

# **AGREEMENT**

**by and between the**

**FEDERAL WAY PUBLIC SCHOOLS,  
DISTRICT NO. 210**

**and the**

**FEDERAL WAY EDUCATION ASSOCIATION  
REPRESENTING  
FEDERAL WAY PUBLIC SCHOOL COACHES**

**Effective September 1, 2009 - August 31, 2014**

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# FWEA-COACHES CONTRACT

## PREAMBLE

This Agreement is entered into between the Federal Way Public Schools Board of Directors, hereinafter referred to as the "District" or "Board," and the Federal Way Education Association-Coaches, hereinafter referred to as the "Association." The signatories shall be the sole parties to this Agreement.

## WITNESSETH

The Board and the Association recognize their mutual aim is to continue to maintain effective employer/employee relationships and to bargain pursuant to RCW 41.56. To that effect the parties have set forth the following agreements and understandings.

## ARTICLE I - Recognition

The Board of Directors of the Federal Way Public Schools (hereinafter referred to as the "District") recognizes the Federal Way Education Association, as the exclusive and official organization to represent all extracurricular employees in positions which do not require an educational certificate for the purpose of negotiating in good faith in respect to wages, hours, terms and conditions of employment.

## ARTICLE II - Status and Administration of Agreement

### Section 2.1 - Status of the Agreement

This Agreement shall become effective when ratified and signed by the Board and the Association. No change in this Agreement either in whole or in part shall be valid unless ratified and signed by the parties.

Individual contracts between the District and individual employees shall be subject to and consistent with the terms of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

This Agreement shall supersede language in District rules, regulations, or policies that is inconsistent with its terms.

Association representatives may meet with the Superintendent or his/her designee at mutually agreeable times during the school year to review problems and practices concerned with the administration of this Agreement.

With the approval of the Superintendent, the District shall supply the Association with the information which the Association deems necessary for negotiations.

### Section 2.2 - Entire Agreement

The Agreement expressed herein in writing constitutes commitments between both parties and may be altered, changed, added to, or modified only through the voluntary, mutual consent of the parties in written and signed amendment.

### Section 2.3 - Conformity to Law

If any provision of this Agreement or any application of this Agreement to any employee covered hereby shall be found contrary to law, such provision or application shall have effect only to the extent permitted by law, but all other provisions or applications of this Agreement shall continue in full force and effect.

## **Section 2.4 - Printing/Distribution**

Within a reasonable time following the ratification and signing of this Agreement by the parties, the District will be responsible for making an electronic version of the contract available to all coaches. Hard copies will be provided upon request.

Letters of Agreement negotiated during the term of the agreement will also be posted on-line.

## **ARTICLE III - Association /District Rights and Responsibilities**

### **Section 3.1 - Posting and Bulletin Board Rights**

The Association or its official representatives shall have the right of access and use of bulletin boards in the various rooms or places designated for faculty use in the District. All posted materials shall be dated and signed by the responsible Association member.

### **Section 3.2 - School Mail Rights**

The Association or its official representative shall have reasonable access to and use of the school mail system in the District with the approval of the Superintendent. All materials shall be dated and signed by the responsible Association member. The District e-mail system may be used to notify members regarding bargaining unit business meetings, etc., but it shall not be used to conduct bargaining unit business.

### **Section 3.3 - Building Use**

The Association may use District school buildings for meetings and to transact official business on school grounds at all reasonable times outside the regular school day with the approval of the Superintendent.

### **Section 3.4 - Employee/District Responsibilities**

There shall be no unlawful discrimination against any employee or applicant for employment by reason of race, creed, color, marital status, gender, sexual orientation, age, national origin, disabling condition, or because of their membership or non-membership in employee organizations. The Association and the District will cooperate to assure compliance with nondiscrimination laws.

The employee shall care for materials and equipment and shall promptly report damage, loss, theft of equipment, furniture, or fixtures to their supervisor.

### **Section 3.5 - Employee/District Protection**

The District agrees to provide reasonable and proper liability insurance coverage, bodily injury, property damage, and professional liability.

Any case of assault upon an employee shall be promptly reported to the immediate supervisor so that appropriate District action shall be initiated. The District shall promptly render assistance to the employee in connection with handling of the incident by law enforcement and judicial authorities.

All employees and volunteers shall participate in a District approved orientation prior to working with students.

### **Section 3.6 - Rights of the Board**

The Board and the Association recognize that the Board has certain powers and duties that under the Constitution and Laws of the state of Washington may not be delegated, limited, or abrogated by an agreement with any party.

It is the intention of the parties that all rights, powers, prerogatives, duties, and authority of the Board are retained by the Board except for those that are specifically abridged or modified by this Agreement. Such abridgment or modification will be to the extent specifically set forth in this Agreement and such abridgments or modifications are to be strictly construed.

### **Section 3.7 - Membership Dues**

#### **A. Membership or Fee Status**

1. The Association may establish local dues and will communicate the amount to the District Business Office. The District shall maintain a process for dues deduction from the employee's salary and transmit that amount each month to the Association.

B. The Association shall hold the District harmless from any liability caused by the administration of this section.

### **Section 3.8 - Released Time**

The Association shall have the right to designate up to four (4) representatives who shall be released from assigned duties for the purpose of negotiations when mutually agreed to. The Association shall have the right to designate one (1) representative who shall be released from assigned duties to represent employee(s) in grievance and discipline matters at mutually scheduled meetings. If negotiations are conducted during a time where a substitute is necessary to cover the representative, then the substitute's cost will be billed to the Association.

