

1988

UA19 Athletics Notes

WKU Athletics Director

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WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

Office of Athletics

August, 1988

ATHLETICS NOTES

1. As we begin the school year, we will again have our head coaches' breakfasts the third Thursday morning of each month. The "food" is ready about 6:45 and we'll start at 7:00. See you August 18 in the DUC Cafeteria.
2. Coach "Seigie" (Cross Country/Track) and Doug Gorman have been blessed over the summer by the arrival July 2 of Brittney Marie.
3. I've recently written you and provided policies about athletics books issue. We've had a number of student-athletes (S-As) get books for courses for which they aren't registered. The other major concern is the S-A having someone else pickup a book (s) for him/her and then claim, at check in time, that he/she never received the book. Receipt of these extra benefits results in the S-A being ineligible until payment is returned. I hope, with your assistance, the new procedures will close some loopholes.
4. Please remind your S-As on housing grants-in-aid to follow proper checkout procedures when finally leaving a dorm. The University has waived the \$75.00 deposit requirement for S-As on room scholarship with the understanding that a sport's rent-grant budget would pay, the \$75.00 in the event of room damage or failure on the part of the S-A to properly checkout of the residence hall at the end of the year. As you know, there are no funds allocated in your rent-grant budget for such costs. If the money is not collected from the S-A, the sport's budget will have to provide the funds from some other current operating expense line account. So, make sure they are properly check out and we won't have this problem.
5. I'm sure you're reminding S-As on meals with super card use that they are on a declining balance — and, when its gone, its gone. If they choose to feed girlfriends, and other acquaintances, they will not have enough money to last the year. Please keep an eye out for abuses so we can protect the integrity of this funding from those who choose to criticize our athletics grants.
6. If or when you pay for flowers or other such remembrances from Foundation funds, the voucher must show the name of the recipient. NCAA legislation prohibits such "gifts" as a part of relationships with prospective student-athletes (PSAs) and their families. There are also some other regulations regarding such procedures with PSAs and extra benefits for enrolled S-As.

7. Now is a good time to review NCAA recruiting by-laws. Bylaw One, pp 55-75 1988-89 NCAA Manual, is the principle guide. Concerns about avoiding "extra benefits" and "pay" for enrolled S-As are addressed by Constitution Article three, Section one. All of the sub-paragraphs are important, but (e) deals with the use of S-As name and picture; (g) "pay" with (g)-(5) being specific about "extra benefits"; and (h) outlines permissible expenses that an institution (not coach or representative of the institution's athletics interest) can provide. Remember: "if the book says you can, you can; if the book doesn't say you can, you can't. "It's not" if the book doesn't say I can't, I can."
8. The Southern Kentucky Chapter of the Alumni "W" Club is planning a "watermelon cut" for all S-As and coaches. More specific information will be coming soon. They're looking at Sunday, August 28 right now. We will want a 100% turnout to show our support and appreciation for these business men and women who will be raising funds for all sports with specific attention to an awards program.
9. Please give special attention to the correspondence and forms you will be receiving from Mrs. Herriford relating to squad lists. While coaching I found the project of completing the squad list to be of seemingly little value to me and quite a chore. I now find, as an athletics administrator, that the squad list form the basis of most NCAA reports and investigations. They also serve well in developing funding request. Both of these areas are of real concern for each coach and should justify your personal attention.
10. NCAA procedures regarding individual eligibility (B5-1) and especially those dealing with initial eligibility satisfactory progress and junior/community colleges have resulted in the need to update our eligibility forms. Registrar Freida Eggleton has done a magnificent job in developing our new form and procedures for compliance. I will be providing specific information and forms in the near future.

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WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

Office of Athletics

September, 1988

Calendar ✓

ATHLETICS NOTES

1. I appreciate the good start for our head coaches monthly breakfasts. September's breakfast will be Thursday the 15th.
2. At this writing, we haven't yet received the final budget printouts for 1987-88. I'll review them with you after we have had a chance to study them. I certainly hope that the comparison of 1986-87 and 1987-88 balances demonstrate that our coaches are being more successful in operating within allocations. I know none of us have "enough" money. It is said that schools and churches never do. As difficult as it may be, we must operate within allocations. You know what you have to spend and, as much as we need to "keep up with the Jones" because it shows on the scoreboard, we cannot be irresponsible in spending money we do not have. If you have any problems interpreting your University or Foundation budget printouts, or for any assistance I can be in helping you plan your budgets, please let me know.
3. I have received copies of your July 1988-89 budget printouts. While little budget activity is reported this early, please check all charges and keep current on account balances. I did note that some 1988 summer session charges showed up on the printout. I will keep up with those to insure that grants-in-aid deficits are balanced.
4. Now that we are all back on campus and although you have all met her, we officially welcome Ms. Phyllis Finch to the athletics administration staff. She has been assigned some specific tasks in the athletics office, relieving Mrs. Madison of some duties so Anita can assume some additional administrative responsibilities. Ms. Finch will not be able to provide additional services for those coaches without full-time secretaries. The Athletics Director's Office will continue to provide those coaches with some assistance as in the past. If you will leave your projects in the Athletics Office it will be scheduled for completion by our student- assistants as their time is available.
5. President Meredith's plans are that he be on campus after Labor Day. He has indicated an interest in meeting with our athletics staff as a group sometime. We'll hear more of this as his schedule settles down. I suspect a Sunday or Wednesday evening when no athletics contests are scheduled, would be the best times.

