



PERSONNEL

Staff Declarations

- In August of each year, each Head Coach submits to the Compliance Office a “Staff Declaration Form” identifying those individuals involved with coaching duties/related activities.
- If any changes occur, the Head Coach will notify the Compliance Office in writing by resubmitting a revised “Staff Declaration Form.”
- Any new coach is declared to the conference office by the Compliance Office.
- New coaches are required to attend New Coaches Orientation at the conference office.
- New coaches/employees must attend an athletics department orientation session conducted by the Compliance Office.
- All sports must designate an equipment manager to the Compliance Office at the beginning of the academic year.

New Coaches Orientation

- As required by the Southeastern Conference Commissioner, all new coaches who have not coached at an SEC institution for at least one year within the previous four years shall attend at the next opportunity.
- Coaches who fail to complete the orientation will be prohibited from recruiting off-campus.

Coaches’ Certification Test

- During the spring, a meeting is scheduled for the SEC to visit campus and administer the Coaching Certification Exam.
- The SEC scores the tests and it is determined who is certified to recruit off campus.
- The SEC will notify the Compliance Office with the results of the exam and the Compliance Office will forward the results to the specific coach.
- Make-up test sessions are available upon request if unable to attend the SEC administered session. Test results are forwarded to the SEC by the Compliance Office.

Coaches Compliance Performance Evaluation

- Each year, the Compliance Office will complete a performance evaluation on each head coach which is forwarded to the Athletics Director to be used during the yearly evaluation.

Athletically-Related Income

- Each year, all athletic department employees will disclose all sources of outside athletically-related income by completing the Athletically-Related Income Form.
- Supplemental pay from outside sources (e.g., Trustees, Board members) is prohibited.
- An outside income form must be completed in advance of a speaking engagement in which an honorarium will be provided.

Forms

Staff Declaration Forms (*UT Compliance Website, Coaches Page*)

- Baseball
- Basketball
- Football
- Golf
- Rowing
- Soccer
- Softball
- Swimming & Diving
- Tennis
- Track & Field/Cross Country
- Volleyball

Duties of Volunteer Coaches (*UT Compliance Website, Coaches Page*)

Athletically-Related Income (*UT Compliance Website, Coaches Page*)

Outside Income (*UT Compliance Website, Coaches Page*)

New Athletics Department Staff Compliance Information (*UT Compliance Website, Coaches Page*)

Coaches Compliance Review (*Kept in Compliance Office*)