



Volunteer Athletic Coach Request Form

Purpose: This form is to be used by the Intercollegiate Athletic Department, in order to request a Volunteer Coach for a specific sport.

Procedure:

1. The Head Coach should complete the Requesting Sport Section, including obtaining the required signatures below, then forward the form to Human Resources.
2. Once Human Resources reviews and approves the form, they will notify both the Head Coach and the Director of Intercollegiate Athletics.
3. **It is important to note that no Volunteer Coach is authorized to work until the above steps have been completed.**

Requesting Sport Section

Sport: _____ Head Coach: _____

Volunteer's Status (check one): New Volunteer Returning Volunteer

Volunteer's Name: _____ Email Address: _____

Address: _____ Phone #: _____

Assignment Starting Date: _____ Assignment Ending Date: _____

Description of Duties to be Performed:

Terms & Conditions for the Use of Volunteer Coaches

1. A Volunteer Coach is any coach who does not receive compensation or remuneration for any of his or her activities in the Intercollegiate Athletics Department.
2. The purpose of Volunteer Coaches is to assist Head Coaches or Assistant Coaches in performing their duties.
3. Volunteer Coaches may not perform essential duties normally assigned to Head Coaches or Assistant Coaches.
4. Any sport in which there are Volunteer Coaches shall have no fewer than one (1) Head Coach and one (1) Assistant Coach.
5. The number of hours per week assigned to volunteer coaches in the aggregate in a sport shall be no more than an average of thirty-five (35) hours over the course of the season.
6. When the institution has separate athletics programs for men and women in the same sport (example, basketball), each may be considered a separate sport.

Signatures Agreeing to Above Terms & Conditions:

Head Coach: _____ Date: _____

Director of Intercollegiate Athletics: _____ Date: _____

Human Resources

Check Once Completed: Background Investigation Banner ID Created Email Department Notifications
Prepare Volunteer Appointment Letter

Chief Human Resources Officer Approval: _____ Date: _____