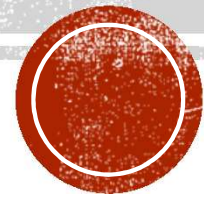


# MANAGEMENT OF COLLEGE SIGNINGS

Eric Silverman, CAA  
Monroe High School

Tom Bean, CAA  
Bellbrook High School



# THOUGHTS TO CONSIDER

- Types of Ceremonies
- When To Hold Signing Ceremonies?
- Who Do You Include?
- Verifying Commitments
- Ceremony
  - Planning the Ceremony
  - Conducting the Ceremony
  - Post Ceremony Promotion
- Recognizing Past & Present Signees at Your School

***Purpose:***

*To provide information and ideas to help you craft a college signing ceremony to meet the needs of your students and community.*



# TYPES OF SIGNING CEREMONIES

- Individualized Ceremonies
  - Individual recognitions when students make college commitments
  
  - Positives:
    - Personalized for each athlete
  
  - Negatives:
    - Repetitive and time consuming
    - Costly
    - Harder to obtain consistent media coverage
    - Less “spectators” in attendance
    - Difficult to offer during the school day because of reoccurring disruptions to the school day



# TYPES OF SIGNING CEREMONIES

- **Group Ceremonies**
  - Multiple student recognitions make college commitments at one time
  - **Positives:**
    - More athletes signing at once increases attendance
    - Maximizes the efforts of AD and Support Staff while increasing consistency of the event.
    - Higher likelihood of media coverage when multiple athletes are involved
    - Cost effective
  - **Negatives:**
    - Still can be personalized for each athlete but they're "sharing the spotlight"



# WHEN TO HOLD SIGNING CEREMONIES

- Sporadically Based on When Students Make Commitments
- During Designated Signing Periods
- Pre Designated Dates During the School Year
  - Manage the “impromptu signing” requests
  - Everyone will have a reason as to why they MUST deviate
- Thoughts to Consider:
  - NCAA Division I and II Institutions utilize NLI Program (specific signing periods)
  - NCAA Division III – Non Athletic Scholarships (no NLI)
  - NAIA does not require a formal commitment prior to participation
    - Institutions can make their own process for obtaining commitments



# 2017-2018 NLI SIGNING PERIODS

Sport (s)	Initial Signing Date	Final Signing Date
Basketball (Early Period)	November 8, 2017	November 15, 2017
Basketball (Regular Period)	April 11, 2018	Division I: May 16, 2018 Division II: August 1, 2018
Football (Early Period for Division I)	December 20, 2017	December 22, 2017
Football (Midyear JC Transfer)	December 20, 2017	January 15, 2018
Football (Regular Period)	February 7, 2018	April 1, 2018
Soccer and Men's Water Polo	February 7, 2018	August 1, 2018
All Other Sports (Early Period)	November 8, 2017	November 15, 2017
All Other Sports (Regular Period)	April 11, 2018	August 1, 2018



# WHO DO YOU INCLUDE?

- **Fundamental Question for All College Signing Ceremonies is Who Do You Include?**
  - Only students receiving athletic based scholarships (partial or full)?
  - Only students receiving guaranteed roster spots (Division I, II, III & NAIA)
  - Walk-on's
- **Many School Administrators Prefer “Inclusive” Approach.**
- **If You Plan to Limit Who You Include:**
  - Be sure to have communication with your Administration
  - Be consistent and have a documented criteria (include in published Athletic Handbook)
  - Be prepared to respond and justify to parents whose kids were excluded



# ESTABLISH A VERIFICATION PROCESS

- **Ensure Commitments are Legitimate**
  - AD or Head Coach must verify commitment and offering from the recruiting school
  - Confirm athlete's parents have verified recruitment and offer / acceptance
  - Utilize a verification form
    - Require confirmation from College or University coach or representative
- **Avoid Embarrassment of Falsified Commitments**





# ESTABLISH A VERIFICATION PROCESS

- Require Confirmation from College or University Coach or Representative
  - Example: **NCAA - NLI**  
(National Letter of Intent)

The image shows a completed NCAA National Letter of Intent (NLI) form for the 2014-2015 season. The form is titled "NCAA NATIONAL LETTER OF INTENT" and "2014-2015".

