Sacramento City Unified School District

# BULLETIN

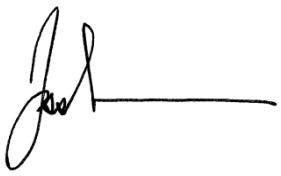
**SUBJECT:** **LOCAL BOARD CERTIFICATION OF ATHLETIC COACHES (EXTRA PAY FOR EXTRA DUTY)** **HR-11**

**TO:** All Middle School and High School Principals

**DATE:** December 2011

**PREPARED BY:** Jake Hansen, Cindy Nguyen, Terri Lauzon and Edith Sun-Rudolph **DEPARTMENT:** Human Resource Services

**REVIEWED BY:** Carol Mignone Stephen **APPROVED:**



Attached is a copy of the Title 5, California Code of Regulations (CCR), Section 5593, as well as a copy of the Board Policy and Administrative Regulation for temporary athletic coaches.

In order to meet the dictates of these regulations and to advise the Superintendent that the district is in compliance with these requirements, Certification Packets for athletic team coaches currently employed by your school are enclosed.

Please meet with each individual and certify that their requirements for being temporary athletic coaches or assistant coaches have been met for the 2011-12 school year.

- Please complete all certification forms with each employee.
- Certify that the conditions have been met by completing/signing the Certification Packet. Secure the employee's signature also.
- If there is a waiver, please fill out the proper form, which is included.
- Retain copy of Certification Packet at school site and forward a copy to Human Resource Services, Box 770.
- Submit Requisition for Per Diem Personnel to Human Resource Services and Per Diem Time Sheet to Payroll Services to initiate the pre-employment and payroll process.

To be in compliance, a completed Certification Packet must be done on each present and new temporary athletic coach or assistant coach. Return these packets to Human Resource Services, Box 770, so that the temporary athletic coaches can be approved for coaching.

➲ If you have already completed the certification process for the 2011-12 school year and routed the appropriate Certification Packets to Human Resource Services, please complete/sign the Coaching Assignment List and return to Box 770.

| Name of Athletic Coach | SSN | Sport |
|---|---|---|
| | | |
| | | |
| | | |

Requirements of Title 5, California Code of Regulations (CCR) Section 5593 have been met in the hiring of Athletic Coaches for the 2011-12 school year. Requirements of AB 1025 (Activity Supervisor Clearance Certificate) have been met in the hiring of non-certificated Athletic Coaches for the 2011-12 school year.

_____ _____

Principal's Signature Date

Please Note: The above certification process by site principals is a prerequisite prior to the hiring of coaches for any school year. Therefore, it will be necessary for schools to retain a supply of Certification Packets at each site, and submit completed Certification Packets to Human Resource Services, Box 770, prior to the hiring of a coach.

Coaches cannot be authorized for employment or salary payment without the completion of the following: (a) Activity Supervisor Clearance Certificate (non-certificated only—paid and nonpaid), (b) Certification Packet (PSL-F176), (c) Requisition for Per Diem Personnel (PSL-F003), (d) Per Diem Time Sheet (PAY-F009/010), and (e) completion of all pre-employment requirements.

If you have any questions, please contact your assigned Team Director of Human Resource Services or Human Resource Services Analyst.

JH:TL:CN:ESR:jmh/Athletic Coach Bulletin-Info

Attachments

cc: Area Superintendents

# TITLE 5, CALIFORNIA CODE OF REGULATIONS

*§ 5593. Temporary Athletic Team Coach Qualifications and Competencies*

*This section applies to any person serving at any grade level as a temporary athletic team coach.*

*(a) The district shall determine whether a temporary athletic team coach is knowledgeable and competent in the areas of:*

*(1) Care and prevention of athletic injuries, basic first aid, and emergency procedures;*

*(2) Coaching techniques;*

*(3) Rules and regulations in the athletic activity being coached; and*

*(4) Child or adolescent psychology, whichever is appropriate to the grade level of the involved sports activity.*

*(b) The district shall establish a temporary athletic team coach's qualifications in each of the below specified four competency areas.*

*(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; or*

*(B) A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card; or*

*(C) A valid Emergency Medical Technician (EMT) I or II card; or*

*(D) A valid trainer's certificated issued by the National or California Athletic Trainers' Association (NATA/CATA); or*

