

NON-TEACHING PERSONNEL FORM

(This form only needs to be completed if your school is using a non-teacher as **Director** of Debate, Legislative Debate, Theatre, Film Festival and/or Individual Events.)

Recognizing the use in some schools of non-teaching personnel in the coaching of speech events, the purpose of the MIFA's regulations is to ensure that the non-teaching personnel have authorization to serve as the representative of the school.

As a minimum requirement the MIFA will only accept for supervisory purposes individuals in paraprofessional coaching positions who have a high school diploma or higher and who have reached the age of majority.

Register a non-teaching coach and/or an assistant coach with the state office by sending a validated MIFA Non-Teaching Personnel Form with the signature of the school principal. All alterations in coaching personnel at a school during the academic year must be submitted to the MIFA with the written authorization of the appropriate school administrator.

In the circumstance that your school has one or more non-teaching personnel involved in the coaching of a speech activity, the principal of the school should complete a copy of the following form for each coach. The form should be returned digitally (members@themifa.org) or by Fax (734-864-0322) not later than **NOVEMBER 1**.

_____ High School is using

Coach Name

as coach of the following events (Check all that apply)

- Middle Level Individual Events
- Policy and/or Public Forum Debate
- Legislative Debate
- Theatre Festival
- Film Festival
- High School Individual Events

for the 20__-20__ school year.

Although the aforementioned coach is currently not a regular full-time member of our school teaching staff, I certify that the individual is qualified under MIFA guidelines and local school board policy to serve as the coach of the speech activity(ies). I have discussed with the aforementioned coach the liability policies of our school.

In the circumstance that the aforementioned individual lacks the necessary qualifications to serve as a judge for the appropriate speech activity(ies), our school will pay the necessary fee to hire a judge.

Signature of Principal

Date