

COACHING HANDBOOK

Merit Preparatory Academy



www.meritprepacademy.org

Board Approved: April 18, 2023

INTRODUCTION

Congratulations for being selected as a Coach for Merit Preparatory Academy! We hope that you will find great satisfaction as you work with students to develop the skills they will need to become great athletes and contributing members of our community.

Our program strives to ensure fair play, sportsmanship, and excellence of all student athletes and coaches. Coaches and players are expected to represent Merit in a positive and honorable way, on and off the field or court.

This handbook is designed to be a comprehensive resource for the following aspects of your coaching responsibilities:

- Relevant School Policies and Guidelines
- Fingerprinting and Background Check Procedure w/ Merit
- Aktivate (formerly Register My Athlete for Athletes and Coaches) Directions
- CPR/First-Aid Resources
- Student Transportation Policies and Procedures
- Mandatory Forms
- Utah State Legislative Mandates

The greatest resource for you as a coach is the Athletic Director of your school. Athletic Directors know the rules, policies, and boundaries when it comes to high school athletics. When questions arise regarding your role as a coach, your first stop should be the Athletic Director.

If there are questions that the Athletic Director is unable to answer, coaches are always welcome to contact the UHSAA office at (801) 566-0681.

COACHING HANDBOOK

TABLE OF CONTENTS

INTRODUCTION.....	01
TABLE OF CONTENTS.....	02
MPA POLICIES.....	03
UHSAA.....	04
COACHING CERTIFICATION.....	05
Background Check.....	05
First Aid / CPR.....	05
Fundamentals of Coaching.....	06
Concussion in Sports.....	06
Bullying, Hazing, & Inappropriate Behaviors.....	06
Child Sexual Abuse Training (Code of Conduct).....	06
TRANSPORTATION OF STUDENTS.....	07
CODE OF CONDUCT & JOB DESCRIPTIONS.....	08-14
Code of Conduct.....	08
Coaching Job Descriptions.....	09
Assistant Coach Job Description.....	10-11
Head Coach Job Description.....	12-14
FORMS.....	15
State Mandates.....	16
Volunteer Orientation and Agreement.....	17-18
Supplemental Questionnaire.....	19
Confidentiality Agreement.....	20
Coaching Acknowledgment Agreement.....	21

POLICIES

Merit Preparatory Academy has adopted policies that must be known and understood in order for coaching personnel to properly execute their responsibilities. Please review, become familiar with, and ask questions as needed regarding these policies. The policies are designed to keep students safe, and to ensure that coaches are able to perform their duties effectively, efficiently and consistently throughout the school.

School policies are absolute and non-negotiable rules that specifically address issues that may arise in the course of executing your responsibilities as a coach. Failure to follow school policies may result in disciplinary action and increased liability both for coaching personnel and the school. There is safety for the students, coaching personnel, and the school when the policies are properly understood and followed. Please remember, if you do not know the answer to a question, ask your Athletic Director for guidance.

The following MPA policies are particularly relevant to coaching personnel:

- Attendance
- Bullying, Cyberbullying, Harassment, & Hazing
- Child Abuse - Neglect
- Code of Conduct & Appropriate Behavior
- Conflict Resolution
- Donation, Gift, & Sponsorship
- Dress Code
- Fees & Fee Waivers
- Fundraising
- School Bus & Operations
- Title IX Discrimination & Harassment

This should not be considered a comprehensive list, and there may be other policies that are relevant to coaching staff. All school policies may be accessed in their entirety at www.meritprepacademy.org/policy.

UHSAA

Rules, policies and procedures governing coaching personnel in charter schools are established and enforced by MPA policies, the Utah State Board of Education (USBE), and the Utah High School Athletics Association (UHSAA). Together, these three organizations create, establish and enforce the guidelines that all athletic extra-duty coaching personnel employed by the school must follow in order to be considered eligible to perform their coaching duties.

