date	Date	Date	Date
Coach	Coach	Coach	Coach	Coach	Coach
Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval

UM COACH PRINT NAME _____ SIGNATURE _____ DATE _____

PSA RECRUITING PROFILE

Name _____ DOB _____ / _____ / _____
 Home Phone _____ Cell _____ Email _____ State _____ Zip _____
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 Legal Guardian Phone # (Mom) _____ (Dad) _____

ACADEMICS

Current Counselor _____ Phone _____
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 Graduation Date _____ ACT _____ GPA _____
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 Cell _____ Other _____
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ATHLETICS

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Seniors: 2 calls per week beginning Aug 1st of Sr. year
FOOTBALL
Juniors: 1 phone call between April 15th and May 31st
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ALL OTHER SPORTS
Juniors: 1 phone call per week beginning July 1st after Jr. year of high school
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MEN'S BASKETBALL
 No more than 7 recruiting opportunities (contacts and evaluations combined).
 Not more than 3 opportunities can be contacts.

WOMEN'S BASKETBALL
 Not more than 5 recruiting opportunities (contacts and evaluations combined) during the academic year. No more than 3 opportunities can be contacts.

FOOTBALL
Contacts: 6 contacts (no more than 1 during any calendar week) beginning on November 29
Evaluations: 1 Fall Evaluation; 2 Evaluations (1 athletic and 1 academic) between April 15-May 31

ALL OTHER SPORTS
 No more than 7 recruiting opportunities (contacts and evaluations combined).
 No more than 3 of the seven opportunities can be contacts.

PSA RECRUITING PROFILE

PSA's Full Name _____ Contact Numbers: (1) _____ (2) _____

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ALL OTHER SPORTS

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CONTACTS AND EVALUATIONS					
Date	Date	Date	Date	Date	Date
Coach	Coach	Coach	Coach	Coach	Coach
Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval

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PSA's Full Name _____ Contact Numbers: (1) _____ (2) _____

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CONTACTS AND EVALUATIONS					
Date	Date	Date	Date	Date	Date
Coach	Coach	Coach	Coach	Coach	Coach
Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval

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PSA RECRUITING PROFILE

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Coach _____ Email _____
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ATHLETICS

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Notes:					

CONTACTS AND EVALUATIONS					
Date	Date	Date	Date	Date	Date
Coach	Coach	Coach	Coach	Coach	Coach
Contact/ Eval	Contact/ Eval	Contact/ Eval	Contact/ Eval	Contact/ Eval	Contact/ Eval

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PSA RECRUITING PROFILE

Name _____ DOB _____ / _____ / _____
 Home Phone _____ Cell _____ Email _____ State _____ Zip _____
 Address _____ City _____ (other) _____
 Legal Guardian Phone # (Mom) _____ (Dad) _____

ACADEMICS

Current Counselor _____ Phone _____
 High Schools Attended: (1) _____
 (2) _____ (3) _____
 Colleges Attended: (1) _____ 2YR or 4YR
 (2) _____ 2YR or 4YR
 Graduation Date _____ ACT _____ GPA _____
 Core Courses _____ Passed _____ In Progress _____
 Core Courses Needed _____

ATHLETICS

Coach _____ Email _____
 Cell _____ Other _____
 AAU / Club Team _____
 Position _____ Best Marks _____
 Desired Position _____ Injuries _____
 Strengths / Weaknesses _____
 Other _____

MEN'S BASKETBALL
Sophs: 1 call per month beginning on June 15th
Juniors: 1 call per month through July 31st after Jr. year
Seniors: 2 calls per week beginning Aug 1st of Sr. year

FOOTBALL
Juniors: 1 phone call between April 15th and May 31st
Seniors: 1 phone call per week beginning Sept 1st
 Unlimited phone calls to Seniors during contact periods

WOMEN'S BASKETBALL
Juniors: 1 call during April on/after Thurs. following Final 4
 1 phone call during the month of May;
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Seniors: 1 phone call per week beginning August 1st

ALL OTHER SPORTS
Juniors: 1 phone call per week beginning July 1st after Jr. year of high school
Seniors: 1 phone call per week

ALL OTHER SPORTS

No more than 7 recruiting opportunities (contacts and evaluations combined).
 No more than 3 of the seven opportunities can be contacts.