**Prospective Student-Athlete Information:**  
 Name: [Redacted] (Last, First, Middle Initial)  
 Permanent Address: [Redacted] (City, State, Zip)  
 Prospective Student-Athlete's NCAA ID: [Redacted] Date of Birth: [Redacted]

**Signature and Date:**  
 Signed: [Signature] 11/11/2014

**University of Cincinnati Information:**  
 Name of Institution: University of Cincinnati

**Signatures and Dates:**  
 Prospective Student-Athlete Signature: [Signature] Date: 11/11/14  
 University Representative Signature: [Signature] Date: 11/11/14

**Official Stamp:**  
 A red circular stamp is visible in the bottom right corner of the form, containing the text "NCAA" and "2014-2015".



# ESTABLISH A VERIFICATION PROCESS

- Require Confirmation from College or University Coach or Representative
  - Example: **Division II (non-NLI)**



OHIO DOMINICAN UNIVERSITY  
LETTER OF INTENT

I, \_\_\_\_\_, hereby acknowledge my intent to participate  
in the sport of Women's Soccer at Ohio Dominican University. With this  
agreement I understand that I am committed to Ohio Dominican for the 2017-  
2018 academic year.

Offer of the Letter of Intent has been authorized by:

SIGNED: \_\_\_\_\_ 2/2/17  
(Athletic Director or designee) Date Issued

This is to certify my decision of enroll at Ohio Dominican University

\_\_\_\_\_  
Student/Athlete Signature Date 2/8/17 Time (AM/PM)



\_\_\_\_\_  
Parent/Guardian Signature Date 2-18-17 Time (AM/PM)



# ESTABLISH A VERIFICATION PROCESS

- Require Confirmation from College or University Coach or Representative
  - Example: **Division III**

COPY

 **NCAA DIVISION III STUDENT-ATHLETE  
CELEBRATORY SIGNING FORM** 

I, \_\_\_\_\_, have been accepted to *Ohio Northern University*, an NCAA Division III institution. In addition to my academic responsibilities, I intend to participate in the sport(s) of \_\_\_\_\_ during the \_\_\_\_\_ academic year.

Consistent with Division III's goal of fostering an environment where students can follow their passions and discover their potential, Division III student-athletes are encouraged to:

**DISCOVER**

Division III student-athletes are encouraged to pursue their interests and passions beyond the classroom and field of play...to discover themselves.

**DEVELOP**

Division III institutions provide an environment that encourages student-athletes to develop into well-rounded adults. Small class sizes, the ability to participate in more than one sport, and an emphasis on participating in activities outside of the classroom are all hallmarks of the Division III experience.

**DEDICATE**

Division III institutions expect student-athletes to dedicate themselves to achieving their potential. Student-athletes must manage their busy schedules, keep up with class work and face the same challenges as the rest of the student-body.

**PHILOSOPHY OF ATHLETICS AT  
OHIO NORTHERN UNIVERSITY**

Ohio Northern University places the highest priority on the overall quality of the educational experience. The athletic program aims to reflect this same commitment to quality in all athletic endeavors. As a part of the University community, ONU Athletics seeks to strengthen the integration of objectives and programs in athletics with academic and developmental objectives campus-wide. The ONU athletic program is committed to gender equity, cultural diversity and the values of good sportsmanship and personal integrity.

This form commemorates my choice to attend Ohio Northern University. By signing this form, I embrace the Division III philosophy. I also understand my signature neither obligates me to attend the institution, noted above, and participate in athletics nor does it guarantee me a roster position.

