

TEMPORARY ATHLETIC TEAM COACHES

A. Purpose and Scope

To provide guidance and direction for District personnel regarding employment and training of temporary athletic team coaches.

B. General

1. The Superintendent or designee shall determine criteria in accordance with law for certifying the competency of all staff employed to coach or supervise District athletic teams.
2. Prior to employment, the Superintendent or designee shall ensure that all temporary coaches, certificated or non-certificated, have received appropriate training, are qualified in all competencies required by law, and meet or will meet all qualifications for employment.
3. He/she 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.
4. Volunteer athletic team coaches shall meet all the qualifications and competencies required of temporary athletic team coaches employed by the District.

C. Forms Used and Additional References

1. Application
2. Contract
3. Evaluation Form

D. Procedures

At the first regular Governing Board meeting or within 30 days after selection of a temporary athletic team coach, whichever is sooner, the Superintendent or designee shall certify to the Board that all temporary athletic team coaches meet the qualifications and competencies required by law. (Code of Regulations, Title 5, Section 5594)

Upon the recommendation of the Superintendent or designee, the Board shall certify to the State Board of Education, by April 1 of each year, that the District conforms with

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state requirements governing the employment of temporary athletic team coaches. (Title 5, Section 5594)

Competencies

The Superintendent or designee shall determine whether a temporary athletic coach is knowledgeable and competent in the areas of: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by completion of one or more of the following:
 - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
 - b. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card
 - c. A valid Emergency Medical Technician (EMT) I or II card
 - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
 - e. Practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning and both valid CPR and first aid cards
2. Coaching techniques, as evidenced by one or more of the following:
 - a. CIF-Approved Coaching Class
 - b. Completion of a college course in coaching theory and techniques
 - c. Completion of inservice programs arranged by a school district or county office of education
 - d. Prior service as a student coach or assistant athletic coach in the sport or game being coached
 - e. Prior coaching in community youth athletic programs in the sport being coached

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- f. Prior participation in organized competitive athletics at high school level or above in the sport being coached
3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at high school level, the regulations of the CIF, as evidenced by completion of the following:
 - a. CIF-Approved Coaching Class
4. Child or adolescent psychology as it relates to sports participation, as evidenced by completion of 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. (Title 5, Section 5593)
5. Substance abuse prevention, including but not limited to tobacco, alcohol, steroids and human growth hormones, as evidenced by the completion of a college-level course, workshop or seminar that includes instruction on substance abuse prevention and the physical and psychological effects of steroids and human growth hormones.

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)

6. In addition to the competencies listed above, the Superintendent or designee shall determine that a non-certificated person employed as a temporary athletic teach coach: (5 CCR 5592)

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- a. Not to 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 them with children AND
- b. To 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 (Title 5, Section 5592)

Procedures for Employment

1. The need for a coach is identified by the Athletic Director and the site Principal. The site Principal sends a request to Human Resources to advertise the position within the District.
2. The Human Resources office prepares a vacancy announcement for District teaching staff.
 - a. First consideration will be given to District teaching staff.
3. Before interviewing any applicants, the Athletic Director and the site Principal shall prepare specific criteria, in writing, to determine selection of the appropriate candidate for the open coaching position. The criteria shall include the competencies contained in title 5, section 5593 and any additional criteria established by the administration that is relevant to the specific coaching position.
 - a. If none of the applicants among the District teaching staff meet all of the criteria established for the open coaching position, such District teacher applicants will be so informed.
 - b. Where there are no qualified applicants among the District teaching staff, Human Resources may prepare vacancy announcements for all other applicants. All other applicants include: classified employees of the District; certificated employees who are not current employees in the District; and all other outside candidates.
4. The Human Resources Office collects applications and establishes a “Master File” for each open position. After the “closing date” has passed for an open