The UHSAA is responsible to develop, regulate, govern and administer a specific type of athletic competition and certain interscholastic activities. The Board of Trustees shall designate which sports and which activities shall be under the jurisdiction of the UHSAA. With limited exceptions, all sports played by MPA are subject to the edicts established by the UHSAA.

Among the varied requirements of the UHSAA is the mandate that all coaching personnel meet specific training and certification requirements. Information relating to mandatory coaches training can be found within the UHSAA handbook. To access the handbook in its entirety please go to the following web address:

uhsaa.org/Publications/Handbook/Handbook.pdf

Information regarding coaching certification can also be found on pages 05-06 of this book.

COACHING CERTIFICATION

Rules, policies and procedures governing coaching certification are located within the Utah High School Athletics Association (UHSAA) handbook. They are completed within Aktivite (coach account).

The coaching certification includes the following components:

- Background Check (must be completed at an MPA approved location)
- First Aid (usually available through the school every other year)
- CPR (usually available through the school every other year)
- Fundamentals of Coaching (must be completed at nfhslearn.com in RMA)
- Concussion Training (must be completed at nfhslearn.com in RMA)
- Bullying, Hazing, & inappropriate Behaviors (must be completed at nfhslearn.com in RMA)
- Child Sexual Abuse Prevention Training (must be completed at nfhslearn.com in RMA)

All components of the coaching certification are required conditions of coaching for MPA and must be completed **PRIOR TO** beginning service. Failure to complete the required coaching certifications may result in suspension of coaching responsibilities. Personnel are strongly encouraged to retain copies of all certificates verifying course completion.

BACKGROUND CHECKS

Coaching personnel (paid or unpaid), must have a background check performed even if they have previously been fingerprinted outside of the school. MPA employees that have already been fingerprinted by an approved location do not need to resubmit to a background check in order to coach.

PERSONNEL MUST BRING THE FOLLOWING TO THE BACKGROUND CHECK APPOINTMENT:

- **All completed new hire paperwork**
- **Driver's license**
- **Social security card (original) or another form of ID**
- **Voided check (if automatic deposit is desired)**

Following the initial appointment, should a coach remain employed by the school, they will not need to renew their fingerprints. If a coach has been removed from our employee list, however, they will need to resubmit to a background check **PRIOR TO** engaging in coaching activities.

----- FIRST-AID/CPR -----

While coaching personnel are not obligated to complete first-aid/CPR through the school, receiving a certificate from an approved or recognized program that complies with the State requirements is mandatory. Online CPR courses that do not incorporate a **HANDS-ON** component are not compliant with state or school policy and **WILL NOT** be accepted. **Approved first-aid/CPR programs are American Heart Association, American Red Cross, American Safety and Health Institute, or National Safety Council.** First-Aid/CPR training is the responsibility of the coach.

Proof of course completion in the form of a certificate or a photocopy of a CPR card must be submitted on Aktivite to be approved by the Athletic Director.

- **Cost: varies depending on the program.**
- **Renewal Period: Generally every 2 years.**

COACHING CERTIFICATION

FUNDAMENTALS OF COACHING

Completion of the Fundamentals of Coaching course is required by the UHSAA. Unlike the other certifications, this course does not expire and only needs to be completed once. EXCEPTION: Personnel who have a major, or minor endorsement in physical education, dance and/or a minor in Coaching are exempt from completing this course. This course may be accessed by visiting www.NFHSlearn.com.

- **Cost: \$60.00 (or whatever the current UHSAA charges are)**
- **Renewal Period: Never Expires**

CONCUSSION IN SPORTS

Completion of this course is required by the UHSAA. As outlined by the UHSAA, this course must be renewed every year. This course may be accessed by visiting www.NFHSlearn.com.

- **Cost: Free**
- **Renewal Period: Every year**

BULLYING, HAZING & INAPPROPRIATE BEHAVIORS

All coaching personnel must complete the Bullying, Hazing & Inappropriate Behaviors training. Pursuant to Utah Administrative Code R277-613, this training must be renewed every year. This course may be accessed by visiting www.NFHSlearn.com.

