

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

Effective: August 18, 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. Monitoring

Policy 7120 implementation procedures will be overseen by the Division of School Management and Instructional Leadership.

IV. References

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

V. History¹

ADOPTED: June 15, 1984
REVIEWED:
MODIFIED: August 18, 2020
REVISED: May 28, 1992
 May 27, 1999
 January 13, 2011
 May 14, 2020
EFFECTIVE: August 18, 2020

¹ Key: *Adopted*-Original date the Board took action to approve a policy; *Reviewed*-The date the status of a policy was assessed by the Superintendent's Standing Policy Group; *Modified*-The date the Board took action to alter a policy that based on the recommendation of the Superintendent/designee did not require a comprehensive examination; *Revised*-The date the Board took action on a that policy based on the recommendation of the Superintendent/designee needed a comprehensive examination; *Effective*-The date a policy is implemented throughout the HCPSS, typically July 1 following Board action.