



Oxnard Union High School District

**SECTION 4000
PERSONNEL**

**BOARD POLICY
BP 4127**

TEMPORARY ATHLETIC TEAM COACHES

The Governing Board desires to employ highly qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

(cf. 6142.7 - Physical Education and Activity)
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee may employ a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)

(cf. 4121 - Temporary/Substitute Personnel)

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

All coaches shall be subject to Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.63 - Steroids)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Noncertificated coaches shall have no authority to assign grades to students. (5 CCR 5591)
(cf. 5121 - Grades/Evaluation of Student Achievement)

Noncertificated coaches have no authority to give grades to students.

Qualifications and Training:

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, submit to the Superintendent or designee either an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing or a Department of Justice and Federal Bureau of Investigation criminal background clearance. (Education Code 49024).

(cf. 1240 - Volunteer Assistance)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

An individual who obtained both a Department of Justice and Federal Bureau of Investigation criminal background clearance through the district prior to July 9, 2010 shall have satisfied this requirement.

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the 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)

In addition, the Superintendent or designee shall regularly report to the Board regarding the extent to which the district's coaches have completed the trainings required by law, including those required pursuant to Education Code 33479.6 and 49032, and by district policy.

Legal References:

EDUCATION CODE

- 33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act
- 35179-35179.7 Interscholastic Athletic
- 44010 Sex offense
- 44011 Controlled substance offense
- 44332-44332.5 Temporary certificates
- 44424 Conviction of a crime
- 44808 Liability when students are not on school property
- 44916 Written statement indicating employment status
- 44919 Classification of Temporary Employees
- 45125.01 Interagency agreements for criminal record information
- 45347 Instructional aides subject to requirements for classified staff
- 45349 Use of volunteers to supervise or instruct students
- 49024 Activity Supervisor Clearance Certificate
- 49030-49034 Performance-enhancing substances
- 49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

- 5531 Supervision of Extracurricular Activities
- 5590-5596 Duties of Temporary Athletic Team Coaches

COURT DECISIONS

- CTA v. Rialto Unified School District, (1997) 14 Cal. 4th 627
- San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal.App.3d 1376
- Neily v. Manhattan Beach Unified School District, (2011) 192 Cal. App. 4th 187
- Kavanaugh v. West Sonoma County Union High School District, (2003) 29 Cal. 4th 911
- Barozzi, (1991) 230 Cal.App.3d 1376

Management Resources:

CSBA PUBLICATIONS

- Steroids and Students: What Boards Need to Know, Policy Brief, July 2005

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

- Pursuing Victory with Honor, 1999
- California Interscholastic Federation Constitution and Bylaws

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

- 10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

- CSBA: <http://www.csba.org>
- California Athletic Trainers' Association: <http://www.ca-at.org>
- California Department of Education: <http://www.cde.ca.gov>
- California Interscholastic Federation: <http://www.cifstate.org>
- Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
- National Athletic Trainers' Association: <http://www.nata.org>

APPROVED: 03/29/78

REVISED: 01/10/90, 09/22/93, 12/14/11, 09/25/19



Oxnard Union High School District

**SECTION 4000
PERSONNEL**

**ADMINISTRATIVE REGULATIONS
AR 4127**

TEMPORARY ATHLETIC TEAM COACHES

The Superintendent or designee shall establish minimum qualification criteria for temporary athletic team coaches. These criteria shall include, but not necessarily be limited to, competencies in the following area. (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by 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 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. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning.
 - f. Evidence of completion of "Sudden Cardiac Arrest Training".
 - g. Evidence of Heat Illness Training
2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
 - a. Completion of a college course in coaching theory and techniques.
 - b. Completion of inservice programs arranged by a school district or county office of education.
 - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached.
 - d. Prior coaching in community youth athletic programs in the sport being coached.
 - e. 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 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.

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.

(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)

High School Coaching Education Program:

Each employee or volunteer high school athletic team coach shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF and includes, but is not limited to, training in regard to sport psychology, sport pedagogy, sport physiology, sport management, statewide and school regulations, and CPR and first aid, including the signs, symptoms, and appropriate response to concussions. 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. 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 35179.1, 49032).

In addition, prior to coaching an athletic activity and every two years thereafter, athletic coaches shall complete an approved training course on the nature and warning signs of sudden cardiac arrest. (Education Code 33479.2, 33479.6, 33479.7)

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
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



TEMPORARY COACHING CERTIFICATION

APPLICANT _____ SS# _____

ADDRESS _____ CITY _____ ZIP _____

TELEPHONE # _____ EMAIL _____ SITE _____

In order for individuals to coach athletic teams of schools within the Oxnard Union High School district, Section 5531 of Title V California Administrative Code and District Administrative Procedure 313 require verification by the Principal of the following:

- A search of the district's certificated employees District's coaching needs.
- The non-certificated person selected as Coach is at least 21 years of age.

Extra Duty Salary Placement:

- CERTIFICATED
- NON-CERTIFICATED
- ASB PAID
- VOLUNTEER

Sport: _____
 Step _____ Level _____
 Level _____
 Amount _____ Initial _____
 (NON-PAID) Initial _____

Minimum Competencies:

- First Aid and Emergency Procedures: (attach copy of current proof of completion)
- Valid American Red Cross First Aid Card | Expiration Date: _____
- Valid CPR Card | Expiration Date: _____
- Valid Water Safety Training for coaches Card [Water Polo & Swimming coaches] | Expiration Date: _____
- Concussion Management Training (NFHS) | Date Completed: _____
- Coaches Education Certification
- National Federation of High Schools Coaching Principles (NFHS) [Interscholastic Coaches] | Date Completed: _____
- AACC A Certification [Cheerleader Advisors] | Date Completed: _____
- Mandated Reporter Training (AB1432) | Date Completed: _____
- Sections 1-4 (Child Abuse/Sexual Harassment) | Date Completed: _____
- Heat Illness Training
- Evidence of Completion for Sudden Cardiac Arrest Training

The above candidate has met all of the minimum requirements and placement on the Extra-Duty pay scale has been verified.

SIGNATURE OF APPLICANT

SIGNATURE OF ATHLETIC DIRECTOR

SIGNATURE OF PRINCIPAL

DATE

- The District has first determined that the non-certificated person has not been convicted of any offense referred to in E.C. Section 44940 or any other offense involving moral turpitude or evidencing unfitness to associate with children. **LIVESCAN CLEARANCE MUST BE RECEIVED PRIOR TO INDIVIDUAL PROVIDING SERVICE OR HAVING CONTACT WITH STUDENTS.**
- The District has on file a medical verification that the non-certificated person is free from Tuberculosis and any other contagious diseases. (Paid positions only)
- Verification that the candidate is at least 21 years of age.

DIRECTOR OF HUMAN RESOURCES

DATE

**VERIFICATION OF COMPLETION OF REQUIREMENTS AND EXTRA DUTY PLACEMENT VERIFICATION
(TO BE SIGNED BY DIRECTOR OF HUMAN RESOURCES)**