



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

TITLE: Selection and Supervision of Athletic Coaches

NUMBER: BUL-6373.1

ISSUER: Andrés E. Chait, Chief of School Operations
Division of School Operations

Trenton Cornelius, Coordinator
Interscholastic Athletic Department

DATE: January 31, 2023

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

Athletic coaches must adhere to the policies of the Los Angeles Unified School District (LAUSD), the rules of the California Interscholastic Federation (CIF), and the National Federation of High School Associations (NFHS). Schools must adhere 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.

All coaches of athletic teams, paid or volunteer, must meet the requirements to qualify for a coaching position by the first day of the start of the season of sport. Coaches must possess a roster of cleared student-athletes with the required minimum number of players before they begin any paid coaching assignment.

MAJOR CHANGES: This bulletin replaces BUL-6373.0, *Selection and Supervision of Athletic Coaches*, dated September 3, 2014, issued by School Operations. Volunteer coaches may be less than twenty-one years old. All paid coaches are certified in the Principals Portal. Evaluation procedures have been added for athletic assistants. All volunteer coaches must establish a single sign-on account with LAUSD.

GUIDELINES: The following guidelines apply.

ROUTING

Regional
Superintendents
Administrators of
Operations
Secondary Principals
Assistant Principals
Athletic Directors



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I. CERTIFICATED COACHES

A. Coaching Requirements (LAUSD and CIF)

1. LAUSD

- 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 Federal Bureau of Investigation (FBI) and Department of Justice (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. Evidence of annual completion of the LAUSD “Suicide Prevention Training” online training course.
- e. Adherence to the LAUSD policies on Student Body fundraising, and the purchase of supplies and equipment.
- f. Adherence to established tournament guidelines and submission of required paperwork within required timelines.
- g. Evidence of full COVID-19 vaccination.
- h. All athletic volunteer coaches must acquire an LAUSD single sign-on (SSO) account.
- i. Adherence to the out-of-season contact policies set forth by LAUSD, as stated below.

2. Out-of-Season Activities

- a. 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 LAUSD during the specific timeframe of the season of sport, to include try-outs, practice, and contests.
- b. 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.
- c. Parents are required to sign a document to acknowledge that these out-of-season activities are NOT conducted and/or authorized by LAUSD.
- d. Coaches conducting out-of-season activities must obtain a Lease, Civic Center Permit, or District authorization to use District facilities, as per the policies of the Beyond the Bell Branch. Refer to BUL-6894.1, *Procedures for Third-Party Use of School Facilities*, dated February 7, 2018.



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3. 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 Human Kinetics/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, heat illness training, and sudden cardiac arrest training, with all requirements to be renewed every two years. In addition, all cheer coach positions require NFHS Cheer and Dance Safety Certification (renewed every four years), and aquatic coaches require water safety certification (renewed every three years).
 - c. Adherence to the policies of LAUSD *Athletic Rules and Regulations*, CIF Los Angeles City Section, commonly referred to as the *Goldbook*, and 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. Certificated employees must secure and file a signed copy of the Supplemental Coaching Assignments Cover Sheet as per LAUSD MEM-6744.1, *Guidelines for Supplemental Assignment Differentials*, dated April 17, 2018.
 5. All paid coaches (certificated and classified) must be certified in the Principals Portal by the due dates for each of the three sport seasons.
- C. School Responsibilities After the Hiring Process is Completed
 1. The principal is responsible for ensuring that all school personnel involved with the athletic program comply with LAUSD and CIF requirements before conducting in-season school sponsored practice.
 2. Certificated coaches are required to be familiar with and adhere to the following policies and guidelines:
 - a. LAUSD Code of Conduct with Students



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- b. LAUSD Student Body fundraising policies
- c. Use of LAUSD Student Body funds for the purchase of equipment and supplies
- d. Guidelines and requirements for participation in approved tournaments
- e. Leasing or Civic Center Permit policies
- f. Out-of-season contact policies
- g. *Athletic Rules and Regulations*, LAUSD and CIF Los Angeles City Section policies *Goldbook*
- 3. Payment Procedures for Certificated Coaches
 - a. 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).
 - b. Listed below is a summary of the steps to be taken for certificated personnel.
 - i. Certify all paid coaches in the Principals Portal by the due dates for each season.
 - ii. Process the applicable stipend in the reporting period at the end of the sport season. Refer to REF-1802.17, *Time Reporting Instructions for Lump Sum Payment of Differentials*, dated April 25, 2022.

