



Extracurricular Activities Program

FY 2012
(2011-2012)

Employee and Retiree Service Center
Montgomery County Public Schools
Rockville, Maryland



Athletic Stipends for FY 2012

As part of the MCPS budget for the school year 2011-2012, athletic stipends have been reduced.

The following high school stipends are not available for FY 2012:

- Developmental Girls Golf (E3C50)
- Cheerleaders – Spring (E3E32, E3E42)
- Cheerleaders – Plan I Winter (Varsity, E3E31)
- Cheerleaders – Plan II Winter (Junior Varsity, E3E46)

The following list provides the stipend rates in effect for FY 2012:

Summary of Athletic Stipend Reductions for FY 2012			
<u>VARSIITY</u>			
Job Code	Description	FY 12 Stipend	Comments
E3A024	Baseball, Varsity	\$4,172	
E3A074	Basketball Varsity (Boys)	\$4,522	
E3B024	Basketball Varsity (Girls)	\$4,522	
E3B164	Field Hockey, Varsity (Girls)	\$3,402	
E3A144	Football, Assistant Coach	\$4,816	
E3A054	Football, Head Coach	\$5,586	
E3B144	Gymnastics (Girls)	\$1,834	
E3C344	Lacrosse, Varsity (Boys)	\$3,052	
E3C354	Lacrosse, Varsity (Girls)	\$3,052	
E3A014	Soccer, Varsity (Boys)	\$3,500	
E3B194	Soccer, Varsity (Girls)	\$3,500	
E3B054	Softball, Varsity (Girls)	\$4,172	
E3B034	Volleyball, Varsity (Girls)	\$3,290	
E3A064	Wrestling, Varsity	\$4,830	
E3E304	Cheerleaders-Varsity-Plan I-Fall	\$2,149	Must have two sponsors. Cannot be used for Winter
E3E404	Cheerleaders-Varsity-Plan II-Fall	\$2,324	One Sponsor

Summary of Athletic Stipend Reductions for FY 2012			
<u>VARSIITY</u>			
Job Code	Description	FY12 Stipend	Comments
E3E444	Cheerleaders-Varsity-Plan II-Winter	\$1,841	For Varsity only
E3C244	Cross Country (Co-Ed)	\$3,374	
E3C454	Cross Country Asst. (Co-Ed)	\$3,164	
E3C474	Track Asst. (Co-Ed)	\$3,444	
E3C214	Track Head Coach (Co-Ed)	\$3,738	
E3A214	Tennis (Boys)	\$3,038	
E3B044	Tennis (Girls)	\$3,108	
E3C014	Golf (Co-Ed)	\$1,834	
E3C124	Indoor Track (Co-Ed)	\$3,262	
E3C464	Indoor Track Asst. (Co-Ed)	\$3,024	
E3A264	Volleyball, Varsity (Boys)	\$3,234	
E3C204	Volleyball, Varsity (Co-Ed)	\$3,234	
<u>JUNIOR VARSITY</u>			
E3A114	Baseball, Jr. Varsity	\$2,758	
E3A164	Basketball Jr. Varsity(Boys)	\$3,304	
E3B124	Basketball Jr. Varsity(Girls)	\$3,304	
E3B214	Field Hockey, Jr. Varsity (Girls)	\$2,408	
E3C334	Lacrosse, Jr. Varsity (Boys)	\$2,380	
E3C374	Lacrosse, Jr. Varsity (Girls)	\$2,380	
E3A104	Soccer, Jr. Varsity (Boys)	\$2,660	
E3B224	Soccer, Jr. Varsity (Girls)	\$2,660	
E3B184	Softball, Jr. Varsity (Girls)	\$2,758	
E3B134	Volleyball, Jr. Varsity (Girls)	\$2,394	
E3A154	Wrestling Jr. Varsity	\$3,696	

<u>MIDDLE SCHOOL</u>			
Job Code	Description	FY12 Stipend	Comments
E3B112	Basketball, MS (Boys)	\$1,152	
E3B082	Basketball, MS (Girls)	\$1,152	
E3B232	Soccer, MS (Boys)	\$1,138	
E3B252	Soccer, MS (Girls)	\$1,138	
E3B282	Softball, MS (Boys)	\$1,082	
E3B072	Softball, MS (Girls)	\$1,082	

- E3C362 MS Athletic Coordinator - \$2,534
- E3C234 HS Intramural Dir. (Co-ed) - \$532

Extracurricular Activities Program

The descriptions in this handbook have been prepared to provide principals guidelines of the minimum time requirements expressed in terms of days and hours that coaches/sponsors are expected to work to fulfill the requirements of the activity. All times listed for activities are based upon minimum program requirements that coaches/sponsors are expected to complete beyond the regular work hours.

GUIDE

	<u>Page</u>
Alphabetical Listing of Non-athletic Stipends - Class III	ii
Alphabetical Listing of Athletic Stipends - Class III	iii-iv
Class I Extracurricular Activity Codes	v-vi
Guidelines - Extracurricular Activities Program	vii-ix
Coaching Eligibility and Restrictions	x-xi
Recommended Stipend Assignment Form	xii
Coaches Responsibility Checklist	xiii
Activity Descriptions with Minimum Time Requirements (Non-athletic and athletic activity descriptions are alphabetically listed.)	
Extracurricular Activity Forms	
Use this list as a quick-reference guide for forms you may need to coordinate extracurricular activities at your school.	

NON-ATHLETIC ACTIVITIES - CLASS III

ELEMENTARY SCHOOLS

	<u>Code</u>
Choral Director	R05
Enrichment Activities	L14, L16
Safety Patrol	M01

MIDDLE SCHOOL

Choral Director	R05
Drama Director	P02
Instrumental Music Director	R25
Jazz Ensemble Director	R26
Math Olympiad Coach	L15
Newspaper Advisor	J03
SGA Sponsor	F04
Stage Director	R18
Student Service Learning - Small	S01
Student Service Learning - Medium	S02
Student Service Learning - Large	S03

HIGH SCHOOLS

Choral Director	R05
Competitive Marching Band/Pep Band	R50
Competitive Marching Band Preseason	R51
CPR/AED	C48
Debate Coach	L01
Drama Director	P02
Flag/Majorette and/or Rifle Team	E12
Forensics Coach	L02
Instrumental Music Director	R53
It's Academic Team	L52
Junior Class Advisor	N05
Marching Band/Pep Band Director	R52
Mathletes	L03
Mock Trial Program	L13
Music Theater Director	R55
Newspaper Advisor	J03
Pep Band Director	R54
Senior Class Advisor	N06
SGA Sponsor	F04
Stage Director	R12
Yearbook Advisor	J04

ATHLETIC STIPENDS - CLASS III

<u>MIDDLE SCHOOLS</u>	<u>Code</u>
Athletic Coordinator	C36
Basketball (Boys)	B11
Basketball (Girls)	B08
Basketball Scorer	A48
Basketball Timer	A28
Cross Country (Coed)	C24
Intramural Coordinator	C22
Intramural Director	C14, C17, C18, C19, C31
Soccer (Boys)	B23
Soccer (Girls)	B25
Softball (Boys)	B28
Softball (Girls)	B07
<u>HIGH SCHOOLS</u>	
Assistant Athletic Director	D02
Assistant Game Manager	D15
Baseball Jr. Varsity	A11
Baseball Varsity	A02
Basketball (Boys) Jr. Varsity	A16
Basketball (Boys) Varsity	A07
Basketball (Girls) Jr. Varsity	B12
Basketball (Girls) Varsity	B02
Basketball Scorer/Timer (Boys)	A24
Basketball Scorer/Timer (Girls)	B24
Bocce (Coed) (COROLLARY)	B11
Cheerleading - Plan I	E30, E31
Cheerleading - Plan II	E40, E41, E44, E46
Cheerleading - Spring Plan	E32, E42
Cross Country (Coed) Assistant (For Teams Larger Than 40 Students)	C45
Cross Country (Coed) Head Coach	C24
Divisional Diving Coach (County)	D06
Field Hockey (Girls) Jr. Varsity	B21
Field Hockey (Girls) Varsity	B16
First Aid Assistant (Fall) (Winter) (Spring)	D11, D12, D13
Football - 4 Assistants	A14
Football - Head Coach	A05
Football - Ticket Manager	D03
Golf (Coed)	C01
Golf (Girls Developmental)	C50
Gymnastics (Girls)	B14
Indoor Track (Coed) Assistant (For Teams Larger Than 40 Students)	C46
Indoor Track (Coed)	C12
Intramural Director (Coed)	C23
Lacrosse (Boys) Jr. Varsity	C33
Lacrosse (Boys) Varsity	C34
Lacrosse (Girls) Jr. Varsity	C37
Lacrosse (Girls) Varsity	C35
Night Game Manager	D04
Pole Vault Coach (County)	D07
Pompons	E10
Soccer (Boys) Jr. Varsity	A10
Soccer (Boys) Varsity	A01

Athletic Stipends Class III - continued**Code**

Soccer (Girls) Jr. Varsity	B22
Soccer (Girls) Varsity	B19
Softball (Girls) Jr. Varsity	B18
Softball (Girls) Varsity	B05
Softball (Coed) (COROLLARY)	B09
Swimming and Diving (Coed)	C09
Tennis (Boys)	A21
Tennis (Girls)	B04
Ticket Manager: Basketball	D01
Ticket Manager: General Athletic Events	D16
Track & Field (Coed) Assistant	C47
Track & Field (Coed) Head Coach	C21
Track & Field (Coed) (COROLLARY)	B10
Unified Sports Facilitator	F14
Volleyball (Boys) Varsity	A26
Volleyball (Coed) Varsity	C20
Volleyball (Girls) Jr. Varsity	B13
Volleyball (Girls) Varsity	B03
Weight Training Director (Coed)	C06
Wrestling Jr. Varsity	A15
Wrestling Varsity	A06

CLASS I - EXTRACURRICULAR ACTIVITY CODES

SPORTS GENERAL/COED

C10 Physical Development
C11 Ski Club
C36 Sports Club, Elem.

SPORTS SUPPORTERS

E02 Pep Club
E06 Drill Team

STUDENT ORGANIZATIONS

F01 Keyettes
F02 Key Club
F03 MCJC Advisor
F05 Student Government, Elem.
F06 Honor Society
F07 Civitans
F09 SADD
F10 SHOP

MENTAL GAMES

G01 Chess
G02 Odyssey of the Mind
G03 Strategic Games

SCIENCES

H03 Science Club
H04 Astronomy
H05 FSA - Future Scientists of America
H06 Computer Club
H08 Science Fair
H09 Archeology Club

LITERARY

J01 Library Association
J02 Literary Magazine
J05 Picture Album
J06 Newspaper Elem.
J07 Yearbook, Elem. & Middle

LANGUAGES

K01 Spanish
K02 French
K03 German
K04 German Honor Society
K06 Spanish Honor Society
K07 French Honor Society
K08 Foreign Language Club
K09 Foreign Language Honor Society
K10 Latin Club

INTELLECTUAL PURSUITS

L04 Math Club
L06 Interact
L07 Black Studies
L08 Discussion Forum
L09 International Club
L10 Human Relations Club
L11 Ethnic Awareness
L12 It's Academic Club
L17 Cultural Awareness
L18 Ambassadors
L19 Hispanic Awareness
L20 Asian Awareness
L21 Amnesty International

STAFF ACTIVITIES

M02 School Store

CLASS SPONSORS

N01 7th Grade Sponsor
N02 8th Grade Sponsor
N03 9th Grade Sponsor
N04 10th Grade Sponsor

ARTS AND CRAFTS

P01 Modern Dance
P02 Drama
P03 Art Club
P04 Ceramics
P05 Wood/Craft
P06 Thespians
P10 Step Group

NATURE AND ENVIRONMENT

Q02 Environment, Inc.
Q04 Outing Club
Q05 Camping & Hiking
Q07 Ecology

ENTERTAINMENT

R01 Variety Show Director
R02 Variety Show Assistant Director
R03 Show Orchestra
R04 Band
R06 Instrumental Music
R07 Choreography
R08 Stage Crew
R09 Costumes
R10 Props
R11 Play Director
R13 Radio Station
R16 Chorus, Elem.

VOCATIONAL

S01 FFA - Future Farmers
S02 FTA - Future Teachers
S06 Audiovisual
S07 Gourmet Foods
S08 Home Economics
S09 Electrical Projects
S10 Photography
S11 Printing
S12 Business Management
S13 DECA - Distributive Education
Clubs of America
S15 Horticulture
S16 Catering
S18 Web Master

MISCELLANEOUS

X01 Various Activities
X02 AFS - American Field Service
X03 TV Studio
X04 General Service Group
X05 First Aid Training Program
X07 Various Activities
X08 Various Activities
X12 Peer Group
X13 Homework Club
X14 Writing Club
X15 Reading Club
X16 Mentoring
X20 Outdoor Ed Coordinator (MS)

GUIDELINES - EXTRACURRICULAR ACTIVITIES PROGRAM

A. GENERAL

1. It is the intention of the Montgomery County Public Schools (MCPS) to provide instruction and supervision by fully qualified sponsors in a variety of extracurricular activities for students, subject to available funds. It also is the intention of MCPS to utilize unit members as sponsors/coaches of activities and sports; however, if unit members are not available, non-unit members may be utilized to sponsor an activity or coach a sport. The supplementary pay schedule identifies certain stipend-compensated activities. This does not mean that because an activity is listed for a stipend payment that all schools will participate or take steps to participate in all activities. The following conditions must be met before any activity is implemented:
 - the need for it has been established in advance by the principal and the staff;
 - the activity is assigned in addition to the regular teaching responsibility; and
 - it is an activity recommended by the principal.
2. The principal shall be responsible for the conduct of the entire extracurricular program within his/her school. Whenever any of the activities being conducted do not continue to meet the requirements of the school as determined by the principal, such activities shall be discontinued in that school.
3. The principal in each school shall be responsible for the development of the organizational structure required to carry out the approved activities.
4. The principal is responsible for making the selection of unit members to any of the approved compensated activities subject to the Employee and Retiree Service Center (ERSC) verification and approval.
5. All staff coaches/sponsors must be listed with employee ID numbers on the Extracurricular Activities (ECA) Plan. Former MCPS employees who have been inactivated and individuals new to MCPS must be processed and fingerprinted by the Office of Human Resources and Development (OHRD) prior to being added to the ECA Plan. If necessary to conform to deadlines, activity sponsors may need to be listed as "TBD" on the plan that is submitted for approval. When OHRD 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 Performance (OSP) to be added to the ECA Plan, using MCPS Form 430-58, *Change to Annual Plan for Extracurricular Activities*. Once the change form has been processed, ERSC will notify the school that the work may commence. **Employees cannot work in an ECA assignment prior to employee verification and approval of the plan.**
6. If an MCEA unit member's services in an extracurricular activity has been satisfactory to the principal, the unit member shall be given first preference for appointment by the principal to continue the compensated activity if that unit member makes known to the principal a desire to continue.

7. The principal is responsible for posting a notice of sponsor vacancies for each of the activities to be conducted in the school. Qualified unit members who work in the same building for which a stipend vacancy is posted shall be given first consideration. Posting vacancies outside of the local school may take place but is not required. This notice shall fully explain the requirements for the appointment to the position, the general duties of the position, and the stipend to be paid. The principal need not post a vacancy notice if he/she has selected the satisfactorily evaluated incumbent.
8. Principals will attempt to notify all school-based unit members in writing of their stipend assignments before they return to school in August. MCPS Form 430-59, *Extracurricular Assignment*, is used and retained at the school level to document individual assignments and write up annual evaluations of extracurricular activity sponsors. In the event that changes in such assignments are necessary after the beginning of the school year, affected unit members will be notified promptly in writing.
9. Any teacher accepting the sponsorship of a stipend activity may not be assigned a reduced teaching schedule for that activity.
10. Principals will annually evaluate the performance of all sponsors/coaches in the approved extracurricular activity program. Sponsors of stipend-compensated activities will notify the principal in writing that the activity has been completed within five (5) working days after the completion of the activity. The principal will evaluate the performance of all sponsors in the approved extracurricular activity program within thirty (30) working days following the receipt of the written notification that the activity has been completed. There shall be no tenure associated with any extracurricular compensated activities.
11. The principal shall make every effort to select a different unit member for each stipend activity. Balanced staffing (gender, race, etc.) should be considered.
12. MCEA unit members currently sponsoring more than one activity, or coaching more than one sport, should be given first preference to continue performing the one activity or sport of his/her choice if the principal determines that the service has been satisfactory. The principal shall make every effort to select a different unit member for each activity. A unit member, however, may be eligible for assignment to more than one stipend-compensated activity, provided the activities do not conflict with the normal responsibilities of another stipend-compensated activity or the normal teaching duties and provided that the principal has posted the notice of the vacancy and no qualified unit member has volunteered for the activity.
13. Stipend activities may be divided by more than one unit member if, after consultation with the principal, the unit members involved are in agreement.
14. A unit member who does not fulfill the requirements for which a stipend is to be paid must forfeit that portion of the stipend which has not been earned. The determination will be made by the principal and the amount to be forfeited will be based upon the established hourly rate for the stipend program.

