

Bylaw 27. Requirement for Coaches and Others Working With High School Teams

Sec. 1) Definitions

a) Level 1 Coaches

An individual seeking a coaching position shall be categorized as Level 1 if that individual is a certified teacher and member of the regular school system faculty and meets the following criteria prior to assignment to coaching duties:

- 1) Is employed a minimum of three (3) regular periods for teaching classes, including physical education;
- 2) Is employed for supervision of study halls; or
- 3) Is exercising responsibilities in other activity assignments within the school schedule.

b) Level 2 Coaches

An individual seeking a coaching position shall be categorized as Level 2 if that individual meets the following criteria prior to assignment to coaching duties and does not meet the qualifications of Level 1:

- 1) Shall be 21 years of age;
 - 2) Shall not be a violent offender or convicted of a sex crime as defined by KRS 17.165 that is classified as a felony; and
 - 3) Shall submit to a criminal record check under KRS 160.380.
- 4) Shall meet one of the following additional qualifications:
- i. Have graduated from a public or accredited high school and hold a provisional or standard teaching certificate;
 - ii. Have completed sixty-four semester hours of college credit from an accredited college or university as documented by an official transcript; or
 - iii. Be a graduate from a public or accredited high school and be in compliance with the local district standards for serving as an approved substitute teacher as approved by the Education Professional Standards Board.

5) Prior to assuming duties, Level 2 coaches shall successfully complete training provided by the local school district. The training shall include information on the physical and emotional development of students of the age with whom the Level II coach will be working, the district's and school's discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow up training shall be provided annually.

c) Waiver of 64-hour requirement

In the event that the member school is unable to staff head or assistant coaching positions in any sport or sport activity (including cheerleading) with a Level 1 or Level 2 individual, the member school may request through the Superintendent that the KHSAA allow for a waiver of this rule in order that the additional time be available to find an applicant meeting the criteria.

d) Head Coach

As referred in this regulation, the head coach shall be the head varsity coach designated by the school or Board of Education unless otherwise noted in the bylaw.

Sec. 2) Hiring and Employment Requirements

a) Required Level

Level 1 or 2 individuals (head and assistant) may be assigned as the head or assistant coach in any sport or sport activity (including cheerleading).

b) Member School Obligations in Hiring

- 1) The Superintendent shall ensure that all assignments for coaching duties comply with all applicable state and local policies.
- 2) The hiring process shall ensure that in considering those individuals seeking coaching duties, the most qualified individual shall be assigned. In considering qualifications, the qualifications desired for the position, the references, interviews and experience of those seeking the duties, and the education background shall be considered.

c) Compensation

Any person assigned to coaching duties at any level (grades 9-12) shall be duly employed through the respective board of education and the entire coaching salary shall be paid through that board in accordance with local Board of Education policy.

Sec. 3) Post Hire Requirements and Requirements for Continuing Coaching Duties

a) C.P.R. and AED Training

All coaches (head and assistant) at any level in all sanctioned sports and sport activities (including cheerleading) shall provide documentation of successful completion of a C.P.R. course including the use of an Automatic External Defibrillator and the requisite First Aid Training, as approved by a college or University, the American Red Cross, American Heart Association or other bona fide accrediting agency. Initial certification must use in-person instruction and certification must be timely and appropriately updated as required by the approving agency.

b) Coaches Education Program

1) A Coaches Education Program has been approved as the coaching education program in Kentucky. The program shall include a course of study to include a KHSAA approved Coaches Education Program, KHSAA rules information and local district policies. The cost of attending the KHSAA Coaches Education Program shall be the responsibility of the individual coach(es). Local school districts or local schools may, upon successful completion of all coaching education requirements including all examinations, reimburse the coaches for the expense of attending the course.

2) Level 1 individuals assigned to duties as a coach (head or assistant), who are hired as a member of the school system faculty for the first time following the 1995-96 school year shall take and complete all requirements for the Kentucky Coaches Education Program as detailed in Section b(1) above within one year of the initial assignment to coaching duties or prior to the legal start of practice for the next competitive season in any particular sport to which the individual is assigned, whichever occurs first.