II. ATHLETIC ASSISTANTS (CLASSIFIED COACHES)

A. Coaching Requirements (LAUSD and CIF)

1. LAUSD

- a. Twenty-one years of age by the time of appointment.
- 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. Evidence of annual completion of the LAUSD “Suicide Prevention Training” online training course.
- f. Adherence to LAUSD Student Body fundraising policies and the purchase of supplies and equipment.
- g. Adherence to established tournament guidelines and submission of required paperwork.



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- h. Adherence to the out-of-season contact policies set forth by LAUSD, as stated below:

Out-of-Season activities 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 LAUSD during the specific time frame of the season of sport, to include try-outs, practice, and contests.

- i. 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.
- ii. Parents are required to sign a document to acknowledge that these out-of-season activities are NOT conducted and/or authorized by LAUSD.
- iii. Coaches conducting out-of-season activities must obtain a lease, Civic Center Permit or District authorization to use District facilities, as per the policies of the Beyond the Bell Branch. Refer to BUL-6894.1, Procedures for Third-Party Use of School Facilities, dated February 7, 2018.
- iv. Certificated coaches must sign a copy of the Supplemental Coaching Assignments Attachment C as per LAUSD MEM-6744.1, Guidelines for Supplemental Assignment Differentials, dated April 17, 2018.

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, heat illness training, and sudden cardiac arrest training, with all requirements to be renewed every two years. In addition, all cheer coach positions require NFHS Cheer and Dance Safety Certification (renewed every four years), and aquatic coaches require water safety certification (renewed every three 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” through the National Federation of State



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- High School Associations (NFHS), or the Human Kinetics/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 as per LAUSD MEM-6744.1, *Guidelines for Supplemental Assignment Differentials*, dated April 17, 2018.
4. Submit the names of all paid coaches in Principals Portal prior to the start of the initial season of sport, to include “Freeze Exemption” and Employment of Athletic Assistant forms, if applicable.

C. School Responsibilities After the Hiring Process is Completed

1. The principal is responsible for ensuring that all school personnel involved with the athletic program comply with LAUSD and CIF requirements.
2. Classified coaches are required to be familiar with and adhere to the following policies and guidelines:
 - a. LAUSD Code of Conduct with Students
 - b. LAUSD Student Body fundraising policies
 - c. Use of LAUSD Student Body funds for the purchase of equipment and supplies
 - d. Guidelines and requirements for participation in approved tournaments
 - e. Leasing or Civic Center Permit policies
 - f. Out-of-season contact policies
 - g. LAUSD *Athletic Rules and Regulations* and CIF Los Angeles City Section Constitution and Bylaws *Goldbook*

D. Payment Procedures for Athletic Assistants (Classified Coaches)

1. 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).



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2. Specific procedures to be followed at the school to hire Athletic Assistants:
 - a. Athletic assistants (classified coaches) cannot perform any duties of a coach or interact with students prior to clearance by LAUSD.
 - b. Coaching certification shall be input in the Principals Portal prior to the start of each of the three sport seasons. Classified coaches must also complete “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.
 - c. 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.
 - d. 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.

E. Evaluation of Athletic Assistants

1. School administration is responsible for supervising Athletic Assistants on an annual basis. Supervision should include at least one occurrence of all of the following activities: meetings, practice, and contest. These positions are “At Will” and terminate at the end of each season. It is imperative administrators evaluate all athletic assistants at the end of each season and place Attachment H, “Athletic Assistant Evaluation Form” in their school file annually.
2. All unsatisfactory conduct must be documented on Attachment I, “HR Form 6088, “Interscholastic Athletics Unsatisfactory Report.” Once completed, immediately submit the form to the Interscholastic Athletic Department.



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III. VOLUNTEER COACHES

- A. Volunteer coaches may be approved to assist with athletic programs at schools.
 - 1. 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.
 - 2. Volunteer coaches must also attend all school site coaches meetings conducted by administration and athletic director.
 - 3. At no time is a volunteer to be the only coach present during any try-out, practice session, or contest.
- B. Coaching Requirements
 - 1. Volunteer coaches must meet all of the following requirements in order to begin assisting the school's athletic program: Obtain fingerprint clearance (FBI and DOJ) by doing the following:
 - a. Contact www.ApplicantServices.com/LAUVOL for an appointment.
 - b. Provide a letter of approval or signed volunteer coaching application from the school.
 - c. Provide a photo identification card and a social security card.
 - 2. Evidence of a negative TB test or chest X-ray
 - 3. Evidence of having passed an approved "Coaching Education" through the NFHS or the Human Kinetics/American Sport Education Program (ASEP)
 - 4. Compliance with the California Education Code and the requirements of Title V of the California Code of Regulations, to include training in First Aid, CPR, and AED (must be American Heart or Red Cross) as well as concussion training, heat illness training, sudden cardiac arrest training, with all requirements to be renewed every two years
 - 5. Completion of the "Volunteer Assistant Coaches" form to be filed at the school site.
 - 6. Submission of and adherence to the signed LAUSD "Code of Conduct with Students" to be kept on file at the school.
 - 7. All athletic volunteer coaches must acquire an LAUSD single sign-on (SSO) account.