PSA RECRUITING PROFILE

PSA's Full Name _____ Contact Numbers: (1) _____ (2) _____

PHONE CALLS					
Week of:	Call, Contact, Evaluation, Other	Week of:	Call, Contact, Evaluation, Other	Week of:	Call, Contact, Evaluation, Other
	2009				
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20-Apr		3-Aug		8-Mar	
27-Apr		10-Aug		15-Mar	
4-May		17-Aug		22-Mar	
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18-May		31-Aug		5-Apr	
25-May		7-Sep		12-Apr	
1-Jun		14-Sep		19-Apr	
8-Jun		21-Sep		26-Apr	
15-Jun		28-Sep		3-May	
22-Jun		5-Oct		10-May	
29-Jun		12-Oct		17-May	
6-Jul		19-Oct		24-May	
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20-Jul		2-Nov		7-Jun	
		9-Nov		14-Jun	
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				28-Jun	
Notes:					
			2010		
		4-Jan			
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		25-Jan			
		1-Feb			
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CONTACTS AND EVALUATIONS					
Date	Date	Date	Date	Date	Date
Coach	Coach	Coach	Coach	Coach	Coach
Contact/ Eval	Contact/ Eval	Contact/ Eval	Contact/ Eval	Contact/ Eval	Contact/ Eval

UM COACH PRINT NAME _____ SIGNATURE _____ DATE _____

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 Not more than 3 opportunities can be contacts.

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PSA's Full Name _____ Contact Numbers: (1) _____ (2) _____

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CONTACTS AND EVALUATIONS					
Date	Date	Date	Date	Date	Date
Coach	Coach	Coach	Coach	Coach	Coach
Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval

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Date	Date	Date	Date	Date	Date
Coach	Coach	Coach	Coach	Coach	Coach
Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval

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Date	Date	Date	Date	Date	Date
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Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval

UM COACH PRINT NAME _____ SIGNATURE _____ DATE _____

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CONTACTS AND EVALUATIONS					
Date	Date	Date	Date	Date	Date
Coach	Coach	Coach	Coach	Coach	Coach
Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval

UM COACH PRINT NAME _____ SIGNATURE _____ DATE _____

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WOMEN'S BASKETBALL
 Not more than 5 recruiting opportunities (contacts and evaluations combined) during the academic year. No more than 3 opportunities can be contacts.
FOOTBALL
Contacts: 6 contacts (no more than 1 during any calendar week) beginning on November 29
Evaluations: 1 Fall Evaluation; 2 Evaluations (1 athletic and 1 academic) between April 15-May 31

ALL OTHER SPORTS
 No more than 7 recruiting opportunities (contacts and evaluations combined).
 No more than 3 of the seven opportunities can be contacts.

PSA RECRUITING PROFILE

PSA's Full Name _____ Contact Numbers: (1) _____ (2) _____

PHONE CALLS					
Week of:	Call, Contact, Evaluation, Other	Week of:	Call, Contact, Evaluation, Other	Week of:	Call, Contact, Evaluation, Other
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4-May		17-Aug		22-Mar	
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18-May		31-Aug		5-Apr	
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CONTACTS AND EVALUATIONS					
Date	Date	Date	Date	Date	Date
Coach	Coach	Coach	Coach	Coach	Coach
Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval

UM COACH PRINT NAME _____ SIGNATURE _____ DATE _____

PSA RECRUITING PROFILE

Name _____ DOB _____ / _____ / _____
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 Legal Guardian Phone # (Mom) _____ (Dad) _____

ACADEMICS

Current Counselor _____ Phone _____
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 (2) _____ (3) _____
 Colleges Attended: (1) _____ 2YR or 4YR
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ATHLETICS

Coach _____ Email _____
 Cell _____ Other _____
 AAU / Club Team _____
 Position _____ Best Marks _____
 Desired Position _____ Injuries _____
 Strengths / Weaknesses _____
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Seniors: 2 calls per week beginning Aug 1st of Sr. year

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		1-Feb			
		8-Feb			
		15-Feb			
		22-Feb			

