

COACH REFERRAL

All coaches at every level must be approved by the Site Principal; Principal must sign the Coach Referral form that goes to Human Resources.

Temporary Athletic Team Coaches:

1. Ventura Unified may employ a certificated or non-certificated employee, other than a substitute, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity (5 CCR 5590).
2. 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 (Ed Code 44919).
3. Non-Certificated coaches have no authority to give grades to students (5 CCR 5591).

Every Team must have:

A Qualified Head Coach that is over 21. This Qualified Coach over 21 must be present for every work out and competition, i.e. if the Head Coach is not there, the next in charge must be a Qualified Coach over 21.

Minimum Qualifications for Qualified Coaches (see BP/AR 4127 for all specific requirements):

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidence by a valid CPR Card, First Aid Card and Concussion training certificate.
2. Coaching theory and techniques in the sport or game 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
5. Must possess established minimum qualifications.
6. Fingerprint clearance. Must possess a Credential or an Activity Supervision Clearance Certificate issued by the Commission on Teacher Credentialing
7. Qualified Coaches are responsible for making sure volunteers, parents, etc. are under the **Direct Supervision** of a Qualified Coach that is over 21. **ALL High School Coaches (paid, unpaid, walk-on, volunteers) must be Qualified Coaches.**

Volunteer Coaches at Middle and Elementary School:

1. VUSD encourages every coach, including VUSD employees, walk-ons, volunteers, parents, etc., to become a Qualified Coach.
2. Every Coach: volunteer, walk-on, parent, etc. must be a VUSD employee, a Qualified Coach or work through Human Resources to receive a criminal background clearance in accordance with Board Policy 4127/4227, 4327.
3. It is the responsibility of the Site Principal and Head Coach to make sure volunteers, parents, etc., follow these procedures.

Coaches who are under 21:

Cannot be the head coach, cannot drive students, cannot be paid and must be under the Direct Supervision of a Qualified Coach over 21.

School Site _____		Date _____
Coach Name _____	Phone _____	Alternate Phone _____
Email Address _____		

Sport: _____ Season: Fall Winter Spring Summer
Assignment: Head Coach Assistant Coach (including Head Non-Varsity) Boys Girls

This Coach will be Filling:

District-Paid Coaching Position ASB/Other Funded Coaching Position Unpaid Volunteer

Athletic Director Signature _____	Date _____	Principal Signature _____	Date _____
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Original: Certificated HR

Yellow: Employee/Coach/Volunteer, etc.

Pink: Athletic Director

Gold: Principal's Office

ADVISORY

VUSD Coaching Requirements

All coaches at every level must be approved by the Site Principal. Principal must sign the Coach Referral form that goes to Certificated Human Resources.

Every team must have a **Head Coach** that is a **Qualified Coach**.

It is the responsibility of the Site Principal and Head Coach to make sure volunteers, parents, etc. follow these procedures.

QUALIFIED COACH - Minimum Qualifications (see BP/AR 4127, 4227, 4327 for all specific requirements):

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidence by a valid CPR Card, First Aid Card and Concussion training certificate.
2. Coaching theory and techniques in the sport or game 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
5. Must possess established minimum qualifications.
6. Must possess a Credential or an Activity Supervision Clearance Certificate issued by the Commission on Teacher Credentialing

Coaches who are under 21:

- Cannot be the Head Coach
- Cannot Drive Students
- Cannot be paid
- Must be under the Direct Supervision of a **Qualified Coach** over 21
- If coaching at the High School, must meet all other qualifications for a **Qualified Coach**

High School Coaches

- All High School Coaches (paid, walk-on, volunteer, etc.) must be "**Qualified Coaches.**"
- **Qualified Coaches** are responsible for making sure volunteers, parents, etc. are under the **Direct Supervision** of a **Qualified Coach** that is over 21.

Middle & Elementary School Coaches

- A **Qualified Coach** must be present for every work out and competition, i.e. if the Head Coach cannot be present, the next in charge must be a **Qualified Coach**.
- VUSD encourages every coach, including VUSD employees, walk-ons, volunteers, parents, etc. to become a **Qualified Coach**.
- Every Coach: volunteer, walk-on, parent, etc. must either be a VUSD employee, a **Qualified Coach** or work through human resources to receive a criminal background clearance in accordance with Board Policy 4127, 4227, 4327.