

**EASTERN MICHIGAN UNIVERSITY**  
**ATHLETIC COACHES' PAY FOR PERFORMANCE PROGRAM**

Employee Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Current Salary: \$ \_\_\_\_\_

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**FISCAL RESPONSIBILITY:**

- \_\_\_\_ 1. Follows all University policies as it applies to Purchasing, Accounts Payable, etc.
- \_\_\_\_ 2. Balances individual budgets
- \_\_\_\_ 3. Follows all financial aid related policies and procedures
- \_\_\_\_ 4. Follows all established procedures in strength and conditioning, works to develop a working relationship with strength program and coaches
- \_\_\_\_ 5. Follows all established procedures in the area facilities usage to include scheduling, care of facility, setup, etc.

**Total Points (not to exceed 50):** \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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**ATHLETICS TRAINING:**

- \_\_\_\_ 1. Timely submission of an accurate Squad List each July for the Annual Medical Clearance Process and Physicals
- \_\_\_\_ 2. Attendance of team at all mandatory *Alcohol and Other Drug Education* meetings/programs
- \_\_\_\_ 3. Compliance with *AOD Violation Reporting* structure
- \_\_\_\_ 4. Completion and timely submission of the Annual *NCAA Summer Drug Testing Contract Forms*
- \_\_\_\_ 5. Adheres to the policies and procedures of the sports medicine program

**Total Points (not to exceed 50):** \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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**COMPLIANCE:**

- \_\_\_\_ 1. Attends all mandatory rules education meetings
- \_\_\_\_ 2. Maintains accurate Squad List
- \_\_\_\_ 3. Submits accurately completed compliance forms by deadline (or as needed)
- \_\_\_\_ 4. Demonstrates adherence to the spirit of compliance
- \_\_\_\_ 5. Demonstrated record of self reporting

**Total Points (not to exceed 50):** \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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**SPORTS INFORMATION:**

- \_\_\_\_ 1. Appropriately schedules annual photo days
- \_\_\_\_ 2. Ensures all student-athletes complete the official *Sports Information Office Information/Buckley Act* release
- \_\_\_\_ 3. Forwards schedules and rosters to the Sports Information Office promptly
- \_\_\_\_ 4. Ensures a regular exchange of information concerning changes in schedules, updated information and results
- \_\_\_\_ 5. Assist with information for producing a yearly media guide

**Total Points (not to exceed 50):** \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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**GENERAL SPORT MANAGEMENT:**

- \_\_\_ 1. Meets departmental deadlines with content appropriately addressed
- \_\_\_ 2. Travels both in team and in recruitment, according to established standards
  - a. Forms completed on time both before and after travel, meal money appropriated correctly, Changes communicated effectively
- \_\_\_ 3. Engages in the administrative process
- \_\_\_ 4. Maintains roster management
- \_\_\_ 5. Monitors and accurately maintains financial aid documentation related to grant-in-aids.

**Total Points (not to exceed 50):** \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**ACADEMIC SUPPORT:**

- \_\_\_ 1. Attends biweekly meetings with assigned SASS staff member
- \_\_\_ 2. Communicates promptly regarding travel schedules so that accurate travel letters can be produced for the semester
- \_\_\_ 3. Supports evening study tables including spot checks by coaching staff and support of study table rules
- \_\_\_ 4. Engage in SASS programs including mentoring, learning specialists meetings, tutoring, and study table
- \_\_\_ 5. Communicates the addition of incoming student-athletes so we can track their admission status and get the student-athletes proper schedules. Also, communicates any drops from the team

**Total Points (not to exceed 50):** \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**FUNDRAISING/DONOR SUPPORT:**

- \_\_\_ 1. Follows appropriate procedures for fundraising and alumni mailings and handling of gifts
- \_\_\_ 2. Completes process for monthly thank you letters within timeframe
- \_\_\_ 3. Maintains positive and engaging relationships with key donors (top 10-20 donors)
- \_\_\_ 4. Participates in fundraising related events
- \_\_\_ 5. Acknowledges and adheres to coordinated fundraising efforts/systems

**Total Points (not to exceed 50):** \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**COMPETITIVENESS:**

Points awarded based on conference finish according to the following chart:

<u>Finish:</u>	<u>Points:</u>
1	60
2	50
3	40
4	30
5	20
6	10

**Total Points (not to exceed 60):** \_\_\_\_\_

**Grand Total Points (not to exceed 410):** \_\_\_\_\_

\_\_\_\_\_  
(Signature of Coach) (Date)

\_\_\_\_\_  
(Signature of Sport Administrator) (Date)