

**Regulation 4121: Temporary/Substitute Personnel**

Status: DRAFT

Original Adopted Date: 10/05/2010 | Last Revised Date: 12/11/2012

**Qualifications**

Minimum qualifications for temporary athletic team coaches shall include, but are not necessarily limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:
  - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
  - b. A valid sports injury certificate or first aid card, and a valid CPR card
  - c. A valid Emergency Medical Technician (EMT) I or II card
  - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
  - e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning
2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
  - a. Completion of a college course in coaching theory and techniques
  - b. Completion of ~~in-service~~**in-service** programs arranged by a school district or county office of education
  - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
  - d. Prior coaching in community youth athletic programs in the sport being coached
  - e. Prior participation in organized competitive athletics at the high school level or above in the sport being coached
3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)
4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:
  - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
  - b. Completion of a seminar or workshop on human growth and development of youth
  - c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully

qualified coach until the competencies are met. (5 CCR 5593)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

#### **Additional Qualifications of Noncertificated Personnel and Volunteers**

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district
2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

#### **Training**

Each employee or volunteer high school athletic team coach shall complete, at his/~~her~~**the individual's** expense, a coaching education program that meets the standards developed by the CIF and includes, but is not limited to, training in regard to sport psychology, sport pedagogy, sport physiology, sport management, statewide and school regulations, and CPR, **including certification, use of an automated external defibrillator (AED),** and first aid, ~~including~~ **that includes, but is not limited to, training in recognizing** the signs, symptoms, and appropriate response to concussions, **heat illness, and cardiac arrest.** A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 35179.1, 49032)

In addition, prior to coaching an athletic activity and every two years thereafter, athletic coaches shall complete an approved training course on the nature and warning signs of sudden cardiac arrest. (Education Code 33479.2, 33479.6, 33479.7)

#### **Code of Ethical Conduct**

Employees providing supervisory or instructional services in interscholastic athletic ~~programs and activities~~ shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game

8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association
12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the district and the league in which the district participates

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### State References

#### Description

5 CCR 5502	Filing of notice of physical examination for employment of retired person
5 CCR 5503	Physical examination for employment of retired persons
5 CCR 5590	Temporary athletic team coach
5 CCR 80025-80025.5	Emergency substitute teaching permits
Ed. Code 22455.5	<a href="#">STRS information to potential members</a>
Ed. Code 22515	<a href="#">Irrevocable election to join retirement plan</a>
Ed. Code 37200	<a href="#">School calendar</a>
Ed. Code 44252.5	<a href="#">State basic skills assessment required for certificated personnel</a>
Ed. Code 44300	<a href="#">Emergency permits</a>
Ed. Code 44830	<a href="#">Employment of certificated persons</a>
Ed. Code 44839.5	<a href="#">Requirements for employment of retirant</a>
Ed. Code 44845	<a href="#">Date of employment</a>
Ed. Code 44846	<a href="#">Criteria for reemployment preferences</a>
Ed. Code 44909	<a href="#">Employees providing services through categorically funded programs</a>
Ed. Code 44914	<a href="#">Substitute and probationary employment computation for classification as permanent employee</a>
Ed. Code 44915	<a href="#">Classification of probationary employees</a>
Ed. Code 44916	<a href="#">Written statement of employment status</a>
Ed. Code 44917	<a href="#">Classification of substitute employees</a>
Ed. Code 44918	<a href="#">Substitute or temporary employee deemed probationary employee; reemployment rights</a>
Ed. Code 44919	<a href="#">Classification of temporary employees; classifications</a>
Ed. Code 44920	<a href="#">Employment of certain temporary employees; classifications</a>
Ed. Code 44921	<a href="#">Employment of temporary employees; reemployment rights (unified and high school districts)</a>