## **ARTICLE IV - Individual Rights**

### **Section 4.1 - Discipline**

- A. The Association shall have the right of fair representation and shall be notified of any disciplinary action contemplated toward any employee covered by this Agreement. For the purpose of meetings regarding discharge or nonrenewal, the employee shall have the right to Association representation. The employee shall have the right of representation at any disciplinary meeting.
- B. No employee shall be reprimanded, disciplined, reduced in position or compensation, or deprived of any professional advantage without just cause. All charges shall be made available to the employee at the time the action is contemplated and taken. Nonrenewal of a supplemental contract is not subject to just cause.
- C. Upon request, the District shall assist employees subjected to insult, abuse, intimidation, or threat during the performance of assigned duties.
- D. Criticism of any employee by a supervisor or administrator shall be made in private. This shall not preclude a supervisor or administrator from acting to protect the health and safety of the students.
- E. When absence or disability arise out of assault sustained in the course of employment, the employee shall suffer no loss in wages or benefits, less any amount of Workmen's Compensation awarded.
- F. Any approved absence of a short duration and not requiring the hiring of a replacement coach/advisor will not result in a loss of compensation. When a replacement coach/advisor is hired, the absent coach/advisor's stipend will be adjusted accordingly.

### **Section 4.2 - Investigations**

Any written complaint made against an employee by any parent, student, or other person will be promptly called to the attention of the coach/advisor. When complaints are made against an employee by any parent, student, or other person which result in an investigation, the principal will give written notice of the allegations to the employee within fifteen (15) working days of commencement of the investigation. Any investigation will include an opportunity for the employee to respond to all allegations lodged against him/her.

When investigating such charges, the investigation materials and results will be maintained in the District files, except in

those instances when the employee is disciplined as a result of the investigation, then the letter of discipline will be placed in the personnel file. The employee will also be given written notice of the results of the investigation within fifteen (15) working days of completion of the investigation.

### **Section 4.3 - Personnel Files**

Materials in the employee's personnel files maintained in the Human Resources Office or immediate supervisor's office, which may serve as a basis for affecting employment status, will be available for inspection by the affected employee. Anyone, at the employee's request, may be present in this inspection.

An employee will have the right to comment on any material placed in the personnel file and to have such comments attached to the material in question.

Derogatory information will be entered into an employee's file under the following conditions only:

- A. The employee will be notified, in writing, within ten (10) working days that such information has been placed in the file.
- B. The employee will be provided an opportunity to challenge the accuracy or appropriateness of such information.
- C. The employee will be provided an opportunity to enter a written statement of clarification or explanation of such information.

After three (3) years, an employee may request that the District remove derogatory materials from that person's file, provided that there has been no similar reoccurrence during those three (3) years. The District reserves the discretion to continue such placement in the personnel file, if deemed relevant. Materials removed will be destroyed as allowed by record retention statutes.

Upon request, the employee and/or the Superintendent or the official designee shall sign an inventory sheet to verify contents of the personnel file at the time of inspection.

## **ARTICLE V - Salaries, Stipends, and Benefits**

### **Section 5.1 - Salary Schedule Conditions:**

The salary schedule is attached as Appendices A.1 and A.2.

### **Section 5.2- Payment Options**

Coaches may select from the following payment options:

- A. Three (3) payments during the season,
- B. One (1) payment at the end of the season, or
- C. Twelve (12) equal payments throughout the year (or equal payments over the remaining months).

The third option, option C, is only available to district employees. Different payment options for each coaching assignment are acceptable. Those who do not select an option will be paid according to option B, one (1) payment at the end of the season.

### **Section 5.3- Coach Stipends**

Coaching assignments may be split no more than in half (50/50). Head and assistant coach stipends cannot be blended. If coaching assignments are to be shared, decisions must be made before the start of the season. If coaching assignments are being shared payment option C is not available.

## **Section 5.4- Post-Season Play**

Coaches whose teams qualify to participate in extended seasons because of WIAA sanctioned post-season activities will be compensated in the following manner:

- A. Post-season pay will become effective after the completion of league competition.
- B. Coaches will be compensated at a per diem rate to be calculated as follows: Coaching Stipend divided by number of days per season = per diem rate.
- C. Coaches must submit appropriate verification of the number of post-season days worked. This verification must be signed by the Athletic Director and the principal and submitted to HR for payment.
- D. Post-season pay will be effective for sports where students compete both as teams and as individuals.
- E. For specialty sports, the head coach plus one other coach may receive post-season pay. (Illustrative examples: Shot put coach would go in addition to the head coach if an athlete competes in shot put post-season. Long jump coach would go with the head coach for students who make it to post-season long-jump competition.)
- F. The per diem rate for post-season will be 60% for teams qualifying less than half the team, and 40% for teams qualify three or fewer players.

## **ARTICLE VI - Other Terms and Conditions of Employment**

### **Section 6.1 - Issuance of Individual Employment Contracts**

- A. Each coach or advisor will receive a letter of intent from the District if he/she is to be employed for a sport or activity. The letter will include the assigned position, the dates of employment, and the employee's step/salary schedule placement.
- B. The District shall endeavor to issue supplemental contracts for the subsequent school year as soon as reasonably possible. Coaches shall be notified whether they are to be retained for the following school year within thirty (30) calendar days of the end of the season (defined as the last competition of the year); including post season, if applicable. This requirement shall not preclude the District from subsequently deciding to discharge an employee for a just cause which is still under investigation or does not come to the attention of the District until after the thirty (30) day deadline.

