PSA VISIT PROCEDURES

TO: ALL COACHING STAFFS
FROM: THE COMPLIANCE OFFICE
SUBJECT: NEW PSA VISIT PROCEDURES
DATE: 9/2/2014

This document explains 1) how to fill out the new PSA Visit form and 2) how that form interacts with the Business Office forms.

a. The ONLY form that the Compliance Office now needs to see is the PSA Visit Form!
b. Receipts for Student-Host money are NO LONGER NEEDED! (by either the Business Office or the Compliance office)
c. The Compliance Office does NOT need to see any receipts for anything related to a PSA Visit! This does NOT alter what is required by the Business Office in relation to PSA Visits; you still must turn in the following to the Business Office:
   i. Travel Advances – to provide Student-Host money to hosts and to cover other costs associated with the recruit
   ii. The Recruit Host Money Form – this is STILL NEEDED for an Official Visit. Your hosts must sign this when they receive Student-host funds from you and it must be turned into the BUSINESS OFFICE at the conclusion of the visit
   iii. Direct Bill Invoices – these must be turned in to the BUSINESS OFFICE immediately upon receipt. The Compliance Office does NOT need to see these invoices.
   iv. SPCC receipts – these must be turned in to the BUSINESS OFFICE per their usual policy, even if used during an official visit. The Compliance Office does NOT need to see any of these receipts.

For Official Visits:
1. BEFORE the Official Visit begins:
   a. Turn in the PSA Visit Form to the Compliance Office – this is the form that the Compliance Office will use to approve your Official Visit. The following things must be filled out in order for the Compliance Office to approve the visit:
      i. PSA Name
      ii. NCAA ID – meaning their NCAA Eligibility Center ID
      iii. Grad. Year – meaning their High School graduation year
      iv. Persons Accompanying PSA – mom, dad, brother, etc.
v. Host Name
vi. Official Visit box
vii. Meals: fill out the “Tickets Requested” line ONLY
   1. You do not need to fill out the Tickets Used or the Other Meals Provided table until AFTER the conclusion of the visit
viii. Transportation & Arrival/Departure: fill out the “Arrival Date & Time” and the “Departure Date & Time” lines ONLY
   1. For the approval, we only need to know the planned arrival and departures times; you can make an adjustment to these lines after the visit if need be
   2. You do not need to fill out the “Travel to Campus by” line or the “W&M Provided?” question until AFTER the visit
ix. Lodging: you do not need to fill out anything here until AFTER the visit
x. Complimentary Admissions: indicate the event and the names of the people attending

b. The Compliance Office will review your form. We need to have this form at least 48 hours prior to the start of the visit.
i. If the visit is approved, we will sign it and return it to you. A signed, returned form is the trigger for you to know it has been approved – the visit may NOT start until you’ve received this form back from us
   1. Only after the visit is approved can the Business Office book travel
   ii. If the visit is not approved, we’ll contact you ASAP and let you know what needs to be fixed
c. Request Student-Host Money from the Business Office
   i. Use their new form on the P&P – “Recruit Host Money Form”

2. At the beginning of the visit:
a. Have both the PSA and the student-athlete host read the rules for visits listed on this page and the statements listed right above the signature lines
b. Have the student-athlete fill out the line marked “Host $ Received” with the amount of money that you give them as the student-host
c. Then, you, the PSA, and the student-athlete host all need to sign the form and date it under the “BEGINNING of the official visit” heading

3. Then – KEEP THIS FORM
4. At the conclusion of the visit:
a. Have both the PSA and the student-athlete host re-read the rules for visits listed on this page and the statements listed right above the signature lines
b. Then, you, the PSA, and the student-athlete host all need to sign the form and date it under the “CONCLUSION of the official visit” heading

5. AFTER the visit, fill out or make adjustments to the following:
   a. Transportation & Arrival/Departure:
      i. Arrival Date & Time – if something changed from when you turned in the form to when they actually arrived on campus, just write it in. Example: 4/18/14 6:00 p.m.; Actual: 4/18/14 3:00 p.m.
      ii. Departure Date & Time – if something changed from when you turned in the form to when they actually left campus, just write it in.
         1. Remember: if they arrive earlier on campus, they may need to depart campus earlier than initially planned in order to stay within the 48 hour allowable time frame
      iii. Travel to Campus by – indicate whether the came by plane, train, automobile, etc.
      iv. W&M provided? – check yes or no to indicate whether or not W&M paid for, reimbursed or otherwise provided the PSA for/with their transportation
   b. Lodging:
      i. W&M provided? – check yes or no to indicate whether or not W&M paid for, reimbursed or otherwise provided the PSA for their lodging
         1. Note: if the PSA stayed on campus, check YES here
      ii. Location –
         1. On Campus – you can just indicate that it’s on campus, we don’t necessarily need to know which dorm
         2. Off Campus – if it’s off campus, we DO need to know which hotel or other location
      iii. Provided for (list names) – list all the names of people that you provided lodging for (e.g. PSA, mom, dad, etc.)
   c. Meals:
      i. Tickets Used – indicate the number of meal tickets you actually used
      ii. Other Meals Provided – indicate any other meals (besides those eaten in the Caf) that the PSA and those accompanying the PSA were provided
         1. Date – indicate the date of the meal
         2. Meal Type – indicate breakfast, lunch, dinner or brunch
         3. Location – where the meal took place (this could be a restaurant, a tailgate, etc.)
         4. Provided for – list all of the names associated with the PSA’s visit for whom you provided a meal (e.g. PSA, student-host, mom, dad, etc.)
6. Then – turn the now complete form BACK in to the Compliance Office
7. The Compliance Office will review the complete form
   a. If everything is okay, the Compliance Office will sign it again and return it to you
   b. If everything is not okay, the Compliance Office will get in touch with you

For Unofficial Visits:
1. If Complimentary Admissions are NOT needed, you do NOT have to fill out this form AT ALL
2. If Complimentary Admissions ARE needed, you DO have to fill out PART of this form:
   a. PSA Name
   b. Persons Accompanying PSA
   c. Check the Unofficial Visit box
   d. Grad. Year
   e. Sport
   f. Complimentary Admissions: indicate the names of Attendees and the event they will be attending