

BOARD OF EDUCATION
POLICY 7120
COACHES AND ADVISORS OF
HIGH SCHOOL EXTRACURRICULAR
ACTIVITIES

Effective: July 1, 2011

I. Policy Statement

The Board of Education of Howard County believes that a comprehensive and well-rounded program of education-based student extracurricular activities will be made available to high school students in the Howard County Public School System (HCPSS). To provide high quality instruction and supervision during these activities, the Board also believes it is essential that the advisors and interscholastic athletic coaches of these activities have appropriate qualifications and training for their responsibilities.

II. Purpose

The purpose of this policy is to establish criteria for the employment of both interscholastic athletic coaches and advisors of high school extracurricular activities.

III. Definitions

Within the context of this policy, the following definitions apply:

- A. Advisor – An individual who instructs, supervises, and provides leadership to students in an approved extracurricular activity. Advisors are categorized in the following hierarchy:
 - 1. Certificated Advisor
 - 2. Emergency Advisor
 - 3. Volunteer Advisor
- B. Approved Extracurricular Activity – Board-sanctioned activity for which coaches or advisors receive stipends.
- C. Certificated Advisor – Teacher or other certificated employee of the HCPSS who instructs, supervises, and provides leadership to students in an approved extracurricular activity.
- D. Certificated Coach – Teacher or other certificated employee who instructs student athletes in the fundamentals of a competitive sport and directs individual/team strategies.

- E. Certificated Employee – A contracted employee possessing either a current teaching certificate in the state of Maryland or other acceptable teaching certification.
- F. Coach – Individual who instructs student athletes in the fundamentals of a competitive sport and directs individual/team strategies. Coaches are categorized in the following hierarchy:
 - 1. Certificated Coach
 - 2. Credentialed Coach
 - 3. Emergency Coach
 - 4. Volunteer Coach
- G. Credentialed Coach – An individual who, after July 1, 2010, possesses Maryland Public Secondary Schools Athletic Association (MPSSAA)/Maryland State Department of Education (MSDE) Coaches Certification prior to the start of their fourth year as an emergency coach.
- H. Education-Based Activities – Approved extracurricular activities that promote learning while contributing to the educational program of the HCPSS and to the development of good citizenship.
- I. Emergency Advisor – Individual who instructs, supervises, and provides leadership to students in an approved extracurricular activity in the absence of a regularly appointed certificated advisor.
- J. Emergency Coach – Individual who instructs student athletes in the fundamentals of a competitive sport and directs individual/team strategies in the absence of a certificated coach or credentialed coach.
- K. New Employee – Any employee who was not in active employment status during the previous school year.
- L. Volunteer Advisor – Individual who assists a certificated advisor or emergency advisor.
- M. Volunteer Coach – Individual who assists a certificated coach, a credentialed coach, or an emergency coach in the instruction of fundamentals and the implementation of individual/team strategies.

IV. Standards

- A. All coaches and advisors will be teachers or other certificated employees of the HCPSS, provided they are qualified and acceptable.

- B. If a qualified and acceptable certificated coach/advisor is not available, high schools may employ either a credentialed coach or an emergency coach/advisor.
- C. If a qualified and acceptable certificated coach is not available, high schools may employ a credentialed coach if the individual:
 - 1. Possesses MPSSAA/MSDE Coaches Certification
 - 2. Has two years of successful coaching as an emergency coach in the HCPSS
 - 3. Has spent the previous year as a successful emergency coach at the school of hire in the position of hire
 - 4. Is eligible to hold a Maryland certificate.
- D. An emergency coach or emergency advisor must at minimum:
 - 1. Be at least 21 years old
 - 2. Possess a high school diploma or equivalent.
- E. Schools may permit a volunteer coach/advisor to assist their coaching/advising staff if the individual:
 - 1. Is at least 21 years old
 - 2. Possesses a high school diploma or equivalent
 - 3. Works under the direction of the head coach/advisor only. (Exceptions may be granted by the Coordinator of Athletics for volunteer coaches, or by the principal for volunteer advisors.)
- F. In sports having more than one coach, emergency coaches may not comprise more than 50 percent of the sport staff for any team.
- G. The number of volunteer coaches/advisors may not exceed the total of all emergency, credentialed, and certificated/teacher coaches/advisors for any sport team/activity.
- H. Prior to reporting for his/her assignment, all coaches must complete:
 - 1. A state-approved one-credit course in the care and prevention of athletic injuries (being enrolled in this course is acceptable)