### **Section 6.2 - Coach's Evaluation**

- A. All coaches will be evaluated.
- B. All coaches will know, at the beginning of the season, who the evaluator will be.
- C. All Head coaches will be evaluated by the Building Athletic Director when the Principal has assigned that responsibility. The Head coach will provide input into the evaluation of the Assistant coach. Final evaluation will be signed by the Principal. A survey (Appendix C) will be given to all student athletes at the end of each season. These surveys will be used by the coach's evaluator as one component of the evaluation of the coach's student/parent relations.
- D. If the evaluator is not going to recommend rehire, the evaluator will inform the coach during the evaluation session. The coach has the option of meeting with the evaluator and principal before a decision is made pursuant to G.I.B.
- E. Completed evaluation forms (Appendix B) will be forwarded to Human Resources for inclusion in the coach's file.

### **Section 6.3 - Records of Experience**

If the coach is a District employee, the experience records of the coach will be kept at the coach's home School and managed by the Building Athletic Director. For non-district employees, the records will be kept at the school where the coach is employed earliest in the year.

Coaches will receive year-for-year experience in a sport for each season employed for that sport. Verification of previous coaching employment will be maintained at the coach's home school. For coaching experience to be credited, only verified paid coaching experience with public school WIAA regulated or comparable interscholastic sports programs involving the same sport will be recognized.

#### **Section 6.4 - Certification Records**

Each employee coaching a WIAA controlled sport shall, as a condition of employment, meet WIAA standards for each sport he/she is employed to coach. The employee is responsible for completing the course work, clock hours, or clinics and for submitting necessary paperwork to the WIAA to meet standards. Documentation of completion of the standards shall be the responsibility of the employee and shall be made available upon request.

#### **Section 6.5 - Notification to Human Resources**

On or before June 30th each year, Principals or their designee shall endeavor to submit a list of coaches who are to be employed in the next year to Human Resources. The list will include the coach's name, years of service, position(s) placement (including the length of the season) and pay code for the subsequent year. Human resources will pay based on the data submitted.

#### **Section 6.6 - Additional Athletic Activities**

Should the District decide to organize additional athletic activities that require the hiring of an employee for a position that is more than casual or sporadic in nature, the District shall notify the Association and bargain an appropriate stipend for the position. No employee will be asked, directly or indirectly, to assume a responsibility for an athletic activity, the pay for which has not been bargained with the Association.

District employees may request approval to form new athletic activities through their principal/supervisor.

#### **Section 6.7 - Vacancies**

A vacancy exists when:

- a) A resignation has been tendered;
- b) There is non-continuation of a contract due to disciplinary action;
- c) There is non-continuation of a contract due to unsatisfactory performance rating.
- d) A new position is available due to turnout numbers.

All vacancies will be posted both in and out of district in order to elicit the best-qualified applicant. Preference will be given to the best-qualified, in-district applicants. Each vacated position will be posted for a minimum of five days.

Exceptions: If a coaching position is vacated after the sports season has begun (turnout/first practice), an interim coach will be appointed to fill the vacancy until the posting, interview, and selection process is completed. Preference will be given to previous coaches, unless they have an unsatisfactory evaluation on file.

All head and/or assistant coaching positions will continue year-to-year, provided the individual has a current "Recommendation to Rehire" on file in Human Resources.

When possible, head-coaching positions will be filled prior to assistant coaching positions being posted and/or filled. The head coach should have substantial input into who fills assistant coaching positions.

#### **Section 6.8 - Application Process for Coaches**

All applicants must have a completed application on file in the Human Resources office. This completed application must include:

- a) proof of current first aid/CPR certification,
- b) a completed district application,
- c) a resume or letter outlining general coaching experience, sport specific experience, and/or other experience working with age group.

## **Section 6.9 - Hiring Process for Coaches**

- A. Applicants meeting the qualifications for the position will be interviewed by an interview committee of not less than two. All interviewed applicants will be asked the same questions. The interview committee will make a hiring recommendation based on training, experience, references, previous evaluations, seniority, and performance in the interview. A hiring recommendation will be submitted to Human Resources on the "Request for Coaches Stipend" form for approval by the appropriate Human Resources administrator.
- B. Prior to having any contact with students, all coaches and prospective coaches must:
  - 1) Have current fingerprinting and background check,
  - 2) Attend new staff orientation,
  - 3) Any paperwork required for payment (i.e., W-4, I-9, Retirement, Association enrollment),
  - 4) Present proof of current First Aid/CPR certification.

## **Section 6.10 - Orientation Process**

Successful applicants will be required to attend a District Orientation that shall include:

- A. Some Do's and Don'ts for dealing with students, e.g., transporting students in cars, having students to your home, and other issues requiring appropriate professional boundaries.
- B. Sexual and Malicious harassment training.
- C. Show proof of current First Aid/CPR certification.
- D. Bloodborne Pathogen training – updated once per year.
- E. Pertinent changes in district policy.

## **Section 6.11 - Volunteers**

All volunteer coaches must meet qualifications set forth by WIAA rules and District Policies and Procedures. It will be the responsibility of the Athletic Director to ensure that these provisions are met. All volunteer coaches must submit to a background check and fingerprinting, if not currently on file in Human Resources.

