

## 2009 Summer League Coaches Pay Procedures

No paychecks will be issued without an application, signed W-4, copies of CPR, First Aid and Coaches' Safety Training cards and a work permit, if necessary, turned in.

You will need to email your hours to your head coach by the "Email Hours By" date in order to receive your paycheck on the pay date. Please list each day that you work and the number of hours you worked that day. If you miss any of your scheduled workdays please indicate who covered for you. If you covered for someone else please indicate whom you covered for and at which pool. If you do not email your hours on time your check may not be processed until the following payday. Assistant coaches are paid hourly wages based on the number of years you have coached Summer League for us. First year coaches are paid a "learner" wage, which is not less than 85% of the minimum wage. You will be paid for practices, meets, and time spent inputting meet entries.

Here's an example of how to email your hours to your head coach:

June 22-30 –Cameron Sutherland- Grossmont pool

June 22 5:30-6:30

June 24 5:30-6:30

June 26 Tess Stevenson covered for me

June 29 5:30-6:30

June 29 6:45-7:45 covered for Ben Cornish at Santana pool

June 30 6-8 Input meet entries

Total- 6 hours

<u>Email Hours By</u>	<u>Get Your Pay Check</u>	<u>Days Worked In This Paycheck</u>
June 14	June 16/17	5/18-6/13 Preseason and Safety Testing ****
June 30	July 2/3	6/22-6/30
July 15	July 16/17	7/1-7/15
August 1	August 3/4	7/16-7/31
August 9	Checks mailed Aug. 11	8/1-8/8

Your paychecks will be given to your head coach. The last paycheck will be mailed.

Please make sure you deposit or cash your checks as soon as you receive them.

Thanks for your help with this!

Debi Frese  
Heartland Swimming Association Treasurer  
[Debi4hsa@cox.net](mailto:Debi4hsa@cox.net)

\*\*\*\* Please email your preseason and safety testing hours directly to me by June 16<sup>th</sup>.