



# **Supporting Warsaw Central School District Sports Program**

## **Non-Paid Coaches/Sports Volunteers Job Description**

## **Non-Paid Coaches Description**

### **I. Rationale:**

### **II. Expectations and Duties:**

Warsaw Central School requires non-paid coaches to meet all mandates set forth by Commissioners Regulations 135.4. (See Appendix A)

Non-paid coaches will have the same expectations and responsibilities set forth by the district and administration as paid coaches within the district.

Non-paid coaches must be recommended by administration and approved by the Board of Education.

Non-paid coaches will meet all the mandated certification areas set forth by NYSPHSAA. They will function as a fully active coach on the coaching staff. They will function in a capacity that is aimed at training and supporting athletes just as a stipend coach under the direction of the head coach.

In addition the non-paid coaches will be responsible to the following chain of command:

Head Coach – Athletic Director – High School Principal - Superintendent

Coaching Duties will be delegated and overseen by the head coach and may include, but are not limited to:

- Running sport specific drills
- Overseeing practice sessions with the guidance of the head coach
- Overseeing weight room workout
  - Only during regular business hours when class is not in session.
  - Before and After School
  - Weight room cannot be operated by any coach with less than three athletes
- Assist in training of athletes in and out of season activities
- Attend all coaching staff and administrative meetings required by Head Coach, Athletic Director and/or Principal

Practices will not be run with only a non-paid coach; practices are run by appointed head or assistant coaches.

### **III. Behavioral Expectations**

Non-paid coaches will have the same expectations and responsibilities set forth by the district and administration as paid coaches within the district. A non-paid coach can be terminated for any issue deemed not in accordance to the operation and/or policy of the school district. Termination will be under the direction of the High School Principal and/or the Athletic Director.

The following goal areas set forth for non-paid coaches by School Administration:

- Goals – Goals are set by the head coach at a team level and by administration at the management level. Goals at the team level may consist of sports specific performances. Goals at the administration level consist of supporting students' growth and the district vision/mission.
- Skills – sport specific skills will be taught to student athletes in the course of training for their identified sports season.
- Leadership – Non-paid coaches are expected to be leaders of student athletes in a positive manner and should support the vision and goals of the district and administration.
- Sportsmanship – Non-paid coaches will follow all sportsmanship guidelines laid out by the NYSPHSAA. (see attached Appendix B)

#### **IV. Application Process:**

Non-paid coaches must complete an application process before initial board approval which includes the following:

1. Send a letter of intent to the Athletic Director
2. Meeting with sport specific head coach
3. Complete a school application
4. Complete an interview process, followed by reference checks and fingerprint clearance
5. Recommendation by Athletic Director and High School Principal to Superintendent for Board of Education appointment

\*The application process must be initiated no later than sixty days prior to the season for which the individual will be considered for coaching. This timeline is important so the district may complete the application process to provide the appropriate determination of the candidate's qualifications.

#### **V. Additional Positions**

##### **Volunteer Sports Assistants**

Sports assistants are volunteers that share their time to support the specified athletic program and are not there to instruct or have direct contact with student athletes. These volunteers may be students and may receive community service hours. All assistants should be appropriately trained to complete the volunteer task. An application must be completed by interested individuals and submitted to the head coach of the particular team or sport of interest.

**Sports Assistants are expected to behave in a positive manner and should support the vision and goals of the district and administration. They will follow all sportsmanship guidelines laid out by the NYSPHSAA and the district.**

**Sports Assistants will be responsible to the following chain of command:**

**Head Coach – Athletic Director – High School Principal – Superintendent**

Examples of sports assistant tasks are: (members of the squad)

Bookkeeping  
Scoring  
Statistics  
Video taping

#### **Appendix A:**

**Non-paid Coaches must meet the following requirements as a New York State certified coach.**

**A) Temporary Coaching License (TCL).** A person who does not hold a current New York State teaching certificate (e.g. physical education, English, mathematics) may be appointed as a **temporary coach** *only if there are no certified teachers available with experience and qualifications to coach the team*. The non-teacher coach must obtain a Temporary Coaching license from their school district's BOCES (Board of Cooperative Educational Services) by applying on-line through the NYSED TEACH system and meet all of the same course requirements for coaching as does the certified classroom teacher within the same time lines and extensions.

