

UNIVERSITY OF SOUTH DAKOTA ATHLETICS
OFFICIAL VISIT
Checklist

PRE-Official Visit:

- APPROVAL Form** (Submitted by Coach Prior at least 5 days prior to Visit)
 - Prospect must be **registered with the Clearinghouse prior to the Visit** (Coaches, please instruct and help the prospects with this process, as needed)
 - Prospect must be **ON USD'S Clearinghouse IRL (Institutional Request List) to approve the visit.** (Coaches provide Compliance Office with Prospect's Social Security for the IRL process.)
 - USD Compliance Office must have **Transcript/Test Score** for Prospect (Submitted by Coach to Compliance Office Prior to Visit)
 - Five-Visit Letter/E-mail Notification Sent to Prospect** (This will be Sent by Compliance Office after Approval Form is turned in – Please provide Prospect's E-MAIL ADDRESS)
 - Compliance Office: CC: Coach, Business Office

POST-Official Visit:

- Five-Visit Limitation Form** signed by Visiting Prospect
 - Submitted by Coach after visit and Filed in Compliance Office
- Recruiting Policy Guidelines** Read carefully and Signed by Host AND Visiting Prospect
 - Submitted by Coach after visit and Filed in Compliance Office
- Student Host Forms/Receipts**
 - Business Office – reviews receipts; processes payment and any return of extra student host money not used during the visit.
 - Did Student Host return excess money to the Business Office? (If not, NCAA violation)
 - Filed in Compliance Office
- Coach's Expense Report & RECEIPTS**
 - Submitted by Coach after visit.
 - Compliance Office review for dates/times/length of visit.
 - Business Office – reviews receipts; processes payment
 - Filed in Compliance Office
- Complimentary Admissions** (Submitted by Coach to Ticket Office; Reviewed/Filed in Compliance)