Prospective Student-Athlete: \_\_\_\_\_ Date: \_\_\_\_\_



# ESTABLISH A VERIFICATION PROCESS

- Require Confirmation from College or University Coach or Representative
  - Example: **NJCAA**

National Junior College Athletic Association

NATIONAL LETTER OF INTENT  
AND  
SCHOLARSHIP AGREEMENT FORM  
2015-2018

Signee Information				
First Name	A		Last Name	
ID Number	Date of Birth	Gender		f
Address	High School		Berkook H.S.	
City	State	CH	Zip	
Sport	High School Status	Country		U.S.A.
School	City	Dayton	State	OH

**Important—Read Carefully**

If it is required to carefully read this entire document before signing. The original, signed copy of this form must be returned to the Registrar. A fully executed copy will be provided to the student-athlete upon its completion.

The terms of the athletic scholarship are to be used during the academic year. Please indicate the amount of aid to be provided (include the scholarship amount).

**Scholarship Info**

1. Amount: \_\_\_\_\_ (dollars & cents)

2. In signing this letter, I understand that I intend to attend NJCAA institution prior to completing the terms of this contract in the above indicated sport at the above address. I have not signed any intention to attend any other institution until the terms of this contract have expired, with the following exceptions:

- I have not, by the closing day of classes in the fall term, met the requirements for admission to the institution above or another institution.
- I have not, by the closing day of classes in the fall term, met the requirements for admission to the institution above or another institution.
- I have not, by the closing day of classes in the fall term, met the requirements for admission to the institution above or another institution.
- I have not, by the closing day of classes in the fall term, met the requirements for admission to the institution above or another institution.

3. I AM NOT SIGNED ON A VALID NJCAA NATIONAL LETTER OF INTENT. I understand that I am not a NJCAA Letter of Intent. I will receive a NJCAA Letter of Intent if I am accepted by the institution above or another institution. I will understand that all NJCAA institutions are obligated to the need for signing and will make it a condition that I shall not sign any other letter of intent.

4. If the signee is a legal guardian and I fail to sign this letter within fourteen (14) days after the date of issuance it will become void. In that event, this letter may be reissued.

5. This letter must be signed and dated by the Director of Athletics before submission for my signature. I will receive this letter prior to the official signing date.

6. This letter must be signed by the NJCAA National Office and the institution with which I sign, within twenty-four (24) days after the student's signature, or it will be invalid. In that event, this letter may be reissued.

7. If I have knowledge that I or my parent/legal guardian have had any part of this letter, I understand that I forfeit my eligibility within the NJCAA for any further competition.

8. This letter becomes void when signed by the student-athlete.

9. It may only be cancelled for the reasons listed in this letter and for the reasons outlined in Article VI, Section 1.7 of the NJCAA bylaws. I agree to abide by the letter and all other regulations of the National Junior College Athletic Association.

\*Parent or legal guardian signature is not required for any athlete who has attained his/her 18th birthday prior to the date of this agreement.

I certify that I have read all the terms and conditions contained in this letter and fully understand, accept and agree to be bound by them. I understand that my participation in a future year may be a condition of eligibility at a future year.

**Signed:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Coach: \_\_\_\_\_ Date: 2/11/15

Director: \_\_\_\_\_ Date: 02-10-2016

President / Collegiate Rep: \_\_\_\_\_ Date: \_\_\_\_\_



# ESTABLISH A VERIFICATION PROCESS


- Require Confirmation from College or University Coach or Representative
  - Example: **Military Academy**  
aka "Chipped"

**UNITED STATES AIR FORCE ACADEMY  
WRESTLING PARTICIPATION  
AGREEMENT**

I, \_\_\_\_\_, agree to become a member of the United States Air Force Academy Men's Wrestling Team for the 2016-2017 academic year. I understand that if I meet all United States Air Force Academy academic, medical, and nomination qualifications, I will be rewarded with an appointment to the United States Air Force Academy beginning the 2016-2017 academic year.

