

## EMPLOYMENT PROCEDURES AND POLICIES OF ATHLETIC COACHES

### Coaching Position

Under UIL rules, head coaches and assistant coaches must be full-time employees of the school district of which the team represents. Full-time means the person has enough contractual duties to be considered a full-time employee by the Teacher-Retirement System and state law. Under EPISD regulations, hourly employees and substitutes may not hold a coaching assignment.

**Exception:** A retired teacher/administrator who has twenty or more years of experience may be hired as an assistant coach in all athletic team sports or as a head coach for golf, tennis, team tennis, cross country, track and field and swimming.  
See section 1202 of the UIL Constitution and Contest Rules.

### Applicants for Coaching Positions

New applicants to the district must file a completed application with the department of human resources and an application card with the athletic department. Human Resources and the athletic director will interview new applicants. The athletic director will refer qualified applicants to principals as vacancies occur. These applicants must follow the guidelines for the position desired. District employees applying for a coaching position will file an application card with the department of athletics. Qualified applicants will be referred to head coaches and principals as vacancies occur. These applicants must follow the guidelines for the position desired.

### Number of Coaches

Each high school is allowed the following number of coaches per sport:

\*Additional coaches in the sports of Wrestling, Cross Country, Swimming and Tennis may be approved by the campus principal and the Athletic Director. \*\*Additional coaches for team sports may be approved by the Athletic Director and the Assistant Superintendent for Secondary and District-Wide Schools Division.

<b><u>Football (11)</u></b> (1) Boys Head Varsity (2) Coordinators (6) Asst. Varsity **(2) Asst. Varsity	<b><u>Track (6)</u></b> (1) Boys Head Varsity (2) Boys Asst. Varsity (1) Girls Head Varsity (2) Girls Asst. Varsity	<b><u>Cross Country(2)</u></b> (1) Boys & Girls *(1) Asst. Varsity
<b><u>Volleyball(3)</u></b> (1) Head Varsity (2) Asst. Varsity	<b><u>Baseball (2)</u></b> (1) Head Varsity (1) Asst. Varsity	<b><u>Golf (2)</u></b> (1) Boys Varsity (1) Girls Varsity
<b><u>Basketball(6)</u></b> (1) Boys Head Varsity (2) Boys Asst. Varsity (1) Girls Head Varsity (2) Girls Asst. Varsity	<b><u>Soccer (4)</u></b> (1) Boys Head Coach (1) Boys Assistant (1) Girls Head Coach (1) Girls Assistant	<b><u>Swimming (2)</u></b> (1) Boys & Girls *(1) Asst. Varsity
<b><u>Tennis (2)</u></b> (1) Head Varsity *(1) Asst. Varsity	<b><u>Trainers (2)</u></b>	<b><u>Softball (2)</u></b> (1) Head Varsity (1) Asst. Varsity
		<b><u>Wrestling (2)</u></b> (1) Head Varsity * (1) Asst. Varsity

Each middle school is allowed the following number of coaches per sport. \*Additional coaches may be approved by the campus principal and the Athletic Director based on the number of students in the program.

**Football (5)**

- (1) Head Coach
- (4) Asst. Coaches

**Volleyball (2)**

- (2) Coaches

**Basketball (4)**

- (2) Boys Coaches
- (2) Girls Coaches

**Track (4)**

- (2) Boys Coaches
- (2) Girls Coaches

**Coaching Assignments and Hiring Practices (Bulletin 2)**

**High School and Middle School Physical Education and Health Teachers**

1. All physical education and health teachers at the high schools must have and maintain a high school coaching assignment.
2. All middle school physical education and health teachers must have and maintain two coaching assignments of which one must be at the middle school. (Campus Coordinator and/or Wellness Team Leader position may count as one coaching position, i.e: Coaches holding both of these positions must still hold one coaching position at the middle school campus.)
3. Physical education and health teachers at the high and middle schools who resign or are removed from their coaching assignments and no longer meet the above requirements will be reassigned.
  - Reassignment of teaching position on same campus based on certification.
  - Reassigned teaching position per certification and Bulletin II to a middle or elementary school.