- **Cost: Free**
- **Renewal Period: Every year**

CHILD SEXUAL ABUSE TRAINING (CODE OF CONDUCT)

All coaching personnel must complete the Child Sexual Abuse Training (Code of Conduct) training. Pursuant to Utah Administrative Code R277-322, this training must be renewed every year. To complete this requirement coaching personnel shall go to Aktivite for the link.

- **Cost: Free**
- **Renewal Period: Every year**

TRANSPORTATION OF STUDENTS

From a safety standpoint, transporting students to and from activities is an area of particular concern. Merit Preparatory Academy has established the following policies outlining procedural rules and protocols pertaining to student transportation (see School Bus & Operations Policy):

- Transportation management
- Transportation safety
- Routing, scheduling, parking, & space
- Student conduct

Coaching personnel must be familiar and compliant with these policies. All school policies may be accessed in their entirety at www.meritprepacademy.org/policies. In addition to the policies referenced above, personnel should familiarize themselves with the following frequently asked questions before committing to an event wherein students will need to be transported.

-----TRANSPORTATION FAQ-----

Question: Can our school utilize 15 passenger vans to transport students to events?

Answer: No. The use of **15 passenger vans** is prohibited by state law. Any vehicle manufactured to transport 11 or more passengers also CANNOT be used to transport students unless the driver has a CDL and the vehicle passes the Department of Transportation standards for student transport.

Question: Who is authorized to ride on buses?

Answer: Coaches, teachers, and approved volunteers. All others must receive trip participation authorization from school administration. This includes, but is not limited to, family members of coaching personnel or students.

Question: Can I transport students in my personal vehicle?

Answer: Yes, provided you have done the following:

- Obtained a valid driver's license
- Completed a criminal background check
- Completed the defensive driving test available at <http://risk.utah.gov/driver-video-and-test1.html>
- Are over 21 years of age

Question: Can a parent transport their own children to and from events without submitting to the above requirements?

Answer: Yes, however, if they are regularly transporting their child and other students they should register as an official volunteer of the school, and submit to the above-mentioned regulations.

Question: Can a high school student with a valid driver's license transport students to or from events?

Answer: No. **High school students cannot transport students regardless of their age.**

Question: Are bus drivers responsible to correct student behavior on buses?

Answer: No. The responsibility lies with the supervisor or coach, not drivers. The driver has the right to cease the trip if the student behavior is unsafe or distracting.

Questions regarding transportation policy execution and compliance should be directed to the Transportation Specialist at Merit Academy.

COACHING CODE OF CONDUCT

The Merit Preparatory Academy Code of Conduct was adopted in September 2019. All coaches employed by MPA are expected to conduct themselves in accordance with this Code of Conduct and abide by the language therein. The policy can be found at www.meritprepacademy.org/policies.

The following points of emphasis represent the expectation of MPA relative to the coaches they employ. Behavior that is not in harmony with the Coaching Code of Conduct will result in formal disciplinary action. Consequences for violations will be cumulative and may include termination.