- B. ECA Class I: Since many of the elementary and secondary schools of Montgomery County have varying emphases in their programs, limited funds are budgeted for a variety of activities involving working with students which are not included in the other classifications for which a set stipend has been assigned. Activities that the school will conduct in this classification must be defined in a job description which will include the time frame anticipated for the activity. The principal, in approving the activity and selecting the sponsor, will authorize the hours to be paid, which may **not exceed 100 hours for each activity**. Plans for activities in this class shall be forwarded to OSP for review and then to ERSC for verification of employee status and final approval.
- C. ECA Class II: Teachers participating in the outdoor education programs at one of the outdoor education facilities utilized by MCPS shall be compensated by an ECA Class II stipend on a per diem basis.
- D. Ineligible Personnel: Eligibility guidelines are determined by employee union contracts and state/federal laws. It is imperative that schools adhere to eligibility guidelines (see *Coaching Eligibility and Restrictions, page x - xi*) as MCPS must avoid having work completed which is in violation of contracts or state/federal laws.
- E. Fall Coaches: High school coaches of fall sports, fall assistant athletic directors who are not coaching a fall activity, first aid assistants for the fall season, and fall cheerleading and pompon sponsors are required to begin practices or begin offering services on the first day of the fall sports season as established by the Maryland Public Secondary Schools Athletic Association (MPSSAA). Fall athletic personnel mentioned above are eligible for an additional 4 hours of preseason compensation per day if they conduct a second practice on days beginning with the first day of fall practice until the day prior to the first day worked for regularly scheduled 10-month teachers. Fall coaches may qualify for a maximum of 32 hours of preseason compensation (4 hours per day, 8 days).
- F. Class 1 stipends may not be used to extend a Class 3 (fixed) stipend.
- G. Those coaches eligible for postseason pay will be compensated based on three hours per day for practice and four hours per day(s) of competition. Coaches eligible for postseason compensation are indicated on the pages describing the responsibilities of the respective sports.

COACHING ELIGIBILITY AND RESTRICTIONS

- A. Qualified MCPS teacher-level staff must be hired for coaching positions. MCPS teacher-level staff must be enrolled in or have completed *Care and Prevention of Athletic Injuries, Fundamentals of Coaching*, and current CPR/AED certification.

Qualified, certified MCPS teacher-level staff must be hired for coaching positions before non-MCPS teacher-level staff are considered.

Coaching applicants are not allowed to meet with students or to conduct any practice until verification and approval of the ECA Plan is received from the Employee and Retiree Service Center (ERSC).

- B. Ineligible Personnel Include:

- MCAAP/MCBOA positions cannot sponsor extracurricular activities.
- Resource teachers, resource counselors, athletic directors, middle school content specialists, and personnel on A-D pay scale who are 12-month employees are not eligible for payment of a stipend.

- C. If there are no qualified MCPS teacher-level staff available for a coaching position, schools may hire non-unit members as follows:

- An MSDE certified professional educator. MSDE certified professional educators must be enrolled in or have completed *Care and Prevention of Athletic Injuries, Fundamentals of Coaching*, and current CPR/AED certification.
- If there are no qualified MSDE certified professional educators available, schools may hire high school graduates who are at least 21 years of age. Persons who are not MSDE certified professional educators must have completed *Care and Prevention of Athletic Injuries, Fundamentals of Coaching*, and current CPR/AED certification.
- Non-MCPS teacher-level staff employed for a specific coaching assignment may not be re-employed for the following season if a qualified MCPS teacher-level applicant is available.

- D. Supporting services employees may be eligible for stipend activities if and only if:

1. The school sought teacher-level applicants and does not have a candidate interested AND
2. The employee volunteered to take the assignment AND
- 3a. The employee is part-time with enough remaining time to conduct the activity without exceeding 40 hours per week (generally, this means as a supporting service employee who works 30 hours per week or less, may be considered) OR
- 3b. The employee is full-time but the stipend requires work in another 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, English composition 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.

- Full-time supporting service personnel whose major job description involves working directly with students may not be hired under any circumstances. Full-time supporting service personnel who may be hired in extraordinary circumstances include building service workers, security assistants, instructional data assistants, and media service technicians.

E. Coaching Restrictions Include:

- A coaching applicant applying for an activity is expected to provide the athletic director/principal with letters of reference. The coaching applicant is interviewed, approved and evaluated by the local school principal and athletic director.
- Coaching applicants, including preseason and postseason coaches, as well as former MCPS employees who have been inactivated, must not meet with students nor conduct any 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/Employee and Retiree Service Center 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 Performance to be added to the ECA Plan, using MCPS Form 430-58, *Change to Annual Plan for Extracurricular Activities*.
- There is no tenure associated with coaching positions. All coaches are hired on a one-season basis.
- The salary of coaches is to be paid exclusively by the local school system. Boosters Clubs funds or other sources may not be used to compensate or supplement coaching stipends.
- In sports having more than one coach, non-MCPS teacher-level staff may not make up more than 50 percent of the staff.

MCPS EXTRACURRICULAR STIPEND FORM

Name (Sponsor/Coach) (Please print)

Social Security Number

Employee ID Number

I am pleased to acknowledge your assignment to the position of _____
at _____ for the school year _____.

In accordance with the Montgomery County Public Schools MCEA negotiated agreement, your compensation for this activity will be _____, payable upon completion of the responsibilities of the activity. Your compensation for the activity may be forfeited if this agreement is terminated by the principal or if you withdraw from the activity prior to the completion of your responsibilities. This designation is limited solely and only to the _____ school year, it being expressly understood and agreed that this designation and acceptance expires at the end of the designated school year and the BOARD OF EDUCATION OF MONTGOMERY COUNTY shall under no circumstances be lawfully bound to designate additional duties of any type for an ensuing school year and the SPONSOR/COACH shall under no circumstances be lawfully bound to accept additional duties of any type for an ensuing school year.

Your acceptance of this Agreement means you are assuming the responsibilities and obligations of this position and are knowledgeable about and abide by the policies, procedures, and regulations of the Board of Education of Montgomery County and the local school. This responsibility is not in any way related to or contingent upon any other job or responsibility you may have with the Board of Education of Montgomery County.

Welcome to the circle of very special people who care enough to support our extracurricular program through their time and service.

Sponsor: Sign here *and print your name* to indicate that you have read this page and that you understand it.

Coach: Sign here *and print your name* to indicate that you have read this page and the coach's responsibility list and that you understand them.

Principal

Date

Copy to:
Principal
Athletic Director (if appropriate)

MONTGOMERY COUNTY PUBLIC SCHOOLS COACH RESPONSIBILITY CHECKLIST

Interscholastic athletics are unique within the total extracurricular program in that there are Maryland Public Secondary Schools Athletic Association (MPSSAA) bylaws and rules, MCPS rules and regulations, and National Federation of High Schools rules which must be followed. Failure to comply with them often results in individual or team forfeits or disqualifications. The following list, when signed by the coach (sponsor) and athletic director indicates an awareness of all rules and regulations which might cause an athlete, team, coach or school to be ineligible, forfeit contests, forfeit championships, receive censure or otherwise negatively impact the athletic program of your school or Montgomery County. This form is to be read carefully and signed prior to tryouts for the sports season.

As coach of an MCPS athletic team or sponsor of cheerleaders or pompons, I accept responsibility for:

- Being knowledgeable of all MCPS policies, procedures, rules, and regulations as described throughout the *MCPS High School Athletic Handbook*
- Being knowledgeable of the "Standards and Procedures" section of the specific sport or activity for which he/she is responsible
- Being knowledgeable of the "Bylaws" and "Rules and Interpretation" sections of the *MPSSAA Handbook*
- Reading the *MPSSAA Tournament Bulletin* (for sports with state tournaments)
- Having completed (or if a teacher, be enrolled in) a two-credit course on the prevention and treatment of athletic injuries, CPR/AED, and Fundamentals of Coaching
- Attending the Athletic Coaching Seminar if coaching in MCPS for the first time
- Ensuring proper certification and supervising volunteer coaches affiliated with the team
- Attending and administering information covered in MCPS preseason and postseason coaches' meetings for varsity coaches
- Continuing to monitor all athletes throughout the season in areas such as the following:
 - academic eligibility
 - class attendance
 - medical forms
 - out-of-area student transfer eligibility
- Conforming to MCPS and MPSSAA regulations regarding contact with athletes out-of-season and contact with athletes on non-MCPS teams
- Reporting scores to county sport directors and the media after each contest.

Coach's Note: Please sign the *MCPS Extracurricular Stipend Form* to indicate you have read this page and understand this list of a coach's responsibilities.

Extracurricular Activity Program - Non-athletic

Name of Activity: CHORAL DIRECTOR

School Level: Elementary School

Description of Activity: The choral director is responsible for organizing, planning, and directing additional choral music activities that are an outgrowth of the instructional program. The sponsor assigned this activity must possess specialized training and experience. Specific duties and responsibilities are to be determined by the principal in consultation with the choral director. Included herein is a listing of choral-related activities and approximate corresponding out-of-school time requirements.

	<u>Hours</u>
1. Preparation and planning (includes selecting music, developing and directing programs, recruiting, coaching, etc.)	18.0
2. Tryouts (includes after school auditions for honors chorus, etc.)	6.0
3. Transportation (with students to and from performances)	4.0
4. Special practices, honors chorus rehearsals (includes supplemental or sectional after school or evening rehearsals, rehearsals on non-duty time, etc.)	16.0
5. Performances	12.0
6. Post-activity planning (includes storage and maintenance of costumes - robes, blazers, etc., music inventory, evaluation activities, etc.)	4.0
7. Other (may include local music activities, musicals, musical reviews, talent shows, special classes for gifted and talented, award ceremonies, etc.)	12.0

(Note: The choral director sponsors approximately 3 public performances per year.)

Total hours needed for the activity outside of the regular work day 72.0

Extracurricular Activity Program - Non-athletic

Name of Activity: CHORAL DIRECTOR

School Level: Middle School

Description of Activity: The choral director is responsible for organizing, planning, and directing additional choral music activities that are an outgrowth of the instructional program. The sponsor assigned this activity must possess specialized training and experience. Specific duties and responsibilities are to be determined by the principal in consultation with the choral director. Included herein is a listing of choral-related activities and approximate corresponding out-of-school time requirements.

	<u>Hours</u>
1. Preparation and planning (includes selecting music, developing and directing programs, recruiting, and coaching, etc.)	22.0
2. Tryouts (includes travel to feeder schools, processing applications, etc.)	10.0
3. Transportation (to and from performances)	4.0
4. Special practices (includes after school or evening rehearsals, and rehearsals on non-duty days)	20.0
5. Performances	16.0
6. Post-activity planning (includes storage and maintenance of costumes – robes, blazers, etc., music inventory, and evaluation activities)	8.0
7. Other (includes exchange programs, local, state and division music activities, Broadway-type musicals, musical reviews, talent shows, and special classes for gifted and talented)	20.0

(Note: The choral director sponsors approximately 4 public performances per year.)

Total hours needed for the activity outside of the regular work day	100.0
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Extracurricular Activity Program - Non-athletic

Name of Activity: CHORAL DIRECTOR

School Level: High School

Description of Activity: The choral director is responsible for organizing, planning, and directing additional choral music activities that are an outgrowth of the instructional program. The sponsor assigned this activity must possess specialized training and experience. Specific duties and responsibilities are to be determined by the principal in consultation with the choral director. Included herein is a listing of choral-related activities and approximate corresponding out-of-school time requirements.

	<u>Hours</u>
1. Preparation and planning (includes selecting music, developing and directing programs, recruiting, and coaching, etc.)	93.0
2. Tryouts (includes travel to feeder schools, hearing and evaluating voices, and processing application forms, etc.)	15.0
3. Transportation (to and from performances)	16.0
4. Special practices (includes after school or evening rehearsals, and rehearsals on non-duty days)	72.0
5. Performances	32.0
6. Post-activity planning (includes storage and maintenance of costumes - robes, blazers, etc., music inventory, and evaluation activities)	20.0
7. Other (includes exchange programs, local, state and division music activities, Broadway-type musicals, musical reviews, talent shows, and special classes for gifted and talented)	52.0

(Note: The choral director sponsors approximately 8 public performances per year.)

Total hours needed for the activity outside of the regular work day 300.0

Extracurricular Activity Program - Non-athletic

Name of Activity: COMPETITIVE MARCHING BAND/PEP BAND

School Level: High School

Description of Activity: The competitive marching band/pep band director will be responsible for organizing and directing the students during the fall marching season, as well as directing the pep band during appropriate athletic contests. The band must participate in appropriate band competitions. Sponsors assigned to this activity must possess appropriate training and background.

1. Fall marching band (includes performances at home football games, rehearsals, planning, and production)
2. Competition (includes preparation for and participation in appropriate band competitions.)
3. Pep band (including planning, rehearsals, performances at away football games, and other performances)
4. Spring marching band (second semester, community, and holiday parades)
5. Other activities as approved by the principal

Total hours needed for the activity outside of the regular work day 150.0

A person receiving this stipend is eligible for the marching band preseason stipend and the flag-majorette stipend.

A school which receives this stipend may not receive either the marching band/pep band director or the pep band director stipends.

Extracurricular Activity Program - Non-athletic

Name of Activity: COMPETITIVE MARCHING BAND PRESEASON

School Level: High School

Description of Activity: A band director stipend prepares students for the fall marching season and includes the management and distribution of uniforms, selecting music, charting and designing shows, and rehearsing students. Depending on the schedule that is best for each school, the activity may be scheduled for July or August in preparation for the upcoming marching season. The total hours assigned to this stipend correspond to the maximum hours allocated to summer practices for fall sports.

	<u>Hours</u>
1. Uniforms: arranging for cleaning, fitting, issuing, and maintaining records and fees	5.0
2. Selecting music: perusal of catalogues and tapes to ascertain difficulty levels and appropriate instrumentation	5.0
3. Charting and show design: fitting the music to a theme, developing plans for maneuvering, working out each student's steps	14.0
4. Prepare mailing and rehearsal schedule	2.0
5. Administrative preparations: cleaning instruments, delivery and pickup of repaired instruments, securing needed supplies	6.0
6. Rehearsals with students @ 8 days, 4 hours per day	32.0
Total hours needed for the activity outside of regular work days.	64.0

The person receiving this stipend also must receive the Competitive Marching Band/Pep Band stipend.

Extracurricular Activity Program - Non-athletic

<i>Name of Activity</i>	CARDIO-PULMONARY RESUSCITATION (CPR) / AUTOMATED EXTERNAL DEFIBRILLATOR (AED) TRAINER
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<i>School Level:</i>	High School
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Description of Activity: The trainer is responsible for implementing the CPR/AED recertification for 30 coaches, security, or otherwise identified high school faculty and staff members. The trainer is expected to keep in regular contact and communication with the athletic director regarding recertification needs. In addition, other duties shall include, but not be limited to, completing pre and post training tasks, securing manikins, practice lungs and mouth shields, and certification cards. In additions, trainers will provide a record of all coaches who participated in the recertification to athletic directors and central office athletics staff. The trainer also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>August 1 - end of May</u> 3 training sessions per year @ \$100 per session	21.5
2. Preparation – supervision –	
Pre-session planning - @ 4 hours each session (including meeting with athletic director)	12.0
Post session training - @ 3 hours per session	9.0
Total hours needed for the activity	42.5

Extracurricular Activity Program – Non-athletic

Name of Activity: DEBATE COACH

School Level: High School

Description of Activity: It is the responsibility of the debate coach to sponsor students from the school in debate tournaments. This responsibility extends throughout the school year and involves traveling with students to tournaments, some of which are held out of the area.

Minimum performance criteria require that the debate coach:

- Prepares team for participation in a minimum of six debate tournaments and accompanies them to each.
- Spends a minimum of 215 hours in active sponsorship of the activity, 32 of which must be used through participation in the Montgomery County Debate League tournaments. Other sponsorship activities include practices, critiquing cases, locating and organizing materials, and making arrangements for teacher participating in tournaments.
- Instructs team in skills of effective public speaking (articulation, projection, voice modulation, intonation, pacing, etc.).
- Fosters in team members the skills and habit of critical thinking.
- Helps each student develop the ability to work intimately with another student as a member of a team.
- Helps students develop the skills of communicating ideas in a simple, understandable fashion.
- Teaches team members to understand and respect differing points of view.
- Emphasizes, both by instruction and by example, those aspects of involvement which relate to the total growth of the student rather than sheer competitive achievement.
- Fosters in team members the growth of the ability to assess the cogency of an argument, whether his own or another's.

