

**WOODFORD COUNTY MIDDLE SCHOOL
SBDM COUNCIL POLICY**

POLICY TOPIC: <u>Athletic Coach Hiring Process</u>	POLICY NUMBER: <u>8.3</u>
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POLICY STATEMENT

<u>Timeline</u>			
<u>Fall Sports</u> Football Cheerleading Girls' Basketball Volleyball	<u>Winter Sports</u> Boys' Basketball Wrestling	<u>Spring Sports</u> Softball Baseball Girls' Soccer Boys' Soccer Track	
Hiring Date	Fall Sports	Winter Sports	Spring Sports
Position Posted	30 days	30 days	30 days
Interviews conducted	May 15 – 29	Sept. 15 – 29	Jan. 1 - 4
Coach Hired By	May 30	Sept. 30	Jan. 15
Athletic Season	July 15 – Oct. 30	Nov. 1 - Feb. 14	Feb. 15 – May 30
SBDM Hiring Meeting Date	July	October	February
<p><i>*If no qualified applicant has applied by the hiring date for the given sport (see sport hiring timeline) and the job has been posted for 30 days and all other avenues have been exhausted (request for assistance from the high school in finding a coach, ask teachers, send an e-mail to the WCMS parent list, publish the position in the newspaper), then the sport will be probated for a year.</i></p> <p><i>*If there is only one applicant for a coaching position and it is a returning coach with a good evaluation, the interview process may be waived.</i></p>			
<u>Head Coach Applicant Process</u>			
Application and background check must be completed at the WCBE Office. Letter of Interest must be submitted to the WCMS Athletic Director before the interview window begins.			
<ul style="list-style-type: none"> ▪ Letters of Interest should include: Applicant's Qualifications, educational background, references. ▪ A five-member committee chosen from the Athletic Ad-hoc Committee will review applicants and conduct interviews. (The selection committee <i>when possible</i> shall include the WCMS Athletic Director, a parent, a representative of the middle school's minority population, a WCMS administrator and a member from the athletic ad-hoc committee.) ▪ Committee will choose one applicant to recommend to SBDM ▪ WCMS Athletic Director will submit paperwork and recommendation to SBDM 			
<u>Assistant Coach</u>			
<ul style="list-style-type: none"> ▪ The head coach shall select the assistant after consultation with the WCMS Athletic Director and WCMS Principal. ▪ WCMS Athletic Director will submit hiring recommendation to SBDM for approval. 			

Date Adopted: <u>August 8, 2006</u>	Council Chairperson: <u>Stephanie Koontz</u>
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