National Changhua University of Education Regulations on the Appointment and Management of Full-time Sports Coaches

Chapter 1 General Provisions

Article 1: National Changhua University of Education (hereinafter referred to as "the University") is responsible for the recruitment and management of full-time sports coaches (hereinafter referred to as "coaches"). Therefore, based on the regulations governing the appointment and management of full-time sports coaches in various levels of educational institutions, these Regulations for the Appointment and Management of Full-time Sports Coaches at the University (hereinafter referred to as "these Regulations") are established.

Article 2: The term "coach" referred to in these Regulations shall mean an individual who has been qualified according to the regulations for the appointment of full-time sports coaches in various levels of educational institutions, and has obtained the certification of full-time sports coach issued by the Ministry of Education. They are employed by the University on a monthly basis to provide professional training or coaching guidance for sports teams. The ranks of coaches are categorized as national-level, senior-level, intermediate-level, and junior-level.

Article 3: Initial appointment of coaches is limited to those who have been qualified by the examination for full-time coach qualifications in various levels of educational institutions and have obtained the certification of full-time sports coach at various levels.

Chapter 2 Appointment

Article 4: The University establishes a committee for the evaluation of sports coaches (hereinafter referred to as the "Coach Evaluation Committee") to handle the recruitment, performance evaluation, dismissal, non-renewal, suspension, and dismissal of full-time sports coaches. The committee consists of seven members, including the director of the Department of Sports (convener), the director of the Sports Office, three representatives from the faculty of the Department of Sports, and two representatives from the community. The gender of at least one member of the committee should represent one-third or more of the total committee members. The appointment of sports coaches at the University is conducted once per semester as a principle.

For the processing of items listed in Article 9, Paragraph 1, Subparagraph 7, and Article 9-1, Paragraph 1, Subparagraphs 1 to 4, the University shall appoint external scholars and experts as additional members of the committee until the total number of administrative representatives and sports professionals is less than half of the total number of committee members.

Article 5: Initial appointment of sports coaches requires the submission of the following documents:

1. Coach appointment form.

2. Curriculum vitae.

3. Coach certification.

4. Academic and professional qualifications documents.

5. Evidence of professional contributions, achievements, and performance in various specialties.

6. Coach training plan (annual training plan and related materials).

Article 6: The review process for the initial appointment of sports coaches is as follows:

1. Three months before the start of the semester, the appointing unit shall formulate the conditions for recruiting sports coaches, including their level, academic and professional experience, specialization types, quota, recruitment methods, allocation, and annual training plan. These shall be submitted to the Personnel Office for review by the Coach Evaluation Committee and subsequent approval by the Ministry of Education before implementation.

2. The appointing unit shall conduct checks and selections based on the training needs of various sports specialties, the number of teaching hours required for each level of sports coaches, and relevant documentations.

3. The appointing unit shall submit the relevant qualification documents of applicants, the results of qualification checks, and the list of intended sports coach appointments to the Coach Evaluation Committee for review one month before the start of the semester.

4. Upon approval by the University's Coach Evaluation Committee, the appointment shall be submitted to the President for final approval.

5. Within seven days of completing the recruitment process, the University shall report to the Ministry of Education for record purposes.

Article 7: The appointment of full-time sports coaches at this university is divided into initial appointment and renewal, with both having a one-year term. The appointment procedure shall be conducted in accordance with the principles of fairness, impartiality, and transparency. If not appointed by August 1st, the appointment shall be valid until July 31st of the current academic year. According to the regulations of this policy, if the service performance of a sports coach is determined by the Coach Evaluation Committee to be unsatisfactory and it is decided not to renew their appointment pending approval from the Ministry of Education, the university shall temporarily continue the appointment. Sports coaches holding higher-level coaching certificates may participate in the selection process for lower-level coaching positions. Upon appointment, their salary shall be based on the level of appointment at this university.

