

Process for Appointing Athletic Coaches

Appointing Head Coaches

It is the responsibility of the High School Administrator to hire or appoint Head Coaches who are qualified for the position based on State and District Laws and Policies. Potential coaches must have coaching experience and a coaching philosophy that supports and contributes to a positive learning environment and experience for all student athletes.

Athletics is an extension of the school day therefore openings for head coach positions are to be advertised within the building to “Exempt” employees first. If a qualified coach is not found within that pool of applicants the position is to be opened to outside applicants.

Coaching is an extracurricular assignment; it is not a permanent position and should be treated as any other yearly assignment.

Appointing Assistant Coaches

Assistant coach applicants must be interviewed by a School Administrator to determine if the applicant is qualified and will be a positive influence to student athletes. The Head Coach may recommend their assistants to the Administration. **The Head Coach may not, under any circumstances, hire, make promise of hire, or commit to pay a stipend, remuneration or payment to assistant coaches.** It is the responsibility of the Head Coach to make sure that all assistants have completed the proper certification and District paperwork required to coach before they work with students in any capacity.

Letter of Appointment

Each coach, both Head and Assistant, must be interviewed by a School Administrator and an Athletic Director. At the conclusion of the interview if the applicant is to be retained, the Administrator will provide an original letter to the applicant stating the following:

- The applicants name
- The sport the applicant will coach
- **The category the coach is being retained to fill: Paid, Paid Volunteer or Volunteer.**
- **The letter must state if the school’s intention is to pay the coach.**
- The Administrator will sign each letter. Under no circumstances, should they give a “blanket or blank” letter to head coaches to distribute.

Hiring Options

1. **Exempt SLCSO Employee** - An employee that is not entitled to overtime pay, but will most likely receive a stipend. A teacher, substitute teacher, principal, counselor, accountant or director. Stipends will be paid according to the current Written Agreement Number of Days Pay schedule.
 - **Must be certified prior to coaching.** (FA/CPR, NFSU and CIS)
 - Does not need BCI, one is already on file.
 - An Administrator's letter must be submitted to the District Athletic Supervisor stating the sport the employee is coaching and what district position the coach holds, i.e. teacher, substitute, etc.

2. **Paid Volunteer, this may be a Non-Exempt SLCSO Employee** –
 - **Must be certified prior to coaching.** (FA/CPR, NFHS, or ASEP or degree, and CIS)
 - Does not need BCI, one is already on file.
 - An Administrator's letter must be submitted to the District Athletic Supervisor stating the sport the employee is coaching and how many days of pay they will receive.

3. **Volunteer** – A person that **will not** receive a fee or gift for coaching, but wishes to assist.
 - **Must have BCI prior to working with students.**
 - First Aid & CPR are highly recommended.
 - Volunteer coaches may not be left unattended with student athletes.
 - Must complete the NFHS course, "Concussion in Sports-What You Need to Know."

Background Investigation

- **All coaches, except SLCSO paid employees who have already had one, must have a Background Criminal Investigation immediately after the appointment by the Administrator. No coach may work with students until he/she has completed a background check.**

- Background checks will need to be repeated if there is ever a lapse in employment with the district.

- Perspective Coaches must call 801-578-8245 to set an appointment for their BCI before they will be allowed to work with student athletes in any capacity. In June and July, please call 801-578-8214.

- BCI's currently cost \$25.00. Applicants must bring money (exact change, please) with them at the time of service. No personal checks, debit cards, or credit cards are accepted.

- Applicants must bring a picture ID. (Driver's License preferred.)

Clearance to Coach

An email will be sent to the Athletic Director after each coach has completed the Background Investigation. The provisional letter entitles each applicant to work in the position, pending the outcome of the BCI.

In the event of a problem on the Background Investigation that would preclude the coach from working within Salt Lake District, the Principal or Assistant Principal will be notified. It is the responsibility of the Administration to notify the appropriate Head Coach that the Assistant Coach is no longer able to work. It is then the Head Coach's responsibility to ensure that the dismissed coach is immediately removed from coaching students and that the coach does not return.

Certification Review by District Athletics Office

After the Sport Coaches Roster is submitted to the District Office, each coach will be checked for certifications and certification expiration dates. The Athletic Directors will be notified of any coach found not to have the proper certifications. Coaches who do not have appropriate certifications within two weeks of the date of hire will not be eligible for pay.

It is the Head Coach's responsibility to ensure that all coaches under his/her supervision, complete all needed certifications by the date determined by the District Office. Any coach not completing the certifications, will revert to a Non-Paid Volunteer status.