The following minimum time expenditures outside the school day are indicated as appropriate to the above criteria:

	<u>Hours</u>
1. Preparation time (sponsor only)	10.0
2. Preparation time (with students before/after school hours)	145.0
3. Accompanying students to meets/contests	70.0
Total hours needed for the activity outside of the regular work day	225.0

Extracurricular Activity Program - Non-athletic

Name of Activity: DRAMA DIRECTOR

School Level: Middle School

Description of Activity: In compliance with operational descriptions of this position, the major tasks required for stipend are producing and directing a minimum of two major productions per year. Activities required for execution of those duties described here relate to those duties performed after work hours during the school year, from September through June. The sponsor must possess appropriate training and background.

Minimal responsibilities per production require the drama director to:

	<u>After Work Hours Per Production</u>
1. Research and read plays suitable to talents, budget, and facility	6.0
2. Cost of the play (preparation of materials, tryouts, and call backs)	6.0
3. Prepare production book containing all blocking, sound, lighting cues, and props, etc.	8.0
4. Select production staff and organize production committee (props, lights, sound, make-up, publicity tickets)	4.0
5. Prepare production schedule	2.0
6. Work with stage director to design, construct, strike, and store set	11.0
7. Rehearse play (average 8-week rehearsal period)/coordinate tech crews	
4 wks. @ 2 hrs./day x 3 days = 24	
3 wks. @ 3 hrs./day x 3 days = 27	
1 Saturday @ 4 hours = 4	
2 Technical @ 4 hours = 8	
1 dress rehearsal @ 5 hours = <u>5</u>	
Total	68
8. Purchase and acquire technical materials (props, lumber, muslin, and costumes, etc.)	8.0
9. Prepare program	3.0
10. Supervise productions on 2 performance nights, including clean-up	9.0
11. Arrange and return all borrowed materials, including scripts, sides, etc.	5.0
12. Maintain production budget and records	3.0

Total time needed for the activity outside of the regular work day (for one production) 133.0

Total time needed for the activity outside of the regular work day (for two productions) 266.0

Extracurricular Activity Program - Non-athletic

Name of Activity: DRAMA DIRECTOR

School Level: High School

Description of Activity: The description of the high school drama director calls for the producing and directing of a minimum of two major productions annually. Tasks described below constitute the minimum hours required for the execution of these stipend activities that are performed after the teacher's work day, from September through June. The two major productions consist of one play and one musical. The sponsor must possess appropriate training and background for play production.

Minimal responsibilities per production require the drama director to:

	<u>Hours per Play</u>	<u>Hours per Musical</u>
1. Research and read plays suitable to talents, budget, and facility	7.0	10.0
2. Perform administrative and production duties such as developing budget, production schedule, clearing for space use, attending to contractual obligations	5.0	8.0
3. Cast the show: Preparation for casting	2.0	4.0
Auditions (including call back)	4.0	8.0
4. Prepare production book and blocking, light plot, round plot, and prop plot	6.0	10.0
5. Consult and plan with production staff (costumes, set lighting, props, program, box office, music, and choreography).	5.0	8.0
6. Rehearse cast:		
Play: 5 weeks of 4 days @ 2 hours = 40		
3 weeks of 4 days @ 3 hours = 36		
1 Saturday rehearsal @ 5 hours = 5		
2 technical rehearsals @ 4 hours = 8		
1 dress rehearsal @ 5 hours = 5		
94	94.0	
Musical: 5 weeks of 4 days @ 2 hours = 40		
3 weeks of 4 days @ 3 hours = 36		
4 days w/orchestra @ 3 hours = 12		
1 Saturday rehearsal @ 8 hours = 8		
2 technical rehearsals @ 4 hours = 8		
1 dress rehearsal @ 5 hours = 5		
109		109.0
7. Coordinate technical components of production	4.0	7.0
8. Purchase, pick-up materials, supplies, and equipment	5.0	8.0
9. Keep production records, including expenditures	2.0	4.0
10. Supervise all production elements during performances	4.0	6.0
11. Supervise post-performance activities such as striking and storing set, costume cleaning and storage, clean-up, etc.	4.0	6.0
12. Return borrowed, rented equipment and material	3.0	4.0
	145.0	192.0

Total hours needed for the activity outside of the regular work day	337.0
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Extracurricular Activity Program - Non-athletic

Name of Activity: ENRICHMENT ACTIVITIES

School Level: Elementary School (2 per School)

Description of Activity: The sponsor will be responsible for organizing and directing the activities of a before and after school program for students. Each school principal will determine the exact nature of activities depending upon needs and interests of the students. Stipend may be split.

	<u>Hours</u>
1. Sponsor preparation time	4.0
2. 20 one-hour sessions with students	20.0
3. Post activity requirement	1.0
Total hours needed for the activity	25.0

Extracurricular Activity Program - Non-athletic

Name of Activity: FLAG /MAJORETTE AND/OR RIFLE TEAM SPONSOR

School Level: High School

Description of Activity: Duties of the sponsor include assisting the marching band director in preseason and yearly marching activities. Equipment and uniform management, drill and show design, and rehearsing students in formal routines that can be integrated into parade and field shows. Depending on the schedule that is best for each school, the activity may be scheduled to begin in August. A minimum of three participants is necessary to offer the activity.

	<u>Hours</u>	
	<u>Band Director</u>	<u>Separate Sponsor</u>
1. Auditions: develop criteria and audition students	8.0	8.0
2. Uniforms: arrange for cleaning, fitting, issuing and maintaining records	8.0	8.0
3. Music selection: assist band director in selecting music by reviewing recordings and tapes	8.0	12.0
4. Choreography and show design: fit the music to a selected routine and developing plans for maneuvering within the band show	18.0	30.0
5. Scheduling: prepare mailing and rehearsal schedule	4.0	4.0
6. Administrative preparations: arrange for cleaning and repairs of equipment and supplies	4.0	6.0
7. Rehearsals with students	15.0	24.0
8. Additional rehearsals and parade drill – develop routines that may be utilized in parade activities with brush-up rehearsals during the school term.	10.0	28.0
9. Daytime trips: attend and prepare students for spring and fall weekend competitions/festivals, and touch-up rehearsals	10.0	30.0
Total hours needed for the activity outside of the regular work day		
If Done by Band Director	85.0	
If Done by a Separate Sponsor:		150.0

Extracurricular Activity Program - Non-athletic

Name of Activity: FORENSICS COACH

School Level: High School

Description of Activity: It is the responsibility of the high school forensics coaches to sponsor students from school in the activities of the Montgomery County Forensics League. This responsibility extends throughout the year from a late August MCFL organizational meeting through an awards night program generally held in March or April.

Minimum performance criteria require that the forensics coach:

- Spends at least 225 hours annually in the sponsorship of the activity, 32 of which must be used through participation in Montgomery County Forensics League (MCFL) tournaments.
- Prepares team members for participation in the three preliminary tournaments of the MCFL and to the honors tournament if his/her students are involved and accompanies them to each.
- Attends all regularly scheduled meetings of the MCFL, participates in league workshops, hosts league tournaments, and assumes league leadership functions when called upon.
- Is thoroughly familiar with and acquaints team members with the standards and procedures of the MCFL.
- Possesses and imparts to team members a thorough understanding of the categories of forensics competition as well as a practical awareness of the distinction between acting and oral interpretation.
- Assists students in the selection of appropriate material, in cutting material to required time, and in the refinement of the material for oral presentation.
- Emphasizes, by both instruction and example, those aspects of forensic involvement which relate rather to the total growth of the student than to sheer competitive achievement.
- Instills in the students an abiding respect for the value of language well used as a means to personal fulfillment, to effective communication, and to aesthetic gratification.

The following minimum time expenditures outside the school day are indicated as appropriate to the above criteria:

1.	Preparation time (sponsor only)	15.0
2.	Preparation time (w/students before/after school hours)	170.0
3.	Accompanying students to MCFL competitions	32.0
4.	Other (travel to competitions and MCFL meetings)	8.0

Total hours needed for the activity outside of the regular work day 225.0

Extracurricular Activity Program - Non-athletic

Name of Activity: INSTRUMENTAL MUSIC DIRECTOR

School Level: Middle School

Description of Activity: The instrumental music director will be responsible for organizing and directing instrumental music activities which are an outgrowth of the school music program. The sponsor assigned to this activity must possess appropriate training and background. When a string specialist is employed at the school, this stipend may be shared.

	<u>Hours</u>
1. Concerts and extra rehearsals for band and orchestra (3 evening concerts per year for each group)	32.0
2. Festivals, clinics, local trips including participation at state, district band, and orchestra festivals, and attendance at special performances	10.0
3. Coaching of soloists and small performing ensembles preparing for county and state festivals and school and community functions	18.0
4. Sectional rehearsals	8.0
5. Management and inventory of concert uniforms, music, and equipment	17.0
Total hours needed for the activity outside of the regular work day	85.0

Extracurricular Activity Program - Non-athletic

Name of Activity: INSTRUMENTAL MUSIC DIRECTOR

School Level: High School

Description of Activity: The instrumental music director will be responsible for organizing and directing instrumental music activities which are an outgrowth of the school music program. The sponsor assigned this activity must possess appropriate training and background. Specific duties and responsibilities to be determined by the principal in consultation with the band director.

	<u>Hours</u>
1. Concerts and Rehearsals (including formal performances, out-of-school rehearsals, coaching sessions, and planning and production)	30.0
2. Festivals, clinics, trips (including state, regional, and local festivals, student clinics, short trips, and planning)	25.0
3. Out-of-state travel (trips requiring overnight housing - includes planning)	30.0
4. Chamber music groups and ensembles (regularly scheduled beyond the school day throughout the year)	65.0
5. Cluster coordination (includes organization, publicity, and performance at cluster concert)	20.0
Total hours needed for the activity outside of the regular work day	170.0

Extracurricular Activity Program - Non-athletic

Name of Activity: IT'S ACADEMIC TEAM

School Level: High School

Total hours needed for the activity outside of the regular work day

100.0

Extracurricular Activity Program - Non-athletic

Name of Activity: JAZZ ENSEMBLE DIRECTOR

School Level: Middle School

Description of Activity: The jazz ensemble director will be responsible for organizing and administering weekly rehearsals and several performances each year. The director must possess training and background in musical arranging, jazz improvisation, and conducting.

	<u>Hours</u>
1. Selection of music, score study, and preparation	4.0
2. Rehearsals and performances (including 2 hours per week for 28 weeks and 3 performances of 2 hours each)	62.0
3. Inventory, filing, and maintenance of music and equipment inventory	4.0
Total hours needed for the activity outside of the regular work day	70.0

Extracurricular Activity Program - Non-athletic

Name of Activity: JUNIOR CLASS ADVISOR

School Level: High School

Description of Activity: The junior class advisor is responsible for supervising all school sponsored junior class activities throughout the year.

The duties and minimum time allocations of the junior class advisor include, but are not limited to, the following:

	<u>Hours</u>
1. Preparation and Planning	50.0
a. establishing and maintaining official class lists and files	
b. supervising class budgets, fees, and records of payments	
c. writing and distributing letters and memoranda to juniors and their parents	
d. maintaining records of accounts payable and paying outstanding obligations	
2. Meetings	85.0
a. with class officers, class representatives, or entire class for purpose of discussing activities	
b. with sales representatives and class representatives for selection of class rings	
3. Activities	10.0
a. supervise at least two junior class activities during the year, such as a banquet, a dance, an outing, or similar student-planned junior class function	
b. additional activities are optional	
4. Fundraising (the sponsor must approve and supervise all fundraising activities of the junior class)	30.0

Note: The members of the junior class will be directly involved in all decisions pertaining to the above activities. The junior class advisor, however, has the final authority for decision making.

Total hours needed for the activity outside of the regular work day 175.0

Extracurricular Activity Program - Non-athletic

Name of Activity: MARCHING BAND/PEP BAND DIRECTOR

School Level: High School

Description of Activity: The marching band/pep band director will be responsible for organizing and directing the students during the fall marching season, as well as directing the pep/band during appropriate athletic contests. The band must participate in appropriate band competitions. Sponsors assigned to this activity must possess appropriate training and background.

1. Fall marching band [military style] (includes performances at home football games, rehearsals, planning, and production)
2. Pep band (including planning, rehearsals, performances at away football games and other performances)
3. Spring marching band (second semester, community, and holiday parades)
4. Other activities as approved by the principal

Total hours needed for the activity outside of the regular work day 100.0

A person receiving this stipend is eligible for the flag-majorette stipend but not the marching band preseason stipend.

A school which receives this stipend may not receive either the competitive marching band/pep band or the pep/band stipends.

Extracurricular Activity Program - Non-athletic

Name of Activity: MATH OLYMPIAD COACH

School Level: Middle School

Description of Activity: The sponsor will be responsible for organizing and directing the activities of the middle school math team for the school. This responsibility extends throughout the year. The purpose of the middle school math team is to encourage a wide variety of students to strengthen and refine their higher order thinking through team competition. Participation in math team activities often provides students with the inspiration to continue in the study of higher level mathematics. Math team provides a vehicle for gifted mathematics students to receive recognition for their abilities at the local, state, and national level.

- Publicize the activity within the school
- Arrange for practices
- Assist in the preparation of the problems for practices
- Acquaint team members with the standards, procedures, and rules of the middle school math league
- Conduct team practices
- Establish a school policy for determination of members on the A team
- Arrange transportation of the team members to and from the meets
- Attend meets
- Record team and individual scores at the meet
- Maintain records of the student's score
- Inform the county coordinator of the team and individual scores
- Publicize the team results at the local school
- Determine a policy for recognition of team members
- Recognize members of the team by presentation of a certificate or the like
- Investigate other math competitions which are appropriate for the school
- Participate in other appropriate math competitions

	<u>Hours</u>
1. 15 practice sessions @ 2 hours each	34.0
2. 4 meets @ 3 hours each	12.0
3. Preparation of practice problems, etc.	28.0
4. Participation in other math competitions	15.0
5. Travel to meets	6.0
Total hours needed for the activity outside of regular work days	95.0

Extracurricular Activity Program - Non-athletic

Name of Activity: MATHLETES

School Level: High School

Description of Activity: The sponsor will be responsible for organizing and directing the activities of the high school math team for the school. This responsibility extends throughout the year. The purpose of the high school math team is to encourage a wide variety of students to strengthen and refine their higher order thinking through team competition. Participation in math team activities often provides students with the inspiration to continue in the study of higher level mathematics in high school and college. Math team provides a vehicle for gifted mathematics students to receive recognition for their abilities at the local, state, and national level.

- Publicize the competitions within the school
- Arrange for practices
- Prepare problems for practices
- Acquaint team members with the standards, procedures, and rules of the Montgomery County Math League
- Conduct team practices
- Establish a school policy for determination of members on the A team and B team
- Arrange transportation of the team members to and from the meets
- Attend meets
- Record team and individual scores at the meet
- Maintain records of the student's score
- Inform the county coordinator of the team and individual scores
- Publicize the team results at the local school
- Determine a policy for recognition of team members
- Recognize members of the team by presentation of a certificate or the like
- Investigate other math competitions which are appropriate for the school
- Participate in other appropriate math competitions

	<u>Hours</u>
1. 23 practice sessions @ 2 hours each	46.0
2. 9 meets @ 2 hours each	18.0
3. Preparation of practice problems, etc.	30.0
4. Participation in other math competitions	15.0
5. Travel to meets	8.0
Total hours needed for the activity outside of regular work days	117.0

Extracurricular Activity Program - Non-athletic

Name of Activity: **MOCK TRIAL PROGRAM**

School Level: **High School**

Description of Activity: The responsibilities of the sponsor described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The actual length of season and number of practices varies slightly each year. This activity is an extension of NSL-B and Law. Students analyze legal cases and prepare arguments from both sides.

	<u>Hours</u>
1. Pre and postseason meetings scheduled by coordinator of social studies	4.0
2. Length of season - November through March	
3 practices @ 1.0 hour per week	48.0
4 contests average 4.0 hours	16.0
3. Preparation - Supervision - Transportation	
Preseason planning - 10.0 hours (including meeting with coordinator)	8.0
Each contest preparation - 2.0 hours	10.0
Transportation - evening and non-school day @ 1.0 hour	4.0
Total hours needed for the activity outside of the regular work day.	90.0

Extracurricular Activity Program - Non-athletic

Name of Activity: MUSIC THEATER DIRECTOR

School Level: High School

Description of Activity: The music theater director will be responsible for organizing and directing the musical show orchestra for Broadway or all-school productions (including rehearsals, planning and consultation, coaching, etc.). The sponsor assigned this activity must possess appropriate training and background.

Total hours needed for the activity outside of the regular work day

65.0

Extracurricular Activity Program - Non-athletic

Name of Activity: NEWSPAPER ADVISOR

School Level: Middle School

Description of Activity: It is the responsibility of the middle school newspaper advisor to direct staff in all steps in publication of a minimum of four four-page issues of the school newspaper or in publication of six eight-page news magazines. This responsibility extends throughout the school year from late August through the publication of the last issue in June.