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- coaching position, the applications are reviewed by the site Principal/Designee and the Athletic Director.
5. The Athletic Director and the site Principal/Designee screen the applications and select candidates to be interviewed. Screening criteria includes, but is not limited to, professional qualifications experience, education and training.
 6. The Athletic Director and the site Principal/Designee, and additional panel members as needed, interview the applicants and submit the “Summary of Interviews” to the Human Resources with the recommendation for employment.
 7. The Assistant Superintendent for Human Resources reviews the interview panel’s recommendation for employment prior to offering a candidate a coaching position.
 8. The Human Resources Office offers the position to the successful candidate, subject to clearance from the Department of Justice (DOJ) and submission of the required documents listed below. Human Resources will schedule a date and time to fingerprint the candidate. The candidate must have a current driver’s license and social security card or lawful documentary proof of his or her ability to work in the United States and furnish the following documents prior to coaching:
 - a. Valid CPR certificate
 - b. Valid First Aid certificate
 - c. TB test clearance
 9. A background check and fingerprint clearance must be completed before employing the successful candidate.
 10. Upon being employed, the candidate has one year to successfully complete a CIF-approved coaching class.
 11. Selected candidate signs contract subject to Board approval.
 12. Once clearance from the DOJ has been received and valid certifications have been submitted to the Human Resources Office, the ~~Associate~~ Assistant Superintendent for Human Resources submits the names of those individuals being recommended for employment to the School Board for approval.

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13. The Human Resources Office notifies those individuals who applied and were not selected.
14. The Human Resources Office notifies the Principal/Designee and Athletic Director when the individual selected is eligible to coach.
15. Upon completion of the coaching season the Athletic Director, through the site Principal, submits a request for payment to Human Resources.
16. The Human Resources Office then verifies that all coaches to be paid were properly signed up and releases the pay requests to payroll for processing. (If a coach has missing or expired certifications, his/her payroll check will be held).

Evaluation Process

Athletic Directors and head coaches are to provide input and assistance to the Principal/Designee with the evaluations of certificated coaches. Athletic Directors and head coaches are to conduct the evaluations for non-certificated coaches that shall also be reviewed and signed by the Principal/Designee.

1. The Athletic Director will evaluate the non-certificated Head Varsity Coach of each sport with input from the Site Principal/Designee. The Athletic Director will meet with all Head Varsity Coaches for their evaluation, with assistance from the Site Principal/Designee as needed.
 - a. If the Head Varsity Coach receives a less than satisfactory evaluation, then he/she will meet with the Principal/Designee and/or Athletic Director.
2. The Head Varsity Coach in charge of each program will evaluate all non-certificated lower level head coaches and assistant varsity coaches within the program, with input from the Athletic Director and Site Principal/Designee. The Head Varsity Coach will meet with all lower level head coaches and assistant varsity coaches for their evaluations, with assistance from the Athletic Director and/or Site Principal/Designee as needed.
 - a. If their evaluations are less than satisfactory, then he/she will meet with the Principal/Designee and/or Athletic Director.

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3. The Head Coach at the lower levels will evaluate non-certificated assistant coaches in their program with input from the Varsity Coach, Athletic Director and Site Principal/Designee. The Head coach will meet with all assistant coaches in their program for their evaluations, with assistance from the Athletic Director and/or Site Principal/Designee as needed.
 - a. If the assistant coach(es) receives a less than satisfactory evaluation, then he/she will meet with the Principal/Designee and/or Athletic Director.
4. All paid coaches will be evaluated using this process.
5. Copies of the evaluation will be provided to the evaluatee, the Principal's office and the Human Resources Office.

Code of Ethics

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

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

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11. Avoid suggesting, providing or encouraging any athlete to use non-prescriptive 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.
12. Avoid recruitment of athletes from other schools.
13. Follow the rules of behavior and the procedures for crowd control as established by the Board and the league in which the District participates.

It is the duty of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on a team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game—not a matter of life and death for player, coach, school, officials, fan, community, state or nation.
11. Not suggest, provide or encourage any athlete to use non-prescriptive 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.

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12. Not recruit athletes from other schools.
13. Follow the rules of behavior and the procedures for crowd control as established by the board and the league in which the District participates. (Title 5, Section 5596)

E. Reports Required

None

F. Record Retention

Coach's personnel file

G. Responsible Administrative Unit

Human Resources

H. Approved By

Assistant Superintendent for Human Resources