Sports coaches meeting one of the following conditions, and whose service performance has passed the assessment in the past three years, may be reappointed according to the regulations and receive revised compensation from the date of reappointment:

1. Obtaining a higher-level coaching certificate after appointment, and being reappointed according to the higher level.

2. Sports coaches holding higher-level coaching certificates who are appointed to lower-level positions according to the preceding regulations, and whose service performance after appointment meets the requirements of the higher level specified in the regulations for the qualification assessment of full-time sports coaches at various schools, may be reappointed according to the higher level upon approval by the Coach Evaluation Committee.

The seniority of sports coaches before their appointment shall be counted for promotion, following the regulations for teachers.

In addition to the provisions mentioned above, full-time sports coaches who have served as acting personnel as defined in Article 18 prior to their appointment, and whose level of the acting position is equivalent to their current position, and have demonstrated excellent service performance, with each acting period lasting for at least three months, may be counted. Upon accumulating one year of acting service, they may be promoted by one level.

Article 8: Sports coaches who meet the conditions specified in Article 24, Paragraph 1 of the Public School Teachers Retirement, Severance, and Relief Act may be terminated upon approval by the Coach Evaluation Committee of this university and subsequent approval from the Ministry of Education.

Chapter III: Termination, Non-Renewal, and Suspension

Article 9: The University shall dismiss and permanently prohibit the employment as a sports coach of individuals who fall under any of the following circumstances:

1. After the end of a state of emergency or mobilization, they have been convicted of internal turmoil or external aggression crimes by a final judgment.

2. They have been convicted of corruption during public service by a final judgment.

3. They have been convicted of offenses defined in Article 2, Paragraph 1 of the Sexual Assault Crime Prevention Act by a final judgment.

4. The School Gender Equality Education Committee or relevant committees established by law have confirmed through investigation their involvement in sexual offenses.

5. The School Gender Equality Education Committee or relevant committees established by law have confirmed through investigation their involvement in sexual harassment or sexual bullying, warranting dismissal and permanent prohibition from employment as a sports coach.

6. They have been punished according to the Child and Youth Sexual Exploitation Prevention Act or the Sexual Harassment Prevention Act, and confirmed by the School Gender Equality Education Committee, warranting dismissal and permanent prohibition from employment as a sports coach.

7. They have been penalized by the competent social welfare authority in accordance with Article 97 of the Child and Youth Welfare and Rights Protection Act, and confirmed by the Sports Coach Evaluation Committee, warranting dismissal and permanent prohibition from employment as a sports coach.

8. They become aware of suspected campus sexual assault incidents at the school where they work but fail to report them as required by the Gender Equality Education Act, resulting in a recurrence of campus sexual assault incidents; or they falsify, alter, destroy, or conceal evidence of campus sexual assault incidents committed by others, confirmed by the University upon investigation.

9. They falsify, alter, or destroy evidence of campus drug-related incidents committed by others, confirmed by the University upon investigation.

10. They physically punish or bully students, causing severe physical or mental harm.

11. They instruct or induce athletes to use prohibited substances, confirmed by competent organizations and verified by the Sports Coach Evaluation Committee, warranting dismissal and permanent prohibition from employment as a sports coach, or engage in other behaviors that violate relevant regulations, confirmed by the University upon investigation, warranting dismissal and permanent prohibition from employment as a sports coach.

If a sports coach falls under any of the circumstances stipulated in the preceding clauses one through six, they can be dismissed without the need for review by the Sports Coach Evaluation Committee. The dismissal must be approved by the competent authority after being reported directly by the University.

If a sports coach falls under the circumstances specified in clause seven or ten of the first item, the dismissal requires approval after being reviewed and approved by two-thirds or more of the members of the Sports Coach Evaluation Committee present, with at least half of the committee members attending the meeting. If the circumstances fall under clauses eight, nine, or eleven of the first item, the dismissal requires approval after being reviewed and approved by two-thirds or more of the members of the Sports Coach Evaluation Committee present, with at least two-thirds of the committee members attending the meeting. Following the committee's decision, approval from the competent authority is also necessary.

Article 9-1: If a sports coach falls under any of the following circumstances, the University shall dismiss them and they shall not be eligible for reappointment as a sports coach for a period ranging from one to four years:

1. Upon confirmation of sexual harassment or sexual bullying by the School Gender Equality Education Committee or a relevant committee formed according to the law, dismissal is necessary.

