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| FREDERICK COUNTY PUBLIC SCHOOLS | Reg. No. 300-16 |
| Subject: COACHES FOR EXTRA-CURRICULAR ATHLETIC ACTIVITIES | Date of Issue: 10/1/82 |
| Preparing Office: Office of the Superintendent | Amended: 6/11/03 |

I. Policy

II. Procedures

A. Coaching Eligibility

The employment of coaches for extra-curricular athletic activities shall be governed by the requirements established under COMAR 13A.06.03.04 as follows:

1. Frederick County Public Schools (FCPS), as a member of the Maryland Public Secondary Schools Athletic Association (MPSSAA) shall employ as coaches only teachers or certificated professional educator employees of the local board of education for a specific coaching assignment.
2. If no acceptable and qualified coaches are available from the FCPS teachers or professional educator teachers eligible for certification employed by FCPS, temporary emergency coaches may be employed if the following procedures are followed:
 - a. With no acceptable professional staff members available to fill the coaching vacancy, FCPS shall attempt to locate as a coach a person certifiable as a professional educator by the Maryland State Department of Education according to COMAR 13A.12.01;
 - b. With no acceptable and certifiable professional educator available, a person acceptable to FCPS may be employed as an emergency coach;
 - c. Any person employed as a coach under the emergency provision shall comply with the following:
 - (1) The person shall be officially appointed by FCPS on a one-season basis for a specific coaching assignment,
 - (2) The coaching salary of the appointed emergency coach shall be paid exclusively by FCPS;
 - d. In sports having more than one coach, emergency coaches may not comprise more than 50% of that sport staff;
 - e. The emergency coach shall be at least 21 years old and possess a high school diploma.

3. All coaches shall have completed or be enrolled in a one-credit course in the prevention and care of athletic injuries.
4. As a member of MPSSAA, FCPS may permit volunteer athletic coaches to assist their coaching staff. The volunteer coaches may not serve as head coaches at any level and shall work only under the direction of the head coach. The volunteer coach may be used if the following procedures are followed:
 - a. The volunteer coach is at least 21 years old and possesses a high school diploma;
 - b. The volunteer coach has completed or is enrolled in a one-credit course in the prevention and care of athletic injuries;
 - c. The volunteer coach shall be formally appointed on a one-season basis for a specific coaching assignment.

B. Hiring Process For Coaches

1. If a position is not filled by a teacher from within the school, the principal shall notify the Office of the Curriculum Specialist for Physical Education and Athletics of the vacancy. The Office of the Curriculum Specialist for Physical Education and Athletics shall advertise the vacancy in accordance with provisions of the negotiated agreement.
2. A principal may then hire a teacher from another school or office to perform the coaching duties. The principal hiring a coach who is teaching at another school must coordinate the teacher's home school responsibilities with the home school principal.
3. If a principal cannot find an acceptable and qualified coach from among the teachers employed by the board who applied for the position, the principal shall inform the curriculum specialist for physical education and athletics of a need for an emergency coach. The secondary school principals and the curriculum specialist for physical education and athletics shall work cooperatively in identifying individuals, not presently employed by the Board of Education of Frederick County, for the specific purpose of coaching at the interscholastic level.
4. The principal will be responsible for reviewing the credentials and references of the selected candidate and will be responsible for contacting the candidate and making the employment offer.

Approved:

Original signed by

Jack D. Dale
Superintendent