

COUDERSPORT AREA SCHOOL DISTRICT

Letter of Intent – Athletic Coaching

At the conclusion of each athletic season, each coach is to state their intentions of whether or not they would like to return the following year. This form is to be completed by each coach and returned to the Athletic Director upon the conclusion of the current season. This form does not insure that a coach will be retained, but rather will serve as the coach’s letter of intent. “New” coaches wishing to submit a letter of intent may also utilize this form by checking and filling in the third choice provided below.

_____ I would like the opportunity to continue in my current coaching position for the _____ school year.

_____ I am unable to return to my current coaching position for the _____ school year.

_____ I would like to be considered as a “new” _____ coach for the
(Activity/Sport)

_____ team for the _____ school year.
(Jr. High/JV/Varsity) (Volunteer/Paid)

Name of Coach (printed) Signature of Coach Sport Coaching (printed) Date

_____ Approval to process coach’s letter of intent. _____ Disapproval to process coach’s letter of intent.

Athletic Director Date

For Office Use Only:

The process to fill annual Supplementals as listed in the CBA, Event Workers, and Volunteer Coaching positions is:

1. The “internal posting” of supplemental positions occurs annually in January.
2. Letters of Intent are due to the administrative assistant to the superintendent by the end of February where a Google doc tracking progress for each individual applicant is shared between the superintendent’s office, business office, principal’s office and athletic director’s office. For all athletic positions, the Letter of Intent must be approved by the Athletic Director prior to entering in the google doc. (Only the administrative assistant to the superintendent and the business manager can “edit” the google doc.)
3. It is the responsibility of the head coach to select, approve, and process assistants and volunteers for their sport.
4. It is not necessary that full-time Coudersport Area School District Employees be approved by the Board as Event Workers, nor is submission of a Letter of Intent necessary.
5. If public advertisement for a Supplemental Position is necessary due to a lack of applicants or is requested by the Board, “permission to advertise” needs obtained in March from the Board.
6. The Board reviews the prepared list of individuals recommended for hire or to volunteer by administration and the Board is informed of all others who may have applied in April.
7. The athletic director need to assure that a Letter of Intent and the three current clearances have been submitted to the superintendent’s office so that the recommendation for hire or to volunteer can be processed at the Board level.
8. Supplemental employees and event workers need to submit to the administrative assistant to the superintendent prior to the start of employment: a pre-employment physical (including TB test), proof of current Child Abuse Reporting and Recognition online training (3 hours every 5 years), Act 24 (Arrest/Conviction Report and Certification Form), Act 168 (Sexual Misconduct/Abuse Disclosure Release), and an Employee School Board Policy Acknowledgement Form. Proof of additional training requirements for coaches in accordance with PIAA regulations is maintained by the Athletic Director.
9. Volunteer coaches need to submit to the administrative assistant to the superintendent prior to the start of service: proof of TB test (through UPMC Cole at school district expense), proof of Child Abuse Reporting and Recognition training, and an Acknowledgement of School Policies for Volunteers Form.
10. When a position is vacated following approval, “internal posting” occurs immediately and if necessary “permission to advertise” is requested at the next Board meeting.