



Book	Policy Manual
Section	Volume 34, No. 1 - October 2021
Title	Revised Policy - Vol. 34, No. 1 - October 2021 - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES
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Last Revised	March 10, 2020

4120.08 - **EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES**

The School Board may find it necessary to employ on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees () may be members of the Corporation's () classified staff () support staff () or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

All part-time employees selected as coaches or activity sponsors who are not members of the professional staff are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the Corporation has the authority to enter into any agreement for employment for any specified period of time with such an employee.

The Board requires that:

- A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education not less than once during a two (2) year period that:
 1. is sport-specific;
 2. contains player safety content, including content on:
 - a. concussion awareness;
 - b. equipment fitting;
 - c. heat emergency preparedness; and
 - d. proper technique;
 3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the School Corporation that new information has been added to the course before the end of the two (2) year period, the coach must complete instruction and successfully complete a test concerning the new information.

B. ~~After June 30, 2017, prior~~ Prior to coaching students in grades 5 - 12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the Indiana Department of Education at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. ~~after December 31, 2018,~~ includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach must complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5 - 12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20-34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the Indiana Department of Education (IDOE) shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The coach, marching band leader or extracurricular activity sponsor must complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation will receive a certificate of completion from the provider for each coach, band leader or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. Each Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training.

[THE FOLLOWING TRAINING IS OPTIONAL; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]

[X] Additionally, the Board requires that:

A. **[X-]** All head and assistant coaches of students of any age participating in interscholastic or intramural sports other than football, including the cheerleading, shall complete a certified coaching education course approved by the State Department of Education at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach must complete instruction and successfully complete a test concerning the new information.

B. **[X-]** All coaches () and athletic activity sponsors **[END OF OPTION]** of interscholastic or intramural sports for students of any age shall receive training about () concussions () sudden cardiac arrest () and heat-related

medical issues **[END OF OPTION]** at least once during a two (2) year period.

- C. ☒ All coaches () and athletic activity sponsors **[END OF OPTION]**, other than football coaches, shall be required to complete a coaching education course that contains player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique. The course must be completed prior to coaching or serving as an athletic activity sponsor. Each coach () and athletic activity sponsor **[END OF OPTION]** must complete a course not less than once during a two (2) year period.

The Superintendent shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 4121 or Policy 8120, and has received the training required by State law and this policy. Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association recognized sport, the Corporation must take the following steps:

- A. ask him/her:
1. whether s/he is or has been accredited by the association; and
 2. if s/he is or has been accredited by the association, whether his/her accreditation has ever been suspended or revoked;
- B. request references from him/her;
- C. contact the references that s/he provides to the Corporation; and
- D. contact the association to determine whether his/her accreditation has ever been suspended or revoked.

The Corporation shall make a report to the Department of Child Services if a nonteaching coach has engaged in suspected child abuse or neglect.

[THE FOLLOWING REPORTS ARE RECOMMENDED; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]

The Corporation shall report to the association when a nonteaching coach accredited by the association has been convicted of an offense described in I.C. 20-28-5-8(c) or of a known comparable offense in another state. These offenses include:

- A. Kidnapping (I.C. 35-42-3-2).
- B. Criminal Confinement (I.C. 35-42-3-3).
- C. Rape (I.C. 35-42-4-1).
- D. Criminal deviate conduct (I.C. 35-42-4-2) (before its repeal).
- E. Child molesting (I.C. 35-42-4-3).
- F. Child exploitation (I.C. 35-42-4-4(b) or I.C. 35-42-4-4(c)).
- G. Vicarious sexual gratification (I.C.35-42-4-5).
- H. Child solicitation (I.C. 35-42-4-6).
- I. Child seduction (I.C. 35-42-4-5).
- J. Sexual misconduct with a minor (I.C. 35-42-4-9).
- K. Incest (I.C. 35-46-1-3).

L. Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).

M. Dealing in methamphetamine (I.C. 35-48-4-1.1).

N. Manufacturing methamphetamine (I.C. 35-48-4-1.2).

O. Dealing in a schedule I, II, or III controlled substance (I.C. 35-48-4-2).

P. Dealing in a schedule IV controlled substance (I.C. 35-48-4-3).

Q. Dealing in a schedule V controlled substance (I.C. 35-48-4-4).

R. Dealing in a counterfeit substance (I.C. 35-48-4-5).

The Corporation shall report suspected misconduct by a nonteaching coach that may constitute a crime to local law enforcement.

[END OF OPTIONS]

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Legal	I.C. 20-26-14-8
	I.C. 20-26-14-9
	I.C. 20-34-7
	I.C. 20-34-8