- I will shape my character and conduct so as to be a worthy example to young people.
- I will exemplify the highest moral character, demonstrating honesty, integrity, and ethical behavior at all times.
- I will carry out my duties as a coach in a responsible and professional manner.
- I will refrain from the use of profanity at all times.
- I will provide a safe physical and emotional environment where verbal and physical abuse is not allowed.
- I will never attempt to threaten or intimidate the students in my charge.
- I will continually emphasize the importance of education by encouraging the highest standards of conduct and scholastic achievement among all students.
- I will abide by all school policies adopted by the School Board.
- I will show respect for all other coaches and programs at all times and work cooperatively to ensure a positive experience for all student participants.
- I will strive at all times to communicate with the students and parents associated with my program.
- I will do all I can to prohibit and prevent the use of illegal drugs.
- I will make participant safety a top priority.
- I will display modesty in victory and graciousness in defeat.
- I will be vigilant in not placing myself, or my players, in a compromising situation.
- I will never place winning above instilling the highest possible character traits in student athletes.
- I will not in any way show disdain or disrespect for opposing participants, coaches, or fans.
- I will show respect at all times for the rules of the game and the officials who enforce those rules. Any disagreements will be handled in an appropriate and professional manner.
- I will fully disclose all financial information related to my program and my position as coach.
- I will maintain appropriate boundaries in my behavior and communication when coaching and interacting with students. This includes refraining from being alone with students at any time.
- I will use electronic devices and social media to communicate with athletes in a professional manner about school related issues.

COACHING JOB DESCRIPTIONS

To ensure that all personnel who coach for Merit Preparatory Academy (paid or unpaid) understand their roles, job descriptions have been established and are provided on the following pages of this handbook. The job descriptions have also been established to mitigate confusion regarding the definition of a coach. Please advise that if an individual is performing labor at MPA, and the labor is congruent with the essential duties and responsibilities in the enclosed job descriptions, then that individual is considered a coach and is subject to all of the compliance mandates required of coaching personnel.

Coaching job descriptions are designed to be general in nature and should not be considered comprehensive. In the event that an individual's status is in question, the Athletic Director uses the following criterion to determine whether or not an individual is a coach:

- Does the individual regularly attend and participate in practice?
- Does the individual regularly assist in setting up materials for practices or games?
- Does the individual regularly assist in putting materials away following practices or games?
- Is the individual ever responsible to teach athletic skills and techniques to student athletes?
- Is the individual permitted to watch games/meets from the sidelines/courtside/etc.?
- Does the individual ever have significant unsupervised access to student athletes?
- Does the individual host, supervise, or otherwise administer off-season athletic camps for MPA students or in MPA facilities?

Personnel/volunteers that meet one or more of the criterion listed above may be considered coaches, and should complete the coaching certifications outlined on page 05 of this handbook. Please be advised that coaching status is not contingent upon whether or not an individual is paid. Volunteer coaches are held to the same standard as paid coaches.

There are several instances when an individual may perform labor that is consistent with the list provided above and may still NOT be considered a coach. These exceptions are as follows:

- Time/Scorekeepers
- Athletic Trainers
- Ticket Takers
- Announcers
- Game Film Makers
- Statisticians

Questions regarding coaching status may be directed to the Athletic Director.

ASSISTANT COACH JOB DESCRIPTION

Job Title: Assistant Coach
Department: Secondary Education
Reports To: Assigned Head Coach & School Athletic Director
FLSA Status: Exempt



SUMMARY

Responsible for assisting the head coach with various coaching responsibilities including conducting practices, instructing student athletes in game strategies and techniques to prepare them for athletic competition, and motivating student athletes to develop an appreciation of the sport.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assists in assessing player's skills and assigns team positions.

Assists in developing a regular practice schedule and organizes practice time to provide both individual and team development.

Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.

Observes players, during competition and practice and keeps the Head Coach informed to determine the needs for individual or team improvement.

Assists with determining game strategy based on the team's capabilities.

Assists the Head Coach in maintaining standards of pupil behavior and providing proper supervision of athletes at all times, including before and after school-sponsored events.

Follows established procedures in the event of an athlete's injury.

Follows state, regional, and district regulations governing the athletic program.

Models good sportsmanship and maintains appropriate conduct towards players, officials, and spectators.

Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.

Participates in special activities to include banquets, award nights, and assemblies.

Performs support tasks such as distributing and maintaining eligibility forms, emergency data, uniforms, equipment inventory, and other related records.

Models non discriminatory practices in all activities.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

ASSISTANT COACH JOB DESCRIPTION(Cont)

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Must possess effective coaching techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.

