

RECRUIT-HQ
OFFICIAL
WORKBOOK
2020-2021



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INTRODUCTION

“Set your goals high, and don’t stop until you get there.” - Bo Jackson

I was where you are. When I was growing up in a small town outside of Toronto, Canada I dreamed of competing in the NCAA. March breaks were spent glued to the TV watching March Madness and summers were spent on the softball field. I wanted to compete against the best, on a national stage, while getting an education. That was the goal, and I got there, but when I started out I had no idea what I was doing. Like you, I didn’t know about the differences between the NCAA Divisions, which schools had really great programs in my sport, or when it was okay to talk to coaches. I definitely didn’t know what my chances of getting a scholarship were, let alone a full-scholarship. To be honest, my mom and I weren't even sure where to start!

Despite all of that, here’s what happened: I went to an NCAA Division I school on a full-scholarship in softball, I played with and against some of the best softball players in the world, I competed in the national tournament of the NCAA Division I Softball Championship twice, I represented Canada in international competition as a member of Team Canada Softball Elite, I graduated from Winthrop University with honours, I built extraordinary relationships with teammates and coaches along the way, and earlier this year I was inducted into the Winthrop University Athletics Hall of Fame.

Did I make mistakes? Of course! Was I extremely fortunate to go to school on a full-scholarship? Without a doubt! The truth is, I had a lot of help getting there. I had great coaches, and I knew athletes in my immediate network who I had competed with and against who went away on athletic scholarships in different sports to various schools. Not all athletes are fortunate enough to have this type of support system around them and that's why we built Recruit-HQ—you can think of us as your headquarters for your recruiting journey—a place you can go to where you can learn from NCAA student-athletes who aren't in your immediate network, where you can find out which college rosters might have an opening for a player just like you, and where you can ask even the smallest questions about how to talk to college coaches. Our mission is to help you find a college athletic program that you'll love so that you can develop into the best athlete, student, and person that you can be.

This workbook is designed to give you the space to plan for your recruitment success. We have provided templates, forms, spreadsheets and the space that you need to get started, but it would also be a good idea to get a binder or start a Google Drive folder to collect and organize supplementary information and materials as you receive them, such as team media guides and school brochures.

This workbook is designed specifically for student-athletes who want to pursue opportunities to participate in the NCAA. This workbook is about giving you the tools, knowledge and actionable resources to turn your dream of being an NCAA student-athlete into a reality. This workbook is the guide that many of us wish we had when we were going through the recruitment process. Let's get started!



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CREATE A VISION

PART I

CREATE A VISION AND COMMIT TO IT

Creating a clear vision of your future is tremendously valuable, your vision will help guide your decisions as you move through the recruitment process. Think of your vision as your arrow or compass, it will consistently point you in the direction of your goals —this will become more and more important as the recruitment process goes on and will help alleviate being overwhelmed.

As valuable and important as creating a vision is, it has little purpose if you aren't committed to it. If you want to succeed, you have to BE your vision. Your habits and actions need to support your vision. Are you doing well in school? Are you on time and in the right mindset for practice? Are you putting in extra work to master your craft as an athlete? When you are committed to your vision it will govern your actions, such as staying up late to study for an important test at school, or taking the time to research athletic programs on a Saturday afternoon. Will it be easy? Definitely not. But, it will be worth it.

The difference between those who succeed in their endeavours and those who do not is not in their ability to achieve their goals, but rather their commitment to the process.

This workbook belongs to:

GET CLEAR ON YOUR VISION

WHAT ARE YOUR GOALS?

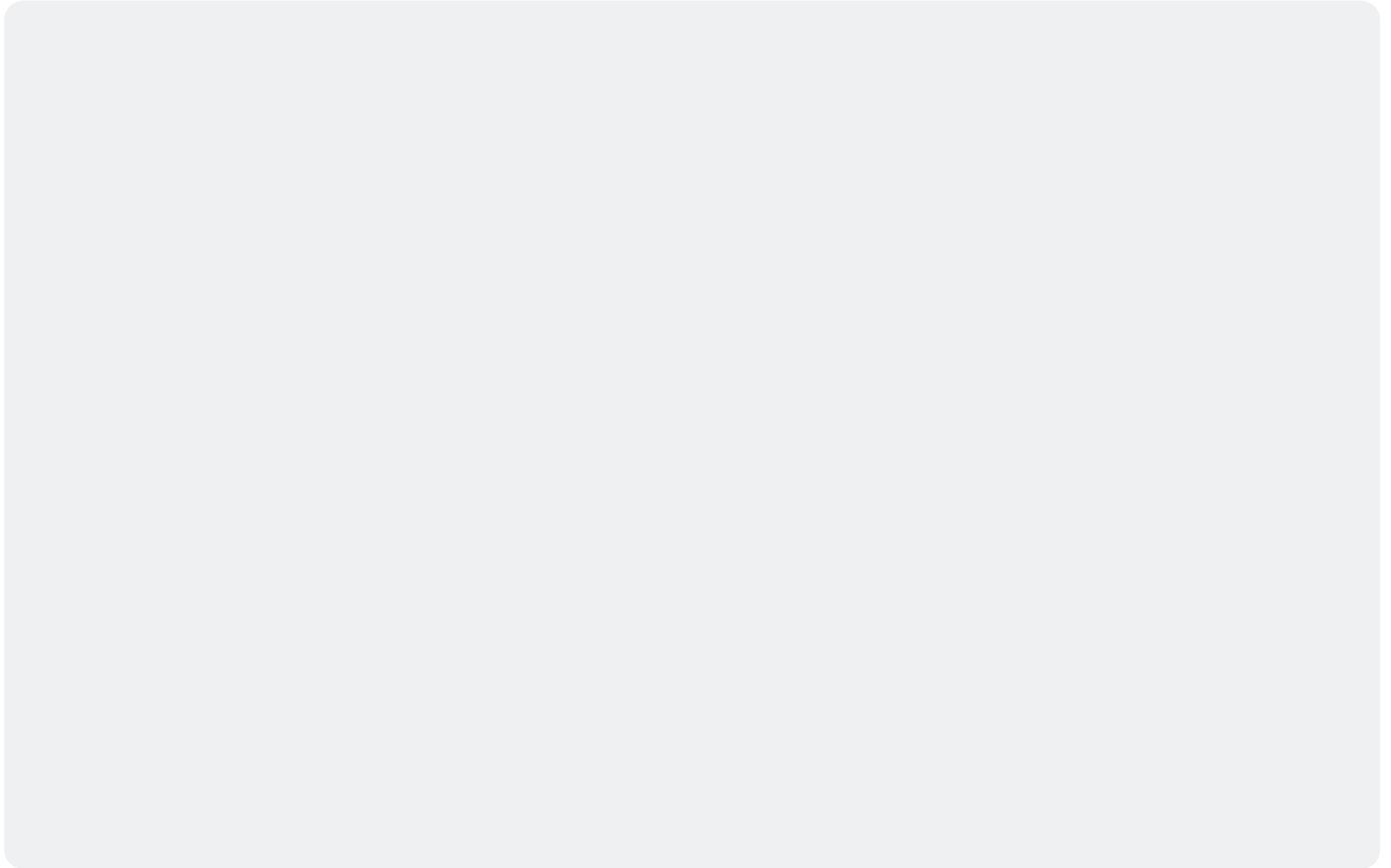
WHO IS ON YOUR SUPPORT TEAM?

WHAT IS YOUR ACTION PLAN?

CREATE A VISION: CONTINUED

WHAT ARE YOUR GOALS?