*(E) The person has had practical experience under the supervision of an athletic coach or trainer, or has assisted in team athletic training and conditioning, and has both valid CPR and first aid cards.*

(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; or*

(B) *Completion of in-service programs arranged by a school district or a county office of education; or*

(C) *Prior service as a student coach or assistant athletic coach in the sport or game being coached; or*

(D) *Prior coaching in community youth athletic programs in the sport to be coached; or*

(E) *Prior participation in organized competitive athletics at high school level or above in the sport to be 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 it relates to sports 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; or*

(B) *Completion of a seminar or workshop on human growth and development of youth; or*

(C) *Prior active involvement with youth in a school or community sports program.*

*(c) The school district superintendent may waive compliance with any one or more of the competencies described in subsection (a) provided that the person is enrolled in a program leading to acquisition of a competency. Until the competencies are met, the prospective coach shall serve under the immediate supervision of a fully qualified temporary athletic team coach.*

NOTE: Authority cited: Education Code Sections 33031 and 35179.5
Reference: Education Code Sections 33352 and 35179.5.

**Sacramento City USD**
**Board Policy:** BP 4127, 4227, 4327
**Personnel**

## Temporary Athletic Team Coaches

The Governing Board recognizes the importance of hiring qualified temporary athletic team coaches for the district's sports program.

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

Any certificated teacher employed by the district who applies for a position as a temporary athletic team coach and who satisfies the qualification criteria established for the position shall first be offered the position. (Education Code 44919)

In addition, all coaches shall be subject to Board policy, administrative regulation and the codes of ethical conduct published by the state and the California Interscholastic Federation.

(cf. 5131.1 - Bus Conduct)
(cf. 6145.2 - Interscholastic Competition)

## Volunteer Coaches

Volunteer athletic team coaches who do not meet the district qualification 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)

Legal Reference:
EDUCATION CODE
35179.7 Interscholastic athletic program and activities
44010 Sex offense
44011 Controlled substance offense
44424 Conviction of a crime
44808 Liability when students are not on school property
44919 Classification of temporary employees
CODE OF REGULATIONS, TITLE 5
5531 Supervision of extracurricular activities of pupils
5590-5596 Duties of temporary athletic team coaches
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, 281 Cal. Rptr. 724

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
adopted: November 16, 1998 Sacramento, California
reviewed: May 6, 2002

**Sacramento City USD**
**Administrative Regulation:** AR 4127, 4227, 4327
**Personnel**

## Temporary Athletic Team Coaches

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. (5CCR 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 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 team coach is knowledgeable and competent in the areas of: (5CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures

The Superintendent or designee shall establish qualifications in this competency area 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 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

The Superintendent or designee shall establish qualifications in 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. Rules and regulations in the athletic activity being coached

The Superintendent or designee shall establish 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.

4. Child or adolescent psychology, whichever is appropriate to the grade level of the involved activity

The Superintendent or designee shall establish competency in knowledge of child or adolescent psychology 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. (5CCR 5593)

**Additional Competencies for Noncertificated Personnel**

In addition to the competencies listed above, the Superintendent or designee shall determine that a noncertificated person employed as a temporary athletic team coach: (5CCR 5592)

1. Has not 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.

(cf. 4212.5 - Criminal Record Check)

2. Is 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)

Noncertificated coaches have no authority to give grades to students. (Title 5, Section 5591)

**Code of Ethical Conduct**

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

# Human Resource Services

# Paid Coaching Positions

## Volunteer Coaching • District Volunteers

**No person may perform in a paid or volunteer status until the appropriate forms and clearances are on file in the Principal's Office.**

## PAID POSITIONS

### Staff Member Coaches

1. Prior to the beginning of each season, but no later than the deadline below, the Principal will submit a list of all paid coaches, except the Athletic Director and Intramural Coaches, on a form (see pg. 2) provided by the district. (SCUSD Coaching Assignments attached)

| Season | Deadline |
|---|---|
| Fall | June 1 |
| Spring | December 1 |

If there are revisions, please resubmit the changed information to Human Resource Services.

