

A POLICY STATEMENT  
OF  
THE HANCOCK COUNTY BOARD OF EDUCATION  
New Cumberland, West Virginia 26047

COACHING

GENERAL

The Hancock County Board of Education believes that interscholastic athletics are an integral part of the education program, which provides educational experiences not otherwise offered in the curriculum, thereby contributing to the development of students to be better citizens.

All high schools and middle schools shall be members of the West Virginia Secondary School Activities Commission (WVSSAC) and shall abide by the rules set forth by the WVSSAC. Each Principal is responsible for the conduct of his/her school's athletic programs. The conduct of the team is a direct reflection upon the coaching staff, the school, school administration and the Board of Education.

The Principal of each school, after consultation with the Dean of Students/Activities Sponsor in charge of athletics and head coach, shall determine the schedule for each sport. Schedules and practices shall meet the equity requirements of Title IX and the instructional requirements of State Policy 2510. Coaches shall be required to attend all practice and games unless excused by the Principal.

EMPLOYMENT OF COACHES

Coaches shall be employed in accordance with the posting standards set forth in section 18A-4-7a of the WV Code pursuant to Section 18A-4-16 of the WV Code.

~~If no currently certified professional applies for a position, other applicants, pursuant to Section 18A-3-2a of the WV Code and State Policy 5202 may be considered for employment.~~

Coaches must have the ability, skills, and knowledge to execute the responsibilities of the position, as delineated in section 25.1 of State Policy 5310.

All coaches will be evaluated annually by the school principal at the school where they are coaching. The principal may also include the Dean of Students in charge of athletics, Dean of Students/Activities Sponsors, or a head coach to participate in the evaluation process, following the evaluation guidelines established in State Board Policy 5310 section 126-142-25, 26, 27, 28, and 29.

A coach in Hancock County may serve as the head coach in more than one sport as long as the sports do not have concurrent seasons.

~~Volunteer coaches will be hired on or before the 2<sup>nd</sup> board meeting in July for all Fall sports, the 2<sup>nd</sup> board meeting in October for Winter Sports and the 2<sup>nd</sup> board meeting in February for spring sports.~~

Coaches shall be compensated in accordance with the Hancock County Schools Coaching Extra-Curricular Compensation Scale. Compensation will be based on ~~Hancock County Schools~~ *previous* coaching experience *within that sport*. A maximum of one year of experience can be obtained in one school year.

~~Dean of Students/Activities Sponsor may not be employed as a coach unless it is to fill a temporary vacancy due to an emergency situation in the school in which the person is assigned. Head Principals may not coach.~~ *Dean of Students/Activities Sponsor and Head Principals are permitted to apply and coach, if approved. Dean of Students, Assistant Principals, and Head Principals are permitted to fill a temporary vacancy due to an emergency situation in the school in which the person is assigned.*

#### APPLICATION PROCESS TO BECOME A COACH, ASSISTANT COACH, OR VOLUNTEER TO ASSIST A COACH.

~~Vacancies, including head coaches, assistant coaches, and volunteer approved to assist coaches,~~ will be advertised following the same advertising procedures followed for any professional job opening in Hancock County Schools.

All interested applicants must apply ~~in writing~~ *on-line via the hiring and recruiting program found on our Hancock County website* ~~to the Office of the Superintendent~~ within the time lines established on the posting.

All head & assistant coaches will be approved in compliance with 18A-3-2a:

For the purpose of this policy, head coaches, assistant coaches, and volunteer coaches not holding a valid West Virginia Teaching Certificate will be referred to as an authorized certified coach.

1. The coach is employed under a contract with a county board of education which specifies a rate of pay equivalent to the rate for professional educators who accept similar duties as extra duty assignments and which provide for liability insurance associated with the activity.
2. Applicants, including coaches, assistant coaches, & volunteers approved to assist the coaches without a valid West Virginia Teaching Certificate must complete the following training: Sport Science, Sport First Aid, and WV component (14 hours of instruction and test) and has received West Virginia Department of Education Authorization The training course is at the expense of the applicant.
3. ~~The authorized certified coach may be contracted to coach only if an employed certified professional educator within the county has not applied for and accepted the coaching position.~~
4. Coaching authorizations are for one year, *we do not repost a position unless the Board of Education receives a resignation letter or an individual is placed*

*on administrative release.* ~~They may be re-issued upon request if a certified professional educator within a county has not applied for the position.~~

5. The head coach shall be required to attend any sports rules clinic in the coaching assignment which is sponsored by the Secondary Schools Athletic Commission. Schools failing to have a head coaching position filled at the time of the clinic will be required to have a school representative present at the rule's clinic.

Applicants, including coaches, assistant coaches, & volunteers approved to assist the coaches, must submit to fingerprinting in order for a background check to be conducted on criminal history. (Applicants may be denied approval or terminated based upon the results of this background check). The cost of the background check is at the expense of the applicant. The background check is processed through *IndentoGo by Morpho Trust USA.* ~~the personnel department of Hancock County Schools.~~

Applicants must provide proof of a ~~negative PPD (tuberculin)~~ *health required test per WVSSAC* before any coaching or volunteering may begin. ~~This test can be arranged to be administered and read by the school nurse.~~

Applicants for coaching and assistant coaching positions that do not hold a valid West Virginia teaching certification must apply to the West Virginia Department of Education for temporary authorization. The application is available ~~through the personnel department for Hancock County Schools.~~ *on-line via the hiring and recruiting program found on our Hancock County website.* Temporary authorization is ~~not~~ a requirement for volunteer(s) approved to assist the coach.