Do you want to play DI basketball for a competitive team? Compete for the USA at the Olympics in track and field? Become a professional baseball player? Graduate from college or university debt free? Play DIII soccer for a school with a great pre-med reputation? Whatever your goals are write them down here, they should be genuine, practical and specific:



It will be easier to accomplish your goals when you are specific about what it is that you want to achieve. Do not put limitations on yourself.



CREATE A VISION: CONTINUED

WHO IS ON YOUR SUPPORT TEAM?

Goals are not achieved in isolation, you will need the help of those around you - parents, siblings, friends, aunts and uncles etc. —for moral support, understanding, and likely all of your basic needs (food, shelter and transportation). Share your goals with your support team, be grateful for their contributions to your success and use their presence to help keep yourself accountable to your vision. List those on your support team here:

A large, empty, light gray rectangular area intended for writing the names of the support team members.



CREATE A VISION: CONTINUED

WHAT IS YOUR ACTION PLAN?

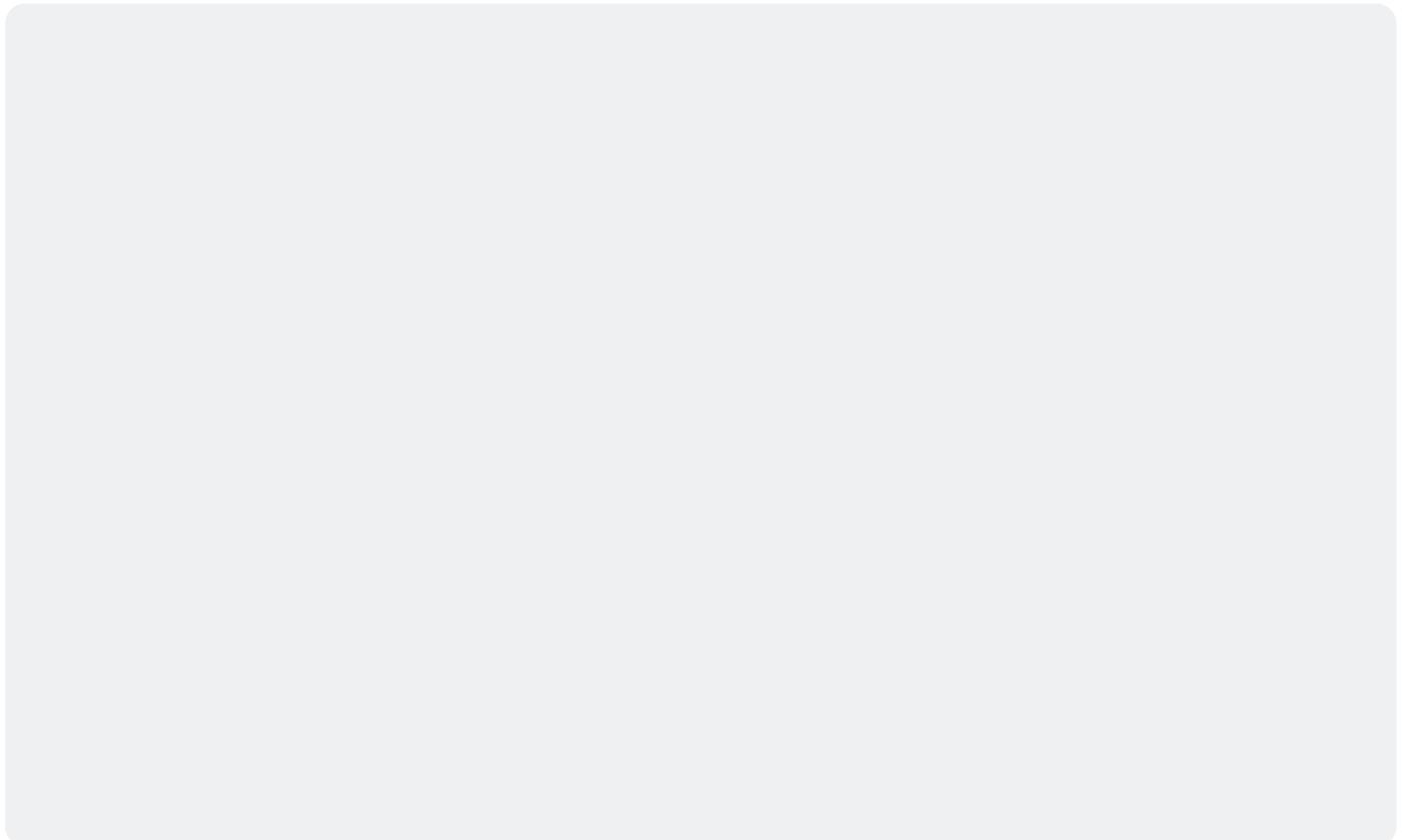
Now it's time to create an action plan for achieving your goals. It isn't enough to just dream, or even to write your dreams down, the key to success is to consistently take action in the direction of your vision. For each of the goals that you listed on the previous page write down three steps that you can take within the next three months to get you closer to achieving your goal. Be very specific here, for example:

Goal: Play DI basketball for a competitive team

Step #1: Use our Roster Search Tool at Recruit-HQ to search rosters at the DI level for openings in your year of graduation and position of play

Step #2: Research conference championship winners across ALL DI conferences from the past 3 years (start here --> https://en.wikipedia.org/wiki/College_basketball#NCAA_Division_I)

Step #3: Cross-reference the list from Step #1 with the list from Step #2 to find schools best suited to you and a list of coaches that you should begin reaching out to



CREATE A VISION: CONTINUED

COMMIT TO YOUR VISION

Now that you have your goals, your support team, and your personal action plan, your vision should be getting clearer. Take the time to revisit your goals and your personal action plan frequently to make sure that you are staying on track.

As you check off steps that you have taken, add new ones to each list. No excuses, consistently take action in the direction of your vision, commit to it now:

I, , will continue to take consistent action in the direction of my vision. I

will not put limitations on myself, or let others impose limitations on me. I will be the MOST active participant in my recruitment. I will be appreciative of the encouragement from my Support Team and use our collective strength to embrace adversity should it arise. I will put in the work and do my best to achieve my goals.

Signed

Date



ELIGIBILITY

PART II

ARE YOU REGISTERED WITH THE ELIGIBILITY CENTER?

You must be certified with the NCAA Eligibility Center to compete at an NCAA DI or DII school.

Register: <https://web3.ncaa.org/ecwr3/>

Cost: \$90 USD (US & Canada) \$150 USD (International)

Time: 30-45 minutes to complete the registration
(you can save your registration if you run out of time)

Even if you are unsure of which division you will eventually compete in you can still register with the Eligibility Center as DI/DII or DIII/Undecided.

See page 23 for a breakdown of what each NCAA division offers.

Have you registered with the Eligibility Center?

YES

NO

Registration Date:

NCAA ID#:

ARE YOU REGISTERED WITH
THE ELIGIBILITY CENTER?

DI AND DII ACADEMIC
REQUIREMENTS

DI AND DII CORE COURSES

ABOUT THE SAT AND ACT

ELIGIBILITY: CONTINUED

DI ACADEMIC REQUIREMENTS

In August 2016 the academic requirements for competing as an NCAA DI student-athlete became more stringent. The new academic requirements are:

16 Core Courses

4 English courses

3 Math courses

2 Natural Science courses

1 Additional courses in English, Math or Natural Science

2 Social Science (and/or additional courses)

4 Additional courses in English, Math, Natural Science, Foreign Language, Comparative Religion, or Philosophy

Additional Requirements

All courses must be four-year college preparatory courses (Academic/University for Canadians)

7 out of the 10 courses must be in English, Math, or Science (not required for Canadian or international athletes)

Your cumulative GPA for these core courses must be at least 2.300

You must earn an SAT score that aligns with your core course GPA on the Division I sliding scale (see Appendix A)

You must graduate high school



ELIGIBILITY: CONTINUED

DII ACADEMIC REQUIREMENTS

These requirements recently changed for student-athletes who enrol in a Division II school after August 1, 2018.