2. **Advertising for coaches** will be in the following order:
   - First: School site (where the vacancy is occurring).
   - Second: District-wide.
   - Third: Community at large.

3. All paid coaches **who are staff members** must have the following on file at the site prior to providing services:
   - A valid cardiopulmonary resuscitations (CPR) card.
   - A valid first aid card or equivalent.
   - Coaching Assignment Authorization Form from school site.

   The **site assumes responsibility** for monitoring these requirements.

4. No additional clearances or forms are required for regular certificated staff members.

## Walk-On Coaches

The process for hiring a walk-on coach is as follows:

- Candidates complete employment application and pre-employment personnel/ payroll packet.

**Certificated and Non-Certificated:** Walk-on coaches must have the following on file:

- Activity Supervisor Clearance Certificate (ASCC): Non-certificated (paid or nonpaid) must completed an on-line application through the California Commission on Teacher Credentialing (AB 1025, Effective January 1, 2010)
- TB clearance (no older than 60 days unless transferred from another school district).
- Fingerprints.
- I-9 forms; pre-employment personnel/payroll packet.
- Coaching Assignment Authorization Form from school site.

## Payments

1. Prior to deadline, the Principal will submit a list of all paid stipends for walk-on coaches.

2. Revisions to the Coaching Assignment List must be updated and sent to Human Resource Services, Box 770.

# UNPAID VOLUNTEERS

## Coaches

The volunteer coaches serve as unpaid coaches. A volunteer coach must meet the guidelines established for paid coaches. The requirements for volunteer coaches are as follows:

- Activity Supervisor Clearance Certificate (ASCC) (Non-certificated).
- Volunteer Coach Application (included).
- Fingerprints/background check clearance.
- TB clearance.
- Valid CPR card.
- Valid first aid card.

# Human Resource Services

## Coach Checklist: Items Needed for Approval

### Staff Member Coaches: Paid Position

- ☐ Valid first aid and CPR certificates.
- ☐ Coaching Assignment Authorization Form from school site.

### Walk-On Coaches: Paid Position

- ☐ Activity Supervisor Clearance Certificate (non-certificated).
- ☐ Employment application.
- ☐ Completed I-9 forms; pre-employment Personnel/Payroll packet.
- ☐ Fingerprint clearance.
- ☐ TB clearance.
- ☐ Valid first aid and CPR certificates.
- ☐ Coaching Assignment Authorization Form from school site.

### Volunteer Coaches: Unpaid Position

- ☐ Activity Supervisor Clearance Certificate (non-certificated).
- ☐ Volunteer Coach application (attached).
- ☐ Fingerprint clearance.
- ☐ TB clearance.
- ☐ Valid first aid and CPR certificates.

# Human Resource Services

## Temporary Athletic Team Coaches
## (Certificated and Classified)

# CERTIFICATION PACKET

**PART I** **Applicant Personal Information**

Name: _____

Address: _____

_____

Phone: (Work) _____

(Home) _____

Social Security Number: _____

Sport: _____

School: _____

Date: _____

**Important Information**

1. School sites to forward copy of certification packet to Human Resource Services, Box 770. If applicable, Activity Supervisor Clearance Certificate must be on file.
2. Original certification packet to be retained at school site.
3. Requisition for Per Diem Personnel and Per Diem Time Sheet must be submitted directly to Human Resource Services/Payroll Services to initiate the pre-employment and payroll process.

## PART II Conditions of Competency

Provide written description and documentation.

1. **First Aid and Emergency Procedures**

❍ Valid First Aid Card (attach copy) Expiration: _____

OR

course will be completed on: _____

AND

❍ CPR Card (attach copy) Expiration: _____

OR

course will be completed on: _____

2. **Coaching Theory and Technique as Evidenced By:**

❍ Prior service as an athletic coach or assistant athletic coach in the sport to be coached.

Name of Supervisor: _____

Address: _____

Phone: _____

Year: _____

Describe Experience: _____

_____

OR

❍ Work in community athletic programs in the sport to be coached.

Program: _____

Address: _____

Phone: _____

Year: _____

Describe Experience: _____

_____

OR

❍ Completion of inservice programs arranged by a school district or county office of education.

Program:_____
Address:_____
Phone:_____
Year:_____
Describe Experience:_____
_____

OR

❍ Completion of college-level course in coaching theory and techniques.