Minimum performance criteria require that the newspaper advisor:

- Instructs students and guides them in the use of the skills they need to write accurately, precisely, objectively, and creatively; instructs and guides students in reporting accurately and objectively and in expressing editorial opinions based on verified facts
- Guides students in perfecting techniques in the following areas: desktop publishing (including headlines, layout, and typography), interviewing, editing, photography, business, and advertising
- Instills in the staff a determination to be as professional as possible by acquainting them with the principles and ethics of professional journalism
- Familiarizes students with the legal restrictions on the press, such as the laws of libel, obscenity, invasion of privacy, and copyright, as well as the rights of the press guaranteed by the First Amendment
- Guides students in the operation of the newspaper on a sound financial basis, including establishing and maintaining a budget, selling advertisements and subscriptions, collecting monies due, circulating the newspaper, keeping accurate books, and providing for at least one annual financial report; guides students in planning, executing and evaluating each edition of the newspaper
- Provides the staff with a newspaper library and with opportunities to read newspapers from other schools in Montgomery County and elsewhere
- Serves as a buffer between the staff and influences both within and outside the school and provides staff members from unwarranted pressures
- Keeps staff apprised of developing trends in school newspapers and the professional press of services and aids available through scholastic press associations, and of opportunities for the staff to participate in state, regional, and national press activities and meetings

The following minimum time expenditures outside the school day are indicated as appropriate to the above criteria:

		<u>Hours</u>
1.	Preparation time (advisor)	15.0
2.	Preparation time (with students before/after school hours)	
	• Length of school year – <u>late August to end of June</u>	
	• 4 issues of four-page paper @ 12.0 hours - includes:	72.0
	- instructing and guiding students in writing and reporting skills	
	- guiding students in desktop publishing, interviewing, editing, photography skills	
	- assisting students in working with the printer	
	• Guiding students in financial operation of paper	
	- including selling ads, keeping books, providing one annual financial report	13.0

Total hours needed for the activity outside of the regular workday	100.0
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Extracurricular Activity Program - Non-athletic

Name of Activity: NEWSPAPER ADVISOR

School Level: High School

Description of Activity: It is the responsibility of the high school newspaper advisor to direct staff in all steps in publication of a minimum of eight 16 to 24-page issues of the school newspaper or in publication of eight 16 to 24-page news magazines. This responsibility extends throughout the school year from late August through the publication of the last issue in June.

Minimum performance criteria require that the newspaper advisor:

- Instructs students and guides them in the use of the skills they need to write accurately, precisely, objectively, and creatively; instructs and guides students in reporting accurately and objectively and in expressing editorial opinions based on verified facts
- Guides students in perfecting techniques in the following areas: desktop publishing (including headlines, layout, and typography), interviewing, editing, photography, business, and advertising
- Instills in the staff a determination to be as professional as possible by acquainting them with the principles and ethics of professional journalism
- Familiarizes students with the legal restrictions on the press, such as the laws of libel, obscenity, invasion of privacy, and copyright, as well as the rights of the press guaranteed by the First Amendment
- Guides students in the operation of the newspaper on a sound financial basis, including establishing and maintaining a budget, selling advertisements and subscriptions, collecting monies due, circulating the newspaper, keeping accurate books, and providing for at least one annual financial report; guides students in planning, executing and evaluating each edition of the newspaper
- Provides the staff with a newspaper library and with opportunities to read newspapers from other schools in Montgomery County and elsewhere
- Serves as a buffer between the staff and influences both within and outside the school and provides staff members from unwarranted pressures
- Keeps staff apprised of developing trends in school newspapers and the professional press of services and aids available through scholastic press associations, and of opportunities for the staff to participate in state, regional, and national press activities and meetings

The following minimum time expenditures outside the school day are indicated as appropriate to the above criteria:

		<u>Hours</u>
1.	Preparation time (advisor)	15.0
2.	Preparation time (with students before/after school hours)	
	• Length of school year – <u>late August to end of June</u>	
	• 8 issues of a 16 to 24-page paper @ 24.0 hours - includes:	144.0
	- instructing and guiding students in writing and reporting skills	
	- guiding students in desktop publishing, interviewing, editing, photography skills	
	- assisting students in working with the printer	
	• Guiding students in financial operation of paper	56.0
	- including selling ads, keeping books, providing one annual financial report	
	• Accompanying students to state, regional and press activities/meetings and journalism conferences	10.0
Total hours needed for the activity outside of the regular work day		225.0

Extracurricular Activity Program - Non-athletic

Name of Activity: PEP BAND DIRECTOR

School Level: High School

Description of Activity: The pep band director will be responsible for organizing and directing the students during appropriate athletic contests. Sponsors assigned to this activity must possess appropriate training and background.

1. Pep band (including planning, rehearsals, performances at home and away football games, and other performances)
2. Other activities as approved by the principal

Total hours needed for the activity outside of the regular work day 50.0

A person receiving this stipend is not eligible for the marching band preseason stipend, the flag-majorette stipend or either of the marching band stipends.

A school which receives this stipend may not receive either the competitive marching band/pep band or the marching band/pep band stipends.

Extracurricular Activity Program - Non-athletic

Name of Activity: SAFETY PATROL

School Level: Elementary School

Description of Activity: The sponsor will be responsible for organizing and directing the activities of the elementary safety patrols. In addition, other duties shall include, but not be limited to, regular meetings with patrols and police officers, awards/recognition of patrols, election of officers, training of patrols, passing out and collecting equipment, bus evacuation drills, and checking duty stations.

	<u>Hours</u>
1. Monitoring and assisting patrols daily (including training, checking duty stations, changing posts)	140.0
2. Special activities	25.0
3. Preparation time (including pre and post year material distribution, organizing bus evacuation drills, meetings)	26.0
Total hours needed for the activity outside of the regular work day	191.0

Extracurricular Activity Program - Non-athletic

Name of Activity: SENIOR CLASS ADVISOR

School Level: High School

Description of Activity: The senior class advisor is responsible for supervising all school sponsored senior class activities throughout the year. The culminating activities are the commencement and graduation ceremonies.

The duties and minimum time allocations of the senior class advisor include, but are not limited to, the following:

	<u>Hours</u>
1. Preparation and Planning <ul style="list-style-type: none"> a. establishing and maintaining official class lists and files b. supervising class budgets, fees, and records of payments c. writing and distributing letters and memoranda to seniors and their parents d. maintaining records of accounts payable and paying outstanding obligations e. planning for and following through on all details pertaining to the commencement activities, such as programs, seating, guests, speakers, diploma distribution, cap and gown distribution and return, ushers and parking attendants, music, and processional 	90.0
2. Meetings <ul style="list-style-type: none"> a. with class officers, class representatives, or entire class for purpose of discussing activities b. with numerous sales representatives and class representatives for selection of caps and gowns, announcements, etc. 	110.0
3. Activities <ul style="list-style-type: none"> a. supervise at least two senior class activities during the year, such as a banquet, a dance, an outing, or similar student-planned senior class function b. practice sessions for and implementation of the commencement program c. additional activities, such as baccalaureate exercises, are optional 	20.0
4. Fundraising (the sponsor must approve and supervise all fundraising activities of the senior class)	30.0

Note: The members of the senior class will be directly involved in all decisions pertaining to the above activities. The senior class advisor, however, has the final authority for decision making.

Total hours needed for the activity outside of the regular work day	250.0
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Extracurricular Activity Program - Non-athletic

Name of Activity: SGA SPONSOR

School Level: Middle School

Description of Activity: Coordinate and supervise the development and operation of an SGA within the structure of the middle school.

	<u>Hours</u>
1. Supervise and develop procedures for election of the SGA	20.0
2. Supervise the meeting of the SGA delegate assembly and executive committee	60.0
3. Coordinate activities with MCJC and attend two (2) meetings annually with student affairs office staff	20.0
4. Supervise and monitor all SGA sponsored events within the school (e.g., dances, contests, collections, etc.). Chaperone one MCJC or Maryland Association of Student Councils activity during the year and attend meetings with the student affairs office staff.	75.0
5. Coordinate SGA programs with the school administration	35.0
Total hours needed for the activity outside of the regular work day	210.0

Extracurricular Activity Program - Non-athletic

Name of Activity: SGA SPONSOR

School Level: High School

Description of Activity: The SGA sponsor is responsible for supervising all SGA activities and advising the student government and its officers on all matters pertaining to its constitution, its function, and its critical role in the lives of high school students.

		<u>Hours</u>
1.	Meetings	100.0
	<p>While the SGA meeting arrangements will vary from school to school, the minimum number of hours the sponsor should meet with the SGA officers, executive board, planning committees, (homeroom grade) representative assembly, and other affiliated groups, including community and state organizations and two meetings annually with student affairs office staff, is 100 hours per school year. This would provide adequate time for an active SGA to plan for meeting its governmental responsibilities and implementing SGA sponsored activities.</p>	
2.	Activities	150.0
	<p>There is no standard list of activities which are or should be sponsored by the SGA. However, there is a general understanding that the SGA, in addition to its student government function, should foster the improvement of the quality of student life through the sponsorship of many student activities. These activities should be planned and implemented by the SGA with the sponsor acting in an advisor capacity. The SGA sponsor does have the responsibility for final approval or disapproval of these activities. School/community service activities are also appropriate for student government sponsorship.</p> <p>SGA sponsored student activities may be primarily for entertainment and enjoyment such as Homecoming activities, primarily for fundraising to finance non income producing activities such as operating a concession stand at athletic events, or for purposes such as a school dance.</p>	
3.	Develop procedures for and supervise the conduct of elections.	20.0
Total hours needed for the activity outside of the regular work day		270.0

Extracurricular Activity Program - Non-athletic

Name of Activity: **STAGE DIRECTOR**

School Level: **High School**

Description of Activity: The operational description of the technical director (stage) calls for the supervision of design and construction of sets and properties for a minimum of two major theatrical productions a year. Activities required for the execution of those duties described here relate to tasks performed after the work hours during the school year, from September through June. The two major performances consist of one play and one musical.

Minimal responsibilities for each type of production require the stage director to:

	Hours per <u>Play</u>	Hours per <u>Musical</u>
1. Consult and plan with producer/director	3.0	5.0
2. Develop technical budget	2.0	3.0
3. Design technical elements:		
• Set	6.0	12.0
• Lighting	3.0	5.0
• Sound	2.0	4.0
4. Organize crews and develop schedule	3.0	8.0
5. Purchase, acquire, and transport equipment and material	5.0	10.0
6. Construct and erect sets	82.0	115.0
7. Attend rehearsals:		
• Pre-technical	2.0	3.0
• Technical	8.0	15.0
8. Supervise technical elements of production during performance	8.0	8.0
9. Strike sets, props after performance	4.0	8.0
10. Return props, equipment, etc.	<u>4.0</u>	<u>5.0</u>
	132.0	201.0

Total hours needed for the activity outside of the regular work day		333.0
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Extracurricular Activity Program - Non-athletic

Name of Activity: STAGE DIRECTOR

School Level: Middle School

Description of Activity: The operational description of the technical director (stage) calls for the supervision of design and construction of sets and properties for a minimum of one major theatrical production a year. Activities required for the execution of those duties described here relate to tasks performed after the work hours during the school year, from September through June.

Minimal responsibilities for each type of production require the stage director to:

	Hours
1. Consult and plan with producer/director	4.0
2. Develop technical budget	2.0
3. Design technical elements:	
• Sets and lighting	3.0
• Sound	1.0
4. Organize crews and develop schedule	2.0
5. Purchase, acquire, and transport equipment and material	
6. Construct and erect sets	12.0
7. Attend rehearsals:	
• Pre-technical	2.0
• Technical	8.0
8. Supervise technical elements of production during performance	8.0
9. Strike sets, props after performance	4.0
10. Return props, equipment, etc.	4.0
Total hours needed for the activity outside of the regular work day	50.0

Extracurricular Activity Program - Non-athletic

Name of Activity: STUDENT SERVICE LEARNING (SSL)

School Level: Middle School

Description of Activity: Beginning in FY2012, the middle school student service learning (SSL) stipend will be allocated to schools as an ECA 3 non-athletic stipend. The SSL stipends are intended for teacher-level staff. Principals may authorize part-time supporting services staff to perform this work if the person works less than 8 hours/day or 40 hours/week. Full-time supporting services staff are not eligible for this stipend.

SSL is a Maryland State Department of Education (MSDE) graduation requirement. Beginning with the Class of 2011, MCPS students must complete a minimum of 75 SSL hours. Students may begin earning hours the summer after completing Grade 5 and continue to accrue them through high school. MCPS provides funding to support SSL coordination in every secondary school. The principal selects the person to serve in this role. Responsibilities of the school-based SSL coordinator include the following:

- Being well informed of the MSDE SSL mandate and MCPS implementation guidelines
- Adhering to the MCPS SSL implementation guidelines and communicating them to students, parents, and school staff
- Creating and maintaining an SSL file on each student and inputting accurate and timely service-learning data on the Online Administrative Information System (OASIS) for student reports and transcripts
- Promoting school and community SSL opportunities
- Collaborating with administrators to address individual SSL issues as they arise
- Attending SSL coordinator meetings and maintaining contact with the countywide SSL coordinator
- Advertising SSL award opportunities

Student progress toward this graduation requirement is monitored by school counselors at regular intervals. Comprehensive information regarding the SSL program is available on the MCPS website at <http://www.montgomeryschoolsmd.org/departments/ssl/>. Questions may be directed to the Student Service Learning Program coordinator at 301-279-3454.

The SSL stipend allocation is dependent on the school's projected total enrollment as follows:

Projected Enrollment	Class 3 Activity Description	Class 3 Activity Code	Class 3 Stipend Amount
Up to 500	SSL (Small)	E3S012	\$1,000
501 - 1,000	SSL (Medium)	E3S022	\$1,200
1,001 - 1,500	SSL (Large)	E3S032	\$1,500

Extracurricular Activity Program - Non-athletic

Name of Activity: YEARBOOK ADVISOR

School Level: High School

Description of Activity: It is the responsibility of the yearbook advisor to organize and direct all phases of activities culminating in the production of an annual school yearbook. This responsibility extends throughout the school year—from the selection of staff and examination of contractual agreements and bids during the spring semester through the publication of a yearbook the succeeding spring. Many schools also produce summer supplements.

Minimum performance criteria require that the yearbook sponsor:

- Instructs the yearbook staff on good yearbook techniques, including (1) the fundamentals of desktop publishing, (2) the composition of clear, concise copy, (3) the editing of space requirements and content, (4) the practice of good principles of layout, (5) the structuring of the yearbook according to an original and appropriate thematic design, (6) the selection and cropping of photographs, and (7) establishments of standards for all yearbook photographs (e.g., good contrast, content, focus, and impact).
- Establishes and leads the staff in observing sound business practices in budgeting, financing, and selling the book.
- Assumes responsibility for scheduling individual and group pictures, for supervising the writing of copy, for soliciting advertisements, for designing layouts, and for managing all other elements in such a way as to meet all deadlines for publication and distribution.
 - Decides during the spring semester current and pending contractual agreements and bids (i.e., with publishers and photography studios)
 - Selects and trains the new staff members for the following school year
 - Leads staff in self-evaluation of both planning and production procedures and product
 - Participates (and where appropriate, involves staff) in workshops related to yearbook development

The following minimum time expenditures outside the school day are indicated as appropriate to the above criteria:

	Hours
1. Preparation time (sponsor only)	15.0
2. Preparation time (sponsor and students)	
• Instructs the yearbook staff on good yearbook techniques	35.0
• Leads staff in sound business practices, including budgeting, financing, and selling the book	40.0
• Supervises scheduling individual and group pictures, writing copy, designing layouts, soliciting advertisements, and managing other elements of publication and distribution	75.0
• Decides contractual agreements and bids with publishers and photography studios	10.0
• Selects and trains the new staff members	20.0
• Leads staff in self-evaluation of both planning and production procedures and product	20.0
• Participates with staff in workshops related to yearbook development	10.0

Total hours needed for the activity outside of the regular work day	225.0
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Extracurricular Activity Program - Athletic

Name of Activity: ASSISTANT ATHLETIC DIRECTOR

School Level: High School

Description of Activity: The assistant athletic director is expected to assist the athletic director in the administration of all aspects of the program. This includes, but is not limited to, contest management, transportation, uniform inventory, athletic rosters, awards, supervision of practices, and working with all coaches, sponsors, and booster organizations. The assistant athletic director should be able to implement the program in the absence of the athletic director and should be knowledgeable about the entire program.

(Note: The assistant athletic director is eligible for preseason compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
Meetings scheduled by the director of system-wide athletics (Attend at least one athletic directors' meeting)	20.0
Length of season is all year	
8 August half days @ 3.5 hours	28.0
Hours required for contest coverage and assisting with all aspects of the athletic program as directed by principal in cooperation with the athletic director.	282.0
Total time needed for the activity outside of the regular workday	315.0

Extracurricular Activity Program - Athletic

Name of Activity: ASSISTANT GAME MANAGER

School Level: 1 Each High School

Description of Activity: To serve as assistant in managing afternoon and/or evening contests for all sports as deemed appropriate by the local high school administration.