16 Core Courses

3 English courses

2 Math courses

2 Natural Science courses

3 Additional courses in English, Math or Natural Science

2 Social Science (and/or additional courses)

4 Additional courses in English, Math, Natural Science, Foreign Language, Comparative Religion, or Philosophy

Additional Requirements

All courses must be four-year college preparatory courses (Academic/University for Canadians)

Your cumulative GPA for these core courses must be at least 2.200

You must earn an SAT score that aligns with your core course GPA on the Division II sliding scale

You must graduate high school



Key Definition

Academic Redshirt: you can receive an athletic scholarship, however, during your first year of enrolment you can only practice and cannot compete, you must pass 9 semester hours to practice in Term 2.

ELIGIBILITY: CONTINUED

YOUR DI AND DII CORE COURSES WORKSHEETS

On the next few pages you will find worksheets to keep track of your courses through high school. I have included worksheets for both Division I and Division II—Division III schools set their own standards for admission and eligibility, if you are interested in attending a Division III school be sure to request the school's specific academic requirements for admission and eligibility.

Examples of how to fill out the worksheets and calculate your core course GPA (grade point average) can be seen below.

Grade Conversion

80-100 = A
70-80 = B
60-70 = C
50-60 = D

Quality Points

A = 4 points
B = 3 points
C = 2 points
D = 1 point

Units of Credit

1 quarter unit = 0.25
1 trimester unit = 0.34
1 semester unit = 0.50
1 year unit = 1.00

Example

English: 4 courses required

	Course Title	Credit	X	Grade	=	Quality Points
✓	Freshman English (G. 9)	0.5		A		$(0.5 \times 4) = 2.0$
✓	Sophomore English (G.10)	0.5		A		$(0.5 \times 4) = 2.0$
✓	Junior English (G.11)	0.5		B		$(0.5 \times 3) = 1.5$
✓	Senior English (G. 12)	0.5		A		$(0.5 \times 4) = 2.0$
	Total English Units	2.0				7.5

Core course GPA = Total Quality Points / Total Credits

(For the above example = $7.5/2.0 = 3.75$ GPA)

ELIGIBILITY: CONTINUED

YOUR DI CORE COURSES WORKSHEETS

English (4 Courses Required)

	Course Title	Credit	X	Grade	=	Quality Points
	Total English Units					

Math (3 Courses Required)

	Course Title	Credit	X	Grade	=	Quality Points
	Total Math Units					

Natural Science (2 Courses Required)

	Course Title	Credit	X	Grade	=	Quality Points
	Total Nat. Sci. Units					

ELIGIBILITY: CONTINUED

YOUR DI CORE COURSES WORKSHEETS – CONTINUED

Additional Course in English, Math, or Natural Science (1 Course Required)

	<i>Course Title</i>	<i>Credit</i>	<i>X</i>	<i>Grade</i>	<i>=</i>	<i>Quality Points</i>
	Total Additional Units					

Social Science (2 Courses Required)

	<i>Course Title</i>	<i>Credit</i>	<i>X</i>	<i>Grade</i>	<i>=</i>	<i>Quality Points</i>
	Total Soc. Sci. Units					

Additional Courses in Eng., Math, Nat. Sci., Soc. Sci., Lang., or Rel. (4 Courses Required)

	<i>Course Title</i>	<i>Credit</i>	<i>X</i>	<i>Grade</i>	<i>=</i>	<i>Quality Points</i>
	Total Additional Units					

ELIGIBILITY: CONTINUED

YOUR DII CORE COURSES WORKSHEETS

English (3 Courses Required)

	<i>Course Title</i>	<i>Credit</i>	<i>X</i>	<i>Grade</i>	<i>=</i>	<i>Quality Points</i>
	Total English Units					

Math (2 Courses Required)

	<i>Course Title</i>	<i>Credit</i>	<i>X</i>	<i>Grade</i>	<i>=</i>	<i>Quality Points</i>
	Total Math Units					

Natural Science (2 Courses Required)

	<i>Course Title</i>	<i>Credit</i>	<i>X</i>	<i>Grade</i>	<i>=</i>	<i>Quality Points</i>
	Total Nat. Sci. Units					

ELIGIBILITY: CONTINUED

YOUR DII CORE COURSES WORKSHEETS – CONTINUED

Additional Courses in English, Math, or Natural Science (3 Courses Required)

	<i>Course Title</i>	<i>Credit</i>	<i>X</i>	<i>Grade</i>	<i>=</i>	<i>Quality Points</i>
	Total Additional Units					

Social Science (2 Courses Required)

	<i>Course Title</i>	<i>Credit</i>	<i>X</i>	<i>Grade</i>	<i>=</i>	<i>Quality Points</i>
	Total Soc. Sci. Units					

Additional Courses in Eng., Math, Nat. Sci., Soc. Sci., Lang., or Rel. (4 Courses Required)

	<i>Course Title</i>	<i>Credit</i>	<i>X</i>	<i>Grade</i>	<i>=</i>	<i>Quality Points</i>
	Total Additional Units					

ELIGIBILITY: CONTINUED

ABOUT THE SAT AND ACT

To be eligible to compete in the NCAA you will have to take the SAT and/or ACT, they are standardized tests used to measure collegiate readiness. (Many institutions have waived this requirement due to COVID-19, be sure to check with each Admissions Department.)

SAT

- consists of two sections:
 - i. Evidence-Based Reading and Writing (score range: 200-800)
 - ii. Math (score range: 200-800)
- total possible score range: 400-1600
- you can take the SAT an unlimited number of times before full-time enrolment in a post-secondary school
- your best sub-scores will be used to give you the best possible overall score, for example: the first time you take the test your scores are: 560 Reading/Writing and 600 Math, for a total combined score of 1160, the second time you take the test your scores are: 540 Reading/Writing and 620 Math, for a total combined score of 1160—your best score is actually 1180 (560 Reading/Writing from your first test and 620 Math from your second test).

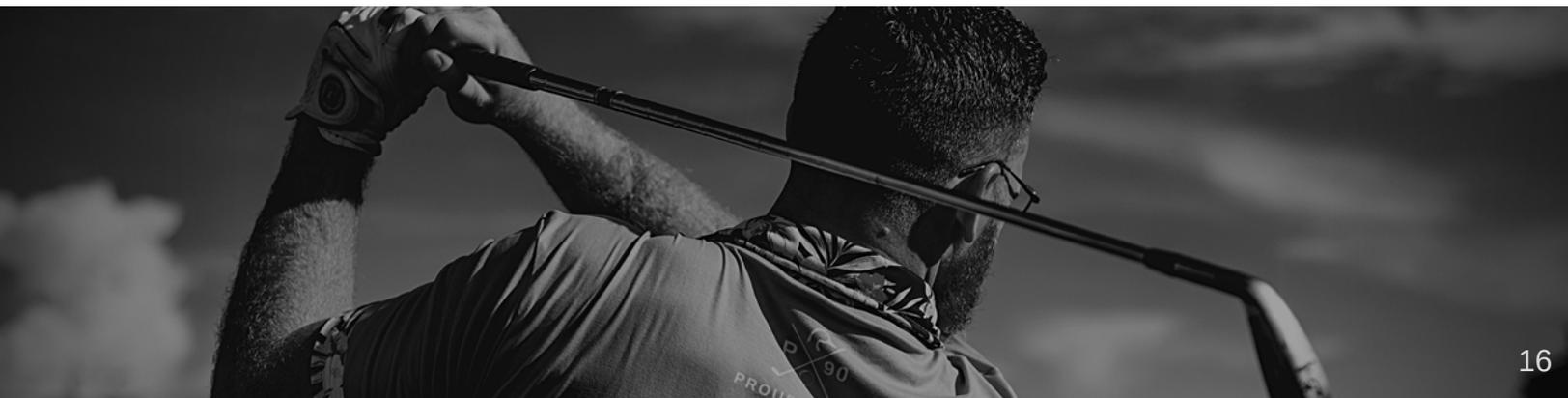
Select schools may require you to take SAT Subject Tests in addition to the SAT or ACT. The Subject Tests are one hour tests in specific subjects of your choosing, such as Biology, World History, Literature, or French, you can take up to three Subject Tests on a given test day. Completing SAT Subject Tests can help you demonstrate to a school that your are interested in, or will excel in, a particular major.