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C. School Responsibilities

1. The principal is required to ensure that all volunteer coaches meet LAUSD, state of California, and California Interscholastic Federation (CIF) requirements.
2. Responsibilities of school administration are as follows:
 - a. Interview the volunteer candidate to ensure requirements are met.
 - b. Submit the names of all volunteer in Principals Portal on the “Volunteer Coaches” tab by the deadline dates for each of the three sport seasons
 - c. Ensure all coaches are made aware of the following policies and guidelines:
 - i. LAUSD “Code of Conduct with Students”
 - ii. LAUSD Student Body fundraising policy
 - iii. Guidelines and requirements for participation in approved tournaments
 - iv. Leasing/Civic Center Permit policies
 - v. Out-of-season contact policies
 - vi. LAUSD Athletic Rules and Regulations, Adherence to, the policies of the CIF Los Angeles City Section Goldbook and of the State CIF “Constitution and Bylaws.”
3. 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
4. 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



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IV. CERTIFICATED RETIREES (FORMER LAUSD EMPLOYEE)

- A. 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.
- B. 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.
- C. Certify employee in the Principals Portal prior to the start of the initial season of the sport.
- D. The Athletic Department 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.
- E. New applicants need to complete the following: Application, Oath of Allegiance, Child Abuse Reporting, Tuberculosis Clearance, Fingerprinting, Employment Verification, W-4 Form, Medical Examination, RPA (Request for Personnel Action). In the comments section of the RPA, write TCA 0620 and indicate the sport and level. Write TCA 0620 on the top of the Freeze Form as well. See the Attachment L, "Professional Expert (TCA) Paperwork Checklist" for additional guidance.
- F. The Human Resources Division will notify the Athletic Department of the freeze review decision and whether the incumbent will need to be fingerprinted.
- G. All retired certificated personnel must wait 180 days to be eligible to receive payment.
- H. No retiree may begin a coach assignment without prior freeze approval, fingerprinting and Tuberculosis clearance.
- I. The Athletic Department must receive notice/clearance from the Human Resources Division prior to the school allowing certificated retiree coaches to start working with students.



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- J. The Human Resources Division will notify the Athletic Department when the certificated retiree is processed, cleared and able to begin the assignment.
- K. Payment Procedures for Certificated Retirees
 - 1. 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 timecards; it is not sufficient to only initial their names.
 - 2. 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: BUL-1802.19, *Time Reporting Instructions for Lump Sum Payment of Differentials*, dated April 25, 2022
BUL-5212.3, *Bullying and Hazing Policy (Student-to-Student and Student-to-Adult)*, dated April 25, 2022
BUL-6894.1, *Procedures for Third-Party Use of School Facilities*, dated February 7, 2018
MEM-6744.1, *Guidelines for Supplemental Assignment Differentials*, dated April 17, 2018

CIF Los Angeles City Section Rules and Regulations *Goldbook*
California Interscholastic Federation “Constitution and Bylaws”

Websites:

achieve.lausd.net/ Los Angeles Unified School District
www.cif-la.org/ CIF Los Angeles City Section
www.cifstate.org/ California Interscholastic Federation
www.nfhs.org/ National Federation of State HS Associations

Associations:

coacheducation.humankinetics.com Human Kinetics

ATTACHMENTS: Attachment A – Athletic Assistant Paid Status Employment Process
Attachment B – Information Regarding Classified Assignments (LAUSD ONLY)
Attachment C – Employment of Athletic Assistant Form
Attachment D – Freeze Exemption Instruction Form
Attachment E – Freeze Exemption Form



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Attachment F – Youth Services/Beyond the Bell Office Locations for
Volunteer Coach Processing

Attachment G – Coaches Evaluation Form

Attachment H – HR Form 6088, “Interscholastic Athletics Unsatisfactory
Report”

Attachment I – Athletic Assistant Coach Application

Attachment J – Volunteer Assistant Coach Application

Attachment K – Professional Expert (TCA) Paperwork Checklist

ASSISTANCE: For assistance or further information, please contact the Interscholastic
Athletic Department at (213) 241-5847.

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

Listing of Personnel Commission documents with links:

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

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



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ATTACHMENT A

ATHLETIC ASSISTANT

PAID STATUS

EMPLOYMENT PROCESS

(This process does not apply to Volunteer Coaches)

The time spent as a Volunteer Coach is separate and apart from PAID status. A Volunteer Coach is not considered an employee of LA Unified. Therefore under no circumstances will the Volunteer Coach be paid for time spent as a Volunteer Coach. The time spent as a Volunteer Coach will not be considered a retroactive extension of a paid employee status.

