

## COACHING INFORMATION

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### COACHING ELIGIBILITY/SELECTION

Schools must follow procedures and guidelines contained in the Extracurricular Activities (ECA) Handbook when hiring athletic coaches. The ECA Handbook is provided by the MCPS Employee and Retiree Service Center (ERSC) and is available online at the following address: [www.montgomeryschoolsmd.org/departments/ersc/docs/eca\\_handbook\\_current.pdf](http://www.montgomeryschoolsmd.org/departments/ersc/docs/eca_handbook_current.pdf)

A partial list of procedures and guidelines are indicated below. Coaching applicants are not allowed to meet with students or to conduct practices until the school receives verification and approval of the ECA plan from ERSC.

1. Types of Stipend Coaches—All MCPS coaches must satisfy specific coaching certification requirements. The following are the three categories of MCPS paid stipend coaches:
  - a. MCPS Teacher-level Staff (Unit Members)
  - b. Credentialed Non-Unit Members (Non-unit members who have completed two years of successful coaching, including one year at the school of hire, in the position of hire)
  - c. Non-Credentialed Non-Unit Members (Non-unit members who have not completed two years of successful coaching, including one year at the school of hire, in the position of hire)
2. Coaching Certification Requirements—All MCPS paid stipend coaches must do the following:
  - a. Complete the MCPS New Coaches' Seminar prior to the start of their first season.
  - b. Complete the NFHS Coaches' Education Course entitled *Creating a Safe and Respectful Environment* prior to the start of their first season.
  - c. Achieve and retain current certification in CPR/AED.
  - d. Complete the one-credit MSDE course *Care and Prevention of Athletic Injuries* within one year of the start of the season for which they were first hired.
  - e. Complete the NFHS Level 1 Coaching Certification standards within one year of the start of the season for which they were first hired.
  - f. Complete the NFHS Coaches' Education Course entitled *Concussions in Sports—What You Need to Know* every two years.
  - g. Complete the NFHS Coaches' Education Course *A Guide to Heat Acclimatization and Heat Illness Prevention* every two years.
3. Selection Priority—Schools must hire coaches to vacant positions according to the following priority:
  - a. Unit Member—Qualified, certified MCPS teacher-level staff must be hired for coaching vacancies before non-MCPS teacher-level staff is considered.
  - b. Non-Unit Members—If there are no qualified MCPS teacher-level staff available for a vacant coaching position, schools may hire non-unit members as follows:
    - (1) A qualified MSDE-certified professional educator.
    - (2) If there are no qualified MSDE-certified professional educators available, schools may hire qualified high school graduates who are at least 21 years of age.
4. Supporting Services Employees—Supporting services employees may be eligible for stipend activities if the following guidelines are met:
  - a. The school has sought teacher-level applicants and does not have a qualified candidate who is interested, AND

- (1) The employee volunteered to take the assignment, AND
  - (2) The employee is part-time with enough remaining time to conduct the activity without exceeding 40 hours per week (generally, this means that a supporting services employee who works 30 hours per week or less may be considered), OR
  - (3) The employee is full-time but the stipend requires work in a different capacity than his/her normal work. The *Fair Labor Standards Act* considers anything instructional to be similar work. Therefore, the regular work of an employee must not be instructionally related. In general, significant contact with students is considered to be instructionally related. Employees in such positions as paraeducators, media assistants, and career information coordinators are considered instructional under this limitation and may not work in a stipend activity if it would require beyond 8 hours a day or 40 hours a week.
- b. Full-time supporting services personnel whose major job description involves working directly with students may not be hired under any circumstances. Full-time supporting services personnel who may be hired in extraordinary circumstances include building service workers, security assistants, instructional data assistants, and media service technicians.
5. Volunteer Coaches—Guidelines regarding volunteer coaches are located in the Volunteer Coach Application and Contract (located in the “Forms” section of this handbook). Schools must complete this contract annually for each volunteer. A school is limited to two volunteer coaches per each varsity and junior varsity team.
  6. Consultants—A visiting consultant is allowed to work with a coach and team for a one-day period once during a sport season. Any number of consultants may be used, but each consultant may work with a team on only one day each season.
  7. Coaching Restrictions—Coaching restrictions include the following:
    - a. Coaching applicants, including preseason and postseason coaches, as well as former MCPS employees who have been inactivated, may not meet with students or conduct practices until all employment paperwork and fingerprinting has been completed by appointment with the Office of Human Resources and Development. When the Office of Human Resources and Development/ERSC processing is completed and an ID number is assigned, the employee’s name, ID number, and ECA assignment should be submitted to the Office of School Support and Improvement to be added to the school’s ECA Plan, using MCPS Form 430-58: *Change to Annual Plan for Extracurricular Activities*.
    - b. There is no tenure associated with coaching positions. Coaches are hired on a one-season basis.
    - c. In sports having more than one coach, non-MCPS teacher-level staff may not make up more than 50 percent of the staff.
  8. Compensation of Coaches—Salaries for coaches will be paid by MCPS. Coaches are MCPS employees and may be compensated only through the standard payroll procedure. Under no circumstances are coaches to be paid by a booster club, athletic fund, or other source. Volunteer coaches are not to be paid. Coaches’ salaries (stipends) and general expectations are described in the MCPS ECA Handbook provided by ERSC.
  9. Designation of Coaches—Designation of coaching responsibilities as head, varsity, assistant, or junior varsity coach will be determined by the local school principal and athletic director.
  10. Evaluation of Coaches—Coaches shall be evaluated annually by the principal and athletic director. MCPS Form 565-13: *Coach Evaluation Form*, shall be used.