

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

**ATHLETIC COACHES**

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 and thereby contributes 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. High Schools and Middle Schools may also join any athletic conference/association the principal deems beneficial. As part of their coaching assignment, coaches are to complete all requirements mandated by the WVSSAC and any other conference/association affiliation. Schools that do not have the head coaching position filled at the time of a particular sports' WVSSAC rules clinic are required to have a school representative at that clinic.

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 practices and games unless excused by the Principal.

**Employment**

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.

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

All coaches will be evaluated annually by the school principal and/or Athletic Director at the school where they are coaching. The evaluation guidelines established in State Board Policy 5310 shall be followed.

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.

Coaches shall be compensated in accordance with the Hancock County Schools' Coaching Extra-Curricular Compensation Scale. Compensation will be based on Hancock County Schools coaching experience only. A maximum of one year of experience can be obtained in one school year.

Athletic Directors/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.

**Application Process**

Vacancies, including head coaches, assistant coaches, and authorized certified coaches, will be advertised following the same procedures for all job openings in Hancock County Schools. Applicants 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 the personnel department of Hancock County Schools.

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

### **Authorized Certified Coaches**

The ACC does not hold a valid WV Teaching Certificate.

The ACC 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.

The ACC must complete the following training: Sport Science, Sport First Aid, and WV component (14 hours of instruction and test) and receive West Virginia Department of Education Authorization. The training course is at the expense of the applicant.

Coaching authorization for an ACC is for one year only but may be re-issued by the State upon request.

### **Approval of Non-paid Authorized Certified Coach**

A non-paid ACC, a volunteer, to the coach must be approved by the Board of Education prior to the beginning of each athletic season for each sport.

A non-paid ACC, 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 non-paid ACCs, volunteers, to the coach for any sport shall be determined by the head coach with the approval of the Principal.

A non-paid ACC, a volunteer, 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.

A non-paid ACC, a volunteer, to the coach may assist a board-approved coach in working with student athletes, provided the coach is present. A non-paid ACC, a 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 ACC.

### **Annual Review**

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, the first Board meeting in August for winter sports and the 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 authorized certified 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 ACC be permitted to start coaching before the requirements of this policy are met and Board of Education approval is granted.**

It is the responsibility of each building Principal to make a hiring recommendation(s) to fill that school's vacancies.

### **Coaching Assignments**

All sports are subject to the guidelines listed below:

1. Each middle school will have a 7th and 8th grade football, cheerleading, volleyball, basketball, wrestling and track 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 Coaching/Extra Curricular pay scale.
4. The coach will work cooperatively with the principal of each school to maintain a quality program.
5. All coaches will begin work on the earliest day allowable for each season according to WVSSAC regulations.
6. All assistant coaches and ACCs will be required to attend meetings and periodic coaching clinics put on by the head varsity coach, principal, or County Board Office.
7. All assistant and ACCs will teach skills techniques and use terminology consistent with the head *varsity* coach's philosophy.
8. The focus of the middle school programs should be fundamental and preparation for the high school program.
9. In all instances, the school building principal will oversee and be ultimately responsible for supervision of the athletic program in their school.

**Middle School Athletics**

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: 5/06/68  
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