**State References**

Ed. Code 44953	<a href="#">Dismissal of substitute employees</a>
Ed. Code 44954	<a href="#">Nonreelection of temporary employees</a>
Ed. Code 44955	<a href="#">Reduction in number of permanent employees</a>
Ed. Code 44956	<a href="#">Rights of laid-off permanent employees to substitute positions</a>
Ed. Code 44957	<a href="#">Rights of laid-off probationary employees to substitute positions</a>
Ed. Code 44977	<a href="#">Salary schedule for substitute employees</a>
Ed. Code 45030	<a href="#">Substitutes</a>
Ed. Code 45041	<a href="#">Computation of salary</a>
Ed. Code 45042	<a href="#">Alternative method of computation for less than one school year</a>
Ed. Code 45043	<a href="#">Compensation for employment beginning in the second semester</a>
Ed. Code 56060-56063	<a href="#">Substitute teachers in special education</a>
Gov. Code 3540.1	<a href="#">Public employment; definitions</a>
Lab. Code 220	<a href="#">Sections inapplicable to public employees</a>
Lab. Code 230	<a href="#">Accommodations and leave for victims of domestic violence</a>
Lab. Code 230.1	<a href="#">Employers with 25 or more employees; domestic violence, sexual assault, and stalking victims; right to time off</a>
Lab. Code 233	<a href="#">Leave to attend to family illness</a>
Lab. Code 234	<a href="#">Absence control policy</a>
Lab. Code 245-249	<a href="#">Healthy Workplaces, Healthy Families Act of 2014</a>

**Management Resources References**

	<b>Description</b>
Court Decision	Kavanaugh v. West Sonoma Union High School District (2003) 29 Cal.4th 911
Court Decision	McIntyre v. Sonoma Valley Unified School District (2012) 206 Cal.App.4th 170
Court Decision	Neily v. Manhattan Beach Unified School District (2011) 192 Cal.App.4th 187
Court Decision	Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 204 Cal.App.4th 446
Court Decision	Bakersfield Elementary Teachers Association v. Bakersfield City School District (2006) 145 Cal.App.4th 1260
Court Decision	California Teachers Association v. Vallejo City Unified School District (2007) 149 Cal.App.4th 135
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Commission on Teacher Credentialing</a>
Website	<a href="#">CSBA</a>

**Cross References**

	<b>Description</b>
0500	<a href="#">Accountability</a>
4111.2	<a href="#">Legal Status Requirement</a>
4111.2	<a href="#">Legal Status Requirement</a>
4112	<a href="#">Appointment And Conditions Of Employment</a>
4112.1	<a href="#">Contracts</a>

**Cross References****Description**

4112.2	<a href="#">Certification</a>
4112.2	<a href="#">Certification</a>
4112.3	<a href="#">Oath Or Affirmation</a>
4112.3-E PDF(1)	<a href="#">Oath Or Affirmation</a>
4112.4	<a href="#">Health Examinations</a>
4112.5	<a href="#">Criminal Record Check</a>
4112.5-E(1)	<a href="#">Criminal Record Check</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9-E(1)	<a href="#">Employee Notifications</a>
4113	<a href="#">Assignment</a>
4113	<a href="#">Assignment</a>
4116	<a href="#">Probationary/Permanent Status</a>
4116	<a href="#">Probationary/Permanent Status</a>
4117.14	<a href="#">Postretirement Employment</a>
4117.3	<a href="#">Personnel Reduction</a>
4127	<a href="#">Temporary Athletic Team Coaches</a>
4127	<a href="#">Temporary Athletic Team Coaches</a>
4140	<a href="#">Bargaining Units</a>
4141.6	<a href="#">Concerted Action/Work Stoppage</a>
4141.6	<a href="#">Concerted Action/Work Stoppage</a>
4151	<a href="#">Employee Compensation</a>
4154	<a href="#">Health And Welfare Benefits</a>
4154	<a href="#">Health And Welfare Benefits</a>
4161.1	<a href="#">Personal Illness/Injury Leave</a>
4161.2	<a href="#">Personal Leaves</a>
4211.2	<a href="#">Legal Status Requirement</a>
4212.3-E PDF(1)	<a href="#">Oath Or Affirmation</a>
4212.4	<a href="#">Health Examinations</a>
4212.5	<a href="#">Criminal Record Check</a>
4212.5-E(1)	<a href="#">Criminal Record Check</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9-E(1)	<a href="#">Employee Notifications</a>
4217.3	<a href="#">Layoff/Rehire</a>
4227	<a href="#">Temporary Athletic Team Coaches</a>
4227	<a href="#">Temporary Athletic Team Coaches</a>
4240	<a href="#">Bargaining Units</a>
4241.6	<a href="#">Concerted Action/Work Stoppage</a>
4241.6	<a href="#">Concerted Action/Work Stoppage</a>
4251	<a href="#">Employee Compensation</a>
4254	<a href="#">Health And Welfare Benefits</a>

**Cross References**

4254

4261.2

4311.2

4312.3-E PDF(1)

4312.4

4312.5

4312.5-E(1)

4312.9

4312.9-E(1)

4317.14

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4361.1

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