## **ARTICLE VII - Grievances**

**Section 7.1 - Level 1:** The parties of interest acknowledge that it is usually most desirable for an employee and his/her immediate supervisor to resolve problems through free and informal communications. Within thirty (30) working days following knowledge of an act or condition which is the basis of a complaint, the grievant (an employee, group of employees included in the bargaining unit represented by the Association or the Association) shall schedule a meeting to discuss the complaint with the immediate supervisor. Every effort will be made to resolve the grievance at this level. If no settlement is reached at the informal meeting, the grievance will be reduced to writing and presented within ten (10) days following the informal meeting to the immediate supervisor for reconsideration. The supervisor will respond in writing within five (5) days after the meeting.

**Section 7.2 - Level 2:** If the grievant is not satisfied with the disposition of his/her grievance at Level 1, or if no decision is forthcoming within the specified period at Level 1, then the grievance may be referred to the Superintendent or his/her official designee within ten (10) days of when the Level 1 response was received or should have been received. The Superintendent or designee shall arrange for a hearing with the grievant or Association within ten (10) working days of the appeal. Upon the conclusion of the hearing, the Superintendent or designee shall have ten (10) working days to provide a written decision, together with the reasons for that decision.

**Section 7.3 - Level 3:** If the Association is not satisfied with the disposition of the grievance by the Superintendent or designee, the Association can submit twenty (20) working days the issue to arbitration before an impartial arbitrator

(except that the parties may agree to submit the issue to mediation with a jointly-selected arbitrator/mediator). The arbitrator shall be selected by the American Arbitration Association or the Federal Mediation Conciliation Service (at the choice of the Association) in accord with its rules, which shall govern the arbitration proceeding. Both parties agree to be bound by the award of the arbitrator. Both parties agree to share equally the costs for the services of the arbitrator.

**Section 7.4** - No reprisals will be taken by the Board or the Administration because of an employee's participation in this grievance procedure.

**Section 7.5** - The arbitrator shall have no authority to rule on non-renewals or the substance of evaluations

**Article VIII – Compensation**

**Year 1, 0%, year 2, 1.5% from accumulated professional development, year 3, 0.5% and conduct market study for application in years 4 and 5.**

**Article IX - Duration**

This agreement shall become effective on September 1, 2009, and shall continue in effect until August 31, 2014.

**Signature**

\_\_\_\_\_  
District Representative

\_\_\_\_\_  
Federal Way Education Association

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

APPENDIX A:1  
 2009-10 HIGH SCHOOL COACHING SALARY SCHEDULE

Sport	Position	*Step 1	*Step 2	*Step 3	*Step 4	
1	Football	Head Coach	\$4,391	\$4,649	\$4,907	\$5,166
2	Football	Assistant	\$3,074	\$3,332	\$3,591	\$3,849
3	Basketball - Boys	Head Coach	\$4,133	\$4,391	\$4,649	\$4,907
4	Basketball - Boys	Assistant	\$2,893	\$3,151	\$3,409	\$3,668
5	Basketball - Girls	Head Coach	\$4,133	\$4,391	\$4,649	\$4,907
6	Basketball - Girls	Assistant	\$2,893	\$3,151	\$3,409	\$3,668
7	Baseball	Head Coach	\$3,547	\$3,782	\$3,993	\$4,222
8	Baseball	Assistant	\$2,483	\$2,723	\$2,945	\$3,180
9	Softball	Head Coach	\$3,547	\$3,782	\$3,993	\$4,222
10	Softball	Assistant	\$2,483	\$2,723	\$2,945	\$3,180
11	Track - Boys	Head Coach	\$3,617	\$3,875	\$4,133	\$4,391
12	Track - Boys	Assistant	\$2,532	\$2,790	\$3,048	\$3,307
13	Track - Girls	Head Coach	\$3,617	\$3,875	\$4,133	\$4,391
14	Track - Girls	Assistant	\$2,532	\$2,790	\$3,048	\$3,307
15	Wrestling	Head Coach	\$3,974	\$4,222	\$4,470	\$4,719
16	Wrestling	Assistant	\$2,781	\$3,030	\$3,278	\$3,526
17	Swimming Boys	Head Coach	\$3,358	\$3,617	\$3,875	\$4,133
18	Swimming Girls	Head Coach	\$3,358	\$3,617	\$3,875	\$4,133
19	Diving &/or Swim Asst. - Boys		\$2,260	\$2,484	\$2,732	\$2,980
20	Diving &/or Swim Asst. - Girls		\$2,260	\$2,484	\$2,732	\$2,980
21	Tennis - Boys	Head Coach	\$3,477	\$3,726	\$3,974	\$4,222
22	Tennis - Girls	Head Coach	\$3,477	\$3,726	\$3,974	\$4,222
23	Golf - Head	Head Coach	\$2,732	\$2,980	\$3,229	\$3,477
24	Cross Ctry - Boys & Girls	Head Coach	\$2,788	\$3,025	\$3,245	\$3,477
25	Cross Ctry - Boys & Girls	Assistant	\$2,128	\$2,369	\$2,595	\$2,831
26	Volleyball	Head Coach	\$3,477	\$3,726	\$3,974	\$4,222
27	Volleyball	Assistant	\$2,434	\$2,682	\$2,930	\$3,180
28	Gymnastics	Head Coach	\$3,477	\$3,726	\$3,974	\$4,222
29	Gymnastics	Assistant	\$2,434	\$2,682	\$2,930	\$3,180
30	Soccer - Boys	Head Coach	\$3,477	\$3,726	\$3,974	\$4,222
31	Soccer - Girls	Head Coach	\$3,477	\$3,726	\$3,974	\$4,222
36	Soccer - Girls j.v.	Assistant	\$2,434	\$2,682	\$2,930	\$3,180
32	NATA Trainer	Per Season	\$3,726	\$3,974	\$4,222	\$4,470
33	Athletic Trainer	Per Season	\$2,980	\$3,229	\$3,477	\$3,726
34	Cheer Advisor	Annual	\$3,074	\$3,332	\$3,591	\$3,849
35	Drill Advisor	Annual	\$2,128	\$2,369	\$2,595	\$2,831