#### APPROVAL OF VOLUNTEER(S) TO THE COACH

A volunteer to the coach must be approved by the Board of Education prior to the beginning of each athletic season for each sport coached.

A volunteer to the coach shall not accrue benefits of retirement, personal leave, medical or life insurance, seniority rights, or any other provisions relating to salary, wages and benefits.

The number of volunteers to the coach for any sport shall be determined by the Head Coach with the approval of the Principal.

The volunteer(s) to the coach must be evaluated annually by the school administration following the same guidelines as established by the State Board of Education for the evaluation of coaches under Policy 5310 section 126-142-25, 26, 27, 28 and 29.

The volunteer to the coach may assist a board-approved coach in working with student athletes, provided the coach is present. The volunteer to the coach cannot substitute for a coach. Violation of this rule will result in disciplinary action against the head coach and immediate dismissal of the volunteer.

## HIRING PROCEDURES AND RESPONSIBILITIES

Following the timelines and guidelines of WV Code 18A-2-7, the personnel department will annually notify all coaches employed under temporary authorization permits (WV Code 18A-3-2b) of their employment status for the next school year.

Barring any extraordinary or extenuating circumstances: On or before the second Board meeting in April:

1. The Personnel Department will review this policy with each high school and middle school principal.
2. The Personnel Department will verify with the school principal all known head coaching vacancies, post the positions, and forward the applications to the appropriate school principal.
3. The appropriate school principal will review the head coaching applications, interview and make recommendations to the personnel office.
4. The Personnel Department will provide the recommendations to the superintendent.
5. The Superintendent will place the names on the Board agenda for approval.

Barring any extraordinary or extenuating circumstances: On or before the first Board meeting in May for all fall sports, first Board meeting in August for winter sports and first Board in September for spring sports:

1. The appropriate school principal will be responsible for meeting with the head coach to review this policy and to determine staffing needs, and providing the staffing needs to the personnel department.
2. The Personnel Department will review the list, post vacancies for assistant and provide the applicants to the appropriate school principal.
3. The appropriate school principal will be responsible for reviewing the applications for assistant coaches, interviewing the applicants and making recommendations to the personnel department.

Barring any extraordinary or extenuating circumstances: On or before the second Board meeting in May for all fall sports, the first Board meeting in September for winter sports, and the first Board meeting in October for spring sports:

1. The Personnel Department will review the list and forward to the Superintendent.
2. The Superintendent will place the names on the Board agenda for approval.

It is the head coach's responsibility to review this policy with each assistant and volunteer annually or more often if necessary.

All head coaching, assistant coaching, and volunteers to the coach resignations or vacancies determined after the timelines established by this policy will be advertised and filled as soon as possible. **Under no circumstances will a coach, assistant coach, or volunteer(s) to the coach be permitted to start coaching before the requirements of this policy are met and Board of Education approval is granted.**

Although it is the high school principal's responsibility to make hiring recommendations, they are encouraged to do so in cooperation with any or all of the following:

- Middle school principal
- Dean of Students / Athletic Sponsors
- Head coaches
- Personnel Office

### COACHING ASSIGNMENTS

All sports are subject to the guidelines listed below: Football, Basketball, Volleyball, Wrestling, Track, and Cheerleading

1. Each middle school will have a 7<sup>th</sup> and 8<sup>th</sup> grade football, basketball, volleyball and wrestling team.
2. The number of coaches assigned for each sport will be based upon actual participation.
3. All coaches will be paid according to the pay scale-Coaching/Extra Curricular Compensation Scale.
4. The senior head varsity coach will oversee the total 7-12 grade program.
5. The coach will work cooperatively with the principal of each school to maintain a quality program.
6. All coaches will begin work on the earliest day allowable for each season according to WVSSAC regulations.
7. Coaches assigned to the middle schools will be given assignments with the senior high varsity team before and after the middle school season begins and ends.
8. Coaches assigned to the middle school may be assigned other duties throughout the season (scouting, etc.).
9. All assistant coaches and volunteers to the coaches will be required to attend meetings and periodic coaching clinics put on by the head varsity coach, principal, or County Board Office.
10. All assistant and volunteers to the coaches will teach skills techniques and use terminology consistent with the head coach's philosophy.
11. The focus of the middle school programs should be fundamental and preparation for the high school program.
12. In all instances, the school principal is ultimately responsible for supervision of the athletic program in their school.

MIDDLE SCHOOL ATHLETICS (6<sup>th</sup> & 7<sup>th</sup> & 8<sup>th</sup>)

The purpose of middle school athletics is for the enjoyment of all student athletes, and the philosophy should be for all to participate at some time during the season.

Middle school athletics are encouraged to participate on a local basis and nothing should be scheduled that would not permit students to return to their school by 10:00 p.m. on school nights.

DATE ADOPTED:	August 27, 2001	GCA-IJOC
DATE ADOPTED:	May 6, 1968	IGDJ
DATE ADOPTED:	July 1, 1985	IGDJA

DATE REVISED:	June 14, 2004
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DATE REVISED:	September 23, 2013

*The above Policy Statement is an integral part of the Official Policy Manual of this Board of Education as of the date shown adopted.*