2. An approved safety and risk management session on bloodborne pathogens
 3. An approved concussion education session
 4. An approved Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) course
 5. Child abuse training consistent with Policy 1030 Child Abuse and Neglect.
- I. Band front, pom pom, and emergency advisors must complete H.2., H.4., and H.5. above.
 - J. The assignment of a coach or student activity advisor will be voluntary and is only for one season/year.
 - K. All coaches will be processed by Human Resources prior to reporting for their assignment.
 - L. All coaches must attend the annual rules clinic sponsored by the HCPSS.
 - M. The principal/designee will assess the qualifications and acceptability of candidates for coaches/advisors and will make recommendations for employment.
 - N. The Coordinator of Athletics is responsible for final approval of all coaches.
 - O. Principals will be responsible for final approval of all advisors.
 - P. The principal/designee will evaluate coaches/advisors annually.
 - Q. Stipends for certificated, credentialed, and emergency coaches, and certificated and emergency advisors will be paid exclusively by the HCPSS. Coaches/advisors may not accept compensation from any other individual or organization.
 - R. Volunteer coaches/advisors may not accept compensation from any organization or individual.
 - S. If an individual coaches activities that run concurrently, he/she will be compensated for only one activity unless approved by the Coordinator of Athletics.
 - T. Elimination of an activity by the Board may result in an appointment not being renewed.

V. Compliance

- A. The Coordinator of Athletics is responsible for:
 - 1. Final approval of all coaches
 - 2. Assuring that coaches have completed a state-approved course in the care and prevention of athletic injuries
 - 3. Assuring that coaches have completed an approved session on bloodborne pathogens
 - 4. Assuring that new coaches have completed an approved CPR/AED course.
- B. Principals are responsible for:
 - 1. Final approval of all advisors
 - 2. Assuring that coaches have completed an approved concussion education session
 - 3. Assuring that coaches have renewed CPR/AED certification
 - 4. All coaches attending the annual rules clinic.
- C. Principals/designees will recommend coaches/advisors and will evaluate them annually.
- D. The Office of Human Resources will be responsible for:
 - 1. Processing coaches/advisors
 - 2. Child abuse training.

VI. Delegation of Authority

The Superintendent is directed to develop and implement regulations and procedures for selecting and assigning interscholastic athletic coaches and student activity advisors.

VII. References

- A. Legal
COMAR: 13A.06.03

FEDERAL STATUTE: Title IX of the Education Amendments of 1972,
Public Law 92-318

MARYLAND STATE ANNOTATED CODE: The Fitness and Athletic Equity
for Students with Disabilities Act of 2008