I, Sgt. Patrick Head Wrestling Coach of the United States Air Force Academy, agree to reward Tyler Wiederholt with an opportunity to participate on the Men's Wrestling Team for the 2016-2017 academic year provided that he successfully completes all academic, medical, and nomination requirements set forth by the United States Air Force Academy.

*\* This is a non-binding document and therefore neither party is legally held liable to this agreement.*

  
**AF**  
WRESTLING

SIGNED \_\_\_\_\_ DATE 11/16/15  
Student Signature


SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
Head Wrestling Coach

**Air Force Wrestling**



# ESTABLISH A VERIFICATION PROCESS

- Require Confirmation from College or University Coach or Representative
  - Example: **NAIA**



**MADONNA UNIVERSITY**

Madonna University Athletics  
36600 Schoolcraft  
Livonia, MI 48150

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### ATHLETIC LETTER OF INTENT

Dear Student-Athlete:

Listed below are the terms and conditions by which you agree to abide as a student-athlete and athletic award recipient (if applicable) at Madonna University. **IT IS IMPORTANT** that you read the entire document carefully before you and your parent or guardian sign it below and retain a copy (as noted) to the athletic department. If you have any questions, please contact your coach at (734) 433-5664.

Sincerely,

Scott Keenan  
Director of Athletics

**Terms and Conditions:**

- This is a privilege of the selection of by Madonna University Athletics team. It is not a right.
- All athletic awards (in athletic credits) are the property of Madonna University and are subject to the discretion of the athletic department.
- A student-athlete who has not fulfilled his or her obligation to a sport for reasons other than illness, injury or being dropped from a team through the initiative of the coach may have to forfeit all or a portion of the athletic award to Madonna University.
- Student-athletes who receive federal, state, or institutional financial aid may be required to provide additional information or reduced if they receive professional services (physical therapy, dental, etc.) or other services or funding that exceed their athletic charges or cost of attendance as established by the Bureau of Aid Office. At no time will an athletic award be allowed to exceed the student's cost of education.
- Each student-athlete is required to follow all rules and policies set forth in the student handbook and understand the code of conduct.
- Each student-athlete is expected to follow the NAIA Code of Ethics and the principles of Character: Integrity, Responsibility, Leadership, Sportsmanship and Service Leadership.
- If a student-athlete opts to transfer to another National Association of Intercollegiate Athletics (NAIA) member school, he or she will be subject to the transfer rules of NAIA. Please go to [www.naia.org](http://www.naia.org) for a complete explanation of the rules.
- All new students (first-time NAIA participants) must have their eligibility determined through the NAIA Eligibility Center. The process must be completed at [www.physiq.com](http://www.physiq.com). By signing this document you agree to complete this process in order to participate in a Madonna University sport.
- The National Association of Intercollegiate Athletics (NAIA) and the National Collegiate Athletic Association (NCAA) have established the Student-Athlete Publicity Rules, Form and Disclosure Questionnaire. Further information from Madonna University is the only entity permitted to release information about this signing to the public.

Student-Athlete Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Head Coach Signature: \_\_\_\_\_



Student-Athlete Phone Number and Email Address: \_\_\_\_\_

NO ID#:

Date: 2/19/17

Date: 2/14/17

Date: \_\_\_\_\_

One Copy Each - Student-Athlete; Head Coach; Athletic Director; Sports Information Director



# ESTABLISH A VERIFICATION PROCESS

- Require Confirmation from College or University Coach or Representative
  - Example: **Non-Traditional**



# PLANNING THE CEREMONY

- Decide What Type of Ceremony Best Meets the Needs and Expectations of Your School and Community:
  - Individual signing
  - Group signing
- Decide Who Will Be Invited to the Ceremony:
  - Family only
  - Friends
  - Teammates
  - Student body
  - School staff and personnel
  - Community members