NO FULL TIME classified assignment may be combined with Athletic Assistant.

Athletic Assistant Employment Process Document Flow:

1. The authorized school site athletic staff forwards the following documents to the Interscholastic Athletics Department.
 - a. Freeze Exemption Form
 - b. Employment of Athletic Assistant Form (EAA)
2. Prof Expert or TCA (Retired Certificated Teachers) need to contact LaShanda Younger at (213) 241-5847 to begin processing. Coaches must be retired for more than 180 days.
3. Trenton Cornelius, Coordinator, Interscholastic Athletic Department, will forward the above document to Andrés E. Chait, Chief of School Operations, for approval.
4. Once approved by Andrés E. Chait, the Interscholastic Athletic Department will forward above documents to Wendy Guzman (Personnel Commission) to obtain the freeze exemption tracking number.
5. The approved freeze exemption tracking along with the candidate details are sent to the Local District Fiscal Specialist who prepares the RPA with the SAA. The freeze tracking number should be written on the RPA in the comments field under EMPLOYEE/ASSIGNMENT/FUNDING INFORMATION section. **The tracking # expires after 45 days.**
6. The following approved documents are to be forward to the School Administrative Assistant (SAA) to schedule the candidate for employment processing at one of the Classified Employment Offices:
 - a. Completed Request for Personnel Action Form (RPA)
 - b. Tracking Number
7. The SAA or Athletic Administrator will schedule the Athletic Assistant candidate for processing by contacting one of the following Classified Employment Offices: **Appointments are at 10:00 am at Mid- Cities and East 8:30 am at the Valley office.**



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ATTACHMENT A

Mid-Cities Employment Office
944 West 77th St.
(323) 753-3321

East Employment Office
2114 Morrengo
(213) 625-4147

Valley Employment Office
6505 Zelzah Bldg. # 6
(818) 654-1600

8. The Athletic Assistant Candidate must be sent to the processing appointment with the REQUIRED DOCUMENTS:
- a. Driver's License or Government-issued photo identification card (ID or passport)
 - b. Mantoux TB Test administered within 60 days of processing
 - c. Social Security Card (must have the same name on social security card and driver's license)
 - d. Completed Request for personnel Action Form (RPA)
 - e. Nepotism Form
 - f. Proof of First Aid/CPR and AED from American Red Cross or American Heart Association

ALL DOCUMENTS SUBMITTED BY CANDIDATE MUST BE ORIGINALS (NO PHOTO COPIES)

If the candidate fails to appear at the appointment with the required documents and identification, the candidate will not be processed. A new appointment will have to be scheduled.

**CANDIDATES CANNOT START PRIOR TO THE EFFECTIVE
DATE GIVEN BY CLASSIFIED EMPLOYMENT SERVICES**

Possession of an RPA or Employee Number DOES NOT constitute eligibility for classified employment.

9. Five days after coach has been fingerprinted, school site contacts the LA Unified Athletic Department with the potential coach's Social Security number. If the coach is cleared, The Athletics Department will assist on getting an employee number. DO NOT CALL Classified Assignments.



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ATTACHMENT A

Athletic Assistants Positions May BE Combined with:

Classifications	Classified Assignments Work Hours	Athletic Assistant
Educational/Instructional Aide	3 hours	Can receive .75 hours on a contract work day. Can receive 3.75 hours on a non-contract day.
Educational/Instructional Aide	6 hours	Can receive 2 hours on a contract work day. Can receive 3.75 hours on a non-contract day.

Classified employees with 3 hour assignments can only receive .75 hours
Full Time, 7 and 8 hour classified assignments, may NOT be combined with an Athletic Assistant Coaching Position.



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ATTACHMENT B

LOS ANGELES UNIFIED SCHOOL DISTRICT ATHLETIC DEPARTMENT

Phone: (213) 241-5847 Fax: (213) 241-5846

INFORMATION REGARDING CLASSIFIED ASSIGNMENTS (LAUSD ONLY)

