

JUNE 2004

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Special points of interest:

- HELP me Help You!!!
- June Calendar
- Drug List
- Legislative Quiz
- Time to make a change

Murray State University

RACER COMPLIANCE

STREAMLINE OUR PROCEDURES

We continue our review of activities in an athletics department that should be eliminated to decrease costs and increase productivity. Activities either add value or waste to the production of a service. Athletics departments should create strategies to eliminate wasteful activities. The next waste we will review is “overprocessing.” An athletics department can free-up resources by eliminating anything associated with processing things that the “customer” (e.g., studentathletes, coaches, ticket buyers) do not want and would not pay for. According to author Don Tapping, some examples of over-processing include “checking someone else’s work, obtaining multiple signatures, or excessive reviews.” Tapping suggests that athletics departments can stop activities that cause overprocessing by:

- **Reviewing all steps in each process and streamline steps whenever possible.**
- **Reviewing all signature requirements and eliminate signatures wherever possible.**

I am constantly searching for a better mouse trap and if you feel our procedures are cumbersome in any area, please do not hesitate to call that to my attention and we will begin work on changing the process for the better; together. I will continually strive to provide the best service that I am capable of and will work with you when you have found a more feasible method of achieving the same goal. We must be diligent together. I appreciate your assistance in making the future less cumbersome in many ways and much more productive and enjoyable for us all.

Special Thanks to Michael Buckner at Collegiate Proactive Solutions for this article.

Source: Don Tapping, et al., Value Stream Management for the Lean Office, at 46 (2003).

Recruiting Calendar

- SEE NCAA BYLAWS
- 13.02.4 (1-4) for definitions of Quiet, Contact, Evaluation and Dead Periods.
- June
- **Football**= Quiet 1-30th.
- **Men's Basketball**=Quiet 1-30th.
- **Women's Basketball**= Quiet 1-30th.
- **Baseball**=Contact 1-30th.
- **Volleyball**= Contact 1-30th.

JUNE 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

BANNED SUBSTANCE LISTING

Please be aware that the NCAA will begin requiring all institutions to forward the list of banned substances to prospective student-athletes at the beginning of their recruitment and no later than prior to their taking a visit to campus beginning August 1, 2004.

Coaches: Please go to the "H" drive to review and download the list for your usage.

This is a mandate and not merely a suggestion.



*Endurance pierces
marble. Moroccan
proverb*

Legislative Exam



Happiness comes when we stop wailing about the troubles we have, and offer thanks for all the troubles we don't have. Author unknown



FILL IN THE BLANKS:

1. Sports Camps and Clinics

(Bylaw site)_____ Page # _____

Current student-athlete's from Murray State University may be employed in our own institutional camps in all sports except:

(Hint: their ball doesn't bounce well)

2. **Y / N** A full grant-in-aid is financial aid that consists of tuition and fees, room and board, and required course-related books.

(Bylaw site)_____ Page # _____

3. **Y / N** On an official visit to Murray State University, athletics can provide entertainment expenses for a prospect in Paducah.

(Bylaw site)_____ Page # _____

4. **Y / N** Murray State University must notify its student-athletes prior to JULY 1 if aid is to be either renewed or not for the coming academic year.

(Bylaw site)_____ Page # _____

Comments:

What separates those who achieve from those who do not is in direct proportion to one's ability to ask others for help. Donald Keough Former president of Coca-Cola

Coaches Signature

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*It is not the mountain we
conquer but ourselves.
Edmund Hillary Explorer*



*Eyesight is more
powerful than hear-
say. Icelandic proverb*

OFFICIAL VISIT PROCEDURE CHANGE

Due to the recent scandals surrounding recruiting and official visits, please be aware that Murray State University, under the direction of the Intercollegiate Athletics Committee (IAC), has made the following mandates in order to have a visit approved.

- 1. A student host form must be signed by the host prior to visit approval.*
- 2. The NCAA regulations page, which must be presented to the prospect before they arrive, has been modified to reflect MSU's stance on illegal substance as well as alcohol usage.*
- 3. The prospect must also sign the host document even if no host is utilized before departing campus at the conclusion of the visit.*
- 4. No host of the opposite gender of the prospect will be permitted.*

As a coach and or administrator it is your institutional duty to convey these changes to your athletes and the prospects that you approach with the intent to recruit.

As always, a transcript and test score will still be required for a visit to be approved and approval is required prior to the visit.

Please do not hesitate to contact the compliance office with questions or comments regarding these changes. Together these modifications will not only protect the university and our athletics programs but also the very prospects whom we recruit. Your attention to this change is very much appreciated.