



## STANDARD ADMINISTRATIVE PROCEDURE (SAP)

### 18.03.99.L1.01 Athletics Stipends for Conference Championships

**Approved:** November 2, 2012  
**Last Revised:** July 31, 2014  
**Next Scheduled Review:** July 2017

#### *Standard Administrative Procedure Statement*

The University realizes it is customary to offer a stipend to coaches and their salaried assistants following a conference championship. This procedure provides the framework for such payments.

#### *Definitions*

**Head Coach** – A salaried coach who has direct responsibility for the development, management, and successful coaching of an athletic team.

**Assistant Coach** – A salaried coach who assists the head coach in the development, management, and successful coaching of an athletic team.

**Associate Coach** – A salaried coach who, in the absence of the head coach, assumes full responsibility for the development, management, and successful coaching of an athletic team.

**Coaching Assistant** – A waged employee who provides support under the direction of the head coach of an athletic team.

**Director of Athletics** – A salaried employee responsible for the daily operation and oversight of the intercollegiate athletics program, as well as management of all aspects of the athletics department.

#### *Procedures and Responsibilities*

The head coach for a sport with a conference championship may be paid a stipend for extra work in an amount not to exceed \$5,000. Salaried assistant or associate coach may be paid a stipend for extra work. The total for all assistant and/or associate coaches cannot exceed 50% of the stipend paid to the head coach, for a maximum \$2,500, and is to be distributed at the discretion of the Director of Athletics.

Stipends may only be paid to head coaches, assistant coaches, and associate coaches of team sports. Coaching assistants and volunteer coaches are not eligible for stipends.

The Director of Athletics may receive a stipend not to exceed that paid to a head coach.

All payments are contingent on the state of the University budget, however, if any payments are made, all qualifying coaches, assistant coaches, and associate coaches shall be paid as prescribed above.

The dollar amounts listed above may be adjusted downward, however, if such an adjustment is made, it will be made for all qualifying coaches, assistant coaches, and associate coaches, proportionately.

All requests for payments originate with the completion of the Service Contract Agreement form by the Athletics Department and are processed through the Office of Budget, Payroll, and Fiscal Analysis.

***Related Statutes, Policies, Regulations, Rules or Requirements***

[System Policy 18.03, Post - Season Athletics Competition](#)

***Appendix***

[TAMIU Service Contract Agreement form](#)

***Contact Office***

Office of Budget, Payroll and Fiscal Analysis  
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