

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

Effective: May 27, 1999

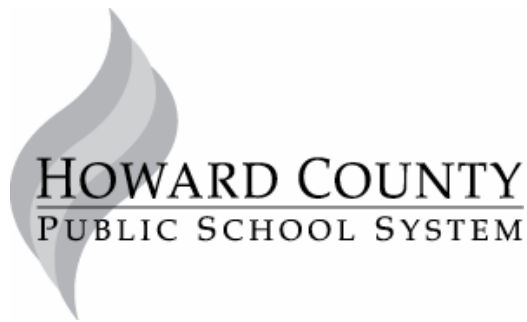
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**Policy Statement**

Consistent with the mission and goals of the Howard County Public School System, a comprehensive and well-rounded program of student activities is made available to high school students. To provide competent supervision, it is essential that the advisors and coaches of these activities have appropriate experience and qualifications for their responsibilities.

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

Original Approval: June 15, 1984  
Date of Revision: May 28, 1992  
May 27, 1999



**POLICY 7120-R**  
REGULATIONS  
**COACHES AND ADVISORS OF**  
**HIGH SCHOOL EXTRACURRICULAR**  
**ACTIVITIES**

Effective: May 27, 1999

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**I. Definitions**

- A. **Certificated Employee** - A contracted employee possessing a current teaching certificate in the state of Maryland or other teaching certification acceptable by the Superintendent or designee.
- B. **New Employee** – Any employee not in active employment status during the previous school year.
- C. **Interscholastic Athletics**
  - 1. **Coaches**
    - a. **Certificated Teacher/Coach** – Teacher or certificated professional educator employee of the Howard County Public School System who instructs student athletes in the fundamentals of a competitive sport and directs individual/team strategies.
    - b. **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 teacher/coach.
    - c. **Volunteer Coach** – Individual who assists the certificated teacher/coach or emergency coach in the instruction of fundamentals and the implementation of individual/team strategies.
  - 2. **Athletic Director** - Individual responsible for the leadership of the interscholastic athletic program in a school.
- D. **Extracurricular Student Activities**
  - 1. **Student Activity Advisor** – Teacher or certificated professional educator employee of the Howard County Public School System who instructs, supervises, and provides leadership to students in an approved extracurricular activity.
  - 2. **Emergency Advisor** – Individual who instructs, supervises, and provides leadership to students in an approved extracurricular activity in the absence of a regularly appointed student activity advisor.

3. Volunteer Advisor – Individual who assists the student activity advisor or emergency advisor.

## II. Regulations

### A. Qualifications

1. All athletic directors, coaches and student activity advisors will be teachers or certificated professional educator employees of The Howard County Public School System when qualified employees are available.
2. When no such qualified individual is available, schools may employ a suitable individual as an emergency coach or student activity advisor if:
  - a. The individual is at least 21 years old.
  - b. The individual possesses a high school diploma.
3. The coordinator of athletics or the superintendent/designee must approve filling a vacancy with an emergency coach/advisor.
4. Schools may permit a volunteer coach/advisor to assist their coaching/advising staff if the individual:
  - a. Is at least 21 years old.
  - b. Possesses a high school diploma.
  - c. Works only under the direction of the head coach/advisor, and is not allowed to serve as a head coach/advisor at any level unless approved by the coordinator of athletics.
5. In sports having more than one coach, emergency coaches may not comprise more than 50 percent of the sport staff for any team.
6. The number of volunteer coaches/advisors may not exceed the sum of emergency and certificated/teacher coaches/advisors for any sport team/activity.

### B. Other Requirements

1. All athletic directors, coaches, and cheerleader advisors must have completed or be enrolled in a state-approved course in the care and prevention of athletic injuries prior to the first practice of the year/season

2. The acceptance of any assignment by an athletic director, coach or student activity advisory shall be voluntary and for a single season/year.
3. All athletic directors and coaches must have completed an approved session on bloodborne pathogens prior to reporting to his or her assignment.
4. All athletic directors must attend all meetings scheduled by the coordinator of athletics.
5. All coaches must attend the annual rules clinic sponsored by the Howard County Department of Education.
6. All new employees hired after October 1, 1986 must be fingerprinted and complete appropriate criminal background disclosure forms. No athletic director, coach or advisor shall report to his or her assignment until:
  - a. He/she has been fingerprinted at the designated fingerprint location, and
  - b. The fingerprint receipt has been presented to, and all other pre-employment materials have been processed by, the Department of Human Resources.

C. Selection and Evaluation

1. The principal/designee will be responsible for assessing the qualifications of candidates and making recommendations for employment.
2. The selection of coaches and student activity advisors will comply with all non-discriminatory provisions, including Title IX of the Education Amendments of 1972, Public Law 92-318; the Public School Laws of Maryland; the recommendations and standards of the Maryland State Department of Education; and The Handbook of the Maryland Public School Secondary Athletic Association.
3. The principal/designee will evaluate coaches/advisors annually and make recommendations regarding reappointment.

D. Compensation

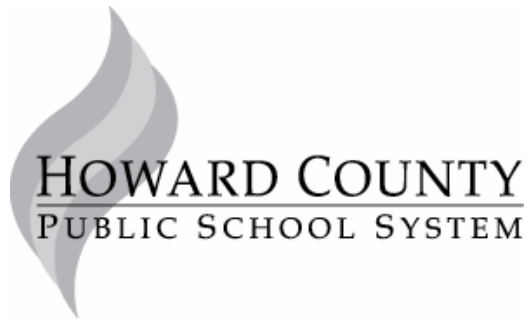
1. Stipends for athletic directors, certificated/teacher and emergency coaches, and student activity advisors will be paid by The Howard County Public

School System. No compensation may be accepted from any other individual or organization.

2. Volunteer coaches/advisors may not accept compensation from any organization or individual.
3. Individuals may be compensated for more than one activity provided they do not run concurrently.

Legal Reference: Title 13A, State Board of Education; subtitle .06, Supporting Programs; Chapter 03, Interscholastic Athletics in Maryland, approved August 14, 1989; Family Law Article, §5-560.

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Date of Revision: May 28, 1992  
May 27, 1999



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

Effective: May 27, 1999

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I. Selection

- A. When a coaching vacancy exists, the following procedures will be used to advertise the position:
1. The school principal/designee will advertise the vacancy within the school for at least ten calendar days.
  2. If no certificated teacher/coach is selected from among the school staff, the principal/designee will notify the Coordinator of athletics, who will advertise the coaching vacancy within the school system at least thirty calendar days.
  3. If no certificated teacher/coach is selected within the school system, the principal/designee may:
    - a. Recommend renewal of the previous emergency coach position for one more season.
    - b. Request that the Coordinator of Athletics advertise for qualified emergency coach applicants in local newspapers. The principal/designee will provide documentation that the position was advertised, as well as the names of any applicants and the reason(s) for not selecting each, as part of the request.
- B. When a student activity advisor vacancy exists, the following procedures will be used to advertise such a position.
1. The school principal/designee will advertise the vacancy within the school for at least ten calendar days.
  2. If no student activity advisor is selected from among the school staff, the principal/designee will notify the superintendent/, who will advertise the student activity advisor vacancy within the school system for at least thirty calendar days.

3. If no student activity advisor is selected within the school system, the principal/designee may elect one of the following options:
  - a. Recommend renewal of the previous emergency advisor position for one more year.
  - b. Request that the superintendent/designee advertise for qualified emergency advisor applicants in local newspapers. The principal/designee will provide documentation that the position was advertised, as well as the names of any applicants and the reason (s) for not selecting each, as part of the request This excludes activities that occur in conjunction with a course offering (e.g., journalism).
- C. The principal/designee will be responsible for assessing and verifying the qualifications of candidates and making recommendations for employment.
- D. Recommendations for filling a coaching vacancy will be accepted upon the approval of the coordinator of athletics, who will send the selected candidate a written notice of assignment which specifies the conditions of employment.
- E. Recommendations for filling a student activity advisor vacancy will be accepted upon the approval of the superintendent/designee, who will send the selected candidate a written notice of assignment that specifies the conditions of employment.

## II. Evaluation and Reappointment

### A. Evaluation Criteria

1. The principal/designee will review the coaches and athletic directors' exercise of responsibilities in the following areas:
  - a. Compliance with written program objectives jointly established prior to the sports season by the principal/designee and coach/athletic director.
  - b. Compliance with the coaches and athletic directors' responsibilities outlined in the current Interscholastic Athletic Handbook.
2. The principal/designee will review the student activity advisor's exercise of responsibilities in the following areas:
  - a. Compliance with the written program objectives jointly established prior to the activity by the principal/designee and student activity advisor.

- b. Maintenance of appropriate records of student attendance, participation, and other pertinent information.
  - c. Care of facilities and equipment.
  - d. Provisions for safety.
- B. Within 60 days after the end of a sports season or activity, the principal/designee will review current appointments relative to their continuation for the following year:
- 1. The principal/designee will inform the coaches and student activity advisors within 60 days, (in writing) 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 superintendent/designee.
  - 4. If non-reappointment is a result of the elimination of an activity, such elimination will not be made without prior consultation with the administrative coordinator of High Schools and appropriate supervisor unless the elimination is the result of Board action.
- C. Compensation
- 1. Compensation will be allowed when an official appointment has been made and when funds for this purpose are included in the Board of Education budget.
  - 2. The principal/designee will verify to the Coordinator of Athletics/Superintendent or designee that completion of all duties by coaches and student advisors has occurred. After verification of all agreement obligations, compensation will be authorized.

Administrative approval: June 15, 1984  
Revised: May 28, 1992  
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