

Authorized/Certified (Non-Paid) Assistant Coach

Authorized/Certified (Non-Paid) Assistant Coach is an individual who assists the employed coaching staff of a particular sport. Before an Authorized/Certified (Non-Paid) Assistant Coach can be utilized, the following sequence must occur.

- a) The head coach requests annually, in writing, for approval from the principal and the athletic director to have an Authorized/Certified (Non-Paid) Assistant Coach for their program.
- b) Prior to a coach's request, the individual must have successfully completed the West Virginia Secondary School Activities Commission's training program for coaches if he/she does not hold a West Virginia Professional Teaching Certificate.
- c) If the principal and athletic director approves the recommendation, then he/she requests, in writing, that the Superintendent considers recommendation to the Board for approval of the individual as an Authorized/Certified (Non-Paid) Assistant Coach. The athletic director or the principal will notify, in writing, the Certification Officer the name of the recommended coach as well as the position for which the person is being recommended.
- d) The recommendation is made to the Board of Education for Action. If approved, completion of (e) Coaching Authorization is required.
- e) If the individual does not hold the Professional Teaching Certificate, he/she must apply for a Coaching Authorization through the county Certification Officer. The application must include documentation of a minimum of a high school diploma and a criminal history record check.
- f) The cost of the criminal history record check shall be paid by the applicant and reimbursed by the Clay County Board of Education.
- g) The annual application licensure fee will be the responsibility of the Authorized/Certified (Non-Paid) Assistant Coach.
- h) The West Virginia Department of Education (WVDE) must approve the application for the Coaching Authorization. Under no circumstances is the individual to assist the coaching staff until this approval has occurred. The applicant will receive notification from the WVDE when his/her application has been approved.
- j) The Authorized/Certified (Non-Paid) Assistant Coach must complete a valid CPR/AED/First Aid Certification.

The following documents must be submitted before approval of the Certification Officer:

- a) Proof of high school diploma or equivalent
- b) Proof of successful completion of WVSSAC Coaching Principles
- c) Proof of successful completion of WVSSAC First Aid Course
- d) Proof of successful completion of WVSSAC Association Course
- e) Proof of successful completion of National Federation of State High Schools Associations (NFHS) courses in Concussion in Sports, Sudden Cardiac Arrest, and Heat Illness Prevention.

- f) Applicant holds a valid JROTC authorization or a valid CTE certificate and is exempt from WVSSAC course
- g) Applicant has completed the required CPR and AED training provided or authorized by the county board of education in accordance with West Virginia Code

If a criminal records check indicates that an Authorized/Certified (Non-Paid) Assistant coach has been convicted of or pleaded guilty to a crime, the Superintendent may determine that the presence of the Authorized/Certified (Non-Paid) Assistant Coach would present an unreasonable risk to the safety and welfare of students. In such a case, the Authorized/Certified (Non-Paid) Assistant Coach will be informed that he/she may not serve in this capacity.

If an Authorized/Certified (Non-Paid) Assistant Coach violates policies or procedures or engages in any behavior that is harmful to student safety and welfare or which has the potential to adversely affect student safety or welfare, the Superintendent and/or his/her designee at their discretion, may remove the Authorized/Certified (Non-Paid) Assistant Coach from this role.

Adopted: March