

RECRUITING DOCUMENTATION POLICY

RESPONSIBILITY FOR COMPLETION:

- All Head Coaches

VERIFICATION OF COMPLETION:

- Associate Athletic Director for Compliance

SUBMITTED TIME FRAME:

- See below for details

PROGRAM:

- Scoutware

PROCEDURE:

Recruiting Logs

1. Each coach must turn in phone, contact, and evaluation logs for every week of the fifty-two weeks of the year (52). These logs must be turned in every Wednesday by 5:00 p.m., reflecting the calls, contact and evaluations placed during the preceding designated week.
2. Please submit a log, even if no calls, no contacts and/or no evaluations were placed during that week. Please note that the log should reflect ALL calls, contacts and evaluations placed by your staff to a **prospect or the prospect's parents or legal guardian**.
3. In regard to telephone call this includes the use of ANY telephone (e.g., hotel, office, home, cell, etc.).
4. In regard to contact and evaluations, all information (date, time, contact or evaluation, name of PSA) must be provided in the log.