Ability to establish and maintain effective working relationships with school administrators, parents, and students.

EDUCATION and/or EXPERIENCE

Experience as a coach in the sport at the high school or college level preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Must meet all specific training and certification requirements mandated by Utah High School Athletic Association (UHSAA), prior to the start of the coaching assignment.

The six (6) components are: Background Check, First Aid Training, CPR Training, Concussion Training, "Bullying, Hazing, and Inappropriate Behavior", and the "Fundamentals of Coaching" course. The six (6) components must be currently valid or must be completed through an approved or recognized program which complies with the state requirements. The NFHS Concussion Course and Bullying, Hazing, and Inappropriate Behavior must be successfully completed annually to satisfy the concussion training requirements.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly standing, walking, using fingers and hands to handle, and talking or hearing. The employee is frequently sitting, and reaching with hands and arms. The employee is occasionally climbing or balancing, stooping, kneeling, crouching, or crawling. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may frequently work in outdoor weather conditions, dependent on the sport. Duties are normally performed in a school or outdoors. The noise level in the work environment is usually moderate to loud.

HEAD COACH JOB DESCRIPTION

Job Title: Head Coach
Department: Secondary Education
Reports To: Assigned School Athletic Director
FLSA Status: Stipend assigned by Athletic Director



SUMMARY

Head Coach is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition; motivates student athletes to develop an appreciation of the sport.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.

Assesses player's skills and assigns team positions.

Develops a regular practice schedule and organizes practice time to provide both individual and team development.

Works with the School Athletic Director in scheduling facilities for practices and competition.

Assists with monitoring training and certification compliance, mandated by Utah High School Athletic Association (UHSAA), for all assigned assistant coaches and volunteers as needed.

Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.

Observes players, during competition and practice to determine the needs for individual or team improvement.

Determines game strategy based on the team's capabilities.

Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times, including before and after school-sponsored events.

Monitors the academic performance of team members to ensure that eligibility requirements are met.

Follows established procedures in the event of an athlete's injury.

Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.

Follows state, regional, and district regulations governing the athletic program, like reporting to MaxPreps after each game.

Helps distribute and collect uniforms.

HEAD COACH JOB DESCRIPTION (Cont)

Models good sportsmanship and maintains appropriate conduct towards players, officials, and spectators.

Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.

Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.

Works with the School Athletic Director to develop a policy for awards and submits a list of award winners at the end of the season.

Participates in special activities to include banquets, award nights, and assemblies.

Maintains eligibility forms, emergency data, uniforms, equipment inventory, and other related records.

Models non discriminatory practices in all activities.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities over the team assistant coaches and volunteers.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Must possess effective coaching techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.

Ability to establish and maintain effective working relationships with school administrators, parents, and students.

EDUCATION and/or EXPERIENCE

Experience as a coach in the sport at the high school or college level is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Must meet all specific training and certification requirements mandated by Utah High School Athletic Association (UHSAA), prior to the start of the coaching assignment.

The six (6) components are: Background Check, First Aid Training, CPR Training, Concussion Training, "Bullying, Hazing, and Inappropriate Behavior", and the "Fundamentals of Coaching" course. The six (6) components must be currently valid or must be completed through an approved or recognized program which complies with the state requirements. The NFHS Concussion Course and Bullying, Hazing, and Inappropriate Behavior must be successfully completed annually to satisfy the concussion training requirements.

Head Coaches are required to attend the live UHSAA Rules clinic or take the online UHSAA rules clinic applicable to the sport.

HEAD COACH JOB DESCRIPTION (Cont)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly standing, walking, using fingers and hands to handle, and talking or hearing. The employee is frequently sitting, and reaching with hands and arms. The employee is occasionally climbing or balancing, stooping, kneeling, crouching, or crawling. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may frequently work in outdoor weather conditions, dependent on the sport. Duties are normally performed in a school or outdoors. The noise level in the work environment is usually moderate to loud.

