

DATE: _____

TO: ATHLETIC OFFICE

FROM: _____, ATHLETIC DIRECTOR

RE: NEW HIRE COACH

With this fax and attached documentation, please be informed that we have tendered an offer to the below listed individual as a coach for the sport indicated for the upcoming season. We feel this person is reliable and knowledgeable of the sport for which they will be coaching. He/She has been advised of the rules and regulations for coaching in the AAA. Please process the necessary paperwork and advise us when clearance has been issued. Thank you for your assistance.

School: _____

Paid: _____

Sport: _____

Volunteer: _____

Coach: _____

(Signature) Principal

(Signature) Athletic Director

(Please copy onto your school's letterhead)