- \* Step 1 - Pay during year 1 and year 2 of coaching (0 or 1 year of experience).
- \* Step 2 - Pay during year 3 and year 4 of coaching (2 or 3 years of experience).
- \* Step 3 - Pay during year 5 and year 6 of coaching (4 or 5 years of experience).
- \* Step 4 - Pay during year 7 and thereafter (6+ years of experience).

The per diem rate for post season will be 60% for teams qualifying less than half the team, and 40% for teams qualifying three or fewer players.



APPENDIX A:1  
 2010-11 HIGH SCHOOL COACHING SALARY SCHEDULE

Sport	Position	*Step 1	*Step 2	*Step 3	*Step 4	
1	Football	Head Coach	\$4,457	\$4,719	\$4,981	\$5,243
2	Football	Assistant	\$3,120	\$3,382	\$3,645	\$3,907
3	Basketball - Boys	Head Coach	\$4,195	\$4,457	\$4,719	\$4,981
4	Basketball - Boys	Assistant	\$2,936	\$3,198	\$3,460	\$3,723
5	Basketball - Girls	Head Coach	\$4,195	\$4,457	\$4,719	\$4,981
6	Basketball - Girls	Assistant	\$2,936	\$3,198	\$3,460	\$3,723
7	Baseball	Head Coach	\$3,600	\$3,839	\$4,053	\$4,285
8	Baseball	Assistant	\$2,520	\$2,764	\$2,989	\$3,228
9	Softball	Head Coach	\$3,600	\$3,839	\$4,053	\$4,285
10	Softball	Assistant	\$2,520	\$2,764	\$2,989	\$3,228
11	Track - Boys	Head Coach	\$3,671	\$3,933	\$4,195	\$4,457
12	Track - Boys	Assistant	\$2,570	\$2,832	\$3,094	\$3,357
13	Track - Girls	Head Coach	\$3,671	\$3,933	\$4,195	\$4,457
14	Track - Girls	Assistant	\$2,570	\$2,832	\$3,094	\$3,357
15	Wrestling	Head Coach	\$4,034	\$4,285	\$4,537	\$4,790
16	Wrestling	Assistant	\$2,823	\$3,075	\$3,327	\$3,579
17	Swimming Boys	Head Coach	\$3,408	\$3,671	\$3,933	\$4,195
18	Swimming Girls	Head Coach	\$3,408	\$3,671	\$3,933	\$4,195
19	Diving &/or Swim Asst. - Boys		\$2,294	\$2,521	\$2,773	\$3,025
20	Diving &/or Swim Asst. - Girls		\$2,294	\$2,521	\$2,773	\$3,025
21	Tennis - Boys	Head Coach	\$3,529	\$3,782	\$4,034	\$4,285
22	Tennis - Girls	Head Coach	\$3,529	\$3,782	\$4,034	\$4,285
23	Golf - Head	Head Coach	\$2,773	\$3,025	\$3,277	\$3,529
24	Cross Ctry - Boys & Girls	Head Coach	\$2,830	\$3,070	\$3,294	\$3,529
25	Cross Ctry - Boys & Girls	Assistant	\$2,160	\$2,405	\$2,634	\$2,873
26	Volleyball	Head Coach	\$3,529	\$3,782	\$4,034	\$4,285
27	Volleyball	Assistant	\$2,471	\$2,722	\$2,974	\$3,228
28	Gymnastics	Head Coach	\$3,529	\$3,782	\$4,034	\$4,285
29	Gymnastics	Assistant	\$2,471	\$2,722	\$2,974	\$3,228
30	Soccer - Boys	Head Coach	\$3,529	\$3,782	\$4,034	\$4,285
31	Soccer - Girls	Head Coach	\$3,529	\$3,782	\$4,034	\$4,285
36	Soccer - Girls j.v.	Assistant	\$2,471	\$2,722	\$2,974	\$3,228
32	NATA Trainer	Per Season	\$3,782	\$4,034	\$4,285	\$4,537
33	Athletic Trainer	Per Season	\$3,025	\$3,277	\$3,529	\$3,782
34	Cheer Advisor	Annual	\$3,120	\$3,382	\$3,645	\$3,907
35	Drill Advisor	Annual	\$2,160	\$2,405	\$2,634	\$2,873

- \* Step 1 - Pay during year 1 and year 2 of coaching (0 or 1 year of experience).
- \* Step 2 - Pay during year 3 and year 4 of coaching (2 or 3 years of experience).
- \* Step 3 - Pay during year 5 and year 6 of coaching (4 or 5 years of experience).
- \* Step 4 - Pay during year 7 and thereafter (6+ years of experience).