1. The Teacher Assistant can be hired as an Athletic Assistant (see #4 below). Multiple assignments are allowed based on the District policy regarding the number of hours per pay period.
2. Campus Aide and Education Aide are classified positions. Athletic Assistant assignments are generally written for 79 hours per pay period. Most Campus Aide and Education Aide assignments are for 60 hours per pay period. Additional classified assignments for ANY non-benefitted assignment may not total more than 75 hours per pay period. Therefore, a Campus Aide cannot be reported for 60 hours a pay period and also be reported for 75 hours a pay period as an Athletic Assistant.
 - *As of October 2006, if a Campus Aide is working eight hours, they are not eligible to coach a team as an Athletic Assistant.*
3. School Supervision Aide and Youth Services positions when combined with an Athletic Assistant position cannot exceed 75 hours per pay period.
4. The Athletic Assistant position is a classified position and may only be used to fill certificated positions to be converted. Athletic Assistant assignments are generally written for 75 hours per pay period.
 - *Please be sure that your Athletic Assistants are not working in an additional capacity listed in numbers 2 or 3 (listed above), which would limit the number of hours per pay period that they maybe be employed.*

For approval/processing of Athletic Assistants, please send information to the Athletics Office on the EMPLOYMENT OF ATHLETIC ASSISTANT form (enclosed). It is the responsibility of the school to submit this form to the Athletics Office, and no processing of the Athletic Assistant can begin until this form is received by the Interscholastic Athletic Department (see attached form).

NOTE: All Athletic Assistants must have attended and passed the NFHS/CIF Human Kinetics/ASEP Coaches' Training Workshop and must possess current CPR/First Aid/AED cards from American Red Cross or American Heart Association.



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LOS ANGELES UNIFIED SCHOOL DISTRICT Office of Interscholastic Athletics

ATTACHMENT C

EMPLOYMENT OF ATHLETIC ASSISTANT FORM

NOTE: Before completing this form, read attached guidelines for hiring and payroll procedures.

THIS FORM DOES NOT AUTHORIZE EMPLOYMENT. Each person must be processed and approved by Classified Employment Services Branch and a Request for Personnel Action (RPA) for each position must be created before any time may be reported. This process can only begin when this form is received in the Interscholastic Athletic Department.

The position of "Athletic Assistant" is a classified position and is paid monthly for time reported. Please see page two of this form indicating the maximum number of hours for which an "Athletic Assistant" can be paid for specific coaching assignments. In addition, the number of hours reported is not to exceed 79 hours in any single pay period, except for a Campus Aide's hours, which may be distributed throughout the school year, not to exceed 799 hours when the total number of hours for the two assignments is combined.

<u>Name of Athletic Assistant</u>	<u>Position to be Filled</u>	<u>Emp. No.*</u> (See Below)	<u>Coaches Pay Rate</u> (Rate # 1-6)	<u>Effective Date</u>	<u>School Location</u> Code Needed
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____

_____	_____	_____
School	Principal's Signature	Date
_____	_____	_____
	School Payroll Clerk's Signature	Date

* If the employee number is not yet known, school must indicate "In Process." This information will be verified with the Classified Employment Services Branch. The employee number must be submitted to the Interscholastic Athletic Department when it becomes available.

- NOTES:**
1. All newly hired paid coaches must complete the ASEP/CIF Coaching Education and must have certification of current CPR/First Aid/AED and Concussion Training on file at the school.
 2. All Athletic Assistants must be cleared and approved by Classified Employment Services Branch in order to begin the assignment (this includes having an employee number).
 3. Schools must check with Classified Employment Services Branch prior to re-assigning a current or returning employee in order to determine if the employee has satisfied all qualifications for employment.

APPROVED: _____
Coordinator, Interscholastic Athletic Department

_____ Date



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ATTACHMENT D

Filing Out A Freeze Exemption For LAUSD Athletics Assistants

Schools that are hiring a paid Athletic Assistant **that did not coach at your school the year before** will need to fill out a request for Freeze Exemption form.

Steps to fill out the freeze exemption form:

- Check off-Open a limited-term assignment for the action(s)
- Current/Most Recent Incumbent – Name of the Athletic Assistant must be written on the form and the position filling (example JV Girls Volleyball)
- Class Title – Write out **Athletic Assistant**
- Branch/Division is name of your local region the school is under (North, West, East, South)
- The following information **MUST** be obtained from the school's Fiscal Specialist: Class Code, Position Control Number and Funding Source

NOTE: Do not forget to include your Location Name (School Name) and your Location Code

SIGNATURES Required:

Branch/Section Head – Principal or Principal designee, sign and print their name

Division Head – Coordinator of LA Unified Interscholastic Athletic Department

Contact Person – The Athletic Director and/or SAA

Completed and properly filled out forms must be sent to the Interscholastic Athletic Department, via email interscholasticathletics@lausd.net

The contact person listed will be emailed a tracking number for your Athletic Assistant. The tracking number is needed, before a coach can be fingerprinted.