The Personnel Committee will be the final decision-making authority on the above circumstances.

The above circumstances supersede seniority, as per DK (Regulation).

**High School and Middle School Athletic Coaches**

1. It is recommended that high school assistant coaches be assigned two coaching positions.
2. It is recommended that the high school head coaches of football, basketball, volleyball, and the football coordinators only hold one coaching position.
3. It is recommended that all middle school coaches hold two coaching positions.

The Campus Principal and Athletic Director will be the final decision making authority on all above recommendations.

**Transfer and Promotions**-Coaches desiring a transfer or promotion must complete the Request for Transfer form to be filed with Human Resources. These coaches will be considered for promotion or transfer when vacancies occur. Recommendations by the athletic director shall be made to Human Resources. The head football and head basketball coaches shall be involved in the selection of their assistant coaches and the head coaches of their feeder schools.

### **Head Coaching Positions**

Vacancies for head coaching positions will be announced in the administrative communication bulletin with a list of qualifications. Applicants must submit a written application to the associate superintendent of human resources, prior to the deadline. The principal will form a committee, which will include the athletic director or his/her designee, to interview applicants. The principal will submit the committee's recommendation to the associate superintendent of human resources, who will submit the recommendation to the superintendent. The superintendent will present the recommendation to the Board of Trustees for approval.

### **Assistant Coaching Positions**

All assistant positions do not have to be advertised in the administrative communication bulletin. Applicants interested in one of these positions will submit a letter of interest to the school principal. The principal will submit a recommendation to the associate superintendent of human resources, and a copy to the athletic director. The principal, associate superintendent for human resources, and the athletic director will have the authority to appoint the assistant coaching positions. The superintendent will have the final approval of all appointments.

**Evaluation of Coaches**-The principal and the head coach shall have the responsibility of evaluating the coaching performance of each assistant coach. The principal and the Athletic Director shall evaluate all Head Coaches.

**Supplemental Coaching Assignments**-Supplemental coaching assignments are not part of an employees' regular employment contract with the district. There is no property right to continuation in this assignment as per Policy DK (Local).

### **Certification in Cardiopulmonary Resuscitation and First Aid**

A school district employee who serves as a coach or chief sponsor for an extracurricular athletic activity, including cheerleading, sponsored or sanctioned by a school district or the University Interscholastic League must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

**\*The head coach of each sport and campus athletic coordinator are responsible for compiling the documentation and assuring that each assistant in his/her program is complying with this regulation.**

### **UIL Rules and Compliance Program (On-line)**

All coaches shall complete the UIL rules compliance program through the UIL website prior to the beginning of each school year.

### **Fundamentals of Coaching Course (2008-2009)**

Beginning with the 2008-2009 school year, all first-year coaches must complete the NFHS Fundamentals of Coaching course prior to their participation as a coach.

### **UIL Safety Training Program (2008-2009)**

Beginning with the 2008-009 school year, all coach must complete the UIL Safety Training Program prior to their participation as a coach.

### **VOLUNTEER COACHES**

Volunteer coaches may assist in coaching a sport. The volunteer is considered a coach and must adhere to all coaching position regulations.

A completed Volunteer Form must be sent to the Athletic Department (see website under "Forms")

Volunteer coaches will not be compensated nor covered under District Workman's Compensation or Insurance for assisting in a sport and must adhere to the following:

1. Must be approved by the campus principal, complete the volunteer coaches form and submit it to the Athletic Director prior to assisting.
2. Must complete all UIL and EPISD certifications and requirements of an assistant coach.
3. Are under the direction of the head coach.
4. May not sign off on any UIL or EPISD forms.
5. May attend games and assist the head coach.
6. May not confront officials, parents or other coaches.
7. May scout future opponents for the team players, parents or other coaches.
8. Must adhere to out-of-town travel guidelines as set forth in the athletic handbook.
9. Must have a school coach present at all practices and games.
10. May not be an hourly employee or substitute.