	<u>Hours</u>
Preseason meetings with athletic director, principal, and security	3.0
Length of season 52 contests @ 3.0 hours per single contest (or 5.0 hours for doubleheader)	156.0
Postseason requirements (equipment, inventory, safety, etc) – evaluative report to athletic director – 1.0 hour each athletic season	3.0
Total time needed for the activity outside of the regular workday	162.0

Extracurricular Activity Program - Athletic

Name of Activity: ATHLETIC COORDINATOR

School Level: Middle School

Description of Activity: The responsibilities of the athletic coordinator described in terms of days and hours are the **minimum** number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
FALL - Softball - 23 days	
1. County athletic coordinators' meeting	1.5
2. Meeting with administration	2.0
3. Coaches' meeting	1.0
4. Supervision - 6 contests @ 2.0 hours	12.0
5. Field prep	7.0
6. Arrange transportation/officials/reschedule make-ups/administrative duties	27.0
7. Uniforms and equipment inventory, disbursement	2.0
8. Activity fees/physicals/forms	10.0
9. Publicity	2.0
Subtotal - Hours needed for the Fall activity outside of the regular work day	64.5
WINTER - Basketball - 29 days	
1. County athletic coordinators' meeting	1.5
2. Meeting with administration	1.5
3. Coaches' meeting	1.0
4. Supervision - 8 contests @ 2.0 hours	16.0
5. Arrange transportation/officials/reschedule make-ups/administrative duties	27.0
6. Uniforms and equipment inventory, disbursement	1.0
7. Activity fees/physicals/forms	8.0
8. Publicity	1.0
Subtotal - Hours needed for the Winter activity outside of the regular work day	57.0
SPRING - Soccer - 24 days	
1. County athletic coordinators' meeting	1.5
2. Meeting with administration	1.0
3. Coaches' meeting	1.0
4. Supervision - 6 contests @ 2.0 hours	12.0
5. Arrange transportation/officials/reschedule make-ups/administrative duties	27.0
6. Field preparation	8.0
7. Uniforms and equipment inventory, disbursement	1.0
8. Activity fees/physicals/forms	4.0
9. Publicity	1.0
10. Postseason duties ordering materials for next year	7.0
Subtotal - Hours needed for the Spring activity outside of the regular work day	63.5
Total time needed for the activity outside of the regular day	185.0

Extracurricular Activity Program - Athletic

Name of Activity: BASEBALL JUNIOR VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>March 1 – early May</u>	
42 practices @ 2.0 hours	84.0
14 contests @ 3.0 hours	42.0
2. Preparation – Supervision – Transportation	
Preseason planning 10 hours (including meeting with athletic director)	10.0
Each practice planning and preparation – 42 @ .5 hour	21.0
Each contest preparation – 14 contests @ 1.0 hour	14.0
Field preparation – 7 contest @ 1.0 hour	7.0
Locker room supervision – 56 days @ .60 hour	34.0
Transportation – 7 away contests @ 1.0 hour	7.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular workday	225.0

Extracurricular Activity Program - Athletic

Name of Activity: **BASEBALL VARSITY**

School Level: **High School**

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

(Note: Coaches of this activity are eligible for postseason compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>March 1 - mid May</u>	
43 practices @ 2.0 hours	86.0
16 contests @ 3.0 hours	48.0
10 early morning pitching practices	10.0
3. Preparation – Supervision – Transportation	
Preseason planning (including meeting with athletic director)	10.0
Each practice planning and preparation @ .5 hour	21.5
Field preparation (practice)	43.0
Each contest preparation - 16 contests @ 1.0 hour	16.0
Field preparation - 8 contests @ 2.0 hours	16.0
Locker room supervision - 59 days @ .6 hour	35.5
Transportation @ 1.0 hour	8.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	8.0
Total hours needed for the activity outside of the regular workday	307.0

Extracurricular Activity Program - Athletic

Name of Activity: **BASKETBALL (BOYS)**

School Level: **Middle School**

Description of Activity: The responsibilities of the coach described in terms of days and hours are the **minimum** number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of season: <u>early January – late February</u>	
2. County pre and postseason coaches' meetings	2.0
19 practices @ 1.5 hours	28.5
8 contests @ 2.0 hours	16.0
3. Preparation – Supervision	
Preseason planning (includes meetings with athletic coordinator)	3.0
19 practice plan/ prep @ .5 hour	9.5
8 contest plan/ prep @ .5 hour	4.0
Locker room supervision – 27 days @ .75 hour	20.25
Transportation – 4 away games @ 1.0 hour	4.0
4. Postseason requirements (includes meeting with athletic coordinator)	4.0
Total hours needed for the activity outside of the regular day	91.25

Extracurricular Activity Program - Athletic

Name of Activity: **BASKETBALL (BOYS) JUNIOR VARSITY**

School Level: **High School**

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>November 15 – mid February</u>	
47 practices @ 2.0 hours	94.0
18 contests @ 4.5 hours	81.0
2. Preparation – Supervision – Transportation	
Preseason planning 10 hours (including meeting with athletic director)	10.0
Each practice planning and preparation .5 hour	23.5
Each contest preparation – 18 contests @ 1.0 hour	18.0
Locker room supervision – 65 days @ .6 hour	39.0
Transportation @ 1.0 hour	9.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular workday	281.0

Extracurricular Activity Program - Athletic

Name of Activity: BASKETBALL (BOYS) VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

(Note: Coaches of this activity are eligible for postseason compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>November 15 – late February</u>	
59 practices @ 2.0 hours	118.0
18 contests @ 4.5 hours	81.0
2 contests without JV @ 2.0 hours	4.0
3. Preparation – Supervision – Transportation	
Preseason planning 10 hours (including meeting with athletic director)	10.0
Each practice planning and preparation .5 hour	29.5
Each contest preparation – 20 contests @ 1.0 hour	20.0
Locker room supervision – 79 days @ .6 hour	47.5
Transportation	10.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	7.0
Total hours needed for the activity outside of the regular workday	332.0

Extracurricular Activity Program - Athletic

Name of Activity: **BASKETBALL (GIRLS)**

School Level: **Middle School**

Description of Activity: The responsibilities of the coach described in terms of days and hours are the **minimum** number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of Season: <u>early January - late February</u>	
2. County pre and postseason coaches' meetings	2.0
19 practices @ 1.5 hours	28.5
8 contests @ 2.0 hours	16.0
3. Preparation – Supervision	
Preseason planning (includes meetings with athletic coordinator)	3.0
19 practice planning and preparation @ .5 hour	9.5
8 contest planning and preparation @ .5 hour	4.0
Locker room supervision - 27 days @ .75 hour	20.25
Transportation - 4 away games @ 1.0 hour	4.0
4. Postseason requirements (includes meeting with athletic coordinator)	4.0
Total hours needed for the activity outside of the regular day	91.25

Extracurricular Activity Program - Athletic

Name of Activity: BASKETBALL (GIRLS) JUNIOR VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>November 15 – mid February</u>	
47 practices @ 2.0 hours	94.0
18 contests @ 4.5 hours	81.0
2. Preparation – Supervision – Transportation	
Preseason planning 10 hours (including meeting with athletic director)	10.0
Each practice planning and preparation .5 hour	23.5
Each contest preparation – 18 contests @ 1.0 hour	18.0
Locker room supervision – 65 days @ .6 hour	39.0
Transportation @ 1.0 hour	9.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular workday	281.0

Extracurricular Activity Program - Athletic

Name of Activity: BASKETBALL (GIRLS) VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

(Note: Coaches of this activity are eligible for post-season compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>November 15 - late February</u>	
59 practices @ 2.0 hours	118.0
18 contests @ 4.5 hours	81.0
2 contests without JV @ 2.0 hours	4.0
3. Preparation – Supervision – Transportation	
Preseason planning 10 hours (including meeting with athletic director)	10.0
Each practice planning and preparation - .5 hour	29.5
Each contest preparation - 20 contests @ 1.0 hour	20.0
Locker room supervision - 79 days @ .6 hour	47.5
Transportation	10.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	7.0
Total hours needed for the activity outside of the regular workday	332.0

Extracurricular Activity Program - Athletic

Name of Activity: BASKETBALL SCORER

School Level: Middle School

Description of Activity: The responsibilities of the scorer described in terms of days and hours are the **minimum** number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
Length of Season: <u>early January - late February</u>	
Keep score for 8 home basketball games 4 boys and 4 girls contests @ 2.0 hours	16.0
Total time needed for the activity outside of the regular day	16.0

Extracurricular Activity Program - Athletic

Name of Activity: BASKETBALL SCORER/TIMER (BOYS)

School Level: High School

Description of Activity: The responsibility of the scorer/timer described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The actual length of season and number of practices varies slightly each year depending upon the MCPS school calendar and MPSSAA Tournament schedules.

	<u>Hours</u>
1. Length of season: <u>early December - late February</u>	
10 varsity and JV home contests @ 4.0 hours	40.0
Scorekeeping/timing clinic	2.0
Total hours needed for the activity outside of the regular workday	42.0

Extracurricular Activity Program - Athletic

Name of Activity: BASKETBALL SCORER/TIMER (GIRLS)

School Level: High School

Description of Activity: The responsibility of the scorer/timer described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The actual Length of season: and number of practices varies slightly each year depending upon the MCPS school calendar and MPSSAA Tournament schedules.

	<u>Hours</u>
1. Length of season: <u>early December – late February</u>	
10 varsity and JV home contests @ 4.0 hours	40.0
Scorekeeping/ timing clinic	2.0
Total hours needed for the activity outside of the regular workday	42.0

Extracurricular Activity Program - Athletic

Name of Activity: BASKETBALL TIMER

School Level: Middle School

Description of Activity: The responsibilities of the timer described in terms of days and hours are the **minimum** number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
Length of Season: <u>early January - late February</u>	
Keep time for 8 home basketball games 4 boys and 4 girls contests @ 2.0 hours	16.0
Total time needed for the activity outside of the regular day	16.0

Extracurricular Activity Program - Athletic

Name of Activity: BOCCE (COED) (COROLLARY)

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, notifying the media of scores/results, participating in awards and school recognition programs, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and contests, establishing rules of conduct and sportsmanship for the team members and the coaching staff, ensuring all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>early December - early February</u>	
26 practices @ 1.5 hours	39.0
6 contests @ 3.0 hours	18.0
3. Preparation – supervision – transportation	
Preseason planning 6.0 hours (including meeting with athletic director)	6.0
Each practice planning and preparation - @ .5 hours	13.0
Each contest preparation - 6 @ 1.0 hour	6.0
Locker room supervision - 32 days @ .6 hours	19.0
Transportation - 3 away contests @ 1.0 hour	3.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	115.0

Extracurricular Activity Program - Athletic

Name of Activity: CHEERLEADING (PLAN I) (Fall and Winter Seasons: Large Varsity Split)

School Level: High School

Note: Schools may utilize either Plan I or Plan II (next) in dividing responsibilities between two sponsors for the fall and winter seasons.

Description of Activity: The principal, in consultation with sponsors and the athletic director, will determine, prior to the school year, how the stipend will be divided. The sponsors are responsible for the entire program including implementing all requirements as found in the MCPS Athletics Handbook, MCPS Pompon and Cheerleader Sponsors' Handbook, and the Spirit Rules Book published by the National Federation of High School Associations. Sponsors are expected to keep in regular contact with the athletic director and to attend meetings and clinics as scheduled by the director of system-wide athletics and the county cheerleader director. Responsibilities include the advertising of clinics and tryouts to all students, developing a schedule for cheerleaders which will show support for all athletic teams and recognition of all athletes, ensuring that all routines and cheers demonstrate and support good sportsmanship and are free of inappropriate moves or words. Athletic directors should be provided with rosters, medical forms, parental, and other requested forms. Sponsors are also to schedule practices and events, monitor academic and attendance records, establish and distribute written criteria for squad selection and earning awards. Supervision in locker rooms, practices, and performance areas is required at all times. Squad members should be informed of continued performance opportunities in college. Miscellaneous events will be determined at the local school level. Events must be gender equitable. Home events must take priority. State semi-final games should be covered and State championship games in football, soccer, field hockey, basketball, volleyball, and wrestling, baseball, softball, and lacrosse. The sponsors are also responsible for the assignments listed below.

(Note: Fall sponsors of this activity are eligible for preseason compensation. See guidelines in front of this handbook.)

	<u>Fall Hours</u>		
	<u>Sponsor I</u>	<u>Sponsor II</u>	<u>Total</u>
8 August practices @ 3.5 hours each	28.0	28.0	56.0
Preparation time (including meeting with AD)	4.0	4.0	8.0
15 Practices @ 1 .75 hours	26.25	26.25	52.5
4 Meetings @ .5 hour (includes choreography sessions)	2.0	2.0	4.0
5 Varsity football games	15.0	15.0	30.0
3 Varsity boys soccer games	6.0	6.0	12.0
3 Varsity girls soccer games	6.0	6.0	12.0
3 Varsity field hockey	6.0	6.0	12.0
2 Varsity girls volleyball	3.0	3.0	6.0
Junior varsity events (1BS, 1GS, 1FH, 1VB, 5FB)	11.5	11.5	23.0
Miscellaneous events	6.0	6.0	12.0
Transportation @ .5 hour	12.0	12.0	24.0
Playoff contests (County, Region, State)	6.0	6.0	2.0
Evaluation/inventory/budget	2.0	2.0	4.0
1 Competition	3.0	3.0	6.0
1 Clinic (both sponsors attending)	3.0	3.0	6.0
Non-traditional support (GO, TE, CC)	4.0	4.0	8.0
Tryouts (both sponsors present)	11.0	11.0	22.0
MCPS meetings	3.0	3.0	6.0
Total time needed for activity outside of the regular workday	158.0	158.0	316.0

Extracurricular Activity Program - Athletic

Cheerleading Plan I – continued

	<u>Winter Hours</u>		<u>Total</u>
	<u>Sponsor I</u>	<u>Sponsor II</u>	
Preparation time (including meeting with AD)	3.0	3.0	6.0
17 Practices @ 1 .75 hours	29.75	29.75	59.5
8 Varsity boys basketball games	16.0	16.0	32.0
8 Varsity girls basketball games	16.0	16.0	32.0
3 Varsity wrestling matches	6.0	6.0	12.0
Junior varsity events (1BBB, 1GBB 1WR)	3.0	3.0	6.0
Miscellaneous events	4.0	4.0	12.0
Transportation - @ .5 hour	11.0	11.0	22.0
Playoff contests (County, Region State)	7.0	7.0	14.0
Evaluation/inventory/budget	3.0	3.0	6.0
Non-traditional support (Swim/Dive, IT)	3.0	3.0	6.0
Tryouts (both sponsors present)	11.0	11.0	22.0
Total time needed for activity outside of the regular workday	112.75	112.75	225.5

Extracurricular Activity Program - Athletic

Name of Activity: CHEERLEADING (PLAN II) (Fall and Winter Seasons: Varsity/Junior Varsity)

School Level: High School

Note: Schools may utilize either Plan I or Plan II (previous) in dividing responsibilities between two sponsors for the fall and winter seasons.

Description of Activity: The principal, in consultation with sponsors and the athletic director, will determine, prior to the school year, how the stipend will be divided. The sponsors are responsible for the entire program including implementing all requirements as found in the MCPS Athletics Handbook, MCPS Pompon and Cheerleader Sponsors' Handbook, and the Spirit Rules Book published by the National Federation of High School Associations. Sponsors are expected to keep in regular contact with the athletic director and to attend meetings and clinics as scheduled by the director of system-wide athletics and the county cheerleader director. Responsibilities include the advertising of clinics and tryouts to all students, developing a schedule for cheerleaders which will show support for all athletic teams and recognition of all athletes, insuring that all routines and cheers demonstrate and support good sportsmanship and are free of inappropriate moves or words. Athletic directors should be provided with rosters, medical forms, parental, and other requested forms. Sponsors are also to schedule practices and events, monitor academic and attendance records, establish and distribute written criteria for squad selection and earning awards. Supervision in locker rooms, practices, and performance areas is required at all times. Squad members should be informed of continued performance opportunities in college. Miscellaneous events will be determined at the local school level. They must be gender equitable. Home events must take priority. State semi-final games should be covered and MCPS or State championship games in baseball, softball, lacrosse, and volleyball. The sponsors are also responsible for the assignments listed below.

(Note: Fall sponsors of this activity are eligible for preseason compensation. See Guidelines in front of this handbook.)