Los Angeles Unified School District
Request for Freeze Exemption: Staffing

Please use this form to request any of the following actions:

- | | |
|--|---|
| <input type="checkbox"/> Create a new position (No. of requested positions ____) | <input type="checkbox"/> Open a limited-term assignment |
| <input type="checkbox"/> Close a position | <input type="checkbox"/> Change in hours (classified) (from ____ to ____) |
| <input type="checkbox"/> Reclassify a position/class upward (classified) | <input type="checkbox"/> Change in Basis (from ____ Basis to ____ Basis) |
| <input type="checkbox"/> Reallocate the salary of a position upward | <input type="checkbox"/> Fill an existing non-school-based position |

Current/Most Recent Incumbent (if applicable)	Branch/Division
---	-----------------

Class Title/Class Code	Bargaining Unit	Salary Range/Schedule	Basis
------------------------	-----------------	-----------------------	-------

Location Name	Location Code	Office/Cubicle #	Position Control Number
---------------	---------------	------------------	-------------------------

Funding Source: Program Name & Code	Federal %	General %	Bond %	Other %
-------------------------------------	-----------	-----------	--------	---------

Please attach responses to the following questions on a separate sheet of paper:

1. Please provide an explanation justifying why this position is essential to the operations of the school or office.
2. Identify at a minimum ten typical duties that will be assigned to this position. (*For classified positions*, please do not copy duties from the class description.)
3. Please provide a current organizational chart with the position and supervisor indicated. If upgrading a position or closing a position to open a new one, please indicate that on the organizational chart.
4. If multiple funding sources, please provide list of cost distribution (include program name, code, Fed. %, Gen. %, Bond %, and Other %). If grant funded, please specify the duration of the grant.
5. For new position requests, describe how the responsibilities of this position are currently being fulfilled.

Signatures Required:

Branch/Section Head	Date	Division Head/Local District Superintendent	Date
---------------------	------	---	------

Contact Person (print)	Phone	Email
------------------------	-------	-------

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Additional Information Needed
-----------------------------------	---------------------------------------	--

Alberto M. Carvalho, Superintendent of Schools

Date

SUBMIT CERTIFICATED REQUESTS TO: Leon Reyblat, Human Resources, leon.reyblat@lausd.net

SUBMIT CLASSIFIED REQUESTS TO: Wendy Guzman, Personnel Commission, wendy.guzman@lausd.net



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT F

YOUTH SERVICES/BEYOND THE BELL OFFICE LOCATIONS

FOR VOLUNTEER COACH PROCESSING



NORTH AREA

5601 Capistrano Avenue
Woodland Hills, 91367
(818) 587-4300

EAST AREA

611 Jackson Street
Los Angeles, 90012
(213) 633-3500

EAST AREA

312 North Garey Street
Los Angeles, 90012
(213) 346-2180

SOUTH AREA

2060 West 156th Street
Gardena, 90248
(310) 515-3010

Student Auxillary Services

5607 Capistrano Avenue
Woodland Hills, 91367
(818) 587-4364



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT G

COACHES EVALUATION FORM

NAME: _____

DATE: _____

SPORT: _____

SCHOOL: _____

LEVEL: (circle one) Varsity J.V. Freshman Assistant

The Coaching responsibilities listed are rated on the following scale:

A - Acceptable performance U - Unacceptable performance

I - Improvement needed X - No basis for judgment

I. COACHING PERFORMANCE

Self

A.D.

Evaluation

- | | | |
|--|-----------|-------|
| 1. Is knowledgeable in the technical aspects and strategy of the sport | 1. _____ | _____ |
| 2. Plans for all aspects of the program (conditioning, academics, contests) | 2. _____ | _____ |
| 3. Prepares for daily practices so that maximum instruction is presented | 3. _____ | _____ |
| 4. Uses a variety of coaching techniques for individual and group instruction | 4. _____ | _____ |
| 5. Provides an environment that attempts to prevent injuries | 5. _____ | _____ |
| 6. Properly cares for injuries when they occur | 6. _____ | _____ |
| 7. Communicates with athletes in a positive constructive manner | 7. _____ | _____ |
| 8. Is understanding and sensitive in dealing with the player's | 8. _____ | _____ |
| 9. Encourages enthusiasm and dedication in the players | 9. _____ | _____ |
| 10. Creates positive interpersonal relationships with the players | 10. _____ | _____ |
| 11. Is punctual in attending and ending team practices, meetings and contests | 11. _____ | _____ |
| 12. Demonstrates self-control and poise in all areas relating to coaching responsibilities | 12. _____ | _____ |
| 13. Attempts to improve self as a coach by attending clinics, workshops, and other professional development activities | 13. _____ | _____ |
| 14. Effectively communicates team roles to players | 14. _____ | _____ |
| 15. Promotes positive character by athletes involved in the program | 15. _____ | _____ |
| 16. Adheres to all District and CIF-LA policies, rules and regulations | 16. _____ | _____ |
| 17. Serves as a role model for students | 17. _____ | _____ |

II. TEAM MANAGEMENT AND SUPERVISION

Self

A.D.

