



Recruitment

Instructions: Go through the steps in this worksheet to create your NCAA Eligibility Account and gather some tips and tricks for speaking with coaches. Schedule an appointment with Ms. Bene for help with any of these steps and to find out the procedure for reaching out to coaches.

Which Division

Division I

Division II

Division III

Create an Account

Go to EligibilityCenter.org to register an account.

- Division I & II= select "Certification Account"
- Division III= select "Profile Page Account"

You must have a completed Certification Account before you can make any Official Visits to a University or sign a DI-DII National Letter of Intent.

Timeline

The contact timelines for each sport varies slightly, so be sure to check out the [NCAA Recruitment Calendar](#) for specific and up to date information for your sport. The general rule of thumb is YOU can contact the coach at anytime, but the COACH can only initiate contact **after July 1** between your Junior and Senior year of high school.

Even after this time frame, some sports have additional restrictions on how often a coach can email or call you. For example, in baseball, coaches can only contact you once per week outside of a contact period. More information can be found linked above in the Recruitment calendar.

Research the School

You should go to the school's athletics page to do research on the coaches (their title and responsibilities). You should also research the roster to find out how many upper classmen play your position, the team's records and athletic background, as well as get a sense of the athletes currently on the team

Ways of Contact (in order)

1. Recruitment Questionnaire (often found on the sports webpage)
2. Email the coach/ recruiter
3. Phone Call with coach/ recruiter
4. (Optional) Online Recruitment website (create a profile to be easily found by coaches)

Sending an Email

Communicating with coaches can be intimidating and hard to navigate at times, but, ultimately, your discussions with the coach will be the biggest factor in helping you decide where to commit. Emails and phone numbers can often be found on the school's athletics page. Here are a few things to keep in mind in email correspondence:

Guidelines:

- Personalize the email- make sure you have the right coaches name and school listed
- Make the Subject line "attention-grabbing" -include your name, position, and graduation year
- Include your contact information- Coaches will want to know how to reach back out
- Basic athletic and academic information- no need to detail every stat or achievement, but give a brief highlight
- Give a brief overview of when you compete next- this can help them to plan to see you compete and coordinate their recruiters

Reminders:

- Have a professional sounding email- something simple and straightforward
- Spell check and use proper grammar- have someone else read the email before you send it
- Perhaps you want to follow up the email with a phone call- it can be beneficial to contact the coach in multiple forms. Coaches get thousands of emails a day, that phone call could help to solidify a contact with them to make sure your email gets read
- Even if you don't hear back from a coach, it can be helpful to continue to send them email update with your playing schedule and new achievements.



Email Template

Dear [Coach's Name],

My name is [Your Name], I am part of the class of [Your Graduating Class] at [Your High School] in [Your Hometown and State]. I am interested in [The Name of The University] and learning more about your program. [Include information here about the research you did into their program]

I play [List your position or best events here and the name of your team]. Some of my best accomplishments to date are [list your top two or three best times, awards or recognitions]. You can view my complete online profile here [Link to your online profile if you have one]. Here is a link to my highlight tape [link to your online highlight tape if you have one]. Please feel free to contact my coach(s) [List the email and phone number for your high school and/or club team coach].

Here is my schedule:

<u>Date</u>	<u>Location</u>	<u>Name of Event</u>	<u>My Team Name</u>
10/22/2021	Sacramento, CA	Elite 7-on-7 Tournament	Nor-Cal All-Stars

[List your GPA and test scores here if you have taken them]. [Talk about what you like about the academic reputations of the school].

I will be following up this email with a phone call. I look forward to hearing back from you and learning more about your program.

Sincerely,

[Your Name]

[Email]

[Phone]

[Address]