3) Level 2 individuals assigned to duties as a coach (head or assistant) shall take and complete all requirements for the KHSAA Approved Coaches Education Program as detailed in Section b(1) above within one year of the initial assignment to coaching duties or prior to the legal start of practice for the next competitive season in any particular sport to which the individual is assigned, whichever occurs first.

c) Sports Safety Training

1) Each coach (head and assistant, including cheerleading) at all levels (grades 9-12) shall be required to complete a sports safety course consisting of training on how to prevent common injuries.

i. The content of the course shall include emergency planning, heat and cold illnesses, emergency recognition, head injuries, neck injuries, facial injuries and the principles of first aid.

ii. The course shall be taught by a Certified Athletic Trainer, Registered Nurse, Physician or Physician's Assistant licensed to practice in Kentucky.

iii. The course material and content shall be updated every thirty (30) months.

iv. Each coach having completed the course shall re-certify by taking the course not less than once every two (2) years.

2) Successful completion of the course shall constitute a passing score.

3) For the 2009-2010 school year, at least one coach who has completed the course as described in Sec. C (1), or a Certified Athletic Trainer, Registered Nurse, Physician or Physician's Assistant licensed to practice in Kentucky shall be at every high school athletic practice and competition (including cheerleading).

4) Beginning with the 2010-2011 school year, each coach (head and assistant, including cheerleading) at all levels (grades 9-12) shall have successfully completed the sports safety course.

5) The penalty for noncompliance with this section shall be suspension from coaching duties in all contests for a period not to exceed one year or any penalty otherwise included in Bylaw 33.

d) Medical Symposium Updates

1) All persons employed as head coaches in all sanctioned sports and sport activities (including cheerleading) shall attend every

two years, a Sports Medicine Symposium sanctioned by the KHSAA, approved and conducted by the Kentucky Medical Association. All member schools of the KHSAA shall pay the necessary expenses of head coaches for the required attendance at the sanctioned Sports Medicine Symposium.

2) The penalty for noncompliance with this section shall be suspension from coaching duties in all contests for a period not to exceed one year or any penalty otherwise included in Bylaw 33.

e) KHSAA Rules Clinic

1) All head varsity coaches shall annually attend at least one rules interpretation clinic conducted by representatives of the KHSAA in the sport in which they coach and the school desires to enter a team in postseason play, provided these clinics are conducted under the authorization of the Commissioner.

2) The penalty for noncompliance with this section shall be suspension from coaching duties in all contests for a period not to exceed one year or any penalty otherwise included in Bylaw 33.

(Case situations related to this bylaw appear on pages 19 through 43 of this Handbook)

Case BL-27-1- What is a Head Coach as referred in Bylaw 27?

The Head Coach is the head varsity coach for each sport unless stated specifically within the provision of the rule. A persons' designation as "head junior varsity coach" is simply an assistant coach with respect to this rule.

Case BL-27-2- What are the Association requirements for coaches?

All coaches should be certified teachers who are members of their regular school systems, and their classroom, gymnasium, or other assignments shall be a minimum of three regular periods. Permissible exceptions to this rule contained in Bylaw 27 allow for the hiring of paraprofessional assistant coaches and non-faculty assistants. The word "certified" in the Bylaw is interpreted to mean holding a teaching certificate.

Case BL-27-3- Can a school utilize individuals who do not meet the Level 1 or Level 2 requirements as "coaches" in the athletic program?

No. Only those individuals who meet the requirements of Level 1 and Level 2 are "coaches". The use of other individuals for assistance with the program shall be governed by Local Board of Education and School based Decision Making Policy and must comply with all state and local laws regarding involvement by non school personnel in school activities.

Case BL-27-4 – What restrictions are in place for those individuals that a school chooses to utilize who do not meet the provisions of a Level 1 coach or a Level 2 coach?

Persons assigned to duties as assistants within the program shall be limited to the following responsibilities upon approval of such assignment by the proper school authorities and in compliance with all adopted regulations. This shall not preclude any person qualifying as a Level 1 or Level 2 coach from performing these tasks.

- (1) Assisting the Level 1 and 2 person(s) assigned duties as a coach in daily and long range athletic activities;
- (2) Assisting the Level 1 and 2 person(s) assigned duties as a coach in planning the program;
- (3) Demonstrating specific skills and tactics but only under the direct and continual supervision of a Level 1 or 2 person(s) assigned duties as a coach;
- (4) Assisting the Level 1 and 2 person(s) assigned duties as a coach in guiding participants towards a harmonious team spirit;
- (5) Alerting the Level 1 and 2 person(s) assigned duties as a coach to the special needs of individual athletes;
- (6) Providing assistance with supervision of athletes during periods of team travel;
- (7) Recommending to the Level 1 and 2 person(s) assigned duties as a coach the purchase of equipment, supplies, and uniforms as appropriate for the health, safety, and welfare of student athletes;
- (8) Performing other non-coaching duties assigned by the principal, athletic director, or Level 1 or 2 person(s) assigned duties as a coach;
- (9) No person other than those employed as a Level 1 or 2 coach shall be allowed to participate in any supervisory capacity with interscholastic athletic teams or cheerleading squads, perform any other "coaching duty" as prescribed by the playing rules within a sport, nor shall any otherwise qualified person exceed his respective duties as set forth in this Bylaw.