2. Upon receiving punishment as per the Act Governing the Prevention of Child and Youth Sexual Exploitation or the Sexual Harassment Prevention Act, and confirmation by the School Gender Equality Education Committee, dismissal is necessary.

3. Upon engaging in corporal punishment or bullying of students, resulting in physical or mental harm, dismissal is necessary.

4. Upon punishment by competent authorities at various levels as stipulated in Article 97 of the Child and Youth Welfare and Rights Protection Act, and confirmation by the Sports Coach Evaluation Committee, dismissal is necessary.

5. Upon instigating or inciting athletes to use banned substances, verified by competent authorities or organizations, and confirmed by the Sports Coach Evaluation Committee, dismissal is necessary, or if other actions violate relevant regulations, confirmed by the University's investigation, dismissal is necessary.

If a sports coach falls under the circumstances described in the preceding first or second item, they shall be dismissed without the need for review by the Sports Coach Evaluation Committee. Instead, the University shall directly report to the competent authority for approval before dismissal.

If a sports coach falls under the circumstances described in the first item's third or fourth item, the dismissal shall require the attendance of at least two-thirds of the members of the Sports Coach Evaluation Committee, with at least half of the attending members voting in favor, followed by approval from the competent authority.

If a sports coach falls under the circumstances described in the first item's fifth item, the dismissal shall require the attendance of at least two-thirds of the members of the Sports Coach Evaluation Committee, with at least two-thirds of the attending members voting in favor, followed by approval from the competent authority.

If a sports coach, after being appointed, falls under any of the circumstances outlined in the preceding clauses, they shall be subject to dismissal or non-renewal of their contract, pending approval from the Sports Coach Evaluation Committee:

1. Inadequate training performance or inability to perform duties with substantiated evidence and failure to improve within the specified timeframe.

2. Committing a serious breach of contract.

3. Failing to achieve a score of seventy or above in the annual performance evaluation for three consecutive academic years.

4. Failing to pass the performance assessment conducted by the evaluation committee for the past three academic years.

For cases falling under the first through third circumstances mentioned above, the dismissal or non-renewal shall require the attendance of at least two-thirds of the members of the Sports Coach Evaluation Committee, with at least two-thirds of the attending members voting in favor, followed by approval from the competent authority.

For cases falling under the fourth circumstance mentioned above, the dismissal or non-renewal shall require the attendance of at least half of the members of the Sports Coach Evaluation Committee, with at least half of the attending members voting in favor, followed by approval from the competent authority.

If an individual falls under any of the following circumstances, they shall not be eligible for appointment as a sports coach. If already appointed, the school shall dismiss them:

1. Falling under any of the circumstances listed in Article 9, Paragraph 1.

2. Falling under any of the circumstances listed in Article 9-1, Paragraph 1, within a period ranging from one to four years from the decision.

3. Falling under the circumstances specified in Article 10, Paragraph 1, within a period ranging from six months to three years from the final decision to suspend employment.

4. Falling under any of the circumstances listed in Article 15, Paragraph 1 of the Regulations for the Appointment and Management of Full-time Sports Coaches.

5. Falling under any of the circumstances listed in Article 16, Paragraph 1 of the Regulations for the Appointment and Management of Full-time Sports Coaches, within a period ranging from one to four years from the decision.

6. Falling under the circumstance specified in Article 18, Paragraph 1 of the Regulations for the Appointment and Management of Full-time Sports Coaches, within a period ranging from six months to three years from the final decision to suspend employment.

7. Falling under any of the circumstances listed in Article 14, Paragraph 1 or Article 19, Paragraph 1, Clause 1 of the Teachers' Act.

8. Falling under any of the circumstances listed in Article 15, Paragraph 1 or Article 19, Paragraph 1, Clause 2 of the Teachers' Act, within a period ranging from one to four years from the decision.

9. Falling under the circumstance specified in Article 18, Paragraph 1 of the Teachers' Act, within a period ranging from six months to three years from the final decision to suspend employment.