The per diem rate for post season will be 60% for teams qualifying less than half the team, and 40% for teams qualifying three or fewer players.

APPENDIX A:1  
 2011-12 HIGH SCHOOL COACHING SALARY SCHEDULE

Sport	Position	*Step 1	*Step 2	*Step 3	*Step 4
1 Football	Head Coach	\$4,479	\$4,743	\$5,006	\$5,269
2 Football	Assistant	\$3,136	\$3,399	\$3,663	\$3,927
3 Basketball - Boys	Head Coach	\$4,216	\$4,479	\$4,743	\$5,006
4 Basketball - Boys	Assistant	\$2,951	\$3,214	\$3,477	\$3,742
5 Basketball - Girls	Head Coach	\$4,216	\$4,479	\$4,743	\$5,006
6 Basketball - Girls	Assistant	\$2,951	\$3,214	\$3,477	\$3,742
7 Baseball	Head Coach	\$3,618	\$3,858	\$4,073	\$4,306
8 Baseball	Assistant	\$2,533	\$2,778	\$3,004	\$3,244
9 Softball	Head Coach	\$3,618	\$3,858	\$4,073	\$4,306
10 Softball	Assistant	\$2,533	\$2,778	\$3,004	\$3,244
11 Track - Boys	Head Coach	\$3,689	\$3,953	\$4,216	\$4,479
12 Track - Boys	Assistant	\$2,583	\$2,846	\$3,109	\$3,374
13 Track - Girls	Head Coach	\$3,689	\$3,953	\$4,216	\$4,479
14 Track - Girls	Assistant	\$2,583	\$2,846	\$3,109	\$3,374
15 Wrestling	Head Coach	\$4,054	\$4,306	\$4,560	\$4,814
16 Wrestling	Assistant	\$2,837	\$3,090	\$3,344	\$3,597
17 Swimming Boys	Head Coach	\$3,425	\$3,689	\$3,953	\$4,216
18 Swimming Girls	Head Coach	\$3,425	\$3,689	\$3,953	\$4,216
19 Diving &/or Swim Asst. - Boys		\$2,305	\$2,534	\$2,787	\$3,040
20 Diving &/or Swim Asst. - Girls		\$2,305	\$2,534	\$2,787	\$3,040
21 Tennis - Boys	Head Coach	\$3,547	\$3,801	\$4,054	\$4,306
22 Tennis - Girls	Head Coach	\$3,547	\$3,801	\$4,054	\$4,306
23 Golf - Head	Head Coach	\$2,787	\$3,040	\$3,293	\$3,547
24 Cross Ctry - Boys & Girls	Head Coach	\$2,844	\$3,085	\$3,310	\$3,547
25 Cross Ctry - Boys & Girls	Assistant	\$2,171	\$2,417	\$2,647	\$2,887
26 Volleyball	Head Coach	\$3,547	\$3,801	\$4,054	\$4,306
27 Volleyball	Assistant	\$2,483	\$2,736	\$2,989	\$3,244
28 Gymnastics	Head Coach	\$3,547	\$3,801	\$4,054	\$4,306
29 Gymnastics	Assistant	\$2,483	\$2,736	\$2,989	\$3,244
30 Soccer - Boys	Head Coach	\$3,547	\$3,801	\$4,054	\$4,306
31 Soccer - Girls	Head Coach	\$3,547	\$3,801	\$4,054	\$4,306
36 Soccer - Girls j.v.	Assistant	\$2,483	\$2,736	\$2,989	\$3,244
32 NATA Trainer	Per Season	\$3,801	\$4,054	\$4,306	\$4,560
33 Athletic Trainer	Per Season	\$3,040	\$3,293	\$3,547	\$3,801
34 Cheer Advisor	Annual	\$3,136	\$3,399	\$3,663	\$3,927
35 Drill Advisor	Annual	\$2,171	\$2,417	\$2,647	\$2,887

- \* Step 1 - Pay during year 1 and year 2 of coaching (0 or 1 year of experience).
- \* Step 2 - Pay during year 3 and year 4 of coaching (2 or 3 years of experience).
- \* Step 3 - Pay during year 5 and year 6 of coaching (4 or 5 years of experience).
- \* Step 4 - Pay during year 7 and thereafter (6+ years of experience).

The per diem rate for post season will be 60% for teams qualifying less than half the team, and 40% for teams qualifying three or fewer players.