# PLANNING THE CEREMONY

- **When and Where Will the Ceremony Take Place**
  - How much time do you have
    - Before school, during school, after school, during a school event
  - Gymnasium, cafeteria, library, athletic team room, high traffic location in school building
  
- **Who Will be Attending the Ceremony**  
May Dictate When it is Held
  
- **Notifying Signees, Families, Other Guests**
  - Phone calls
  - Email
  - Notification through Coach / SID
  - Personal letter
  - Social Media (public notification)
  - Print Media (public notification)



# PLANNING THE CEREMONY

## OTHER CONSIDERATIONS:

- Will Food Be Served
  - Morning = pastries, bagels, muffins, juice
  - Afternoon = cake and refreshments
- Providing a Printed Program
  - 1 sheet handout
  - Booklet
  - Signing order considerations (largest group last)
- Staging the Signing Area:
  - Media Backdrop
  - Table coverings, hats, shirts, name plates
  - Pens for signing
  - Photographer



# PLANNING THE CEREMONY

## OTHER CONSIDERATIONS:

- Collecting and Organizing Information
  - Who collects all the information/research on your athletes for the ceremony:
    - Coaches,
    - Athletic Department-AD
    - Student-Athletes
    - Others

**Bellbrook - Senior Signing Information**      Return to AD prior to \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**\*\* This information MUST be accompanied with a signed National Letter of Intent (NLI) or Confirmation from College Coach when NLI not used \*\***

Name: \_\_\_\_\_ Current School Year: \_\_\_\_ - \_\_\_\_

GPA: \_\_\_\_\_ Class Rank: \_\_\_\_ / \_\_\_\_

School Signing with: \_\_\_\_\_ NCAA Div.: \_\_\_\_\_, or Other: \_\_\_\_\_

Signing Sport: \_\_\_\_\_ HS Varsity Letter(s) (circle): Fr. So. Jr. Sr.

Other HS Sports: \_\_\_\_\_ HS Varsity Letter(s) (circle): Fr. So. Jr. Sr.

Other HS Sports: \_\_\_\_\_ HS Varsity Letter(s) (circle): Fr. So. Jr. Sr.

Scholarship (check and circle most appropriate -- for example -  Partial - Academic / Athletic):

<input type="checkbox"/> Partial Scholarship -	Academic and/or	Athletic
<input type="checkbox"/> Full Scholarship -	Academic and/or	Athletic

HS Team Record while on Varsity: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

B

Team Achievements w/ League, Sectionals, Districts, Regional, State (while on Varsity-note year):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Individual Honors w/ League, Sectionals, Districts, Regional, State (while on Varsity-note year):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Activities (note year): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Family members/relationship with you at signing:

\_\_\_\_\_

\_\_\_\_\_

Anticipated Major: \_\_\_\_\_



# PLANNING THE CEREMONY

## OTHER CONSIDERATIONS:

- Media Outlets and Social Media
  - Inviting local media
    - Provide Press Release
  - Providing pictures, list of commitments and quotes following the ceremony
  - In-house media publicity on school website and social media platforms
    - Twitter, Facebook, Instagram, etc.

### Media Release:



February 2, 2016

### Athletic Department - Bellbrook High School

3737 Upper Bellbrook Road, Bellbrook, Ohio 45305 Phone (937) 348-3737 Fax (937) 348-7292

The Bellbrook HS Athletic Department is proud to announce...

The following student athletes will continue their athletic careers into the college ranks. They have all signed National Letters of Intent or agreements with their respective college or university. Please include this information in your publication(s) or media release at your earliest convenience.

Also, the Bellbrook Athletic Department will be hosting a *College Signing Night* during half-time of the varsity basketball game on Feb 9<sup>th</sup> which will honor their achievements. Photographers and media are welcome to attend. Thank you!

