

Temporary Athletic Team Coaches

the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)

4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:
 - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
 - b. Completion of a seminar or workshop on human growth and development of youth
 - c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Governing Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

(cf. 1240 - Volunteer Assistance)

Additional Qualifications of Noncertificated Personnel and Volunteers

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district

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(cf. 4112.4/4212.4/4312.4 - Health Examinations)

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 4212.5 - Criminal Record Check)

High School Coaching Education Program

Each high school athletic team coach or volunteer coach shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. (Education Code 49032)

An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 49032)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players

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- 7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
- 8. Properly instruct players in the safe use of equipment
- 9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
- 10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
- 11. Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association

(cf. 5131.63 - Steroids)

- 12. Avoid recruitment of athletes from other schools
- 13. Follow the rules of behavior and the procedures for crowd control as established by the district and the league in which the district participates

(6/97 3/10) 7/10

**Regulation
Adopted**

**ARENA UNION ELEMENTARY/POINT ARENA JT. UHSD
January 20, 2011
Point Arena, California**

WHS (HTTP://WWW.WHSLIONS.NET/) | BELL SCHEDULE (HTTP://WWW.WHSLIONS.NET/BELL-SCHEDULE/) | PRINCIPAL (HTTP://WWW.WHSLIONS.NET/PRINCIPAL) | DEPARTMENTS (HTTP://WWW.WHSLIONS.NET/DEPARTMENT-COORDINATORS/) | EDUCATION SERVICES (HTTP://WWW.WHSLIONS.NET/EDSERVICES) | STUDENT SERVICES (HTTP://WWW.WHSLIONS.NET/STUDENTSERVICES) | TITLE/PELL (HTTP://WWW.WHSLIONS.NET/TITLE)



(<http://www.whslions.net/athletics>)
 (<http://www.whslions.net/athletics>)

Athletics **Mission Statement** (<http://www.whslions.net/athletics/cif-ss-mission-statement/>)

Policies and Procedures (<http://www.whslions.net/athletics/policies-and-procedures/>) **Fall Sports** **Winter Sports** **Spring Sports** **Links**

ATHLETIC DIRECTOR (<http://www.whslions.net/athletics/athletic-director/>) CALENDAR (<http://www.whslions.net/athletics/calendar/>)

HEADS UP CONCUSSION (<http://www.whslions.net/athletics/heads-up-concussion/>) INFORMATION (<http://www.whslions.net/athletics/information/>)

Search

The DEA Collective Bargaining Agreement stipulates a specific process for the hiring of athletic coaches. Specifically, the agreement states:

All applications for the Voluntary Extra Assignment pay schedule (athletics) shall be filed with the Certificated Personnel Office on a standard District application form (Extra Assignment/Athletics). The Certificated Personnel Office will review the application for completeness and will forward all completed applications to the appropriate school for screening, interviews, and selection. (<https://www.whslions.net/athletics/policies-and-procedures/extra-assignment-digest>)
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Based upon this agreement, all applications for coaching positions (athletics) are to be sent to the certificated Personnel Office. Applicants must complete a District Application for Extra Assignment (Athletics) Employment form. Additional materials, such as letter of interest, resume, and letters of recommendation are optional. Applications for coaching positions are not to be sent to the school or athletic director. After the closing date for each position, the Certificated Personnel Office will review the applications. The applications will then be sent to the appropriate school/site administrator.

When a Coaching Vacancy Occurs

Whenever a coaching vacancy occurs, the position should first be announced in written form (daily bulletin, posted on the bulletin board, etc.) at your school. If there is a teacher(s) on campus that is interested in the position, apply your established criteria and standards, conduct interviews at your school and make a selection. This process should take place before the position is posted districtwide.

If there is not a qualified teacher at your site to fill a specific coaching position, you should complete a Certificated Personnel Request form with specific criteria and send it to the Certificated Personnel Office. Prior to requesting the Personnel Office post a coaching position, you need to determine if you have a teaching position to combine with the coaching positions. Complete the Certificated Personnel Request form, listing the appropriate position; i.e., Teacher/Coach, Walk-on Coach, etc.

Determining Specific Criteria

The criteria do not have to be the same for each coaching position or from school to school. The criteria are an individual school's decision. Basic sample criteria have previously been distributed to you and your athletic director(s). Again, it is the school's responsibility to provide specific criteria with each posting. Some examples of criteria are: experience coaching at the high school level, proven record of organized and safe practices, ability to direct and supervise assistant coaches, ability to work with Booster organization, etc.