Upcoming National and International Test Dates

Test dates are typically held in both the spring and fall of a given year. Visit

<https://collegereadiness.collegeboard.org/sat/register> and

<https://collegereadiness.collegeboard.org/sat/register/international> for exact upcoming test dates.



ELIGIBILITY: CONTINUED

ABOUT THE SAT AND ACT – CONTINUED

ACT

- consists of four sections:
 - i. English (score range: 1-36)
 - ii. Mathematics (score range: 1-36)
 - iii. Reading (score range: 1-36)
 - iv. Science (score range: 1-36)
- total possible score range: the average of the four sections (1-36), this is known as the ACT Composite Score
- ACT test results are accepted by all four-year colleges and universities in the US
- the ACT is composed of 215 multiple-choice questions

Upcoming International Test Dates

Test dates are typically held in both the spring and fall of a given year. Visit <http://www.act.org/content/act/en/products-and-services/the-act/registration.html> for exact upcoming test dates.

A Brief Comparison of the ACT and SAT

ACT

- Designed to measure academic achievement in the four academic areas of English, Math, Reading and Science
- No penalty for incorrect answers
- Less frequent test dates

SAT

- Emphasis on reasoning, with greater emphasis on the meaning of words in various contexts and how word choice affects meaning, tone and impact
- No penalty for incorrect answers
- More frequent test dates



To be eligible to compete in Division I or Division II athletics you must at least earn an SAT combined score that matches your GPA based on the sliding scales in Appendix A—the higher your GPA the lower your score can be—though it is recommended that you achieve both the highest GPA and SAT scores that you can.

ELIGIBILITY: CONTINUED

YOUR MULTI-YEAR ACTION PLAN

Freshman Year (Grade 9)

Step #1: start planning and taking the right courses

Step #2: double check the NCAA's list of core courses and consult with your guidance counsellor

Step #3: create your first player profile and recruiting video

Sophomore Year (Grade 10)

Step #1: register with the Eligibility Center if you have not already registered

Step #2: begin taking SAT and/or ACT test preparation courses or practice tests

Step #3: make sure you are on track with your core courses

Step #4: update your player profile and recruiting video

Begin reaching out to college coaches

See page 30/31

Junior Year (Grade 11)

Step #1: take the SAT and/or ACT and send your scores to the NCAA via code 9999

Step #2: upload all of your available high school transcripts (from Grade 9 to Grade 11) to the Eligibility Center

Step #3: make sure you are on track with your core courses

Step #4: update your player profile and recruiting video

Senior Year (Grade 12)

Step #1: take the SAT and/or ACT again in the fall of your Grade 12 year

Step #2: request your final amateurism certification after April 1 of your Grade 12 year (this is done through the Eligibility Center)

Step #3: upload your final official transcript with proof of graduation to the Eligibility Center (this is done by your Guidance Counsellor)

SCHOLARSHIPS

PART III

ARE ATHLETIC SCHOLARSHIPS AVAILABLE?

Division I

Athletic scholarships are available

56% of all student-athletes receive some amount of athletics aid

Division II

Athletic scholarships are available

61% of all student-athletes receive some amount of athletics aid

Division III

No athletic scholarships, only financial aid

82% of all student-athletes receive an academic grant, need-based scholarship, or institutional gift aid

ARE ATHLETIC SCHOLARSHIPS AVAILABLE?

HEAD COUNT VS. EQUIVALENCY SPORTS

FULL SCHOLARSHIPS AND TERMS

FAQ

SCHOLARSHIPS: CONTINUED

HEAD COUNT VS. EQUIVALENCY SPORTS

It is important to know if your sport is a Head Count or Equivalency sport regarding the distribution of scholarships. For Head Count sports all scholarships offered are full scholarships, for Equivalency sports a team has a set number of full scholarships and the full scholarships are divided amongst players as needed at the discretion of the coach—some athletes may receive more athletic scholarship aid than others, while some will receive none at all. Non-scholarship athletes are referred to as “walk-ons.” If you are playing an Equivalency sport it is very important to understand that often only the top athletes on the team—those who will contribute significantly to the team progressing to the next level—are awarded full scholarships. All Division II sports are considered Equivalency sports and operate on a partial scholarship model.

DI Head Count Sports

Basketball (M)
Basketball (W)
Football
Gymnastics (W)
Tennis (W)
Volleyball (W)

DI Equivalency Sports

Cross Country/ Track and Field (M & W)
Fencing (M & W)
Golf (M & W)
Gymnastics (M)
Lacrosse (M & W)
Rifle (Co-ed)
Skiing (M & W)
Soccer (M & W)
Swimming and Diving (M & W)
Tennis (M)
Volleyball (M)
Water Polo (M & W)
Wrestling (M)
Bowling (W)
Equestrian (W)
Field Hockey (W)
Rowing (W)
Rugby (W)
Softball (W)
Triathlon (W)

Full Scholarships

What is covered by a full scholarship? In effect all of your expenses as a student-athlete are paid for:

DI: tuition and fees, room and board, books, and related expenses (eg. meals)

DII: tuition and fees, room, board, and course related books, and supplies



To view charts of Division I and Division II Head Count and Equivalency sports by number of full scholarships, and average roster size go to Appendix C.

SCHOLARSHIPS: CONTINUED

TERM

Scholarships are typically renewed annually by the coach and athletic department, they are 1-year contracts and are not guaranteed for 4 years, unless otherwise stated. Renewal of athletic scholarships are at the discretion of the coach to increase, decrease, or eliminate the amount of scholarship awarded. However, you must be notified in writing by July 1 if the coach and school plan to reduce or not renew your financial aid for the following school year, and you must be given an opportunity to appeal. As a student-athlete you must remain eligible for your scholarship to be renewed.

