



Procedure: Student-Athlete Employment Form

Tulane University will employ the following procedure to monitor student-athlete employment:

1. Before the Student-Athlete begins employment, he/she must complete the Student-Athlete Employment Form.
2. The Student-Athlete will complete the top portion of the Student-Athlete Employment Form and must provide: (1) the employer's name, address and phone number; (2) the expected start and end dates of employment; (3) the pay rate, approximate hours of work per week, and a brief description of job responsibilities.
3. The Student-Athlete will identify: (1) whether assistance was provided by a representative of athletics interest (booster) or institutional employee in finding employment; and (2) the method of payment/remuneration (e.g., cash, check, commission, etc.).
4. The Student-Athlete will obtain the signature of his/her Head Coach, so that the Head Coach is aware of the Student-Athlete's employment.
5. The Student-Athlete and Employer will review the agreement and affix their signatures at the bottom of the page. (Employer must also print their name and title)
6. The Student-Athlete will submit the completed Student-Athlete Employment Form to the Compliance Office.
7. The Compliance Office will review for discrepancies.
8. If any discrepancies are found, the Compliance Office will contact the Student-Athlete, Head Coach, and Employer and sort through the discrepancies and determine if the employment meets NCAA requirements.
9. If the employment does not meet NCAA requirements the Compliance Office will contact the Student-Athlete, Head Coach and Employer and explain the discrepancy and how it has prevented the student-athlete from being approved to be employed with the business.
10. If no discrepancies are found, the Compliance Office will file the Student-Athlete Employment Form.
11. The Compliance office will review all student-athlete employment forms throughout the year to ensure they are employed and/or working.

*** If a student-athlete isn't employed at the time of certification, but will be seeking employment at a later date, the Head Coach will provide the student-athlete a copy of this form, or instruct the Student-Athlete to meet with the Compliance Office to complete the form. The Student-Athlete Employment Form will be distributed, via email, to the student-athletes and coaches at least two times per semester.**

**** If the student-athlete will be employed beyond the original end date of employment, he/she must complete a new Student-Athlete Employment Form with their new start and end date.**



Student-Athlete Employment Form

TO BE COMPLETED BY ALL STUDENT-ATHLETES PRIOR TO THE START OF EMPLOYMENT

Name of Student-Athlete: _____ Sport: _____

Employer: _____ Job Title: _____ Tel.#: _____

Employer Address: _____ City/State: _____ Zip: _____

Date employment starts: _____ Date employment ends: _____

Hourly or Weekly rate: \$ _____ Approximate hours per week: _____

Brief description of job responsibilities: _____

Did a member of the athletic department or a representative of athletics interests assist in arranging this employment? (Please check one) Yes No

If yes, please describe: _____

Payment will be made by (Check all that apply): Check Cash Tips Other _____

Payment will be based on a commission (Please check one): Yes No

COACH'S VERIFICATION

I am aware of the above named Student-Athlete's employment during the stated time frame.

Head Coach Signature _____ Date _____

By signing this statement, the Student-Athlete and employer agree that:

- The student-athlete is to be compensated only for work actually performed and at a rate commensurate with the going rate in that locality for similar services;
• The student-athlete may not receive any remuneration for the value or utility that he or she may have for the employer because of publicity, reputation, fame or personal following he or she has obtained because of athletics ability;
• The employer cannot use the athletics reputation and/or appearance of a student-athlete to promote the sale of any commercial product or service;
• The employer cannot provide the student-athlete with extra benefits or privileges not available to other employees with the same job description (e.g. free transportation, free housing, etc.); and
• The employer and student-athlete will make available for review and inspection, by an authorized representative of Tulane University, C-USA, or the NCAA, copies of all documents, earnings statements and other records related to the employment if needed.

Student-Athlete Signature _____ Date _____

Employer Signature _____ Date _____

Employer Name and Title (Print) _____