FAYETTE COUNTY SCHOOLS

Professional Staff

ATHLETIC COACHES

po3120.03

November 19, 2026

Table of Contents

po3120.03 ATHLETIC COACHES

PROFESSIONAL STAFF

po3120.03

ATHLETIC COACHES

ADOPTED May 24, 2022 · REVISED Aug 20, 2024

3120.03 - **ATHLETIC COACHES**

Each person assigned as an Athletic Coach (paid or volunteer) must hold a valid Coaching Authorization; or a Professional Certificate (Teaching, Student Support, Administrative); or Long-Term or Short-Term Substitute Permit (for a teaching area). The Board may not employ an applicant in good faith on the anticipation the individual is eligible for a certificate.

Effective January 1, 2021, all applicants and all individuals who serve as a coach, including any licensed educators or professional personnel who may not hold a Coaching Authorization, shall complete CPR and Automated External Defibrillator "AED" training provided or authorized by the Board where the individual is employed.

An applicant for an initial authorization for coaching licensure must provide evidence of completing the following criteria: hold a minimum of a high school diploma or TASC; be employed under a contract with a board of education to serve as a coach or authorized to be a volunteer coach; and complete approved training if the sport falls within the jurisdiction of the West Virginia Secondary School Activities Commission (WVSSAC), or approved local board of education training if the sport is not within the jurisdiction of the WVSSAC; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position. The Coaching Authorization will be effective for the employment/assignment start date listed on the application or the date that the application was received by the WVDE, whichever occurs last. Effective January 1, 2021, all applicants shall submit proof of completion of CPR and Automated External Defibrillator (AED) training provided or authorized by the county board of education where the individual is employed.

An applicant for renewal of authorization for coaching licensure must provide evidence of completing the following criteria: be employed under a contract with a West Virginia county board of education to serve as a coach or approved by the county board of education to be a volunteer coach; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position and submit proof of completion of CPR and Automated External Defibrillator (AED) training provided or authorized by the county board of education where the individual is employed. The Coaching Authorization will be effective for the employment/assignment

start date listed on the application or the date that the application was received by the WVDE, whichever occurs last.

A coach who previously received an authorization based on less than a high school diploma or TASC and has no break in service may continue to receive an authorization.

A coach who obtained certification and who has only completed the Sports First Aid and the Coaching Principles courses and whose certificate was not renewed for the academic year after the certificate's expiration must complete the WVSSAC course in order to renew the authorization.

Temporary Auxiliary Coach (TAC)

Fayette County Board of Education will allow the use of Temporary Auxiliary Coaches (TAC), formally volunteer coaches. A TAC is a coach who is a non-salaried and hired for the duration of the WVSSAC season only. They are in support of the other coaches on the staff. TACs must meet the guidelines of the West Virginia Department of Education for coaches as follows:

A. Positions will be posted for the open positions and they are for (1) WVSSAC season only and that, if hired, the assignment shall automatically come to an end at the close of the WVSSAC season for which application is made without notice and without the necessity of reduction in force or the other transfer or termination notices being provided.

B. If the position is available the following year, the individual must make application again.

C. TAC must have a background check, as required by the State Department.

D. If they are not a professional educator, they must apply and receive a coaching license, Temporary Authorization for Coaches, through the WV Department of Education.

E. All required paperwork must be on file before they can begin the job.

F. The number of TAC will not exceed one (1) per sport. All previously board approved TAC prior to the adoption of this policy may continue in those positions at the principal's request. Once vacated, however, the position will not return if it exceeds the number of paid assistant coaches.

Responsibilities:

A. TAC is under the direction of the head coach and will do all assignments at the will of the head coach

B. TAC must keep the head coach aware of any issues regarding the team.

C. TAC are never to conduct practice, coach in a contest, or supervise students by themselves.

D. TAC must honor issues of confidentiality.

E. TAC cannot make decisions, address concerns or discipline students without head coach approval.

F. TAC will be subject to evaluation just as any other member of the coaching staff.

G. TAC must abide by state, county and local school policies where applicable.

H. Their responsibilities conclude at the end of the season.

The school principal is required to submit a written request to the personnel director for the TAC positions to be posted prior to the WVSSAC season. The winter season of 2024-2025 is an exception.