10. Falling under the circumstance specified in Article 27-1, Paragraph 1, Clause 1 or Paragraph 3, first segment of the Gender Equity Education Act.

11. Falling under the circumstance specified in Article 27-1, Paragraph 1, Clause 2 or Paragraph 3, second segment of the Gender Equity Education Act, within a period ranging from one to four years from the decision.

In cases where the circumstances specified in the preceding provisions apply, and there is a report pursuant to Article 11, Article 19 of the Regulations for the Appointment and Management of Full-time Sports Coaches, Article 20, Paragraph 1 of the Teachers' Act, or Article 27-1, Paragraph 4 of the Gender Equity Education Act, whether or not the individual has been appointed, they shall not be eligible for appointment. If already appointed, the school shall dismiss them without the need for review by the Sports Coach Review Committee, the School Gender Equality Education Committee, or any relevant committee formed according to the law; this dismissal shall be carried out directly by the school. If the circumstances do not fall under the provisions of Article 11, Article 19 of the Regulations for the Appointment and Management of Full-time Sports Coaches, Article 20, Paragraph 1 of the Teachers' Act, or Article 27-1, Paragraph 4 of the Gender Equity Education Act, the school shall handle the matter in accordance with Article 9 or Article 9-1. In such cases, whether or not the individual has been appointed, they shall not be eligible for appointment, and if already appointed, they shall be dismissed.

In cases where a sports coach is involved in the circumstances specified above, the matter shall be reviewed by the Sports Coach Review Committee. After review, the decision to dismiss or not renew the contract shall be submitted to the Ministry of Education for approval, and the individual concerned shall be notified in writing with reasons provided.

Before the Sports Coach Review Committee makes a decision on the dismissal or non-renewal of a sports coach, the individual concerned shall be given the opportunity to state their views.

Article 10: If a sports coach violates relevant laws and regulations, and the violation is confirmed by our school or relevant authorities, but does not warrant dismissal, and there is a need for suspension, the severity of the case shall be considered. With the approval of more than two-thirds of the members present at the Sports Coach Review Committee meeting and more than two-thirds of the members present in voting, suspension for a period of six months to three years may be decided upon. After approval from the Ministry of Education, the suspension shall take effect. During the period of suspension, the coach may not apply for retirement, dismissal, or engage in part-time, substitute, or other teaching, counseling, or training work at any school.

Article 11: If a sports coach falls under the circumstances stipulated in Article 9, Paragraph 1, Article 9-1, Paragraph 1, Article 9-3, and the preceding article, notification, collection, inquiry, processing, and utilization of information shall be conducted. Before a school appoints a sports coach, it shall inquire whether the coach falls under the circumstances stipulated in Article 9-3. For those already appointed, regular inquiries shall be made. The notification, collection, inquiry, processing, utilization, and other related matters shall be handled in accordance with the regulations on the notification, collection, inquiry, processing, and utilization of information for unsuitable educational personnel.

Article 12: A sports coach shall be temporarily suspended under the following circumstances:

1. Being wanted or detained in accordance with criminal proceedings.

2. Being declared deprived of public rights according to a final criminal judgment.

3. Being sentenced to imprisonment and currently serving the sentence in prison.

Article 12-1: If a sports coach is involved in any of the following circumstances, the school shall, within one month of becoming aware of the situation, temporarily suspend the coach for up to six months without requiring approval from the Ministry of Education, after obtaining approval from the school's Sports Coach Review Committee, and await investigation. When necessary, the suspension period may be extended twice, each time not exceeding three months, with approval from the Sports Coach Review Committee. If the investigation confirms the allegations, the procedures outlined in Article 9 or Article 9-1 shall be followed:

1. Situations falling under Article 9, Paragraph 1, Subparagraphs 4 to 6.

2. Situations falling under Article 9-1, Paragraph 1, Subparagraphs 1 or 2.

If a sports coach is involved in any of the following circumstances and the school deems it necessary to conduct an investigation before proceeding with dismissal, the coach may be temporarily suspended for up to three months without requiring approval from the competent authority, after obtaining approval from the Sports Coach Review Committee. When necessary, the suspension period may be extended once, not exceeding three months, with approval from the Sports Coach Review Committee. If the investigation confirms the allegations, the procedures outlined in Article 9 or Article 9-1 shall be followed:

1. Situations falling under Article 9, Paragraph 1, Subparagraphs 7 to 11.

2. Situations falling under Article 9-1, Paragraph 1, Subparagraphs 3 to 5.

Approval from at least half of the committee members present and at least half of the attending members is required for the above two circumstances.

Article 13: A sports coach suspended according to Article 10, Paragraph 1, Article 12, Paragraph 2, or Paragraph 3 shall not receive their base salary (seniority salary) during the suspension period.

A sports coach suspended according to Article 12, Paragraph 1, the preceding article's Paragraph 1, or Article 14, Paragraph 5 shall not receive their base salary (seniority salary) during the suspension period. If the reason for suspension ceases to exist, and the coach is neither dismissed nor subject to final suspension, and is reinstated, the coach shall be paid their full base salary (seniority salary) for the duration of the suspension.

A sports coach suspended according to the preceding paragraph's Paragraph 2 shall be paid half of their base salary (seniority salary) during the suspension period. If no dismissal or final suspension is imposed after the investigation, and the coach is reinstated, the coach shall be paid the remaining half of their base salary (seniority salary) for the duration of the suspension.

Article 14: During the suspension period of a sports coach, the school shall reserve their position.

A sports coach suspended in accordance with the provisions of Article 10 regarding final suspension shall be reinstated upon the expiration of the suspension period. The coach shall report back to the school for reinstatement on the day following the expiration of the suspension period.

A sports coach suspended temporarily in accordance with the provisions of Article 12 may apply for reinstatement after the reason for suspension has ceased to exist.

For a coach applying for reinstatement according to the preceding paragraph, the reinstatement must be approved by at least half of the members of the school's sports coach review committee, with at least half of the members present at the meeting.

* If a sports coach suspended according to the law fails to report back to the school for reinstatement on the day following the expiration of the suspension period as required in Paragraph 2, or fails to apply for reinstatement within three months after the reason for suspension has ceased to exist as required in Paragraph 3, the school shall be responsible for urging them to do so. The sports coach shall still be considered suspended until reporting back for reinstatement. If the coach fails to report back for reinstatement within thirty coach's control, it shall be considered as resignation.

Chapter IV: Performance Assessment and Promotion Based on Seniority

Article 15: A sports coach who has served for a full academic year until the end of the academic year shall undergo an annual performance assessment. The passing grade for the assessment is seventy points. Coaches who pass the assessment will be promoted to the salary level within the range of their position in the following academic year, while those who fail to achieve seventy points will retain their current salary.

For sports coaches who have served until the end of the academic year but for less than one full academic year and have continuously served for at least six months, or for those who have been suspended due to cases and granted reinstatement, if they have continuously served for more than six months during the assessment year, they will undergo an additional performance assessment. However, they will not be eligible for promotion in the following academic year according to regulations.

Article 16: The performance assessment of sports coaches shall be conducted by the employing unit before the end of June. The assessment will cover training and coaching performance, moral character, professional competence, promotion of specific sports, administrative cooperation, records of rewards and penalties, and diligence (see attached table). The assessment results will be submitted to the Personnel Office for review by the Sports Coach Review Committee and then approved by the principal.

The scoring criteria for the above items are as follows:

1. Training and Coaching Performance:

* Promotion and development of school athletes' training.
* Planning and execution of off-class training for athletes.
* Implementation of professional ethics, sportsmanship, moral education, athlete psychology, academic guidance for athletes, life and career counseling for athletes, and sports injury prevention.

2. Moral Character:

* Adherence to school discipline and relevant regulations for educational personnel.
* Behavior both within and outside the school.
* Creation of a team atmosphere.
* Interactions and level of recognition with athletes and parents.
* Conduct and demeanor.

3. Professional Competence:

* Participation in professional training and seminars.
* Publication of articles related to coaching expertise.
* Participation in coaching-related seminars or workshops.

4. Promotion of Specific Sports:

* Guidance for students to continue engaging in specific sports after graduation.
* Assistance in operating school-specific sports clubs and supporting specific sports.

