

**Montclair State University Department of Intercollegiate Athletics**  
**OVERNIGHT RECRUITING VISITS**  
**GUIDELINES**

Overnight visits can be a helpful recruiting tool if coordinated properly. They can help interested recruits get a better understanding of the campus community and the academic experience of student-athletes at MSU. The following guidelines should be followed to try to ensure a safe and successful overnight visit for your prospective student-athletes.

**All recruiting activities must be in compliance with NCAA Division III recruiting regulations in Article 12 of the handbook. (Summary attached)**

**PRIOR TO THE VISIT**

- Overnight invitations should only be made to prospective student-athletes who are at the top of your list and who express serious interest in MSU.
- Make sure that the student has applied to the university.
- Check the student's academic credentials to ensure that he/she meets the requirements for admission.
- The overnight visit should be as a follow-up to a previous campus visit (which may have included parents).
- Try to get a sense of which of your current student-athletes would be the best match as a host.
- Provide the recruit with specific travel directions and an itinerary of the trip.
- Provide the recruit with the name and contact information of their host, residence hall room location, and a list of anything they need to bring.
- Have the host contact the recruit to introduce him/herself.

**HOSTS**

- Hosts should be selected from returning students who are team leaders, who do well academically, and who exemplify positive attitudes on and off the field.
- Prior to hosting a recruit, the coach should spend time reviewing these guidelines and outlining expectations with the student host.
- Each student host will be asked to sign a letter of understanding indicating that he or she received these guidelines and that he/she will conduct the visit accordingly.
- Each recruit, and parent, if the student is under 18 years of age, will also sign a letter of understanding.
- Student hosts should not transport recruits in their personal vehicles.

**ARRIVAL TO CAMPUS**

- Determine if the recruit will be dropped off on campus or if he/she will be driving a vehicle that will be parked overnight.
- Metered spaces in lot #5 (Admissions lot) may be available for drop off. These spots are free on Saturdays and Sundays until midnight. All other times the cost is \$1.00 per hour.

- The New Jersey Transit Deck overnight fee is \$3.00. The Red Hawk Deck overnight fee is \$10.00.
- Each recruit should be met by a member of the coaching staff and then introduced to the student host.
- Make sure that the student host appropriately signs the recruit in as a guest in their residence hall.

### **SUGGESTED COMPONENTS OF THE VISIT**

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- Provide a campus tour.
- Provide a tour of the immediate local area.
- Meet with an academic advisor, faculty member, or other academic representative.
- Attend a class.
- Attend a home athletic contest.
- Have dinner/breakfast. Coaches may sign out passes for Bohn Hall and Freeman Hall Dining Rooms from the Athletic Department Secretary in Panzer Gymnasium Office A.
- Coordinate an after dinner activity, preferably an on campus event.

### **INAPPROPRIATE ACTIVITIES**

- Any violations of the student-athlete code of conduct, residence hall regulations or campus policies.
- Engaging in any behaviors or activities that can be determined to be unbecoming of a student leader.
- Drug use and alcohol consumption.
- Gambling

### **OTHER SUGGESTIONS**

- Schedule more than one recruit for an overnight visit so they don't feel overwhelmed or alone.
- Provide as much information about Montclair State University as possible. The Admissions Office is a good source for brochures, handouts, etc.
- Remind students and parents that there is a great deal of good information on our university website at [www.montclair.edu](http://www.montclair.edu)
- Have a meal at the Red Hawk Diner.
- Provide information about local points of interest. An excellent list is available on the University website. On the main page, click Campus Activities and then scroll down to Local Interest/Visitor Information and select Local Information. This page provides information on local restaurants, places of interest, movie theatres, museums, etc.

### **VISIT WRAP-UP**

- A member of the coaching staff should connect with the recruit at the conclusion of the visit.

**OVERNIGHT RECRUITING VISIT**  
**Letter of Understanding**

I have read and I understand the attached guidelines for the overnight visit at Montclair State University. I will abide by these guidelines during this visit.

Team: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Student Host: \_\_\_\_\_  
(PLEASE PRINT NAME)

Signature: \_\_\_\_\_ (Date) \_\_\_\_\_

Recruit: \_\_\_\_\_ or

Parent (if under 18): \_\_\_\_\_  
(PLEASE PRINT NAME)

Signature: \_\_\_\_\_ (Date) \_\_\_\_\_