



Coaches Compliance Meeting

March 25, 2010

SporTrak! SporTrak! SporTrak! –

Participation Record Report (please submit Fall and Winter Sports)

Using SporTrak to record Unofficial Visits

Contacts and Evaluations

Phone Logs

Financial Aid Changes/Renewals – Due April 15, 2010

Spring Signing Period – April 14, 2010 – May 19, 2010 (DEAD PERIOD APRIL 12-15, 2010)

- Consideration for Admissibility reviews should be submitted immediately if you are planning to request an NLI along with an updated SporTrak Scholarship Planning Form
- All prospects must be already registered at the Eligibility Center (clearinghouse)
- Any prospect that you are requesting a Scholarship and NLI must have all evaluations and contacts input into SporTrak prior to paperwork being generated
- Unlimited phone calls April 14-16, 2010 (only those whom you have sent NLI)

2010-11 Admissions Cleanup – Please send Cheryl Ann Hunte an update (via email) on which of your prospects will be attending Mason in fall 2010.

NCAA Eligibility Center Web Status Report – Stop by, email or call Ashley Marshall-Lanier to review which prospective student-athletes can be removed from your Web Status Report. This helps with processing times.

Outside Competition – Remind your student-athletes that they are not participate in any competition outside of Mason without informing you. Some sports allow student-athletes to participate beginning early May, some you have to have completed the semester.

Transfers and International Prospective Student-Athletes – Early and often and get to know your transfers

Summer Drug Testing Contact Form – The completed forms are due to the Compliance Office by May 1, 2010. Please collect them and turn them in as an entire team.

Complimentary Pass List/Visit Ticket List – Lindsey Campbell from the Ticket Office

Medical Hardship Request – Begin the process