

NCAA Bylaw: 13.7 Official (Paid) Visit

This bylaw outlines all the rules and regulations regarding a prospect taking an official visit to Marshall University. The issues of transportation, length of the visit, academic requirements, and entertainment as well as others are covered in depth in this legislation.

Forms Used for Documentation:

1. Official Visit Request Form
2. Student-Athlete Host Booklet
3. Student-Athlete Host Form
4. Prospects Declaration Form
5. Official Visit Itinerary
6. Official Visit Summary Report

Individuals or Departments Involved:

1. Coach
2. Compliance Office
3. Admissions Office
4. Prospective Student-Athlete
5. Student-Athlete Host
6. Athletics Business Office

Procedure:

1. The coach sets up the preliminary arrangements for the official visit with the prospective student-athlete.
2. The coach obtains a copy of the prospective student-athlete's academic transcript and test scores.
3. The coach obtains and completes the *Official Visit Request Form* with the transcript and the test scores and submits it to the Compliance Office no later than four (4) working days prior to the scheduled official visit.
4. The Compliance Office will make a copy of the test score and the academic transcript for its files.
5. The Compliance Office will verify the prospect's academic credentials within one day of the coach's submission of the *Official Visit Request Form*.
6. After receiving approval the coach will finalize travel plans for the prospective student-athlete.
7. The student-athlete acting as the host to the prospect will be provided with the *Student-Athlete Host Booklet* and the *Student-Athlete Host Form* prior to the beginning of the official visit. The *Student-Athlete Host Form* must be signed and turned in to the Compliance Office with all other paperwork following the official visit.
8. The coach will obtain and complete the *Official Visit Itinerary* and return it to the Compliance Office.
9. The prospect arrives on campus and the 48-hour clock begins. If the prospective student-athlete is not picked up at the closest major airport the official visit begins when the coach makes contact with the prospect at the airport.
10. The prospective student-athlete must sign the *Official Visit Declaration Form* at the conclusion of the official visit. This prospective student-athlete will return it to the Athletics Business Office at the conclusion of the official visit.
11. After the official visit, the coach will complete and turn in the *Official Visit Summary* with receipts to the Compliance Office.
12. The coach must complete the *Official Visit Itinerary* and submit it with the *Official Visit Summary* to the Compliance Office.
13. The Compliance Office will check for all the necessary paperwork and submit it to the Athletics Business Office for final review and approval.