

HOPI JR/SR HIGH SCHOOL

"A Great Place to Learn"

Dr. Steven Berbeco, Superintendent

Mrs. Claudia Edgewater, HHS Principal
Ms. Charlene Youvella, Dean of Students

Mrs. Lucille Sidney, HJHS Principal

OFFICE OF THE ATHLETIC DEPARTMENT

Mr. Ricky Greer, Activities Coordinator – Mrs. Shirley Tomosie, Athletic Secretary

Memo: Coaching Criteria Policy

Date: November 29, 2017

1. **Background and Purpose:** Hopi Junior Senior High School ("HJSHS") recognizes the importance of offering a wide variety of extracurricular activities that support students' academic, social, and physical development. The school is charged with finding the most qualified individuals to lead each program and maximize students' development. In doing so, all aspects will be considered including amount of time missed, impact on instruction and services rendered to students, and an individual's ability to meet work requirements, among other factors. The individuals selected must also meet the requirements set forth by the school's governing board and associational bodies.
2. **Policy:** HJSHS supports school employees and community members as coaches contingent upon:
 - a. Supervisor's written authorization;
 - b. Clearance of DPS and school level background checks;
 - c. Certification according to AIA bylaws for both high school and junior high school coaches (NAIC Bylaws follow AIA & NFHS certification standards) within 45 days of hire;
 - d. Practices and games do not occur daily during the primary work hours; and
 - e. Employee agreement to responsibilities related to coaching and supervision.

The Activities Coordinator/Athletic Director (the "Director") has delegated responsibility for the ensuring that the above criteria is met by every coach on staff. The Director also has delegated responsibility for training all coaches on HJSHS Policies and Procedures and expectations for student safety.
3. **Definition:** A coach educates students through participation in interscholastic competition rooted in the following values:
 - a. A proficient knowledge of the sport, its rules, and its strategy
 - b. A passion for the sport and working with the youth of our community
 - c. A priority of placing the player's academic development first before athletic development
 - d. A focus on building the fundamental skills of the sport within each individual
 - e. A commitment to teaching life lessons and skills through the challenges each sport provides
 - f. A desire to build characteristics of discipline and commitment within each individual
 - g. Characteristics of a true leader by placing the needs of others first, prioritizing safety, and leading by example
 - h. The ideals of true sportsmanship
4. **Key Guidance:** This policy is based on the provisions of AIA Bylaws Article 17, attached as Appendix A. NAIC Bylaws for junior high school are based on AIA/NFHS standards.

5. Eligibility and Participation: Eligible employees are authorized to coach without diminished individual or organization performance, based upon the criteria and with the exceptions outlined here:
- a) Within the custodial department, individuals shall not coach, because their hours of duty are after the school day and coaching would prevent them from fulfilling those duties daily.
 - b) Within the technology and transportation departments, individuals shall not coach, because their duties extend into the after-school hours and coaching would impact those duties.
 - c) Within the maintenance, security, and SPED departments, individuals may coach one sport per year, because their hours of duties are during the school day and practice days should not impact their daily duties. Game days will have an impact on their duties especially when games are away from HJSHS. The Director will build schedules with no more than one away game per week and utilize non-school days for games when possible.
 - d) Within the food service department, individuals may coach at the junior high level, because their work hours are during the school day and practice days should not impact their daily duties. Junior high schedules contain fewer games and typically only one event per week.
 - e) Eligibility of office staff is evaluated as needed by the Director and the individual's supervisor. The goal is to create a balance between the impact on HJSHS operations, the individual's desire to coach, and the positive benefits that athletics have for our students.
 - f) It is the goal of the HJSHS athletics' department to have certified coaches at all levels according to the requirements established in Article 17.1.2., even though Article 17.1.7 allows for non-certified coaches (i.e., no Arizona teaching certificate or NFHS sport-specific course) at lower levels as long as a certified coach heads the program.
6. Stipends: Coaching stipends range from \$1,320 to \$5,180 depending on the level, length of the season, and the experience of the coach, attached as Appendix B
7. Safety: HJSHS encourages a proactive approach by coaches to ensure safety of all student-athletes. Every coach must possess valid CPR/First Aid certification and should design every practice, workout, drill, and play with the safety of every student-athlete as the primary focus.