FAQ

Q. Can athletic and academic scholarships be combined?

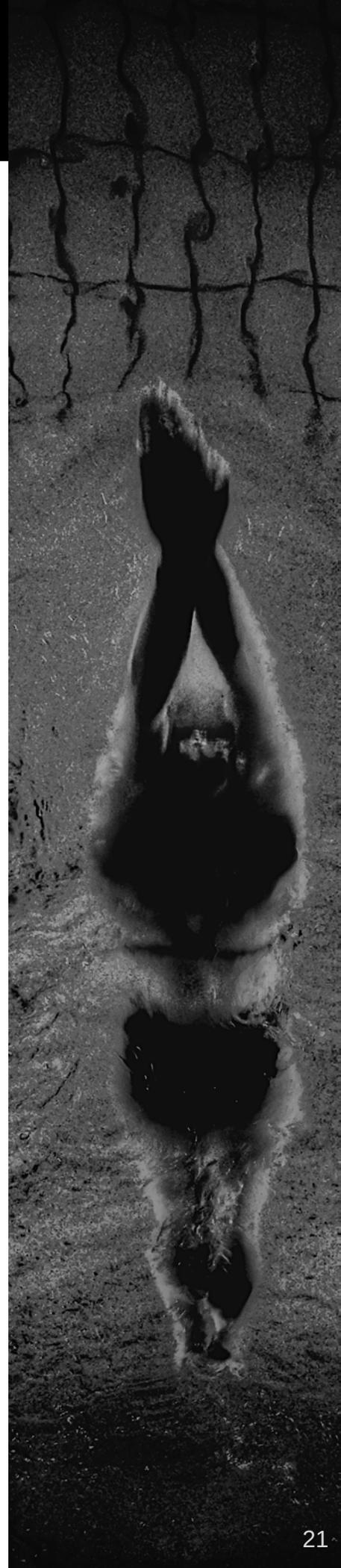
A. Definitely! This happens a lot as it allows for a coach to potentially recruit more talent by freeing up athletic scholarship money. This is also why it is important to be a strong student as an academic scholarship could help you significantly in making a school more affordable.

Q. How can I get a full scholarship?

A. To get a full scholarship you need to be a standout athlete who will make an immediate and significant contribution to the team. Even if you are an amazing athlete you cannot assume that coaches will find you, you must take the initiative to contact coaches, first and foremost you have to be proactive in the recruitment process. Full scholarships are rare, and there are no guarantees of a full scholarship outside of the Head Count sports. Only about 2% of all American high school athletes earn athletic scholarships, to earn a full scholarship in an Equivalency sport will put you in exceptionally rare company.

Q. Can a coach take away my scholarship?

A. It is rare for a coach to take away your scholarship, unless you become ineligible, there is a coaching change, or your off-field behaviours no longer align with the success of the team.



PICKING SCHOOLS

PART IV

WHAT IS MOST IMPORTANT TO YOU?

Use the table below to rank your priorities when reviewing a school for potential fit. Tick the most appropriate check box below, ranging from Not Important to Most Important. This exercise will help you become even clearer in your vision and help significantly with narrowing down the types of schools and experiences that you are truly interested in.

Criteria	Not Important		Most Important		
Quality of academics	<input type="checkbox"/>				
Full scholarship	<input type="checkbox"/>				
Ivy League	<input type="checkbox"/>				
DI	<input type="checkbox"/>				
DII	<input type="checkbox"/>				
DIII	<input type="checkbox"/>				
Quality of team	<input type="checkbox"/>				
Playing time	<input type="checkbox"/>				
Close to home	<input type="checkbox"/>				
Warm climate	<input type="checkbox"/>				
Religious affiliation	<input type="checkbox"/>				
Near a large city	<input type="checkbox"/>				

WHAT IS MOST IMPORTANT TO YOU-CHECKLIST

THE DIFFERENCES BETWEEN DIVISIONS

ACADEMIC AND ATHLETIC CONSIDERATIONS

VISITS

SCHOLARSHIPS: CONTINUED

THE DIFFERENCES BETWEEN DIVISIONS

Division I

NCAA Division I schools generally have the largest student bodies, manage the largest athletic budgets, offer the most generous number of scholarships and require the highest number of hours per week devoted to athletics. This division includes schools such as UCLA, The Ohio State University, Stanford University, and Duke University, but also smaller schools such as Winthrop University and Canisius College.

- 350 colleges and universities
- 176,000 student-athletes

Division II

NCAA Division II student-athletes compete at a high level of scholarship athletics while excelling in the classroom and fully engaging in a broader campus experience and community engagement. Division II schools don't typically have the same financial resources to devote to their athletics programs as Division I schools. Division II schools offer a "partial-scholarship" model, which is a mix of athletic scholarships, academic aid, need-based grants, and/or on-campus employment. This division includes schools such as Simon Fraser University, Flagler College, Francis Marion University, Hawaii Pacific University, Kutztown University, and Lynn University.

- 310 colleges and universities
- 118,800 student-athletes

Division III

Division III is the largest of the NCAA divisions in number of participants and number of schools. Division III offers participation in a competitive athletics environment that pushes student-athletes to excel on the field, but with academics as the primary focus. Division III student-athletes experience a student-first mentality on campus, including shorter practice and competition seasons, reducing time away from class. This division includes schools such as Carnegie Mellon University, Williams College, Wellesley College, New York University, and Alvernia University.

- 438 colleges and universities
- 187,800 student-athletes



Less than 2% of the nearly 500,000 NCAA student-athletes across all divisions will go pro in their sport. It is important to pick a school that will provide you with the foundation that you will need to pursue the career of your choosing should you not become a professional athlete. Do not overlook your education, it will continue to be of value regardless of where your athletic career takes you.

PICKING SCHOOLS: CONTINUED

ACADEMIC AND ATHLETIC CONSIDERATIONS

When picking a school it is important to consider the following:

- Programs of study offered by the school
- Geography
 - Will it be difficult to travel home or have your parent(s) visit?
 - Will your training be affected by the weather if in a colder climate?
 - Will the culture of the region be familiar to you?
- Academic support available for student-athletes
- School size, including class sizes depending on your major
- Student-housing and life on campus
- Cost, including tuition and related expenses
- Graduating players in your position or specialization
- The coach's history/record
 - How do you feel about their coaching philosophy?
 - How long have they been with the program?
 - Do they have any plans to leave or retire?
- Strength and conditioning expectations
- Team GPA standards (are typically higher than the NCAA requirements)
- Team involvement with the community
- Recent team win/loss record, championships or notable achievements
- Are there other Canadians on the team or international student-athletes?

TRANSFERS

What if you pick a school, but find that due to a number of reasons you are unhappy there, what are your options? The transfer rules vary depending on whether you want to transfer to a Division I, II, or III school and whether you are currently enrolled in a two-year or four-year school. Usually written permission from your first school to talk to a new school is required, and you may also be required to sit out of competition for a year after transferring.



PICKING SCHOOLS: CONTINUED

VISITS

Visiting a school is one of the simplest ways to determine if you and your parent(s) think it will be a good fit for you. If you have the time and the resources, it is recommended to visit as many potential schools as you can during the recruitment process. It is important to understand that there are two different types of visits that can be made to college and university campuses by prospective student-athletes: unofficial visits and official visits.

Official Visits

During an official visit the college or university can pay for transportation to and from the school, lodging and meals for you and your parent(s) or guardians, as well as reasonable entertainment expenses—including three tickets to a DI home sports event or five tickets for a DII home competition.

Before a school can invite you on an official visit you will have to provide the school with a copy of your high school transcript, your ACT/SAT score (DI only), and register with the NCAA Eligibility Center.

Unofficial Visits

An unofficial visit is defined as any visit by you or your parents to a college or university campus paid for by you or your parents. The only expense you may receive from the school is three complimentary admission tickets to a DI home athletics contest or five complimentary admission tickets to a DII home athletics contest.

You may make as many unofficial visits as you like and may take those visits at any time. The only time that you cannot talk with a coach during an unofficial visit is during a Dead Period (more on this in Part V: Being Recruited).



NCAA schools are not the only option available to you. Other opportunities include the NAIA (National Association of Intercollegiate Athletics), NJCAA (National Junior College Athletic Association) and U Sports (formerly Canadian Interuniversity Sport).