Case BL-27-5 – Are coaches required to be paid a salary and how do member schools hire coaches?

Bylaw 27 states that "any person assigned to coaching duties at any level (grades 9-12) shall be duly employed through the respective board of education, and the entire coaching salary shall be paid through such board in accordance with local Board of Education Policy."

Bylaw 27 specifically addresses all Level 1 and Level 2 coaches. These coaches must be designated, appointed, approved, or hired within the published policies of the Local Board of Education. Coaching salaries (including whether or not coaches are paid) are the jurisdiction of the Board of Education through

the budgeting process. There may be some cases, at the discretion of the school and school system, where Level 1 or 2 coaches are appointed at no salary. This is permissible as long as they have been duly designated through the policies of the local school or Board of Education. If a salary is paid, it shall be paid entirely through the local Board of Education.

The KHSAA has no jurisdiction as to whether or not persons that are neither Level 1 nor Level 2 are used within the athletic program. Local Board of Education policies should address persons that do not meet the requirements of a Level 1 or 2 coach, and the terms and conditions of their designation shall be in accordance applicable state law. Allowable duties for those individuals are restricted by Case BL-27-4.

Case BL-27-6- Does the KHSAA have regulations regarding job postings for the hiring of coaches?

No. Bylaw 27 includes the requirements for those holding positions, but hiring, posting and employment policies are established at the local school district level. Schools must comply with published rules on all postings within the district, as well as all other KDE hiring regulations.

Case BL-27-7- Can a person who is employed in one district, but serves as a full-time teacher in another district be employed to coach.?

Yes, this person can be hired. However it should be noted that if these schools were not in the same school district under the same Board of Education, this person would be considered a Level 2 coach for the purposes of this bylaw. These provisions also apply to competitive cheer (spirit).

Case BL-27-8 – What restrictions are in place for schools who hire coaches who are retiring as teachers but want to remain in coaching?

During the 2003-2004 school year, the KHSAA received the following clarifications from the Kentucky Teachers Retirement System and the Kentucky Department of Education regarding coaches who retire from teaching positions but whose schools choose to re-hire them as coaches, and it is important to keep a few details in mind.

- 1) A coach moving from a teaching position (who also coached) to coaching-exclusive duties becomes a Level 2 coach for the purpose of KHSAA Bylaws. This may require (if the coach hasn't already completed this task) the coach to go through the Coaching Education Program in accordance with Bylaw 27.
- 2) If the coach continues coaching-exclusive duties, the position may or may not be "vacant" as it relates to the need to advertise the position and allow all interested parties to apply. Local district policies will guide this clarification. If for example, all coaching positions are automatically terminated at the end of a year, then they all may be "vacant" depending upon how the local policy is written. If coaching positions are basically continual unless notice is given otherwise, they the positions probably are not "vacant" and do not need advertising, etc. unless the local policies require such posting. Consult your local school district office for these clarifications.
- 3) In addition, a coach who has retired from teaching and immediately begins coaching-exclusive duties at the same school is not subject to the mandatory period of dormancy from employment in the same district. This important clarification from KTRS allows districts to continue meeting the needs of its schools without worries about these laws. However, each coach should consult the Retirement System for the best options in that coach's given circumstances.

In addition, school representatives should note that a retired coach who is no longer teaching in the district becomes a Level 2 Coach and is required (if not already completed) to successfully complete the Coaching Education program.

Case BL-27-9- Are there special restrictions or stipulations regarding coaches who retire, resign or otherwise are relieved of coaching duties and they want to come back into coaching in that sport at that school?

Yes. Coaches resigning, retiring or being otherwise relieved of coaching following a sports season who then coach competitors from that school in outside preparation or competition in that

sport during the school year or dead period would render themselves ineligible to be rehired the following year to coach a team at that school in that sport regardless of a change in employment status. A coach resigning, retiring or being otherwise relieved of coaching following a sports season does not relieve himself/herself of the responsibilities such as medical symposium attendance if in fact that are rehired for the following year.

Case BL-27-10 – What are the specific conditions wherein a member school may request a waiver of the 64-hour requirement for coaches as mentioned in Bylaw 27, Sec. 1 (c)?