FORMS

In an effort to ensure compliance and understanding of applicable policies and procedures, ALL coaching personnel must review and sign the following form(s) **PRIOR TO** the first day of their respective sport's season.

- New Hire Application (given by the Financial Secretary)

Coaching personnel who are working in a volunteer status must review and sign the following form **PRIOR TO** the first day of their respective sport's season. Volunteer status may include MPA employees who are voluntarily coaching, provided that their volunteer assignment is fundamentally different from their contracted position.

- Volunteer Orientation and Agreement
- Confidentiality Agreement

Coaching personnel who are not otherwise employed by MPA (meaning that coaching is the only capacity wherein the individual works for the school), must fill out the following form(s) **PRIOR TO** the first day of their respective sport's season.

- Supplemental Questionnaire
- Confidentiality Agreement

STATE MANDATES

High school competitive sports programs shall be supplementary to the high school curriculum.

Per state board rule R277-605-3, coaches or designated school leaders shall diligently supervise student athletes at all times to all school-sponsored activities and competitions, on the field/court, in the locker rooms, and while traveling. Coaches and designated school leaders are responsible for students as long as they are on school grounds following a school-sponsored activity.

School personnel, activity leaders, coaches, advisors, and other personnel may not require students to attend out-of-school camps, clinics, or workshops for which the personnel, activity leaders, coaches, or advisors receive remuneration from a source other than the school (R277-605-4).

Required or voluntary participation in summer or other off-season clinics, workshops, and leagues may not be used as eligibility criteria for team membership, participation in activities, or for the opportunity to try out for school-sponsored programs.

Although each Merit athletic program is expected to fund raise, students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor shall a student's fundraising effort affect his/her participation time or standing on any team, club or group, except as to fee waiver requirements (R277-407).

VOLUNTEER ORIENTATION & AGREEMENT

(To be filled out by Volunteer)

Front

Name of Volunteer: _____ Phone Number: _____

School of Assignment: _____ Volunteer Assignment: _____

Volunteer Email Address: _____

REFERENCES

Most Recent Employer

Name of employer: _____ Phone: _____

What were the employee's basic job duties: _____

Second Most Recent Employer

Name of employer: _____ Phone: _____

What were the employee's basic job duties: _____

VOLUNTEER AGREEMENT

By signing this document, I hereby agree to conform to all applicable laws, rules, and MPA policies. I understand that in the course of volunteering, I may be dealing with confidential information, and I agree to keep said information in the strictest confidence. I will follow the supervision and direction of the teacher or administrator to whom I have been assigned. Failure to do so may result in the school discontinuing my services.

I hereby authorize the school to conduct Utah State required reference checks on my previous employers (if applicable) and permit my previous employers to release information regarding my performance, dates of employment, history, and disciplinary action. I understand that should I have significant unsupervised access to students that I must submit to a background check through the district office. I understand that the school will maintain and continuously monitor background records until such time as I notify them that I am no longer a volunteer. I also understand that I should bring a signed copy of this document to the district office at the time I am fingerprinted (if applicable).

VOLUNTEER SIGNATURE

DATE

TRAINING

All MPA volunteers must receive training on bullying, hazing and nondiscrimination prior to beginning their volunteer assignment. This training is available by going to <https://www.meritprepacademy.org/policies> to read the policy. By initialing below, you certify that you have received training by reading and understanding the concepts stated.

INITIAL

VOLUNTEER SIGNATURE

DATE

VOLUNTEER ORIENTATION & AGREEMENT

(To be filled out by Administrator)

Back

YES NO Will this volunteer have significant unsupervised access to students?

CIRCLE ONE

If the volunteer answered yes, they must submit to a background check with the school. The volunteer should contact our Human Resources Secretary for the necessary paperwork and information.

YES NO If the volunteer will have significant unsupervised access to students, have they had paid employment that required them to directly care for, supervise, control, or have custody of a child in the last 3 years?