	<u>Fall Hours</u>		
	<u>Varsity</u>	<u>Junior Varsity</u>	<u>Total</u>
8 varsity/8 junior varsity August practices @ 3.5 hours each	28.0	28.0	56.0
Preparation time (including meeting with AD)	4.0	3.0	7.0
20/16 Practice - @ 1.75 hours	35.0	28.0	63.0
4 Meetings @ .5 hour (includes choreography sessions)	2.0	2.0	4.0
10 Varsity/8 junior varsity football games	30.0	24.0	54.0
2 Varsity/1 junior varsity boys soccer games	4.0	2.0	6.0
2 Varsity/1 junior varsity girls soccer game	4.0	2.0	6.0
2 Varsity/1 junior varsity field hockey	4.0	2.0	6.0
2 Varsity/1 junior varsity girls volleyball	3.0	1.5	4.5
Miscellaneous events	8.0	6.0	14.0
Transportation @ .5 hour	15.0	9.0	24.0
Playoff contests (county, region, state)	12.0	0.0	12.0
Evaluation/inventory/budget	2.0	2.0	4.0
1 Competition	3.0	0.0	3.0
1 Clinic (both sponsors attending)	3.0	3.0	6.0
Non-traditional support (GO, TE, CC,)	4.0	3.0	7.0
Tryouts (both sponsors present)	11.0	11.0	22.0
MCPS meetings	3.0	3.0	6.0
Total time needed for activity outside of the regular workday	175.0	130.5	305.5

Extracurricular Activity Program - Athletic

Cheerleading Plan II – continued

	<u>Winter Hours</u>		<u>Total</u>
	<u>Varsity</u>	<u>Junior Varsity</u>	
Preparation time (including meeting with AD)	3.0	2.0	5.0
26/20 Practices @ 1 .75 hours	45.5	35.0	80.5
8 Varsity/7 junior varsity boys basketball games	16.0	14.0	30.0
8 Varsity/7 junior varsity girls basketball game	16.0	14.0	30.0
4 Varsity/2 junior varsity wrestling matches	8.0	4.0	12.0
Miscellaneous events	5.0	4.0	9.0
Transportation - @ .5 hour	15.0	6.0	21.0
Playoff contests (county, region, state)	15.0	0.0	15.0
Evaluation/inventory/budget	3.0	3.0	6.0
Non-traditional support (swim/dive, IT)	3.0	3.0	6.0
Tryouts (both sponsors present)	11.0	11.0	22.0
Total time needed for activity outside of the regular workday	140.5	96.0	236.5

Extracurricular Activity Program - Athletic

Name of Activity: CHEERLEADING (SPRING PLAN) (One Varsity only)

School Level: High School

Description of Activity: The principal, in consultation with sponsors and the athletic director, will determine, prior to the school year, how the stipend will be divided. The sponsors are responsible for the entire program including implementing all requirements as found in the MCPS Athletic Handbook, MCPS Pompon and Cheerleader Sponsors' Handbook, and the Spirit Rules Book published by the National Federation of High School Associations. Sponsors are expected to keep in regular contact with the athletic director and to attend meetings and clinics as scheduled by the director of system-wide athletics and the county cheerleader director. Responsibilities include the advertising of clinics and tryouts to all students, developing a schedule for cheerleaders which will show support for all athletic teams and recognition of all athletes, insuring that all routines and cheers demonstrate and support good sportsmanship and are free of inappropriate moves or words. Athletic directors should be provided with rosters, medical forms, parental, and other requested forms. Sponsors are also to schedule practices and events, monitor academic and attendance records, establish and distribute written criteria for squad selection and earning awards. Supervision in locker rooms, practices, and performance areas is required at all times. Squad members should be informed of continued performance opportunities in college. Miscellaneous events will be determined at the local school level. They must be gender equitable. Home events must take priority. State semi-final games should be covered and MCPS or State championship games in baseball, softball, lacrosse, and volleyball. The sponsors are also responsible for the assignments listed below.

	<u>Hours</u>
Preparation time (including meeting with AD)	3.0
16 practices @ 1.75 hours	28.0
2 Boys volleyball	4.0
2 Coed volleyball	4.0
2 Boys lacrosse	6.0
2 Girls lacrosse	6.0
Playoff contests (county, regional, and state)	6.0
Miscellaneous event	5.0
Non-traditional support (TR, TE, GYM, BA, SB)	7.0
Transportation	4.0
Tryouts	11.0
Meetings with coordinator of athletics	3.0
Evaluation/Inventory/Budget	5.0
Total time needed for the activity outside of the regular workday	92.0

Extracurricular Activity Program - Athletic

Name of Activity: **CROSS COUNTRY (Coed)**

School Level: **Middle School**

Description of Activity: The responsibilities of the coach described in terms of days and hours are the **minimum** number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of Season: <u>early September - late October</u>	
2. County preseason coaches' meetings scheduled	2.0
13 practices @ 1.5 hours	19.5
3 contests @ 2.0 hours	6.0
3. Preparation – Supervision	
Preseason planning (including meetings with athletic coordinator)	3.0
13 practice planning and preparation @ .5 hour	6.5
3 contest planning and preparation @ .5 hour	1.5
Field preparation	8.0
Locker room supervision - 16 days @ .75 hour	12.0
Transportation - 2 away meets @ 1.0 hour	2.0
4. Postseason requirements (includes meetings with athletic coordinator)	3.0
Total hours needed for the activity outside of the regular day	63.5

Extracurricular Activity Program - Athletic

Name of Activity: CROSS COUNTRY (COED) ASSISTANT -
For Teams Larger Than 40 Students

School Level: High School

Description of Activity: The coach is responsible for assisting the head coach in implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
1. Length of season: <u>mid August - early November</u>	
8 August practices @ 3.5 hours	28.0
42 practices @ 2.0 hours	84.0
4 contests @ 2.0 hours	8.0
6 contests @ 6.0 hours	36.0
2. Preparation – Supervision – Transportation	
Preseason planning – 10 hours (including meeting with athletic director)	4.0
Practice planning and preparation 42 @ .5 hour	21.0
Each contest preparation – 10 contests @ 1.0 hour	10.0
Each site preparation – home contests 2.0 hours	4.0
Locker room supervision – 52 days @ .6 hour	31.0
Transportation @ 1.0 hour	8.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	1.0
Total hours needed for the activity outside of the regular workday	235.0
One (1) assistant for teams over 40 students	

Extracurricular Activity Program - Athletic

Name of Activity: CROSS COUNTRY (COED) HEAD COACH

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason and postseason compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>mid August – early November</u>	
8 August practices @ 3.5 hours	28.0
42 practices @ 2.0 hours	84.0
4 contests @ 2.0 hours	8.0
6 contests @ 6.0 hours	36.0
3. Preparation – Supervision – Transportation	
Preseason planning – 10 hours (including meeting with athletic director)	10.0
Practice planning and preparation – 42 @ .5 hour	21.0
Each contest preparation – 10 contests @ 1.0 hours	10.0
Each site preparation – home contests 2.0 hours	4.0
Locker room supervision – 52 days @ .60 hour	31.0
Transportation @ 1.0	8.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	5.0
Total hours needed for the activity outside of the regular workday	250.0

Extracurricular Activity Program - Athletic

<i>Name of Activity:</i>	DIVISIONAL DIVING COACH (TWO FOR THE COUNTY)
<i>School Level:</i>	High School (County-wide)

Description of Activity: The responsibility of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. Each of the three divisions will have one two-hour diving practice for ten weeks.

	<u>Hours</u>
1. Meetings scheduled by the director of system-wide athletics	4.0
2. Length of season: <u>November 15 - mid February</u> 30 practices @ 2.0 hours each	60.0
3. Preparation – Supervision – Transportation	
Preseason planning - 15.0 hours (contacting pools and coaches)	15.0
Each practice planning and preparation @ .5 hour	15.0
Locker room supervision @ .5 hour	15.0
Transportation - evening @ 1.0 hour	34.0
Communicate with coaches and provide attendance rosters	7.0
4. Diving meets - 4 @ 8.0 hours each	32.0
Preparation and training of parent officials	12.0
5. Prepare and conduct coaches' clinic	12.0
Total hours needed for the activity outside of the regular workday	206.0

Extracurricular Activity Program - Athletic

Name of Activity: FIELD HOCKEY (GIRLS) JUNIOR VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
1. Length of season: <u>mid August - late October</u>	
8 August practices @ 3.5 hours	28.0
33 practices @ 2.0 hours	66.0
11 contests @ 4.0 hours	44.0
2. Preparation – Supervision – Transportation	
Preseason planning @ 3.0 hours (including meeting with athletic director)	3.0
Practice planning and preparation – 33 @ .5 hour	15.5
Each contest preparation – 11 contests @ .5 hour	5.5
Locker room supervision – 44 days @ .6 hour	26.5
Transportation @ 1.0 hour	5.5
Field preparation	6.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	2.0
Total hours needed for the activity outside of the regular workday	202.0

Extracurricular Activity Program - Athletic

Name of Activity: FIELD HOCKEY (GIRLS) VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason and postseason compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>mid August - late October</u>	
8 August practices @ 3.5 hours	28.0
38 practices @ 2.0 hours	76.0
11 contests @ 4.0 hours	44.0
1 contest without JV	2.0
3. Preparation – Supervision – Transportation	
Preseason planning – 10.0 hours (including meeting with athletic director)	10.0
Practice planning and preparation – 38 @ .5 hour	19.0
Each contest preparation – 12 contests @ 1.0 hour	12.0
Field Preparation – 6 home contests @ 2.0 hours	12.0
Locker room supervision – 59 days @ .6 hour	30.0
Transportation – @ 1.0 hour	6.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	8.0
Total hours needed for the activity outside of the regular workday	252.0

Extracurricular Activity Program - Athletic

Name of Activity: FIRST AID ASSISTANT

School Level: High School

Description of Activity: First aid assistants must have appropriate certification and qualifications to provide first aid service to students and coaches. Their duties include, but are not limited to, working with medical volunteers, attending to injuries that occur during practices and contests, inspecting medical kits and recommending purchases of medical supplies, maintaining a medical inventory, maintaining a clean, sanitized training room, accompanying students to the hospital in cases of emergencies, advising wrestlers and coaches of safe weight loss practices, advising team members of proper nutrition habits, assisting in taping students and applying dressings to injuries prior to practices and/or contests, advising students when to seek professional medical advice, staying abreast of current practices and technology, providing current information to coaches such as articles/developments/technology associated with the prevention and treatment of injuries, and coordinating efforts of volunteers in providing medical coverage at events.

(Note: First aid assistants are eligible for preseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
1. Meet with athletic directors and coaches (1 time per season, 3 seasons @ 2.0 hours)	6.0
2. Provide assistance to teams and coaches (8 August half-days @ 3.5 hours)	28.0
3. Provide assistance to teams and coaches (47 times per season, 3 seasons @ 2.0 hours)	282.0
4. Preseason planning/organization (1 time per season, 3 seasons @ 2.0 hours)	6.0
5. Postseason requirements (equipment, inventory, etc.)	6.0
Total time needed for the activity outside of the regular workday	328.0

Candidates must meet the following criteria:

1. Current CPR certification
2. Current Red Cross first aid certification
3. Completed a minimum of 1 credit in prevention and treatment of athletic injuries

NOTE: Currently certified athletic trainers, EMTs, or paramedics are eligible for this position.

Extracurricular Activity Program - Athletic

Name of Activity: FOOTBALL - UP TO 4 ASSISTANTS

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason and postseason compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
1. Length of season: <u>mid August - early November</u>	
8 August practices @ 3.5 hours	28.0
53 practices @ 2.0 hours	106.0
10 contests @ 8.0 hours	80.0
2. Preparation – Supervision – Transportation	
Preseason planning – 10.0 hours (including meeting with athletic director - head coach)	10.0
Practice planning and preparation – 53 @ .5 hour	26.5
Each contest preparation – 10 contests @ .5 hour	5.0
Field preparation – 10 contests @ .5 hour	5.0
Locker room supervision – 63 days @ 1.0 hour	63.0
Transportation – 5 away contests @ 1.0 hour	5.0
Film viewing	18.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular workday	353.0

Three (3) assistants for teams under 80 students

Four (4) assistants for teams with 80 or more students

Extracurricular Activity Program - Athletic

Name of Activity: FOOTBALL - HEAD COACH

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including implementing the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach is also responsible for the assignments listed below:

(Note: Coaches of this activity are eligible for preseason and postseason compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>mid August - early November</u>	
8 August practices @ 3.5 hours	28.0
53 practices @ 2.0 hours	106.0
10 contests @ 8.0 hours	80.0
3. Preparation – Supervision – Transportation	
Preseason planning – 34.0 hours (including meeting with athletic director/assistant coaches)	34.0
Practice planning and preparation – 53 @ .5 hour	26.5
Each contest preparation – 10 contests @ 1.0 hour	10.0
Field preparation – 10 home contests @ .5 hour	5.0
Locker room supervision – 63 days @ 1.0 hour	63.0
Transportation – 5 away contests @ 1.0 hour	5.0
Film viewing	35.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	10.0
Total hours needed for the activity outside of the regular workday	408.0

Extracurricular Activity Program - Athletic

Name of Activity: FOOTBALL - TICKET MANAGER - 1 each High School

School Level: High School

Description of Activity: The responsibility of the ticket manager described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
1. Pre and postseason meetings with athletic director, principal, business manager, and/or security	4.0
2. Length of season 10 nonschool day and evening contests - average 5 hours	50.0
3. Each contest preparation - 10 contests @ 1.0 hour	10.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.) Forman report to athletic director	3.0

Total hours needed for the activity outside of the regular workday 67.0

Extracurricular Activity Program - Athletic

Name of Activity: GOLF (COED)

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason and postseason compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>mid August - mid October</u>	
8 August practices @ 3.5 hours	28.0
21 day practices @ 3.0 hours	63.0
6 contests @ 3.0 hours	18.0
1 county match @ 3.0 hours	3.0
3. Preparation – Supervision – Transportation	
Preseason planning (including meeting with athletic director)	4.0
Practice planning and preparation – 21 @ .25 hour	5.25
Each contest preparation – 7 contests @ .5 hour	3.5
Transportation – 7 away contests @ 1.0 hour	7.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	3.0
Total hours needed for the activity outside of the regular workday	140.0

Extracurricular Activity Program - Athletic

Name of Activity: **GOLF (Girls Development)**

School Level: **High School**

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms and practice schedules to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	4.0
2. Length of season: <u>mid March – early May</u>	
12 practices @ 2.5 hours	30.0
1 contest @ 4.0 hours	4.0
3. Preparation – Supervision – Transportation	
Preseason planning (including meeting with athletic director)	4.0
Each practice planning and preparation – 12 @ .25 hours	3.0
Transportation	2.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	3.0
Total hours needed for the activity outside of the regular workday	50.0

Extracurricular Activity Program - Athletic

Name of Activity: GYMNASTICS (GIRLS)

School Level: High School

Description of Activity: The coach shall be responsible for implementing the entire program including the rules of the sport and MCPSSAA and keeping in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practices and games, establishing rules of conduct and sportsmanship for team members, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>early March - early May</u>	
22 practices @ 2.0 hours	44.0
7 meets @ 3.0 hours	21.0
1 end-of-season meet @ 5.0 hours	5.0
3. Preparation – Supervision – Transportation	
Preseason planning – 8.0 hours (including meeting with athletic director)	8.0
Each practice planning and preparation – 22 @ .5 hours	11.0
Each contest preparation – 8 meets @ 1.0 hour	8.0
Locker room supervision – 30 days @ .60 hour	18.0
Transportation – 5 away meets @ 1.0 hour	5.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular workday	131.0

Extracurricular Activity Program - Athletic

Name of Activity: INDOOR TRACK (COED) ASSISTANT -
For Teams Larger Than 40 Students

School Level: High School

Description of Activity: The coach is responsible for assisting the head coach in implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See guidelines in front of this handbook.