A. Supervision and Evaluation of Administrators Serving as Coaches

To ensure appropriate oversight, accountability, and separation of administrative and coaching responsibilities, administrators serving as athletic coaches shall be supervised and evaluated in their coaching capacity according to the following structure:

1. **Director Serving as a Coach**
   A Director who serves as an athletic coach shall be supervised and evaluated in the coaching capacity by the Superintendent or the Superintendent's designee.
2. **Principal Coaching at His/Her Assigned School**
   A Principal who serves as an athletic coach at the school where the Principal is administratively assigned shall be supervised and evaluated in the coaching capacity by the Director of Secondary Schools.
3. **Principal Coaching at a School Other Than His/Her Assigned School**
   A Principal who serves as an athletic coach at a school other than the school where the Principal is administratively assigned shall be supervised and evaluated in the coaching capacity by the Secondary Director or his/her designee.
4. **Assistant Principal Serving as a Coach**
   An Assistant Principal who serves as an athletic coach at any school within the District shall be supervised and evaluated in the coaching capacity by the Principal of the school where the coaching assignment occurs.
5. **Evaluation Procedures**
   a. Administrators serving as athletic coaches shall be subject to the same applicable coaching performance expectations and evaluation procedures as other athletic

coaches employed by the District.

b. The designated evaluator shall be responsible for monitoring coaching performance, providing feedback, addressing concerns, and completing any required coaching evaluation documentation.

c. Coaching evaluations shall be conducted separately from the administrator's regular administrative performance evaluation.

d. Any concerns involving an administrator's coaching performance that may affect the administrator's regular duties shall be communicated to the Superintendent or the Superintendent's designee.

B. Game Administration and Separation of Responsibilities

An administrator who is serving as an athletic coach shall not simultaneously serve as the administrator in charge of the athletic contest from a managerial or supervisory standpoint.

1. When an administrator is coaching an athletic contest, another authorized school administrator shall be assigned responsibility for game administration.
2. The administrator assigned to game management shall be responsible for the administrative oversight of the athletic contest, including, as applicable:

   a. Supervision of spectators and school facilities;

   b. Coordination of event security and emergency response;

   c. Enforcement of applicable school rules, Board policies, and WVSSAC requirements;

   d. Response to student discipline, spectator conduct, and other administrative concerns; and

   e. Other duties ordinarily assigned to the administrator responsible for the athletic event.
3. The administrator serving as a coach shall devote attention to coaching responsibilities and shall not be expected to perform simultaneous game-management duties.
4. The Principal or appropriate District administrator shall ensure that a separate administrator is assigned to oversee the contest whenever an administrator is serving in a coaching capacity.

C. Administrative Responsibilities and Professional Expectations

Administrators serving as athletic coaches shall:

1. Maintain their primary responsibilities as District or building-level administrators.
2. Ensure that coaching responsibilities do not interfere with the effective performance of their administrative duties.
3. Comply with all applicable Board policies, administrative guidelines, WVSSAC regulations, and professional standards.
4. Maintain appropriate professional boundaries and avoid conflicts of interest between their administrative and coaching responsibilities.
5. Cooperate with the designated coaching supervisor and evaluator in all matters relating to the athletic program.

6. Follow established District procedures for reporting concerns involving student-athlete safety, personnel matters, and athletic program operations.

D. Implementation

The Superintendent or the Superintendent's designee shall be responsible for implementing these guidelines and resolving questions concerning supervisory assignments, coaching evaluations, and separation of administrative responsibilities.

© Neola 2021

Legal

WV Board of Education policy 5202
WV Code 18-2-25c