- | | | |
|--|----------|-------|
| 1. Organizes and manages students' eligibility paperwork and prepared at the start of the season | 1. _____ | _____ |
| 2. Has full control of the team in all matters pertaining to coaching and athletic discipline | 2. _____ | _____ |
| 3. Informs athletes/parents of all rules and regulations regarding discipline that have been established for the team, and consistent with athletic policy | 3. _____ | _____ |
| 4. Provides supervision at each practice session and at all contests of the sport. This includes supervision of the locker and shower rooms, practice fields and buses | 4. _____ | _____ |
| 5. Properly cares for, stores, distributes, collects, inventories school equipment and uniforms | 5. _____ | _____ |
| 6. Completes all appropriate out-of-season paperwork for facility usage, if approving non-school sponsored activities | 6. _____ | _____ |



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT G

7. Ensures only eligible student-athletes practice and participate in contest

7. _____

8. Parent Meetings - Plan and organizes parent meetings

8. _____

III. PROFESSIONAL QUALITIES

Self

A.D.

1. Submits all requested paperwork, information and schedules accurately & promptly.

1. _____

2. Works cooperatively with the Athletic Director and/or Head Coach.

2. _____

3. Monitors team financial budget and complies with all LAUSD purchasing and fund-raising protocol; including pupil fee restrictions.

3. _____

4. Understands and complies with all rules and regulations outlined by LAUSD and CIF-LA Section.

4. _____

5. Keeps the Athletic Director and/or Head Coach informed of incidents/injuries within the sport activity.

5. _____

6. Is cooperative in sharing and safeguarding facilities.

6. _____

7. Conducts himself or herself in a professional manner to all members of the high school staff, parents, community, officials and administrators.

7. _____

8. Adheres to the ethical guidelines established by the Los Angeles Unified School District.

8. _____

9. Maintains required Coaching Certificates/ First Aid & CPR/Child Abuse (Coaching education, sudden cardiac arrest, concussion, water safety, AACCA)

9. _____

IV. Identify a minimum of three coaching accomplishments that were made during the past season.

V. List a minimum of three personal goals for coaching improvement to be pursued next season.

Signature of the Evaluated Coach

Date

The signature of the coach does not necessarily mean agreement with the evaluation, only that the coach has read and understands the evaluation. The coach has the right to attach a statement to this form expressing his/her opinion. The coach will receive a copy of the evaluation.

Signature of the Athletic Director

Date

The signature of the athletic director does not supersede the authority of the school site administrator who makes the final recommendation for employment.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT G

Comments/Recommendations of the Director of Athletics:

Signature of Administrator over Athletics

Date

Employment recommendation

- ____ Recommend for continued employment
- ____ Recommend for continued employment with the understanding of areas to be improved
- ____ Not recommended for continued employment

**LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION – EMPLOYEE RELATIONS**

☐ Paid☐ Volunteer

INTERSCHOLASTIC ATHLETICS UNSATISFACTORY REPORT

Last Name First Name MI Person ID/ Employee #

Job Title Incident date(s) Location / Cost Center

Unsatisfactory Service violates the following:

- ☐ Code of Conduct with Students
☐ Acceptable Use Policy
☐ Child Abuse Policy*
☐ Sexual Harassment Policy
☐ Fundraising / Finance Policy

- ☐ Ethics Policy Violation
☐ Respectful Treatment of all Persons
☐ Other _____

*Per District Policy, Child Abuse report must also be made.

Provide a brief incident description including any inquiry/investigation results and important dates in the response.

FOR ALL
REPORTS

Was an ISTAR generated? ISTAR # _____

RECOMMENDATION: I recommend that the following action(s) be taken:

- ☐ Oral Conference Date: _____ ☐ Conference Memo Date: _____
☐ Dismiss from location. Effective Date: _____
☐ Bar from future employment and/or volunteering

Site Administrator Name & Title Signature Date

Email a copy to: interscholasticathletics@lausd.net

Forwarded to EmployeeRelations@lausd.net by:		Date:
Employee Relations Use Only		
Action Taken: Copy to Region AOO: <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed by:	Date:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT I

ATHLETIC ASSISTANT COACH APPLICATION - Sport _____

TO BE COMPLETED BY SCHOOL PERSONNEL

Date application received:		
	Month _____	
Day _____		Year _____

Cleared _____

Please PRINT or TYPE the following information and return to:

Administrator in Charge of Athletics

SCHOOL

First Name _____ Last Name _____

Address _____

City _____ Zip Code _____ Phone _____

Email Address _____ Birth Date _____

Social Security Number _____ Employee Number _____

Signature _____ Date _____

In case of emergency, please call: _____

Two References (not relatives):

