

## 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

### 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)

**TEMPORARY ATHLETIC TEAM COACHES** (continued)

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

Competencies

Temporary athletic team coaches shall give evidence of the following required competencies:

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures:
  - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card and automated external defibrillator (AED) card.
  - b. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card, and automated external defibrillator (AED) card.
  - c. ASEP Coaching Class
2. Coaching theory and techniques in the sport or game being coached:
  - a. ASEP Coaching Class
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.
  - a. ASEP Coaching Class
4. Child or adolescent psychology as it relates to sports participation:
  - a. completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions.

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- 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.

In addition, non-certificated persons employed to coach or supervise District athletic teams must first be determined:

- 1. 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.
- 2. 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.

**TEMPORARY ATHLETIC TEAM COACHES** (continued)

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 coaching position, the applications are reviewed by the site principal and the athletic director.
5. The athletic director and the site principal 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 interview the applicants and submit the “Summary of Interviews” to the Human Resources with the recommendation for employment.
7. The Associate Superintendent for Human Resources reviews the interview panel’s recommendation for employment prior to offering a candidate a coaching position.
8. A background check and fingerprint clearance must be completed before employing the successful candidate.

**TEMPORARY ATHLETIC TEAM COACHES (continued)**

9. The Human Resources office offers the position to the successful candidate and schedules a date and time to sign up the candidate. The candidate must have a current driver's license and social security card and, within thirty (30) days of being hired, furnish the following:
  - a. CPR certificate
  - b. First Aid certificate
  - c. Automated External Defibrillator card
  - d. TB test clearance
  - e. ACEP Coaching class – next available class
10. All requirements listed above in a, b, c, and d must be met within 30 days of DOH. If these requirements are not met within 30 days of DOH, the coach will not be allowed to coach until all requirements are met.
11. Selected candidate signs contract subject to Board approval.
12. The Associate Superintendent for Human Resources submits the names of those individuals being recommended for employment to the school Board for approval.
13. The Human Resources office notifies those individuals who applied and were not selected.
14. The Human Resources office notifies the principal and athletic director when the individual selected is ready 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 is not signed up by Human Resources, his/her payroll check will be held).

**TEMPORARY ATHLETIC TEAM COACHES** (continued)

Code of Ethics

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.
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)

**TEMPORARY ATHLETIC TEAM COACHES (continued)**

**E. Reports Required**

None

**F. Record Retention**

Coaches personnel file

**G. Responsible Administrative Unit**

Human Resources

**H. Approved By**

Associate Superintendent for Human Resources

TUSD Acknowledged: 03.25.97

TUSD Revised: 08.27.19  
1998.1999  
10.28.97