CONTACTS AND EVALUATIONS					
Date	Date	Date	Date	Date	Date
Coach	Coach	Coach	Coach	Coach	Coach
Contact/ Eval	Contact/ Eval	Contact/ Eval	Contact/ Eval	Contact/ Eval	Contact/ Eval

UM COACH PRINT NAME _____ SIGNATURE _____ DATE _____

PSA RECRUITING PROFILE

Name _____ SSN # _____ DOB _____ / _____ / _____
 Home Phone _____ Cell _____ Email _____ State _____ Zip _____
 Address _____ City _____ (other) _____
 Legal Guardian Phone # (Mom) _____ (Dad) _____

ACADEMICS

Current Counselor _____ Phone _____
 High Schools Attended: (1) _____
 (2) _____ (3) _____
 Colleges Attended: (1) _____ 2YR or 4YR
 (2) _____ 2YR or 4YR
 Graduation Date _____ ACT _____ GPA _____
 Core Courses _____ Passed _____ In Progress _____
 Core Courses Needed _____

Coach _____ Email _____
 Cell _____ Other _____
 AAU / Club Team _____
 Position _____ Best Marks _____
 Desired Position _____ Injuries _____
 Strengths / Weaknesses _____
 Other _____

ATHLETICS

MEN'S BASKETBALL
Sophs: 1 call per month beginning on June 15th
Juniors: 1 call per month through July 31st after Jr. year
Seniors: 2 calls per week beginning Aug 1st of Sr. year
FOOTBALL
Juniors: 1 phone call between April 15th and May 31st
Seniors: 1 phone call per week beginning Sept 1st
Unlimited phone calls to Seniors during contact periods

WOMEN'S BASKETBALL
Juniors: 1 call during April on/after Thurs. following Final 4
 1 phone call during the month of May;
 1 phone call between June 1st and 20th;
 1 phone call between June 21st and 30th; and 3 phone calls during the month of July after Jr. year
Seniors: 1 phone call per week beginning August 1st

ALL OTHER SPORTS
Juniors: 1 phone call per week beginning July 1st after Jr. year of high school
Seniors: 1 phone call per week

MEN'S BASKETBALL
 No more than 7 recruiting opportunities (contacts and evaluations combined).
 Not more than 3 opportunities can be contacts.

WOMEN'S BASKETBALL
 Not more than 5 recruiting opportunities (contacts and evaluations combined) during the academic year. No more than 3 opportunities can be contacts.

FOOTBALL
Contacts: 6 contacts (no more than 1 during any calendar week) beginning on November 29
Evaluations: 1 Fall Evaluation; 2 Evaluations (1 athletic and 1 academic) between April 15-May 31

ALL OTHER SPORTS
 No more than 7 recruiting opportunities (contacts and evaluations combined).
 No more than 3 of the seven opportunities can be contacts.

PSA RECRUITING PROFILE

PSA's Full Name _____ Contact Numbers: (1) _____ (2) _____

PHONE CALLS					
Week of:	Call, Contact, Evaluation, Other	Week of:	Call, Contact, Evaluation, Other	Week of:	Call, Contact, Evaluation, Other
	2009				
15-Apr		27-Jul		1-Mar	
20-Apr		3-Aug		8-Mar	
27-Apr		10-Aug		15-Mar	
4-May		17-Aug		22-Mar	
11-May		24-Aug		29-Mar	
18-May		31-Aug		5-Apr	
25-May		7-Sep		12-Apr	
1-Jun		14-Sep		19-Apr	
8-Jun		21-Sep		26-Apr	
15-Jun		28-Sep		3-May	
22-Jun		5-Oct		10-May	
29-Jun		12-Oct		17-May	
6-Jul		19-Oct		24-May	
13-Jul		26-Oct		31-May	
20-Jul		2-Nov		7-Jun	
		9-Nov		14-Jun	
				21-Jun	
				28-Jun	
Notes:					
			2010		
		4-Jan			
		11-Jan			
		18-Jan			
		25-Jan			
		1-Feb			
		8-Feb			
		15-Feb			
		22-Feb			

CONTACTS AND EVALUATIONS					
Date	Date	Date	Date	Date	Date
Coach	Coach	Coach	Coach	Coach	Coach
Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval	Contact/Eval