CIRCLE ONE

If the volunteer answered yes, school administrators must verify volunteer references by contacting the volunteer's most recent supervisor and asking the following questions:

1. Was the employee reliable?
2. Was the employee's work satisfactory?
3. Was disciplinary action ever taken against the employee for the physical or sexual abuse of a child?
4. Would you rehire this person?

REFERENCES

Most Recent Employer

Date(s) contacted or Attempted to Contact

1ST ATTEMPT

2ND ATTEMPT

3RD ATTEMPT

If the attempt to contact was successful, list the name of the supervisor contacted: _____

Were the responses satisfactory? YES NO
CIRCLE ONE

Second most Recent Employer

Date(s) contacted or Attempted to Contact

1ST ATTEMPT

2ND ATTEMPT

3RD ATTEMPT

If the attempt to contact was successful, list the name of the supervisor contacted: _____

Were the responses satisfactory? YES NO
CIRCLE ONE

ADMINISTRATIVE APPROVAL

By signing this document, I hereby acknowledge that the volunteer has submitted to a background check (if applicable) that the volunteer's references have been verified (if applicable), and that the following school policies have been briefly reviewed:

Dress code, technology use, liability coverage, sign in/identification, absence procedures, custodial services, acceptable internet use, emergency procedures, student records/privacy, etc.

I also understand that a copy of this form should be maintained at my school or location.

Administrator's Signature

Date

**SUPPLEMENTAL QUESTIONNAIRE
EMPLOYEE STATEMENT OF UNDERSTANDING AND AGREEMENT**

Name: _____ Social Security #: _____ - _____ - _____

Location: _____ Date of Birth: _____

If you mark **YES** next to any of the following questions, you will need to provide a detailed explanation on a separate piece of paper describing details of the incident(s) for consideration.

	YES	NO
1. Have you EVER been cited with, booked for, arrested for, convicted of, or forfeited collateral for any misdemeanor violation?	_____	_____
2. Have you EVER been booked for, arrested for, convicted of, or forfeited collateral for any felony?	_____	_____
3. Have you EVER been booked for, arrested for, convicted of, or forfeited collateral for any firearms or explosives violation?	_____	_____
4. Are you now under investigation for misconduct or any violation of law?	_____	_____
5. Have you EVER been convicted by a military court-martial?	_____	_____
6. Have you been found pursuant to a criminal, civil or administrative action to have committed a sexual offense against a minor child or had any substantiated child abuse charges filed against you?	_____	_____
7. Have you voluntarily resigned or surrendered a professional license or certificate in the face of a charge relating to incidents in items 1-6 above?	_____	_____
8. Are you now under investigation, on notice of warning, or under probation for any concern related to your employment, maintaining a license, or professional certificate?	_____	_____

I hereby verify that the information provided in this Supplemental Questionnaire is true and correct to the best of my knowledge. I understand any misstatement, omission or misinformation is grounds for my dismissal. I understand that I am required by Utah Law & School Policy to notify Human Resources as soon as possible but no later than five (5) business days after any arrest, conviction, plea in abeyance or diversion agreement for any of the following crimes, regardless of the imposition of sentence: alleged felony, matters involving minors: alleged sex offenses, alleged drug-related offenses, alleged alcohol-related offenses, or offense against the person under Title 76, Chapter 5, Offenses Against the Person.

As a condition of continued employment, I hereby authorize Merit Prep Academy to investigate my past and present work, education, and law enforcement records to ascertain any and all information which may be pertinent to my employment qualifications. I do hereby release all persons, firms, agencies, companies, groups or installations, whomsoever, from any damages of, or resulting from, furnishing such information. I further agree that a copy of this release shall function as an original.

