



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Selection and Supervision of Athletic Coaches

NUMBER: BUL-6373.0

ISSUER: Michelle King, Sr. Deputy Superintendent
School Operations

Earl R. Perkins, Assistant Superintendant
School Operations

DATE: September 3, 2014

ROUTING
 Instructional Superintendents
 Administrators of Operations
 Operations Coordinators
 Instructional Directors
 Senior High School Administrators
 Personnel Commission
 Athletic Directors
 Athletic Coaches
 Senior High School Teachers

PURPOSE: This bulletin provides information on the selection process and requirements for athletic coaches, including employees and volunteers.

Athletic coaches must adhere to the policies of the Los Angeles Unified School District, the rules of the California Interscholastic Federation (CIF), and the National Federation of High School Associations (NFHS). Schools are charged with adhering to these policies when selecting athletic coaches. This bulletin includes information specific to coaches who are teachers, as well as “walk on” coaches such as LAUSD athletic assistants, and volunteer coaches. To maintain clarity of the various job titles and duties and to adhere to the official terminology, the District no longer supports the use of “walk-on coaches” in its guidelines.

As of December 31, 2008, legislation was passed in California mandating that all coaches of athletic teams, paid or volunteer, meet the requirements to qualify for a coaching position by the first day of the start of the season of sport.

MAJOR CHANGES: This is a new Bulletin.

GUIDELINES: The following guidelines apply:

The principal is responsible for ensuring that all school personnel, paid and volunteer, involved with the athletic program comply with LAUSD and CIF requirements.

I. CERTIFICATED COACHES

A. Coaching Requirements (LAUSD and CIF)

1. LAUSD



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- a. Submission of and adherence to the signed LAUSD “Code of Conduct with Students,” to be kept on file at the school.
- b. Fingerprint clearance for out-of-District applicants (FBI and DOJ) or submission of an “Activity Supervision Clearance Certificate” (ASCC) from the Commission on Teacher Credentialing.
- c. Evidence of annual completion of the LAUSD “Child Abuse Training” online training course.
- d. Adherence to the LAUSD policies on Student Body fundraising, and the purchase of supplies and equipment.
- e. Adherence to established tournament guidelines and submission of required paperwork within required timelines.
- f. Adherence to the out-of-season contact policies set forth by LAUSD, as stated below:

Out-of-Season Activities

All paid and volunteer coaches who work with and/or assist the athletic programs at LAUSD high schools are only authorized to have contact with the student athletes representing the Los Angeles Unified School District during the specific time frame of the season of sport, to include try-outs (10 day additional screening), practice, and contests.

Any out-of-season sport activities or activities of any kind that are conducted with LAUSD students by paid and/or volunteer coaches associated with LAUSD schools will be conducted strictly by that person who is acting as a private citizen. To that end, these out-of-season activities are not LAUSD or school sponsored activities or authorized by the LAUSD or school.

Parents are to be required to sign a document to acknowledge that these out-of-season activities are NOT conducted and/or authorized by the Los Angeles Unified School District.

Coaches conducting out-of-season activities must obtain a Lease or Civic Center Permit to use District facilities, as per the policies of the Beyond the Bell Branch. Refer to Bulletin BUL-5993; “Civic Center Permit Policies.”

- g. Sign a copy of the Supplemental Coaching Assignments Cover Sheet per LAUSD Bulletin BUL-3856.5, “Guidelines for Supplemental Assignment Differentials.”



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2. California Interscholastic Federation (CIF)

- a. Evidence of having passed an approved “Coaching Education Course” through the National Federation of State High School Associations (NFHS), or the American Sport Education Program (ASEP).
- b. Compliance with the California Education Code and the requirements of Title V of the California Code of Regulations, to include completion of a First Aid and CPR course, as well as concussion training , with all requirements to be renewed every two years.
- c. Adherence to the policies of the LAUSD *Orangebook* CIF Los Angeles City Section (commonly referred to as the *Goldbook*) and of the State CIF Constitution and Bylaws.

B. Hiring Process

Procedures to be followed at the school:

1. Advertise/post openings for coaching assignments, specifying requirements.
2. Hold interviews for candidates meeting minimum criteria, make the selection, and inform all applicants of the decision.
3. Complete the hiring process. Copies of required signed documents are to be kept on file. It is the responsibility of the principal to keep and file all required hiring documents.
4. Secure and file a signed copy of the Supplemental Coaching Assignments Cover Sheet per LAUSD Bulletin BUL-3856.5, “Guidelines for Supplemental Assignment Differentials”.
5. Submit the names of all paid coaches on the “Supplemental Coaching Assignment” form to the Athletics Office by the due dates for each of the three sport seasons.

