

Coaches Appeal Procedure

There shall be an annual evaluation of all coaches, to be conducted by the coach’s immediate supervisor. Each coach shall receive a written copy of the evaluation. Any coach that has held the same coaching position for three or more years, for which the Board, acting through the Superintendent of Schools, terminates or non-renews the contract shall be informed of the decision within ninety (90) days of the completion of the sport season covered by the contract. The coach may request a written statement specifying the reason(s) for the action. The statement shall be provided within thirty (30) days of the request. The decision to terminate or non-renew the coach’s contract may be appealed by the coach in a manner prescribed by the Board. The contract of any coach may be terminated at any time for reasons of moral misconduct, insubordination or a violation of the rules of the Board or because a sport has been cancelled by the Board.

Pursuant to the provisions of Connecticut General Statutes, §10-222e, the Brookfield Board of Education (“Board”) hereby adopts and outlines the following procedures by which an eligible coach who is terminated or non-renewed may appeal such decision to the Board.

To be covered by these procedures, the person must both:

- Be an athletic coach holding a coaching permit who was hired by the Board for a sport season; and,
 - Have served in the same coaching position for three or more consecutive school years.
1. Notice of non-renewal or termination shall be in writing. From receipt of notice of nonrenewal or termination, the coach shall have 15 (fifteen) calendar days in which to prepare and file a written appeal of the non-renewal or termination with the Board by filing the written appeal with the Superintendent of Schools, who shall provide Board members with copies of the appeal;¹
 2. The appeal documents shall contain all relevant information that the coach wishes to place before the Board in connection with his/her appeal, including all documents that the coach feels are relevant, which documents shall be attached to the appeal;
 3. The coach’s written appeal documents shall be reviewed by Board members, and action on the appeal shall be placed on the agenda of a regular or special Board meeting within 30 (thirty) calendar days from the date of filing, unless Board work load or scheduling difficulties require a longer period. The Board, in its sole discretion, may assign a subcommittee to consider and act

¹ Any coach who has been nonrenewed or terminated within sixty (60) days prior to the adoption of these procedures and who has identified, in writing, to the Board or its agents the intention to appeal said decision, shall have fifteen (15) calendar days from the date the Board adopts these procedures in which to prepare and file a written appeal of the non-renewal or termination with the Board by filing the written appeal with the Superintendent of Schools.

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on the appeal. If this occurs, there shall be no further right to appeal to the full Board.

- 3.1 At such meeting, the Board or subcommittee shall consider the appeal and vote to uphold or deny the appeal.
- 3.2 A representative of the Administration may file a responsive statement with the Board at any time prior to the meeting at which the appeal will be decided, but such rebuttal statement shall not be required. A copy of any such statement shall be provided to the coach.
- 3.3 At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent 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 and Administration 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. In all instances where the Coach or the Administration desires to call witnesses to address the Board, the other party and the Board must be advised in writing at least 48 (forty-eight) hours in advance of the Board meeting at which review of the appeal is scheduled. Such notice shall contain the identity of the individuals with firsthand knowledge of the case and the entire scope of their intended statements.
- 3.4 The Board, coach or the Administration may be represented by counsel or by another outside representative of their choosing
4. The Superintendent shall advise the coach of the Board's decision in writing. Absent unusual circumstances, the Board's decision shall be provided to the coach not more than 50 (fifty) calendar days from the date the appeal is filed.
5. The decision of the Board on the appeal shall be final and binding upon the parties, and it shall not be subject to any administrative challenge, including any grievance or arbitration claim.
6. Nothing in these procedures shall prohibit the Board from terminating a coach at any time for reasons of moral misconduct, insubordination, a violation of board rules, or because a sport has been cancelled by the Board.