6. It seems that our book issue went fairly well this fall. Thanks for insuring that your SA understand the procedures.
7. Might I suggest that, in the absence of a coach's policy manual, you file any of these monthly "athletics notes" and other memos to head coaches that contain specific policy in a way that would provide you with a subject reference on policies. Keeping up with "how things are done" is sometimes a full-time job within itself. Mrs. Madison is a ready source of assistance in policy matters.
8. Best wishes for an enjoyable and successful school year.

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WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

October, 1988

Office of Athletics *88-89*

ATHLETICS NOTES

1. Next Head Coaches' Breakfast, Thursday, October 20. *Calendar*
2. President Meredith will be the speaker at the Hilltopper Athletic Foundation's monthly luncheon, also Thursday, October 20 (2 free meals that day) at the Ramada Inn.
3. A special invitation is extended to all coaches and their spouses to attend the Alumni "W" Club's brunch scheduled for 10:30 a.m. homecoming morning, Saturday, October 29. You are also invited to attend the "W" Club's business meeting at 12:00 noon in Room 220, Diddle Arena. Please call Anita with the number for the brunch so we can add it to the alumni reservations. *Calendar*
4. As we've gotten well into the fiscal year, please provide continuous review of your University budgets. By this time you should have been able to review your needed and planned expenditures and matched them with line account allocations so as to insure operating within allocations. I hope the computer printouts of your Foundation allocations have shown you where your spending those funds so you can work out a budget for Foundation expenditures.
5. With the start of men's and women's basketball, all sports are practicing and playing. These are busy times and I appreciate the great job each coach is doing and the cooperation you give my office and each other.

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WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

Office of Athletics

November, 1988

ATHLETICS NOTES Jimmy Feix

Calenda

1. Our November head coaches breakfast will be Thursday, the 17th. The volleyball team will be at the Sun Belt Conference tournament in Birmingham and that is also the day of the Hilltopper Athletic Foundation's monthly luncheon. Coach Arnold will be the speaker at the luncheon.
2. President Meredith, Dr. Cook and I attended the Fall Sun Belt Conference meeting November 1-3. I will circulate the minutes to affected coaches. The Conference office provides National Letter of Intent and NCAA compliance services for all our sports.
3. Review the second semester housing arrangements for your players to be sure that University procedures are being followed.
4. Advisement and registration for spring semester classes are being completed. Be sure the "satisfactory progress" legislation will be met by those required to have filed their undergraduate degree programs.
5. Please continue to review your monthly University and HAF budget printouts closely. Budget planning for expenditures of available balances is, obviously, very important. You can only do what you have the funds to do with.



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

December, 1988

Office of Athletics

ATHLETICS NOTES

Jimmy Feix

1. Recommendations for initial and/or renewal of grants-in-aid awards are to be addressed to Mr. David Mefford. While Dr. Jerry Wilder continues as the chair of the University's Scholarship Committee, he has designated Mr. Mefford to coordinate and sign the paperwork.
2. You have received a copy of the letter from NCAA Legislative Assistant Louis Onofrio declaring that no "hard tickets" may be provided any prospective student athlete (whether he/she be on an unofficial or official visit, or as a part of a "team" group). Continue to use and route to me the "Request: Complimentary Tickets For Official University Use", indicating the official use in "for prospect(s) and parents (legal guardian, spouse, whatever the case may be)". Write "pass" after number four "other" under disposition of tickets." Be sure to list all the names and school(s).
3. A review of the October budget printouts seems to indicate that each coach is working within line account allocations. Give special attention to your grants-in-aid accounts as a basis for your second semester awards. The total of awards must be within the total allocation of the grants-in-aid allocations in each sport. Some of your current operating expenses accounts may be in deficit. You are reminded that balances must be available in other current expense accounts (except grants-in-aid) to off-set such deficits.
4. Remind, with emphasis, all your student athletes who have received their "loan" of athletics books that they must be turned in before they leave for Christmas holidays. They are to be turned in all together and not one or two at a time as they might finish with them. Those failing to turn in their books before 4:30 p.m. Friday, December 16 will have their spring semester registration "obligated" and delayed until they have accounted for all issued books.
5. Our next head coaches' breakfast will be during finals week, Thursday, December 15. We will continue these meetings during the spring semester on the third Thursday of each month beginning January 19.

6. Spring semester scholarship lists (alphabetically; full names; social security numbers) are now being turned into the Athletics Office. If you have not submitted your list, please do so this week.
7. I know all of us join in an unified "congratulations" to Coach Roberts and his staff on their exceptional season and the NCAA Championship Playoff bid.
8. We have had several vouchers and requisitions returned to us from Accounts Payable because they had been directed there instead of being routed through my office first. Please be reminded that all requisitions and vouchers associated with individual and team travel (except those for advance travel money) must come to my office for approval. They will then be sent to Accounts Payable.