C. School Responsibilities After the Hiring Process is Completed

The principal is responsible for ensuring that all school personnel involved with the athletic program comply with LAUSD and CIF requirements.

Certificated coaches are required to be familiar with and adhere to the following policies and guidelines:

1. LAUSD Code of Conduct with Students
2. LAUSD Student Body fundraising policies



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3. Use of LAUSD Student Body funds for the purchase of equipment and supplies
4. Guidelines and requirements for participation in approved tournaments
5. Leasing or Civic Center Permit policies
6. Out-of-season contact policies
7. "Athletic Rules and Regulations", LAUSD *Orangebook* and CIF Los Angeles City Section policies *Goldbook*
8. CIF "Constitution and Bylaws"

D. Payment Procedures for Certificated Coaches

School administration is required to take specific steps to pay coaches, to include usage of appropriate documents, ensuring that the stipends are reported correctly for each coach, and that all applicable paperwork has been submitted to the appropriate office(s). Listed below is a summary of the steps to be taken for certificated personnel.

1. Complete and submit the "Supplemental Coaching Assignments" form prior to the start of each of the three sport seasons (Attached).
2. Process the applicable stipend in the reporting period at the end of the sport season. Refer to Bulletin BUL-3856.5, "Guidelines for Supplemental Assignment Differentials," see Attachment A, for additional information.

II. ATHLETIC ASSISTANTS (CLASSIFIED COACHES)

A. Coaching Requirements (LAUSD and CIF)

1. LAUSD

- a. All athletic assistants must be at least twenty-one years of age or older by the time of appointment. Athletic directors may request a one-time waiver for coaches eighteen to twenty years of age who have completed the LAUSD fingerprint process prior to September 3, 2014.
- b. Submission of and adherence to the signed LAUSD "Code of Conduct with Students," to be kept on file at the school.
- c. Obtain Fingerprint clearance (FBI and DOJ). Three days after fingerprinting has been completed, the assistant principal, athletic director, or the school administrative assistant (SAA) should contact Workforce Management for results.
- d. Evidence of annual completion of the LAUSD "Child Abuse Training" online training course.
- e. Adherence to LAUSD Student Body fundraising policies, and the



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- purchase of supplies and equipment.
- f. Adherence to established tournament guidelines and submission of required paperwork.
- g. Adherence to the out-of-season contact policies set forth by LAUSD, as stated below:

Out-of-Season Activities

All paid and volunteer coaches who work with and/or assist the athletic programs at LAUSD high schools are only authorized to have contact with the student athletes representing the Los Angeles Unified School District during the specific time frame of the season of sport, to include try-outs, practice, and contests.

Any out-of-season sport activities or activities of any kind that are conducted with LAUSD students by paid and/or volunteer coaches associated with LAUSD schools will be conducted strictly by that person who is acting as a private citizen. To that end, these out-of-season activities are not LAUSD or school sponsored activities or authorized by the LAUSD or school.

Parents are to be required to sign a document to acknowledge that these out-of-season activities are NOT conducted and/or authorized by the Los Angeles Unified School District.

Coaches conducting out-of-season activities must obtain a lease or Civic Center Permit to use District facilities, as per the policies of the Beyond the Bell Branch. Refer to Bulletin BUL-3433.1, "Civic Center Permit Procedures."

- h. Signed copy of the Supplemental Coaching Assignments Cover Sheet per LAUSD Bulletin BUL-3856.5, "Guidelines for Supplemental Assignment Differentials."

2. CIF

- a. Compliance with the California Education Code and the requirements of Title V of the California Code of Regulations, to include completion of a First Aid and CPR course, as well as concussion training, with all requirements to be renewed every two years.
- b. Submission and adherence to the signed "Coaches' Code of Conduct" as required by the CIF, to be kept on file at the school.
- c. Evidence of having passed an approved "Coaching Education Course"



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through the National Federation of State High School Associations (NFHS), or the American Sport Education Program (ASEP).

- d. Adherence to, the policies of the CIF Los Angeles City Section *Goldbook* and of the State CIF "Constitution and Bylaws."

B. Hiring Process

Procedures to be followed at the school:

1. Advertise/post openings for coaching assignments, specifying the requirements.
2. Hold interviews for candidates meeting basic criteria, make the selection, and inform all applicants of the decision.
3. Secure and file a signed copy of the Supplemental Coaching Assignments Cover Sheet per LAUSD Bulletin BUL-3856.5.
4. Submit the names of all paid coaches on the "Supplemental Coaching Assignment" form to the Athletics Office prior to the start of the initial season of sport, to include "Freeze Exemption" forms, if applicable.

