



Standard Administrative Procedure (SAP)

18.03.99.L0.01 Payments for Athletic Conference Championships

First Approved: November 2, 2012
Revised: July 31, 2014
January 3, 2020
March 3, 2025
Next Scheduled Review: March 3, 2030

Procedure Statement and Reason for Procedure

Texas A&M International University (TAMIU) realizes it is customary to offer additional compensation, in the form of a one-time supplemental payment, to coaches and their salaried assistants following a conference championship. The purpose of this SAP is to provide the framework for such payments.

Procedures and Responsibilities

1. GENERAL

- 1.1 The head coach for a sport with a conference championship may be paid a one-time supplemental payment in an amount not to exceed \$5,000. Salaried assistant or associate coaches may also qualify for a supplemental payment. 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 Athletic Director.
- 1.2 Supplemental payments 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.
- 1.3 The Athletic Director may receive a supplemental payment not to exceed that paid to a head coach.

- 1.4 All payments are contingent on the state of the TAMIU budget, however, if any payments are made, all qualifying coaches, assistant coaches, and associate coaches shall be paid as prescribed above.
- 1.5 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.
- 1.6 All requests for payments originate with the completion of the [TAMIU Service Contract Agreement](#) by the Athletics Department. The form must be routed to the President for approval and then processed through the Office of Budget, Payroll, and Fiscal Analysis.

Related Statutes, Policies, Regulations, or Rules

[System Policy 18.01, Intercollegiate Athletics](#)

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 (exempt) coach who assists the head coach in the development, management, and successful coaching of an athletic team.

Associate Coach – A salaried (exempt) 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 – An hourly (non-exempt) employee who provides support under the direction of the head coach of an athletic team.

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

Contact Office

Office of Budget, Payroll, and Fiscal Analysis, 956-326-2369