Employee's Signature: _____ Date: _____

Fingerprint Results Date: _____ Initial: _____

Merit Preparatory Academy Confidentiality Agreement

In accordance with Utah Code 63-2-302, and Title 34 of the Code of Federal Regulations Part 99, the Family Educational Rights and Privacy Act (FERPA), I understand that educational records, to include records contained in PowerSchool, Canvas, or other information about academic achievement, student conduct, and records related to medical conditions of students, are confidential.

Further, I understand that other school records containing information such as, but not limited to; employee medical conditions, disabilities, home addresses, home phone numbers, or social security numbers, are classified as private.

I understand that in accordance with UCA 63-2-801, anyone who intentionally discloses information that is classified as private, without consent or within the conditions specified in by FERPA, may be guilty of a class B misdemeanor. I understand that such violation of school, State or Federal policy may result in administrative or disciplinary action up to and including removal.

I understand that if there is a question regarding appropriate disclosure of school records, I will consult with and obtain approval from school Administration.

Finally, I fully understand and agree to comply with this confidentiality agreement.

PRINT NAME

SIGNATURE

DATE

COACHING ACKNOWLEDGEMENT AGREEMENT

PLEASE READ: The attached forms **MUST** be completed by the Coach or Coaching Volunteer and signed by the Athletic Director prior to making a Fingerprinting appointment. Fingerprints must be completed at an approved location. Fingerprinting costs vary. Payment must be made at the time of your appointment. To find a fingerprinting location, see the Finance Secretary.

As a Merit Preparatory Academy Coach (Paid or Unpaid), I understand and agree to the following (Initial)

_____ If I am now, or in the future, employed as a "non-exempt" staff member (required to clock in & out), I understand that the duties of my assigned position must be different from my coaching responsibilities, that I am not required to coach as a condition of my school employment, and that I may relinquish my coaching duties without adversely impacting my employment with the school.

_____ Volunteer coaches agree to volunteer freely without promise, expectation, or receipt of compensation for services rendered. I assure the school that I have not and will not receive payment or compensation directly from school accounts, and if a nominal fee stipend is received, it will be paid directly to me by the school.

_____ If I am coaching in a volunteer status, I will fill-out and sign the Volunteer Orientation and Agreement which is located on pages 17-18 of this handbook.

_____ I will complete the following training courses **PRIOR TO** beginning assignment:

- Background Check (cost varies)
- Fundamentals of Coaching - \$60.00 (This certification does not expire) www.nfhslearn.com
- Concussions in Sports - Required to recertify every year. www.nfhslearn.com
- CPR/First-Aid - Required to renew every two (2) years. Must include a hands-on component.
- Bullying, Hazing & Inappropriate Behaviors Training - Required to recertify every year. www.nfhslearn.com
- Child Sexual Abuse Prevention Training - Required to renew every year. www.nfhslearn.com

_____ I understand that when certifications expire mid-season they must be renewed and provided to the AD **PRIOR TO** the expiration date, and that failure to maintain current certifications may result in suspension or termination of coaching duties.

_____ While performing coaching duties, I will conform to all applicable laws, rules, and MPA policies.

_____ I have read the Code of Conduct on page 08 and I commit to abide by the information contained therein.

_____ I will follow the supervision and direction of the Head Coach or Athletic Director.

_____ I understand that the Athletic Director or I may end my coaching services (paid or unpaid) at any time.

EMPLOYEE NAME - PRINTED

SCHOOL

EMAIL ADDRESS

POSITION / ASSIGNMENT

SIGNATURE

DATE

With my signature I certify that the employee has been offered a coaching position (paid or unpaid) at my location and acknowledge the attached forms must be completed and submitted to the Athletic Director **PRIOR TO STARTING THEIR ASSIGNMENT** and I acknowledge that the requirements associated with their assignment must be completed. I further understand that should certifications expire during the course of their season, coaching duties must be suspended until the certifications have been renewed. The coach will not receive payment or compensation directly from school accounts and if a nominal fee stipend is received, it will be paid directly to them by the school.

ATHLETIC DIRECTOR / ADMINISTRATOR SIGNATURE

DATE