The Commissioner is empowered to waive the 64-hours of college instruction required under Bylaw 27, Sec. 1 (b) 4ii. In order for a waiver to be considered, the member school Principal in conjunction with the Superintendent shall verify that the prospective coach has completed a predetermined amount of professional development approved by the Kentucky Board of Education and the Board of Control in addition to meeting the provisions of Bylaw 27, Sec. 1 (b) (1), (2) and (3).

Application for a waiver must be placed on KHSAA Form GE48 and shall include certification from the Principal and Superintendent that the professional development has been completed prior to assuming coaching duties. The form shall also contain the list of approved optional course(s) or activities for inclusion in the professional development waiver.

Case BL-27-11- Can a coach receive in-service credit for Sports Safety Course, Medical Symposium or Coaching Education Attendance?

This is a local district option. The Kentucky Department of Education no longer has specific approval for certain types of in-service credit. According to the department, the four basic (traditional) days and the additional five days, if part of the approved program of in-service in a district, may count in any manner approved by the local district. Such things as workshops and conferences, particularly on timely topics such as HIV and blood borne pathogen education, are not only approvable, but also encouraged by the department. The important key is the inclusion in the local district in-service or professional development program.

Case BL-27-12 – Are cheer coaches required to meet the sports safety course, medical symposium or coaching education requirements?

Yes, the head coach in cheer (or both coaches if co-coaches are chosen) shall meet the same requirement as all sports coaches including coaching education completion and biennial attendance at the medical symposium.

Case BL-27-13- Who has to take the coaching education course?

If a person was not on the faculty at the school or within the school system he/she desires to coach in 1995-96, they must take the course. This includes Level 1 head and assistant coaches (who were not on the 1995-96 faculty), and Level 2 head and assistant coaches.

Case BL-27-14- If a coach has completed the Coaching Education course and changes schools or districts, do they have to re-take the course?

No, the coaching certification is a one-time certification and is not required to be repeated if all of the requirements have been completed.

Case BL-27-15– Is a school compelled to pay the required fee for a coach to take the required Coaching Education course?

No, this is a local district option. The payment (or reimbursement) of the fee is not mandatory. Districts who are paying the fee for the coaches may not reimburse the fee to the coaches until all requirements including the applicable tests, are completed.

Case BL-27-16- What is the Sports Safety Course and who is required to take the course?

HB383 of the 2009 Kentucky General Assembly, as signed by the Governor, required each coach to complete a Sports Safety

Course in order to coach, and to remain current by taking an approved course every two years. The course must be taught by a Medical Doctor, a Doctor of Osteopathy, Registered Nurse or Certified Athletic Trainer.

To allow for implementation, there must be at least one individual who has completed the course at every athletic practice or contest during 2009-2010, or a Medical Doctor, a Doctor of Osteopathy, Registered Nurse or Certified Athletic Trainer (each of which must be admitted to practice in Kentucky) must be present at every athletic practice or contest. If these qualified individuals are not present, the practice or contest must be cancelled.

A coach that has not taken and successfully completed the course will not be able to coach at practice or contests in 2010-11 and beyond.

Case BL-27-17- Does attendance at the Medical Symposium count toward the Sports Safety Course Requirement or vice-versa?

No. These are two separate requirements. The Sports Safety Course is a new and additional requirement, has a testing component built in, and is much more restrictive. Though the requirements may be revised in the future, they are separate required components.

Case BL-27-18- What is the penalty for failing to attend the required Medical Symposium?

The coach may be suspended from post-season play. Other possible penalties include a fine in accordance with the fine schedule in Bylaw 33 (a maximum of \$300), requirement to attend additional meetings, or other penalties within the scope and range of Bylaw 33.

Case BL-27-19- What if a coach is hired after the last day of school as it relates to the Medical Symposiums?

Coaches hired after the last day of school, or during the summer period when the Medical Symposiums are held must attend the Medical Symposium by the conclusion of the last Symposium the following year. Coaches may not resign and be rehired for purposes of circumventing the requirement. Coaches must attend the symposium as required irrespective of camp, vacation or class schedule at least once every two years. Schools that detect violations of this rule are required to self-report them to the Association.

Case BL-27-20- Are head coaches required to attend KHSAA sponsored rules clinics?

Yes. A varsity head coach shall not be permitted to coach a baseball, basketball, cross country, football, golf, soccer, softball, swimming, tennis, track, volleyball or wrestling team during a KHSAA sponsored playoff or tournament unless he/she has attended at least one rules interpretation clinic recognized by this Association in that sport during the current season.