

Reporting Athletically Related Outside Income

| ATHLETIC DEPARTMENT OUTSIDE INCOME | |
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| FOR: | Certify compliance with Bylaw 11.2.2, Athletically Related Income. |
| ACTION: | Athletic Department Staff member completes form detailing all projected athletically related outside income for the upcoming fiscal year. Copies will be sent to the CEO as needed. |
| DUE DATE: | Must be completed and returned to the Athletics Director prior to September 15 of each year. |
| REQUIRED BY: | NCAA Bylaw 11.2.2 and Athletic Department |
| PURPOSE: | Assist in maintaining records of athletically related outside income. |

A. Procedures

1. Prior to September 15 of each year all coaches and administrators will be required to complete an Athletic Department Outside Income Agreement form and return it to the Athletics Director (AD).
2. Athletic Department staff members will indicate all projected athletically related outside income for the upcoming fiscal year on the form and sign and date the form.
3. Upon receipt of the forms, the AD will review the new fiscal year forms before forwarding them to the President for his review and/or approval.
4. A coach or administrator is required to inform the AD at anytime during the academic year if new information or sources of income affect his/her original agreement. At this time they will be required to resubmit a form.
5. New coaches or administrators who are hired subsequent to September 15 of each fiscal year will be provided the form to be completed and returned within one month of their starting date.
6. In addition to the outside agreement form being provided to all department staff, an Addendum to Athletics Department Contracts will be provided to all full time and part-time staff with their appointment letters. These letters and Addendum are provided by the Athletics Department.