- Applicants for the initial Temporary Coaching License must submit **evidence of appropriate first aid and CPR, child abuse prevention workshop, and violence abuse prevention workshop to the BOCES certification office**. The appropriate fee must be submitted with **each** application (see Appendix E - Application for a Temporary Coaching License). Only one sport may be applied to a TCL.
- Applications for a 1st renewal of a Temporary Coaching License must be accompanied by evidence of enrollment or completion of the Principles, Philosophy and Organization of Athletics in Education course.
- Evidence of completion of the remaining required courses must meet the same time line followed by certified teachers (see item #2 above).

**B) Professional Coaching License (PCL).** A person who has completed all the required coaching courses, child abuse and violence abuse workshops, maintains fingerprint clearance, has valid first aid and CPR certification, and has held a minimum of **three Temporary Coaching Licenses for a sport per CR 135.4(c)(7)(4)(A)** may apply for a three-year renewable Professional Coaching License. The PCL may be renewed for an additional three-year period upon the submission of a renewal application. An application for a Professional Coaching License (see Appendix F – Application for a Professional Coaching License) requires a fee of \$50. Only one sport may be applied to each PCL. Renewal applications must include a renewal application and fee, verification of current first aid and CPR, and evaluations prepared by either the Principal or the Director of Physical Education/Athletics for **each year coached**.

#### **TCL AND PCL APPLICATIONS:**

Applicants must begin the licensure process directly through the on-line State Education Department TEACH system application process at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

**1) A coach of a non-strenuous/non-contact sport** is not required to take the last two courses on health sciences or theory and techniques courses (see Appendix B – Course Outlines).

**2) Extensions To Complete the Course Requirements:** An extension of up to **two additional years** to complete the last two courses may be obtained if there is sufficient reason given for an extension (see Appendix D - Application Form for an Extension).

**3) Lapse of Coaching Service:** An extension of up to **two additional years** may be granted by application to the Commissioner for extenuating circumstances that resulted in a lapse of coaching service from the time of initial appointment as a coach. (Appendix D – Application Form for an Extension)

**4) Grandfather Clause:** “persons who were employed as coaches in New York State schools on or before September 1, 1974 and who do not meet the requirements set forth in sub clause (1), (2) or (3) of this clause, may continue to coach any sport.”

#### **ADDITIONAL AUTHORITY IN REGULATION:**

##### **1) Fingerprinting Requirement**

The legislation on Project SAVE (Safe Schools Against Violence in Education Act) requires new school district employees (both certified and non-certified) as of July 1, 2001 to undergo fingerprinting and clearance for employment. The Teacher Moral Character Unit within the Office of Teaching is responsible for developing regulations for implementing this provision and is working with the Division of Criminal Justice Services and the Federal Bureau of Investigation on this requirement.

The State Education Department will produce fingerprint packets that include two fingerprint cards, information, instructions related to legislation, fees, due process rights and where to get fingerprinted. These packets will be sent to school districts and to colleges and universities that prepare teachers. Further information regarding the Project Save fingerprinting initiative is available at the Department’s web site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) or by contacting the Office of Teacher Certification at (518) 474-6440.

## 2) Child Abuse and Violence Abuse Workshops

In accordance with Section 80-1.4, completion of a study in child abuse identification and reporting, and school violence prevention and intervention is required. All candidates shall have completed at least two clock hours of coursework or training regarding the identification and reporting of suspected child abuse or maltreatment in accordance with the requirements of Sections 3003(4) and 3004 of the Education Law and must have also completed at least two clock hours of coursework or training in school violence prevention and intervention, as required by Section 3004 of the Education Law. Check with the local BOCES for course offerings or go to the following links to find an on-line class: <http://www.highered.nysed.gov/tcert/certificate/ca.htm> (child abuse identification) and <http://www.highered.nysed.gov/tcert/certificate/save.htm> (SAVE) for more information.

## 3) Dignity for All Students Act (DASA) Training

The Dignity for All Students Act (DASA) went into effect January 1, 2014. The training is required for all individuals obtaining new certificates/licenses after 1/1/2014, including non-teacher coaches. The course title is "Harassment, Bullying, Cyberbullying and Discrimination in Schools: Prevention and Intervention Certification Training." As of 8/18/2014 the **Section V – NYSPHSAA** is an approved NYSED provider for Section V coaches at no cost to the coach or district. Contact information per the Approved- Provider listing for coaches can be obtained from the Athletic Director.