RICKY GREER
Activities Coordinator



Concurred by:
CHARLENE YOVELLA
Dean of Students



Concurred by:
STEVEN BERBECO, Ed.D.
Superintendent

Appendix A

AIA BYLAWS ARTICLE 17 COACHES AND COACHING

- 17.1 COACHING QUALIFICATION – All head and assistant coaches, whether paid or volunteer must complete the NFHS Fundamentals of Coaching course, or approved equivalent, within forty-five (45) days from the date of hire. Additionally, all head and assistant coaches, whether paid or volunteer, and all registered officials, shall complete the NFHS online education course entitled “Concussion in Sports - What You Need to Know”.
- 17.1.1 Coaches shall be approved in accordance with the personnel policies of the school district and in accordance with the Arizona Revised Statutes.
- 17.1.2 All head varsity coaches shall have valid Arizona Teaching Certificate, Arizona Coaching Certificate, or have completed each of the following criteria from the National Federation of State High School Associations online at www.nfhslearn.org (Level I Certification) within forty five (45) days from date of hire: Fundamentals of Coaching, First Aid/CPR, and Sport specific course or teaching sport skills if sport is not offered. This certification shall be on file or recorded in the office of the principal or his/her designee. NOTE: For the titles of valid Arizona Teaching Certificates, please refer to the Arizona Department of Education website <http://ade.state.az.us/certification>
- 17.1.3 Any and all salary or remuneration shall be from the school district by which the coach is employed and no salary or remuneration for school coaching shall be from any outside source.
- 17.1.4 The following regulation will apply to all paid, volunteer and student teacher coaches.
- 17.1.4.1 Any violation during competition, a state qualifying meet or post-season tournament may result in the forfeiture of the contest, elimination of that team or individual from that tournament as recommended by the Tournament Director and Tournament Games Committee, and/or such other penalty as the AIA Executive Board may impose. (See Article 16, Section 16.1).
- 17.1.5 Candidates for teacher certification doing practice teaching at a member school may be used as student teacher coaches during their assignment as practice teachers.
- 17.1.6 Provisions of Paragraphs 17.1.4 and 17.1.5 above shall not be interpreted to exclude a teacher employed in grades one through eight, inclusive, from being a high school coach. Such a person shall enter into a separate formal contract with the high school governing board.
- 17.1.7 Non-certificated personnel may be assigned as assistant coaches. Non-certificated personnel may serve as head freshman or junior varsity coaches under the supervision of an Arizona certificated teacher. Supervision shall be as defined by the Arizona Revised Statutes.
- 17.1.7.1 Prior to commencing coaching responsibilities, non-certificated personnel must be approved by the local school administration pending final approval at the next regular meeting of the school governing board.
- 17.1.8 Coaches / Players - Contest participation outside the season of sport between coaches and players of a single school for fund raising or entertainment purposes will not jeopardize the eligibility of a high school player.

Appendix B

2017-2018 High School Athletics Coaching Salary Schedule

Step	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
1 (1-4 yrs)	\$3,500	\$3,250	\$3,000	\$2,800	\$2,600	\$2,400	\$2,240	\$2,080	\$1,920
2 (5-9 yrs)	\$3,920	\$3,640	\$3,360	\$3,080	\$2,860	\$2,640	\$2,380	\$2,210	\$2,040
3 (10-14 yrs)	\$4,340	\$4,030	\$3,720	\$3,360	\$3,120	\$2,880	\$2,520	\$2,340	\$2,160
4 (15-19 yrs)	\$4,760	\$4,420	\$4,080	\$3,640	\$3,380	\$3,120	\$2,660	\$2,470	\$2,280
5 (20+ yrs)	\$5,180	\$4,810	\$4,440	\$3,920	\$3,640	\$3,360	\$2,800	\$2,600	\$2,400

Column A – Boys’ & Girls’ Basketball Varsity Head Coach & Varsity Wrestling Head Coach

Column B – Varsity Football Head Coach & HJSHS Athletic Trainer

Column C – Varsity Volleyball Head Coach, Varsity Cross Country Head Coach, Varsity Baseball Head Coach, Varsity Softball Head Coach, Varsity Track Head Coach, Chess Head Coach, JROTC Head Commander, & Spiritline Head Coach

Column D – Boys’ & Girls’ Basketball Varsity Assistant Coach & Varsity Wrestling Assistant Coach

Column E – Varsity Football Assistant Coach

Column F – Varsity Cross Country Assistant Coaches, Varsity Baseball Assistant Coach, Varsity Softball Assistant Coach, Varsity Track Assistant Coach, JROTC Assistant Commander, & Spiritline Assistant Coach

Column G – Boys’ & Girls’ Basketball JV & Freshman Coaches

Column H – Football JV Coaches

Column I – Volleyball JV & Freshman Coach, Varsity Track Position Coaches

Postseason Pay

High School Coaches will receive a postseason stipend based on a weekly rate. The stipend will be processed once postseason play concludes and will include an accumulative figure based on the number of weeks their team was involved in postseason play.

Varsity Head Coach
\$250 per week

Varsity Assistants
\$200 per week

JV & Freshman Coaches
\$160 per week
(Only paid if in attendance at all
postseason practices & games)

Summer Stipend

All High School Head Coaches that supervise/coach a 4-week minimum HJSHS summer athletics program with at least 2 practices per week and attend summer camps/tournaments will receive a \$1,500 stipend after the conclusion of the summer program.

2017-2018 Junior High School Athletics
Coaching Salary Schedule

Step	Column A	Column B	Column C	Column D	Column E	Column F
1 (1-4 yrs)	\$1,950	\$1,800	\$1,650	\$1,560	\$1,440	\$1,320
2 (5-9 yrs)	\$2,145	\$1,980	\$1,815	\$1,658	\$1,530	\$1,403
3 (10-14 yrs)	\$2,340	\$2,160	\$1,980	\$1,755	\$1,620	\$1,485
4 (15-19 yrs)	\$2,535	\$2,340	\$2,145	\$1,853	\$1,710	\$1,568
5 (20+ yrs)	\$2,730	\$2,520	\$2,310	\$1,950	\$1,800	\$1,650

Column A – Boys’ & Girls’ Basketball Head Coaches & Wrestling Head Coach

Column B – Football Head Coach & Cross Country Head Coach

Column C – Volleyball Head Coaches, Baseball Head Coach, Softball Head Coach, Track Head Coach, & Spiritline Head Coach

Column D – Wrestling Assistant Coach

Column E – Football Assistant Coach & Cross Country Assistant Coach

Column F – Baseball Assistant Coach, Softball Assistant Coach, Track Assistant Coach,

Summer Stipend

All Jr. High School Head Coaches that supervise/coach a 4-week minimum HJSHS summer athletics program with at least 2 practices per week and attend summer camps/tournaments will receive a \$1,000 stipend after the conclusion of the summer program.

Updated: 8/29/2016



Hopi Jr. Sr. High School Governing Board President

2/14/18
Date: