

**Series 4000  
Personnel**

**EVALUATION, TERMINATION AND NON-RENEWAL  
OF ATHLETIC COACHES**

- 1) It is the policy of Interdistrict School for Arts and Communication (ISAAC) that an athletic coach employed by ISAAC policies, rules and regulations;
- 2) shall conduct himself or herself in a professional manner;
- 3) serve as a role model for students; and
- 4) demonstrate competence and proficiency in his or her role as an athletic coach of a particular sport.

For purposes of this policy, the term “athletic coach” means any person holding (and required to hold) a coaching permit issued by the Connecticut State Department of Education who is hired by ISAAC to act as a coach for a sport season. This term “coach” under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches if they serve as a coach to another team (*e.g.*, JV)), and the term shall not include other assistant coaches and volunteer coaches.

I. Evaluations

Pursuant to state law, ISAAC requires that an athletic coach employed by ISAAC be evaluated on an annual basis by the coach’s immediate supervisor. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches may be evaluated as directed by the Executive Director or his/her designee.

II. Employment of an Athletic Coach

- A. Athletic coaches serve at the discretion of the Executive Director, and their employment in their specific coaching positions (*e.g.*, basketball, volleyball) may be non-renewed or terminated at any time, subject to the provisions set forth below, which apply to athletic coaches who have served in the same position for three or more consecutive years:
- B. If the Executive Director terminates or non-renews the coaching contract of an athletic coach who has served in the same coaching position for three or more consecutive years, the Executive Director shall inform such coach of the decision within ninety (90) calendar days of the end of the athletic season covered by the contract. In such cases, the athletic coach will have an opportunity to appeal the decision of the Executive Director in accordance with the procedures set forth below in Section III.
- C. Notwithstanding any rights an athletic coach may have to a hearing, nothing prohibits an Executive Director from terminating the employment contract of any

athletic coach at any time, including an athletic coach who has served in the same coaching position for three or more consecutive years:

- 1) for reasons of moral misconduct, insubordination, failure to comply with ISAAC's policies, rules and regulations; or
  - 2) because the sport has been canceled.
- D. If a decision to terminate a coach's employment is made during the athletic season, the Executive Director shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.

### III. Hearing Procedures:

An athletic coach who has served in the same coaching position for three or more consecutive years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the ISAAC Board of Directors in accordance with the following procedures:

- A. The athletic coach must file a written appeal with the ISAAC Board of Directors within ten (10) calendar days of the Executive Director's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Executive Director. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
- B. Within a reasonable period of time of its receipt of a written appeal of the Executive Director's decision, the Board of Directors or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.
- C. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Executive Director shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach may call a limited number of witnesses to testify if there is a clear need for witnesses to present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.
- D. The decision of non-renewal or termination shall be affirmed unless the Board of Directors determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.

- E. Within a reasonable period of time following the hearing, the Board of Directors shall determine whether the Executive Director acted in an arbitrary and capricious manner in making his/her decision not to renew and/or to terminate, and shall provide a written decision to the coach. The decision of the Board shall be final.

Legal References: Conn. Gen. Stat. § 10-222e

ADOPTED: 11/14/12

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