UM COACH PRINT NAME _____ SIGNATURE _____ DATE _____

TELEPHONE RECRUITING LOG
(tab front)

TELEPHONE RECRUITING LOG

(tab back)

TELEPHONE RECRUITING LOG

	MONTH _____	SPORT _____	COACH _____				
	Date	C = Cell O = Office X = Other	Prospect's Name	Phone # Called	Person Talked To (PSA, Mom Sister, etc.)	Length of Conversation	Notes
1.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
2.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
3.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
4.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
5.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
6.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
7.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
8.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
9.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
10.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
11.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
12.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
13.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
14.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
15.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
16.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____
17.	_____	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X	_____	_____	_____	_____	_____

COACH SIGNATURE _____

DATE _____

TELEPHONE RECRUITING LOG

MONTH _____ SPORT _____ COACH _____

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1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____

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3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
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10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
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12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
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1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
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15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
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3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
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12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
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15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
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10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____

COACH SIGNATURE _____ DATE _____

TELEPHONE RECRUITING LOG

MONTH _____ SPORT _____ COACH _____

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1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
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1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____

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3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
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9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____

COACH SIGNATURE _____ DATE _____

TELEPHONE RECRUITING LOG

MONTH _____ SPORT _____ COACH _____

Date	C = Cell O = Office X = Other			Prospect's Name	Phone # Called	Person Talked To (PSA, Mom Sister, etc.)	Length of Conversation	Notes
	<input type="checkbox"/> C	<input type="checkbox"/> O	<input type="checkbox"/> X					
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____

COACH SIGNATURE _____ DATE _____

TELEPHONE RECRUITING LOG

MONTH _____ SPORT _____ COACH _____

Date	C = Cell O = Office X = Other			Prospect's Name	Phone # Called	Person Talked To (PSA, Mom Sister, etc.)	Length of Conversation	Notes
	<input type="checkbox"/> C	<input type="checkbox"/> O	<input type="checkbox"/> X					
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____

COACH SIGNATURE _____ DATE _____

TELEPHONE RECRUITING LOG

MONTH	SPORT	COACH							
Date	C = Cell O = Office X = Other	Prospect's Name	Phone # Called	Person Talked To (PSA, Mom Sister, etc.)	Length of Conversation	Notes			
1.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
2.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
3.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
4.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
5.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
6.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
7.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
8.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
9.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
10.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
11.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
12.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
13.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
14.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
15.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
16.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								
17.	<input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> X								

COACH SIGNATURE _____ DATE _____

CONTACT/EVALUATION LOG (tab front)

CONTACT/EVALUATION LOG (tab back)

CONTACT / EVALUATION LOG

MONTH _____ SPORT _____ COACH _____

C = Contest
H = Home
S = School
T = Tournament

C = Contact
E = Evaluation

	Date	Time Length	C = Contact E = Evaluation	Prospect's Name	C = Contest H = Home S = School T = Tournament	Location (City / State)	Quick Note
1.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
2.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
3.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
4.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
5.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
6.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
7.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
8.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
9.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
10.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
11.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
12.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
13.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
14.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____
15.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____

CONTACT / EVALUATION LOG

MONTH _____ SPORT _____ COACH _____

	Date	Time Length	C = Contact E = Evaluation	Prospect's Name	Location (City / State)	Quick Note
1.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
2.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
3.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
4.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
5.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
6.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
7.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
8.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
9.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
10.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
11.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
12.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
13.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
14.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
15.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____

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CONTACT / EVALUATION LOG

MONTH _____ SPORT _____ COACH _____

	Date	Time Length	C = Contact E = Evaluation	Prospect's Name	Location (City / State)	Quick Note
1.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
2.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
3.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
4.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
5.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
6.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
7.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
8.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
9.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
10.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
11.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
12.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
13.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
14.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
15.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____

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CONTACT / EVALUATION LOG

MONTH _____ SPORT _____ COACH _____

	Date	Time Length	C = Contact E = Evaluation	Prospect's Name	Location (City / State)	Quick Note
1.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
2.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
3.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
4.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
5.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
6.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
7.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
8.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
9.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
10.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
11.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
12.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
13.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
14.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
15.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____

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CONTACT / EVALUATION LOG

MONTH _____ SPORT _____ COACH _____

	Date	Time Length	C = Contact E = Evaluation	Prospect's Name	Location (City / State)	Quick Note
1.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
2.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
3.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
4.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
5.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
6.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
7.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
8.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
9.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
10.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
11.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
12.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
13.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
14.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
15.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____

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CONTACT / EVALUATION LOG

MONTH _____ SPORT _____ COACH _____

	Date	Time Length	C = Contact E = Evaluation	Prospect's Name	Location (City / State)	Quick Note
1.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
2.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
3.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
4.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
5.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
6.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
7.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
8.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
9.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
10.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
11.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
12.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
13.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
14.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
15.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____

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CONTACT / EVALUATION LOG

MONTH _____ SPORT _____ COACH _____

	Date	Time Length	C = Contact E = Evaluation	Prospect's Name	Location (City / State)	Quick Note
1.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
2.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
3.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
4.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
5.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
6.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
7.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
8.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
9.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
10.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
11.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
12.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
13.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
14.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
15.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____

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CONTACT / EVALUATION LOG

MONTH _____ SPORT _____ COACH _____

	Date	Time Length	C = Contact E = Evaluation	Prospect's Name	Location (City / State)	Quick Note
1.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
2.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
3.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
4.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
5.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
6.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
7.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
8.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
9.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
10.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
11.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
12.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
13.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
14.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
15.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____

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CONTACT / EVALUATION LOG

MONTH _____ SPORT _____ COACH _____

	Date	Time Length	C = Contact E = Evaluation	Prospect's Name	Location (City / State)	Quick Note
1.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
2.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
3.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
4.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
5.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
6.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
7.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
8.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
9.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
10.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
11.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
12.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
13.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
14.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
15.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____

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CONTACT / EVALUATION LOG

MONTH _____ SPORT _____ COACH _____

	Date	Time Length	C = Contact E = Evaluation	Prospect's Name	Location (City / State)	Quick Note
1.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
2.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
3.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
4.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
5.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
6.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
7.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
8.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
9.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
10.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
11.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
12.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
13.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
14.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
15.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____

FORM R-3

Revised 12/2008

CONTACT / EVALUATION LOG

MONTH _____ SPORT _____ COACH _____

	Date	Time Length	C = Contact E = Evaluation	Prospect's Name	Location (City / State)	Quick Note
1.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
2.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
3.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
4.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
5.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
6.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
7.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
8.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
9.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
10.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
11.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
12.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
13.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
14.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____
15.	_____	_____	<input type="checkbox"/> C <input type="checkbox"/> E	_____	_____	_____

FORM R-3

Revised 12/2008

CONTACT / EVALUATION LOG

MONTH _____ SPORT _____ COACH _____

C = Contest
H = Home
S = School
T = Tournament

C = Contact
E = Evaluation

Prospect's Name

Location
(City / State)

Quick Note

Time Length

Date

1.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
2.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
3.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
4.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
5.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
6.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
7.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
8.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
9.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
10.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
11.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
12.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
13.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
14.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____
15.	<input type="checkbox"/> C <input type="checkbox"/> E	<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> S <input type="checkbox"/> T	_____	_____	_____

**EXPENSE CLAIM
(tab front)**

MEAL REIMBURSEMENT
(tab front)

MEAL REIMBURSEMENT (tab back)

Meal Reimbursement Request for:

Guest Meals Employee Meals Non-employee Group

Meal(s):

Breakfast Lunch Dinner Other (specify):

Guest(s):

University Personnel:

Event, Date, Purpose and Comments:

Make Payment or Reimbursement to:

Banner UID: Total Number of People in Group:

Department Name: Date:

Index Number/Acct Code: Amount of Request \$

This expenditure is approved for payment in accordance with University Operating Procedure No. 2D:01:010.

The following signatures are required for all meal reimbursement requests:

Prepared By (Please Print): _____ Date: _____

Email/Ext: _____

Claimant's Signature: _____ Date: _____

Department Head/Higher Authority Signature: _____

Department Head/Higher Authority Name:

