



PROSPECTIVE STUDENT ATHLETE GUIDE

COLLEGE ATHLETIC ASSOCIATIONS

National Collegiate Athletic Association (NCAA)

www.ncaa.org

- Recruiting Fact Sheet:
<http://www.ncaa.org/sites/default/files/Recruiting%20Fact%20Sheet%20WEB.pdf>
- NCAA GPA Calculator:
http://fs.ncaa.org/Docs/eligibility_center/Grading_and_GPA/Co_re_GPA_Calculation.pdf
- Division I Academic Requirements:
http://www.ncaa.org/sites/default/files/2017_DI_Requriments_Fact_Sheet_20170103.pdf
- Division II Academic Requirements:
http://www.ncaa.org/sites/default/files/2017_DII_Requriments_Fact_Sheet_20170103.pdf
- Eligibility Brochure:
http://fs.ncaa.org/Docs/eligibility_center/1718_Initial-Eligibility_Brochure.pdf
- Hume-Fogg Approved NCAA Courses:
<https://web3.ncaa.org/hsportal/exec/hsAction> (NCAA High School Code: 431690)
- Guide for the College-Bound Student-Athlete:
<http://www.ncaapublications.com/productdownloads/CBSA18.pdf>

National Association of Intercollegiate Athletics (NAIA)

www.naia.com

- NAIA Eligibility Center:
<http://www.playnaia.com/psaRegister.php>
- NAIA Colleges and Universities:
<http://www.playnaia.org/schoolsearch.php>
- Guide for the College Bound Student Athlete:
http://www.playnaia.org/d/NAIA_GuidefortheCollegeBoundStudent.pdf

National Junior College Athletic Association (NJCAA)

www.NJCAA.org

- Prospective NJCAA Student-Athlete Guide:
http://mvp.njcaa.org/DocumentsAndFiles/njcaaforms/170522_10_Prospective%20Student%20Brochure%2017-18.pdf
- Eligibility Pamphlet:
http://mvp.njcaa.org/DocumentsAndFiles/njcaaforms/170522_10_2017-2018%20Eligibility%20Pamphlet.pdf
- Compliance Corner:
<http://www.njcaa.org/eligibility/compliance-corner>

United States Small Collegiate Athletic Association (USCAA)

www.theUSCAA.com

- Eligibility Guidelines:
http://www.theuscaa.com/Constitution_-_Bylaws/USCAA_Constitution_-_Bylaws_-_effective_07-01-17-.pdf
- USCAA Platform:
http://www.theuscaa.com/landing/USCAA_Platform.pdf

National Christian College Athletic Association (NCCAA)

www.theNCCAA.org

- Member schools:
http://thenccaa.org/sports/2017/6/14/Member_Schools_17-18.aspx
- Why the NCCAA:
http://thenccaa.org/documents/2016/7/14/Why_the_NCCAA.pdf?id=185
- Division I Handbook:
[http://nccaa_ftp.sidearmsports.com/custompages/DI%20Handbook%20PDF/2017-18/2017-18_DI_NCCAA_Handbook%20\(2\).pdf](http://nccaa_ftp.sidearmsports.com/custompages/DI%20Handbook%20PDF/2017-18/2017-18_DI_NCCAA_Handbook%20(2).pdf)
- Division II Handbook:
[http://nccaa_ftp.sidearmsports.com/custompages/DII%20Handbook%20PDF/2017-18/2017-18_DII_NCCAA_Handbook%20\(3\).pdf](http://nccaa_ftp.sidearmsports.com/custompages/DII%20Handbook%20PDF/2017-18/2017-18_DII_NCCAA_Handbook%20(3).pdf)

SIX STEPS FOR PROSPECTIVE STUDENT-ATHLETES¹

STEP 1: Create an Athletic Profile

1. Header
 - a. Name
 - b. Graduation year
 - c. Primary positions/event
2. Photo
 - a. Headshot (yearbook-style, preferably in uniform)
3. Personal information
 - a. Mailing address
 - b. Email address
 - c. Home phone number
 - d. Cell phone number
 - e. Link to “highlights” video (if applicable)
 - f. Date of birth, height, weight (if appropriate for sport)
 - g. GPA
 - h. ACT/SAT scores
4. Coaches’ contact information
 - a. Name of high school, school mailing address, main office phone number
 - b. Counselor’s name, phone/email contact
 - c. Coach’s name, title, school/organization, phone/email contact
5. Athletic statistics
 - a. Pertinent athletic stats
6. Athletic awards
 - a. National/Regional/Sectional invitations
 - b. All-city, All-League, All-State types of recognition
 - c. Team-level awards
7. Academic awards, extracurricular activities, etc.
 - a. Extracurricular activities
 - b. Other sports played
 - c. Volunteer/community service
 - d. Work experience
 - e. AP credits received
 - f. Academic honors
 - g. Unique talents

STEP 2: Write a Cover Letter

1. Guidelines
 - a. Letter of introduction, to be sent to college coaches via email
 - b. Should be concise
 - c. Salutation/Greeting
 - i. Coach’s name
 - ii. Introduction
 - iii. Graduation year
 - iv. Position/event
 - v. High School
 - d. Body
 - i. Demonstrate interest in college athletics at a specific school
 - ii. Convey interest in a major or program of study at a specific school
 - iii. Link to “highlights,” if applicable
 - e. Closing
 - i. Appropriate to close with school’s cheer (ie. Roll Tide, Anchor Down, etc.)
 - ii. Signature
 - iii. Contact information

STEP 3: Do Your Research

1. Who to Contact
 - a. Teams whose players’ abilities are similar to yours
 - b. Teams in need of athletes in your primary position/event
 - c. Schools recommended by your coaches
 - d. Schools that are a good fit academically and athletically
2. Scholarships
 - a. How many scholarships are available for your sport?
3. Academics
 - a. Does the school offer majors that interest you?
 - b. Is the academic rigor of the school a good fit for you?

¹ Adapted from Mary Wegzyn’s “Be A College Athlete: The Play by Play Guide”

STEP 4: Make initial contact

1. The numbers
 - a. Student-athlete should market themselves to a minimum of 75 colleges/universities, but preferably between 100 and 300
 - b. Student-athletes should expect to receive a response from 10% of contacts
2. Make contact
 - a. Send your Cover Letter and Athletic Profile in separate emails to all necessary coaches (ie. Head coach, defensive coordinator, recruiting coordinator, etc.) at each of your schools of interest

STEP 5: Follow up

1. If you haven't heard from the schools you're most interested in, call them to communicate your interest
 - a. A student phone call is preferable to a parent phone call
 - b. Ask if the coach received cover letter/athletic profile
 - c. Ask questions:
 - i. Would I be a good fit for your program?
 - ii. How many athletes are you recruiting for my position/event?
 - iii. Realistically, where will I fit into your program?
 - iv. What is a typical day for a student athlete?
 - d. Coaches can only call athletes according to NCAA rules of contact
2. Stay organized
 - a. Keep a folder for each school with copies of any documents/emails received
 - b. Keep a record of any conversations had with coaches from each school

STEP 6: Interview

1. Unofficial Visits
 - a. Visits that are funded by the prospective student athlete
 - b. Number of unofficial visits is unlimited
2. Official Visits
 - a. Visits partly or entirely funded by college
 - b. Indication that athlete is being seriously considered
 - c. Limited to a total of five official visits between Division I and Division II schools
 - d. Visits made to Division III schools are not included in this limit
3. Meeting a Coach
 - a. Dress to impress
 - b. Be polite
 - c. Write a thank you note
 - d. Have responses prepared for the following questions:
 - i. Why do you want to play at this college/university?
 - ii. What do you plan to declare as your major?
 - iii. What are your post-graduate plans?
 - iv. What do you do in your spare time?
 - v. Are you involved in your community?
 - vi. Do you have any questions?