BEING RECRUITED

PART V

WHAT INFORMATION SHOULD I INCLUDE ON MY PROFILE

Your player profile is typically your first opportunity to make an impression, it should include the following:

- Your contact information
- A picture of you and your physical profile (height, weight, age etc.)
- The link to your skills video
- Your academic information
- Sport specific stats and highlights
- Your upcoming competition schedule
- The contact information of your references (current coaches)

WHAT SHOULD I INCLUDE IN MY SKILLS VIDEO?

Your skills video is your opportunity to shine, uninterrupted, it should include the following:

- A brief introduction (text on the screen or you speaking, max. 30 s)
- Highlights from games and practices
- A spotlight on you if you are not the only athlete in the video
- Multiple angles
- All aspects of the game (offence, defence, transitions)
- Your video should be no more than 3-5 minutes



Save your player profile as a PDF and embed the fonts to avoid reformatting when the file is opened by a coach.

Upload your video to YouTube as unlisted (if you don't want other people to find it) and share the link with coaches to avoid having to send a large video file by email.

PLAYER PROFILE AND SKILLS
VIDEO

CONTACTING COACHES

KEY DEFINITIONS AND
RECRUITING CALENDARS

ATTITUDE AND COMMITMENTS

BEING RECRUITED: CONTINUED

PLAYER PROFILE TEMPLATE

Your Picture Here

Your Name Here

Address:
Home Phone:
Email:
Date of Birth:
Parent(s) Name(s):

Position(s):
Height:
Weight:

Skills Video:

High School Academic Information

Name:
Address:
Desired Major(s):

Graduation Year:
SAT/ACT Score:
Cumulative GPA:

Academic Accomplishments

Year	Recognition

Athletic Accomplishments

Year	Team	Award

BEING RECRUITED: CONTINUED

PLAYER PROFILE TEMPLATE

Sport Specific Stats

<i>Example</i>	Year	Year	Year	Year
Games Played				
Batting Average				
RBI's				
Runs Scored				
Slugging Percentage				
Stolen Bases				
Fielding Percentage				

Other Athletic Stats

Max. Squat:

Max. Deadlift

Broad Jump:

Vertical Jump:

Upcoming Competitions

Competition	Location	Date

References

High School Coach

Name:

Phone:

Email:

Travel Team Coach

Name:

Phone:

Email:

BEING RECRUITED: CONTINUED

CONTACTING COACHES – INITIAL EMAIL

To position yourself as a top recruit you must be proactive in contacting coaches and begin to develop a rapport with them as soon as possible. When reaching out to a college coach it is important to not only stand out as a prospective student-athlete, but also to personalize your correspondence to EACH coach—if you are interested in a particular program be sure to include a few sentences that highlight the appeal of the athletic program and school. Taking the time to personalize your correspondence with coaches will go a long way. As always, be sure to proofread all correspondence, take care with spelling and grammar, and ask a parent, teacher, or guidance councillor to review your final draft prior to sending. Remember, depending on your sport, you can get a head start by reaching out to coaches as early as grade 9, why wait? Start now. A template can be found on the next page.

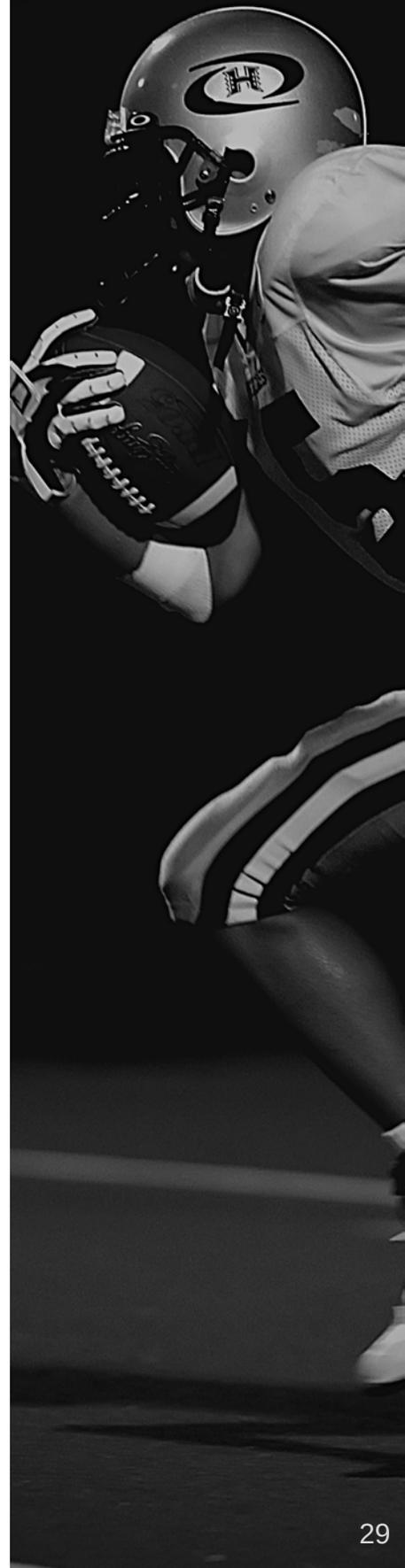
EMAIL SUBJECT LINE

It is important to write a captivating email subject line that will prompt a coach to open your email. You will have to test what email subject lines work best for you—one strategy is to ensure that you state your graduation year and two to three of your strongest attributes—for example:

- Class of 2019 Outfielder 0.389 AVG/93 R and 1350 SAT
- Class of 2020 6'2" Point Guard Skills Video Included
- [Your Name] Class of 2022 10.6 100m and 3.5 GPA

Alternatively, your subject line could include a recent notable achievement or team accomplishment, for example:

- We Won Gold!
- We Are National Champions!



BEING RECRUITED: CONTINUED

INITIAL EMAIL TEMPLATE

Dear Coach **[insert coach's last name]**,

[Introduce yourself] I would like to introduce myself, my name is **[your name]**. I am a **[your position]** and currently play for **[your team]**. **[Tell the coach why you are contacting them]** I have been researching **[university name]** and following the accomplishments of the **[sport]** program. **[Let them know what has stood out]** Both the strong academic standards of **[university name]** and the competitiveness of the **[sport]** program stood out to me, as well as your recent wins at **[competition name]**.

[Briefly highlight a few of your athletic abilities] (softball example) Defensively, as an outfielder, I have great anticipation, exceptional speed, a strong and accurate arm and excellent footwork. Offensively, I am a very strong hitter, for power and average. I completed last season (70+ games) with a 0.431 batting average, 0.570 slugging percentage, and 0.495 on base percentage. **[Highlight a team accomplishment]** Our team did very well and had excellent finishes in many tournaments throughout the season, including a first place finish at the Canadian National Championships **[or any significant finish]**. My player profile is attached and my skills video can be viewed via the link below:

Skills Video: **[Include skills video link]**

[Briefly highlight a few of your academic abilities] I am currently in my junior year at **[your high school name]** and will be graduating in **[graduation year]**. I have been named to the honour roll every year **[or enter number of times or significant academic achievements]** and have a **[number]** GPA. **[Include any positions that you hold]** I am also currently the president of our Student Athletic Association and Athletic Coordinator for our Student Council.

Thank you for your time Coach **[coach's last name]**, I am excited to learn more about **[university name]** and the **[sport]** program.