*Alyssa Burritt – Women's Golf @ University of Cincinnati (NCAA DI)*

*Tyler Wiederholt – Wrestling @ United States Air Force Academy (NCAA DI)*

*Meghan Bobtek – Women's Swimming @ Cleveland State University (NCAA DI)*

*Holly Hullett – Women's Swimming @ Army West Point (NCAA DI)*

*Fonasa Luginbuhl – Women's Lacrosse @ University of Montevallo (NCAA DI)*

*Austin Anderson – Men's Cross Country @ Cedarville University (NCAA DI)*

*Spencer Prewette – Men's Soccer @ Ohio Wesleyan University (NCAA DI)*

*Brad Russellburg – Football @ Ohio Northern University (NCAA DI)*

Tomi Beun, CAA  
Athletic Director  
Bellbrook High School



# WEEK OF CEREMONY REMINDERS

- **Confirm, Confirm, Confirm!**
  - Signees, coaches, speakers, distinguished guests and photographer
  - Finalize program
  - Confirm signing area details (tables, chairs, backdrops and table coverings)
  - Coordinate food pick-up and set-up
  - Finalize recognition order
  - Send reminder with specific event information to school personnel and media:
    - Athletes signing
    - Ceremony start time
    - Location of ceremony and how to access facility and parking
  - Prepare personal remarks and Public Address announcements
    - Don't forget to thank VIP's in attendance: Media, BOE Members, School Admin, Coaches



# CONDUCTING THE CEREMONY

- Be Organized and Prepared!
  - This is a once-in-a-lifetime event for the students signing
- Thank VIP's and Special Guests
  - School Administration
  - Media
  - College Coaches
- Stick to the Presentation Order
- Recognize the Parents as Well.....It's Their Day too!
- Remember.... Don't Forget the Pen(s) for Each Athlete to Sign!!!



# RECOGNIZING PAST & PRESENT SIGNEES

- Include List on Athletic Website
- Recognition Boards

**Bellbrook High School**

Home Administration Departments Guidance Faculty Library Athletics Clubs Awards Summer Calendar

**Bellbrook High School Athletes**  
College Commits

2016-17				
Dion, Stephanie	Basketball	Ohio Northern University	NCAA DI	
Foster, Hal	Golf	Marion University	NCAA	
Palmer, Matthew	Cross Country	Monmouth State University	NCAA DI	
Tavenski, Alvin	Soccer	Ohio Dominican University	NCAA DI	
Wren, Chandler	Football	University of Findlay	NCAA DI	
2015-16				
Anderson, Austin	Cross Country	Cedarville University	NCAA DI	
Bloch, Meghan	Swim/Club	Cleveland State University	NCAA DI	
Sturti, Alyssa	Golf	University of Cincinnati	NCAA DI	
Clark, Cody	Baseball	Ohio Northern University	NCAA DI	
Housman, Anna	Swim/Club	Marion University	NCAA DI	
Priddy, Holly	Swim/Club	Army West Point	NCAA DI	
Lightheart, Emma	Lacrosse	University of Marietta	NCAA DI	
Clouds, Gabby	Basketball	Row University	NCAA DI	
Frostick, Spencer	Soccer	Ohio Wesleyan University	NCAA DI	
Hesseltubg, Brad	Football	Ohio Northern University	NCAA DI	
Sherrill, Mason	Baseball	University of Findlay	NCAA DI	
Wiederholt, Kyle	Wrestling	United States Air Force Academy	NCAA DI	
2014-15				
Orlando, Casey	Baseball	Ohio State University	NCAA DI	
Trueman, Alexander	Golf	Harvard University	NCAA DI	



# RECOGNIZING PAST & PRESENT SIGNEES

- Student Portraits





# CONTACT INFORMATION

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Monroe High School

513-539-8111

[Esilverman@monroelocalschools.com](mailto:Esilverman@monroelocalschools.com)

Tom Bean, CAA

Bellbrook High School

937-848-5001 x12512

[tom.bean@bss.k12.oh.us](mailto:tom.bean@bss.k12.oh.us)

