

HIRING AND EVALUATIONS OF COACHES ATHLETIC COACHES

PURPOSE:

Through its employment policies, the Bristol Warren Regional School District (BWRSD) is committed to recruiting and retaining the highest qualified personnel who will be working with student athletes. The purpose of this policy is to establish criteria for the selection, requirements, appointment, reappointment, compensation, evaluation and dismissal for all BWRSD athletic coaches.

COACHING REQUIREMENTS:

Prior to appointment all athletic coaching candidates must provide, or have on file with the School Department, evidence of valid competencies and requirements consistent with the following rules and regulations as amended from time to time:

1. [RIGL § 16-11.1 Athletic Coaches](#) – First Aid Course Required
2. [RIGL § 16-11.2 Duties of Coach](#) – Preseason Lecture (head coaches)
3. The Rhode Island Interscholastic League (RIIL) [Article 13](#) Coaching Requirements
4. Any additional School Department assigned trainings and acknowledge receipt of [coaches handbook](#).
5. **NEW COACHES:** Pre-employment paperwork including a National Criminal Background Check (BCI) in accordance with [RIGL § 16-2-18.1. Criminal records review](#).
6. **VOLUNTEER COACHES:** State Criminal Background Check (BCI) in accordance with [RIGL § 16-2-18.4. Criminal records review for volunteers](#).

The Athletic Director and Principal are responsible for ensuring that all coaches, paid or unpaid, at all levels (Varsity, JV, Freshman, and Volunteer) meet the above requirements before they are recommended for approval. Under no circumstance will a coach be allowed to perform their coaching duties if they have not met said requirements.

POSTING AND SELECTION PROCESS:

The School Department encourages participation in coaching positions and may reappoint qualified head coaches who have demonstrated prior success in such annual positions, and who have favorable evaluations at the end of each season; however, reappointment to such positions does not create an entitlement to that position in the future. All head coaching positions and/or assistant coaching positions, not filled by reappointment or any new positions, will be posted annually and shall follow the process below:

- I. **Posting:** All open coaching positions will be posted on the School Department's job posting platform as follows:

- a. The Athletic Director will provide Human Resources with a list of open coaching positions per season allowing sufficient lead time to meet the appointment schedule prior to the official start date of each season. BWRSD is committed to attempting to hire all coaching positions for the academic year before the close of the first month of school:
 - i. Fall sports – Posted on or about April 15th
 - ii. Winter sports – Posted on or about July 15th
 - iii. Spring sports – Posted on or about August 15th

II. Selection for Appointment:

- a. Open Head Coaching Positions: The Athletic Director shall convene an interview team including parent, staff and students when appropriate to review applications, conduct interviews, and select a candidate for recommendation to the Principal.
- b. Volunteer Coaching Positions: The Athletic Director and Head Coach shall agree prior to the start of each season on the number of volunteer coaches per sport. The Head Coach shall make a recommendation to the Athletic Director for the selection of volunteer coaches. With the approval of the Athletic Director, the volunteer candidate shall be forwarded to the Principal.
- c. Recommendations for the appointment of all head, assistant, and volunteer coaches will be made by the Principal to the Superintendent for final approval.

COMPENSATION:

Compensation for paid athletic coaches shall comply with the Fair Labor Standards Act (FLSA) and shall be established by recommendation of the Superintendent to the School Committee through the annual budget process. Any coach who is prohibited from starting the season due to their failure to provide the coaching requirements above shall have their compensation prorated from their actual start date. Coaches who do not work the complete season for any other reason shall have their compensation prorated to reflect the actual time in the position.

EVALUATION:

Head Coaching Positions: The Athletic Director and the Principal will review head coaches at the end of each athletic season in a consistent manner using an established evaluation tool that provides a fair and equitable process. Feedback from parent and player surveys/meetings will be reviewed with head coaches as part of their evaluation process. Completed evaluation forms shall be signed by the coach and the evaluator and shall indicate whether or not the coach will be recommended to the Superintendent for reappointment for the next season.

Completed evaluation forms will be forwarded to Human Resources by the Athletic Director for placement in the coach's personnel file.

Assistant Coaching Positions: The Athletic Director and the head coach will review assistant coaches at the end of each athletic season in a consistent manner using an established evaluation tool that provides a fair and equitable process. Any relevant feedback from parent and player surveys/meetings will be reviewed with assistant coaches as part of their evaluation process. Completed evaluation forms shall be signed by the coach and the evaluator and shall indicate whether or not the coach will be recommended to the Superintendent for reappointment for the

next season.

Completed evaluation forms will be forwarded to Human Resources by the Athletic Director for placement in the coach's personnel file.

Both head coaches and assistant coaches who obtain recommended status may continue to work with student-athletes through the off-season in accordance with Rhode Island Interscholastic League regulations and with permission of the Athletic Director. Any work with student-athletes in the off-season must be done in a volunteer capacity. Head and assistant coaches who obtain recommended status may reapply to future coaching positions through the annual/seasonal job posting and selection process. If reappointment is not recommended, the coaching position will remain open and the job posting and selection process outlined in this policy will commence.

DISMISSAL/RELEASE:

Any head, assistant, or volunteer coach may be dismissed at any time for unprofessional conduct, for failure to meet coaching requirements, for violation of School Committee policy, or for violations of the expectations and responsibilities outlined in the job description and/or in the BWRSD Coaches' Code of Conduct. Termination or release shall be recommended by the Principal (in consultation with the Athletic Director) for approval by the Superintendent.

References:

RIGL § 16-11.1 Athletic coaches

RIGL § 16-11.2 Duties of coaches

Rhode Island Interscholastic League (RIIL) Article 13

RIGL § 16-18.1 Criminal records review

RIGL § 16-2-18.4 Criminal records review for volunteers

The Fair Labor Standards Act (FLSA)

Policy Adopted: October 28, 2024

Bristol Warren Regional School District, Bristol, Rhode Island