College:_____
Course Title:_____
Instructor:_____
Year:_____

OR

❍ Participation in organized competitive athletics at high school or above in the sport to be coached.

School:_____
Organization:_____
Year:_____
Describe Experience:_____
_____

3. **Knowledge of Rules and Regulations of the Sport or Game to be Assigned**

❍ Yes

4. **Activity Supervisor Clearance Certificate (ASCC)**

❍ Valid ASCC Required for Non-Staff (Non-Credential/Permit) (attach copy)

Expiration: _____

## PART III Materials Checklist

The following materials have been provided by the school principal, athletic director, or designee: (please ✓ check)

- ❍ School Athletic Policy (Coaches) Handbook
- ❍ Student-Parent Athletic Handbook
- ❍ California Interscholastic Federation (CIF) Bylaws
- ❍ District and School Policy and Procedures for care and reporting of injuries
- ❍ Rules and Regulations pertaining to the sport or game being coached
- ❍ Policy for complying with State and Federal regulations on sex equity in athletics and equity for the handicapped (BP and AR 5145.3)
- ❍ Temporary Athletic Team Coaches Code of Ethics (AR 4227 [f])

*I hereby certify to the Chief Human Resources Officer that the conditions of California Administrative Code, Title V, Section 5593, and AB 1025 (if applicable) governing temporary athletic team coaches have been met.*

Name of Applicant:_____

Sport:_____

Date:_____

_____ _____

Principal or Athletic Director's Signature Date

_____ _____

Applicant's Signature Date

## PART IV Adolescent Psychology

Adolescent psychology as it relates to participation in sports, as evidenced by:

❍ Successful completion of a college-level course in adolescent (child) psychology.

College:_____
Course Title:_____
Year:_____

OR

❍ Completion of seminar/workshop on Human Growth and Development of Youth.

Seminar/Workshop Title:_____
Presenter:_____
Year:_____

OR

❍ Prior active involvement with youth in school/community sports program.

Name of Program:_____
Activity:_____
Year:_____
Describe Experience:_____
_____

# Human Resource Services

## Waiver Request Form From Legal Requirements for Temporary Athletic Coach Applicats

Date _____

Applicant's Name _____

I am requesting a waiver from the legal requirement of Title 5, Section 5593, for the following Section(s): (please circle)

| I | II | III | IV |
|---|---|---|---|
| (Care and Prevention) | (Theory and Techniques) | (Rules and Regulations) | (Child & Adolescent Psychology) |

for the following sport:_____ during the _____school year.

_____
Applicant's Signature

**Principal** **Statement and Recommendation for Waiver**

I recommend that this applicant be granted the waiver requested from Section(s): (please circle) I II III IV because I personally guarantee that he/she will meet both of the following requirements for such a waiver during this coaching assignment:

1. He/she will be currently enrolled in a training program related to the requirement(s) not met.
2. He/she will coach ONLY under the direct supervision of a fully qualified coach at EACH PRACTICE AND COMPETITIVE SESSION.

_____ _____
Principal's Signature School

_____ _____
Athletic Director's Signature Date

# Human Resource Services

## Volunteer Coach
## (Unpaid)

# APPLICATION

| | |
|---|---|
| Name: | Home Phone: |
| Address: | Work Phone: |
| City: | Zip Code: |
| Date Submitted: | Sport: |

| Previous Experience Working With Youth: |
|---|
| |
| |
| |
| |

As a volunteer coach for _____ High School, I understand that neither the Sacramento City Unified School District, nor any member of _____ High School, will compensate me for my services. As a volunteer my services are gratis, and I will not receive a financial reward for my volunteer services.

I also understand that before a coach can be compensated for any paid services the Sacramento City Unified School District Board of Education must officially ratify the coach(es) as an employee of the district.

As a volunteer coach, I understand that I must:

- ☐ Hold an Activity Supervisor Clearance Certificate (ASCC).
- ☐ Be fingerprinted and have a background check clearance.
- ☐ Have TB clearance.
- ☐ Have valid first aid and CPR certificates.

Coach's Signature _____ Date _____

Athletic Director's Signature _____ Date _____

Principal's Signature _____ Date _____