Classified coaches are required to be familiar with and adhere to the following policies and guidelines:

1. LAUSD Code of Conduct with Students
2. LAUSD Student Body fundraising policies
3. Use of LAUSD Student Body funds for the purchase of equipment and supplies
4. Guidelines and requirements for participation in approved tournaments
5. Leasing or Civic Center Permit policies
6. Out-of-season contact policies
7. "Athletic Rules and Regulations," LAUSD *Orangebook* and CIF Los Angeles City Section policies *Goldbook*
8. CIF "Constitution and Bylaws"

D. Payment Procedures for Athletic Assistants (Classified Coaches)

School administration is required to take specific steps to pay coaches, to include usage of the appropriate documents, ensuring that the number of hours is reported correctly for each coach, and that all applicable paperwork has been submitted to the appropriate office(s).

Specific procedures to be followed at the school to hire Athletic Assistants:



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1. Athletic assistants (classified coaches) cannot perform any duties of a coach or interact with students prior to clearance by LAUSD.
2. Names, employee numbers, evidence of compliance with coaching requirements and directory information are to be submitted to the Athletics Office on the "Supplemental Coaching Assignment" form prior to the start of each of the three sport seasons, to include "Freeze Exemption and Employment Athletic Assistant Forms." After the form is signed by the coordinator of athletics and sent to the fiscal specialist for that school, a tracking number is issued by the Personnel Commission and emailed to the school.
3. The SAA or the school site designee must first make an appointment for new athletic assistants with the Classified Employment Office for processing, to include fingerprinting. Athletic assistants must have original copies of the following documents for processing: Request for Personnel Action (RPA), a Government issued identification card, Tuberculosis test clearance, Nepotism Certification Form and Social Security Card.
4. Five days from the Classified Employment clearance, Classified Employment Services will create an assignment with the effective date. Schools must receive notice/clearance from the Classified Employment Services Office prior to allowing classified coaches to start working with students. Verification of assignment clearance is also required for returning employees to ensure that the employee has satisfied all qualifications for employment.

III. VOLUNTEER COACHES

Volunteer coaches may be approved to assist with athletic programs at schools, as per individual school policies. All volunteer coaches may only assist when directly under the supervision of an LAUSD employee and are to meet with school administration and athletic directors who will conduct an interview with the prospective volunteer to ensure that he/she is aware of all applicable school and District policies. At no time is a volunteer to be the only coach present during any tryout, practice session or contest.

A. Coaching Requirements

Volunteer coaches must meet all of the following requirements in order to begin assisting the school's athletic program:

1. All Athletic Assistants must be 21 years of age or older at the time of appointment. Athletic directors may request a one-time waiver for coaches who have completed the LAUSD fingerprint process prior to



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2. Obtain fingerprint clearance (FBI and DOJ) by doing the following:
 - a. Contact the nearest Youth Services Office for an appointment or go to the Fingerprinting Office, 15th Floor at 333 S. Beaudry Avenue, Los Angeles (no appointment necessary)
 - b. Provide a letter of approval from the school
 - c. Provide a photo identification card, a social security card, and a money order for \$56
3. Evidence of a negative TB test or chest X-ray
4. Evidence of having passed an approved "Coaching Education Course" through the NFHS or the American Sport Education Program (ASEP)
5. Compliance with the California Education Code and the requirements of Title V of the California Code of Regulations, to include training in First Aid and CPR, as well as concussion training, with all requirements to be renewed every two years
6. Completion of the "Volunteer Assistant Coaches" form to be sent to the LAUSD Athletics Office
7. Submission of and adherence to the signed LAUSD "Code of Conduct with Students", to be kept on file at the school

B. School Responsibilities

The principal is required to ensure that all volunteer coaches meet LAUSD, state of California, and California Interscholastic Federation (CIF) requirements.

Responsibilities of school administration are as follows:

1. Interview the volunteer candidate to ensure requirements are met
2. Submit the names of all volunteer coaches to the LAUSD Athletics Office on the "Volunteer Coaches" form by the deadline dates for each of the three sport seasons
3. Ensure all coaches are made aware of the following policies and guidelines:
 - a. LAUSD "Code of Conduct with Students"
 - b. LAUSD Student Body fundraising policy
 - c. Guidelines and requirements for participation in approved tournaments
 - d. Civic Center Permit policies
 - e. Out-of-season contact policies
 - f. "Athletic Rules and Regulations," LAUSD *Orangebook* and CIF Los Angeles City Section policies *Goldbook*
 - g. Complete the "Volunteer Assistant Coaches" form and send to the



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LAUSD Athletics Office

4. Typical duties assigned to a volunteer coach:
 - a. Assist the paid staff with drills applicable to the sport
 - b. Assist with operational aspects of the sport, such as scorekeeping, activity set-up, and distribution of equipment and uniforms
 - c. Assist at contests under the direct supervision of the paid staff
 - d. Attend contests, both home and away
 - e. Perform other duties as determined by school personnel