	<u>Hours</u>
1. Length of season: <u>November 15 – early February</u>	
47 practices @ 2.0 hours	94.0
7 invitational (multi-school competition) contests @ 6.0 hours	42.0
2. Preparation – Supervision – Transportation	
Preseason planning (including meeting with athletic director)	4.0
Each practice planning and preparation – @ .5 hour	23.5
Each contest preparation – 7 contests @ 1.0 hour	7.0
Locker room supervision – 54 days @ .60 hour	32.5
Transportation	21.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	1.0
Total hours needed for the activity outside of the regular workday	225.0
One (1) assistant for teams over 40 students	

Extracurricular Activity Program - Athletic

Name of Activity: INDOOR TRACK (COED)

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>November 15 – early February</u>	
47 practices @ 2.0 hours	94.0
7 invitational (multi-school competition) contests @ 6.0 hours	42.0
3. Preparation – Supervision – Transportation	
Preseason planning – 10 hours (including meeting with athletic director)	10.0
Each practice planning and preparation – @ .5 hour	23.5
Each contest preparation – 7 contests @ 1.0 hour	7.0
Locker room supervision – 54 days @ .60 hour	32.5
Transportation	21.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	7.0
Total hours needed for the activity outside of the regular workday	242.0

Extracurricular Activity Program - Athletic

Name of Activity: INTRAMURAL COORDINATOR

School Level: Middle School

Description of Activity: The responsibility of the intramural coordinator described in terms of hours are the minimum number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
1. Intramural coordinators' meetings scheduled by central office staff	4.0
2. Hours required for program and budget coordination and planning and coordinating facilities of the intramural programs. Other duties include scheduling officials, securing coaches, administration of awards and general supervision of the intramural program	56.0
Total hours needed for the activity outside of the regular day	60.0

Extracurricular Activity Program - Athletic

Name of Activity: INTRAMURAL DIRECTOR (5)

School Level: Middle School

Description of Activity: The responsibility of the intramural director described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of seasons and number of practices are based upon an average over the past few seasons and may vary slightly depending upon the school calendar.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by central office staff or intramural coordinator	2.0
2. Length of season: <u>as needed and programmed</u> 25 practices @ 1.5 hours	37.5
3. Preparation – Supervision – Transportation Preseason planning, postseason meeting and budget request (including meeting with intramural coordinator)	10.0
Locker room supervision – school day @ .5 hour	12.5
Total hours needed for the activity outside of the regular work day	62.0

Extracurricular Activity Program - Athletic

Name of Activity: INTRAMURAL DIRECTOR (COED)

School Level: High School

Description of Activity: Conduct a student interest survey. This program must be broad based and open to all students. School-wide publicity is required. The physical education resource teacher/department chair should be consulted to determine popular activities and appropriate time frames to best accommodate facilities, etc. This activity will include the following duties:

Hours

- Plan and schedule a varied intramural program which meets the needs and interests of all students - @ 5.0 hours
- Supervise the conduct of the program including team organization, officials, etc. (Example: 40 days @ 1.5 hours = 60 hours)
- Locker room supervision .25 hours (Example: 40 @ .25 = 10 hours)
- **WEIGHT TRAINING MAY NOT BE PART OF THIS PROGRAM.**

Total hours needed for the activity outside of the regular work day

75.0

Extracurricular Activity Program - Athletic

Name of Activity: LACROSSE (BOYS) JUNIOR VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>March 1 – early May</u>	
42 practices @ 2.0 hours	84.0
11 contests @ 2.0 hours	22.0
2. Preparation – supervision – transportation	
Preseason planning – 10 hours (including meeting with athletic director)	10.0
Each practice planning and preparation – 42 @ .5 hours	21.0
Each contest preparation – 11 contests @ 1.0 hour	11.0
Field preparation for home contests – 6 contests @ 1.0 hour	6.0
Locker room supervision – 53 @ .6 hour	32.0
Transportation – average 1.0 hour	6.0
3. Postseason requirements	6.0

Total hours needed for the activity outside of the regular work day	198.0
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Extracurricular Activity Program - Athletic

Name of Activity: LACROSSE (BOYS) VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See guidelines in front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>March 1 - mid May</u>	
46 practices @ 2.0 hours	92.0
12 contests @ 2.0 hours	24.0
3. Preparation – supervision – transportation	
Preseason planning - 10 hours (including meeting with athletic director)	10.0
Each practice planning and preparation - @ .5 hours	23.0
Each contest preparation - 12 contests @ 1.0 hour	12.0
Field preparation for home contests - @ 2.0 hours	12.0
Locker room supervision - @ .6 hour	35.0
Transportation - average 1.0 hour	6.0
4. Postseason requirements	8.0
Total hours needed for the activity outside of the regular work day	227.0

Extracurricular Activity Program - Athletic

Name of Activity: LACROSSE (GIRLS) JUNIOR VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>March 1 – early May</u>	
42 practices @ 2.0 hours	84.0
11 contests @ 2.0 hours	22.0
2. Preparation – supervision – transportation	
Preseason planning – (including meeting with athletic director)	10.0
Each practice planning and preparation – 42 @ .5 hour	21.0
Each contest preparation – 11 contests @ 1.0 hour	11.0
Field preparation for home contests – 6 contests @ 1.0 hour	6.0
Locker room supervision – 53 @ .6 hour	32.0
Transportation – average 1.0 hour	6.0
3. Postseason requirements	6.0
Total hours needed for the activity outside of the regular work day	198.0

Extracurricular Activity Program - Athletic

Name of Activity: LACROSSE (GIRLS) VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines in front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>March 1 - mid May</u>	
46 practices @ 2.0 hours	92.0
12 contests @ 2.0 hours	24.0
3. Preparation – supervision – transportation	
Preseason planning - (including meeting with athletic director)	10.0
Each practice planning and preparation - @ .5 hours	23.0
Each contest preparation - 12 contests @ 1.0 hour	12.0
Field preparation for home contests - @ 2.0 hours	12.0
Locker room supervision - average @ .6 hours	35.0
Transportation - average 1.0 hour	6.0
4. Postseason requirements	8.0
Total hours needed for the activity outside of the regular work day	227.0

Extracurricular Activity Program - Athletic

Name of Activity: NIGHT GAME MANAGER

School Level: 1 Each High School with Stadium Lights*

Description of Activity: To serve as game manager for a variety of night contests.

	<u>Hours</u>
Each contest includes preparation. Night contests to begin at 5:00 p.m. or later. Night games @ 3.0 hours per single contest or 5.0 hours for doubleheader	3.0

Total time needed for the activity outside of the regular workday	Maximum	109.0
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*Not applicable @ schools without lighted stadiums.
May be shared by more than one individual.

Extracurricular Activity Program - Athletic

Name of Activity: POLE VAULT COACH - (TWO FOR THE COUNTY)

School Level: High School

Description of Activity: The coach is responsible for implementing the rules of the sport, MPSSAA and MCPSSAA. Duties shall include but not be limited to: picking up, inventorying, and checking poles for safety, as well as dropping off pole vault poles for use during the season, and for county and regional meets. The coach is responsible for keeping athletic directors/coaches informed of individual vaulters pole needs, pole damage and attendance of athletes at practices. The coach also is responsible for securing and having available copies of medical cards for all participants, establishing rules of conduct and good sportsmanship for vaulters, being sure all athletes are treated fairly and equitably. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	3.0
2. Length of season: <u>March 1 - mid May</u>	
45 school day practices @ 2.0 hours	90.0
1 county meet @ 6.0 hours	6.0
3. Preparation – supervision – transportation	
Preseason planning @ 7.0 hours	7.0
Transportation - 45 @ .5 hour	22.5
Site preparation - 45 @ .5 hour	22.5
Communicate with coaches and provide attendance rosters and pole needs	7.0
4. Postseason requirements (equipment, inventory, budget and evaluation, etc.)	7.0
Total hours needed for the activity outside of the regular workday	170.0

Extracurricular Activity Program - Athletic

<i>Name of Activity:</i>	POMPONS
<i>School Level:</i>	High School
<i>Length of Season:</i>	First Day of School - Winter

Description of Activity: The sponsor is responsible for the entire program including implementing all requirements as found in the MCPS Athletic Handbook and MCPS Pompon and Cheerleader Sponsors' Handbook and Spirit Rules book. The sponsor is expected to keep in regular contact with the athletic director and to attend meetings and clinics as scheduled by the director of system-wide athletics. Responsibilities include the advertising of clinics and tryouts to all students, developing a schedule which will show support for athletic teams and other school related activities, insuring that all routines are in good taste and free of inappropriate moves, music, or uniforms. Athletic directors should be provided with rosters, medical forms, parental and other requested forms. The sponsor is also to schedule practices and events, monitor academic and attendance records, establish and distribute written criteria for squad selection and inform students of criteria for earning awards. Supervision in locker rooms (practice and performance areas is required at all times). Squad members should be informed of continued performance opportunities in college. The sponsor also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
Length of Season: <u>mid August - late February</u>	
Preparation time - (including meeting with athletic director)	9.0
8 August practices @ 3.5 hours	28.0
70 Practices @ 1.0 hour and .45 minutes each	122.5
6 Meetings (including choreography) @ .5 hour	3.0
5 Practice - football game days @ 1.0 hour	5.0
5 Home football games @ 3.0 hours	15.0
2 Home doubleheader basketball games (half-time) @ 4.0 hours	8.0
1 Pep assembly	2.0
8 Miscellaneous events - average @ 2.5 hours	20.0
6 Clinics and tryouts - average @ 1.0 hour	6.0
1 Meeting with coordinator of athletics and county pompon director	4.0
6 Clinics and tryouts @ 2.0 hours	12.0
1 Judge at another school	4.0
Evaluation/Inventory at end of year	6.5
Total hours needed for the activity outside of the regular work day	245.0

Extracurricular Activity Program - Athletic

Name of Activity: **SOCCER (BOYS)**

School Level: **Middle School**

Description of Activity: The responsibilities of the coach described in terms of days and hours are the **minimum** number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of Season: <u>late March - late May</u>	
2. County pre and postseason coaches' meetings	2.0
18 school day practices @ 1.5 hours	27.0
6 school day contests @ 2.0 hours	12.0
3. Preparation – Supervision	
Preseason planning (includes meetings with athletic coordinator)	3.0
18 practice planning and preparation @ .5 hour	9.0
6 contest planning and preparation @ .5 hour	3.0
Field preparation	9.0
Locker room supervision - 24 days @ .75 hour	18.0
Transportation - 3 away games @ 1.0 hour	3.0
4. Postseason requirements (includes meetings with athletic coordinator)	4.0
Total hours needed for the activity outside of the regular day	90.0

Extracurricular Activity Program - Athletic

Name of Activity: SOCCER (BOYS) JUNIOR VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
1. Length of season: <u>mid August - late October</u>	
8 August practices @ 3.5 hours	28.0
33 practices @ 2.0 hours	66.0
11 contests @ 4.0 hours	44.0
2. Preparation – supervision – transportation	
Preseason planning 10.0 hours - (including meeting with athletic director)	10.0
Practice planning and preparation - 33 @ .5 hours	16.5
Each contest preparation - 11 contests @ 1.0 hours	11.0
Field preparation for home contests - 6 @ 1.0 hour	6.0
Locker room supervision - 44 days @ .6 hours	26.5
Transportation - 6 away contests @ 1.0 hour	5.5
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	220.0

Extracurricular Activity Program - Athletic

Name of Activity: SOCCER (BOYS) VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason and postseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>mid August – late October</u>	
8 August practices @ 3.5 hours	28.0
40 practices @ 2.0 hours	80.0
11 contests @ 4.0 hours	44.0
Non-doubleheader @ 2.0 hours	2.0
3. Preparation – supervision – transportation	
Preseason planning – 10.0 hours (including meeting with athletic director)	10.0
Practice planning and preparation – 40 @ .5 hour	20.5
Each contest preparation – 12 contests @ 1.0 hour	12.0
Field preparation for home contests – 6 contests @ 2.0 hours	12.0
Locker room supervision – 52 days @ .6 hour	31.5
Transportation – 6 away contests @ 1.0 hour	6.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	8.0
Total time needed for the activity outside of the regular work day	259.0

Extracurricular Activity Program - Athletic

Name of Activity: **SOCCER (GIRLS)**

School Level: **Middle School**

Description of Activity: The responsibilities of the coach described in terms of days and hours are the **minimum** number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of Season: <u>late March - late May</u>	
2. County pre and postseason coaches' meetings	2.0
18 school day practices @ 1.5 hours	27.0
6 school day contests @ 2.0 hours	12.0
3. Preparation – Supervision	
Preseason planning (includes meetings with athletic coordinator)	3.0
18 practice planning and preparation - @ .5 hour	9.0
6 contest planning and preparation - @ .5 hour	3.0
Field preparation	9.0
Locker room supervision - 24 days @ .75 hour	18.0
Transportation - 3 away games @ 1.0 hour	3.0
4. Postseason requirements (includes meetings with athletic coordinator)	4.0
Total hours needed for the activity outside of the regular day	90.0

Extracurricular Activity Program - Athletic

Name of Activity: **SOCCER (GIRLS) JUNIOR VARSITY**

School Level: **High School**

Description of Activity: The coach shall be responsible for implementing the entire program including the rules of the sport and MCPSSAA and keeping in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practices and games, establishing rules of conduct and sportsmanship for team members, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
1. Length of season: <u>mid August - late October</u>	
8 August practices @ 3.5 hours	28.0
33 school day practices @ 2.0 hours	66.0
11 contests @ 4.0 hours	44.0
2. Preparation – supervision – transportation	
Preseason planning - 10.0 hours (including meeting with athletic director)	10.0
Practice planning and preparation - 33 @ .5 hour	16.5
Field preparation for home contests - 6 @ 1.0 hour	6.0
Each contest preparation - 11 contests @ 1.0 hour	11.0
Locker room supervision - 42 days @ .6 hour	26.5
Transportation - 5.5 away contests @ 1.0 hour	5.5
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	220.0

Extracurricular Activity Program - Athletic

Name of Activity: **SOCCKER (GIRLS) VARSITY**

School Level: **High School**

Description of Activity: The coach shall be responsible for implementing the entire program including the rules of the sport and MCPSSAA and keeping in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practices and games, establishing rules of conduct and sportsmanship for team members, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason and postseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>mid August - late October</u>	
8 August practices @ 3.5 hours	28.0
40 practices @ 2.0 hours	80.0
11 contests @ 4.0 hours	44.0
1 contest without JV	2.0
3. Preparation – supervision – transportation	
Preseason planning - 10.0 hours (including meeting with athletic director)	10.0
Practice planning and preparation - 40 @ .5 hour	20.0
Each contest preparation - 12 contests @ 1.0 hour	12.0
Field preparation for home contests - 6 contests @ 2.0 hours	12.0
Locker room supervision - 52 days @ .6 hour	31.5
Transportation - 6 away contests @ 1.0 hour	6.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	8.0
Total hours needed for the activity outside of the regular work day	259.0

Extracurricular Activity Program - Athletic

Name of Activity: **SOFTBALL (BOYS)**

School Level: **Middle School**

Description of Activity: The responsibilities of the coach described in terms of days and hours are the **minimum** number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of Season: <u>early September – late October</u>	
2. County pre and postseason coaches' meetings	2.0
17 practices @ 1.5 hours	25.5
6 contests @ 2.0 hours	12.0
3. Preparation – Supervision	
Preseason planning (including meetings with athletic coordinator)	3.0
17 practice planning and preparation @ .5 hour	8.5
6 contest planning and preparation @ .5 hour	3.0
Field preparation	8.0
Locker room supervision – 23 days @ .75 hour	17.25
Transportation – 3 away games @ 1.0 hour	3.0
4. Postseason requirements (includes meetings with athletic coordinator)	4.0
Total hours needed for the activity outside of the regular day	86.25

Extracurricular Activity Program - Athletic

Name of Activity: **SOFTBALL (GIRLS)**

School Level: **Middle School**

Description of Activity: The responsibilities of the coach described in terms of days and hours are the **minimum** number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of Season: <u>early September - late October</u>	
2. County pre and postseason coaches' meetings scheduled	2.0
17 practices @ 1.5 hours	25.5
6 contests @ 2.0 hours	12.0
3. Preparation – Supervision	
Preseason planning (including meetings with athletic coordinator)	3.0
17 practice planning and preparation @ .5 hour	8.5
6 contest planning and preparation @ .5 hour	3.0
Field preparation	8.0
Locker room supervision - 23 days @ .75 hour	17.25
Transportation - 3 away games @ 1.0 hour	3.0
4. Postseason requirements (includes meetings with athletic coordinator)	4.0
Total hours needed for the activity outside of the regular day	86.25

Extracurricular Activity Program - Athletic

Name of Activity: **SOFTBALL (GIRLS) JUNIOR VARSITY**

School Level: **High School**

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Length of season: <u>March 1 - early May</u>	
42 practices @ 2.0 hours	84.0
14 contests @ 3.0 hours	42.0
2. Preparation – supervision – transportation	
Preseason planning 10.0 hours (including meeting with athletic director)	10.0
Each practice planning and preparation - 42 @ .5 hours	21.0
Field preparation - 7 contests @ 1.0 hour	7.0
Each contest preparation - 14 contests @ 1.0 hour	14.0
Locker room supervision - 56 days @ .6 hours	34.0
Transportation - 7 away contests @ 1.0 hour	7.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	225.0

Extracurricular Activity Program - Athletic

Name of Activity: SOFTBALL (GIRLS) VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>March 1 - mid May</u>	
43 practices @ 2.0 hours	86.0
16 contests @ 3.0 hours	48.0
10 early morning pitching practice, prior to first game @ 1.0 hour	10.0
3. Preparation – supervision – transportation	
Preseason planning 10.0 hours (including meeting with athletic director)	10.0
Each practice planning and preparation - @ .5 hours	21.5
Field preparation practices @ 1.0 hour	43.0
Each contest preparation - 16 @ 1.0 hour	16.0
Field preparation - 8 home contests @ 2.0 hours	16.0
Locker room supervision - 59 days @ .6 hours	35.5
Transportation - 8 away contests @ 1.0 hour	8.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	8.0
Total hours needed for the activity outside of the regular work day	307.0

Extracurricular Activity Program - Athletic

Name of Activity: SOFTBALL (COED) (COROLLARY)

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, notifying the media of scores/results, participating in awards and school recognition programs, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and contests, establishing rules of conduct and sportsmanship for the team members and the coaching staff, ensuring all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

