Compliance Area: CONTACTS AND EVALUATIONS

In all sports, time periods are established which limit permissible recruiting activities. The recruiting time periods are as follows:

- **Contact Period** – A contact period is that period of time when it is permissible for coaches to make in-person, off-campus recruiting contacts and evaluations.

- **Evaluation Period** – An evaluation period is that period of time when it is permissible for coaches to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospects. No in-person, off-campus recruiting contacts shall be made with the prospect during an evaluation period.

- **Quiet Period** – A quiet period is that period of time when it is permissible to make in-person recruiting contacts only on MSU’s campus. No in-person, off-campus recruiting contacts or evaluations may be made during a quiet period.

- **Dead Period** – A dead period is that period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the member institution's campus or to permit official or unofficial visits by prospects to an institution’s campus. Coaches may still write or telephone prospects during such a dead period.

A contact is any face-to-face encounter between a prospect or the prospect’s parents, relatives or legal guardian(s) and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect’s educational institution or at the site of organized competition or practice involving the prospect or the prospect’s high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that takes place.

An evaluation is any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect’s educational institution (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.

 Evaluations that occur during the academic year count against the permissible number of recruiting opportunities. Outside of the academic year, evaluations do not count against the annual number of recruiting opportunities. Contacts that occur with a prospect count against the permissible number of total recruiting opportunities regardless of the time period (e.g., academic year or outside the academic year). Note that “academic year” refers to the prospect’s academic year and not the institutions. All contacts and evaluations are subject to recruiting calendar restrictions.

**Procedure:**

The recruiting log must be completed each time a coaching staff member engages in on- or off-campus activities which would constitute a contact or evaluation. When possible, a complete roster of all prospective student-athletes participating in an evaluation opportunity (e.g., game program) should be attached to the recruiting log. Recruiting logs must be submitted at the conclusion of each month. In the event that
no off-campus activities take place during a particular month, the coach must note that information on the log. A monthly recruiting log must be submitted regardless of whether off-campus recruitment activities took place.

**Forms Used for Documentation:**

<table>
<thead>
<tr>
<th>Name of Form/Report</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>Recruiting Log</td>
<td>Records contacts, evaluations and telephone calls made by coaching staff</td>
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