## Appendix B (taken directly from NYSPHSAA #27)

### SPORTSMANSHIP:

The Association recognizes and appreciates that the influence and responsibility of the school administration with regard to good sportsmanship extends to all levels of competition. However, it must also be seen that the NYSPHSAA has been vested with the responsibility to ensure that all contests under its jurisdiction are conducted satisfactorily. This standard applies to all regular season and post schedule play.

#### a. Coach:

1. Any coach excluded by a certified official from an interschool competition for unsportsmanlike conduct, including taunting, is ineligible to coach any interschool competition in that sport until after the next previously scheduled contest at the same level (e.g. junior varsity, varsity, etc.) has been completed. In individual sports a multi-day contest is considered to be a contest. Disqualification from one season carries over to the next season of participation. The coach may not be present at the game site nor communicate in any manner during the contest with any person present at the site. **NOTE:** "Not being physically present at the site" means the disqualified coach is not to be present in the locker room, on the sidelines, in the stands or site area before, during or after the game/meet. (see Taunting, p. 90, Next Previously Scheduled Contest, p. 89) Any coach that does not serve the penalty for violating the Sportsmanship Standard will be ineligible to participate in the next two regularly scheduled contests. If the coach continues to not serve the penalty, the matter will be referred to the Section Athletic Council for further action. If the coach is involved in the NYSPHSAA play-offs, the matter will be referred to the Executive Director of the NYSPHSAA.

Any coach:

- Who receives a disqualification penalty in a sport shall not participate in the next regularly scheduled contest;
- Who receives a second disqualification penalty in the same sport in the same season shall not participate in the next two regularly scheduled contests; and
- Who receives a third disqualification penalty in the same sport in the same season will not be allowed to participate for the rest of the season. If the disqualification penalty takes place in the last contest of the season (regular season or post schedule play), the Section Athletic Council will assess the penalty carrying over into the next season of participation.

2. A coach who strikes, shoves, kicks or makes other physical contact with the intent to annoy, harass or intimidate another person (e.g. official, another coach, player, fan) shall be expelled immediately and banned from further participation or coaching in all sports for a period of time to be determined by the section not to exceed one year from the date of the offense.

b. Player:

1. Any member of a squad disqualified by a sport official for unsportsmanlike conduct, including taunting, or for a flagrant foul shall not participate in that sport in the next previously scheduled contest with a member school or in NYSPHSAA tournament play. In individual sports a multi-day contest is considered to be a contest. The contest in which the athlete was disqualified must count in the total maximum number of contests permitted. Disqualifications from one season carry over to the next season of participation (see Taunting, p. 90, Next Previously Scheduled Contest, p. 89).

Any player:

- Who receives a disqualification penalty in a sport shall not participate in the next regularly scheduled contest;
- Who receives a second disqualification penalty in the same sport in the same season shall not participate in the next two regularly scheduled contests; and
- Who receives a third disqualification penalty in the same sport in the same season will not be allowed to participate for the rest of the season. If the third ejection takes place in the last contest of the season (regular season or post schedule play), the Section Athletic Council will assess the penalty carrying over into the next season of participation.

2. Any member of the squad who strikes, shoves, kicks or makes other physical contact with the intent to annoy, harass or intimidate an official shall be expelled from the game immediately and banned from further participation in all sports for a period of time to be determined by the Section Athletic Council, not to exceed one year from the date of the offense. **NOTE:** Member of the squad includes player, manager, score keepers, timers, and statisticians.

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Non-Paid Coaches Checklist – Prior to Coaching**

Requirement	Verification Signature	Date
Letter of Intent		
Meeting w/ Head Coach		
School Application		
Interview Process		
Fingerprint Clearance		
First Aid for Coaches		
CPR/AED Certification		
Project SAVE Training		
Child Abuse Workshop		
DASA Training		
Board Approval		

**Non-Paid Coaches Checklist – After Board Approval**

Requirement	Verification Signature	Date
Application of TCL		
Philosophies in Coaching		
Theory and Techniques		
Health Sciences		
Application of PCL		