5. Administrative Cooperation:

* Assisting in school sports training activities and related events.
* Assisting in sports training and development in nearby areas.
* Administrative support for training school athletes.

6. Rewards and Penalties, and Diligence:

* Record of rewards and penalties.
* Attendance record.

The allocation of scores for the above items, except for the first item which accounts for fifty percent, is ten percent each, totaling one hundred percent.

After the annual assessment and performance evaluation of sports coaches are approved, the school should notify the coaches in writing, providing reasons and information on the method, duration, and the authority to seek redress for those who disagree.

The interim sports coaches appointed by the school should undergo the annual assessment and an additional performance evaluation (see table) in accordance with the preceding article and the first clause of this article. However, no salary increase will be granted. Those whose scores fall below seventy percent shall not continue their interim roles from the next semester onwards.

Article 18: In the following circumstances, the school may appoint a qualified individual with a certified full-time sports coach license as a substitute for the sports coach:

1. Secondment to serve as a coach for the national training (representative) team.

2. Selection as an athlete for the national training (representative) team.

3. Leave of absence or leave without pay.

4. During suspension of appointment.

According to the provisions of the preceding paragraph, the selection and salary determination for the appointed substitute shall be handled as follows:

1. For substitutes serving more than three months, the selection process shall be conducted in accordance with Article 6.

2. Substitutes who possess the qualification level of a sports coach will be compensated in the same manner as sports coaches; those who do not possess the certified full-time sports coach qualification for the substitute position will receive 80% of the professional allowance applicable to the substitute level.

Sports coaches seconded or selected for national training as specified in items 1 and 2 of the first paragraph shall retain their position and salary during the period. The school shall appoint and pay the substitute according to the regulations, with the salary to be borne by the seconding or training unit.

Article 19: Sports coaches should guide the athletes in their development, cultivate their sound character, and protect their bodily autonomy. Their responsibilities are as follows:

1. Training, selection, competition, and counseling of the school’s athletes.

2. Specialized skill training for athletes with sports specialties or outstanding performance.

3. Sports training during non-class periods.

4. Participation in the school's related sports training activities and meetings.

5. Assisting in the sports training and development of the school and neighboring areas.

6. Participation in training, research, and further education related to sports teaching.

7. Formulating annual training plans and writing training logs.

8. Adhering to other relevant regulations of the school.

Article 20: Except as otherwise provided by law, sports coaches are not allowed to hold part-time jobs outside the school. However, the following situations are exceptions, provided that they receive school approval each semester:

1. Teaching at other schools, not exceeding four hours per week.

2. Holding positions in organizations related to their specialized sport, without affecting their primary duties at the school. If the part-time position involves regular duties, the total part-time hours must not exceed eight hours per week.

Article 21: During the term of the employment contract, sports coaches are not allowed to resign without a valid reason and the school's consent. If a full-time coach does not wish to renew the contract after its expiration, they must notify the school in writing one month before the contract ends.

Article 23: The remuneration for sports coaches is handled according to the Position Grade Table and Professional Allowance Table for full-time sports coaches at various school levels. Benefits are managed according to the relevant regulations of the Executive Yuan. Matters such as retirement, compensation, resignation, and severance are handled in accordance with the relevant regulations for educational personnel. The funding for these expenses is provided by subsidies from the Sports Administration of the Ministry of Education.

Article 24: If a sports coach believes that any measures taken by the school regarding them are illegal or improper and thus harm their rights, they may file an appeal with the school's Teacher Appeal Review Committee within ten days of receiving the notification.

Appeals mentioned in the preceding paragraph shall be handled in accordance with the relevant provisions of the Teachers' Act. During the appeal review, personnel related to sports professions shall be invited to attend and provide consultation.

Article 25: Matters not covered in these regulations, unless already stipulated by relevant laws, shall be deliberated and decided by the school's Sports Coaches Review Committee.

Article 26: These regulations shall be implemented after being approved by the Administrative Meeting and the School Affairs Meeting, and subsequently ratified by the principal. The same procedure shall apply to any amendments.