5. Duties NOT to be delegated to, or performed by, a volunteer coach:
 - a. Instruct students in a drill without paid staff present
 - b. Transport students without valid document clearance
 - c. Ride the bus on an athletic trip without a District employee present
 - d. Administer first aid other than in an emergency situation
 - e. Supervise students in a locker room or other facility
 - f. Have use of any keys to access any area of the school campus
 - g. Make decisions on injury evaluation or "return to play"
 - h. Communicate with parents without District employee present
 - i. Expend any funds used for school teams

IV. CERTIFICATED RETIREES (FORMER LAUSD EMPLOYEE)

If the hiring process for a certificated coach or athletic assistant does not result in a selection of a coach, then the school may recruit and hire a certificated retiree. The same District and CIF requirements, hiring process and school responsibilities (refer to Sections I. and II.) for teachers and athletic assistants apply when hiring a certificated retiree.

Submit the name of the certificated retiree being selected as a coach on the "Supplemental Coaching Assignment" form to the Athletics Office prior to the start of the initial season of the sport. The Athletics Office will submit a "Freeze Exemption Request" form for a Temporary Certificated Assignment (TCA), Application for Assignment as Professional Expert/Temporary Certificated Assignment (Form 3167), the Professional Expert Request Form, Request for Personnel Action (Form 8021) and a Letter of Recommendation from the most recent past supervisor to the Human Resources Division. The Human Resources Division will notify the Athletics Office of the freeze review decision and whether the incumbent will need to be fingerprinted.

All retired certificated personnel must wait 180 days to be eligible to receive payment. No retiree may begin a coach assignment without prior freeze approval, fingerprinting and Tuberculosis clearance. The Athletic Office must



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receive notice/clearance from the Human Resources Division prior to the school allowing certificated retiree coaches to start working with students. The Human Resources Division will notify the Athletic Office when the certificated retiree is processed, cleared and able to begin the assignment.

Payment Procedures for Certificated Retirees

For purposes of time recording, certificated retirees employed as a coach in a Temporary Certificated Assignment are required to record the time they sign-in and sign-out on their time cards; it is not sufficient to only initial their names. While the certificated retiree will be paid the same current athletic activity amount established in LAUSD/UTLA Agreement determined by the sport, the payment will be processed utilizing the hourly rate, and will be reported on a monthly basis.

AUTHORITY: This is a policy of the Board of Education of the City of Los Angeles.

RELATED RESOURCES: Bulletin BUL-1347.2, “Child Abuse and Neglect Reporting Requirements”
 Bulletin BUL-3856.5, “Guidelines for Supplemental Assignment Differentials”
 Bulletin BUL-5678.1, “Establishing and Administering School/Office Volunteer Programs”
 Bulletin BUL-5212.1, “Bullying and Hazing Policy (Student-to-Student and Student- to-Adult)”
 California Interscholastic Federation “Constitution and Bylaws” CIF Los Angeles City Section Rules and Regulations *Goldbook* LAUSD *Orangebook*

Websites: www.lausd.net Los Angeles Unified School District
www.cif-la.org CIF Los Angeles City Section
www.cifstate.org California Interscholastic Federation
www.nfhs.learn National Federation of HS Associations
www.asep.com American Sport Education Program

ASSISTANCE: For assistance or further information regarding athletic assignments, please call the Athletics Office at (213) 241-5847.

For assistance or further information regarding Temporary Certificated Assignments for certificated retirees, please call the Certificated Support Services at (213) 241-6923.

Listing of Personnel Commission documents with links:

Request for Personnel Action: [Request for Personnel Action \(RPA\)](#)



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Nepotism Certification Form: [Nepotism Certification Form](#)

ATTACHMENTS:

Attachment A-1: Athletic Assistant Paid Status Employment Process
Attachment A-2: Athletic Assistant Processing Appointment Cover Sheet
Attachment B: Information Regarding Classified Assignments
Attachment C: Supplemental Coaching Assignments Cover Sheet
Attachment D-1: Fall Supplemental Coaching Assignments Form
Attachment D-2: Checklist
Attachment D-3: Fall Sport Season
Attachment D-4: Employment of Athletic Assistant Form
Attachment E-1: Winter Supplemental Coaching Assignments Form
Attachment E-2: Winter Sport Season
Attachment E-3: Employment Athletic Assistant Form
Attachment F-1: Spring Supplemental Coaching Assignments Form
Attachment F-2: Spring Sport Season
Attachment F-3: Employment of Athletic Assistant Form
Attachment G: Freeze Exemption Instruction Form
Attachment H: Freeze Exemption Form
Attachment I: Code of Conduct with Students
Attachment J: Youth Services/Beyond the Bell Office Locations for
Volunteer Coach Processing