



ADMINISTRATIVE PROCEDURE

CATEGORY: Instruction, Basic Programs

SUBJECT: Coaching Assignments, Noncertificated (Walk-On)

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the employment of noncertificated persons for the purpose of coaching athletic teams.
2. **Related Procedures:**

Administration of Athletics	4170
Basic Regulations for Athletics	4171
Interscholastic Athletics Program Eligibility	4172
School Aquatics Programs	4178
Violations of Athletics Rules	4180
Assignment, General	7050
Extended Day Assignments, Teachers	7232

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies F-2350, I-1200, and I-1300; California Code of Regulations, Title 5 §5532(a)(3), 5532(b), 5590, 5593 and 5596, and Title 22, §100019; California Education Code §35179 and 44919

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Physical Education/Health/Athletics Department.
2. California Code of Regulations, Title 5, §5590 provides that under certain conditions the Board of Education may employ a noncertificated person to coach and supervise athletic teams in noncredit physical education programs and extracurricular activities. Noncertificated coaches shall have no authority to issue grades to students.
3. **Authorization to Begin Work.** No person is authorized, and shall not be permitted, to begin work until a Personnel Action Request (PAR) has been submitted and approved, and all employment processing is completed (Administrative Procedure 7050).
4. **Definition:**
 - a. **Walk-On Coach:** Any person employed to coach and supervise athletic teams.
5. **Conditions of Employment:**
 - a. A search of the district's certificated employees has failed to fulfill the school's coaching needs.
 - b. The selected individual is at least 21 years of age.
 - c. The selected individual provides current proof of tuberculosis clearance.

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- d. The selected individual provides documentation of completion of the district-approved Coaching Education and Concussion Courses and Certificate, which is mandated by the California Interscholastic Federation (CIF).
 - e. The selected individual possesses valid cardiopulmonary resuscitation (CPR) certification or documentation of completion of CPR class that meets the standards of the American Heart Association or Red Cross, and First Aid certification.
 - f. The selected individual has submitted fingerprints to both state and federal databases via School Police Services (LiveScan) and must pass annual criminal background screening.
 - g. The selected individual has not been convicted of any offenses as specified in California Code of Regulations, Title 5, §5532(a)(3).
 - h. After his/her initial school year as a coach, the selected individual shall annually attend at least one seminar, workshop, or other staff development program related to sports, equipment, risk management, sexual harassment or sports medicine.
6. **Competency Requirements.** Conditions listed in California Code of Regulations, Title 5, §5532(b) must be met before a noncertificated employee can assume the responsibility of coaching an athletic team. The Conditions of Employment form (Attachment 1) is available from the Physical Education/Health/Athletics Department.
7. **Authority and Limitations of a Noncertificated “Walk-On” Coach:**
- a. Even though he/she has met all criteria for becoming a “walk-on” coach, the noncertificated coach must be under the direct supervision of a certificated teacher *when instruction and/or coaching takes place during an athletic period that is part of the normal school day.*
 - b. An individual who has met all criteria for becoming a “walk-on” coach may be given the responsibility and authority to coach an athletic team without the presence of a certificated teacher, provided the activity is a noncredit extracurricular activity and no grades are issued to students.

D. IMPLEMENTATION

1. **Principal or designee:**
 - a. Submits a Personnel Action Request (PAR).
 - b. Retains completed Conditions of Employment form (Attachment 1) on file at the school site.
 - c. Provides selected individual with a copy of the Code of Ethical Conduct (Attachment 2).
2. **Budget Department** certifies availability of funding and forwards PAR to the Human Resource Services Division (HRSD) for final employment processing (Limited Contract).

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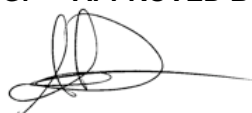
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3. **Human Resource Services Division (HRSD)** notifies principal of final employment processing. Walk-on coaches must receive final clearance from HRSD prior to any contact with student athletes.

E. FORMS AND AUXILIARY REFERENCES

1. Conditions of Employment (Attachment 1)
2. Code of Conduct (Attachment 2)

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff