

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 that are Board-sanctioned and for which coaches or advisors receive stipends.

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. Certificated Advisor – Teacher or other certificated employee of the HCPSS who instructs, supervises, and provides leadership to students in an approved extracurricular activity.
- C. Certificated Coach – Teacher or other certificated employee who instructs student athletes in the fundamentals of a competitive sport and directs individual/team strategies.
- D. Certificated Employee – An HCPSS employee possessing either a current teaching certificate in the state of Maryland or other acceptable teaching certification.

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- E. Coach – An 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
- F. 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.
- G. 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.
- H. Emergency Advisor – An individual who instructs, supervises, and provides leadership to students in an approved extracurricular activity in the absence of a regularly appointed certificated advisor.
- I. Emergency Coach – An 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.
- J. Extracurricular Activities – HCPSS-sponsored activities available to students beyond the regular school day, which are voluntary and not required for the satisfactory completion of a particular class.
- K. Interscholastic Athletics – Approved athletic competition between or among two or more high schools.
- L. Volunteer Advisor – An individual who assists a certificated advisor or emergency advisor. This is a non-compensated position.
- M. Volunteer Coach – An 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. This is a non-compensated position.

IV. Standards

- A. This policy covers Board-sanctioned extracurricular activities for which coaches or advisors receive stipends.

- B. All coaches and advisors will be teachers or other certificated employees of the HCPSS, provided they are qualified and acceptable.
- C. If a qualified and acceptable certificated coach/advisor is not available, high schools may employ either a credentialed coach or an emergency coach/advisor.
- D. 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 for coaches.
 - 2. Has two years of successful coaching as an emergency coach in the HCPSS.
 - 3. Has spent the third year as a successful emergency coach at the school of hire in the position of hire.
 - 4. Is eligible to hold a Maryland teaching certificate.
- E. An emergency coach or emergency advisor must at minimum:
 - 1. Be at least 21 years old.
 - 2. Possess a high school diploma or equivalent.
- F. Schools may permit a volunteer coach/advisor to assist their paid 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.)
- G. In sports having more than one coach, emergency coaches may not comprise more than 50 percent of the sport staff for any team.
- H. A school may have one volunteer coach/advisor for every paid coach/advisor in a particular sport/activity. Beyond the number of volunteer coaches/advisors allocated above, a school may also have two additional volunteer coaches/advisors per sport/activity.
- I. Prior to reporting for his/her assignment, all coaches are required to complete approved training in the following:

1. New coach orientation which includes HCPSS policies regarding educational equity, bullying, and safety.
 2. A one-credit course in the care and prevention of athletic injuries (being enrolled in this course is acceptable).
 3. A safety and risk management training session on bloodborne pathogens.
 4. A concussion education training session.
 5. A Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) course.
 6. Child abuse reporting training consistent with Policy 1030 Child Abuse and Neglect.
 7. A sudden cardiac arrest training session.
 8. A heat illness prevention training session.
- J. The assignment of a coach or advisor will be voluntary and is only for one season/year.
- K. All coaches/advisors 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. Final approval of all coaches will be given by the Coordinator of Athletics.
- O. Final approval of all advisors will be made by the principal.
- 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. Responsibilities

- A. The Coordinator of Athletics will:

1. Ensure all new coaches attend new coach orientation.
2. Have final approval of all coaches.
3. Ensure that coaches have completed a course in the care and prevention of athletic injuries.
4. Ensure that coaches have completed a session on bloodborne pathogens.
5. Ensure that new coaches have completed a CPR/AED course.

- B. Principals will:

1. Have final approval of all advisors.
2. Ensure that coaches have completed a concussion education session.
3. Ensure that coaches have renewed CPR/AED certification.
4. Ensure that coaches have completed a sudden cardiac arrest session.
5. Ensure that coaches have completed a heat illness prevention session.
6. Ensure all coaches attend the annual rules clinic.

- C. Principals/designees will recommend coaches/advisors for hire and will evaluate them annually.

- D. The Office of Human Resources will ensure:

1. Processing of coaches/advisors.
2. Child abuse reporting training.
3. Fingerprinting.
4. Reviewing the coach/advisor applicant's employment history, per Section 6-113.2 of the Education Article.

VI. Delegation of Authority

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

VII. References

- A. Legal
 - Title IX of Public Law (Pub. L. 92-318, Title IX, June 23, 1972)
 - The Annotated Code of Maryland, Education Article, Title 7, Subtitle 4B, The Fitness and Athletic Equity for Students with Disabilities Act of 2008
 - COMAR 13A.06.03, Interscholastic Athletics in the State
 - Maryland House Bill 486 Education-Personnel Matters-Child Sexual Abuse and Sexual Misconduct Prevention
- B. Other Board Policies
 - Policy 1000 Civility
 - Policy 1010 Anti-Discrimination
 - Policy 1020 Sexual Discrimination, Sexual Harassment, and Sexual Misconduct
 - Policy 1030 Child Abuse and Neglect
 - Policy 1040 Safe and Supportive Schools
 - Policy 1060 Bullying, Cyberbullying, Harassment, or Intimidation
 - Policy 7030 Employee Conduct and Discipline
 - Policy 9080 Interscholastic Athletic Program
- C. Relevant Data Sources
- D. Other
 - The Handbook of the Maryland Public Schools Secondary Athletic Association
 - National Federation of High Schools Handbook
 - Howard County Interscholastic Sports Policies and Procedures Handbook

VIII. History

ADOPTED: June 15, 1984
REVIEWED:
MODIFIED:
REVISED: May 28, 1992
 May 27, 1999
 January 13, 2011
 May 14, 2020
EFFECTIVE: July 1, 2020

**SELECTION OF COACHES AND ADVISORS OF
HIGH SCHOOL EXTRACURRICULAR
ACTIVITIES**

Effective: July 1, 2020

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 Howard County Public School System (HCPSS) for at least twelve 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, advertise the advisor vacancy to HCPSS employees for at least thirty calendar days.
2. If no certificated advisor meets the selection criteria within the HCPSS, the principal/designee:
 - a. May recommend renewal of a previous emergency advisor for another year, or
 - b. May 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 an 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. Advisor's responsibilities will be reviewed by the principal/designee for compliance with:
1. The program objectives jointly established by the principal/designee and 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 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.

III. References

Howard County Coaches' Code of Ethics
Howard County Coaches' Evaluation form
Howard County Public School System Interscholastic Sports Policies and Procedures Handbook

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