



Procedure: Student Assistant Coach Agreement

1. The Student Assistant Coach is responsible for reviewing the information on the agreement form and signing and dating the form where appropriate.
2. Once the Student Assistant Coach has signed and dated the form, the Head Coach is responsible for reviewing, signing, and dating the form where appropriate.
3. When the form is complete, the Head Coach will forward the form to the Sport Administrator.
4. The Sport Administrator will review for completeness, sign, and forward the form to the Compliance Office.
5. The Compliance Office will review the form for completeness. If approved, the Compliance Office will sign the form and place the form in the Student Assistant Coach's file.
6. The form must be returned to the Compliance Office no later than 48 hours before the Student Assistant Coach first begins his/her duties with the athletics department.
7. This form can be picked up in the Compliance Office, or copies can be made.

