

Additional Information about Coaches and Potential Coaches

Types of Stipend Coaches

All MCPS coaches must satisfy specific coaching certification requirements. There are three categories of MCPS paid stipend coaches:

- MCPS Teacher-level Staff (Unit Members).
- Credentialed Non-Unit Members (Non-unit members who have completed two years of successful coaching, including one year at the school of hire, in the position of hire).
- Non-Credentialed Non-Unit Members (Non-unit members who have not completed two years of successful coaching, including one year at the school of hire, in the position of hire).

Coaching Certification Requirements

All MCPS paid stipend coaches must:

- Complete the MCPS New Coaches' Seminar prior to the start of their first season.
- Complete PE-22 "Care and Prevention of Athletic Injuries, Coaching Fundamentals and CPR/AED", the [application can be found online](#) and a listing of [this year's class dates](#).
- Achieve and retain current certification in CPR/AED.
- Complete the [NFHS Level 1 Coaching Certification](#) standards within one year of the start of the season for which they were first hired, or the equivalent MSDE approved in-service coaching education program (Fundamentals of Coaching).
- Complete annually the NFHS Coaches' Education Course entitled "[Concussions in Sports – What You Need to Know](#)".
- Complete annually the NFHS Coaches' Education Course entitled "[A Guide to Heat Acclimitization and Heat Illness Prevention](#)".

Selection Priority

Schools must hire coaches according to the following priority:

- Unit Member - Qualified, certified MCPS teacher-level staff must be hired for coaching vacancies before non-MCPS teacher-level staff are considered.
- Non-Unit Members - If there are no qualified MCPS teacher-level staff available for a vacant coaching position, schools may hire non-unit members as follows:
 - A qualified MSDE certified professional educator.
 - If there are no qualified MSDE certified professional educators available, schools may hire qualified high school graduates who are at least 21 years of age.

Volunteer Coaches

Guidelines regarding volunteer coaches are located in Volunteer Coach Application and Contract from the MCPS Athletic Handbook. Schools must complete this contract annually for each volunteer.

Consultants

A visiting consultant is allowed to work with a coach and team for a one-day period once during a sport season. Any number of consultants may be used, but each consultant may work with a team on only one day each season.

Coaching Restrictions

Coaching restrictions include:

- Coaching applicants, including preseason and postseason coaches, as well as former MCPS employees who have been inactivated, may not meet with students or conduct any practice until all employment paperwork and fingerprinting has been completed by appointment with the Office of Human Resources. When the Office of Human Resources/Employee and Retiree Services Center (ERSC) processing is completed and an ID number is assigned, the employee's name, ID number, and ECA assignment should be submitted to the Office of School Performance to be added to the school's ECA Plan, using MCPS Form 430-58, Change to Annual Plan for Extracurricular Activities.
- There is no tenure associated with coaching positions. Coaches are hired on a one season basis.
- The salary of coaches is to be paid exclusively by the local school system. Booster Club funds or other sources may not be used to compensate coaches 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.

Supporting Service Employees

Supporting services employees may be eligible for stipend activities if:

- The school has sought teacher-level applicants and does not have a qualified candidate who is interested, AND
 - The employee volunteered to take the assignment, AND
 - The employee is part-time with enough remaining time to conduct the activity without exceeding 40 hours per week (generally, this means that a supporting service employee who works 30 hours per week or less may be considered), OR
 - The employee is full-time but the stipend requires work in a different capacity than his/her normal work. The Fair Labor Standards Act considers anything instructional to be similar work. Therefore, the regular work of an employee must not be instructionally related. In general, significant contact with students is considered to be instructionally related. Employees in such positions as paraeducators, media assistants, and career information coordinators are considered instructional under this limitation and may not work in a stipend activity if it would require beyond 8 hours a day or 40 hours a week.
- 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.