APPENDIX A:2  
 2009-10 MIDDLE SCHOOL COACHING SALARY SCHEDULE

	Sport	Position	*Step 1	*Step 2	*Step 3	*Step 4
1	Football	Head	\$2,732	\$2,980	\$3,299	\$3,477
2	Football	Assistant	\$1,912	\$2,161	\$2,409	\$2,657
3	Basketball Boys	Head	\$2,732	\$2,980	\$3,229	\$3,477
4	Basketball Boys	Assistant	\$1,912	\$2,161	\$2,409	\$2,657
5	Basketball Girls	Head	\$2,732	\$2,980	\$3,229	\$3,477
6	Basketball Girls	Assistant	\$1,912	\$2,161	\$2,409	\$2,657
7	Baseball	Head	\$2,732	\$2,980	\$3,229	\$3,477
8	Baseball	Assistant	\$1,912	\$2,161	\$2,409	\$2,657
9	Softball	Head	\$2,732	\$2,980	\$3,229	\$3,477
10	Cross Country	Head	\$2,732	\$2,980	\$3,229	\$3,477
11	Track Boys	Head	\$2,732	\$2,980	\$3,229	\$3,477
12	Track Boys	Assistant	\$1,912	\$2,161	\$2,409	\$2,657
13	Track Girls	Head	\$2,732	\$2,980	\$3,229	\$3,477
14	Track Girls	Assistant	\$1,912	\$2,161	\$2,409	\$2,657
15	Wrestling	Head	\$2,732	\$2,980	\$3,229	\$3,477
16	Wrestling	Assistant	\$1,912	\$2,161	\$2,409	\$2,657
17	Volleyball	Head	\$2,732	\$2,980	\$3,229	\$3,477
18	Volleyball	Assistant	\$1,912	\$2,161	\$2,409	\$2,657
19	Gymnastics	Head	\$2,732	\$2,980	\$3,229	\$3,477
20	Gymnastics	Assistant	\$1,912	\$2,161	\$2,409	\$2,657

- \* Step 1 - Pay during year 1 and year 2 of coaching (0 or 1 year of experience).
- \* Step 2 - Pay during year 3 and year 4 of coaching (2 or 3 years of experience).
- \* Step 3 - Pay during year 5 and year 6 of coaching (4 or 5 years of experience).
- \* Step 4 - Pay during year 7 and thereafter (6+ years of experience).

APPENDIX A:2  
 2010-11 MIDDLE SCHOOL COACHING SALARY SCHEDULE

	Sport	Position	*Step 1	*Step 2	*Step 3	*Step 4
1	Football	Head	\$2,773	\$3,025	\$3,348	\$3,529
2	Football	Assistant	\$1,941	\$2,193	\$2,445	\$2,697
3	Basketball Boys	Head	\$2,773	\$3,025	\$3,277	\$3,529
4	Basketball Boys	Assistant	\$1,941	\$2,193	\$2,445	\$2,697
5	Basketball Girls	Head	\$2,773	\$3,025	\$3,277	\$3,529
6	Basketball Girls	Assistant	\$1,941	\$2,193	\$2,445	\$2,697
7	Baseball	Head	\$2,773	\$3,025	\$3,277	\$3,529
8	Baseball	Assistant	\$1,941	\$2,193	\$2,445	\$2,697
9	Softball	Head	\$2,773	\$3,025	\$3,277	\$3,529
10	Cross Country	Head	\$2,773	\$3,025	\$3,277	\$3,529
11	Track Boys	Head	\$2,773	\$3,025	\$3,277	\$3,529
12	Track Boys	Assistant	\$1,941	\$2,193	\$2,445	\$2,697
13	Track Girls	Head	\$2,773	\$3,025	\$3,277	\$3,529
14	Track Girls	Assistant	\$1,941	\$2,193	\$2,445	\$2,697
15	Wrestling	Head	\$2,773	\$3,025	\$3,277	\$3,529
16	Wrestling	Assistant	\$1,941	\$2,193	\$2,445	\$2,697
17	Volleyball	Head	\$2,773	\$3,025	\$3,277	\$3,529
18	Volleyball	Assistant	\$1,941	\$2,193	\$2,445	\$2,697
19	Gymnastics	Head	\$2,773	\$3,025	\$3,277	\$3,529
20	Gymnastics	Assistant	\$1,941	\$2,193	\$2,445	\$2,697

- \* Step 1 - Pay during year 1 and year 2 of coaching (0 or 1 year of experience).
- \* Step 2 - Pay during year 3 and year 4 of coaching (2 or 3 years of experience).
- \* Step 3 - Pay during year 5 and year 6 of coaching (4 or 5 years of experience).
- \* Step 4 - Pay during year 7 and thereafter (6+ years of experience).

APPENDIX A:2  
 2011-12 MIDDLE SCHOOL COACHING SALARY SCHEDULE

	Sport	Position	*Step 1	*Step 2	*Step 3	*Step 4
1	Football	Head	\$2,787	\$3,040	\$3,365	\$3,547
2	Football	Assistant	\$1,951	\$2,204	\$2,457	\$2,710
3	Basketball Boys	Head	\$2,787	\$3,040	\$3,293	\$3,547
4	Basketball Boys	Assistant	\$1,951	\$2,204	\$2,457	\$2,710
5	Basketball Girls	Head	\$2,787	\$3,040	\$3,293	\$3,547
6	Basketball Girls	Assistant	\$1,951	\$2,204	\$2,457	\$2,710
7	Baseball	Head	\$2,787	\$3,040	\$3,293	\$3,547
8	Baseball	Assistant	\$1,951	\$2,204	\$2,457	\$2,710
9	Softball	Head	\$2,787	\$3,040	\$3,293	\$3,547
10	Cross Country	Head	\$2,787	\$3,040	\$3,293	\$3,547
11	Track Boys	Head	\$2,787	\$3,040	\$3,293	\$3,547
12	Track Boys	Assistant	\$1,951	\$2,204	\$2,457	\$2,710
13	Track Girls	Head	\$2,787	\$3,040	\$3,293	\$3,547
14	Track Girls	Assistant	\$1,951	\$2,204	\$2,457	\$2,710
15	Wrestling	Head	\$2,787	\$3,040	\$3,293	\$3,547
16	Wrestling	Assistant	\$1,951	\$2,204	\$2,457	\$2,710
17	Volleyball	Head	\$2,787	\$3,040	\$3,293	\$3,547
18	Volleyball	Assistant	\$1,951	\$2,204	\$2,457	\$2,710
19	Gymnastics	Head	\$2,787	\$3,040	\$3,293	\$3,547
20	Gymnastics	Assistant	\$1,951	\$2,204	\$2,457	\$2,710

- \* Step 1 - Pay during year 1 and year 2 of coaching (0 or 1 year of experience).
- \* Step 2 - Pay during year 3 and year 4 of coaching (2 or 3 years of experience).
- \* Step 3 - Pay during year 5 and year 6 of coaching (4 or 5 years of experience).
- \* Step 4 - Pay during year 7 and thereafter (6+ years of experience).

