



Procedure: Countable Coach Verification Form

1. During the month of August, the Compliance Office will request the Countable Coach Verification Form.
2. The Head Coach is responsible for reviewing applicable legislation before completing this form.
3. The Head Coach will print or type on the form the name of all coaches and support staff.
4. Once all coaches and support staff (example: Program Coordinator) have been added to the form, the Head Coach will sign and date the form and return it to the Compliance Office no later than September 1st.
5. The Compliance Office will review the form for accuracy and sign and forward the form to the Director of Athletics
6. The Director of Athletics will provide his/her signature of approval and return the form to the Compliance Office.
7. This form must be revised and given to the Compliance Office if any coaching changes occur during the year.
8. This form can be picked up in the Compliance Office, or copies can be made.