Sincerely,

[Your name]

[Your email signature including: graduation year, sport, position, phone number and email address]

BEING RECRUITED: CONTINUED

PHONE CALLS

New rules for some NCAA DI sports state that a coach cannot have any recruiting contact with you before September 1st of your Grade 11 year*, however, for some sports you can call a coach at any time and, if they pick up, you can speak with them. What would you say? Here are a few talking points to get you started:

- Introduce yourself and state your interest in the program
- How is their season or off-season going? (you should already be aware of any significant wins or upcoming competitions)
- Are there any upcoming camps or clinics that they will be hosting?
- What tournaments/competitions/camps will the coaching staff be attending to recruit prospective student-athletes?
- What are the academic eligibility requirements of the school?
- Is there a good time to make an unofficial visit?
- Can you follow-up by sending your player profile and skills video?

*For most sports, check the Recruiting Calendars on page 33 for dates by sport.

SOCIAL MEDIA

First, here are two guidelines to follow **BEFORE** you contact a coach:

- Clean up your social media accounts, don't let your social media profiles undermine your efforts in the recruitment process
- Set your social media profiles to private

The NCAA rule regarding electronic correspondence is as follows:

"Unlimited phone calls may be made to Prospective Student-Athletes (PSAs) on or after September 1 of the PSA's junior year and any form of electronic correspondence may be sent to a PSA (e.g., electronic mail, Instant Messenger, facsimiles, text messages)."

Correspondence must be private.



BEING RECRUITED: CONTINUED

KEY DEFINITIONS

CONTACT

Any time a college coach says more than “Hello” during a face-to-face encounter with you or your parent/guardian while off of the college coach’s campus.

EVALUATION

When a college coach observes you practicing or competing.

RECRUITING CALENDAR

NCAA schools are limited to recruiting only during certain times of the year, recruiting calendars illustrate when these specific periods of time are for each sport.

CONTACT PERIOD

A period in which a college coach can have face-to-face contact with you or your parents/guardian, the coach can watch you compete, visit your high school and write or phone you or your parents/guardian

EVALUATION PERIOD

A period in which a college coach can watch you compete, visit your high school and write or phone you or your parents/guardian, however, the coach cannot have face-to-face contact with you or your parents/guardian while off of the college coach’s campus

QUIET PERIOD

A period in which a college coach cannot have any in-person contact with you or your parents/guardian off of the college coach’s campus, the coach also cannot watch you play or visit your high school during this period, the coach may however write or phone you or your parents/guardian during this period and you and your parents/guardian can visit the college campus

DEAD PERIOD

A period in which a college coach cannot have any face-to-face contact with you or your parents/guardian on or off the coach’s college campus, but the coach may write or phone you or your parents/guardian

BEING RECRUITED: CONTINUED

RECRUITING CALENDARS

Division I	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Bowl Subdivision Football	Yellow	Yellow	Yellow	Yellow	Green	Green	Red	Yellow	Yellow	Orange	Yellow	Yellow
Championship Football	Yellow	Yellow	Yellow	Yellow	Green	Green	Red	Yellow	Yellow	Orange	Yellow	Yellow
Baseball	Green	Yellow	Green	Green	Red	Yellow	Yellow	Green	Red	Green	Green	Green
Basketball (W)	Yellow	Green	Orange	Orange	Orange	Orange	Orange	Green	Red	Yellow	Yellow	Orange
Basketball (M)	Yellow	Blue	Yellow	Yellow	Red							
Cross Country/Track and Field	Yellow	Green	Green	Green	Green	Yellow	Green	Green	Green	Green	Green	Green
Lacrosse (W)	Green	Orange	Orange									
Lacrosse (M)	Yellow	Red	Green	Green	Red	Yellow	Green	Yellow	Green	Green	Red	Green
Volleyball (W)	Green	Green	Green	Green	Yellow	Red	Green	Green	Green	Green	Green	Green
Softball	Green	Green	Green	Green	Yellow	Green						
Other Sports (Dead periods)				Red	Red		Red	Red	Red	Red		
Division II	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Football	Yellow	Yellow	Yellow	Orange	Orange	Orange	Green	Green	Green	Yellow	Yellow	Yellow
Basketball (W)	Yellow	Orange	Yellow	Green	Green	Yellow	Red	Orange	Orange	Orange	Green	Green
Basketball (M)	Yellow	Orange	Yellow	Green	Green	Yellow	Red	Orange	Orange	Orange	Green	Green
Other Sports						Red	Red		Red		Red	Red

- Contact Period
- Evaluation Period
- Recruiting Period
- Quiet Period
- Dead Period

For exact dates please see Division I and II Recruiting Calendars, dates may have been adjusted due to COVID-19.

BEING RECRUITED: CONTINUED

ATTITUDE

The three keys to demonstrating a positive attitude while being recruited are:

1. **Be respectful**, mature and professional when communicating with coaches
2. **Stay humble** and grateful for the opportunity to be in the position of being recruited, coaches are always watching for behaviour cues
3. **Be confident** in the value that you can contribute to the success of the team

Be open to unexpected opportunities, there are a lot of hidden gems out there, you never know which school might just be the right fit. Just because you have not heard of a school do not immediately dismiss it. Always respond to emails from coaches—even if after researching the school you have determined that it will not be the right fit—respond to the coach and politely decline their opportunity.

VISITS

Take the opportunity to visit as many schools as you can unofficially. If you know that you will be in the area of a particular school it is worth it to connect with the coach there and arrange a visit. Remember, you have a maximum of 5 official visits, if you truly don't see yourself attending a particular school it may not be in your best interest to use one of your official visits to visit that school. Here are a few tips to remember when visiting schools:

- Meet the coaching and training staff
- Spend time with potential teammates
- Attend a class if you can
- Eat on campus
- Take a look at housing options on-campus and off-campus
- Meet with an academic advisor
- Take a guided tour of the campus



BEING RECRUITED: CONTINUED

NEGOTIATING

Consider yourself an investment. A coach and a college/university will only make you a scholarship offer if they feel that their return on investment (ROI) will be high—that you will add value to the team and as a future alumnus of the school. The first offer isn't always the best offer. Your best leverage will always be having multiple offers, therefore, it is advantageous to keep your options open going into your Senior or Grade 12 year.

Know your numbers. Know what you can afford and what costs would be a stretch or a significant stress for you and your family. Negotiate based on what you and your family can contribute financially towards your education, do not negotiate based on sizes of scholarships. For example, a coach may say "We can offer you \$15,000." That's great if your total costs for attending the school would be \$18,000, that would only be a difference of \$3,000! But, what if the school is much more expensive? There are situations where a \$15,000 scholarship will still leave you with another \$15-20,000 to pay to the school for the year. Keep lines of communication open, clear and honest. Always be aware of what a coach's timeline is and when you need to get back to them regarding any decisions or information.

Verbal Commitment

A verbal commitment occurs when you verbally agree to compete for a college/university before you sign or are eligible to sign a National Letter of Intent (NLI). Verbal commitments are not binding for you or the school, so proceed with caution. **Do not make multiple verbal commitments.**

Official Commitment

An official commitment occurs when you finally decide to attend a DI or DII school and you sign a NLI agreeing to attend that school full-time for one academic year and the school agrees to provide athletics financial aid for one academic year. The NLI is a binding agreement and all other recruitment activities by you, or other schools who were recruiting you, must stop.

Early Signing Period

For most sports it is possible to sign an NLI during the fall of your Senior or Grade 12 year, this is considered early signing, the regular signing period occurs in the spring of your Grade 12 year.

IMPORTANT: The penalty for not fulfilling the terms of an NLI is the loss of one season of competition.