**Appendix B: Evaluation Form**

**Federal Way Public Schools Coaching Evaluation Form**

**Personal Information:**

Coach \_\_\_\_\_ Sport \_\_\_\_\_ Position \_\_\_\_\_

Total years experience as Head Coach \_\_\_\_\_ Assistant \_\_\_\_\_ Salary Placement \_\_\_\_\_

CPR expires \_\_\_\_\_ First Aid expires \_\_\_\_\_ Date of Pathogen training \_\_\_\_\_

Sports Rules Clinic \_\_\_\_\_ WIAA coaching hours past year \_\_\_\_\_

Other courses or clinics \_\_\_\_\_ Student Survey Completed \_\_\_\_\_

**Collaborative Assessment:**

	Needs Improvement	Meets Expectations	Exceeds Expectations
Coaching Skills (instruction, strategy, game management, etc.)	1	2	3
Organizational Skills (equipment, budget, supervision, etc.)	1	2	3
Professional Relations (faculty, peers, media, etc.)	1	2	3
Student/Parent Relations	1	2	3
Personal Characteristics (poise, enthusiasm, commitment, etc.)	1	2	3
Comments _____			
_____			
_____			
Coaching Goals _____			
_____			
_____			

**Overall Performance Assessment:**

Satisfactory	Needs Improvement	Unsatisfactory
Signature of Athletic Director	Signature of Coach	Date
	Signature of Principal	Date

**Recommendation to Rehire:** \*(Does not apply to positions added based on numbers.)

Yes \_\_\_\_\_ No \_\_\_\_\_

## Appendix C: Student Survey of Coaching Received

### Student Survey of Coaching Received

**Direction for Students Completing this Form:** Your coach, athletic director, and school administrators would like to know your feelings regarding the coaching that you have received this season. Please fill out one of these forms for each of the coaches that worked with you this season. Do not place your name on this form. Your answers will be used by the coaches and school administrators to strengthen and continually improve the training that students receive in the school's athletic programs.

**Sport:** \_\_\_\_\_ **Name of Coach:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Please circle one response for each question.**

**Regularly Often Seldom Never**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1. Does the coach consult/check with students/staff to monitor and Encourage academic progress?	1	2	3	4
2. Does the coach assist students in the development of the fundamental skills of the sport?	1	2	3	4
3. Does the coach encourage teamwork and mutual support of Teammates?	1	2	3	4
4. Does the coach teach and demonstrate good sportsmanship?	1	2	3	4

**Additional Comments:** \_\_\_\_\_

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**Appendix D**

**COACH/PARTICIPANT RATIO**

This Schedule Applies to both Middle School and Senior High Programs  
 Those Sports with No Additions are Not Eligible for Additions

When Hiring, Please Refer to Sections 6.7 through 6.11 of the Contract.

<b>SPORT</b>	<b>START</b>	<b>ADD 1</b>	<b>ADD 2</b>	<b>ADD 3</b>	<b>ADD 4</b>
<b>Basketball</b>					
<b>Boys' Varsity/JV</b>	2				
<b>7<sup>th</sup> Grade</b>	1	30 (2)	45 (3)	60 (4)	75+(5)
<b>Basketball</b>					
<b>Girls' Varsity/JV</b>	2				
<b>7<sup>th</sup> Grade</b>	1	30 (2)	45 (3)	60 (4)	75+(5)
<b>Football</b>	4	81-100 (5)	101-120 (6)	121-140 (7)	
	5 at H.S	81-100 (6)	101-120 (7)	121-140 (8)	
<b>Gymnastics</b>	2	25-36-(3)	37-48 (4)	49-60 (5)	61+ (6)
<b>Swimming</b>	1	16-31 (2)	32-47 (3)	48+ (4)	
<b>Diving</b>	1 Coach for the District				
<b>Track &amp; Field</b>					
<b>Boys' and Girls' Cross Country</b>	2	41-60 (3)	61-80 (4)	81-100 (5)	101+ (6)
	2	60-70 (3)	80-99 (4)	100-119 (5)	120+ (6)
<b>Wrestling</b>	2	51-75 (3)	76-100 (4)	101-125 (5)	126+ (6)
<b>Baseball-Varsity/JV</b>	2				
<b>Softball-Varsity/JV</b>	2				
<b>Golf – Boys' HS</b>	1				
<b>Girls' HS</b>	1				
<b>Tennis – Boys'</b>	1				
<b>Girls'</b>	1				
<b>Soccer – Boys'</b>	1				
<b>Girls'</b>	1				
<b>Volleyball-Varsity/JV</b>	2				
<b>Cheer</b>	1				
<b>Drill</b>	1				