Hours

- | | |
|--|------|
| 1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics | 5.0 |
| 2. Length of season: <u>mid March - mid May</u> | |
| 26 practices @ 1.5 hours | 39.0 |
| 6 contests @ 3.0 hours | 18.0 |
| 3. Preparation – supervision – transportation | |
| Preseason planning 6.0 hours (including meeting with athletic director) | 6.0 |
| Each practice planning and preparation - @ .5 hours | 13.0 |
| Each contest preparation - 6 @ 1.0 hour | 6.0 |
| Locker room supervision - 32 days @ .6 hours | 19.0 |
| Transportation - 3 away contests @ 1.0 hour | 3.0 |
| 4. Postseason requirements (equipment, uniforms, inventory, budget, etc.) | 6.0 |

Total hours needed for the activity outside of the regular work day	115.0
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Extracurricular Activity Program - Athletic

Name of Activity: SWIMMING AND DIVING - (COED)

School Level: High School

Description of Activity: The coach shall be responsible for implementing the entire program including the rules of the sport and MCPSSAA and keeping in regular contact and communication with the athletic director. In addition, other duties shall include, but no be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practices and games, establishing rules of conduct and sportsmanship for team members, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Preseason and postseason meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>November 15 - late February</u>	
25 school day practices @ 1.0 hour	25.0
Officials and coaches clinics	4.0
8 contests @ 2.5 hours	20.0
1 Divisional Meet - swim/diving	10.0
1 County Meet - swimming/diving	10.0
3. Preparation – supervision – transportation	
Preseason planning 10.0 hours (including meeting with athletic director and with swimming pool manager, diving coach, and parents)	15.0
Each practice planning and preparation - @ .5 hour	12.5
County/divisional meet preparation	10.0
Each contest preparation - 10 contests @ 2.0 hours	20.0
Locker room supervision - practices and contests - @ 1.0 hour	35.0
Transportation - @ 1.0 hour	35.0
Diving practice supervision - (required)	7.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	215.0

Extracurricular Activity Program - Athletic

Name of Activity: **TENNIS (BOYS)**

School Level: **High School**

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
1. Preseason, postseason, and seeding meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>March 1 - mid May</u>	
40 practices @ 2.0 hours	80.0
12 contests @ 3.0 hours	36.0
1 county tournament (2 - 3 days)	10.0
1 mixed doubles county tournament	8.0
3. Preparation – supervision – transportation	
Preseason planning - 10.0 hours (including meeting with athletic director)	10.0
Each practice planning and preparation - 40 @ .5 hour	20.0
Each contest preparation - (12 matches, 3 tournaments) = 15 @ .5 hour	7.5
Locker room supervision - 56 days @ .6 hour	33.5
Transportation - 10 away contests @ 1.0 hour	10.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	226.0

Extracurricular Activity Program - Athletic

Name of Activity: **TENNIS (GIRLS)**

School Level: **High School**

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason and postseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
1. Preseason, postseason, and seeding meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>mid August - late October</u>	
8 August practices @ 3.5 hours	28.0
35 practices @ 2.0 hours	70.0
12 contests @ 3.0 hours	36.0
1 county tournament (2 - 3 days)	10.0
3. Preparation – supervision – transportation	
Preseason planning - 10.0 hours (including meeting with athletic director)	10.0
Practice planning and preparation - 35 @ .5 hour	17.5
Each contest preparation - (12 matches, 3 tournaments) = 15 @ .5 hour	7.5
Locker room supervision - 50 days @ .6 hour	30.0
Transportation - 9 away contests @ 1.0 hour	9.0
Coordination with spring coach for mixed doubles tournament	3.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	5.0
Total hours needed for the activity outside of the regular work day	231.0

Extracurricular Activity Program - Athletic

Name of Activity: TICKET MANAGER: BASKETBALL - 1 Each High School

School Level: High School

Description of Activity: The responsibility of the ticket manager described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
1. Preseason planning meetings scheduled by principal, athletic director, and/or business manager	3.0
2. Length of season 20 non-school day and evening home contests - @ 3.0 hours (doubleheaders, boys and girls JV and varsity games)	60.0
3. Preparation – supervision – transportation Each contest preparation - @ .5 hour	10.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.) Full budget report to principal and athletic director	5.0

Total hours needed for activity outside of the regular work day **78.0**

Extracurricular Activity Program - Athletic

Name of Activity: TICKET MANAGER: GENERAL ATHLETIC EVENTS

School Level: 1 Each High School

Description of Activity: The responsibility of the ticket manager described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
Pre and postseason meetings with athletic director, principal, business manager, and/or security	2.0
Length of season 53 contests average @ 2.5 hours per single contest (or 4.5 hours per doubleheader)	132.5
Each contest preparation @ .5 hour	26.5
Postseason requirements (equipment, uniforms, inventory, budget, etc.) – formal budget report to principal and athletic director	3.0
Total time needed for the activity outside of the regular workday	164.0

Extracurricular Activity Program - Athletic

Name of Activity: TRACK & FIELD (COED) ASSISTANT - Up to Three

School Level: High School

Description of Activity: The coach is responsible for assisting the head coach in implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: See bottom of page regarding the number of assistant coaches allowed per school. One assistant coach per school is eligible for postseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
1. Length of season: <u>March 1 – mid May</u>	
46 practices @ 2.0 hours	92.0
5 contests @ 3.5 hours (assists with one or two mid-level meets)	17.5
7 invitational contests @ 8.0 hours	56.0
2. Preparation – supervision – transportation	
Preseason planning - 4.0 hours (including meeting with athletic director)	4.0
Each practice planning and preparation - 46 @ .5 hour	23.0
Each contest preparation - 12 @ 1.0 hour	12.0
Site preparation - 2 home contests @ 2.0 hours	4.0
Locker room supervision - 58 days @ .6 hour	35.0
Transportation - 10 away contests @ 1.0 hour	10.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	1.0
Total hours needed for the activity outside of the regular work day	255.0

One Assistant for teams 25-45

Two Assistants for teams over 45

Three Assistants for teams over 70

Extracurricular Activity Program - Athletic

Name of Activity: TRACK & FIELD (COED) HEAD COACH

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See guidelines in the front of this handbook.)

Hours

- | | |
|--|------|
| 1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics | 5.0 |
| 2. Length of season: <u>March 1 - mid May</u> | |
| 46 practices @ 2.0 hours | 92.0 |
| 5 contests @ 3.5 hours (assists with one or two mid-level meets) | 17.5 |
| 7 invitational contests @ 8.0 hours | 56.0 |
| 1 seeding meeting @ 3.0 hours | 3.0 |
| 3. Preparation – supervision – transportation | |
| Preseason planning – 10.0 hours (including meeting with athletic director) | 10.0 |
| Each practice planning and preparation – 46 @ .5 hour | 23.0 |
| Each contest preparation – 12 contests @ 1.0 hour | 12.0 |
| Each site preparation – 2.0 hours for 2 contests | 4.0 |
| Locker room supervision – 58 days @ .6 hour | 35.0 |
| Transportation – 10 contests @ 1.0 hour | 10.0 |
| 4. Postseason requirements (equipment, uniforms, inventory, budget, etc.) | 8.0 |

Total hours needed for the activity outside of the regular work day 276.0

Extracurricular Activity Program - Athletic

Name of Activity: TRACK AND FIELD (COED) (COROLLARY)

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, notifying the media of scores/results, participating in awards and school recognition programs, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and contests, establishing rules of conduct and sportsmanship for the team members and the coaching staff, ensuring all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

Hours

- | | |
|--|------|
| 1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics | 5.0 |
| 2. Length of season: <u>early September – late October</u> | |
| 26 practices @ 1.5 hours | 39.0 |
| 6 contests @ 3.0 hours | 18.0 |
| 3. Preparation – supervision – transportation | |
| Preseason planning 6.0 hours (including meeting with athletic director) | 6.0 |
| Each practice planning and preparation – @ .5 hours | 13.0 |
| Each contest preparation – 6 @ 1.0 hour | 6.0 |
| Locker room supervision – 32 days @ .6 hours | 19.0 |
| Transportation – 3 away contests @ 1.0 hour | 3.0 |
| 4. Postseason requirements (equipment, uniforms, inventory, budget, etc.) | |
| | 6.0 |

Total hours needed for the activity outside of the regular work day	115.0
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Extracurricular Activity Program - Athletic

<i>Name of Activity:</i>	UNIFIED SPORTS FACILITATOR
<i>School Level:</i>	High School

Description of Activity: The Unified Sports Facilitator is expected to assist the athletic director, the director of system wide athletics and the Special Olympics Maryland (SOMD) Unified Sports consultant in the administration, implementation and coordination of all aspects of the program. This includes, but is not limited to assisting in implementation of the Unified Sports® programming plan developed collaboratively by MCPS and SOMD; assisting athletic directors and Unified Sports® coaches in addressing program needs and issues; assisting MCPS and SOMD in monitoring a high level of practice and competition standards; overseeing the organization and implementation of postseason Unified Track and Field, Unified Bocce, and Allied Softball competitions; supervising the completion and collection of records and forms; working with SOMD staff and individual high schools to create student-driven support teams for disability awareness campaigns and Cool Schools.

	<u>Hours</u>
1. Length of total activity August 1 to mid-May	
2. Total Annual Hours	234.0
<i>Three sports season throughout the year. For each season:</i>	
<i>15 hours pre-season meetings scheduled by the director of system-wide athletics and SOMD Unified Sports consultant</i>	
<i>15 hours postseason meetings scheduled by the director of system-wide athletics and SOMD Unified Sports consultants.</i>	
<i>48 hours for 8 weeks at 6 hours per week</i>	
3. Co-ordination of "Cool School" fundraising efforts	16.0

Total time needed for the activity outside of the regular workday	250.0
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Extracurricular Activity Program - Athletic

Name of Activity: VOLLEYBALL (BOYS) VARSITY

School Level: High School

Description of Activity: The coach shall be responsible for implementing the entire program including the rules of the sport and MCPSSAA and keeping in regular contact and communication with the athletic director. In addition, other duties shall include, but no be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practices and games, establishing rules of conduct and sportsmanship for team members, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>March 1 - late May</u>	
46 practices @ 2.0 hours	92.0
14 contests @ 3.0 hours	42.0
1 multi-team tournament (participant or worker)	8.0
3. Preparation – Supervision – Transportation	
Preseason planning - 10.0 hours (including meeting with athletic director)	10.0
Each practice planning and preparation - 46 @ .5 hour	23.0
Each contest preparation - 14 contests @ 1.0 hour	14.0
Locker room supervision - 61 days @ .6 hour	37.0
Transportation - 8 contests @ 1.0 hour	8.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	245.0

Extracurricular Activity Program - Athletic

Name of Activity: VOLLEYBALL (COED) VARSITY

School Level: High School

Description of Activity: The coach shall be responsible for implementing the entire program including the rules of the sport and MCPSSAA and keeping in regular contact and communication with the athletic director. In addition, other duties shall include, but no be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practices and games, establishing rules of conduct and sportsmanship for team members, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>March 1 – late May</u>	
46 practices @ 2.0 hours	92.0
14 contests @ 3.0 hours	42.0
1 multi-tournament (participant or worker)	8.0
3. Preparation – supervision – transportation	
Preseason planning – 10.0 hours (including meeting with athletic director)	10.0
Each practice planning and preparation – 46 @ .5 hour	23.0
Each contest preparation – 14 contests @ 1.0 hour	14.0
Locker room supervision – 61 days @ .6 hour	37.0
Transportation – 8 away contests @ 1.0 hour	8.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total time needed for the activity outside of the regular work day	245.0

Extracurricular Activity Program - Athletic

Name of Activity: VOLLEYBALL (GIRLS) JUNIOR VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for preseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
1. Length of season: <u>mid August – early November</u>	
8 August practices @ 3.5 hours	28.0
30 practices @ 2.0 hours	60.0
13 contests @ 3.0 hours	39.0
2. Preparation – supervision – transportation	
Preseason planning – 5.0 hours (including meeting with athletic director)	5.0
Practice planning and preparation – 30 @ .5 hour	15.0
Each contest preparation – 13 contests @ 1.0 hour	13.0
Locker room supervision – 43 days @ .6 hour	26.0
Transportation – 6.5 away contests @ 1.0 hour	6.5
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	199.0

Extracurricular Activity Program - Athletic

Name of Activity: VOLLEYBALL (GIRLS) VARSITY

School Level: High School

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

Note: Coaches of this activity are eligible for preseason and postseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>mid August - early November</u>	
8 August practices @ 3.5 hours	28.0
40 practices @ 2.0 hours	80.0
13 contests @ 3.0 hours	39.0
1 contest without JV	2.0
3. Preparation – supervision – transportation	
Preseason planning - 10.0 hours (including meeting with athletic director)	10.0
Practice planning and preparation - 40 @ .5 hour	20.0
Each contest preparation - 14 contests @ 1.0 hour	14.0
Locker room supervision - 54 days @ .6 hour	32.5
Transportation - 7 away contests @ 1.0 hour	7.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	244.0

Extracurricular Activity Program - Athletic

Name of Activity: WEIGHT TRAINING (COED) DIRECTOR

School Level: High School

Description of Activity: Meet with physical education resource teacher/department chair and athletic director to review local school procedures, security, and safety issues. Provide broad publicity, leadership, supervision, and instruction in the weight training facility after school throughout the school year (September - June). This stipend carries the following responsibilities:

- Inspect equipment periodically to ascertain needed replacement and/or repair and report those needs (3 hours)
- Develop a program that includes the schedule for weight training sessions open to all students after school and throughout the entire school year. A sample schedule might be: 2 sessions per week @ 1.5 hours for 29 weeks = 87 hours. The program also must contain safety procedures, care and maintenance plan, facility security, program publicity and objectives
- Program plan including schedule must be approved by the physical education resource teacher and the athletic director before it is submitted to the principal. Principal must accept submitted plan before approving stipend.

Total hours needed for the activity outside of the regular work day

90.0

Extracurricular Activity Program - Athletic

Name of Activity: **WRESTLING JUNIOR VARSITY**

School Level: **High School**

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>November 15 – early February</u>	
55 practices @ 2.0 hours	110.0
12 contests @ 4.5 hours	54.0
2 tournaments @ 15 hours	30.0
2. Preparation – supervision – transportation	
Preseason planning – 5.0 hours (including meeting with athletic director)	5.0
Each practice planning and preparation – 55 @ .5 hour	27.5
Each contest preparation – 12 contests @ 1.0 hour	12.0
Locker room supervision – 69 days @ .6 hour	41.5
Transportation – 8 away contests @ 1.0 hour	8.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.) (includes cleaning and storage of mats)	6.0
Total hours needed for the activity outside of the regular work day	294.0

Extracurricular Activity Program - Athletic

Name of Activity: **WRESTLING VARSITY**

School Level: **High School**

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of system-wide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See guidelines in the front of this handbook.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of system-wide athletics	5.0
2. Length of season: <u>November 15 – mid February</u>	
61 practices @ 2.0 hours	122.0
12 contests @ 4.5 hours	54.0
1 contest with no JV	2.5
3 tournaments @ 15.0 hours	45.0
3. Preparation – supervision – transportation	
Preseason planning – 10.0 hours (including meeting with athletic director)	10.0
Each practice planning and preparation – 61 @ .5 hour	30.5
Each contest preparation – 16 contests @ 1.0 hour	16.0
Locker room supervision – 77 days @ .6 hour	46.5
Transportation – 9.5 away contests @ 1.0 hour	9.5
Tournament seeding meeting	4.0
4. Postseason requirements [equipment, uniforms, inventory, budget, etc. (includes cleaning and storage of mats)]	9.0
Total hours needed for the activity outside of the regular work day	354.0

Extracurricular Activity Forms

Listed below are all extracurricular activities forms. Use this list as a quick-reference guide for forms you may need to coordinate extracurricular activities at your school.

When viewing this list online, simply click on the form name to go directly to the online form. You may also search for forms by typing the form number in the search box from any MCPS web page.

- [MCPS Form 430-58: *Change to Annual Plan for Extracurricular Activities FY*](#)
- [MCPS Form 430-84: *Elementary School Extracurricular Activities Annual Plan FY*](#)
- [MCPS Form 430-54: *Extracurricular Activities Annual Plan—Class 1 FY*](#)
- [MCPS Form 430-59: *Extracurricular Activity Assignment*](#)
- [MCPS Form 430-83: *Extracurricular Activities Whose Sponsor Has Not Been Determined*](#)
- [MCPS Form 430-57: *High School Extracurricular Activities Annual Plan Class 3 FY*](#)
- [MCPS Form 430-61: *High Schools Extracurricular Activities Summer Athletic Practice*](#)
- [MCPS Form 430-60: *Middle School Extracurricular Activities Annual Plan Class 3 FY*](#)
- [MCPS Form 210-4: *Travel/Study Approval for Overnight and Extended Trips Out of the Washington Metropolitan Area*](#)