B. Other Board Policies

Policy 1000 Civility

Policy 1010 Discrimination

Policy 1020 Sexual Harassment

Policy 1030 Child Abuse and Neglect

Policy 1040 Safe School Environments

Policy 1060 Bullying, Cyberbullying, Harassment, or Intimidation

Policy 7030 Employee Conduct and Discipline

Policy 9080 Interscholastic Athletic Program

C. Other

The Handbook of the Maryland Public Schools Secondary Athletic Association

National Federation of High Schools Handbook

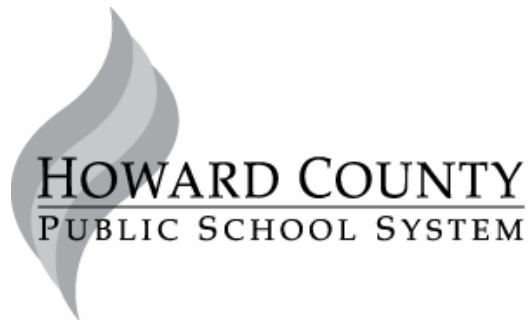
ADOPTED: June 15, 1984

AMENDED: May 28, 1992

May 27, 1999

January 13, 2011

EFFECTIVE: July 1, 2011



POLICY 7120-PR
IMPLEMENTATION PROCEDURES
COACHES AND ADVISORS OF
HIGH SCHOOL EXTRACURRICULAR
ACTIVITIES

Effective: July 1, 2011

I. Procedures for Selection of Coaches and Advisors of High School Extracurricular Activities

A. When a coaching vacancy exists:

1. If unable to fill a coaching position, the principal/designee will notify the Coordinator of Athletics, who will advertise the coaching vacancy to certificated employees in the HCPSS for at least thirty calendar days.
2. If no certificated coach is selected within the HCPSS, the principal/designee:
 - a. May recommend renewal of an existing credentialed coach or emergency coach for another season, or
 - b. May request that the Coordinator of Athletics advertise for qualified emergency coach applicants in local media.
3. The principal/designee will document that the position was advertised.
4. The principal/designee will document the names of all applicants as well as the reasons(s) for not selecting each.

B. When an advisor vacancy exists:

1. The principal/designee, if unable to fill the position within the school, will notify the appropriate curriculum coordinator who will advertise the advisor vacancy to certificated employees in the HCPSS for at least thirty calendar days.
2. If no certificated advisor is selected within the HCPSS, the principal/designee:
 - a. May recommend renewal of a previous emergency advisor for another year, or
 - b. May request that the appropriate curriculum coordinator advertise for qualified emergency advisor applicants in the local media. This excludes

activities that occur in conjunction with a course offering (e.g., journalism).

3. The principal/designee will document that the position was advertised.
 4. The principal/designee will document the names of all applicants and the reason(s) for not selecting each.
- C. The principal/designee will assess and verify the qualifications and acceptability of candidates for coaches/advisors and make recommendations for employment.
- D. Recommendations for filling a coaching vacancy will be accepted upon the approval of the Coordinator of Athletics who will notify the selected candidate, in writing, of the assignment, including the conditions of employment.
- E. Recommendations for filling a student activity advisor vacancy will be accepted upon the approval of the principal/designee who will notify the selected candidate, in writing, of the assignment, including the conditions of employment.

II. Procedures for Evaluation and Reappointment

- A. Coaches' responsibilities will be reviewed by the principal/designee for compliance with:
1. Program objectives established jointly by the principal/designee and coach prior to or during a sports season
 2. Coaches' Job Description
 3. Howard County Coaches' Code of Ethics
 4. Howard County Coaches' Evaluation form
 5. Howard County Public School System Interscholastic Sports Policies and Procedures Handbook.
- B. Student activity advisor's responsibilities will be reviewed by the principal/designee for compliance with:
1. The program objectives jointly established by the principal/designee and student activity advisor prior to or during an activity
 2. Maintenance of appropriate records of student attendance, participation, and other pertinent information

3. Care of facilities and equipment
 4. Provisions for safety.
- C. Evaluations of current coach/advisor appointments will be carried out by the principal/designee within 60 calendar days of the end of the season/year to determine appointment for the following year.
1. The principal/designee, will inform the coaches/advisors, in writing, within the same 60-day period of the decision to recommend or not recommend reappointment for the next school year.
 2. Each coach who is reappointed will receive a written notice of assignment signed by the Coordinator of Athletics.
 3. Each student activity advisor who is reappointed will receive a written notice of assignment signed by the principal/designee.
 4. The principal may recommend to the Coordinator of Athletics the removal of a coach.
 5. Elimination of an activity by the Board may result in an appointment not being renewed.
- D. Compensation
1. Compensation will be authorized only if:
 - a. An official appointment has been made, and
 - b. Funds for this purpose are included in the operating budget.
 2. The principal/designee will verify to the Superintendent/Designee that completion of all duties by coaches/advisors has occurred. After verification of all agreement obligations, compensation will be authorized.

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