Remember when you establish criteria, you must be able to measure if the candidate meets the criteria. You must be able to quantify each criterion.

Posting a Position Within the District

A coaching position, which has not been filled initially at the local school, must be posted within the District. Posting of positions is the responsibility of the Certificated Personnel Office and will be posted for five days. Remember, schools are not to contact the local newspapers about the vacant position during the initial posting within the District.

After the closing date, the Certificated Personnel Office will review the applications and forward all applications to the appropriate school/site administrator. At that time, the school may proceed with paper screening, interviewing, and selection.

Application Requirements

At a minimum all applicants should submit an Application for Extra Assignment (Athletics) Employment form. Applicants may also submit supporting documents, *i/e*, letter of interest, resume, etc. Additional supporting documents are recommended for Head Coaching positions.

Consideration of Applicants/Paper Screening/Interviewing

Once a position is closed and the school has received the packet of applications, you should review or paper screen the applications to determine if the applicants meet your pre-determined minimum qualifications. Individuals that meet the minimum established qualifications must be interviewed.

Notification of Applicants

All applicants that meet the minimum requirements, not selected for an interview or interviewed and not selected for the position, should be notified of their status. Notification should be by telephone or written communication. In addition, the site administrator in charge of athletics should maintain a record of all applicant notifications, including the date, time of the contact and the person making the contact.

Interview Questions/Criteria Standards

Interview questions should be developed around your established criteria. In addition, questions should relate to your standards of qualifications, experience, demonstrated knowledge, skill, and success. Be as specific as possible. You need to be able to measure your questions against your criteria and standards. General feelings by individual panel members are not an acceptable measurement. As much as possible you should develop questions that are quantifiable. Remember, in order to assist you in the determination if an applicant is qualified or not qualified, you need to pre-determine an acceptable level or standard of acceptance. No illegal questions are to be asked.

All interview rating sheets and notes will be kept locked in a file at the site. Your pre-established standards or criteria should be maintained for all applicants, both inside and outside. It is important that you document the entire process and retain all your interview process materials. This includes the criteria and standards for paper screening, interview questions and standards, supporting materials, rating forms, ranking, paper screening, interview panel participants, listing of interview dates and time, and a log of when and who notified the candidates of selection and non-selection.

Interview Panel/Rating Forms

You should have broad-based representation on your interview panels. This is especially important for your high profile coaching positions. The same interview team will meet with all candidates. While it is your decision as to the composition of the interview panel, you should consider having the following groups represented: administrator(s), athletic director(s), booster/parent(s), teacher(s), and possibly and athletic director or coach from another school district with recognized expertise in that particular sport. Each member of your panel should complete a rating form for each candidate interviewed.

Application for Extra Assignment (Athletics) Employment Form

The attached Application for Extra Assignment (Athletics) Employment form must be used for all athletic coaching positions(s) within the District. If the position is a Teacher/Coach, applicants must also complete the Certificated Personnel Application for Employment form.

AFTER THE ABOVE PROCEDURES HAVE BEEN COMPLETED

Posting a Position Outside the District

If the selected applicant is not a current employee processing must be completed by the HR Department (Certificated or Classified) before the applicant begins work. Following fingerprint clearance and all other orientation requirements, the site administrator and athletic director will be notified that the coach may begin work.

Procedure for Hiring a Coach

1. Athletic Director is notified of a need for a coach
2. Position is announced in written form at our site
3. If there is no response at our site – AP of Activities creates an online requisition
4. District posts the position
5. District Office receives from the candidates a current copy of the following:
 1. Driver's License
 2. Social Security Card
 3. First Aid Card
 4. CPR Card
 5. Concussion Training
 6. NFHS Certificate
6. Processing Paperwork includes the following:
 1. Application
 2. Beneficiary Information
 3. Board Policies
 4. DMV authorization
 5. I – 9
 6. W 4
 7. Oath
 8. Report of Conviction
 9. Emergency Information
 10. Employment Agreement
 7. Candidate must complete fingerprint process: 1 – 30 days for clearance
 8. Candidate must complete a TB test: 2 days to be read or up to 7 days for chest x-ray results. Must have been given within the last 60 days per Ed. Code
 9. Complete Keenan Online Safety Training – 3 modules which takes approximately 60 minutes
 10. Provide Payroll and Worker's Compensation Information
 11. HBUHSD ID Card
 12. Items 6 – 12 must be completed and received by HR
 13. Requisition has been approved by all administrators, and is ready for final approval
 14. Site is notified via email upon final approval of requisition. The coach may now start working.

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