

Glenn Barger  
Interim Superintendent

Pat Hensley  
Asst. Superintendent Human Resources  
Steven Demiter  
Asst. Superintendent Operations  
Beth Isenhour  
Asst. Superintendent Curriculum & Inst.



HR USE ONLY  
Approval by Superintendent: \_\_\_\_\_  
Date: \_\_\_\_\_

**NON-EMPLOYEE COACH RECOMMENDATION**

PRINCIPAL: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

The undersigned Principal recommends \_\_\_\_\_  
as a candidate for the position of \_\_\_\_\_  
to receive pay as follows:  VOLUNTEER (no pay)  STIPEND (amount: \$ \_\_\_\_\_ / season)  
for the following period of time: \_\_\_\_\_.

The undersigned principal hereby certifies that he/she has:

1. received from the superintendent personnel allotments for the school year in which the principal seeks to use or employ the non-employee coach;
2. confirmed and has attached evidence that at least four (4) calendar years have passed since the proposed non-employee coach graduated from high school;
3. exercised due diligence in attempting to fill the above-described coaching position with employees actively employed in the school of the coaching position;
4. exercised due diligence in attempting to fill the above-described coaching position with employees actively employed in a school within the feeder district of the school of the coaching position;
5. exercised due diligence in attempting to fill the above-described coaching position with employees actively employed in a school within the school system;
6. confirmed that the employment or use of such non-employee coach complies with the rules and regulations of the North Carolina High School Athletic Association;
7. confirmed that the candidate for non-employee coach  has  has not served previously in any capacity as a non-employee coach for Catawba County Board of Education; the period and position of any previous service by the candidate as a non-employee coach are set forth as follows: \_\_\_\_\_;
8. checked the candidate's references and confirmed that all such references are positive;
9. attached a list of all candidates he/she has interviewed for this coaching position including the dates on which these interviews were conducted; and
10. attached evidence of his/her efforts and due diligence in filling the coaching position in accordance with board policy 7.3500.

**THE UNDERSIGNED FURTHER ACKNOWLEDGES THAT THE CANDIDATE FOR NON-EMPLOYEE COACH MUST SUBMIT TO AND COMPLETE A DRUG TEST AND A CRIMINAL BACKGROUND CHECK CONDUCTED BY THE SCHOOL SYSTEM AND THAT THE RESULTS OF THE SAME MUST BE SATISFACTORY TO THE SUPERINTENDENT PRIOR TO THE CANDIDATE BEING SUBMITTED TO THE BOARD OF EDUCATION FOR APPROVAL.**

**THE UNDERSIGNED FURTHER CERTIFIES AND AGREES THAT UNLESS AND UNTIL THE BOARD OF EDUCATION APPROVES THE EMPLOYMENT OR USE OF THE CANDIDATE AS A NON-EMPLOYEE COACH HE/SHE HAS NOT AND WILL NOT USE OR EMPLOY THE CANDIDATE AS A NON-EMPLOYEE COACH, ALLOW THE CANDIDATE TO VOLUNTEER AS A NON-EMPLOYEE COACH, ALLOW THE CANDIDATE TO ASSUME OR PERFORM ANY DUTIES OF A NON-EMPLOYEE COACH OR ANNOUNCE THAT THE CANDIDATE INTENDS TO WORK OR VOLUNTEER AS A NON-EMPLOYEE COACH.**

**THE UNDERSIGNED FURTHER ACKNOWLEDGES AND AGREES THAT EVEN AFTER APPROVAL OF THE NON-EMPLOYEE COACH BY THE BOARD OF EDUCATION, THE NON-EMPLOYEE COACH MAY NOT ASSUME ANY COACHING DUTIES FOR GREATER THAN ONE (1) YEAR AND THE UNDERSIGNED MUST CONTINUE TO ACTIVELY EXERCISE DUE DILIGENCE IN FILLING THE NON-EMPLOYEE COACH POSITION IN ACCORDANCE WITH POLICY 7.3500.**

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL

\_\_\_\_\_  
DATE