1) Name _____ Phone _____

2) Name _____ Phone _____

Drivers' License Number _____

Education and Experience:

Grade Level Achieved _____ Foreign Language Spoken _____

Work Experiences _____

Employed? _____ If so, employed at _____

Volunteer Experience _____

Volunteers must show proof of tuberculosis clearance within six months prior to volunteering. The initial examination must consist of a Mantoux skin test. If the Mantoux test is positive, a chest x-ray will be required. Volunteers may be tested by their own physician or visit a Los Angeles County Health Center

I certify under penalty of perjury and in conformance with Education Code section 35021 that I am not required to register as a sex offender pursuant to Penal code section 290.

Applicant Signature _____ Date _____

Head Coach's Signature _____ School _____

Principal's Signature _____

This form is to be kept on file at the school

LAUSD Only: For Fingerprinting, (213) 241-6591 or (213) 241-6140



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT J

VOLUNTEER ASSISTANT COACH APPLICATION



TO BE COMPLETED BY SCHOOL PERSONNEL:

Date application received: Month _____ Day _____ Year _____

Fingerprint Clearance Received: Month _____ Day _____ Year _____

Please PRINT or TYPE the following information and return to Administrator in Charge of Athletics

SCHOOL NAME _____

First Name _____ Last Name _____

Address _____

City _____ Zip Code _____ Phone _____

Email Address _____ Birth Date _____

Social Security Number _____

Signature _____ Date _____

In case of emergency, please call: _____

Two References (not relatives):

1) Name _____ Phone _____

2) Name _____ Phone _____

Drivers' License Number _____

Education and Experience:

Grade Level Achieved _____ Foreign Language Spoken _____

Work Experiences _____

Employed? _____ If so, employed at _____

Volunteer Experience _____

Volunteers must show proof of tuberculosis clearance within six months prior to volunteering. The initial examination must consist of a Mantoux skin test. If the Mantoux test is positive, a chest x-ray will be required. Volunteers may be tested by their own physician or visit a Los Angeles County Health Center

I certify under penalty of perjury and in conformance with Education Code section 35021 that I am not required to register as a sex offender pursuant to Penal code section 290.

Applicant Signature _____

Date _____

Head Coach: (Print name) _____ Signature _____

Principal: (Print name) _____ Signature _____

This form is to be delivered to the processing center and a copy kept on file at the school

PROFESSIONAL EXPERT (TCA) PAPERWORK CHECKLIST

SCHOOL: _____	APPLICANT: _____	
CURRENT EMPLOYEE: YES NO		
CONTACT PERSON: _____		
FISCAL SPECIALIST: _____		
SPORT: _____	DATE SENT TO PERSONNEL: _____	
PCN: _____	DATE SENT TO TECH: _____	
PERNER #: _____	SENT TO IAD FISCAL: _____	
DATE PACKET COMPLETED: _____	EN: _____	NOTES

IF CONTINUING POSITION, HIGHLIGHTED PAPERWORK NEEDED ONLY AS OF 7.19.18

<input type="checkbox"/>	Application for Assignment as Professional Expert/TCA	
<input type="checkbox"/>	Request for Personnel Action (RPA) Indicate sport and sport level in comments section	
<input type="checkbox"/>	Freeze Form	
<input type="checkbox"/>	Employment Information (LAUSD-Human Resources Division)	
<input type="checkbox"/>	Oath of Allegiance	
<input type="checkbox"/>	Employee Acknowledgement of Suspected Child Abuse Reporting....	
<input type="checkbox"/>	Tuberculosis Certificate of Completion - LAUSD-Employee Health Services	
<input type="checkbox"/>	Tuberculosis Test Results - LAUSD Human Resources Division.....	
<input type="checkbox"/>	Employment Eligibility Verification-Dept.of Homeland Security (I-9) page 1 of 3	
<input type="checkbox"/>	Employment Eligibility Verification-Dept.of Homeland Security (I-9) page 2 of 3	
<input type="checkbox"/>	Employee's Withholding Allowance Certificate (EDD State of California)	
<input type="checkbox"/>	Form W-4 (2019)	
<input type="checkbox"/>	LAUSD - Warrant(s) Recipient Designation	
<input type="checkbox"/>	Retirement Contribution Information - LAUSD Payroll Administration	

Email the entire completely filled out packet with all required signatures and ALL needed information to LaShanda Younger (lashanda.younger@lausd.net) with the school name TCA: applicant's name in the subject line. (i.e. LAUSD HS TCA: **John Doe**) for processing.
INCOMPLETE PACKETS WILL NOT BE PROCESSED