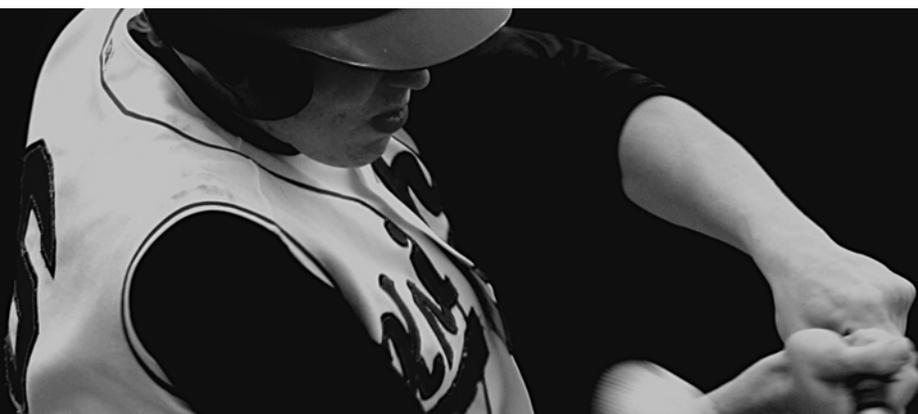
CONCLUSION

This workbook is simple, but it is not easy, it has been designed to prompt you to answer difficult questions in an effort to prepare you for the road ahead; it has provided you with the tools and insights that you need for all of the stages of the recruitment process. From your vision and initial eligibility, to picking schools, budgeting for scholarships and negotiating offers, if you have done the work then you have taken huge strides towards a successful outcome for your recruitment journey—these strides will set you apart from the field.

“Luck happens when opportunity meets preparation.”

Now that you are prepared, we wish you the best of luck!

—The Recruit-HQ Team



APPENDIX A: GPA SLIDING SCALES

Division I

SAT Score	ACT Score	Core GPA
400	37	3.550 +
450	41	3.425
500	44	3.300
550	47	3.175
600	50	3.050
650	53	2.925
700	57	2.800
750	61	2.675
800	66	2.550
850	70	2.425
900	75	2.300
950	80	2.175
1000	85	2.050

Ineligible zone

Division II (beginning August 1, 2018)

SAT Score	ACT Score	Core GPA
400	37	3.300 +
450	41	3.175
500	44	3.050
550	47	2.925
600	50	2.800
650	53	2.675
700	57	2.550
750	61	2.425
800	66	2.300
840 +	70 +	2.200

APPENDIX B: APPROVED COURSES BY PROVINCE

For Canadian student-athletes, to determine if you are taking or scheduled to take the right classes in grades 9-12 visit the NCAA High School Portal.

Select the appropriate code from the list below and enter it in the field marked "NCAA High School Code".

Alberta 998004
British Columbia 998005
Manitoba 998006
New Brunswick 998010
Newfoundland & Labrador 998007
Northwest Territories 998012
Nova Scotia 998009
Nunavut 998013
Ontario 998003
Prince Edward Island 998008
Quebec 998001
Saskatchewan 998002
Yukon Territory 998011

Once into the portal select the button marked "Show All Approved Courses".

For good measure it is likely also useful after viewing all of the approved courses to de-select "Show All Approved Course" and select " Show All Denied Courses." It is advised that these lists be shared with your guidance councillor to ensure that you are on the right track.

APPENDIX C: HEAD COUNT VS EQUIVALENCY SPORTS BY PARTICIPATION

Division I

Head Count Sports	Equivalency Sports	Number of Full Scholarships	Average Roster Size
Basketball (M)	Cross Country/ Track & Field (M)	12.6 *	31.7
Football (FBS)	Field Hockey (W)	12	22.5
Tennis (W)	Soccer (M)	9.9	28.7
Volleyball (W)	Water Polo (M)	4.5	25.7
Gymnastics (W)	Fencing (M)	4.5	19.2
Basketball (W)	Gymnastics (M)	6.3	20.3
	Ice Hockey (M)	18	27.8
Number of Full Scholarships	Rifle (M)	3.6	7.7
	Skiing (M)	6.3	14.1
	Swimming and Diving (M)	9.9	28.6
Basketball (M) 13	Bowling (W)	5	8.8
	Wrestling (M)	9.9	33.2
Football (FBS) 85	Baseball (M)	11.7	35.2
	Softball (W)	12	20.9
Tennis (W) 8	Golf (M)	4.5	9.9
	Lacrosse (M)	12.6	45.7
Volleyball (W) 12	Tennis (M)	4.5	10.4
	Rowing (W)	20	64.4
Gymnastics (W) 12	Volleyball (M)	4.5	19.3
	Beach Volleyball (W)	3	16.5
Basketball (W) 15	Equestrian (W)	15	38.8
	Rugby (W)	12	33.3
	Triathlon (W)	5.5	New sport
	Cross Country/ Track & Field (W)	18 *	32.4
	Water Polo (W)	8	21.1
	Fencing (W)	5	16.5
	Ice Hockey (W)	18	22.4
	Skiing (W)	7	14.6
	Swimming and Diving (W)	14	27.7
	Lacrosse (W)	12	29.9
	Soccer (W)	14	27.5
	Golf (W)	6	8.4
Rifle (W) **	3.6	6.3	

* Institutions that sponsor cross country, but not track and field are limited to 5 full scholarships. ** Rifle is a co-ed championship sport.

APPENDIX C: HEAD COUNT VS EQUIVALENCY SPORT PARTICIPATION

Division II

Sports	Number of Full Scholarships	Average Roster Size
Cross Country/ Track & Field (M)	12.6	31.7
Field Hockey (W)	6.3	22.5
Soccer (M)	9.0	28.7
Water Polo (M)	4.5	25.7
Fencing (M)	4.5	19.2
Gymnastics (M)	5.4	20.3
Ice Hockey (M)	13.5	27.8
Rifle (M)	3.6	7.7
Skiing (M)	6.3	14.1
Swimming and Diving (M)	8.1	28.6
Bowling (W)	5.0	8.8
Wrestling (M)	9.0	33.2
Baseball (M)	9.0	38.8
Softball (W)	7.2	20.9
Golf (M)	3.6	9.9
Lacrosse (M)	10.8	45.7
Tennis (M)	4.5	10.4
Rowing (W)	20.0	64.4
Volleyball (M)	4.5	19.3
Beach Volleyball (W)	5.0	16.5
Equestrian (W)	15.0	38.8
Rugby (W)	12.0	33.3
Triathlon (W)	5.5	New sport
Cross Country/ Track & Field (W)	12.6	32.4
Water Polo (W)	8.0	21.1
Fencing (W)	4.5	16.5
Ice Hockey (W)	18.0	22.4
Skiing (W)	6.3	14.6
Swimming and Diving (W)	8.1	27.7
Lacrosse (W)	9.0	29.9
Soccer (W)	9.9	27.5
Golf (W)	5.4	8.4
Rifle (W) **	3.6	6.3
Basketball (W)	10.0	
Basketball (M)	10.0	
Football (M)	36.0	
Tennis (M)		
Gymnastics (W)		
Volleyball (W)		

ADDITIONAL RESOURCES

[NCAA Division I Member Sports Links](#)

[NCAA Division II Member Sports Links](#)

[NCAA Division III Member Sports Links](#)

[NCAA Recruiting Facts](#)

[International Student-Athletes](#)

[2020-2021 Guide for the College-Bound Student-Athlete](#)

[Choosing a College](#)

[Recruiting](#)

[2020-2021 Division I, II and III Recruiting Calendars](#)

[Scholarships](#)

[High School Portal](#)

[About the SAT Suite of Assessments](#)

[The ACT Test for Students](#)

[Want to Transfer?](#)

[Division II Partial-Scholarship Model](#)

[Student-Athlete Participation](#)

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